



CAMP TUSCARORA



Summer Camp 2022
Staff Manual

Tuscarora Council
2022 Camp Season

Welcome, and congratulations for being selected to be part of the 2022 Staff at Camp Tuscarora! You are joining a group with a long tradition of outstanding, enthusiastic, cheerful service to Scouts from around the country who come to Camp Tuscarora for the rich experience of a traditional Scout summer, filled with exciting activities and memories that will last forever.

This **STAFF GUIDE** will inform you about our camp programs, procedures, rules and your Code of Conduct. It is important that you fully understand what is expected of you as a staff member as well as what you can get out of your camp experience. Your growth as a Scout/Scouter is important to the Council as well.

IMPORTANT CAMP DATES

Staff Week	June 5 – 11, 2022
Cub Resident Week	June 12 – 18, 2022
Scouts BSA Week One	June 19 – 25, 2022
Scouts BSA Week Two	June 26 – July 2, 2022
Scouts BSA Week Three	July 3 – 9, 2022

Staff are expected to leave Camp each weekend once all work is completed from check out of units and preparation of the next week's program. Staff are expected to stay until at least 10a unless duties are unfinished.

Paycheck: Note unless all your paperwork is complete including your medical forms, no paycheck will be issued. Paychecks are issued by direct deposit.

Paychecks will be distributed via direct deposit on Fridays 1 week hold. No exceptions.

STAFF WEEK

An excellent summer camp season begins with the training of the staff and the preparation of the camp for the Scouts. At Camp Tuscarora we have a seven-day staff development week before the actual opening of camp. During that time, we will be finishing setting up any remaining tents not completed during camp work day, doing a final fine-tuned cleaning up of camp, completing mandatory staff training, and preparing the camp for the Regional Camp Assessment Team. Of utmost importance is the training you will receive over the week. This includes how to plan and teach Merit Badge classes, safety guidelines, camp procedures, special activities, NEW youth protection guidelines, hazardous weather and emergency procedures. You will also be given clear instructions of the expectation the Council has for you in your role as a Camp Tuscarora Staff Member.

CLOSING CAMP

The staff will be expected to stay, as per your contract, after the close of camp so that we can take down tents, inventory all equipment and properly store away items for use next year. There will also be a staff dinner and possibly a staff trip at the close of camp to acknowledge your outstanding efforts over the summer. This will be a celebration, and as staff, you have a say in what type of outing or trip you would like to have to celebrate making it through summer camp season! So, weigh in, let us know your thoughts, ideas and suggestions.

WHAT TO BRING TO CAMP

Label your gear, uniforms and any personal clothing

- Sleeping bag or sheets and a blanket
- Alarm clock(s) – two if you don't wake up easily
- Grounded extension cord for limited electronic usage (clock or fan)
- Pillow
- Scout Handbook
- Raincoat/poncho
- Pocket knife
- 2 Pairs of shoes/boots – flip flops are only allowed when in shower house. No exceptions!
- Day pack or back pack
- A minimum of 2 complete Boy Scout field uniform shirts, shorts and belt
- A watch is **mandatory** for all employees
- Work gloves & work clothes
- 5 BSA T-shirts
- 8 Pairs of Scout socks
- Sufficient changes of underwear
- Appropriate swimsuit – females will wear one-piece suits
- Flashlight
- A trunk with a lock
- Toothbrush and personal toiletries
- Towels
- Warm jacket
- Casual clothes for nights off
- Optional: Camera, fishing gear, stamps, personal sewing kit & first aid kit

WHAT NOT TO BRING

Fireworks
Sheath Knives

Firearms
Expensive electronics

Or other forbidden items mentioned later in this guide.

ADDRESS

To receive mail or packages at camp please have the sender use the following address:

(Receiver's Name), Camp Staff

Camp Tuscarora

965 Scout Rd

Four Oaks, NC 2752

GENERAL STAFF EXPECTATIONS

1. **All staff will be awake and present at morning flags at 7:30 am.** Troop Guides should sit with their troop for at least one meal a day. No staff tables at meals! After meals, staff meetings will be held at the discretion of the Camp Director or Program Director.
2. Only dining hall staff are to be behind the counter in the kitchen, and no one is permitted to remove food from the kitchen... so don't ask the Head Cook!
3. The Trading Post will not run a "tab", please use your trading post credit or pay with cash or check.
4. Program equipment or supply orders must be requisitioned, by form, through the Business Manager.
5. Staff needs to report equipment or camp property that has been damaged to the Program Director, Camp Director, or Ranger as soon as possible.
6. Staff is to sign out equipment from the Ranger just like the other campers... no exceptions. This includes extension cords!
7. Stay out of everyone else's tent or cabin; you may only enter another person's lodgings in their presence.
8. The Camp Commissioner and Program Director oversee inspecting the staff campsite. It is to be the model for a Camp Tuscarora campsite – **keep it clean!**
9. Please observe quiet hours in Camp and be in your tents/campsite by 11:00 pm. Don't hang out in the Dining Hall until midnight – be in your tents/campsite by 11:00 pm.
10. Nights off are a privilege, not a right... they **can be withdrawn according to your behavior.**
11. Follow the Scout Oath and Law.

ADDITIONAL DUTIES

You have been hired to perform a specific service in camp. But, in the interest of the camp and our campers, you may be assigned duties other than those you were originally contracted for. Your contract is clear on this. Due to circumstances beyond our control, more will be expected of ALL staff members always. Be cheerful, face up to it, and do your best. The camp operates according to the program. We operate as a Scout camp with a major commitment to the Troop. We emphasize the use of the patrol method yet try to find time for each camper. Such additional duties include, but are not limited to: (1) participation in the campfires and other camp wide activities; (2) service in helping keep the camp clean and orderly, especially around the staff areas, camp buildings and bathrooms; (3) duty as a Troop guide throughout the week; (4) helping rearrange Troop and patrol sites, as may be necessary; (5) helping with repair jobs around camp; (6) assist with emergency procedures during camping season; (7) and any other functions declared necessary by the Camp Director or supervisor.

STAFF TRAITS

- **Set a good example** in everything you do; on duty and off. The Scouts and Scoutmasters look up to you!
- **Be patient.** Remember the campers and leaders are our "**customers**" and we are there to serve them. It is our service to them that distinguishes Camp Tuscarora. (Remember, without our customers, none of us would have a job. We are here to serve.)

- **Give praise and be positive.** Never criticize, but instead offer constructive suggestions.
- **Your reputation is made by both what you do and what you say.**
- **The Scout Oath and Law is your guide for being an outstanding staff member.**

SCOUT LAW AS IT PERTAINS TO STAFF MEMBERS

A Scout is Trustworthy. As a staff member, you will find trust and success go hand in hand. Your Camp Director, Program Director, and supervisors will entrust certain duties and responsibilities to you. Your diligence in performing the assignment directly reflects upon its success or failure.

