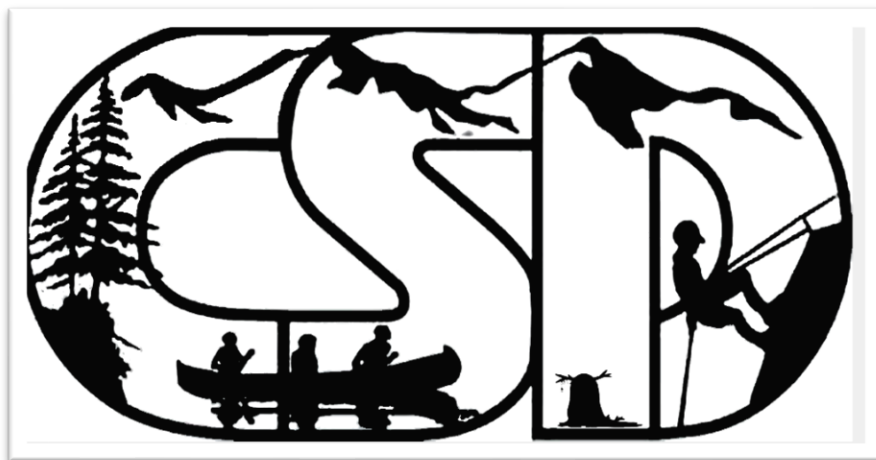


Camp Sidney Dew



STAFF HANDBOOK



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Parents,

Please take the time to review these policies with your son or daughter. This manual has been prepared especially for Summer Camp Staff and their parents/guardians. It is expected that you will read through it thoroughly before reporting to camp. Even if you have worked at Camp Sidney Dew before, read this manual, as it is updated annually. This will ensure that you, your son or daughter has been informed of the employment policies of the Northwest Georgia Council. While reading this manual, there are several areas for you and your son/daughter to sign which states you have read and understand the content of the manual. **Staff must bring the entire manual with you when you report to camp.** Please do not hesitate to contact the Camp Director or Program Director if you have any questions about anything in this manual. Failure to have this manual signed completely will delay employment.



Camp Staff Employee Handbook

Mission Statement

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Code of Conduct

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.



1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - [BSA Youth Protection policies and guidelines, including mandatory reporting](#)
 - [The Guide to Safe Scouting](#)
 - [SAFE Checklist](#)
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:
 - Unauthorized fundraising activities
 - Advocacy on social and political issues, including prohibited use of the BSA uniform and brand.
 - Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles.
 - Any investigation or court order involving domestic violence, child abuse, or similar matter.
 - Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons.
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - Alcoholic beverages or controlled substances, including marijuana.
 - Concealed or unconcealed firearms, fireworks, or explosives
 - Pornography or materials containing words or images inconsistent with Scouting values.
9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

Scout Signature

Date

Parent Signature if under 18

Date



Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign their employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

Equal Employment

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.



Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Northwest Georgia Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Northwest Georgia Council and Camp Sidney Dew will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
3. Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability.
4. Discussing one’s personal beliefs towards sexuality or personal sexual identity with others.

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault.



Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Northwest Georgia Council. **Any employee who is found to have engaged in such conduct and/or has witnessed such conduct and failed to report the conduct appropriately** will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, **any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination.**

Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

Initial and Date

Open Door Policy

The Northwest Georgia Council and Camp Sidney Dew is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff



- member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.
 4. Area/Section directors are required to report the suggestion, problem or complaint to the Program Director and the satisfactory resolution taken.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open-Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

Wages, Hours and Workweek

The Northwest Georgia Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Seasonal employees are paid twice a month, for the pay period of the first through the 15th and the 16th through the last day of the month. Pay day is one week after the pay period ends.

Camp Dates for 2024 June 2nd – July 30th

Employee Conduct and Discipline

It is the policy of the Northwest Georgia Council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers (Area/Section Directors) are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Camp Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to



discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy.
- Gambling or fighting on council property.
- Unethical conduct or conduct that creates a conflict of interest.
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property.
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol.
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others.
- Insubordination
- Violation of the council's sexual harassment policies.
- Serious safety violations.
- Use of threatening or violent behavior.
- Failure to report personal injury resulting from an on-the-job work situation.
- Excessive absenteeism or tardiness.
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer.
- Gossiping or spreading rumors.
- Continuously failing to maintain a consistent positive attitude.
- Violations of Scouting's Youth Protection Policies.
- Defrauding or attempting to defraud the Great Southwest Council, including falsification of any Northwest Georgia Council records, reports or willfully reporting false information.

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action such as a written documentation. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

Initial and Date



Texting and social media

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps and any other digital communication platforms. This policy reinforces the BSA's youth protection policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you post complaints or criticism, statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment, bullying or exploiting an emergency situation disciplinary actions up to termination will be taken. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

Youth Protection and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

Reporting

When an individual is suspected of having committed an act of an unacceptable nature, the area director, program director or camp director should be immediately notified. If the matter is of a serious nature, the Scout Executive will be notified. Depending on the circumstances, law enforcement authorities may also be notified.

