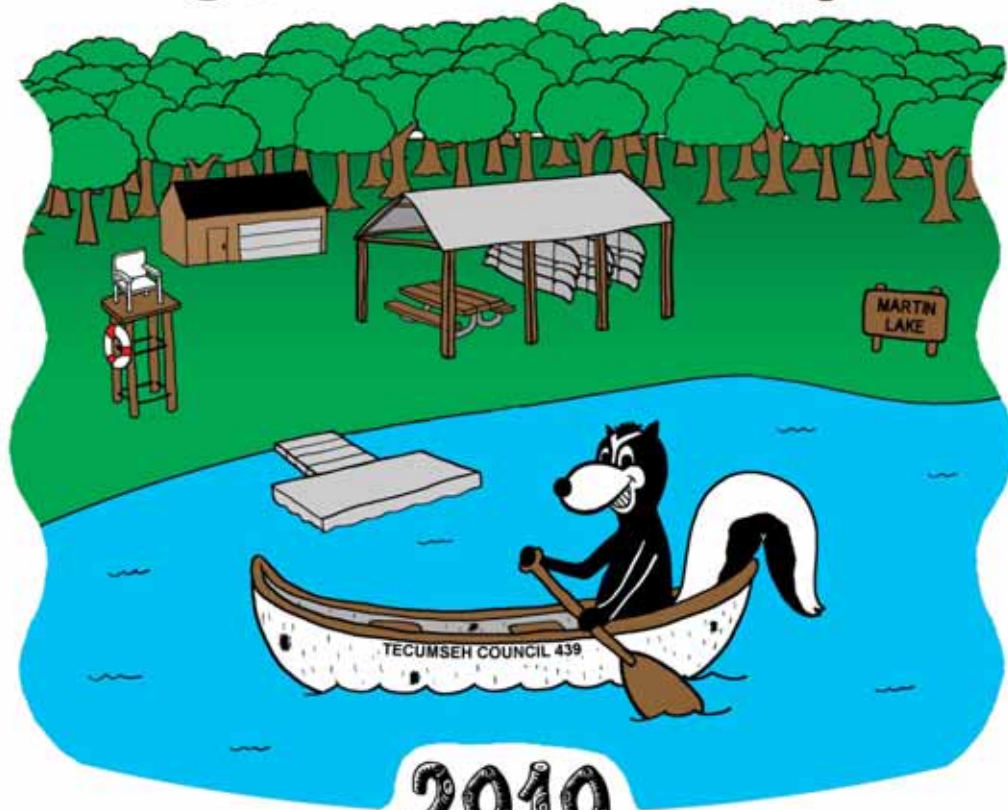


2010 STAFF GUIDE

CAMP BIRCH



2010
SUMMER CAMP
VALUES - FUN - ADVENTURE

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Welcome to the 2010 Camp Birch Staff!

As a Camp Hugh Taylor Birch Staff member you are now a valued member of an elite team whose job it is to provide the best service to our campers. In providing this service, your abilities will be challenged, your patience tested, your self-confidence increased, and your leadership skills further developed. This year over 1000 boys and 50 leaders will experience Camp Birch. You will touch the life and influence the memories of each boy who attends camp. Due to the excellence and dedication of our staff, Camp Birch has built a reputation as being a great Boy Scout Camp. You will be called upon to give 100 percent effort to continue building on the Camp Birch tradition of excellence.

Camp Hugh Taylor Birch and Tecumseh Council

CAMP DIRECTOR Rich Diesslin Phone 937-429-0139 Director@KampKnots.com	SCOUT EXECUTIVE Jim Nolan Tecumseh Council Service Center 326 South Thompson Street Springfield, Ohio 45506-1145 Phone: 937-325-6449 jnolan@bsamail.org
PROGRAM DIRECTOR Joanna Snyder Phone 614-558-3622 Program@KampKnots.com	CAMP RANGER Robert Sparks (937)767-7126 rsparks@bsamail.org

The Camp Birch Team

We are all on the same team and we expect each staff member to contribute to the success of the whole. Each staff member will have specific duties relating to their assignment in their area, but will also be expected to help out wherever there is a need. It is our philosophy that if help is needed you should always be ready to pitch in and get the job done. You may be asked to help in another program area or to help the ranger staff with the trash. You should be willing to make the program go wherever and whenever called upon. Helping out in this way will make it possible to provide campers with the best possible program and they will remember their camping experience at Camp Birch for the rest of their lives. Please do not expect this to be a “9 to 5” job - it is not. We are a big family that lives together, eats together, works together, and plays together. Best of all, we get to have fun together while delivering one the best programs ever devised – Boy Scouts of America.

Staff Expected Levels of Excellence

Areas of Excellence	A+ Outstanding	A Excellent	A- Very Good
Job Skills ability to carry out assigned job duties	Autonomous – can work independently	Semi-autonomous	Competent under supervision
Presence conduct, character and attendance	Present, on-time and engaged in all activities, role model of scout oath and law, clean in mind and body	Present and on-time at all activities and actively participating in most, follows oath and law, excellent conduct	Present, on-time and active at most activities, follows oath and law, good conduct
Spirit enthusiasm and attitude	Positive, Pleasant and Proactive	Enthusiastic and helpful, always looking to cheer people up	Willing participant in camp songs, skits and maintains a good attitude
Work Ethic motivation, effort, stamina and resourcefulness	High level of energy and effort in all areas	Strong level of energy and effort in all areas	Good level of energy and effort in all areas
Leadership proactive teamwork	Strong leader whom others respect and work within a team approach	Good leader, good communication skills, good team skills	Proactive follower, willing to lead on occasion, positive team skills
Flexibility ability to work in many areas	Highly effective in most situations	Able to adapt to most situations in a positive and constructive manner	Willing to learn new skills and work hard to handle different tasks
Customer Satisfaction Level of customer service provided	Delights scouts and leaders	Pleases scouts and leaders	Provides good service to scouts and leaders

Area Operation

Each staff member is part of a program area team supervised by a Director. Each Director is responsible for the supervision and conduct of his or her staff. The 'Chain of Command' through the staff infrastructure is an important means of communication and we must try to use it as much as possible. Please study the Camp organization chart later in this staff handbook to better understand how the staff is organized and how you fit in.

Your Camp Director

The Camp Director is responsible for everyone and everything at Camp Birch. He is held accountable for everything, whether or not he has delegated that responsibility to someone else. He is also your mentor to whom you may turn to at any time to talk or ask for guidance. If you have any serious questions or problems, feel free to ask your camp director.

Your Program Director

She is responsible for all the program areas in camp. She is also second in command to the Camp Director. Scouts come to camp for a fun and challenging program and it is the Program Director's job to deliver it. Most staff members work in the many program areas throughout camp and report to the Program Director.

Staff Training and Set-Up

You will be expected to attend any pre-camp training sessions that are required for your assignment. If special certifications are required, we will offer opportunities to meet the requirements of certification.