A Scout is Loyal. Loyalty to the Camp and your associates is essential. Constantly be observant about matters affecting the harmony of the camp and bring such matters to the attention of the Camp Director and supervisors.

A Scout is Helpful. Helpfulness begins with the newly arrived Scout and his family and lasts until he leaves. A single Scout's problem, if observed by you, becomes your problem until brought to a solution.

A Scout is Friendly. As you pass a Scout or Leader on the trail, be polite and say "hello". A friendly word costs nothing yet gives so much good will.

A Scout is Courteous. You represent the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent the camp and that implies a certain code of respect for others. Be on time to all events.

A Scout is Kind. Kindness is often interpreted in its relationship to animal life. Show that boys are of even greater importance.

A Scout is Obedient. A staff member responds to the direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for action. If you have something on your mind, get it off quickly to the right person, but get the job done.

A Scout is Cheerful. A happy camp and a spirited camp is a successful camp! Happiness is contagious, particularly at camp. No one is in a better position to promote and stimulate this attitude than you.

A Scout is Thrifty. Each staff member should protect and conserve the equipment, the physical property, and the resources of the camp.

A Scout is Brave. As a staff member, you will face many challenges this summer, and this will require you to stand tall to meet and exceed goals.

A Scout is Clean. Your personal cleanliness and living quarters are to be an example that all Scouts can follow. A Scout is clean in mind as well as body. Drugs have a negative effect on both; a Scout has nothing to do with them.

A Scout is Reverent. Being faithful in your religious duties is important because the force of your example molds the attitude of those who look to you as the role model for the right attitude and high ideals.

TEACHING MERIT BADGES

Teaching a Merit Badge class to Scouts is the foundation of our summer camp program so it must be well organized before the first class is taught. Each staff member will write a lesson plan for the Merit Badges that you will be teaching. There is no worse message from a camper than "*I didn't learn anything from that Merit Badge!*" Also, you must teach all requirements as they are listed in the Merit Badge book, you can neither add more requirements nor delete any... teach exactly what is written! However, adding interesting details or stories to enliven the class and emphasize points is perfectly ok if time allows. During staff week you will be instructed how to use the E.D.G.E. method to teach your classes.

TIME OFF

All staff members need to help set up camp each Saturday morning for the next day, and should be able to leave by noon. You will need to be ready to start the next camping week by Sunday morning at 12:00 noon. Don't arrive at 12:00 noon and need to put your personal items away - be ready to start the day of work promptly at 12:00 noon.

Each staff member usually gets one night off per week depending on the commitments you have in your program area. Keep in mind that the nights off are a privilege, not a right, and they may be denied at the Camp Director or Program Director's discretion.

All staff leaving Camp for any reason must sign the "Staff Log" to indicate when they left and a cell phone number in case of emergencies, and then sign back in when you return to Camp. **Staff may not leave Camp at any other time unless given direct permission by the Camp Director or Program Director.** Staff under 18 years old may only leave camp if the parent/guardian has completed a Consent Form. Staff must be back no later than 12:00 midnight and must sign back in upon arrival. If returning later than 12:00 midnight you must inform the Program Director or Camp Director. Please observe quiet hours when you return late.

CODE OF CONDUCT

You will be sent home and/or may face criminal prosecution for taking part in the following on Camp Tuscarora property:

- Stealing
- Alcohol use, possession or returning to Camp intoxicated
- Physical or sexual abuse
- Sexual activities with other staff members or campers
- Dating a camper or staff member, unless the relationship began prior to Camp.
- Illegal drug use or possession
- Cruel treatment of another staff member or camper
- Using or possessing fireworks or flammable chemicals
- Possessing firearms, sheath knives or other weapons
- Intentional damage of camp or individual property
- Inability/unwillingness to perform your staff task
- Smoking/tobacco use if you are under 18 years old

STAFF SALARIES

Staff salaries will be paid, as stated, in your staff contract. In addition to your salary, you are being provided, housing, meals, a minimum of 4 staff shirts, a staff hat, and 2 staff patches. Camp staff salaries are based upon experience, previous camp staff service, responsibilities, stringent budgetary requirements and in keeping with an effort to maintain a reasonable camp fee for our customers - the boys. In consideration of the many factors which affect an individual staff member's salary, and in keeping with the confidential nature of each individual staff contract, staff members are asked to not discuss and compare their salaries.

UNIFORMING

You will need a minimum of two Boy Scout Field uniform shirts, shorts/pants, socks, belt, watch, writing implement and Staff hat which will be worn at: Check-In on Sunday afternoons, Retreat Ceremonies, Campfires and Evening Meals. When not in the Scout Field uniform, you must wear the Activity Uniform, which is a Scout t-shirt with uniform shorts, staff hat, belt, watch, writing implement and Scout socks. Please do not bring T-shirts promoting beer or tobacco products, or an indecent message. Camp staff set the example for campers, therefore uniforms must be clean and worn strictly according to BSA requirements (check your patch placements).

Missing uniform parts will be replaced at your expense, for example: Scout socks or staff hats.

POLICY ON DRUG ABUSE

The following statements are published consistent with the requirements of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.):

All employees should be aware of the unlawfulness of the manufacture, distribution, dispensing, possession, or use of controlled substances.

Drug abuse is not tolerated in the Scouting program. It violates several major premises of the Scout Oath and the Scout Law. Such abuse is grounds for immediate dismissal from employment and will result in the notification of the appropriate police department(s), local, state, or federal. **The Tuscarora Council, BSA, will be a drug free environment in which to work.**

Employees who have had or who currently have a drug use/abuse problem are encouraged to seek out appropriate counseling and rehabilitation. The problem of drug abuse is usually bigger than any one person can handle. Securing outside counseling is a mark of strength, not of weakness.

The above paragraphs constitute a policy statement of our council for employment. Each employee must be notified of this policy (also contained in our letter of employment), and each employee must agree to abide by the policy to secure and to maintain his/her employment.

Under the terms of the Act and the regulations published thereafter, each employee is required to report to the council any criminal drug statute conviction for any in-workplace violation within five days of such conviction. The council is then required to report such conviction to certain federal agencies.

A conviction will require the council to take the appropriate personnel action within 30 days of the initial report of such conviction.

This statement is specifically directed to Camp Tuscarora, Four Oaks, North Carolina, in compliance with the regulations of the US Department of Agriculture published in the 31 January 1989 Federal Register (pages 4947-552).

PERSONAL VEHICLES IN CAMP

You may bring a car to camp, which must be parked in the staff parking lot. When leaving camp property, you must sign out when you leave and sign back in when you return. Anyone driving on camp property must have a copy of a valid driver's license on file with the Camp Director. You must obey all local speed limits and be observant of the rural roads while driving to and from Camp. For those staff members that have been

approved to drive in camp, remember that it is a privilege which may be revoked if you do not follow the rules. The Camp Director reserves the right to hold car keys for any staff vehicles on camp property until he/she deems appropriate.

