



CAMP CHIEF LITTLE TURTLE

Staff Guide

Revised February 2024

Anthony Wayne Scout Reservation, BSA

HINTS TO HELP YOU MAKE THE MOST OF STAFF TRAINING

- Ask Questions:** The only silly question is the one not asked. Chances are, if you're wondering about something, someone else is, too. Staff Training is especially about questions (and answers, too).
- Participate:** You'll gain nothing if you believe that you can avoid doing some of the seemingly foolish activities. Get used to it, they're a part of how we do what we do so darn well. (For example: Sing! Play!) By the same token, be active and involved in discussions.
- Take Notes:** You will soon be close to overwhelmed by the amounts of practical information given you. This may be camp, but take a pen and notebook everywhere. You'll be glad you did when you are called upon to lead that activity you thought you wouldn't have to.
- Have Fun:** Learning without an element of fun is usually boring. Be a kid again (or still).
- Be Prompt:** Schedules for Staff Training can be tight. Just like when campers are here, we must be timely, timely, and timely! This includes returning staff as well!
- Be Ready:** Be ready for the weather, the mud, the walking, the infrequent bathroom breaks, the occasional bouts of goofiness, etc, etc.
- Be Flexible:** Again, get used to it!!
- Share:** Share your experiences, your knowledge, and yourself.
- Respect:** Respect the traditions and values of the camp; your fellow staff, both returners and those here for the first time. It takes each and every one of us to make the experience GREAT! for our campers, so let's foster the quest together!

This guide contains the present personnel policies and practices of Camp Chief Little Turtle and is provided for the guidance of its employees. These policies and practices may be changed without notice. None of the policies or practices described in this guide constitutes or should be relied on as a contractual obligation of the Anthony Wayne Area Council to its employees or to any other persons. In addition, nothing in this guide guarantees any specific terms of employment or otherwise limits the right of the Anthony Wayne Area Council or its employees to terminate their relationship at any time with or without reason.

TABLE OF CONTENTS

Introduction	4
Welcome	4
CCLT Mission Statement	5
BSA Mission Statement	5
Legend of Chief Little Turtle	6
Aims and Methods of Scouting	7
Scout Oath	9
Scout Law	9
Scout Motto	11
Scout Slogan	11
Aims & Methods of Cub Scouting	12
Cub Scout Promise	13
Law of the Pack	13
Cub Scout Motto	13
Staff Objective	15
Why a Camp Staff	17
The Staff Member	19
General Information	21
Staff Policies	23
Camp Facilities & Equipment	37
Job Overview	40
Camper Disciplinary Procedures	44
Staff Disciplinary Procedures	45
Security Policies	46
Emergency Guidelines	46
Think It Though	48
Working with Scouts	48
Skits & Songs	52
Site Guide Information	54
Appendixes A through F	57

INTRODUCTION

This Staff Guide was created to help answer your questions and make you feel more confident in your role as a Camp Staff Member. You will want to become thoroughly familiar with its contents. Items of particular importance are the sections that detail Camp policies and the organization and duties of Camp Staff. Be sure you are familiar with your particular responsibilities.

This book does not have all the answers, but it will help make the search easier. Make sure to write your name on it and to hold on to it for the summer.



WELCOME

Dear Fellow Staff Member:

Welcome! You have made the decision to be a CCLT staff member. Are you ready for it? I am sure you are! You will affect hundreds of Scouts this summer. Everything you do and everything you say has the potential to impact someone else's life. Get ready for one of your life's greatest adventures!

You will set the example! What example do you want to set? I am sure it is the right one, as that is why you have been chosen to be on the CCLT Camp Staff.

Congratulations on choosing to be on staff. We have assembled the best possible staff and we are ready to get started. Get ready for fun and excitement as the summer unfolds. Let us make this season a summer to remember.

Sincerely,

Kirsten Lautzenhiser
Camp Director

Tony Miller
Scout BSA
Program Director

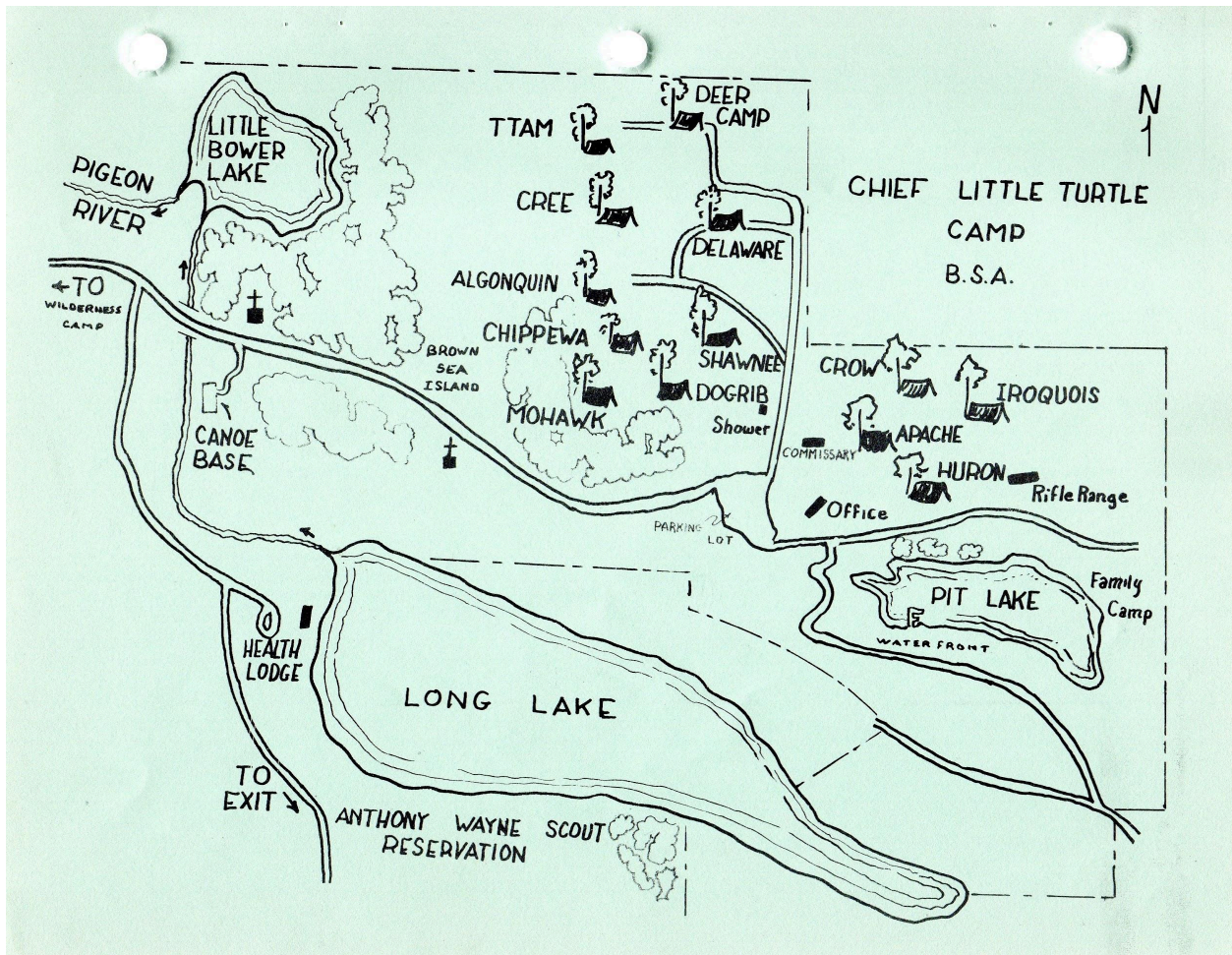
Jen Timmis
Cub Scout
Program Director

CCLT MISSION STATEMENT:

We inspire youth by instilling a lifelong love of learning, exploration, and scouting.

BSA MISSION STATEMENT

It is the mission of the Boy Scouts of America to serve others by helping to instill values in young people and, in other ways, to prepare them to make ethical choices over their lifetime in achieving their full potential. The values we strive to instill are based on those found in the Scout Oath and Law.



LEGEND OF CHIEF LITTLE TURTLE

...Long ago, when Chief Little Turtle was a young man, he discovered white men clearing the land and building log homes along the Pigeon River. Concerned, he spoke with the tribe's Medicine Man who told him to fast and cleanse his body. After several days, the Great Spirit appeared to Little Turtle in the form of a Great Blue Heron.

The Heron told him to craft a bow and four arrows, each with a different color arrow head. One was to be white, one yellow, one black, and one red. From the highest hill, he was to shoot the arrows in the four directions, north, south, east and west. The land would one day return to the state it was during the time of the Indians.

In the 1960's, the Anthony Wayne Area Council Boy Scouts were seeking a new camp. Hearing of a property north of Fort Wayne, the committee went to visit. While walking the east boundary, a stone caught the eye of Bill Hall and Dr. Art Hoffman. Digging it out, they discovered a black arrowhead. Taking this as a good sign, the board bought the property.

While building the south entrance, Cook Lockheed discovered a yellow arrowhead. And most recently, Ranger Jack Zeiger found a white arrowhead nestled in the roots of a tree while clearing the site at Deer Camp on the North end. The fourth arrowhead is believed to be in Wilderness Camp on the west side.

While the fourth arrowhead has never been found, our quest continues. It has come to symbolize reaching for lofty goals, gaining new knowledge and working together with our friends and fellow Scouts. All of this is done while having fun and testing our Scouting skills.



THE AIMS AND METHODS OF SCOUTING

THE AIMS: Scouting works toward three aims:

Growth in moral strength and character. We may define this as what the child is themselves; their personal qualities, their values, their outlook.

Participating in citizenship. Used broadly, citizenship means the Scout's relationship to others. They come to learn of their obligations to other people, to the society they live in, to the government that presides over that society.

Development of physical, mental, and emotional fitness. Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and the emotions (self-control, courage, and self-respect).



METHODS: The methods are designed to accomplish the aims. It is important that you know and use the methods of Scouting.

Ideals: The ideals of Scouting are spelled out in the Scout Oath, Law, motto, and slogan. The Scout measures themselves against these ideals and continually tries to improve. The goals are high, and as they reach for them they have some control over what they become. "Show Scout spirit," a requirement for each rank advancement, means living up to these ideals.

Patrols: The patrol method gives Scouts an experience in group living and participating citizenship. It places a certain amount of responsibility on young shoulders and teaches youth how to accept it. The patrol method allows Scouts to act in small groups where they can easily relate to each other. These small groups determine troop activities through their elected representatives.

Outdoors: Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Adult Association: Scouts learn from the example set by their adult leaders. Troop leadership may be male or female and association with adults of high character is encouraged at this stage of a young person's development.

Leadership Development: Scouting encourages youth to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a person accept the leadership roles of others and guides him or her toward the citizenship aim of Scouting.



Advancement: Scouting provides a series of surmountable obstacles and steps to overcome them through the advancement method. The Scout plans their advancement and, by participating in the troop program, progresses as they overcome each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a youth grow in self-reliance and the ability to help others.

Personal Growth: As a Scout plans their activities and progresses toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. A child grows as they participate in community service projects and does Good Turns for others. There probably is no device so successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program is also a large part of the personal growth method. Frequent conferences with their Scoutmaster helps each Scout to determine their growth towards Scouting's aims.

Uniform: The uniform makes the Scout troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting. The uniform gives the Scout identity in a world brotherhood of youth, which believes in the same ideals. The uniform is practical attire for Scout activities and provides a way for Scouts to wear the badges that show what they have accomplished.

THE SCOUT OATH

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

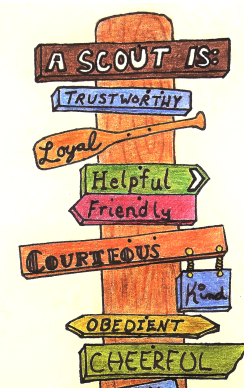
THE SCOUT LAW

A SCOUT IS TRUSTWORTHY.

Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. The camp director will entrust you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal. During the period of employment the staff members' full time is at the disposal of the camp. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as to not interfere with the campers' use of the facilities.

A SCOUT IS LOYAL.

Loyalty to the camp and to your associates is essential to the requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director or the Program Director.



A SCOUT IS HELPFUL.

It begins with an attitude of helpfulness to the newly arrived Scout and their family. Apart from the service rendered, that first impression of helpfulness means so much. Any Scouts' problem, if observed by you, becomes your problem until you have brought it to the attention of their Scoutmaster or the Camp Director. Every assist you may give is one more guarantee that the Scout will have a happy stay in camp.

A SCOUT IS FRIENDLY.

As you pass a Scout or leader on the trail, even if you have never met, say "Hi!", "Hello!", or "Good Morning!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a Scout to every Scout in the fullest sense.

A SCOUT IS COURTEOUS.

You represent the Anthony Wayne Area Council, and the Boy Scouts of America as you interact with the youth, leaders, parents, and the public. In your visits to nearby towns, you represent the camp, and this implies a certain code of personal conduct that will reflect credit upon you, the Camp, the Council, and the BSA. Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility. A chief factor in the personal health and welfare of the staff member is in establishing regular and adequate hours for sleep. Be courteous to the staff members who go to bed earlier than you.



