

# *Mississippi Valley Council*

## *Summer Camp Staff Manual*



Saukenauk Scout Reservation  
2948 E. 1000<sup>th</sup> St.  
Mendon, IL 62351

Camp Eastman  
750 E. County Road 1780  
Nauvoo, IL 62354

[www.mississippivalleybsa.org](http://www.mississippivalleybsa.org)

# What We Believe

## 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.**

## The Scout Law

**A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful,  
Thrifty, Brave, Clean, and Reverent.**

## The Boy Scout Motto

**Be Prepared**

## The Boy Scout Slogan

**Do a good turn daily**

## The Outdoor Code

**As an American, I will do my best to  
Be clean in my outdoor manners,  
Be careful with fire,  
Be considerate in the outdoors,  
And be conservation-minded.**



**Prepared. For Life.™**

**Dear Mississippi Valley Council Summer Camp Staff:**

Your stay at Summer Camp this season will be rewarding, enjoyable, satisfying personally, and challenging. The Mississippi Valley Council operates Camp Eastman and Saukenauk Scout Reservation to foster the outdoor program of the Boy Scouts of America through you, the summer camp staff. Take some time to become familiar with this manual. By the end of staff training, you will be accountable for all aspects of it.

The contents of this manual include the camp rules, expectations, and tips to ensure a quality and exciting program for our customers, the Scouts who attend our camp. **No matter what position you have in camp, you will be an important part of the Scouts' enjoyment of camp.** Yes, most will look up to you and will imitate your actions. Therefore, we have chosen all of our staff members based upon their skills and qualifications.

The campers have an idea in their minds as to what camp will be like. Generally, they want to learn skills, advance in their Scouting rank, and have FUN! In order to provide fun activities to others; you have to like what you are doing. Together, we can make this happen for both the Scouts and us. Looking forward to a great summer camp season!

*David*

David Gilbert  
Scouts BSA & WAC Camp Director  
Mississippi Valley Council

*Keely*

Keely Kangas  
Cub Scout Camp Director  
Mississippi Valley Council

*Heather*

Heather Huebner  
Program Director  
Mississippi Valley Council

# To Do List

Before arriving at Camp

- Uniforms purchased (Camp Staff receive a 15% Discount) \_\_\_\_\_
- Agreement signed and returned to the Council Service Center \_\_\_\_\_
- Physical examination (using BSA Health and Medical Record) \_\_\_\_\_
  - \*Physical must be completed within the last year for all staff members
  - Parts A, B & C
- Register as a member of the Boy Scouts of America \_\_\_\_\_
- Complete Federal W-4 – *Not necessary for Volunteers or CIT's* \_\_\_\_\_
- State W-4- *Not necessary for Volunteers or CIT's* \_\_\_\_\_
  - *For Iowa residents: if you submit the IA W-4 and IL W5-NR, it should save you from needing to submit another state tax return when filing your annual taxes.*
- Federal I-9 with appropriate forms of ID - *Not Necessary for Volunteers or CIT's*
  - *See next page for list of approved forms of ID's Note: you must bring either 1 item from List A or 1 item from List B and one item from List C (2 total items)*
    - *One Item from List A* \_\_\_\_\_
    - OR*
    - *One Item from List B* \_\_\_\_\_ *AND one item from List C* \_\_\_\_\_
- Direct Deposit Form- *Not Necessary for Volunteers or CIT's* \_\_\_\_\_

## Proof of completion:

- A. C.P.R. Course (if applicable) \_\_\_\_\_
- B. 1<sup>st</sup> Aid Certification (if applicable) \_\_\_\_\_
- C. National Camp School (if applicable) \_\_\_\_\_
- D. Youth Protection Training (All Staff) \_\_\_\_\_
- E. Weather Hazards Training (All Staff) \_\_\_\_\_
- F. Safe Swim Defense & Safety Afloat Training (Aquatics Staff) \_\_\_\_\_
- G. Unlawful Sexual Harassment Course (All Staff) \_\_\_\_\_

\*D-F must be completed online: <http://www.scouting.org/my scouting>

Once you create an account, log in and click on E-LEARNING

Read Staff Manual and sign attached form \_\_\_\_\_

You can find copies of all forms above at <https://www.mississippivalleybsa.org/camps/camp-staff/>

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <b>a.</b> Foreign passport; and <b>b.</b> Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in the Handbook for Employers (M-274).

# Our Expectations

In agreeing to work on Summer Camp staff you are affirming your commitment to conduct yourself professionally at all times, **both at and away from camp**, so that you are a credit to yourself, the Mississippi Valley Council, and the Boy Scouts of America.