YOUR ADVANCEMENT

Your growth and advancement as a Scout is important to us. Even though you are working on staff you are encouraged to work on Merit Badges. Please let the Program Director know which Merit Badges you would like to earn when you arrive for Staff Week so she/he can help you meet those needs.

ILLNESSES AND INJURIES AND STAFF MEDICAL FORMS

Working at camp has its dangers and risks. You might come down with an illness or you can get hurt. No one wants you to "play hurt." If you're not feeling well, or if you have an injury, you are required to check in with the medical officer promptly. Do not let wounds fester or sore throats ache for a day or two. Your health and safety is of paramount concern to all other staff members, too. Watch out for your fellow staff members. Their illness could become yours if you don't watch out for each other. All staff must turn in the required BSA medical forms, which are kept on file with the Camp Medical Officer. You will not be allowed to remain on camp property without the completed forms – no exceptions.

TRADING POST OPERATIONS PERTAINING TO STAFF

You are welcome to relax and enjoy the Trading Post on your time off. However, it is not a place to loiter or interrupt the business of the Trading Post. No unauthorized staff may be behind the counter or fill in for a staff member currently operating the Trading Post unless previously authorized by the Camp Director and Trading Post Manager.

FLAG CEREMONIES

Flag ceremonies are a major gathering of the camp. **All staff members** are expected to be at all flag ceremonies with the exception of the Dining Hall staff. The complete Field uniform, to include your staff hat, is the required uniform for the evening Retreat Ceremony. **Missing flag ceremonies will result in the loss of your night off and continued missing of flags will result in your dismissal from employment as camp staff.**

RELIGIOUS CEREMONIES

The camp's schedule has time for religious services. Encourage Scouts and Leaders to attend the weekly vesper service. You are strongly urged to attend and Do Your Duty to God. The Chapel provides a good opportunity to meditate, to reflect, to pray, and/or to praise. Our services are non-denominational. It also presents you an opportunity for you and the Scouts to meet the Twelfth Point of the Scout Law – a Scout is Reverent.

ELECTRONICS IN CAMP

Staff may bring their cell phones to camp for use during off duty hours or for emergencies. However, when on duty or in the presence of campers, staff should not use their cell phones except for emergencies as outlined by the Camp Director. Camp Tuscarora has very limited wireless internet access. This is primarily for the use of Scoutmasters and Camp Administration. As a staff member you will be allowed access to the internet during your down time and you will be required to sign an Internet Use Form prior to being given access.

INTERPERSONAL RELATIONS

To set a professional example, holding hands, kissing or any personal physical contact with campers or other camp staff is inappropriate. Staff will not visit/entertain in each other's quarters or in other private areas, to do so will result in immediate termination of your employment.

The Tuscarora Council is an equal opportunity employer and maintains a policy of nondiscrimination based on race, color, religion, sex, national origin, age, marital or veteran status, physical or mental disability (that does not render the person, with or without reasonable accommodation, unable to perform the essential duties of the job) and with respect to U.S. citizens, citizenship status.

Harassment based on any of the foregoing characteristics will not be permitted or condoned. Racial, sexual, age-related, or ethnic slurs or insults are wholly inappropriate and violate the Tuscarora Council equal employment policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of employees or supervisors. Sexual harassment also encompasses conduct of a sexual nature that interferes with an individual's work performance or creates an intimidation, hostile, or offensive working environment. Conditions that might even be perceived as a sexual nature must be strictly avoided. Any complaint of any violation of this policy should be reported immediately through our open-door policy. Violation of this policy may result in disciplinary action, up to and including discharge.

CHILD ABUSE

If a staff member hears or sees a possible child abuse problem (verbal abuse, physical striking, or sexual abuse), they should immediately contact the Camp Director and tell him/her the details and write out the pertinent facts.

Remember Youth Protection: Do not get into a situation where you are alone with a camper. Even with a counseling situation, stay visible to other persons.

VISITORS

Your days will be busy and filled with activities associated with your staff duties. If you have visitors come to see you, their visit must be limited to your off-duty evening hours. They must not interfere with your job performance. Visitors must sign in and out of the Camp Office.

WILDLIFE

Please leave the wildlife in the woods. Only the Ecology Director or his designee will be allowed to handle snakes at camp. If the Nature Director is unavailable, the Program Director or Camp Director will be responsible for dealing with wildlife. Many of the animals found in the woods are NOT friendly. Leave them alone. We want the wildlife to remain wild and protected in their environments. **Pets are not allowed in camp for any reason unless approved by the Camp Director.** Check often for ticks.

EMERGENCIES IN CAMP – EMERGENCY ACTION PLANS

It is your responsibility to follow the directions of the staff member in charge. Emergency procedures will be covered extensively during Staff training. This will help you understand the procedures and steps to be taken during an emergency.

COMMUNICATIONS DURING AN EMERGENCY

Any directions given by the Camp Director to you during an emergency cannot be debated; please follow all instructions as to your involvement. All statements to the public or media will **ONLY** be made by the Scout Executive or his designee. The staff will make no comments about emergency situations, but will direct any inquiries to the Camp Director.

“OPEN DOOR POLICY” WITH THE CAMP ADMINISTRATION

We realize that sometimes it is stressful being an active, enthusiastic staff member and you may become overwhelmed with your responsibilities. You are encouraged to meet with the Camp Director or the Program Director to discuss your difficulties and work through them with their help. It never helps to keep them bottled up. A conversation with the Camp Director or Program Director can go a long way toward helping you get everything back on track for a successful staff experience. If there is a problem in your specific program area, follow the chain of command by addressing it with your specific program director first.

Also, as a staff member you may hear or see of activities amongst the staff or campers which are un-Scout-like or against camp rules and policies. It is your **responsibility to report these to your supervisor** or the Camp Director or Program Director so that she/he can correct the situation before serious problems occurs. This is part of being a professional staff member. Your responsibility is to do all you can to ensure a safe and successful camp season for the campers, Scoutmasters as well as you and your fellow staff members.

JOB DESCRIPTIONS

Listed below are descriptions for most of the positions at Camp Tuscarora. Please familiarize yourself with the position you will hold as well as those of other staff members. Remember that these are only guidelines; your specific duties may change over the course of the summer to meet the demands on the camp.

All staff members are expected to participate in the following activities:

- Setting up camp during Staff Week and on Saturdays to prepare for the following week.
- Closing camp at the end of the season if your contract is extended to include Closing Staff Week.
- Campfires and camp wide activities.
- Act as a "Troop Guide" during the week.
- Retreat ceremonies.
- Before end of camp season dismissal, turn in an inventory of all program equipment and a needs list for next year.