A SCOUT IS KIND.

Kindness is often interpreted in its relationship to animal life. Show youth how to be thoughtful to the animals in your camp. Kindness and consideration of others, however, is of even greater importance.

A SCOUT IS OBEDIENT.

A staff member carries out their responsibilities to perfection and responds to the directions of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty

to the Camp and the Camp Director. If you have something on your mind, get it off your mind to the right person -- your supervisor or the Camp Director.

A SCOUT IS CHEERFUL.

A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout camp. No one is in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon themselves to motivate and give an outlook of cheerfulness and happiness in the minds of all.

A SCOUT IS THRIFTY.

Each staff member should consider their responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save money that might have to be used to replace or repair damaged property.

A SCOUT IS BRAVE.

This summer you represent the largest organization for scouts in the world, and you are an employee of one of its camps. You represent Scouting in all its aspects. You believe in the Scout Oath and Law; otherwise you should not be here. Stand up for their ideals.

A SCOUT IS CLEAN.

Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Keep your body and mind clean.

A SCOUT IS REVERENT.

Being faithful in your religious duties becomes of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for proper attitudes and high ideals.

THE SCOUT MOTTO

The Scout Motto is to be prepared. A Scout prepares for whatever comes their way by learning all they can. They keep themselves strong, healthy, and ready to meet the challenges of life.

THE SCOUT SLOGAN

The Scout Slogan is to do a good turn daily. Good Turns are helpful acts of kindness done quietly, without boasting, and without expecting reward or pay. Doing at least one Good Turn every day is a normal part of a Scout's life.

THE AIMS AND METHODS OF CUB SCOUTING

Aims: The aims of Cub Scouting are the same as the Scout Program.

Methods: The methods are designed to accomplish the aims. It is important that you know and use the methods of Cub Scouting.

Ideals: The Cub Scout Promise and Law of the Pack, and the Cub Scout sign, handshake, motto, and salute, all teach good citizenship and contribute to a youth's sense of belonging.

Home - and Neighborhood: Cub Scouting happens in large apartment complexes, in urban areas, in rural communities, in large cities, in small towns, and wherever people live.

Parent Involvement: Family involvement is an essential part of Cub Scouting. Whomever a youth calls their family is the family we are talking about.

Advancement Plan: Advancement provides fun for the youth, gives them a sense of personal achievement, teaches them to do their best, and strengthens family understanding as family members work together on projects.

The Den: A small group of youth work together in den meetings, where they learn sportsmanship, good citizenship, getting along with others, new skills, and to do their best.

The Uniform: The uniform helps build pride, encourages good behavior, provides a place for the proper display of badges, and identifies members as part of the worldwide organization of Scouting.

Activities: Games, projects, skits, songs, trips, service projects, and other events let children have fun and learn new skills.



Cub Scout Promise

I _____, promise to do my best
To do my duty to God and my country.
To help other people, and
To obey the law of the pack.

Law of the Pack

The Cub Scout follows Akela.
Cub Scout helps the pack go.
The pack helps the Cub Scout grow.
The Cub Scout gives goodwill.

Cub Scout Motto

Do Your Best.

During Cub Scout programs it is helpful to remember the following:

- Always call Cub Scouts - Cub Scouts, and Webelos - Webelos Scouts. If you are not sure, refer to them as Cub Scouts or Scouts.
- Do not call them Cubbies or other demeaning or derogatory names.
- Use the Cub Scout sign, not the Boy Scout sign.



Cub Scout Sign

Cub Scout Salute

Cub Scout Handshake

WE PREDICT THAT FOR EVERY 100 YOUTH WHO BECOME SCOUTS:

- Twelve will have their first contact with a church or synagogue.
- Five will earn their religious emblem.

- One will enter the clergy.
- Eighteen will develop hobbies that will last through their adult life.
- Eight will enter a career that was learned through the merit badge system.
 - One will use their Scout skills to save a life.
 - One will use their Scout skills to save their own life.
 - Seventeen will become Scouting volunteers.
 - Four will become Eagle Scouts.

He Saved His Sister From Choking!

Graysen Mays, 12, was with his 3-year-old sister at their grandma's house when his sister began choking on her food.

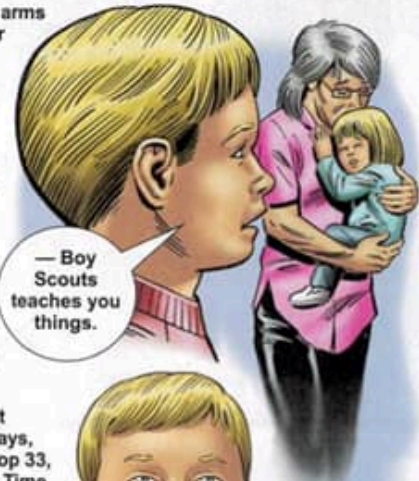


Graysen's grandma tried unsuccessfully to dislodge the chip. She yelled for Graysen to bring his grandpa, but Graysen knew they couldn't wait for help.



Graysen put his arms around his sister and performed several upward abdominal thrusts. She soon coughed up the food. Graysen's sister was frightened and crying, but not hurt. When his grandma asked him how he knew what to do, Graysen said —

— Boy Scouts teaches you things.



Tenderfoot Scout Graysen John Mays, a member of Troop 33, chartered to The Time Corners Kiwanis Club in Fort Wayne, Indiana, received a Medal of Merit for his actions.



He Saved His Family After A Car Crash!

Robert Heuring, 17, was riding with his sisters in a car driven by their mom in Swanton, Ohio, when another vehicle hit them and pushed them off the road into a tree.



Robert was bleeding from a cut over his eye. His mom was in pain and bleeding from a gash in her arm. Robert calmed his sisters and helped his older sister out of the car. His younger sister couldn't move due to an injured leg. Robert was unable to free his mom because her seat belt was jammed.



Robert checked on the people in the other car and found that they were unhurt. As Robert's dad and brother arrived, Robert began to feel dizzy, so he lay down away from the street to wait for help. Paramedics soon arrived and took Robert, his mother and his sisters to a hospital.



Life Scout Robert John Chia-Ming Heuring, a member of Troop 27, chartered to Ottawa Hills Scouting in Ottawa Hills, Ohio, received a Medal of Merit for his actions.



STAFF OBJECTIVE

*If you are not modeling what you are teaching,
you are teaching something else.*

What is it that makes the same Scout summer camp unique and different year after year? The staff! The physical facilities and program equipment as well as the national and local policies change very little from year to year. It is the people that influence the entire program at Camp Chief Little Turtle. Yes, people determine both the quantity and the quality of the program. These people are you, the staff, under the direction of the Camp and Program Directors, will determine the success of the program.



It is usually understood, but too often forgotten, that we hire a staff to present a top quality program to the Scouts coming to camp. The Scouts are the paying customers, and if we did not have paying customers, we would not have a need for a staff. "Cheerful Service" to our customers must be our foundation for existence. You must always

remember that what you are doing may have been done a hundred times before but for that Scout who is looking on, this may be their first experience at camp. Our last week of camp is the first week for some Scouts. Each "customer" deserves the same quality experience. Those staff members who act without being told or do it for the sake of a child, because they care are those who will find the satisfaction that is its own reward. "Beyond the call of duty" must be our motto. What we do today will have an impact on future generations. Use the BSA Mission Statement, Scout Oath and Law as your barometer of success. If we are meeting the "Aims of Scouting" by using the "Methods of Scouting," doing what those words say, then we are "delivering the promise."

DEEDS NOT WORDS!






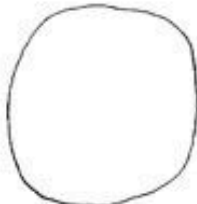




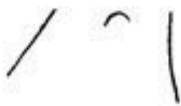
You will be looked on as a role model from the minute your feet hit the ground in the morning to the time you crawl into bed at night. You are a "Staff Member." You represent Scouting, the Anthony Wayne Area Council, and the leadership in camp. **You must walk the walk and talk the talk.** The camp, nor the program are made as a convenience for the staff. The staff is here to serve the customers that come to our camp.

Apply this three-way test against whatever it is you are doing or about to do:

- Does it measure up against the BSA Mission Statement, Scout Oath and Law?
- Is it fair to all concerned?
- Is this a benefit to the Scouts?

If the answer is yes to all of these questions, then we are meeting our objectives!

A child does not care how much you know, until you show how much you care.

IMAGINATION WORKOUT <small>INSTRUCTIONS: Use your imagination to create a picture out of the shapes and abstract lines in each of the squares.</small>			
			
			

WHY A CAMP STAFF?

Every Troop in Camp must have a program of adventure with value for every participating Scout. To accomplish this objective, the staff works in several areas of leadership:

- Helping train troop leaders to make their programs effective.
- Counseling with troop leaders to make the patrol method effective.
- Providing instruction in aquatics, personal fitness, scoutcraft, ecology, woodcraft, and shooting sports.
- Counseling troop leaders for a complete understanding of the purpose of camping.
- Helping every Scout, by example and through personal effort, to have a happy, worthwhile experience at camp.

The program in camp, under the leadership of the staff, needs: facilities, equipment, commissary, building administration, health and sanitation services, and maintenance. Staff members who perform these services are vital to the success of CCLT. The qualifications and functions of staff members are explained further throughout this manual.



Camp Staff 1994

Camp Staff with Campers 2003

Each staff member should demonstrate certain basic qualities and live by the highest standards. They must show evidence of acceptance of the Scout Oath and Law as guiding principles in their daily life, practice good sportsmanship, and be resourceful in times of special need. They must always be positive and must always have fun. The staff member must set a good example by wearing the uniform properly, exhibiting good habits, and by clean speech.

Physical Qualities

Maintain good health
Present a clean-cut appearance
All around vigorous performance

Mental Qualities

Imagination
Good judgment
Alertness

Leadership Qualities

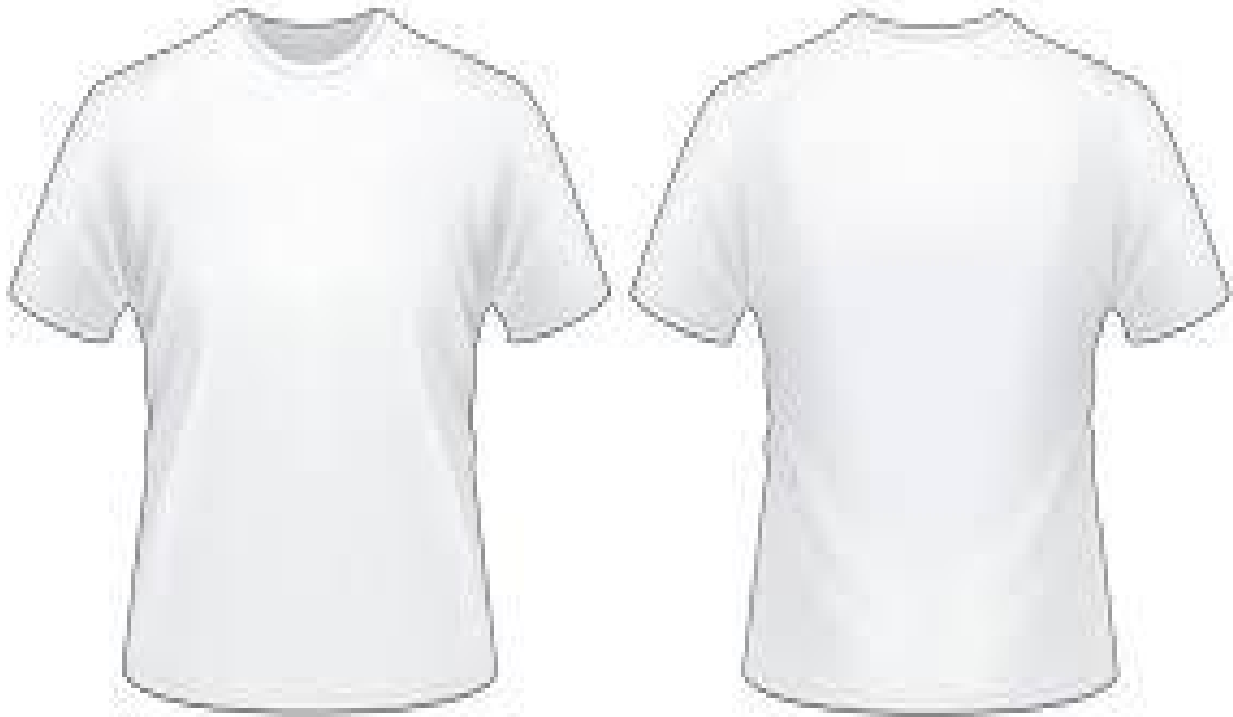
Enthusiasm
Cordiality
Magnetism
Right attitudes
Ability to win respect

Administrative Qualities

Master details
Delegate responsibility
Maintain accurate records
Deal calmly with problems
Counsel youth and leaders
Inspire confidence
Be open minded

General Qualities

Practical camper
Maintain discipline
Friendly
Support Troop Leadership
Develop teamwork
Know outdoor safety rules



Design a great staff shirt.