All staff members will be taking part in the opening staff week. During this week, campsite and program area equipment will be set-up and formal staff training will take place. It is during this first week that the physical and mental tools necessary for the camp to operate will be put in place. We work very hard, but we also play hard. During staff week you will start to build the bonds with your fellow staff members that we hope will last beyond your time at Camp Birch.

Staff Meetings

Staff meetings are held every Sunday at 12:00 noon in the dining hall and at other times as needed. You are expected to be at staff meetings on time and ready to go.

Meals

Three well balanced, well prepared meals will be served daily. All staff members will be present, ON TIME, for all meals. Meals are served at 8:00 AM, 12:00 Noon and 6:00 PM.

Dining Hall Program

Our Dining Hall program for Breakfast consists of Grace and the Scout Oath. Lunch consists of Grace and a song. Dinner consists of Grace, the Scout Law and a song. All staff members are expected to sing and participate in all Dining Hall programs. Singing at meals is a Scouting tradition and is actually a lot of fun.

Program Staff Duties:

1. Check in with the DH Steward and help waiters set-up
2. Begin meals on time
3. Lead an appropriate prayer prior to meal. Enter the Dining Hall as a group
4. Lead a song after the meal
5. Dismiss Scouts from the meal in an organized fashion.
6. Assist DH Steward with inspection of tables and dismissal of waiters.

Time Off

Every staff member will be provided with one 24 hour period as time off each week. During Boy Scout camp this will generally be from 12:00 noon Saturday until 12:00 noon Sunday. During this time, the staff member is not under the direction, control, or responsibility of Tecumseh Council or the BSA. No meals will be available during any time off period. **ALL RETURNING STAFF MEMBERS MUST BE AT THE DINING HALL FOR THE OPENING STAFF MEETING BY 12:00 PM SHARP IN PROPER UNIFORM!**

Camp Staff members under the age of 18 must provide written permission from a parent/guardian to be permitted to leave camp, at any time, with anyone other than that parent/guardian. Please see the rules about leaving camp on the permission form. All staff members must personally sign out when leaving camp and sign in upon returning to camp at the Camp Headquarters.

Personal Property

Camp Birch, Tecumseh Council, and/or the BOY SCOUTS OF AMERICA are not responsible for personal property brought to Camp Birch. We recommend you bring a lockable footlocker for your personal things. Do not bring valuables to camp. There is no place in Scout Camp for electronic games, PDA's or other handheld electronic devices. Do not bring TVs or computers of any kind. We come to camp for a rugged outdoor experience and to enjoy the company of fellow staff members and campers.

Camp Telephone

Business and emergency incoming calls will be accepted on (937) 767-7126. A message and call back number will be taken on all other calls. Outgoing calls may be made from the pay phone at the dining hall. Additional emergency numbers:

Camp Ranger: (937) 767-7126

Council Office: (937) 325-6449

Use of the camp phone for personal use is unacceptable.

Mail

Mail is delivered daily [excluding Sunday] to Camp Birch and should be addressed:

Your Name - Staff

Camp Hugh Taylor Birch

4057 Swimming Pool Road

Yellow Springs, Ohio 45387

Medical and Health Needs

A camp Health Officer will be on hand at all times. All staff members are required to present a current BSA Medical Evaluation, upon arrival at camp. Medications that you must take at camp should be discussed with the Health Officer and stored in the Health Lodge. All illnesses and/or accidents must be reported to the Camp Health Officer, and logged in the camp First Aid Log. If you are sick or injured, you should notify your cabin leader or area director, and proceed to the Health Lodge. We cannot help you if we do not know what is bothering you. If further medical care is required, staff members will be seen by the on-call physician or taken to the hospital.

ALCOHOLIC BEVERAGES, UNLABELED PRESCRIPTION DRUGS, AND ILLEGAL DRUGS ARE STRICTLY PROHIBITED IN ALL PARTS OF CAMP. *Violations of this policy will result in immediate dismissal and possible criminal charges.*

Smoking

Smoking is a fire hazard, and is a serious health hazard. NO SMOKING is permitted in camp except in designated areas. A designated smoking area is provided near the dining hall. Adult staff must not smoke in the presence of youth staff.

In accordance with Ohio Law, no one under the age of 18 will be permitted to smoke at any time. Staff members under 18 caught smoking will call their parents from the Camp Director's office and may be dismissed from staff.

Camp Staff Evaluation

At least twice during the season, all staff will be evaluated by their immediate supervisor. This evaluation will be a measurement of your growth experience as a staff member. Your immediate supervisor will discuss your performance with you and help you set goals to improve as a staff member. CITs are evaluated weekly by their Area Director.

Staff Recreation (or what to do with free time in camp?)

A staff lounge is provided for you inside the dining hall. You may read, watch movies, play games, or just relax. Refreshments and snacks will be provided from time to time. Cleanliness and care of the equipment in this area will be the responsibility of every staff member. Lost or damaged equipment, unless an individual has taken responsibility, will be the responsibility of the entire staff. No campers or unit leaders are allowed in the staff lounge.

Various program areas will be open as often as possible for use of the camp staff. The same rules of operation apply to the staff as to the campers.

Personal Effects

There are several guidelines that must be followed to protect you, your fellow staff members, the camp properties and the camp program.

1. Put your name on all clothing and valuables.
2. Do not discuss how much or where you keep your cash with anyone.
3. Always keep your vehicle locked.
4. You are responsible for your own equipment.
5. Do not bring anything to camp that cannot be replaced.
6. For security reasons, please leave valuable items or collectibles at home.
7. Lock up your money and personal property - remember that locks are made to keep honest people honest.
8. Respect everyone else's property. Do not take or borrow from others without permission.

The Tecumseh Council, its employees, and its executive board are not responsible for loss or theft of personal items or property.

Please report any missing items to the Camp Director immediately.

Specific Staff Responsibilities

Camp Wide Events

We will provide at least one camp wide event during the week. The specific activities and/or events held during this time will be determined by the Program Director. Staff members are required and expected to participate in all camp wide events.

Cub Scout Day Camp Theme

There is no Cub Scout day camp that we will be responsible for this year. One possible exception to this may be assisting for one day (sort of a mini-day camp) the end of Staff week.

Adult Cracker Barrel

During Boy Scout camp there will be a cracker barrel [an informal get together] in the dining hall approximately 30 minutes after the Sunday night campfire. All adults in camp are invited to stop in and meet the staff and other leaders who are in camp for the week. All staff should attend briefly but only Area Directors have to stay for the question and answer period.

Rainy Day Program

The regularly scheduled camp program continues, rain or shine. The waterfront and field sports program may need to be adjusted in the case of an electrical storm but everything else operates as normal. You may be asked to support some replacement program in the event of inclement weather.