CAMP DIRECTOR

1. Responsible to the Scout Executive
2. Recommended age is **24** years of age, but can be younger with Council approval, registered adult member of the BSA and hold a current ***BSA National Camping School Certificate in Camp Management***.
3. Responsible for the recruiting, hiring and training of all summer staff.
4. Responsible for the writing and distribution of the Leaders' Guide, Staff Manual, and camp promotion brochures.
5. Works with the Camping Committee and the Order of the Arrow to promote summer camp.
6. Conducts pre-camp orientation meetings for Scout leaders as required by National Standards.
7. Plans and supervises Senior Staff and Youth, CIT and volunteer staff week which includes at least 3 1/2 days of staff training.
8. Responsible, with the Program Director, for creating and maintaining high morale among the staff, leaders and all Troops in camp.
9. Responsible for operating camp within approved camp budget guidelines and for the proper transmitting and accounting for all monies and fees received at camp.
10. Responsible for ensuring that all administrative duties of the camp are conducted properly. These include:
 - a) Providing all reports and documents necessary for National Camp Inspection;
 - b) Checking and initialing the First Aid Log daily;
 - c) Securing the necessary staff tax forms;
 - d) Forwarding staff payroll reports to the Council Accounting Specialist;
 - e) Arranging Troop site assignments each week;
 - f) Approving the nights-off schedule for all staffers;
 - g) Collecting opening and closing inventories and reports from all program areas.
12. Responsible for following all procedures specified by local and National Council regulations, National BSA Standards, and local, state, and national laws.
12. Responsible for the implementation of a camp promotion plan for the upcoming camping season during summer camp.
13. Responsible for the proper closing of summer camp operations. Items included are:
 - a) Proper inventories of all campsite and program equipment. One copy to be given to the Camp Ranger, one copy with area boxes, and one copy in Camp Director's operations notebook which is to be turned over to the Council Office.
 - b) Proper opening and closing trading post inventories
 - c) Collection of area notebooks from Program Director and all area directors
 - d) Recommendations for upcoming year: program, administrative, staff, & maintenance
 - e) Turn in all inventories, First Aid Logs, weekly evaluations, Merit Badge rosters and staff recommendations to Program Director within two weeks of closing camp.
14. Responsible for overall operation of the camp.
15. Disciplines, reassigns, promotes and fires members of staff as necessary.
16. Alerts Council Program Director as to camp needs and problems as they arise.
17. Organizes and leads weekly Leaders' Meetings with Scoutmasters to discuss ideas for improving camp programs and operations.
18. Insures that BSA policies are adhered to always.
19. Works closely with Camp Program Director to insure highest quality Scouting program.
20. Oversees weekly program evaluation and staff evaluations at least twice during summer camp season.
21. Provides end of season review of overall camp operations, needs, and staff.
22. Presents weekly camp review to the Scout Executive and Camping Committee Chair.
23. Delegates tasks during camp emergencies.

BUSINESS MANAGER

1. Responsible to the Camp Director
2. Must be at least **21 years** of age and a registered adult with the BSA.
3. Familiarizes himself/herself with the year-round business procedures of the Council, and recognizes how the camping phases of the program fit into them.
4. Supervises the camp's administrative staff. Giving direct supervision to the trading post manager and staff in record keeping, sales and merchandising, financial accountability, inventory and stock rotation.
5. Gives direct supervision to the camp clerk and his/her administrative functions
6. Provides support to the Head Cook in the event of requested assistance in ordering of food and supplies, commissary inventory and control, and helps oversee food cost control.
7. Oversees the Trading Post Manager in his or her placing food and supply orders for trading post, and program areas both prior to and during the camping season.
8. Maintains the following records:
 - a) Daily food cost accounting;
 - b) Daily ledger of all camp financial transactions;
 - c) Weekly budget control accounting;
 - d) Weekly transmittal(s) to Accounting Specialist at the Council office.
 - e) Use of USDA Government and Food Bank food to keep food costs down;
 - f) Troop records of check-in, attendance, fees, receipts, including any refunds;
 - g) Weekly Trading Post inventory
9. Transmits all camping fees, paperwork, and trading post sales deposits to the Council office at least twice a week.
10. Responsible for the collection of guest meal fees and other incidental fees.
11. Responsible for meeting Health & Safety requirements in all Administrative Areas, Camp Showers & Staff areas.
12. Carries out other duties as assigned by the Camp Director.

PROGRAM DIRECTOR

1. Responsible to the Camp Director & Business Manager
2. Must be at **least 21 years of age**, registered adult with the BSA and holds a **BSA National Camping Certificate in Camp Program**.
3. Acts as Camp Director in the Director's absence.
4. Responsible with the Camp Director, for planning and conducting staff week training.
5. Responsible for directing and coordinating the entire camp program through Area Program Directors
6. Supervises all Junior Staff members and the Counselor in Training program, conducting necessary training.
7. Trains and coordinates unit guides for check-in and checkout and during the week.
8. Gives the Camp Director input regarding reassignment and discipline of staff members.
9. Evaluates Area Program Directors on a weekly basis and provides feedback to the Camp Director and staff.
10. Coordinates and communicates to campers all camp wide activities (Campfires, games, Decathlon, retreats, etc...).
11. Gives announcements at leaders' meetings and Flag Retreat.
12. Ensure proper record keeping for awards, training, and advancement.
13. Responsible with the Camp Director, for maintaining a high level of morale among staff, leaders, and campers.
14. Conducts Senior Patrol Leader meetings during the week.
15. Supervises regular and year-end staff evaluations.
16. Coordinates the submitting of year-end reports by all Program Areas.
17. Ensures that camp program operates within the limits set by the approved camp budget.
18. Works with Webelos Resident Camp Staff advisor to plan and supervise staff during the two Webelos Resident Camp sessions.
19. Works with Cub Resident Camp Staff advisor to plan and supervise staff during the two Cub Resident Camp sessions.

20. Carries out other duties as assigned by the Camp Director.

CAMP RANGER (Summer Camp Responsibilities)

1. Responsible to the Camp Director and Scout Executive.
2. Becomes an integral part of the camp summer staff to provide quality program and assistance to units, leaders, and Scouts.
3. Responsible for maintenance and repair of camp properties and equipment.
4. Serve as fire marshal should a fire occur on the camp property.
5. Maintain and operate water and sewer treatment facilities and take required Health Department tests, and files required samples and reports on time.
6. Supervise the Camp Quartermaster in issuing and maintaining equipment and supplies checked out to Troops and staff.
7. Aid units at check-in and coordinate the hauling of camp equipment and gear to campsites.
8. Aid commissioner staff in readying sites for incoming units.
9. Responsible for keeping the general appearance of camp inviting to campers and visitors.
10. Provides requested assistance to program areas.
11. Carries out other duties as assigned by the Camp Director.