THE STAFF MEMBER

Between the wild-eyed eagerness of a Tenderfoot Scout and the dignity of gray-haired maturity, all campers fall under the influence of a group called the camp staff.

Staff members come in assorted sizes, weights, shapes, colors, and types. They have varied interests, hobbies, personalities, religions, and personal habits, but they share one creed - to help every camper reach the highest possible degree of Scouting know-how and to have fun in doing it.

Staff members are a composite. They must have the energy of an un-harnessed volcano, the drive of a rocket, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle trying to cross a highway in rush-hour traffic, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the Supreme Court. They must remember that Scouts are trained by DOING. Instruction, example, and a sincere interest in the subject are important ingredients.

Staff members must possess knowledge, know-how and skills, but most certainly they must possess love, a deep and abiding appreciation of, and respect for, individual campers and all Scouts. They must understand the camper who has the energy of a dynamo, the squeal of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, and the mysterious mind of a devil.

They must have leadership and know-how in order to cope with the sometimes inconsiderate unit leader who "knows all and sees all," who pushes your temper to the ignition point, who has the lungs of a dictator, the expressiveness of an atom bomb, and the leader who enjoys nothing better than putting you on the spot and causing trouble.

Staff members must know how to spot many things: the tendency toward homesickness of a first-year camper, the hazing traditions in some units, the lack of a program in others, the inability of a camp leader to meet the many problems he faces. They must know how to handle their own day-to-day problems; who to report to in case of troubles, which decisions they can make themselves, and which decisions they should refer to higher ups.

Staff members should never be clock watchers - rather, always go the extra mile to make camp more enjoyable. They are there to serve and not to look upon their assignments as a personal vacation. No matter how much their backs ache; they are hired to see that their department is the best in camp. In spite of their own likes and dislikes, continually smile and be steadfast, truthful and understanding. They keep plugging, and they will be remembered long after others are forgotten.

*Some day, somewhere, some young man will come up
and say, "Hi, remember me?"*

Working at Camp is a REAL Job	
<p>LEADERSHIP You will likely be supervising between 7-15 others, engaging in decision making, behavior management, and living ethics -- all necessary leadership skills for today.</p>	<p>21 CENTURY SKILLS Communications, Collaboration, Critical Thinking, Creativity, and Contribution that are critical for success in today's world are developed and practiced at camp.</p>
<p>NETWORKING OPPORTUNITIES With other staff and connections to camp, alumni can provide a link to possible internships or future job opportunities in a variety of careers.</p>	<p>LETTERS OF RECOMMENDATION Camp directors and leaders write great letters of recommendation, because they take the time to get to know you as an individual and see you in action on a daily basis.</p>
<p>DIVERSE & GLOBAL EXPERIENCE It is not uncommon for campers and staff to be from a variety of places and cultural perspectives from around the United States and the world.</p>	<p>PROFESSIONAL DEVELOPMENT Ongoing professional development sets you up to learn about your job when building a strong team with the people you will be working with.</p>
<p>TRAINING & CERTIFICATION You get to keep any additional training you may acquire (like CPR, first aid, and activity specific certification).</p>	<p>COLLEGE CREDIT OR INTERNSHIP You may be eligible for college credit or be able to use camp as an independent study, practicum, or internship experience.</p>

GENERAL INFORMATION

Mailing Address

(First Name, Last Name) - STAFF
Camp Chief Little Turtle
2282 W. 500 S.
Pleasant Lake, IN 46779



Phone Number

(260) 475-5099

Note: This number will ring in the Camp Office. If you do not have a cell phone by which you can be contacted, a message can be taken at this number and delivered to you. Keep in mind that, in an emergency, it will take some time to locate you and bring you to the office to return the call.

Council Office Address and Phone Number

Anthony Wayne Area Council, BSA
8315 W. Jefferson Blvd.
Fort Wayne, IN 46804-8306
(260) 432-9593 1-800-272-2922

Important Numbers to Know This Year

Camp Director _____

Program Director _____

Other Numbers _____

Insurance

As a seasonal employee of the Anthony Wayne Area Council, BSA, you are covered by workman's compensation insurance by the state of Indiana. This insurance covers medical costs caused by job-related accidents or injuries. The Council is

not responsible for any preexisting or non-Camp-related injuries or illnesses. Your personal or family health insurance will cover all non-job-related injuries and illnesses. The personal effects of Staff Members are not covered for fire and other risks under Council insurance policies.

Medical Form

Every Staff Member must provide a completed BSA medical form prior to the beginning of Staff Week. This form must contain a physician's signature. Failure to produce a current completed medical form within 72 hours of the start of employment will result in temporary, unpaid suspension until one is produced.

Link to form:

https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

Religious or Health Needs

If you have any personal health or religious restrictions or needs, please ensure the Camp Director is aware of them. The Camp Leadership Team will make every effort to comply and/or provide what is necessary.

Salaries

Salaries will be paid on a weekly basis by check or Direct Deposit. Please keep your salary amount confidential - it is nobody else's business. Discussing salaries among Staff Members creates uncomfortable situations and jealousy.



STAFF POLICIES

DAILY/WEEKLY OBLIGATIONS

Punctuality

Punctuality to all Camp events is extremely important. Camp Chief Little Turtle runs on a tight schedule and your efforts to open your program area on time, get flag ceremonies started on time, get troops through evening events, etc. is key. At the very least, you should be ready to begin an event well before the Staff Member in charge has arrived or is ready to begin - you owe it to them and to the Campers. Allow at least 5 minutes early dismissal so that the next session may start on time.



Reveille

It is expected that all Staff are awake to arrive on time for breakfast daily.

What morning chores do you need to complete before breakfast? And how much time do you feel you need to accomplish these chores?

Possible to-do items

- stretch*
- shower*
- brush your teeth*
- drink a glass of water*
- get dressed*
- prepare your backpack*
- _____
- _____
- _____

Estimated time required

- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*
- _____ *minutes*

_____ *Total Minutes*

What time do you need to be at breakfast? _____

Flag Raising

All Staff must be present in the Uniform of the Day. Exceptions granted for program reasons by the Camp Program Director. Flag raising and lowering are not appropriate times to goof off as we pay respect to our nation. All announcements during flag ceremonies must be pre-approved by the Camp Program Director.

Meals

All staff members are expected to attend all meals, on time, properly dressed. Without proper nutrition, it becomes difficult (and sometimes dangerous) to execute your job.

Flag Retreat

All Staff must be present in Class A uniform. Exceptions granted for program reasons by the Camp Program Director or Camp Director.

"For your country, and for your flag, never dream a dream but of serving her as she bids you, though that service carries you through a thousand hells. It is your duty to your country to love it, to obey its laws, to respect its flag, and to defend it against all enemies."

- E.E. Hale, "The Man Without a Country"

Taps

At 11:00 PM, all staff under 18 are asked to leave the STC. Stereos, TVs, and computers should cease to make noise outside one's personal quarters.



Lights Out

At 12:00 AM, it is expected that all Staff will retire to their quarters and remain quiet.

Staff Meetings

Staff-wide meetings are a necessary part of the camp's operation. They serve as a means of sharing information, learning new skills, recognizing achievements, and airing concerns. It should be understood that what we discuss at these meetings must be kept confidential.

The Camp Director or Camp Program Director may call emergency meetings as necessary. All Staff Members are expected to be present at regularly scheduled and emergency meetings.

Area directors will attend a weekly Tuesday morning meeting during breakfast.

Religious Services

The Scouting Movement recognizes religion as an integral part of the character-building process and encourages each of its members to adhere to the beliefs and practices of their own religious faiths. Scouting's religious policy also teaches respect for other beliefs and requires its religious activities to be ecumenical in the broadest sense.

Every effort should be made by the Staff to see that all Camp religious services are as attractive as Campfires or any other Camp activity. The personal participation of Staff Members in religious services will set the best example of a reverent Scout.



John H. Noll Catholic Chapel-Early 1970s

LIVING QUARTERS

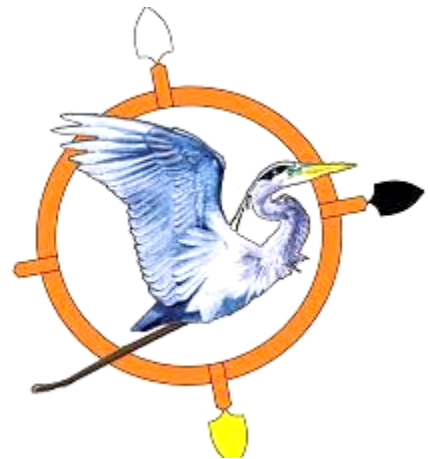
Staff Quarters Policies

Staff quarters include Staff Village, the Staff Training Center (STC), the A-Frame, the Staff Cabins, and the Health Officer Apartment. They should remain neat and presentable. These areas will be inspected by Camp Commissioners and held to the same standard as our troops' campsites. Facilities provided to Staff include washers, dryers, restrooms, showers, and kitchens.

You will be assigned quarters by the Program Director and will be personally responsible for the upkeep of assigned facilities (including the provided mattress and cot). Requests to change your assigned quarters must be handled with a Special Request Form. All damage to tents or buildings should be reported to the Camp Leadership Team. The Camp Leadership Team reserves the right to fine Staff Members for damage due to abuse.

Program areas, personal vehicles, staff quarters, and all personal property contained therein, as well as all other storage areas within Anthony Wayne Scout Reservation, become Camp property during your period of employment and are subject to unannounced inspection for controlled substances. All program and personal areas can be inspected for cleanliness and general upkeep.

Scout Campers and Scout Leaders are never permitted to enter personal areas or Staff Village. Guests of Staff Members are permitted to enter these areas from 8:00 AM to 10:00 PM only and should be chaperoned. Guests are not permitted to stay in any Staff quarters overnight. Males are not permitted to enter female quarters (bedrooms or tents), and vice-versa.



Please feel free to equip your quarters with those items that will make your stay more comfortable, adhering to the following restrictions:

Permitted: Small TVs, small stereos, fans, interior lights, computers

Prohibited: Refrigerators, air conditioners, hot plates, electric instruments, other appliances, exterior antennae, exterior lights

A Scout is conservation-minded, so keep your electrical consumption to a minimum. Turn off equipment when not in use - fans don't do much good during the day, after all. Additionally, the Camp Director, Program Director, and Administrative

Directors reserve the right to prohibit any specific item from being used in Staff quarters.

Do not mark or paint on the inside or outside of buildings or tents. Entry-ways, "name boards," and other decorations are approved and encouraged.

Stereos, computers, and TVs should not be audible outside Staff Village or other quarters. Breaking this rule can result in the confiscation of your equipment.

Valuables

You are responsible for the safekeeping of your own personal items. Bring what you need to make your summer more comfortable, but remember that the Council cannot accept liability for lost or stolen items. Computers, televisions, stereos, and other electronic equipment present an invitation to theft. No storage for valuables will be provided.

Pets

As nice as pets are, no pets are permitted in Camp at any time. Exceptions due to special needs will be made on a case-by-case basis.

Visitor Policy

Staff may receive guests throughout the summer. However, they are not permitted to stay overnight and must be out of Staff quarters by 10:00 PM. Meals for guests may be arranged and paid for in the Camp Office. All guests must sign in and out at the Camp Office and receive appropriate identification.

Personal Vehicles

Personal vehicles are not permitted in Staff Village except for loading after the post-cleanup meeting on Saturdays, and for unloading prior to the start of camp on Sundays. They are not to be driven beyond Staff Village except with the permission of the Camp Director and must be parked in designated spaces during the week.

Golf Carts/LSVs

In regards to camp golf carts/LSVs, drivers must be 18 years of age, hold a valid driver's license and valid insurance. All drivers must be ranger approved and

successfully complete an AWAC approved LSV training program prior to operating the vehicle.

UTVs

Drivers of UTVs must be 21 years of age, hold a valid driver's license and valid insurance. All UTV drivers must successfully complete the ROHVA E-Course and Driver Course. They must also be approved by the camp ranger.

Additional Camp Vehicles and Equipment

Staff members, 21 and older, may be permitted to operate Camp-owned vehicles in the course of their employment. Authority to operate these vehicles may be granted by the Camp Ranger on a per-vehicle, per-staff member basis. No person is permitted to ride in the bed of a truck or on a trailer. Seatbelts must be worn per BSA policy in all camp vehicles.