Colors and Retreat

All persons in camp are expected to attend morning colors and evening retreat promptly and in proper uniform. Unless otherwise mandated by the Camp Director, the full Field or Dress Uniform is the proper uniform for flag ceremonies. Some staff may be excused due to individual assignments. During the ceremonies, we will conduct ourselves in the most dignified and reverent manner possible, in the words of Edward F. Hale, "It is your duty to you country to love it, to obey its laws, to respect its flag, and to defend it against all enemies."

Uniforms are to be configured in accordance with the current BSA Insignia Guide (#33066D). Camp administration and/or the Scout Executive must approve ANY exceptions to this uniform policy.

The uniform is to be in a neat and clean condition and property fitted and worn. This means that staff members are required to have enough full summer camp uniforms so that they may always have a clean one to wear. Laundry facilities have been installed at camp for the use of the staff.

"Official uniform shirt will be defined as the current uniform shirt for the member's primary registered program as defined in the BSA Insignia Guide #33066D.

Lifeguard Uniform

Lifeguards, while on pool duty, will be in lifeguard uniform for safety and identification purposes.

Red swim trunks for males or 1-piece swimsuit for females

Official Camp Birch Staff Tee Shirt

Food Service Uniform

The dining hall staff will wear clothing appropriate for their duties. [As agreed to with the camp director] but their shirt will always consist of an 'A' or 'B' shirt. Dining hall staff also will wear the Staff Nametag or Staff ID wristband. The dining hall staff member who serves as dining hall steward will wear a Class 'B' uniform at Breakfast and Lunch, and a Class 'A' uniform at Dinner. The Dining hall steward may dress as appropriate during the rest of their duties.

Miscellaneous

- Staff will wear their Staff Name Tag or Staff ID Wristband at all times.
- On the Dress and Field Uniforms, Eagle Scouts will wear the Eagle Knot if over 18 and the Eagle Rank Cloth Badge if under 18.
- Shoes or hiking boots as appropriate for the work environment are the proper footwear for camp.
- Bare feet, sandals and open toed shoes will not be permitted [except at the pool].
- Shirts will be tucked in at all times.
- OA Sash may be worn by dues-paying OA members of their respective honor on OA recognition day with the Class 'A' Uniform.
- OA members may wear OA Lodge Flaps if they are current on dues.
- No staff member will wear any badge or rank or honor he has not earned.
- Laundry equipment is provided at the dining hall for all staff to keep their uniforms clean.

Visitors

ALL visitors to camp must check in at the Camp Headquarters. Visitors are not allowed in staff living quarters. Visitors are welcome to tour camp with you and visit program areas at appropriate times. All staff visitors must leave camp by 11:00 PM, unless the Camp Director grants permission otherwise.

Staff Training

Staff training is a very important part of our camp program. We orient new and returning staff members to summer camp programs and procedures; to the layout of camp program areas; and to methods of teaching merit badges and skills. In addition, the camp itself must be prepared to receive campers. Grass must be cut, campsites prepared, buildings need to be cleaned-up, program areas set-up, and much more must be done. At times you will be expected to work in areas of camp other than your assigned area. Please bring work clothes and gloves with you for staff week.

Pay Schedule

Salaried staff will be paid on the 15th and last day of each month. The Camp Director determines salaries. Any questions relating to salary should be addressed only to him. The amount of your salary is confidential and based on many different factors. Please keep your salary to yourself.

Living Quarters

Adequate living quarters are provided for each staff member. It is expected that they will be kept in a clean, livable condition. Staff members will be responsible for damage to or defacement of living quarters. The Camp Management will make periodic checks of your living quarters with or without your permission.

Your Camp Director and Program Director will handle the check-in and check-out procedures of the staff living quarters. Please remember to be considerate of your fellow staff members.

The following applies to all Staff:

1. Hours for lights-out must be observed. Taps should be observed at 10:00 PM, and noise should be kept to a minimum. No radios, CD's, etc. should be played after 11:00 PM. Staff should be in their own rooms after 11:00 PM unless authorized by the Camp Director or Program Director.
2. A Scout is conservation minded. Please turn off all lights, fans, radios, and electrical equipment when not in a room.
3. Only equipment and furniture approved by the Camp Director may be kept in the cabin.
4. No painted signs, patios, porches, 'add on', etc are permitted to the staff tent frames or cabins. "Staff name boards" may be placed on the outside of your tents on a post.
5. The Camp Director must approve any change of housing assignments in writing. Staff members will sleep in their assigned cabin or tent.
6. No campers or leaders are allowed in staff area or staff lounge.
7. No overnight guests allowed in the staff area.
8. No FLAMES in TENTS - EVER!
9. The Camp Director must be informed of guests prior to their arrival or visit.
10. The Camp Staff area, cabins, and latrines will be inspected periodically. The eleventh point of the Scout Law is 'A Scout is Clean.'
11. No one-to-one male and female visitation is allowed in living areas.
12. Pets are not allowed. Please leave them at home.

Vehicles

All staff member's vehicles will remain parked in the main parking lot or the Adams Building parking area. Staff members may not drive around camp unless the Camp Director grants specific permission. We must set the example for other leaders in Camp.

Only the Camp Ranger and staff members designated by the Camp Director who hold a valid Ohio drivers license may drive camp vehicles. Camp Staff members riding in camp vehicles must be in the cab of the vehicle. Seat belts must be worn at all times.

If you are under 18, you may not drive in camp unless you are leaving camp for time off or returning from time off.

TECUMSEH COUNCIL IS NOT RESPONSIBLE FOR ANY DAMAGE TO VEHICLES. PARK OR DRIVE AT YOUR OWN RISK.

Personal Appearance

Staff members must set the example for all by living up to the eleventh point of the Scout Law: A Scout is clean. Hair must be neat and clean. A beard or mustache is permissible if you arrive in

camp with one, and you keep it neatly trimmed. Remember that you represent the Boy Scouts of America and your appearance should reflect the spirit of the Scout Oath and Law.

Camp Uniforming

The Scout uniform is an important part of the total Scout program, it reminds everyone that we are proud members of the Boy Scouts of America, The three acceptable forms of dress are:

The Dress Uniform

Class A+ will be worn at ALL Campfire programs and Dinners on those nights, and at any other time as directed by camp administration. This uniform will consist of:

- Official green Scout socks
- Scout Pants, Shorts or, for females, the BSA Skirt
- Official Scout web belt
- Scout Tan shirt with: Tecumseh Council Strip, Numerals 439, Green shoulder loops any earned square knots, OA flap [if dues are paid], NCS patch,
- Staff nametag
- Current year camp staff neckerchief
- Wood Badge beads
- Appropriate footwear

The Field Uniform (or Normal Formal)

Class A will be the staff member's current primary official uniform shirt they wear for their normal Scout meetings with the following additions:

- Staff nametag
- Neckerchief
- Official green Scout socks with red tops or new BSA green socks
- Scout pants or Shorts or, for females, the BSA Skirt
- Scout web or leather belt.