QUARTERMASTER

1. Responsible to the Camp Ranger and Camp Director.
2. Minimum age of 16 for this position.
3. Must be a registered member with the BSA.
4. Maintains all equipment placed in his care.
5. Keeps accurate records of all equipment issued and returned, and reports replacement needs to the Camp Director and Ranger.
6. Establishes complete and accurate pre-opening and closing inventories of equipment and material (indicating condition and storage area), and submits these reports to the Camp Director.
7. Maintains posted hours of operation and serves all customers in a courteous, Scout-like manner.
8. Maintains good housekeeping in and around the Quartermaster building.
9. Works with the Camp Ranger to establish the Quartermaster's daily schedule, and assists ranger whenever possible.
10. Responsible for insuring the daily cleanliness of Central Camp Showers and Visitor restrooms behind Dining Hall and portable toilets, to include replacement of paper products.
11. Contacts Business Manager to order supplies as necessary.
12. Oversees use and storage of liquid chemicals in camp.
13. Carries out other duties as assigned by the Camp Director.

CAMP COMMISSIONER

1. Responsible to the Camp Director and Program Director
2. Must be at least **18 years of age**, and be a registered member of the BSA.
3. Welcomes Troops into Camp on Sunday afternoon by assigning staff as Troop Guides.
4. Maintains daily contact with Troops to ensure that all campers feel welcome in camp, know where and when activities will take place.
5. Completes a daily campsite inspection and share the results with the Troops.
6. Responsible for Troop Guide camp site inspection during check-in and check-out and maintain records of procedures.
7. Takes responsibility for the cleanliness of the staff campsite.
8. Oversee Troop communications during camp emergencies.
9. May act as Merit Badge counselors if needed.
10. Supervises the preparation of sites for each week's Troops.

11. Helps with roundtables and SPL meetings as requested by the Program Director; helps to lead the daily Scoutmaster's Forum, as appropriate.
12. Takes responsibility of unit guides, including training and encouragement.
13. Complies with general staff instructions, and other responsibilities as assigned by the Camp Director.

CAMP MEDIC

1. Responsible to the Camp Director.
2. Minimum age for this position is 18 years of age.
3. Must be a responsible adult registered with the BSA who has **Completed Emergency Medical Technician course or other approved training**. Must be approved by the Camp Physician and annually complete the computer based self study "Camp Health Officer's Training Course.
4. Follows camp medical protocols always.
5. Works in conjunction with the Council Health and Safety Committee and the approved camp physician to ensure compliance with all BSA Health and Safety standards and oversee the safety of all campers and staff.
6. Provides first aid treatment for sick or injured Scouts, referring serious cases to the local hospital.
7. Under the direction of the Camp Physician, conducts the weekly medical re-check of each camper at Sunday check-in, and issues the buddy tags.
8. Maintains the filing of personal medical records for all campers and returns them at the end of each week.
9. Maintains an accurate First Aid Log daily of all injuries, sicknesses, treatments, and cases referred to the hospital. Ensures Camp Director's daily review of this log.
10. Conducts a general daily health and safety inspection, and reports to the Camp Director.
11. Maintains an accurate and adequate inventory of medical supplies.
12. Responsible for completion of OSHA and Workmen's Compensation injury forms and records.
13. Assists in instructing the Merit Badges and Asthma Awareness Program (as directed by Program Director).
14. Carries out other responsibilities as assigned by the Camp Director.

TRADING POST MANAGER

1. Responsible individual (**preferably 18 or older** and registered with the BSA) that has the skills necessary to maintain inventories, promote sales, and conduct proper financial control of trading post.
2. Responsible to the Camp Business Manager and Camp Director.
3. Responsible for the opening and closing of the Trading Post on time and serving of all customers in a courteous manner. Operates the Trading Post as a true Scout store.
4. Supervises the trading post staff and all authorized helpers. Sees to it that unauthorized individuals are kept out of stock room and behind the counter.
5. Maintains accurate records of income, expenditures and inventories.
6. Accounts for and turns over all monies received, including all invoices and bills to the Business Manager daily.
7. Responsible for proper inventory control by conducting proper opening, weekly, and closing inventories. Reconciles inventory with sales.
8. Uses creativity and imagination to promote Trading Post sales
9. Maintains twice daily temperature record on all freezers and refrigerators located in the Trading Post
10. Maintains good housekeeping in and around the Trading Post.
11. Carries out other duties as assigned by the Camp Director.

TRADING POST STAFF

1. Responsible to the Trading Post Manager and Business Manager
2. Responsible individual(s) 15 years or older registered in the BSA
3. Assumes full responsibility for all the duties assigned by the Trading Post Manager.
4. Serves all customers in a courteous manner.
5. Follows all rules and procedures of the Trading Post.
6. Assists Trading Post manger with weekly inventories.

7. Carries out other responsibilities as assigned by the Camp Director.

CAMP CLERK

1. Responsible to the Camp Director and Business Manager.
2. Responsible individual minimum 15 years of age or older.
3. Responsible staff member with computer skills and registered with the BSA.
4. Responsible under Business Manager's and Camp Director's direction for performance of necessary daily camp office functions.
5. In charge of camp office reception area, takes and delivers messages promptly and greets visitors in an efficient and courteous manner.
6. Helps maintain necessary daily and weekly camp records.
7. Responsible for general cleanliness and neatness of Camp Office and Headquarters building, including restrooms.
8. Fills in at the Trading Post or other areas as needed.
9. Assists in overseeing administrative operations (i.e. unit's check-in & check out).business manager
10. Maintains twice daily record of temperature chart for all refrigerator or freezers located in the Headquarters building.
11. Responsible for the "Tuscarora Times" camp newsletter at least twice a week, sometimes more, which will be distributed to all units. (Using a pre-formatted template that we will provide.)
12. Carries out all general staff instructions, and other duties as assigned by the Camp Director.

CAMP CHAPLAIN

1. Responsible to the Camp Director and Program Director
2. Responsible adult registered in the BSA with the proper ***training and/or background to fulfill role of Camp Chaplain.***
3. Works to establish a spiritual tone within the camp to promote awareness of the Scout's duty to God.
4. Plans, promotes and conducts the weekly Vespers services.
5. Provides individual counseling as needed for any staffers, leaders, or campers.
6. Promotes the BSA religious awards program, encouraging Scouts and leaders to participate through their home congregations.
7. Helps with the instruction of special Merit Badges such as Citizenship in Nation, and Citizenship in the World
8. Carries out such other duties as may be assigned by the Camp Director.

HEAD COOK

1. Responsible to the Business Manager and Camp Director
2. Responsible adult with the training and work experience to supervise kitchen operations to prepare breakfast, lunch, and dinner meals for up to 450 people. First meal Sunday evening and last weekly meal Saturday morning.
3. Responsible for preparing and serving balanced and tasteful meals, on time and in sufficient quantities.
4. Oversees clean up after each meal.
5. Plans menus in consultation with the Business Manager and Camp Director.
6. Gives supervision to kitchen staff and Dining Hall Steward.
7. Sees that all food storage and preparation areas and equipment are kept clean and that the kitchen area meets required Health and Safety standards.
8. Submits orders in time for on-time delivery.
9. Maintains the quality of the food supplies. Checks for spoilage and proper storage. Makes best use of leftovers. Works to minimize food waste.
10. Submits complete inventory of dining hall supplies and equipment at end of the season.
11. Carries out other duties as assigned by the Camp Director.