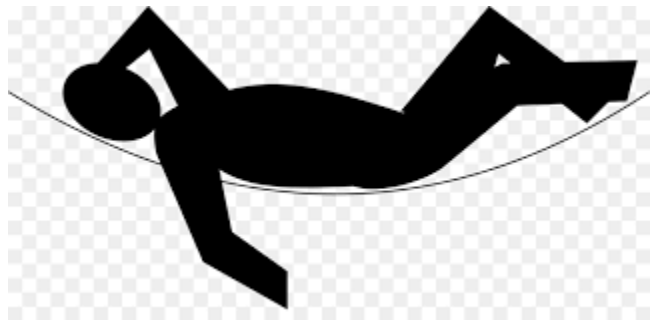
TIME OFF

Nights Off

A "night off" will be negotiated with each Staff Member. A Staff Member will receive the same night off each week (e.g., Thursdays); exceptions to be handled by routing a Special Request Form. This will be considered a privilege that may be revoked as a disciplinary action.

The following policies are in effect regarding nights off:

- No more than one Member of the Camp Leadership Team may have the same night off. This includes the Camp Director and Camp Program Director.
- No more than one-quarter of all Staff Members aged 18 or older may have the same night off.
- Nights off are not permitted on Sundays or Fridays unless granted permission from the Camp Director.
- Staff Members are released at 5:15 PM only after all assigned duties are accomplished.
- Staff must sign in and out on the Staff In/Out sheet located outside the Camp Office.



- Staff members under 18 must be back on the property by 10:30 PM.
- Staff Members ages 18 through 20 years old must be back in Camp and signed in no later than 12 o'clock midnight.
- Staff Members aged 21 or older must return and sign in no later than 7:00 AM the following morning. Requests to be away overnight must be made to the Camp Director via a Special Request Form.
- With the exception of your night off, you are expected to be in Camp unless you have an approved Special Request Form or permission from the Camp Director.
- If you are staying on property for your night off, you must be in staff apparel unless you are in personal areas.

Remember that as Staff Members, we represent the Camp, the Council, and the entire Scouting movement. What we do, during our time off or not, whether in uniform or not, reflects upon ourselves, our fellow Staff, and every Member of the Scouting world. Nights off are a privilege many camps do not offer - honor it so that it is not lost.

Weekends

Staff will be released on Saturdays at the discretion of the Camp Director, but usually no later than 11:00 AM. All preparations must be completed to re-open Camp the next day prior to leaving. Staff Members are permitted, with approval from the Camp Director, to remain on the property through the weekend as long as there is a designated adult in charge aged 21 or older. Youth Members of Staff, under the age of 18, are never permitted to remain on-site over the weekend. No exceptions!

Emergency Leave

The Camp Leadership Team understands that various situations may arise that would require you to miss time at camp that you agreed to work under your contract. By routing a Special Request Form, you may be able to work out an unpaid leave arrangement.

Special Request Forms

A Form may be submitted to the Camp Leadership in order to gain permission for a variety of special situations. Forms must be approved first by your Area Director before being passed to the appropriate Member of the Camp Leadership Team. Submit a Form for the following situations: request for change of quarters, request for change of night off, request for emergency leave, request for unpaid leave.



CONTROLLED SUBSTANCES

Tobacco

Those staff members 21 or older may use tobacco, but never in the presence of campers or their leaders, in any program area, cabin, or building, under or near any canvas or tent, and only in the designated smoking area. Staff under the age of 21 are not permitted to smoke or use tobacco products of any kind and its will result in immediate termination.

Medicine

All Staff medications must be accounted for on your health form, and if you are under 18 years of age, have to be checked in with the Health Officer.

Illicit Drugs

The use or possession of non-prescribed or illegal drugs by a Camp Staff member will result in immediate termination of employment. Appropriate authorities will be contacted.

Alcohol

The use or possession of alcoholic beverages on Camp property or being on Camp property under their influence will result in immediate termination of employment.



Fireworks

The use or possession of fireworks on any Scout property is strictly prohibited and will result in immediate and severe disciplinary action.

Firearms

The only firearms permitted in Camp are those owned or approved by the Camp. Any firearms brought into Camp must be approved by the Camp Director and given to the Shooting Sports Director for inspection and locked storage. This rule also applies to bows and arrows, paintball guns, and airsoft guns.

HYGIENE

Sleep

Camp Staff is more exhausting than your daily activities during the remainder of the year. You need plenty of sleep to meet the challenges of each day. Failing to provide your best to our Campers because you didn't sleep enough the previous night is not acceptable and could be grounds for dismissal.

Grooming

There is no standard for the length of hair or beard, but if you have either or both, they must be kept clean and trimmed so as to present a neat appearance. If you shave, do so before breakfast.

Physical Condition

Staff members are expected to remain physically fit and alert to meet a variety of demands during the course of the summer. Failure to meet this requirement, including proper hydration, is grounds for dismissal.

BEHAVIOR

Gambling

It is against BSA policy to gamble for money or personal possessions while on Scout property or while attending Scout functions.

Theft

Theft of any type or concealing knowledge thereof shows extreme disrespect for your fellow Staff Members, the Camp, or our Campers and may be grounds for termination.

Pornographic Materials

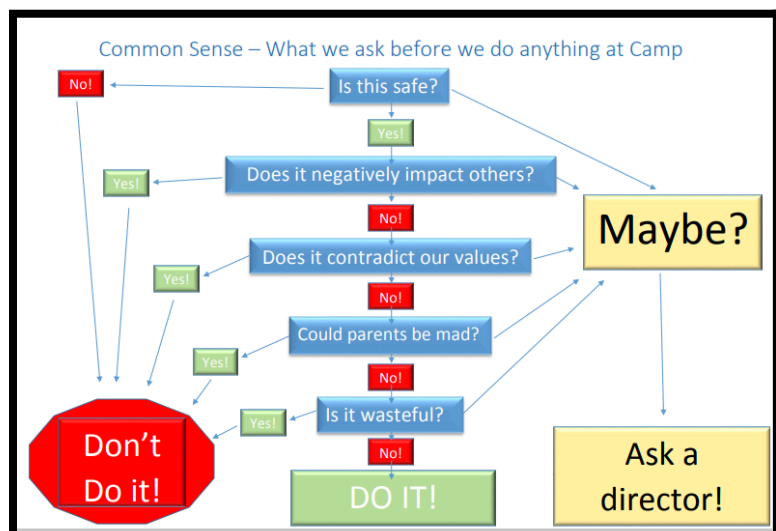
Possession of pornographic material of any type (literature, music, video, etc.) is strictly prohibited and is grounds for termination.

Fighting and Insubordination

Fighting (physical or verbal) and insubordination are grounds for termination.

Language

We should make every effort to refrain from using profanity or offensive words in our conversations with each other, and most importantly, with Campers and Leaders. A Scout is Clean, and we must scrub our speech a bit more at Camp than we might normally.



Hazing

Hazing in any form is strictly forbidden by BSA policy. Furthermore, hazing is now considered an offense under the Federal Child Protection Act.

Youth Protection

Child abuse may take on many forms and degrees of severity and can be verbal, emotional, physical, or sexual. Any Staff Member or any adult in Camp who witnesses or reasonably suspects any type of child abuse must, legally, report it immediately to the Camp Director. Do not confront either the victim or the perpetrator about the incident, and under no circumstances discuss it with anyone except the Camp Director. They know the proper procedure to be followed. This is a very serious situation.

Sexual Harassment

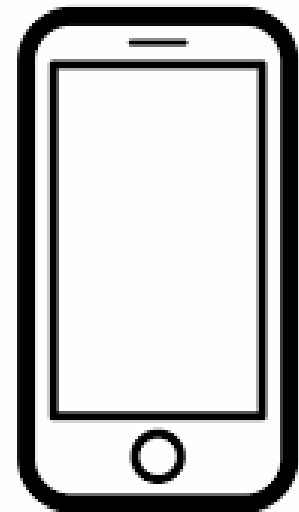
Camp Chief Little Turtle adheres to the BSA policy on Sexual Harassment: "Sexual harassment by any Scouting program employee is inconsistent with Scouting principles and codes of conduct. As well as direct verbal or physical advances, innuendoes, and remarks with sexual overtones, which cause embarrassment or discomfort to another individual, are considered forms of sexual harassment. Neither the Boy Scouts of America nor any local council will tolerate such behavior in any form by any employee toward any other employee or any Member of the public. An accusation of sexual harassment will be fully investigated, and if substantiated, it will be dealt with appropriately up to and including dismissal."

Violation of the Law

Violation of any city, county, state, or federal law, including traffic violations, will be noted in your personnel file and could result in the termination of your contract.

Cell Phone Policy

Sending or receiving phone calls or text messages of a personal nature during program time (merit badge sessions and troop activities, and when interaction with scouts is a priority, i.e. lunch, dinner, campfire) is prohibited by Staff Members. You may use your personal cell phone to make calls related to your work (i.e., calling the Camp Office to get in contact with a Member of the Camp Leadership Team). Camp-owned phones (landline and cell) issued to staff are for business use only. No exceptions. If adults are on a text thread, there should be no less than 2 adults. It is unacceptable to talk about drugs, alcohol, violence, etc. There shall be NO bullying or harassment of any kind. Just as we follow ages and stages at camp, the same should be true of our phone interactions.



Electronic Devices

Electronic media is defined as desktop computers, laptops, handheld devices including but not limited to walkie-talkies, iPhone, blackberry, and cell phones. These items and all data transmitted through these devices are camp property and must be maintained according to BSA and Anthony Wayne Area Council rules and regulations. Prior authorization must be obtained before any camp property may be removed from the premises.

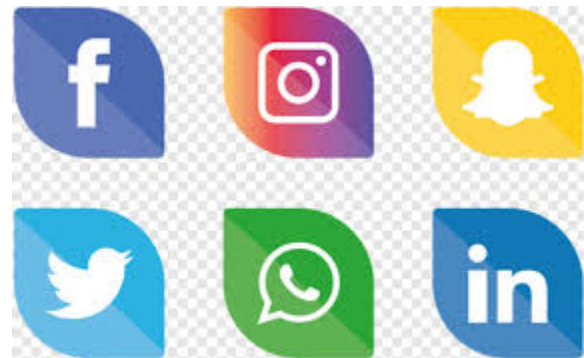
They must be kept clean and are to be used only for work-related purposes. Anthony Wayne Area Council reserves the right to inspect all camp property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

The Anthony Wayne Area Council may periodically need to assign and/or change "passwords" and personal codes for all company-owned electronic media. Electronic media and related storage media and databases are to be used only for Company business and they remain the property of the Company. The Company reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Social Media Policy

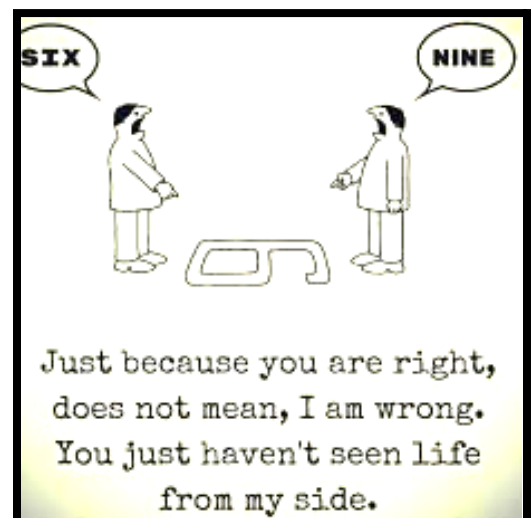
Camp Staff's own electronic media may only be used during breaks or for official camp communication. All other company policies, including the BSA's no tolerance for discrimination, harassment or retaliation in the workplace apply. The Anthony Wayne Area Council reserves the right to adjust this policy on a case by case basis as it deems appropriate.

Camp Chief Little Turtle uses social media for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Use of Internet based programs such as Facebook, Linked In, Twitter, Insta-Gram, etc. may be used in furtherance of the BSA's goals. The Camp Director will authorize you in writing if you can use these tools to perform your job duties. Your authorization is limited to business purposes and personal use of these tools during work hours is prohibited and can result in discipline up to and including termination.