ALCOHOL, DRUG ABUSE & OTHER UNACCEPTABLE ACTS: Camp Sidney Dew is committed to providing a safe and wholesome environment for participants and employees. Camp Sidney Dew will maintain a "Zero Tolerance" policy for the use of illegal drugs or the abuse of prescribed or over-the-counter drugs or alcohol. Violation of the "Zero Tolerance" policy will result in immediate termination and possible prosecution.

Additionally, it is inappropriate for Camp Sidney Dew Staff members to discuss use of drugs or alcohol at camp, most importantly around or in the presence of campers. We must strive to portray a "clean" image to our customers.

NARCOTICS AND DANGEROUS DRUGS: Possession, sale, use, or being under the influence of narcotics or dangerous drugs—including marijuana—will not be tolerated on the properties of Scouts BSA.

TOBACCO USE: Smoking and the use of smokeless tobacco is prohibited in all Camp Sidney Dew buildings, tents, and vehicles. Staff members who are under 18 are not permitted to use tobacco in any form at camp.



GAMBLING: Gambling in any form or fashion is in violation of the policies of Scouts BSA. Gambling while at camp is reason for dismissal. Bingo, lotteries, card games and raffles (anything where someone can lose money or possessions) are considered gambling and in violation of camp policy.

ILLEGAL, IMMORAL, OR UNACCEPTABLE ACTS: As a character-building organization caring for other people's children in camp—illegal, immoral, or other activities generally considered as unacceptable by society have no place in Scouts BSA or at Camp Sidney Dew.

YOUTH PROTECTION POLICIES: Violations of Scouting's Youth Protection Policies require mandatory reporting. Failure for reporting violations may result in termination.

Initial and Date

Emergencies in Camp

As Staff Members, we are setting the example for the campers. We must work hard to make the health and safety of EVERYONE in camp our primary concern at all times. Staff Members are not to engage in any activity which will at any time compromise the health and safety of any camper or Staff Member. Violation of health and safety by a Staff Member is grounds for immediate dismissal.

By the same token, Staff Members observing health and safety violations in camp should take necessary action to correct these violations and report the incident to the Area Director, Program Director, Assistant Camp Director, or Camp Director.

Emergencies in camp such as fire, intruder, lost camper, severe injury, or death must be reported immediately to the Camp Director and the Ranger via radio transmission using the call signals given to each staff member during their training.

Severe Storms and Lightning

From time-to-time severe storms and lightning may threaten the area. The camp management will relay any weather-related threats with appropriate actions to be taken.

Lost Camper

Lost camper drills will be conducted during staff week with each program area given a specific part of camp to begin a hasty search. This will be led by the area director and reported to the camp ranger that the area has been cleared. Emergency siren will sound with everyone gathering at the flag pole and the staff provided instructions and description of lost camper.

Aquatics Emergencies

During an aquatics emergency the camp staff will remain at their assigned areas and will not release campers until given the all-clear by either the Camp Director or the Camp Ranger.

Professional Rescuer Involvement

In the event that law enforcement or other professional rescuers are on camp to conduct a search, all staff will be gathered with the campers at the dining hall or other location as to not interfere with the search and rescue operation.



Dress Code

The required dress for the Boy Scout Summer Camp Staff is the official BSA uniform. The Staff uniform consists of the current years staff T-Shirt, Official BSA Olive Scout shorts or Venturing Pants/Shorts (these items must be approved by the Program Director), BSA stocks and a BSA belt. You will be issued 2 shirts which will be worn each day (previous years staff shirts are acceptable). These shirts will be laundered each day so you will always have a clean shirt to wear. The official BSA Field Uniform (a.k.a. Class A) will be worn at evening meals and at campfire programs. This uniform consists of an official Scout hat, shirt, Scout shorts or Venturing shorts, socks, and belt. Shower shoes and sandals are permitted in the Staff Area only. Any non-BSA attire is not permitted for wear outside of Staff Area, with the exception of nights off and swim trunks in the Aquatics Areas. You are strongly encouraged to obtain extra uniform parts before reporting to camp. Aquatics staff must have red bathing suits.

Appropriate attire must be worn at all times for the activities at CSD by staff and campers. This means appropriate shirts, hats, shorts for Scouting activities.

Prior to arrival at camp

Before arriving at camp and being permitted to stay on property you must have turned in and completed the following paperwork and trainings.

1. Annual Health & Medical Record Parts ABC with a copy of insurance card
2. I-9
3. W-4
4. G-4
5. Copy of State issued photo ID and Social Security card.
6. BSA Adult Application
7. Youth Protection Training
8. Hazardous Weather Training
9. Merit Badge Councilor Training
10. Sexual Harassment in the Workplace
11. Bullying V-2
12. Aquatics staff- Safe Swim Defense and Safety Afloat
13. Area Directors- Program Safety

Housing at Camp

Each Staff Member will be assigned living quarters. No youth (under 18) Staff Member may share a tent or residence with an adult Staff Member. Any changes to housing assignments will be made through the Program Director. Quarters must be always kept clean and orderly. Periodic residence inspections for health and safety reasons will be conducted by the Camp Director, and/or Program Director. You may NOT enter another person's living quarters without their express consent. At the same time, you must respect your roommate's property and privacy.