DINING HALL STEWARD

1. Responsible to the Business Manager & Head Cook
2. Responsible individual who is **at least 18 years** of age registered with the BSA
3. Is responsible for instruction and supervision of table waiters.
4. Supervises and directs the kitchen aids as needed by the head cook.
5. Maintains calm and order in the dining hall during the meal.
6. Is responsible for cleanliness and physical arrangements of dining hall always: tables, chairs, floors, etc.
7. Is responsible for opening the doors at meal times, and starting meals promptly.
8. Works with the Cooks, helps with dishwashing and kitchen chores when called upon.
9. Checks out food and equipment for Troop campsite cooking and for overnight Merit Badge trips
10. Takes over Dining Hall program responsibilities as assigned by the Program Director.
11. Responsible for maintaining twice daily check of temperature charts for all freezers, refrigerators, and dishwasher located in the Dining hall. (including staff lounge)
12. Carries out other duties as assigned by the Camp Director

KITCHEN STAFF

1. Responsible to Head Cook, Second Cook and Dining Hall Steward
2. Must be registered member of BSA.
3. Is responsible for cleaning the pots and pans, dishes, cooking utensils and general kitchen area after each meal.
4. Helps with the preparation of food as assigned by the Cook.
5. Helps with the serving of food during the meals.
6. Disposes of garbage immediately after each meal.
7. Assists in unloading delivery trucks and stocking food and supplies for kitchen use.
8. Carries out other duties as assigned by the head cook and Camp Director.

AQUATICS DIRECTOR

1. Responsible to the Program Director
2. Must be **at least 21** years of age registered with the BSA hold a current **BSA National Camping School Certificate in Aquatics**.
3. Responsible for safety in waterfront area.
4. Organizes, trains, and supervises the aquatics staff in teaching the assigned Merit Badges and special awards, as well as supervising instructional swims, and free swimming and boating.
5. Conducts weekly instruction for Scoutmasters and SPL's in Safe Swim Defense and Safety Afloat plans.
6. Arranges Troop swims under Troop leadership.
7. Trains the entire camp staff in the proper response to a lost swimmer emergency and follows official procedures in case such a situation should occur.
8. Keeps the aquatics area safe, neat, and well organized.
9. Supervises the swim tests for every camper during Sunday check-in.
10. Leads the waterfront portion of the weekly camp wide games as applicable.
11. Works closely with Council Aquatics Committee during the summer to ensure a safe effective program for the Scouts, Scoutmasters and staff.
12. Complies with all general staff instructions, and other responsibilities as assigned by the Program Director or Camp Director.

ASSISTANT AQUATICS DIRECTOR

1. Responsible to the Aquatics Director
2. Must be at least **18 years of age** registered with the BSA and hold **BSA Lifeguard** certification or equivalent.
3. Assists the Aquatics Director in the performance of all his duties

4. Serves as the assistant leader for the aquatics staff
5. Complies with all general staff instructions and other responsibilities as assigned by the Program Director or Camp Director.

AQUATICS INSTRUCTOR

1. Responsible to the Aquatics Director
2. Must be registered with BSA.
3. Follows all national standards for waterfront operation and all procedures outlined by the Aquatics Director.
4. Teaches Merit Badge sessions as assigned by the Aquatics Director.
5. Supervises all assigned aquatics activities.
6. Helps with the aquatic portion of the weekly camp wide games.
7. Keeps the aquatics area safe, neat and well organized.
8. Carries out all other duties as assigned by the Aquatics Director or Camp Director.

HANDICRAFT DIRECTOR

1. Responsible to the Program Director
2. Must be registered with BSA
3. Provides instruction in all handicraft Merit Badges, and in proper use of tools and equipment.
4. Makes sure the Handicraft Lodge stays neat and interesting, and operates in a safe and efficient manner.
5. Keeps a careful inventory of all handicraft equipment, and works with the Camp Director on ordering necessary supplies.
6. Works closely with the Trading Post staff on stocking necessary equipment for handicraft projects.
7. Trains and supervises his/her assistant.
8. Creates recognition awards as requested by the Program Director.
9. Complies with general staff instructions, and other responsibilities as assigned by the Program Director or Camp Director

NATURE DIRECTOR

1. Responsible to the Program Director
2. Must be **at least 18** years of age, and hold a current ***BSA National Camping School certificate in Ecology/Conservation or other approved training*** and registered with BSA.
3. Takes responsibility for setting up the Nature Program Area and nature trail at the beginning of camp; keeps the Nature Lodge and surrounding area neat and safe.
4. Collects wildlife for display and instruction; sees that wildlife are properly fed and watered.
5. Trains, supervises, and leads his staff in teaching all the nature Merit Badges.
6. Makes himself familiar with the Council's Conservation Plan and provides a list of conservation projects to the Scouts in camp (in consultation with the Camp Director, Program Director and Ranger).
7. Assists in special camp wide events.
8. Responsible for maintaining all records of the nature area, including supply inventories.
9. Complies with general staff instructions, and other responsibilities assigned by the Program Director or Camp Director.

TKAHSAHA (FIRST YEAR CAMPER) DIRECTOR

1. Responsible to the Program Director
2. Must be registered with the BSA and skilled in Tenderfoot, 2nd class, and 1st class requirements.
3. Organizes, promotes and conducts the Tkahsaha program.
4. Creates a model first year camper campsite and Scout craft area.
5. Trains and supervises his assistants and any CIT's assigned to Tkahsaha.

6. Develops a Tkahsaha program that meets stated goals of the program.
7. Conducts any hikes, overnights and other activities needed by his program.
8. Makes sure the Tkahsaha area is neat, clean and safe always.
9. Complies with general staff instructions, and with other responsibilities as assigned by the Program Director

SCOUTCRAFT DIRECTOR

1. Responsible to: Program Director
2. Must be **at least 18** years of age. **BSA National Camping School certificate in Outdoor Skills** and registered with BSA.
3. Supervises instruction of all Scoutcraft Merit Badges and arranging all teaching assignments.
4. Supervises instruction for Totem Chip, Firem'n Chit, the Paul Bunyan award, and all Scoutcraft skill requirements as requested by Troops
5. Trains and supervises the Scoutcraft instructors and any CIT's.
6. Keeps Scoutcraft area interesting, neat and safe always.
7. Accepts any administrative duties assigned by the Camp Director.
8. Complies with general staff instructions, and other responsibilities as assigned by the Program Director or Camp Director.

MERIT BADGE INSTRUCTOR

1. Responsible to the Program Area Director
2. Must be registered with BSA.
3. Teaches Merit Badges and other skills sessions as assigned.
4. Assists in teaching Merit Badges or skills as assigned by the Area Director.
5. Assists in keeping the program area clean and safe always.
6. Assists with weekly preparation of campsites for the new units.
7. Works with the leadership of the Troops in providing needed program assistance and instruction.
8. Carries out other duties as assigned by the Program Director or Camp Director.
9. Complies with general staff instructions and responsibilities.