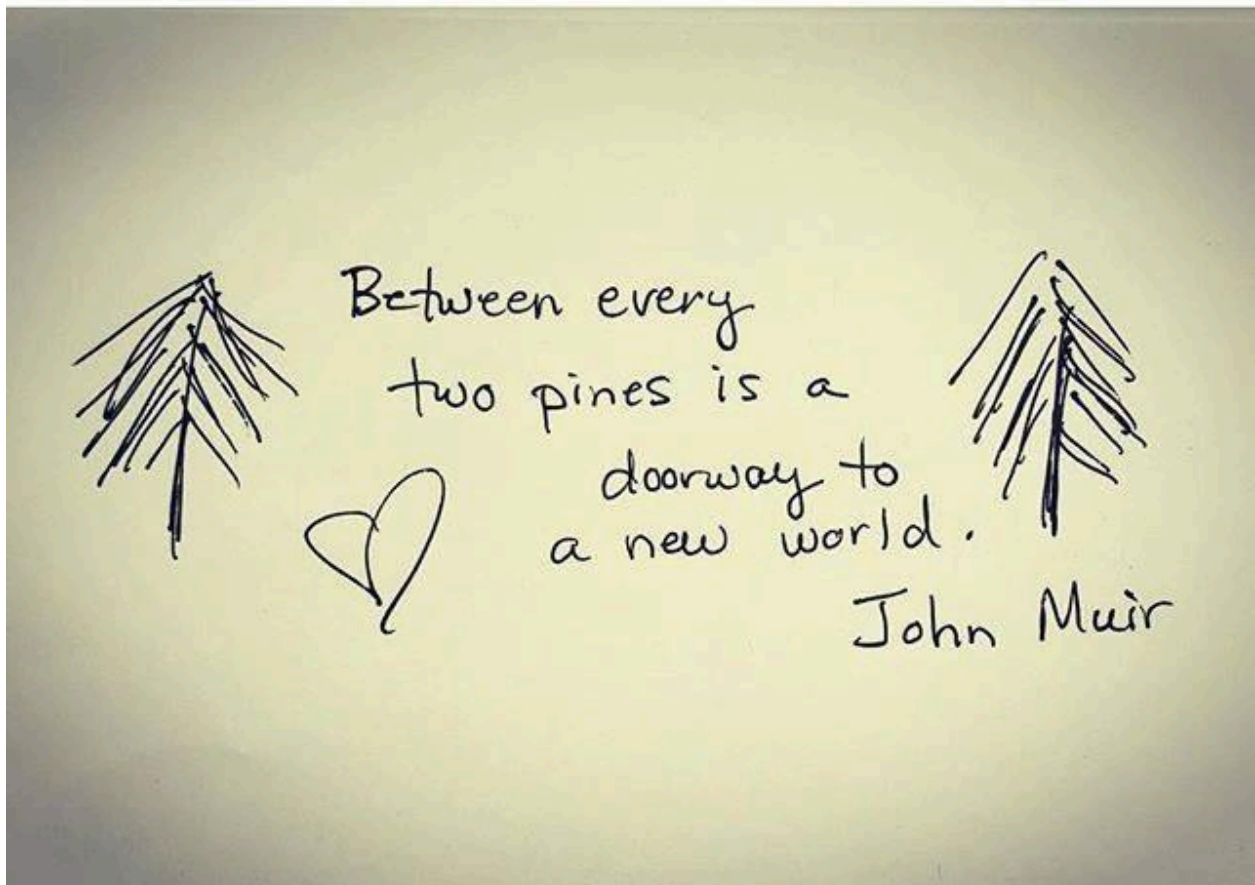
Staff Interactions

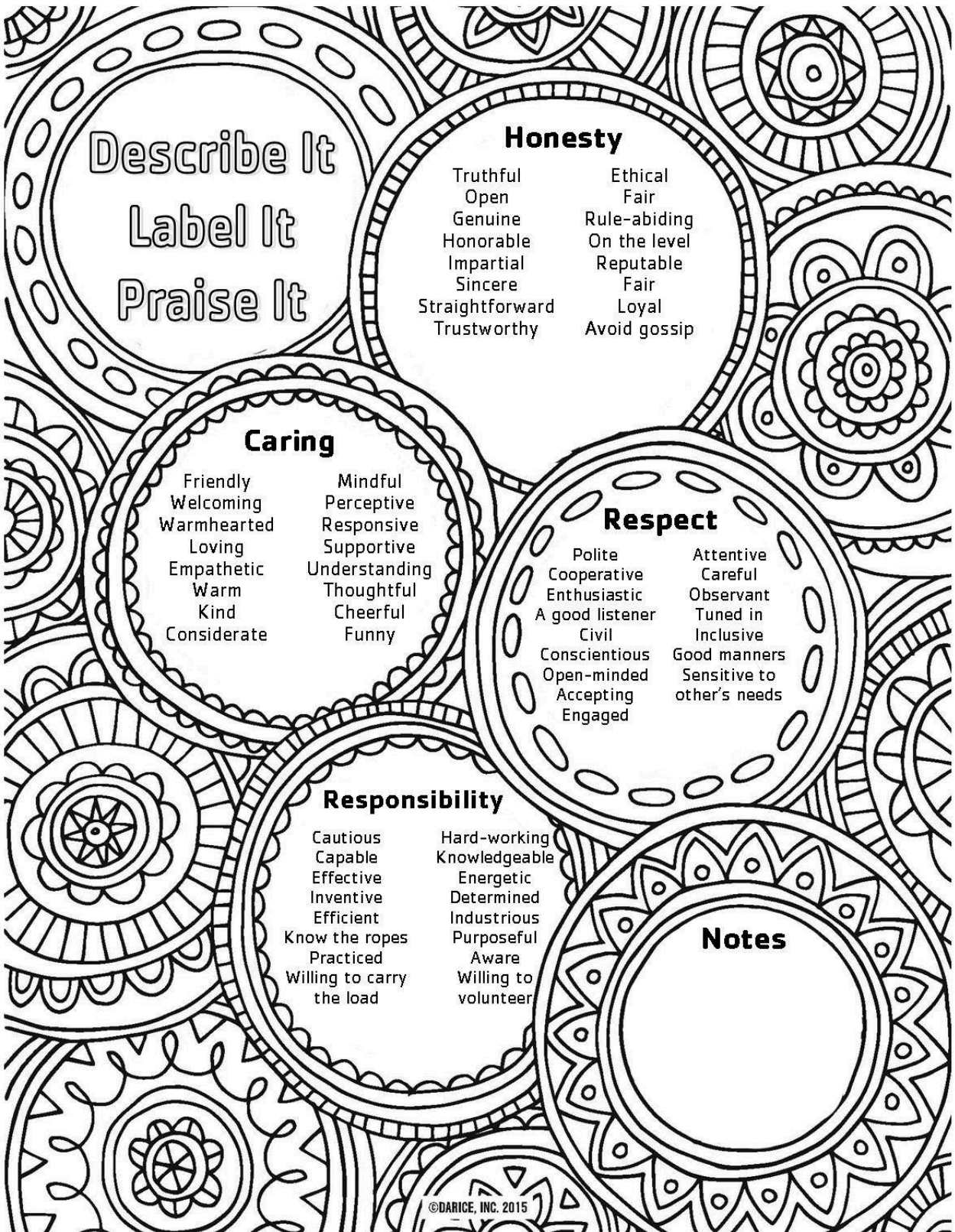
With Leaders - The Staff is here to serve Scouts by helping their Leaders, not by replacing them. When they are present, let them supervise their own units. Help them to be better unit Leaders so their knowledge can be helpful to the troop year-round. As Staff, you should be familiar with the contents of the Camp Leader Guide.



With Scouts - Talk with Scouts. Sitting down at meals with a group of Scouts and asking for their opinion of Camp can be rewarding for both you and the Scout. You will appreciate your Scouting experiences more if you share your time and experience with the Campers.

With other Staff - A Camp Staff is a group of strangers that start out as a team but can develop into a close-knit family. There are no problems that cannot be solved if we all learn to give a little more than we get. The relationships you form this summer can be the most rewarding and closest you will ever experience.





Describe It
Label It
Praise It

Honesty

Truthful
Open
Genuine
Honorable
Impartial
Sincere
Straightforward
Trustworthy
Ethical
Fair
Rule-abiding
On the level
Reputable
Fair
Loyal
Avoid gossip

Caring

Friendly
Welcoming
Warmhearted
Loving
Empathetic
Warm
Kind
Considerate
Mindful
Perceptive
Responsive
Supportive
Understanding
Thoughtful
Cheerful
Funny

Respect

Polite
Cooperative
Enthusiastic
A good listener
Civil
Conscientious
Open-minded
Accepting
Engaged
Attentive
Careful
Observant
Tuned in
Inclusive
Good manners
Sensitive to
other's needs

Responsibility

Cautious
Capable
Effective
Inventive
Efficient
Know the ropes
Practiced
Willing to carry
the load
Hard-working
Knowledgeable
Energetic
Determined
Industrious
Purposeful
Aware
Willing to
volunteer

Notes

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CAMP FACILITIES AND EQUIPMENT

Drone Policy

No piloting of drones without the permission of the Camp Director.

Trading Post

With the exception of Counselors-in-Training (who receive a weekly credit for the Trading Post), no person or Program Area is allowed to run up a "tab" at the Trading Post; no credit is extended. The Trading Post is not a Staff lounge; Staff Members should not be found in the Trading Post during program time (with the exception of Trading Post Staff).

Only Staff Members trained by the Trading Post Director and approved by the Camp Director are permitted to run the cash register.

All program needs from the Trading Post must first be approved by a member of the Camp Leadership Team.



Kitchen

It is against BSA policy and OSHA regulations for anyone except the kitchen Staff, Camp

Commissioners, or Camp Leadership Team to be in the food preparation area.

Staff Members who anticipate missing a meal due to a special circumstance should contact the Kitchen Manager to arrange for a substitute.

Health Lodge

The medical Staff, Camp Leadership Team, and patients are the only persons allowed to congregate in the Health Lodge area to include the Health Officer's quarters. Privacy is of utmost importance.

Dining Hall

Proper table manners, food distribution, and courtesy are marks of a mature Staff Member. Scouts look forward to hosting a Staff Member at their table - do not disrespect them by flocking to the Staff table(s) night after night! Take time to talk with Scouts and Leaders at dinner and ensure they are being treated as customers and having a great time.

Camp Equipment

Over the years, considerable money has been spent to provide tools, equipment, and program supplies to the Camp. Please help take care of what has been placed in your charge for the summer. If something is broken or destroyed by accident, the Camp will cover it; if by negligence or abuse, you will be expected to pay for its replacement. Willful damage to Camp property is grounds for termination. If you require a piece of equipment or certain supplies, do not hesitate to ask for it through the Camp Program Director or Administrative Director. Do not wait until the last minute.

Staff Advancement

Should time permit, you may work on Boy Scout or Venturing requirements with the approval of the Area Director in whose Program Area you are working. Campers have priority, however, in using Camp equipment.

Keys

Keys will be issued only to those directors who need a key to their assigned area. They will be signed out and you will be responsible for them for the duration of the Camp season. Unauthorized duplication is prohibited.

Solicitation

Any use of BSA, Camp, or council property for personal gain is prohibited.

UNIFORMING

Uniform of the Day

Authorized Staff Shirts, Scout pants or shorts (green or gray), gray socks or scout socks, boots or dark (brown or black) shoes, Scout-related belt, and nametag. Worn daily. Authorized hats are optional.

Class A

Same as Uniform of the Day, but with the Official Boy Scout or Venturing Uniform Shirt. Worn for Campfires, flag-lowering, dinners, vespers, and special events.

Insignia

Unauthorized insignia and accessories are not permitted to be worn on or with one's uniform while serving on Staff. Insignia must be current and presentable. We must set an example for our Campers and Leaders.

Civilian Clothes

Only while in personal living space and on designated time off are Staff Members permitted to be out of uniform. Apparel worn during "downtime" should be clean, with appropriate graphics and wording for our Scouting environment.



Job Overviews

GENERAL JOB DESCRIPTION FOR ALL STAFF MEMBERS

In addition to the various specific tasks assigned to each member of the CCLT staff, there are certain expectations and responsibilities that are required of all staff members, regardless of their particular assigned duties. All staff members are expected to satisfy the expectations and take on the responsibilities outlined in the following General Job Description for all Staff Members:

Character Expectations:

- Desire and ability to work with children in a camp setting
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Well-developed sense of responsibility, good judgment, and common sense
- Ability to act as an adult role model of responsible, mature living
- Ability to understand the potential and problems of young children
- Ability to act mature enough to guide impressionable youngsters through their stay at camp

Responsibilities:

- Be responsible for the needs of the campers, your fellow staff members, and yourself.
- **Be safety conscious at all times.** The health and safety of all campers (and staff members) are the responsibility of all of us, regardless of where your defined position is within the camp structure. Be a good giver of help and assistance, and an equally good recipient.
- Provide fellow staff members with your support, whether it is through your participation or your communication. Let your fellow staff members know that you care about their performance and success; demand the same consideration and care in return.
- Maintain strong lines of communication with all other staff members, but particularly those with whom you work most closely, be they your co-counselors and specialists, your supervisors, or those for whom you have supervisory responsibility.
- Have fun and see that others, campers and staff, have fun as well.
- Behave appropriately and maintain proper decorum when in the presence of campers, when on the campgrounds, and whenever serving as a representative of the camp.

- **Be an exemplary role model.** Staff members are expected to dedicate themselves to creating a positive community that fosters good self-image and self-esteem in the campers.

Camp Director

The Camp Director is responsible for everything and everyone in Camp. You can share with the Camp Director their desire to serve the troops coming into camp by performing your duties the best way you know how.

Often, decisions affecting Camp have been decided during deliberations where considerations, not obvious to some Staff, affected the decision.

Your Camp Director will be happy to explain the "why" of Camp operations at any time. The Camp Director is also your staff advisor to whom you may turn at any time to talk with or ask for guidance in your staff or personal camp life.

Never imagine the Camp Director is unapproachable. Feel free to talk with them at any time. You will be glad you did.



Directors & Managers

The director or manager is responsible for the overall operation of their department. They are the key person who does their best to see that the instructors do their very best. Directors and managers do this by being very familiar with what they are doing and by helping them in any way they can.