This uniform will be worn for flag retreats when the A+ uniform is not being worn and any other time designated by the camp administration.

The Activity Uniform

Class B will be:

- Current year staff tee-shirt or polo shirt - unaltered
- Staff Nametag
- Official green Scout socks
- Scout pants or Shorts or, for females, the Scout Skirt
- Scout web or leather belt.

This uniform will be worn all day up until flag retreat and any other time designated by the Camp Administration. Aquatics, Kitchen Staff, COPE and Climbing will have a modified version of the uniform to wear when they are working in their program areas.

Morning Chapel and Religious Services

Religious and vespers service participation is encouraged. You are asked to respect the rights and beliefs of others while on camp staff duty. A Scout is Reverent.

Merit Badge Classes

Aside from the scheduled classes in the program, there will be times after dinner when program areas will be open for scouts to work on “By Appointment” Merit Badges or to complete unfinished work from their scheduled classes. During these time slots, Scouts are encouraged to work freely and avail themselves of the resources that a given program area offers. Staff members are expected to be in their program area for these open program times as well as the scheduled class times

Outpost Campouts

During Boy Scout camp, outpost campouts are conducted as scheduled for three groups: Tecumseh Island, Wilderness Survival Merit Badge, and Mad River Trace. Each group will be setting out in the late afternoon (after merit badge sessions). Specific instructions on how to prepare for these outings will be given to the Scouts during the week. Staff members will be asked to help supervise on these overnight outposts. Be prepared to go on an outpost even if this is not your primary area of work.

Kitchen

Due to state health and safety laws, only kitchen staff and camp administration are allowed in the kitchen. Please observe this rule carefully.

Staff Advancement

Staff members under the age of 18 years are encouraged to advance in Scout skills and rank. Staff members under the age of 20 are encouraged to earn the Venturing awards. The Camp Director will serve as Crew Advisor for the Staff. The Staff will be enrolled in Venture Crew 439 of the Tecumseh Council.

Punctuality

As a staff member you are expected to be in attendance and on time to all activities in which the Camp Staff is involved. In case of illness, you will be expected to inform your immediate supervisor and report to the health lodge.

Manners and Language

Staff members should be courteous to Scouts, Scouters, visitors, and other staff members. Derogative, rude, or profane language and/or behavior are inappropriate at camp. Videos, CD's, magazines, or other materials that do not represent the values of Scouting do not belong at camp. We expect the BEST! Set the example in this category.

Dining

If a staff member fails to eat properly, he/she will be unable to perform his/her responsibilities to a high degree of efficiency. For this reason, among others, staff members are expected to be at all meals on time and properly dressed.

Staff members will eat as guests of the troops at troop tables if possible. Always display good table manners and set the example. Each staff member is encouraged to eat with different troops throughout the week.

If room is not available to seat all staff members, Camp Management will designate a staff table or else will permit dining in the breezeway. These areas must be cleaned immediately after use. Do not make a habit of always eating in breezeway or staff table; it is the exception to the rule - not the rule. You are expected to eat with our guests.

Trading Post Operation

The trading post is operated on a cash basis for everyone in camp. Every item for sale in the trading post is sold at retail price. Access and entry behind the counter is restricted to the Camp Director, Business Manager, Trading Post Staff, and others, as the Camp Director shall personally designate.

Emergency Procedures

These will be made available to all staff members who are to familiarize themselves with them. A copy of these procedures should be posted in a conspicuous place in your work area. In the event of an emergency, each staff member will be expected to follow the procedures implicitly and immediately, unless otherwise directed by the Camp Director.

Staff Usage of Program Areas

Staff usage of program areas is encouraged under the following guidelines:

1. All Rules in effect for Scout campers are in effect for Camp Staff.
2. There will be a lifeguard in charge of aquatic activities.
3. There will be a range safety officer in charge of shooting sports activities.
4. No competitions are allowed between staff and campers. This policy applies to ALL activities, not just aquatics.

Any arrangements for staff families or guests are made only with permission of the Camp Director.

First Aid to Campers

Whenever possible, the camper's leader should provide simple first aid medical care. First Aid Supplies are provided to the following areas: Office, kitchen, aquatic area, and field sports area. Staff should not dispense drugs, including aspirin and other over-the-counter drugs. Emergency situations should be immediately referred to the medic. Staff should not come in contact with body fluids. Each first aid kit should include CPR micro-shields, gloves, and masks (if they are not included in your kit, make a priority request.

Advancement

There may be instruction given during Camp Staff training that will qualify some camp staff for advancement. CPR certification and the merit badges that you will be instructing are two examples. All advancement by Camp Staff must be approved by the Camp Director and signed by the Area Director.

Gratuities & Commercial Enterprise

Staff members are NOT to accept gifts, gratuities, money or favors in return for services rendered as a member of the staff at Camp Birch.

Leaving Camp

Anyone leaving camp must sign out when leaving and sign in when returning. The Camp director must approve all departures *in advance*.

There is a sign out sheet in the Camp Office. You must *always* sign out, even if you are just leaving for a short while. You must also sign yourself out if you are spending the night at Fallen Timbers.

Remember to sign back in when you return.

In general, staff members who are 18+ may leave camp after program has closed providing that:

- 1) They have prior approval of the Camp Director
- 2) They sign out
- 3) They return and sign in by 11:00pm
- 4) We have at least 50% of the resident adult staff on the premises at any given time.

Staff members who are under 18 may leave camp after program has closed providing that:

- 1) They have prior approval of the Camp Director
- 2) They sign out
- 3) They return and sign in by 11:00pm

- 4) They have a permission form signed by their parents stating that they may leave camp during the week and with whom they may go.

Please help our scheduling by requesting all planned absences prior to the start of staff week. These will be placed on a master calendar and be used to ensure the proper level of staffing in camp at all times.

For the entire week, with the exception of the time between 12:00 PM Saturday and 12:00 PM Sunday, your safety is the camp's responsibility. In the interest of your safety and adherence to BSA regulations and Youth Protections Guidelines, all staff members under the age of 18 must be accompanied by at least two staff members over the age of 18. All under 18 staff members must have a permission form signed by their parent prior to camp opening to be able to leave camp during the week.

Actions That May Have Severe Consequences

The following offenses can result in immediate termination of the offending staff member[s]:

1. Possession or use of alcoholic beverages on camp property
2. Possession or use of illegal drugs while in the employment of the Tecumseh Council
3. Theft, destruction, or intentional damage to camp property, or the personal property of others
4. Breaking of local, state, or federal laws while in the employ of the Tecumseh Council
5. Violation of the Youth Protection Guidelines of the BSA and the Tecumseh Council
6. Sexual misconduct or sexual harassment
7. Cruelty towards animals at camp
8. Violation of camp rules such as the non-use of PFD's, unauthorized use of the pool, etc.
9. Physical or emotional violence towards a staff member, youth, unit leader, or camp visitor
10. Possession of, or use of fireworks on camp property
11. Possession of unauthorized camp keys or the use of unauthorized keys
12. Insubordination

The above list is not intended to be all-inclusive; staff employment may be terminated for any other reason at the discretion of the Camp Director in accordance with your employment agreement. The items listed above clearly contradict the image and reputation of the camp, the Tecumseh Council, and the Scouting movement and simply cannot be tolerated.