Electricity is provided in staff quarters, and small lights, and fans are welcome. However, large TV's, and other appliances are not advised. All fans and other devices MUST be turned off while



you are not in your quarters. Consistent violations of this rule will result in the loss of electricity for your quarters. It is a good idea to decide with your roommate to decide who will bring what for use in your quarters.

Pets

Pets are not permitted in camp unless they are a certified service animal or are used as part of the continuous program. EXAMPLE: A snake owned by an Ecology staff member. These must be approved by the camp Ranger.

Vehicles in camp.

ALL Staff vehicles will be parked in the designated parking area except for any vehicles designated by camp administration as emergency vehicles for specific purposes.

The policy regarding vehicles in camp is as follows:

- (1) Any adult (i.e. age 18 or over) who drives a vehicle to and from camp may **NOT** transport youth Staff Members into town on their designated night off. Any adult may drive a personal vehicle on camp property during the week for the purpose of conducting camp business with the express consent of the Camp Ranger. These vehicles **MUST** have a special permit tag issued and displayed in the vehicle.
- (2) Any youth Staff Member who drives a vehicle to and from camp must, upon arrival, park the vehicle in the camp parking lot. This vehicle is not to be used around camp or to transport Scouts.

Leaving Camp

Staff are permitted to leave camp on their night off if they have permission from the Program Director and have signed out on the camp log properly. No under 18 staff members may transport other youth staff members that are under the age of 18. Under 18 staff must be accompanied by two 21+ adults when leaving camp property AND have permission from their parents in writing via email to the Camp Director or Program Director. All staff members must sign in and out when leaving camp for any reason.

Youth protection policies must be always followed when staff are on their night off.

Personal Equipment

We encourage you as a staff to bring and share any personal equipment that may enhance your program areas experience for our guest. However, you do this at your own risk. CSD and the NWGA Council will not be responsible for damage to your personal items. All personal items must be cleared by the Program Director and Ranger.



Recommended to Bring:

- Lockable Storage
- 2 Field Uniform Shirts
- 3 Scout Shorts
- Scout Belt
- 5 Scout shirts- 2 staff shirts will be issued.
- 5-6 pairs of Scout socks
- Swimsuits (red for aquatics)
- 2-3 pairs of closed toed shoes.
- Bed sheets, sleeping bag, blanket, pillow.
- Lamp, flashlight
- Alarm clock/ or phone.
- Clothes hanger for Field Uniform shirt.
- Pens, pencil, notebook
- Toiletries 2 towels, toothbrush, toothpaste sunblock
- Laundry bag and detergent.
- Rain gear
- Day pack
- Water bottle
- Pocketknife
- Sunglasses

Electrical Equipment

Items such as phones, tablets and computers may be utilized to enhance or complete requirements for some merit badge classes. The use of these items during instructional times or “on duty” times is prohibited unless being used as a teaching tool. Bringing your personal electronics to camp is at your own risk. All BSA policies regarding electronic devices must be followed.

Visitors

If you know that visitors are coming, make plans with the Program Director, and your Area Director well beforehand. Visitors will not be allowed to interfere with your job performance. Friday night during parents’ night is the best time for visitors. If a family member requests to take time from your schedule and/or off the reservation, you must get permission from the Camp Director or Program Director. All visitors must sign in and out at Hubbs and receive a temporary wristband. Visitor meal tickets may be purchased at the Trading Post.

Initial and date



Camp Sidney Dew Staff Member Agreement Form

- I have read and understand the Camp Sidney Dew Staff Manual. I agree to abide by the Camp and Staff policies listed in the Staff manual.
- All Staff - must have completed the Adult Youth Protection Training within the last 12 months.
- I understand that the following offenses are grounds for IMMEDIATE dismissal from the Camp Sidney Dew Staff:
 - * Any third offence in the Staff Disciplinary Policy
 - * Destruction of or theft of property - camp or personal
 - * Gambling
 - * Possession of or use of illegal drugs
 - * Possession of or use of alcoholic beverages
 - * Possession of Pornographic materials of any kind
 - * Hazing of or Harassing any Staff Member or camper
 - * Violations of Health & Safety on the part of a Staff Member or camper
 - * Violations of the BSA Youth Protection Guidelines
 - * Gossiping or making inappropriate comments.
 - * Failure to perform assigned duties.

Printed Name of Staff Member: _____

Signature of Staff Member: _____ Date _____

Signature of parent: _____ Date _____
(if Staff Member is under 18)

THIS FORM MUST BE SIGNED BY THE STAFF MEMBER (AND A PARENT IF THE STAFF MEMBER IS UNDER 18) AND TURNED INTO THE CAMP OFFICE UPON ARRIVAL AT CAMP FOR THE SUMMER.