Specifically, some of a director or manager's responsibilities are:

- **Staff Training:** Conduct formal and informal Staff training as required. Participate in numerous instruction sessions to ensure that the program is being carried out as planned. Evaluate each Staff Member regularly and work with them individually to ensure that they are making the best possible contribution to the program.
- **Program Promotion:** Use every means possible to see that all Scouts and Leaders are kept fully informed of all program features, and be available to discuss the program with Leaders in accordance with the Camp Leader Guide.
- **Merit Badge Enrollment:** Balance merit badge groups to ensure an equal workload among instructors. Be sure all Scouts receive the help needed for

the completion of their merit badges. Instruct program offerings as needed.

- **Troop/Patrol Activities:** Make programs available for troop or patrol activities in coordination with the Camp Program Director. Ensure that the work is evenly balanced among Staff.
- **Creativity:** This is a quality of all good counselors. It simply means that he or she is continually looking for ways to improve the program and to always pass ideas on to his/her supervisor, as appropriate, so they can perhaps implement these ideas throughout the Camp.
- **Supplies and Equipment:** The director or manager is responsible for opening and closing inventories of program materials and will requisition needed supplies from the Camp Program Director. Anticipates needs well in advance and prevents wasteful use of materials.
- **Records:** See that records are kept in accordance with the prescribed procedure.
- **Relations:** Is responsible directly to the Camp Program Director, but will work closely with other counselors and with Camp Commissioners in carrying out the planned program.
- **Camp Activities:** Oversee various auxiliary duties as part of the Camp-wide program.

Instructors

The primary duty of the instructor is to assist Scouts in obtaining the maximum possible benefit from the program. Through their work, the Staff Member does their part for the character-building process, which is Scouting. Each Member of the Staff must be constantly aware of the example they are setting. The impressions that are made on the minds of scouts are far more important than any particular merit badge or activity that they may participate in.

- **Relations:** Is responsible directly to the director or manager of their area.
- **Troop/Patrol Activities:** Assist as required by director or manager.
- **Camp Activities:** Assist as required by director or manager, or Camp Program Director.
- **Knowledge:** Each instructor should have a thorough knowledge of their particular subject area. This includes a complete set of notes, visual aids, and reference materials relating to his specialty.



Staff Appraisal

Your performance as a Staff Member will be inventoried by your Area Director (by the Camp Leadership Team for Area Directors). Interviews will be conducted near the conclusion of Scout resident camp for evaluation of staff and for purposes of filling Cub Scout resident camp positions. A Camp Staff Appraisal Sheet will be completed for each Staff Member, to be used for consideration of future employment and pay increases. In addition, personal evaluations of each Staff Member's own performance will be used as a basis for evaluations made by the Camp Leadership Team.

Order of the Arrow

The Order of the Arrow is an integral part of the Camp Chief Little Turtle program. Arrowmen who will be part of any OA ceremony may do so only after they have completed their Camp responsibilities. The Camp Program Director may excuse Arrowmen from their assigned Camp responsibilities to assist with OA events.



Camper Disciplinary Procedures

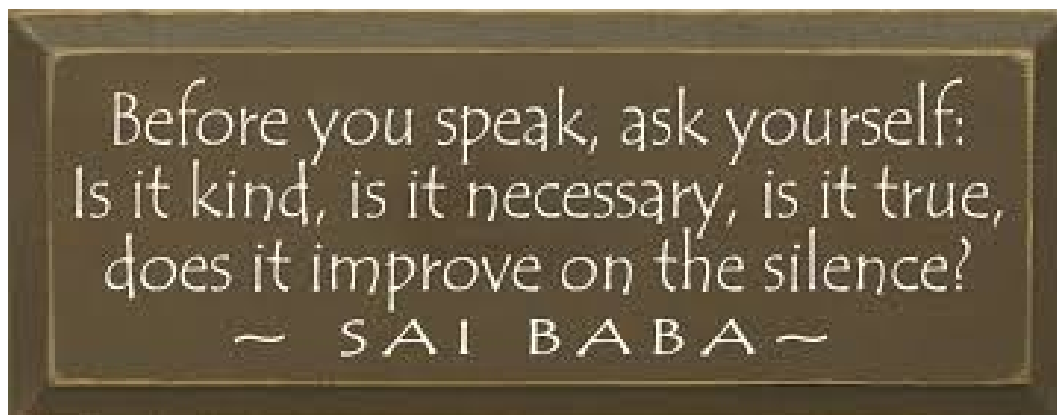
All discipline shall have as its intent the modification of behavior to within acceptable parameters.

Discipline shall be limited to counseling, close supervision, or monitoring. It shall be constructive or educational in nature, and may include such measures as diversion, separation from problem situations, talking with the Scout about the situation, or praise for appropriate behavior.

Discipline will be administered by Staff Members 21 years of age or over unless the actions of the offender in question pose a safety hazard to another individual.

The following actions are prohibited within the realm of discipline:

- Subjection of Scouts to physical harm, fear, or humiliation, including punching, shaking, beating, rough handling, and pinching.
- Separation of a type and duration inappropriate to the Scout's age and maturity. When used as discipline, separation shall be brief; the Scout shall remain within hearing of adults, and must take place in a safe, well-lighted, well-ventilated location. No Scout shall be isolated in a locked room or closet.
- Punishment for toileting accidents.
- Verbal abuse or derogatory remarks about the Scout, his family, his race, his religion, or his cultural background.
- Denial of meals.
- Delegation of disciplinary authority to other Scouts, or Campers punishing other Campers.



Staff Disciplinary Procedures

PROBLEM SOLVING

While problems with staff members are not common, it is the right of each employee to know the procedure involved in resolving the problem. Problems should be solved at the lowest level possible, with your direct report supervisor. We operate with an open door policy. Problems cannot be solved unless they are brought up and discussed. If a problem or question arises, staff members are encouraged to bring it up with their direct report supervisor. If a satisfactory solution is not reached, the staff member has the right to continue up the chain of command. The chain of command must be followed. Staff members must not be disciplined nor in any way held in contempt for following this plan. Staff members should always feel free to approach their supervisors. Working together as a team is the only way to guarantee a successful summer for all.

Failure to comply with any procedure outlined within this manual or refusing to adhere to directives issued by superiors will result in disciplinary action. The discipline of Camp Staff shall only be carried out by Members of the Camp Leadership Team. The extent and range of discipline is at the sole discretion of the Camp Leadership Team. However, the following procedures will act as a guide when discipline is required:

- **First Offense (minor):** This could result in additional assigned duties or the loss of one's night off in addition to a verbal reprimand.
- **Second Offense (minor):** Repeating an offense will result in a Letter of Reprimand, additional duties, and/or loss of additional nights off.
- **Third Offense (minor):** Repeating the same offense or any other minor offense will result in immediate termination.
- **First Offense (major):** Major violations of the procedures outlined within this Staff guide will result in immediate termination. Opportunities to repeat a major offense will never be granted!

"Employees fire themselves; they just need someone to conduct the ceremony."



Security Policies

The security and safety of the youth in our charge is an extremely heavy responsibility. We must ever ensure that they are protected from unauthorized and unwarranted exposures, while at the same time providing the freedom that is so essential to their maturation process. With this as our goal, the following rules apply:

- At no time will youth be allowed alone beyond the reasonable jurisdiction of Staff Members. When traveling throughout Camp, the Scout Buddy System shall be used, such that they shall never travel alone.
- Scouts and Leaders will be briefed to report all sightings of strangers to a Staff Member immediately, who must then report the information immediately to the Camp Director.
- All activities outside of the main camp area (Camp Chief Little Turtle) of the Reservation shall be furnished with a means of communication to the Camp Office.
- Courtesy contact will be made with local law enforcement officials prior to the beginning of the Camp season.
- Scouts will be released only to those individuals listed on the registration form or their Scoutmaster.
- At no time should Staff Members permit themselves to be put into a one-on-one situation with Scouts.

Emergency Guidelines

Severe Storms, Earthquakes, Missing Persons, Floods, Fires, and Any Hazardous Chemical Spills

As a staff member, if you become aware of any emergency or situation that is potentially dangerous immediately report it to the Camp Director, Program Director, or Ranger. Medical emergencies must first be reported to the Health Officer, and then to the Camp Director. All camp wide emergencies are signaled by a siren. If a siren is sounded all staff must immediately go to the Administration Building. Stay there and await further instructions.

1. Immediately upon knowledge of an emergency, the Camp Director, Program Director, or Ranger authorizes the emergency siren to sound.
2. Scouts and leaders return to their troop sites. They should not meet in central areas unless directed. When all Scouts in the unit are present they send two Scouts to the Administrative Building to report accountability of the unit.

3. Staff members report to the Administrative Building.
4. Camp Director or Ranger, if necessary, alert the local police, rescue squad, and hospital to expect emergency cases.
5. Camp Director advises the Council Program Director.
6. Camp Director files a written report with Council Program Director.
7. Council Program Director files a copy of report in the Camp's files (for future reference, etc.).
8. Council Program Director prepares insurance forms, if necessary.



Note: In the event of lightning and thunder all aquatic activity ceases and the area is cleared until determined safe to re-open by the Aquatics Director.

IN CASE OF FATALITY

1. Release of any information to authorities is only through the Scout Executive who is the official spokesman for the Central New Jersey Council.
2. The Camp Director must be informed about a fatality immediately.
3. The Camp Director notifies the Scout Executive and proper authorities. The police and coroner institute an inquiry to determine the cause of death and whether the usual practices of the camp were followed at the time of the accident.
4. The Scout Executive advises the family immediately.
5. Only the Camp Director takes written notes including statements of witnesses.
6. Follow instructions on Preliminary Report of Fatal or Serious Accidents and Illness.

MAJOR ACCIDENTS

1. Send a runner to get the Health Officer.
2. Health Officer accesses the accident and administers appropriate first aid.
3. Health Officer advises the Camp Director about reported injuries.
3. Camp Director advises the Council Program Director.
4. The Scout Executive / Camp Director advises the family of the Scout or Scouter, if necessary.
5. An accident report is prepared and forwarded to the Council Office by the Camp Director.
6. A copy of the report is kept in the camp's file (for future reference, etc.).

THINK IT THROUGH

If you came upon _____ situation how/ what would you do?
Think about the following situations that could occur at camp. How would you react? What would you do? What would you say?

- A camper comes to your program and smells of urine.
- A camper is crying that they want to go home.
- A camper says they have a stomach ache.
- You notice an adult riding his bike through camp without a helmet.
- A unknown adult is walking through camp who does not appear to be a Scout

Working with Scouts

HINTS ON WORKING WITH SCOUTS

- Never make rules you cannot or will not enforce.
- Remember the responses of a Scout are in actions. Give directions to stimulate action, not check or inhibit movement. Say, "Do this" rather than, "Don't do that." Suggest an action, which can be successfully obeyed.
- Give a Scout time for reaction. Say, "One more dive then out of the water." rather than, "All out now."
- Action and reaction are equally true with scouts as with material objects. You get in return what you give.
- Have a reason for what you ask a Scout to do, when possible, take the time to give the reason. He can see the point if you can.
- Be honest in what you say and do. A Scout's faith in you is your greatest help.
- You are the biggest factor in the game. That is, your personal example is the thing that determines the result.
- Set the pace in everything. You set it, the Scouts will follow. Be on time. That is leadership.
- You must obey the rules; otherwise you cannot expect the Scouts to obey. If you are not modeling what you are teaching, you are teaching something else.



- Your personal appearance is key. Look the part of a leader.
- Safety First. Nothing you are doing for fun and learning is worth the risk of injury or worse.
- Always be cheerful, friendly, and agreeable. Have fun.

INSTRUCTIONAL METHODS

Instructing Scouts in camp is one of the most important parts of camp for the camp staff. Therefore, it is important that the staff does the best possible job in instruction. The following steps have been found to be an easy yet effective method in promoting learning in a variety of situations. These steps should be used for merit badge instruction as well as for general instruction to expand the Scouts' knowledge.

B - Before I begin, I need your attention

O - Objective of today's lesson is...

Y - You need to know this because...

S - See how I do it

C - Check for understanding

O - O.K., now try it together

U - Understand?

T - Try it alone

S - Summarize

SUGGESTIONS TO BE A GOOD INSTRUCTOR AT CAMP

Preparation:

- Study your material. * Practice * Practice * Practice
- Prepare program - Know what resources you need for an effective program.
- Know the resources of the other staff. They may be able to help you prepare the program.

Instruction Area:

- Have teaching devices - Show 'n Do
- Have fun devices - for competition
- Have action devices
- Have exhibits

Presentation:

- Introduce yourself, your area and what you offer in it.
- Use the manager of training methodology in presentation.
- Thank everyone for their cooperation.