The Tecumseh Council wants each staff member to work in a safe and pleasant environment. Enjoy the great opportunity that is yours serving as a member of the Camp Birch Staff. The good times you will have, the countless friends you will make, the numerous duties you will perform, will provide you with one of the most enjoyable experiences you will ever have. Good luck to you and best wishes for your success as a 'staffer'.

The Scout Law As It Pertains To Camp Staff

Welcome to the camp staff. It is hoped that you will make new friends, enjoy the summer and above all, contribute in some measure to the growth and welfare of the Scouts whom you will be serving. Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever necessary.

*The principles set forth in the Scout Oath and the Scout Law
are the principles that guide every endeavor and action in camp.
We become the prime motivators in exemplifying this way of life to each Scout in camp.*

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 requirement outlines for its personnel. Your Camp Director will entrust to 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.

Loyal

Loyalty to the camp and your associates is essential to being an excellent 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.

Helpful

It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

Friendly

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

Courteous

You represent the Boy Scouts of America as you deal with the boys, leaders, parents, or 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.

Kind

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

Obedient

A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and loyalty to the camp and the Camp Director, if something is

bothering you, ask for an appointment to talk to the right person - your director or Camp Director.

Cheerful

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

Thrifty

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

Brave

This summer you represent the largest organization for boys in the world, and you are an employee of one of the finest Scout camps in the world. You represent Scouting in all aspects. You believe in the Scout Oath and Scout Law; otherwise you wouldn't or shouldn't be here. Bravery is to do the right thing even if it is unpopular or difficult.

Clean

Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your living quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expected to do so prior to breakfast. Get a haircut when needed, and shower regularly.

Reverent

Being faithful in religious duties is of great importance to each of us as camp staff members because of the force that our example has on Scouts.

Program Objectives

The three objectives of the program of the Boy Scouts of America are:

- 1. CITIZENSHIP**
- 2. CHARACTER DEVELOPMENT**
- 3. MENTAL and PHYSICAL FITNESS**

Character is defined by who you are when no one else knows.

How to Teach

No matter how well prepared or interesting the subject may be, you cannot instruct successfully unless you can put your subject across. Through the use of your voice and body you can project your ideas to your students. The outcome of your session depends upon how well you get your information across.

Eye Contact

Watch your audience for reactions such as a raised eyebrow or a questioning glance. You should immediately clarify any doubt or misunderstanding before proceeding with the session. To be able to adjust to reactions is a great asset to any instructor. While you are instructing your

session, make eye contact with different members of the group. If a Scout is not paying attention or is talking to someone else, try to establish eye contact with him until you regain his attention. Try to make each person in the group feel that you are talking to them as an individual.

Body Movement

Any instructor who is communicating ideas and feeling must use some kind of movement. Don't make exaggerated motions, but don't stand stiffly and completely still. Move around a little and use your hands and arms in a natural way. Suit your action to your words.

Voice

Variety is the key. Speak naturally, raising and lowering your voice to make points. Speak clearly and distinctly; not too fast, not too slow. The loudness of your voice should be adjusted to the conditions under which you speak. You have something worthwhile to say, and your students want to hear it.

Attitude

Most people are nervous the first few times they stand up and talk in front of a group. Your nervousness will pass. Your attitude is reflected in your body movements, and your voice. Keep in mind that the people you are talking to are there because they chose this topic and they want to hear what you have to say. They know little or nothing about the subject and want you to tell them more.

Preparation

Determine exactly what you will be teaching. Read the merit badge book and any other information available related to the topic. Take notes on important points to cover. It helps to prepare an outline to help you keep track of where you are in your presentation. Obtain the necessary equipment and supplies to use as props, for purposes of demonstration, or for Scouts to practice with. Be sure to put any illustrating materials where students can clearly see them. Do not stand directly in front of these materials, stand to one side.

Practice

Rehearse your presentation. Try not to speak as though you have memorized every word. The information that you provide should create a desire to become proficient in the skill. Practice demonstrating the skills involved, to be sure you can do them properly and easily. Your demonstration should be done so well that the student will have confidence in his own ability to achieve success. This demonstration of skill is not the opportunity for the teacher to show his proficiency, but to show the steps necessary in acquiring the skill. Identify the major points that you want your students to watch for.

Demonstration

The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of the instructors. Adjust your speed to the difficulty in learning various steps. Go slower at the start of the demonstration than at the end. Briefly review the important steps in order. Use a visual aid. Give the students a chance to ask questions, or better, a chance to practice while you are demonstrating. Don't interfere with the learner trying to

do it on his own. Don't interrupt his efforts unless he bogs down or goes off on the wrong track. Let him make mistakes if they will impress on him the right way, but definitely point out the mistakes. Never make corrections sarcastically or for the entertainment of onlookers. Encourage the learner by remarks on his progress, pointing out the completion of each step and the steps he has done well. We often learn best those things that we teach others. Whenever possible, each student should have the opportunity to demonstrate and if possible practice teaching others. A summary of review and examination are desirable.

Giving a Presentation

When you are going to give a presentation, it will be easier on you, and on your audience, if you get organized for it as suggested in the outline below:

Prepare Your Presentation - Consider what sort of people will be in your audience; what they probably already know and want to learn about the subject. Write down the purpose of the presentation, taking brief notes as you go. Talk with others who know the subject and make notes on their ideas. Write an outline of the presentation, including only the most important points, usually the fewer the better, and put them in a logical order.

Practice Your Presentation - Rehearse your presentation, either aloud or silently, until you have it well in mind. Time it so you stay within the time limit. Put your outline notes in final form so these reminders will not be cluttered up with discarded ideas. Try to be ready for extemporaneous speaking - not reading or memorizing it word for word even though you depend on an occasional look at your outline or note cards.

Personalize Your Presentation - Having chosen a subject of interest to your listeners, briefly state its central idea or main problem, and its importance. Let each person feel you are talking to him by looking at the audience as individuals, not as a group. Watch the group's reaction as you go along and stay close to their interest. Encourage audience participation and help each person to relate personally to your topic.

Illustrate Your Presentation - Use visual aids such as large sheets of paper, a whiteboard, or a flip chart to list your main points; draw diagrams and sketches while you talk. Be sure to place your visual material so that you are standing to the side of it. Exhibit equipment and supplies that demonstrate your instruction, and show models and pictures related to your topic.

Summarize Your Presentation - Stay within the time limit. Summarize your subject by restating its main idea or problem, its importance, and the major points you have made. Give your listeners a chance to ask questions, usually before or after the summary.