SHOOTING SPORTS DIRECTOR

1. Responsible to the Program Director
2. Must be **at least 21** years of age, registered with BSA and **hold National Camping School certificate in Shooting Sports**.
3. Takes responsibility for the operation and safety of the entire shooting sports program in camp.
4. Trains, advises and supervises the entire shooting sports staff as much as possible.
5. Complies with general staff instructions and responsibilities

ARCHERY INSTRUCTOR

1. Responsible to the Shooting Sports Director
2. Must be **at least 18** years of age and registered with BSA.
3. Takes charge of all archery instruction and free shooting at camp.
4. Counsels the archery Merit Badge.
5. Keeps the archery range neat and safe always.
6. Responsible for the implementation of all required standards for the archery range.
7. Repairs and maintains all archery equipment, and stores it properly when not in use.
8. Performs other duties as assigned by the Camp Director or Program Director.
9. Complies with general staff instructions and responsibilities.

RIFLE/SHOTGUN INSTRUCTOR

1. Responsible to the Shooting Sports Director

2. Must be **at least 21** years of age, registered member of BSA and **hold required certification**.
3. Is solely responsible for the safe operation of the Rifle Range and adherence to all National Standards; makes sure a qualified adult is present whenever the range is open.
4. Takes charge of the maintenance and inventory of all rifle range equipment; sees that all equipment is properly secured when not in use.
5. Instructs the rifle shooting and shotgun shooting Merit Badges.
6. Provides instruction and opportunities for free shooting to all interested Scouts.
7. Takes charge of such camp wide events as the SM/SPL shoot-off and Mother Shoot.
8. Complies with general staff instructions, and other responsibilities as assigned by the Program Director.

CLIMBING DIRECTOR

1. Responsible to the Program Director
2. Must be at **least 21 years** of age **hold National Camping School certificate in Climbing** and registered member of BSA.
3. Work with the Program Director to develop a weekly plan to include climbing Merit Badge activities in the climbing area.
4. Operates the climbing tower in the evening “program hour” as weather and camp schedule allows.
5. Supervises the mountain board “program hour” as weather and camp schedule allows.
6. Offers BSA’s Climb-On Safely training to adult leaders in camp.
7. Takes responsibility for safety of program area and its equipment.
8. Sets up the program area during staff week and maintains all required inventories and records.
9. Properly trains instructors as well as instructs any camp staff which required training in climbing and rappelling.
10. Responsible for meeting all BSA National Standards for climbing.
11. Responsible to provide end of camp report that includes all items required by BSA National Standards and recommendations for future use and staffing.
12. Complies with general staff instructions, and other responsibilities as assigned by the Camp Director or Program Director.

SENIOR STAFF

1. Responsible for reviewing job descriptions and training for all staff in your program area.
2. Responsible for delegating tasks as necessary.
3. Evaluate all program area staff under their supervision.
4. Discuss supply needs with the Program Director allowing sufficient time to acquire supplies.
5. Discuss program and procedural recommendations with Program Director.
6. Oversees program area staff during an emergency.
7. Maintain Merit Badge advancement records.
8. Responsible for helping your staff members write out a Merit Badge lesson plan, and maintain a quality program throughout the summer.
9. Maintain a clean program area and protect and care for the equipment of that program.

2022 SCOUT CAMP STAFF

Staff Statement of Understanding and Code of Conduct

Statement of Understanding: All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the Employment Contract, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. **All staff members are expected to abide by the Code of Conduct as follows:**

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited on camp property. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.
7. Serious and/or repetitive behavior violations including use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type and possession or detonation of fireworks or mixing of flammable liquids are prohibited.
10. Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
12. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws.
13. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will respect diversity—whether the differences be in physical characteristics or in perspectives.
16. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way,

including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.

17. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.
18. I understand that my personal property including but not limited to my tent, my person, and my vehicle may be searched at any time if my conduct is in question.
19. I will comply with this Code of Conduct and the policies printed in the **Camp Staff Guide**. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

Staff Signature: _____ **Date:** _____

Parent Signature (if staff is a minor) _____ **Date:** _____

Camp Tuscarora 2022

14 and 15-year-old Transportation Consent Form

Staff Name: _____

In arriving and departing from Camp at the beginning and end of each week of camp or at other times when needed, I give permission for my son/daughter to be transported as follows:

Please indicate all options to be used.

_____ He/she will be transported by Parent(s) or guardian(s).

Names: _____

_____ He/she may be transported by the following adults(s)

Names: _____

_____ He/she may be transported by selected Adult Camp Staff members for organized Staff Trips and Outings as needed.

Camp Tuscarora's Camp Staff Policy does not allow CIT's or staff members under the age of 16 to be transported to and from camp or during camp by a staff member under the age of 18.

CIT's and Junior Staff under the age of 15 must remain on Camp Property during their evening off unless transported by their parent/guardian.

When transported by any adult except for parent or guardian there must be a minimum of one additional passenger always.

Staff Member Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Best Contact Phone Number: _____

Date: _____

CAMP TUSCARORA 2022 - JUNIOR STAFF

16 / 17-YEAR-OLD CONSENT FORM

Staff Name: _____

I. Council Junior Staff Vehicle Policy

- A junior staff member can have and use a vehicle at camp for the sole purpose of going to and from camp at the beginning and end of each camp week.
- A junior staff member cannot transport any other staff member.
- For anyone else to use this vehicle at camp requires the written permission of parent/guardian.
- If a junior staff member is transported by any adult besides their parent/guardian or approved family member then another passenger must be present always.

II. Having a vehicle at camp

_____ I give my son/daughter permission to have a vehicle at Camp Tuscarora.

Information on the Vehicle:

Make: _____ Model: _____

License Plate #: _____ Insurance Co. _____

Ins Policy # _____ Expiration Date: _____

III. Arriving/departing camp (Check any options that may apply)

_____ My Son/daughter will be driving self only

_____ Will be transported by parent/guardian- Name: _____

_____ Will be transported by the following adult(s) - Name: _____

IV. Staff Night Off

During each camper week we make every effort to ensure that each junior or senior staff member has one evening without staff responsibilities. CIT's and Junior Staff under age 16 must remain on camp property per 14 & 15-Year-Old Transportation Consent Form Page 24. Junior staff age 16 or older may leave camp property with parental permission. If permission is given transportation must be provided either by parent/guardian or a senior camp staff member as part of a group. Any junior staff member who leaves the property must report back to camp not later than 12:00 pm.

