



2025 CAMP STAFF MEMBERS LETTER OF UNDERSTANDING

1. Staff members from 14-17 years of age inclusive no longer need to provide the **Intent to Employ/A1** form.
2. Compensation is subject to Withholding Tax fixed by the Government. Such deductions will be made from salary payments in accordance with provisions of the Tax laws. Each employee must complete standard federal income tax withholding form (either W-4 or W-E). Each employee must have submitted his social security number in order to be paid. **Please contact Donna Scheerer or Julie Robison at the Council office at 260-432-9593. You must present original documents for the Form I-9.**
3. A satisfactory NEW BSA Physical [at your expense] on the provided form, is required by the start of Staff Week (preferred by May 1. **PLEASE NOTE:** *School sports physicals will not be accepted.*
4. Drug Abuse - The possession, sale or illicit use of drugs or alcohol in any form by any employee is inconsistent with the purpose of the Boy Scouts of America and its obligation to project and reflect its program to the youth of America. Possession, sale or use of drugs or alcohol will not be tolerated. Any employee who violates this policy will be terminated.
5. The use of tobacco is forbidden to staff members under the age of 21.
6. The possession or use of alcoholic beverages or any and all controlled substances without a doctor prescription shall be grounds for immediate dismissal and notification of parents.
7. During the period of employment, a staff member's FULL TIME is at the disposal of the camp. Each position will receive a job description. Each day provides opportunities for personal recreation. During each period, time off may be arranged with the CAMP DIRECTOR or PROGRAM DIRECTOR and will be based upon the Program requirements and the staff member's assigned responsibilities.
8. The staff members agree to help forward the entire program and objectives of the Boy Scouts of America, such manner as assigned now or later by the CAMP DIRECTOR or PROGRAM DIRECTOR.
9. Staff members will wear the CCLT Uniform at all times. This includes the Boy Scout khaki or Venturer green short sleeve BSA shirts with current official insignia, official BSA bottoms, official BSA belt, black, dark gray, or dark green socks, and brown or black leather shoes or boots. Alternate uniform shall be the CCLT Staff T-shirt, official bottoms, official BSA belt, black, dark gray, or dark green socks, and brown or black leather shoes or boots. No sandals or flip flops.
10. All Area Directors will be responsible for providing adequate staff coverage of their respective area requested by camp schedules. Each staff member shall accept leadership and guidance of their Area Director.
11. The personal effects of staff members are not covered for fire or other risks under the insurance of Anthony Wayne Area Council, BSA. The staff member does hereby release Anthony Wayne Area Council, BSA and its employees from any and all claims regarding personal effects.
12. Any pre camp medical condition is not covered for under the insurance of Anthony Wayne Area Council, BSA. The camp is NOT responsible for personal prescriptions such as for allergies or pre-existing conditions.
13. All staff members will follow the BSA youth protection guidelines. All staff members WILL report any and all questionable conduct immediately and directly to the CAMP DIRECTOR.

I have read, understand and agree to the provisions set forth in my Letter of Agreement, this specific page and in the camp staff guidebook.

Signature of Staff Member _____ Date _____

Signature of Parent or Guardian if under 18 years of age _____ Date _____