Teaching a Skill

"The two conditions of teaching are: 1) that none can teach more than he knows; 2) that none can teach faster than the scholar can learn." -Ralph Waldo Emerson

There are five basic steps in teaching a Scouting skill:

Preparation - The first step in teaching a skill is to obtain the essential equipment and supplies in such quantity that the skill can be demonstrated, taught, and practiced. For demonstration and teaching purposes, simulated or makeshift equipment is never adequate.

Explanation - The explanation serves two purposes: 1) to introduce the subject by giving some background about its application and usefulness; 2) to describe the subject in detail technical enough to be complete, but not confusing. The explanation should create a desire to become proficient in the skill. Unusual facts or illustrations arouse interest and create an appreciation of the value of learning the skill.

Demonstration - This is the showing process. It is the first step in actual teaching. The demonstration should be done simply and proficiently so that the student has confidence in his own ability to achieve success. Demonstration of a skill is not the opportunity for the teacher to show off his expertise, but should be used simply to show the steps in acquiring the skill.

Practice - Hearing and seeing aren't enough. The learning process begins to finalize itself when students have the opportunity to try to do the skill themselves under the guidance of an instructor. Coach the student through the process. Nothing can beat the "learn by doing" method.

Teaching - We often learn best those things which we teach others. Whenever possible, each student should have the opportunity to demonstrate and practice teaching others. Occasionally a summary or review and examination are desirable. The extent to which they are used depends on the type of skill and how well the student has learned.

Giving a Demonstration

There is a difference between just using a skill and demonstrating it so others can learn. A few suggestions are outlined here.

Prepare for the Demonstration

Plan your demonstration to appear as natural as possible, even if you can't perform the skill as exactly as you would in use.

1. Collect and prepare the needed equipment
2. Evaluate your audience to determine their present knowledge of the skill and how much detail you ought to give them.
3. Think through and possibly make notes on the comments needed to explain the action
4. Practice the demonstration from beginning to end until you can do it smoothly.
5. For a long demonstration, write down an outline of the steps.

Give the Demonstration

Briefly tell your audience the major points to watch for.

- Adjust your speed according to the difficulty in learning the various steps and go slower at the start of the demonstration than toward the end.
- Watch for listener reaction, and fit the amount of detail and pace of action to them
- If necessary, repeat difficult or important steps.
- Always demonstrate the right way both before and after the wrong way.
- Be safety conscious at all times.

Summarize the Demonstration

Briefly review the important steps in order. Use a visual aid.

Give your audience a chance to ask questions, or better, a chance to practice while you coach.

Coaching in a Skill

The following are points to keep in mind while coaching a Scout in a skill:

1. Be able to perform the skill yourself.
2. Recall your own experience in learning the skill and work out a series of steps for teaching it.
3. Keep the coaching on a personal basis by working with small groups of learners. Get additional coaches, if necessary, to keep the groups small.
4. Evaluate those you are coaching, both in abilities and personality traits that affect their power to learn that particular skill.
5. If a learner is beginning with little or none of the skill go slowly, especially at the start. Insist on accuracy.
6. Don't interfere with the learner trying to do it on his own. Don't interrupt his efforts unless he bogs down or goes off on the wrong track.
7. Let him make mistakes if they will impress on him the right way, but definitely point out mistakes.
8. Never make corrections sarcastically or for the entertainment of onlookers.
9. Encourage the learner by remarks on his progress, pointing out the completion of each step and the steps he has done well.
10. Urge him to practice and perhaps coach someone else when he has mastered the skill.

Campfires

Campfires serve as unifying influences, spirit builders and provide great fun. Scouts always remember good campfires. Keep the following in mind when you are called upon to lead or assist:

Let your songs and skits 'follow the campfire.' Loud songs and lively skits should get it going while quiet songs and meditations are best to close. The program should move briskly. Avoid lulls. Remember that typically misbehavior only becomes a problem when Scouts have lost interest. Each participant should know his spot in the program and 'Be Prepared.'

Here are some general guidelines:

- Speak up. Be heard. Talk to the back row. Be seen. Stand in the light
- Don't use skits that will embarrass a Scout or leader.
- Avoid skits that exploit a boy because of his size or through the use of inappropriate costuming.
- Avoid ghost stories and long speeches.
- Remember that most 'water skits' dampen someone's fun.
- Keep the campfire from running too long; leave them wanting more.
- Have fun, and don't be afraid of making a fool of yourself.

- When choosing material for skits and songs, let the precepts of the Scout Oath and Scout Law guide you.
- Don't lose your cool. Have a 'Plan B' ready when things go wrong.
- Have extra firewood and tinder nearby.
- Be sure your audience knows what you want them to do in songs and action skits.
- The Campfire Program Planner is a great help. Have your plan written.
- Close the campfire with dignity, i.e. Taps, Scouts Vespers, Scoutmasters Minute, and Benediction.
- In summation - Keep it bright. Keep it moving. Keep it happy.
- And last but not least. Be sure the fire is DEAD OUT.