_____ I give permission for my son/daughter to leave camp with other staff during their night off.

_____ I do not give permission for my son/daughter to leave camp with other staff during their night off.

I understand that Camp Tuscarora and the Tuscarora Council, BSA are not liable for accidents, theft, or vandalism that may occur at camp or in going to or from camp. All drivers must have a valid driver's license and proof of insurance. Staff vehicles must be parked in the camp parking lot and locked always.

We have reviewed the terms listed in this permission form and agree to follow them. We have also selected the choices indicated.

Signature of Staff Member: _____ Date: _____

Signature of Parent/Guardian _____ Date: _____

CAMP TUSCARORA 2022

Staff Information Sheet

Last Name: _____ First Name: _____

I prefer to be called: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell phone: (____) _____

EMERGENCY CONTACTS

Name: _____ Home phone: (____) _____

Relationship: _____ Cell phone: (____) _____

Work phone: (____) _____

Name: _____ Home phone: (____) _____

Relationship: _____ Cell phone: (____) _____

Work phone: (____) _____

CAR INFORMATION

Make: _____ Model: _____

Color: _____ Year: _____ Plate # _____

Procedure for Obtaining a Youth Employment Certificate

1. Go to the Youth Employment Certificate (work permit) on the N.C. Department of Labor's website: http://www.nclabor.com/wh/youth_instructions.htm

Computer access may be available at the potential employer, schools or public libraries if you do not have access at home.

2. Complete the application screens identified below. This process works best when completed at the employer's location to ensure accuracy of job descriptions and ABC permit requirements. The completed YEC must be signed by the youth, parent and employer to be valid.

Screen 1: Requests information on the youth, proposed employer and business type.

Screen 2: Requests a response regarding the employer's ABC permit status for most business types. This is a required field; however, a "YES" response applies mostly to restaurants and country clubs where alcoholic beverages are sold and consumed on the premises.

Screen 3: Displays job restrictions by age groups and requests selection of proposed employment.

Screen 4: Displays information entered for review prior to printing.

3. Completed and signed certificates must be given to the employer on or before the first day of work.

4. The employer must verify the youth's age, proposed job duties and any restrictions noted on the certificate.

5. The certificate must be maintained by the employer for two years after employment ends or until age 20, as appropriate.

If you have questions about this form or youth employment restrictions, please contact the Wage and Hour Bureau at 919-807-2796 (Raleigh) or toll-free (NC only)

1-800-NC-LABOR (1-800-625-

2267). Our Call-Center is open from 8 a.m. to 4:45 p.m., Monday through Friday.

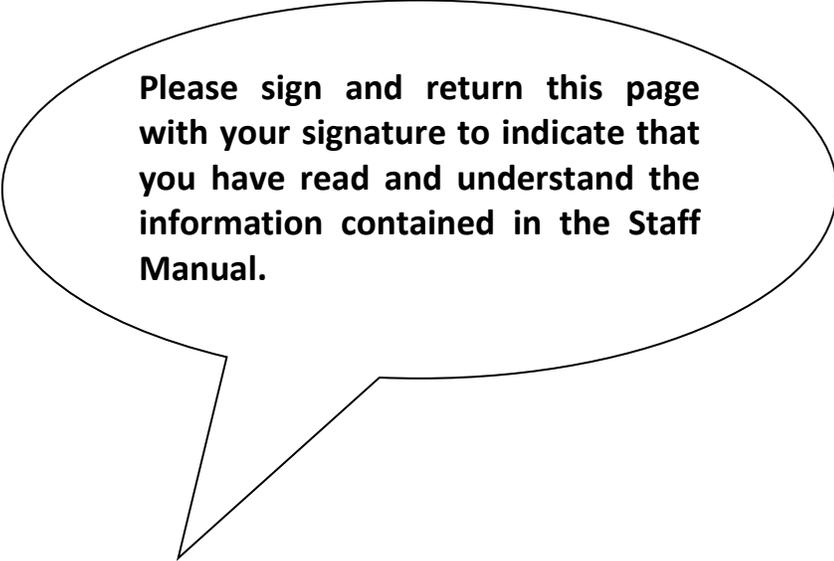
Note: Governmental (public), agricultural and domestic employers are not required to obtain state youth employment certificates to employ youths under 18 as these employers do not come under any of the state youth employment provisions. Therefore, the N.C. Department of Labor will not allow the issuance of youth employment certificates for youths under 18 employed by any of these employers.

These employers may still be subject to the federal child labor provisions of the Fair Labor Standards Act (FLSA) and may have to comply with its age verification requirements. For questions on the federal child labor requirements, contact the U.S. Department of Labor's Wage and Hour Division's national call-center at 1-866-4-USWAGE (toll-free). Website: <http://www.dol.gov/esa/whd/>

PREPARING FOR CAMP

Between now and the time you report to camp, there are many things that must be done. Here is a checklist for your use.

- _____ **Social Security Number:** To be employed you must hold a Social Security Number.
- _____ **Contract signed and returned:** Must be returned by as soon as possible.
- _____ **I-9 Form:** Enclosed Bring to Camp. (Also, the required two (2) copies of the required documentation with you to Camp. For example: a copy of your birth certificate or driver's license and/or a copy of your Social Security Card or Visa.)
- _____ **Tax Withholding Forms:** (NC-4 and W-4). These forms must be filled out if you are to receive wages. **Not needed for CIT's.**
- _____ **Direct Deposit Form:** Paychecks will be handled via direct deposit so be sure to submit routing information if you want to get paid. **Not needed for CIT's.**
- _____ **Medical Form:** You will need to provide a completed Medical Form upon arrival at staff week to serve on Staff. Health forms are now only good for one (1) year.
- _____ **Employment Certificate:** If you are a CIT or Junior Staff member under the age of 16 you must obtain an employment certificate to serve on staff. You cannot report to Camp without first providing this Certificate.
- _____ **Equipment Needed at Camp:** See list in Staff Guide. Keep in mind that you will be at Camp Tuscarora for 5 to 6 weeks.
- _____ **Transportation to Camp:** This aspect of employment is the personal responsibility of everyone. If you desire to set up car-pools; the camp director can tell you of other staff members living in your area. Those under 18 must complete the proper staff Transportation Consent Form and abide by the rules as stated.
- _____ **Arrival at Camp:** Staff is to arrive at Camp Tuscarora at 12:00pm on June 12, 2017. Staff check in would be at the Camp Office.
- _____ **Preparing for assignment:** Review Scout Handbook, Merit Badge pamphlets, and other information (for example skits and songs) that applies to your assignment at camp.
- _____ **Review staff guide**



Please sign and return this page with your signature to indicate that you have read and understand the information contained in the Staff Manual.

I HAVE READ THIS GUIDE AND I AGREE TO FOLLOW ALL RULES WRITTEN AND IMPLIED TO THE BEST OF MY ABILITY.

BY SIGNING BELOW, I SIGNIFY THAT I UNDERSTAND EVERYTHING WRITTEN HEREIN.

Signature: _____ **Date:** _____

Parental Signature: _____ **Date:** _____
(Required if staff member is under the age of 18)