TIME BALANCE IN TEACHING A SKILL

No one can learn a skill except by doing it; therefore, most of the time must be spent in practice. A good time balance is:

Explanation (hearing)	10% of the time
Demonstration (seeing)	25% of the time
Practice (doing)	65% of the time

HINTS ON TEACHING METHODS

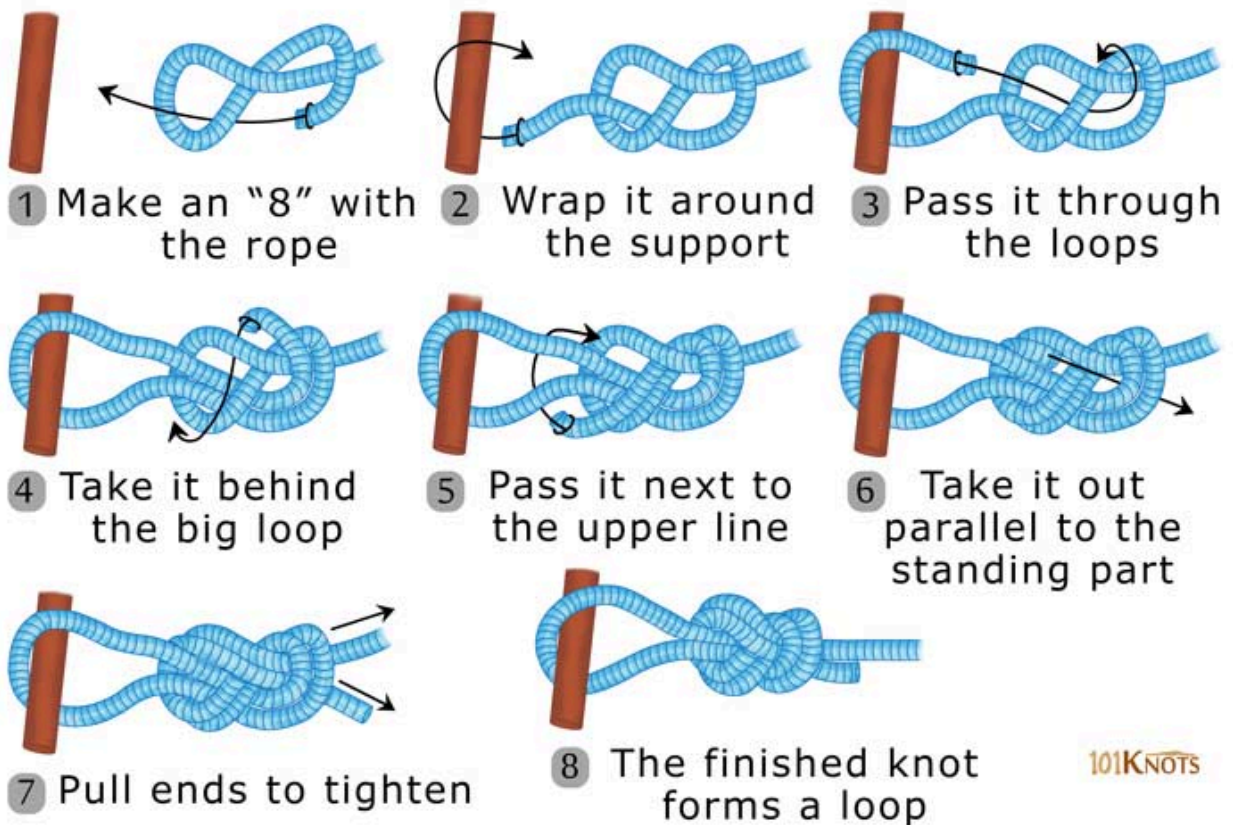
There are as many different methods to teaching or instructing as there are people that teach or instruct. Try as many of these different methods as possible. You will find that you will be more comfortable and confident with certain methods over others. You will also need to assess which methods work well with the individual Scouts you are instructing. Remember that this can change from class to class or even from Scout to Scout. You will need to adapt to each Scout's different abilities and personality traits.

- First and most importantly you must know the information that you are teaching, you will find the merit badge books to be an excellent resource - read them!
- Explain and demonstrate one step, then let the Scouts try it. A chance to try each step as it is demonstrated will fix it in the Scout's mind and keep the session active. "Hands on" will almost always work better than watching or listening.



- Errors exaggerated and dramatized, followed by the correct method, add humor and interest.
- To practice have one Scout instruct another. This will help both him and you.
- Make full use of pictures, signs, displays, and reprints on a display board.
- Make demonstrations and practice as realistic as possible, when appropriate.
- When lecture is necessary, make it as short and simple as possible.
- Make use of all books and teaching aids that are available.
- Let the Scout try to do it on their own, interrupt only if they get on the wrong track.
- Try to stay away from written examinations as much as possible.
- Take and keep roll and careful records, it can help solve potential problems later.

Figure 8 Follow Through Tying Steps



SKITS AND SONGS

Remember that skits and songs are a fun and important part of the camp experiences. Here are a few tips to help you:

- Relax. Do not be stiff. Have fun doing the skit.
- Face the audience so that your voice projects. If you are talking to someone, do not face them; simply angle yourself so that you are facing the audience.
- BE LOUD . . . TALK SLOWLY.
- Do not "walk" on your laughs. You know where things will be funny, wait for laughs to end before you give the next line.
- Do not blow the punch line. Wait for laughs then say it loud, clear, and slowly.
- Rehearse your skit a few times so that everyone knows their part and the timing gets worked out.
- Make use of props and costumes.
- Over act. Over do all your gestures and actions so that everyone can see them. Hamming is up can add a lot to the humor of the skit.
- If you mess up or someone forgets a line, go on with it! Ad lib, make something up, but do not stop, no one will even know.



Doing skits can be fun and exciting. Have fun with them and remember you do not need to be an actor to do them well. Try to learn as many skits as possible throughout the year. Do not just stick to a few. Ask different people, visit troop campfires. The more skits you know the more "valuable" you are as a staff leader.



write with the pen in your mouth.

SITE GUIDE INFORMATION

The Site Guide is an important part of Camp Chief Little Turtle. The Site Guide is the first contact that a unit has with the camp and the staff. They help get the unit checked in and ready for the week, continually checks with the Troops and Packs to provide assistance throughout their stay, and is responsible for campsite check out at the end of the week.

UNIT CHECK-IN

Administration Building: Units will check in at the Camp Office and begin setting up in their campsites. You will meet them there.

Troop Campsite: Have the Scouts change into their swimsuits for the health check and swim test. Explain the Inventory of Campsite Equipment to the Scoutmaster. Carefully inspect each tent, platform, dining fly, picnic table, latrine, and any other pieces of campsite equipment. Provide an accurate count of all campsite equipment and note all damaged equipment (a quick diagram on the reverse of the form assists in listing damages and finding damages to facilitate repairs). Be sure to include the extent of damage. Inform the Administration Building of any immediate needs in the campsite. When the Scoutmaster is satisfied, the Site Guide and Scoutmaster sign the inventory sheet. Remember, the inventory sheet must be returned to the Administration Building upon completion of Troop check-in.

Orientation Tour: After the campsite inspection, use the radio to inform the Camp Office that your unit is ready to begin their tour. You will be directed where to take them next. As you walk to each area, explain the areas, trails, rules, expectations, etc about camp.

Remind the leader of the following: waiters, assembly, retreat, then dinner. Also remind the leader that there is a Leader Meeting in the Dining Hall at 4pm. Check to make sure the Scoutmaster is satisfied with the Troop campsite.

Answer any questions that the leader or the Troop may have. Return the Inventory of Campsite Equipment form to the Administration Building.

DURING THE WEEK

You are the Troop's Site Guide for the whole week, not just on Sunday. You must eat at least one meal a day with the troop.

Attend the Troop's activities if invited. This is your Troop for the week; make their stay the best possible.

TROOP CHECK OUT

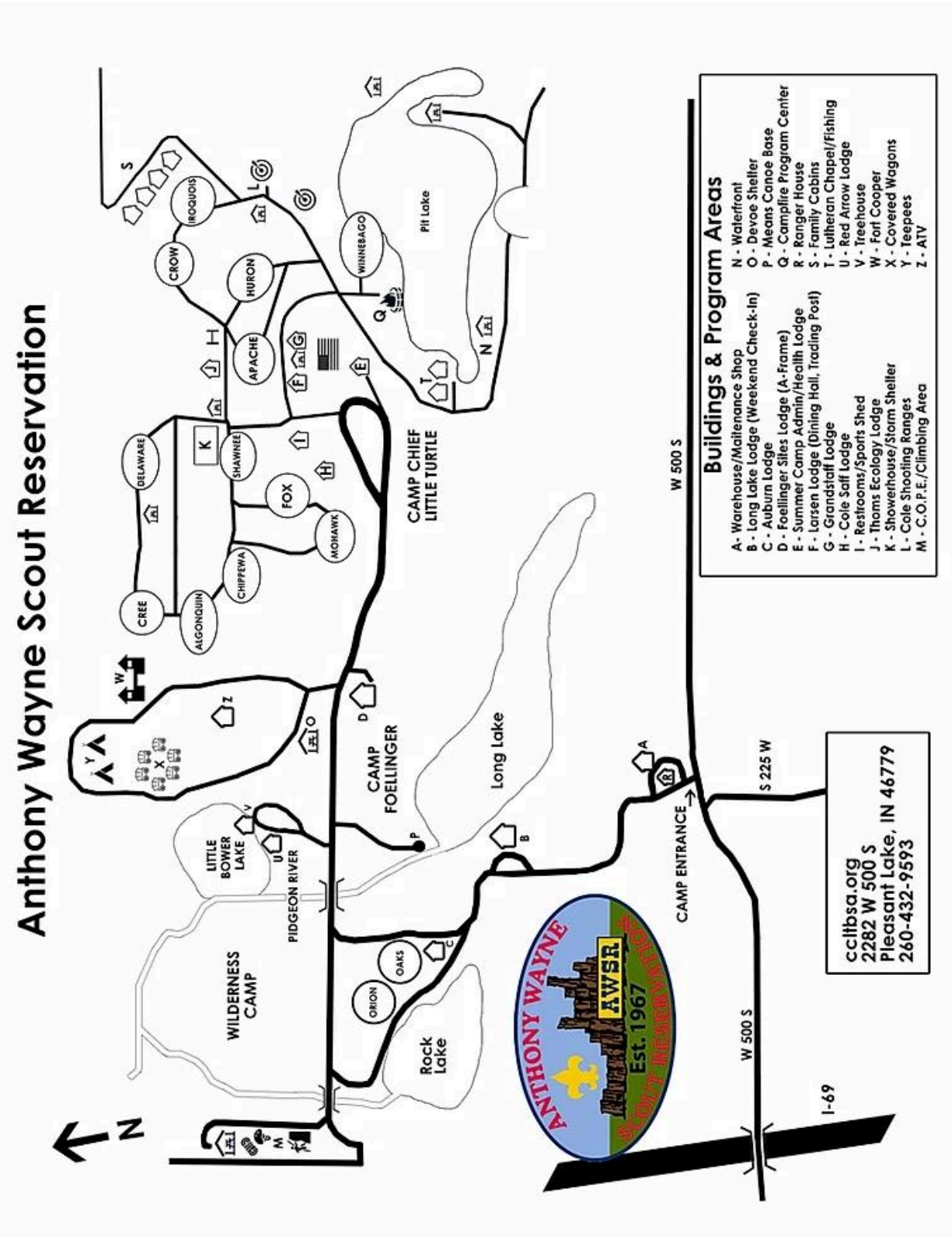
At the end of the week, arrange a check out time with the Scoutmaster. Obtain the Inventory of Campsite Equipment form used to check the Troop in. Recheck all campsite equipment as done during check in. If there is any new damage or missing equipment, notify the Administration Building immediately. The Troop is responsible for new damage or missing items. If the damaged or missing items are not discovered and reported to the Administration Building until after the Troop departs, then the Site Guide is responsible for these items. Be sure that all tents are tied shut, trash is removed from the site, and the campsite is neat and orderly. The campsite should be ready for a Troop to check into next week. When everything is in order, the Scoutmaster and the Site Guide sign the inventory sheet. Return the inventory sheet to the Administration Building.

Remind the Scoutmaster that the last stop on the way out should be the Administration Building to ensure everything is taken care of and to sign out for the week and pick up Merit Badge Blue Cards.

FILL THIS PAGE WITH FOUR LETTER WORDS

APPENDIX A

Map of Camp



APPENDIX B

Packing List

WHAT TO BRING TO CAMP

- Class A Uniform Shirt
- BSA Shorts/Skort
- BSA Pants
- backpack
- raincoat
- rain pants
- Socks (black/gray/dark green)
- Sturdy Shoes
- Underwear
- Shower shoes/flip-flops
- Jacket/sweatshirt
- Swim Suit
- Beach Towel
- Bath Towel
- Toiletries
 - Shampoo
 - Soap
 - Toothbrush
 - Toothpaste
 - Deodorant
- Flashlight
- Pajamas
- Laundry Bag
- Pillow
- Blanket
- Sleeping Bag
- Fitted Twin Sheet
- Alarm Clock
- Tote to Keep your things in
- Medications
- Any paperwork still needed

THINGS TO KEEP IN YOUR BACKPACK

- pen or pencil
- notebook
- water bottle
- bandana
- sunscreen
- bug spray
- sunglasses
- chapstick
- hat
- 10 essentials.