Hints on Leading a Song

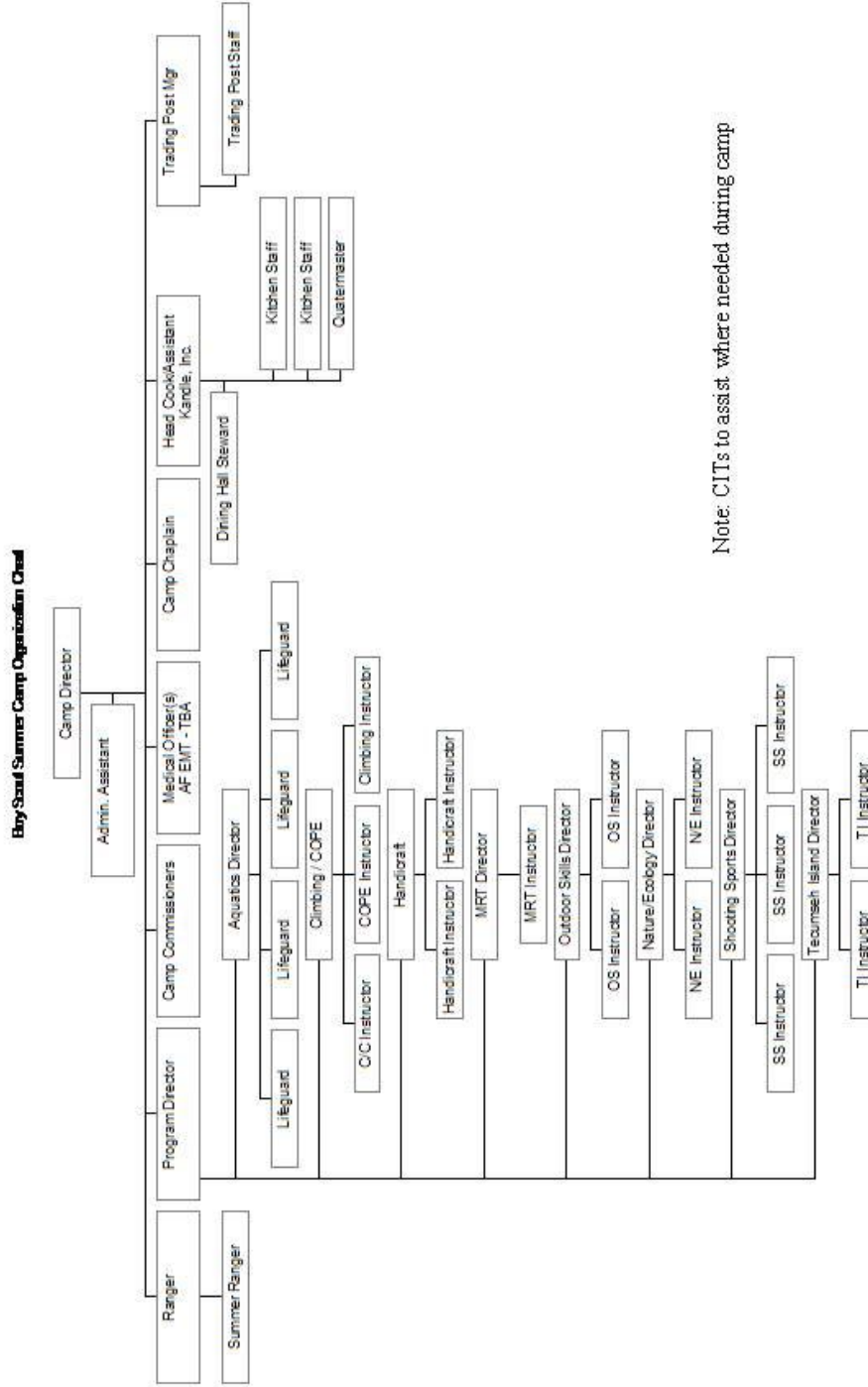
An audience expects six things from a good song leader:

- **The name of the song.** Announce each song clearly and name the tune if it is not an original song.
- **The pitch or key.** Sing a few notes to give the pitch. Be sure the whole group has it – if you're too high or too low, stop and start over.
- **Set the tempo or beat.** Start everyone at the same time.
- **Information about the song.** The words - the tune. Be sure the whole group knows the song, if they don't - teach them. Songbooks are valuable in learning songs, and you may use a chart.
- **Pep - Enthusiasm.** - Don't insist on volume, at least at the start. Tell the crowd that it's singing you want, not noise or volume. If it doesn't go so well, then no one will know the difference. If it looks promising, say, 'that was great for practice' - now let's sing!
- **Leadership - control.** - Plan your selections carefully. Choose songs that fit the crowd and the occasion. Beware of songs that might offend. Don't ask what they want to sing - tell them! Formal leadership is not always necessary. Sing in natural groupings - someone starts the song, and everyone just sings. Old favorites can be used effectively in this type of singing.

The occasion will dictate the procedure and methods to be followed in conducting group singing. Ordinarily, the first song on a program should be a well-known song. The crowd can't go wrong, and the success of this first song will establish the success of the leader. If the group is used to singing together, there is little necessity for an 'ice breaker.'

Use old familiar songs with new groups. Men usually prefer good harmony. Boys like action songs. Substituting motions for words will help the leader establish control. Don't try difficult, hard-to-learn tunes, except when the conditions are right. **KNOW THE SONGS YOU ARE LEADING.**

CAMP BIRCH STAFF ORGANIZATION 2010



Note: CITs to assist where needed during camp

THE SCOUT OATH

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

A SCOUT IS:

**Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent**

SCOUT MOTTO:

Be Prepared

SCOUT SLOGAN:

Do a Good Turn Daily

Camp Staff Equipment List

Items You Will Need to Bring

- Official Scout Shorts, Pants or Skirt [2 or 3 pair]
- Scout Shirt with proper insignia [2]
- Scout belt with buckle [web or leather]
- Staff T-Shirt [You will be provided with 2]
- Scout Socks [3-6]
- Casual Shoes [good condition]
- Sun Screen/Block
- BSA Medical Form [with physician's signature]
- Water Bottle

Additional Personal Equipment

- Underwear
- Handkerchiefs
- Pajamas or sleeping clothes
- Work gloves
- Sleeping bag or blankets
- Personal Toilet Articles
- Alarm Clock [battery]
- Light
- Costume for area theme
- Raincoat or poncho
- Swim suit
- Pillow
- Shower Shoes
- Jacket or Sweater
- Work Clothes
- Footlocker with lock
- Towels and washcloth

Miscellaneous

- Flashlight
- Pocket Knife/Multi-tool
- Sewing Kit
- Buttons
- Program Resource Material
- Radio
- Small Fan
- Lawn Chair
- Scouting Books
- Pencils/Stationary
- Teaching Aids
- Pocket Notepad
- Safety Pins
- Games [Chess-Backgammon, etc]
- Bible/Prayer Book
- Camera/Film
- Fishing Equipment
- Clothes hangers
- Shoelaces
- Bug Spray [non-Aerosol]
- Sunglasses
- Stamps
- Compass

Scoutcraft Staff

- Mess Kit
- Backpack
- Cup
- Hiking Staff
- Sleeping Pad
- Backpacking Tent

Youth Protection Guidelines

The BSA, to provide security for the youth in our program, has adopted the following policies. In addition they serve to protect adult leadership from situations in which they are vulnerable to allegations of abuse. Staff will undergo additional training in this area during staff week (unless they have proof of completing the online training).

Two-Deep Leadership

Two registered adult leaders or one registered adult and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, the meeting is to be conducted in view of other adults and youth.

Respect for Privacy

Adult leaders must respect the privacy of youth members in situations such as changing into swimming suits or taking showers at camp. There must be separate accommodations for youth and adults.

Proper Preparation for Activities

Activities with elements of risk should not be undertaken without proper preparation, supervision, and safety measures. Proper clothing for activities is required. Skinny-dipping is not appropriate as part of scouting.

No Secret Organizations

There are NO secret organizations recognized by the Boy Scouts of America. All aspects of scouting are open to observation by parents and leaders.

Constructive Discipline

Discipline used in scouting should be constructive and reflect scouting values. Corporal punishment is never permitted.

Hazing and Initiations

These do not belong in a scout camp. Under BSA policy, these situations may be regarded as child abuse, and will be dealt with as such. Scout leaders will see to it that all new campers are properly oriented and assisted to get the most out of their camp experience.

Junior Leader Training and Supervision

Adult leadership must monitor and guide the leadership techniques used by junior leaders and see that BSA policies are followed.

Reporting

If child abuse of any type is witnessed or even suspected, the Camp Director or his acting designee must be notified immediately. This information should not be shared with anyone else. The reporter's name will be kept in confidence and the current policies of the BSA and Tecumseh Council will be followed.

The Terms of Seasonal Employment for Staff Members at Camp Hugh Taylor Birch

While staff members are under contract to Camp Hugh Taylor Birch, Tecumseh Council BSA, they need to follow the established practices without fail. Any failure to live up to these standards and practices may result in the termination of that employee.

Please note the following conditions of employment:

1. Salary and expected job function for seasonal employment at Camp Birch are defined in your offer letter and the 2010 Summer Camp Staff Guide. Salary will be paid semi-monthly. The camp will furnish food and lodging, Workers Compensation, and accident and sickness insurance for the period of your employment.
2. You must be or agree to become a registered member of the Boy Scouts of America and subscribe to the Scout Oath or Promise, Scout Law, Declaration or Religious Principle, and fully cooperate with the policies, programs and management of the council and camp.
3. Evidence of a satisfactory medical examination (using the form provided) and current vaccinations must be presented upon reporting for your assignment.
4. You will be responsible to the staff leader to whom you are assigned and must maintain an acceptable standard of performance of the duties outlined in your position description. You will be expected to successfully complete all staff training provided for you.
5. You are required to be in Camp at noon on Sunday of each week, unless other arrangements have been made with Camp Administration.*
6. You are required to be in correct uniform as required by the day and time of the program schedule as defined in the Staff Guidebook.
7. Each resident Staff Member will be required to be on the property, and in the Staff Area, by 11:00 PM every evening while employed. Any extension of this time, must be approved by the Camp Administration for each occurrence. For minors it must be **written permission**.
8. Any and all staff time off will be at the approval of the Camp Administration. The only time a minor Staff Member will be allowed to leave the property on "time off" will be with written approval of the parent/guardian. This approval must be given prior to the event. The minor will only be allowed off the property **with someone 21 years of age or older who is accompanied by someone at least 18 years of age or older and whom the parent of the minor Staff Member has approved.** Names of approved rides will be kept on file. Any and all time off from program area responsibilities will be approved by the Director of that Program area and must also be approved by the Camp Administration. (see below)
9. Each time a you leave the property; you must sign out in the 'Check-out Book'. At that time, they will register their name, the date; and their destination, with which they are going, parent notification, time out and time in. For minors, if they check the 'parent notification' as having been made, **the camp accepts that the employee is telling the truth and that the parent has been notified,** and that it is acceptable for that Staff Member to go out as approved by the parent/guardian. **The camp will not call the parent every time that the minor Staff Member is leaving the property.** The parent must make it clear with their

minor child that they must be responsible for their actions and behavior. If they are going off camp at any time, they must notify the parent ahead of time and then note that act in the 'Check-out Book.'

10. Similarly, you must sign in each time you return to camp in the same 'Check-out Book.'
11. Parents/guardians will always pick up their minor child at the parking lot area. The Staff Member may wait at the office. Parents will not be allowed to drive to the 'Staff Area' to pick up or drop off their children. The safety and privacy of others in the camp must be protected at all times.
12. The Long Term Camping Program for camp closes officially at 12:00 PM on Saturdays. All staff under the age of 18 need to be off camp property by 12:30 PM. There will be no one around to keep an eye on minor children left waiting for parent/guardian. Occasionally there will be other programs taking place on the property during the weekend hours. These programs are not in any way responsible for your children unless your child has been contracted to work for that special program. This will only be done with the permission of the parent/guardian and that will be ahead of time.
13. You must meet all expected standards of operation and performance as required in the Summer Camp Staff Guide. Any behavior contrary to those expectations may result in termination.
14. All resident Staff Members will be required to attend all meals as long as they are on the property. Any exception to this must be approved by Camp Administration. All Staff Members are required to attend all camp wide activities provided on the camp property, unless otherwise assigned by their Program Area Director or Camp Administration.
15. In agreeing to work at Camp Birch you are affirming your commitment that while employed by the camp you will:
 - Have no contact (use or possession) with illegal drugs including marijuana.
 - Refrain from using, or being under the influence of/alcoholic beverages on camp property or in uniform anywhere; refrain from drinking and driving, and do not assist minor staff members (under age 21) with obtaining alcoholic beverages.
 - Not harass or abuse (physically or verbally) any youth or adult, including another staff member.
 - Not engage in theft or vandalism of any kind.
 - Never engage in unauthorized or inappropriate use of the camp's two-way radios.
 - Conduct yourself at all times, both on and off the camp, so that you are a credit to yourself, Camp Birch and the Boy Scouts of America.
 - If it is the LAW in the State of Ohio, it is the LAW of Camp Birch. No exceptions.

If you cannot live up to any of the points in this agreement, do not sign it and notify us immediately.

*Camp Administration is defined as the Camp Director, Program Director, Ranger or acting adult Camp Director.

If you (and for minors you and your parent/guardian) agree with this set of guidelines for your protection and safety, please sign this sheet on the appropriate lines and return to it to Camp Hugh Taylor Birch. Retain one copy for yourself so that you can refer to it as needed.

I have read and understand the Terms of Seasonal Employment contained in this letter and the staff guidebook and accept and agree to abide by the conditions and the rules and regulations of Camp Birch. I further understand that my employment is "at will," based upon the continued satisfaction and needs of Camp Birch; and that I may be terminated without cause, at the sole discretion of my employer. In such an event I will only be entitled to the wages owed to me at the time of termination. I also understand that I may terminate my own employment at any time upon written notice to the area director where assigned or to the Camp Administration. I further agree that I will voluntarily participate in camp activities which foster and promote the program of Camp Birch, as requested, even though such activities may be conducted after regular working hours. I have read the staff guidebook and agree to abide by it.

Staff Member Signature: _____ Date: _____

Permanent address _____

Home Phone: _____ Cell Phone: _____ E-mail: _____

Parent/Guardian Signature _____ Date: _____
(Required if Employee is under 18 years of age)

TRANSPORTATION RELEASE FORM
For Staff Under 18 Years Old

I give permission for my son/daughter to ride in a car driven by the people listed below. I realize that if he/she rides in a car driven by anyone other than listed below this would be cause for suspension from camp. I also realize that the camp relies on the participant to know and abide by these rules.

By signing this release, I give permission for _____
to ride with the following people during the summer camp. (name of child)

(Please check one and/or fill in the appropriate spaces.)

- A. These specific drivers:
 - 1. _____
 - 2. _____
 - 3. _____

- B. Any licensed driver.

- C. Any licensed driver over age 21.

- D. My child will be driving his/her own car.

Check the appropriate statement:

My child **may** leave camp for trips other than to return home.

My child **may not** leave camp except to go to and from home.

Other: _____

I have pre-arranged with _____ to provide transportation and to be the responsible person for my child during the summer camp period.

Parent/Legal Guardian Signature _____ Date: _____