YOU MAY WANT TO BRING

- cell phone
- cell phone charger
- umbrella
- deck of cards
- small rug
- camp chair
- camera
- hammock
- head lamp
- book/magazine
- musical instrument
- small fan
- small lamp

DO NOT BRING

- guns
- fireworks
- alcohol
- drugs

APPENDIX C

Homesickness

Homesickness is nearly universal. Ninety-seven percent of campers experience at least some mild homesick feelings. At the same time, the vast majority of children report very high levels of happiness at camp. This means that the vast majority are both homesick AND happy.

Leaving home is a challenge children have to master sooner or later. This is an essential life skill. Think about it: you miss home during the summer AND you are still able to be present and have a good time.

Most campers are able to succeed in the face of homesickness without much direct help. Again, they are able to be both homesick AND happy.

What do we do for the ones who need a little more support in this process?

- Make time to listen.
- Ask some questions about what the child misses to empathize with the homesickness.
- Normalize the child's emotions. "Boy, I can see you are really missing home. I can see that it really hurts you. That's tough."
- No time for a long discussion? "I really want to talk to you about this, but we've got to get up to the dining hall. Do you think you can talk more about this after dinner?"

ABOVE-AVERAGE LEVEL OF HOMESICKNESS

Help them think through what they themselves have found helpful. Are there things that a child wants to say to his mom and dad? It is enormously helpful to a child to say what he wishes he could say to his parents with you listening.

SIGNIFICANT HOMESICKNESS

If homesickness persists or is at a high level despite your best efforts, take it up the line. Talk to the Scout's Leader or to the Camp Medical Officer.

In the event that a camper goes home due to homesickness, take comfort in the fact that the majority return to some camp the next year.

Why don't mummies go on summer camp?... They're afraid to relax and unwind!

APPENDIX D

Tips for Teaching

Don't be afraid of pauses and silence.

Ask open-ended questions

Ask follow up questions

Here are some examples of good follow-up questions for the short/simple answers that people often give:

- What makes you say that?
- How do you feel about that?

The idea is to get at the core of what people are really trying to say.

Start an argument.

If we always agree with each other, and with every word that every author we read says, then it makes for a pretty boring group and a somewhat pointless discussion. The point of actually discussing things is to get different perspectives and wrestle with the issues!

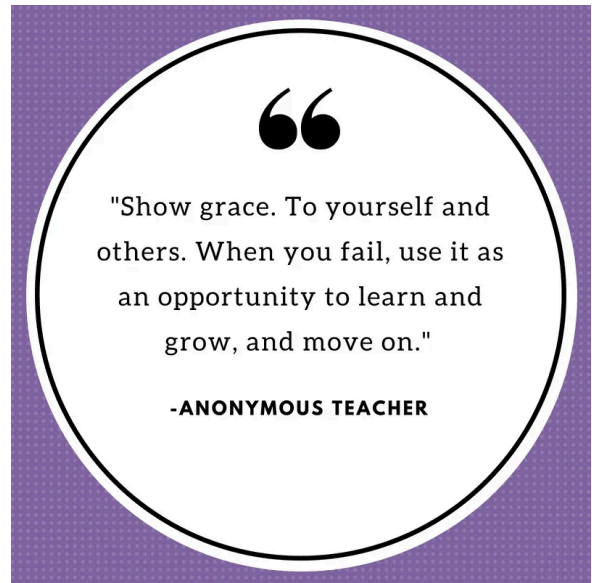
Here are some examples of questions that can help create discussion by playing a little "devil's advocate":

- What would you say to someone who disagrees with that?
- Why do we really have to do it like that? Why can't we just go (some other route) instead?

Make sure the rubber hits the road. Whatever it is you're discussing, make sure to end with some application questions.

Here are some examples:

- So what in the world does that have to do with our lives today?
- How can you change your perspective from today regarding that issue?



APPENDIX E

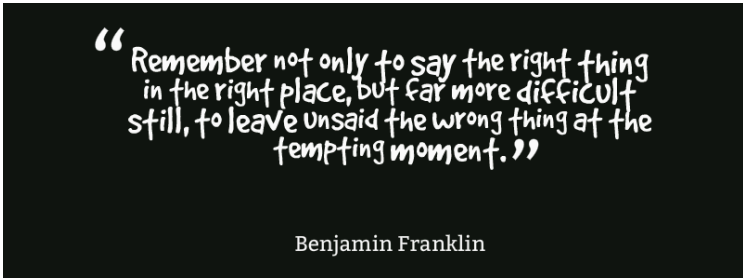
Dealing with Challenging People

Here are some of the common "challenging people" that you may encounter, and some tips on approaching them with grace: **The over-talker, tangent-starter, insensitive person, non-talker.** Write which is the correct person next to the definition.

_____ **This person always has plenty to say, and loves to be the first person to say it.**

Remind everyone in the group that this is an equal participation group. "Let's hear from someone who hasn't had a chance to talk yet. _____ how about you?"

If the problem continues, talk to the person outside of the group. Affirm them in what they do contribute, and tell them you need their help in getting some of the other people in the group to open up and share. Sometimes you can go as far as to ask them to commit to not being the first person to answer a question, or to only answer when you call on them—or to even work out a subtle signal you can give them when they are talking too much.



“Remember not only to say the right thing in the right place, but far more difficult still, to leave unsaid the wrong thing at the tempting moment.”

Benjamin Franklin

_____ **This is the quiet person in the group who never wants to share.**

If you think that doing so won't scare them off even more—that they just need a little prompting—try calling on them periodically to share an answer. Also, be sure to affirm them big-time when they do respond.

If that doesn't work, talk to the person outside of the group. Again, affirm them in what they do contribute, and let them know that you want more people to get to hear their perspective. Remind them how valuable all of the different perspectives are to the entire group.

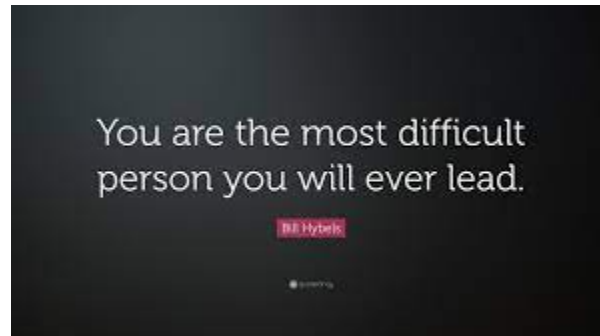


POSITIVITY

This person loves to get the group way off track by starting random tangents and rabbit trails.

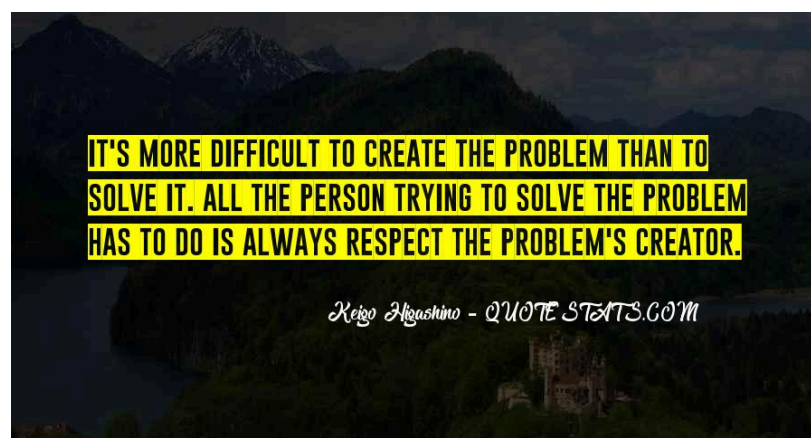
First of all, don't get upset at the tangents, and feel free to go off on them once in a while. When the time comes, firmly bring the group back on track.

If the problem becomes excessive, again, talk to the person outside of the group. Affirm them in what they do contribute, and let them know about the challenge you have in trying to facilitate a good group discussion and bring across certain points each week, and how the tangents make your job harder. Ask them how they can help you.



This individual gives advice, makes fun of answers and people, cuts people off, or does a variety of other things to offend members within the group.

This person is dangerous to the health of your group! They can keep it from being a safe group more quickly than anything else. So remind everyone of the group guidelines again, and definitely have the one-on-one conversation outside of group to let the person know how important a safe group is, and what they can do to help make that happen.



2024 Weekly Schedule (Subject to Change)

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00 AM					Polar Bear Swim		
6:30 AM		Reveille					
7:00 AM		Breakfast Meal Rotations 7:15am					
7:30 AM							
8:00 AM							Final Checkout 11am
8:30 AM		Assembly Opening Flags & Morning Announcements					
9:00 AM							
9:30 AM		MORNING SESSION					
10:00 AM		9AM - 11:45AM					
10:30 AM	Unit Arrival & Campsite Setup. Units provide their own lunch.	LEADER MEETING COFFEE SOCIAL 9AM IN DINING HALL					
11:00 AM							
11:30 AM							
12:00 PM		LUNCH & PROGRAM BREAK 12:15 - 1:15PM					
12:30 PM		SPL MEETING @ 12:45PM					
1:00 PM	Camp Orientation Tours. Staff Guides will meet units in campsites.	Afternoon Program Session 1:15-4pm	Open Session 1:30-4:30pm	Afternoon Program Session 1:15-4pm	Open Session 1:30-4:30pm	Afternoon Program Session 1:15-4pm	
1:30 PM							
2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM	Leader Meeting in Dining Hall	Open Session 4-5pm		Open Session 4-5pm			
4:30 PM							
5:00 PM	First Shift Meal Rotations begin at 5:15pm						
5:30 PM							
6:00 PM	Assembly & Evening Flags Ceremony						
6:30 PM	Second Shift Meal Rotations begin at 6:15pm						
7:00 PM	Emergency Drill @7:15pm	Slip N Slide & COPE Challenge	Vespers 7:15 - 7:45pm		Campwide Activity/Top Shot	Closing Campfire	
7:30 PM			OA Brotherhood Ceremony				
8:00 PM	Opening Campfire @7:45pm		OA Brotherhood Class				
8:30 PM			OA Rededication Ceremony				
9:00 PM							
9:30 PM							
10:00 PM							

W W S E G S C F E E K B C Z C E P R F G N N B S S
 T G E N T N O I G N R O T A R E G E I N U O X T C
 R I N A O R I D T O Y U J I P L N V R I G I F A O
 A R F I E R A L T I O A F H E T I E S R T T Z N U
 I F O S H B K H C H Z P W G T R D I T E O A X D T
 L B T R T S E E Y Y M E O Y F U L L A E H V P I M
 P R U I B R I A L A C S N V N T E L I N S R O N A
 Y I R J H Q K F C I S E S S Y O W E D O B E B G S
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 D B D G N I T N I R P R E G N I F E A K R O Z N T
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 Q P H O T O G R A P H Y A W E T A G H Y O C F O O
 W I L D E R N E S S S U R V I V A L K K V N I T N

animation
 Anthony Wayne
 archery
 atv
 bird study
 blue heron
 boat
 brotherhood
 Camp Chief Little Turtle
 campfire
 chess
 citizenship
 Cokeman
 fingerprinting
 firem'n chit

first aid
 fishing
 forestry
 gateway
 Kay Houtz
 Kiskakon
 knots
 mastodon
 merit badge
 muzzleloader
 nature
 orienteering
 photography
 pioneering
 Pit Lake

polar bear swim
 recycling
 reveille
 Scoutmaster
 Scout Reservation
 shotgun
 snorkeling
 staff
 Standing Bear
 S.T.E.A.M.
 swim
 totin chip
 trail
 turtle
 welding

SUBJECT: Camp Chief Little Turtle Staff Guide
PURPOSE: To distribute the latest issue to employees.
ACTION: Please discard all previous issues.

Because we want to be sure that every employee has received a copy of this Staff Guide, please sign and return it to the Camp Director no later than June 18, 2023.

STATEMENT OF UNDERSTANDING AND AGREEMENT

This form must be signed by staff members and a parent of staff members 18 years of age and under.

I _____ have read, understand, and agree to abide by and follow all of the rules, regulations, and policies as set forth in this Camp Chief Little Turtle Staff Guide.

I acknowledge receipt of this Camp Chief Little Turtle Staff Guide. I have read it entirely and understand it. I further understand that this Guide is not intended to create any contractual rights in favor of myself or the Camp. I understand that the Anthony Wayne Area Council reserves the right to change any of the provisions at any time, or add to it in any manner it believes to be in the best interest of Camp Chief Little Turtle Staff or the Boy Scouts of America.

Signature Date

GUARDIAN STATEMENT OF UNDERSTANDING AND AGREEMENT

A Guardian of a Staff Member 18 years of age and under must read and sign.

I _____ have read and understand the rules, regulations, and policies as set forth in the Camp Chief Little Turtle Staff Guide.

Parent or Guardian's Signature Date