We are a community who represents all that the Boy Scouts of America stands for. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to the standards is an important part of your performance at Summer Camp.

## **You Must:**

- Be a registered member of the Boy Scouts of America
- Subscribe to the Scout Oath, the Scout Law, and Declaration of Religious Principle
- Fully cooperate with the policies, program, and management of Summer Camp
- Participate successfully in the designated staff training and fulfill the job requirements specified by Summer Camp through your supervisor
- Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment
- Show evidence of successfully completing a physical evaluation during the past 12 months using the official BSA Health and Medical Record.

All staff needs to be aware that their action is closely scrutinized by camp participants while on and off duty, on property, in town, and online. Any impropriety or the appearance of impropriety reflects negatively on the Mississippi Valley Council and can affect your employment status.

## Scout Spirit

Mississippi Valley Council Staff members are employed to serve campers and leaders. We need to make sure that the summer camp experience exceeds their high expectations. Being a camp staff member means being ready to assist willingly, whenever and wherever needed. Each staff member should constantly strive for excellence. The best staff members learn by doing and by seeking to improve themselves as the summer progresses. Each participant expects the same top-notch experience and it is up to the camp staff to see that they get it.

*The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in the Mississippi Valley Council's environment. Exemplifying those ideals in your dealings with participants and staff members is one of the best things you can do this season. Your Scouting spirit will rub off on others – so keep it at its best – it will make a difference!*

# Standards for Personal Appearance

- **Personal cleanliness and hygiene** are required. Staff must shower frequently and encourage participants to do the same
- **Correct Uniform** that is clean and properly fitted
- **Beards**, if kept, must be well kept and show evidence of grooming
- **Extreme Hairstyles**, in the opinion of the camp administration, are not appropriate. Hair must be neatly maintained and clean at all times.
- **Exotic jewelry**, earrings (male), visible body piercing, visible tattoos are not permitted. All tattoos must remain covered while in program areas.

## Dress Code

**Official Boy Scout Field Uniform:** Tan official BSA uniform shirt, official green shorts/pants, Scout belt (webbed or leather), Scout Socks (not white activity socks), and closed-toed shoes. This is to be worn for all flag ceremonies, breakfast, dinner, church services, campfires, and any other time deemed appropriate by the Camp Director and Program Director.

**Official Venturing Field Uniform:** Green official Venturing uniform shirt, grey shorts/pants, grey or black webbed belt, grey socks, and closed-toed shoes are also considered a Field uniform. This uniform is acceptable any time the Official Boy Scout Field Uniform is to be worn.

**Official Boy Scout Activity Uniform:** Green or grey shorts or pants, Scout/Venturing belt, Scout/Venturing socks, staff t-shirt or any other Scouting shirt, and closed-toed shoes. This is to be worn when on duty when Field Uniforms are not required. White BSA activity socks are not acceptable for Field OR Activity uniforms. When not in Field Uniform, all staff must wear the official Activity Uniform. Staff will receive two staff t-shirts. Additional shirts will be available to purchase at camp.

**Shoes:** Closed-toe shoes are required at all times. Exceptions are made for some aquatics activities.

**Hats:** If a hat is worn at camp, it must be an official BSA, Scouting, or Summer Camp hat.

# Living Quarters

Living quarters are provided and assigned during your dates of employment. Use of MVC housing does not constitute a lease or rental agreement. To protect the property, camp management will conduct routine housing inspections. You will be sharing housing with at least one staff member, so please limit your personal gear. The Camp Director makes all housing assignments.

**Bedding** is not provided. Staff must provide their own linens, sleeping bags, blankets, pillows, and towels. Most staff will have cots. Camp furnishings cannot be moved into or out of your quarters without permission.

**Staff Lodging** Due to COVID we are still working on what staff lodging will look like. It may be cabins and/or tents or a combination of the two. Due to COVID, the number of staff members in proximity will be limited but you are still responsible for eliminating safety hazards such as food or trash that may attract wildlife. Abuse of electrical equipment may result in removal of such equipment.

## Camp Staff Equipment List

### *REQUIRED:*

Official Scout Shorts/Pants – 2 or 3 pairs  
Official Scout Shirt (2 or 3) with proper insignia  
Scout Belt with Scout Buckle (web or leather)  
Staff T-shirt (2 provided)  
Official Scout Socks (5 – 6 pairs)  
Casual Shoes, Hiking Boots (no sandals or open toed shoes)

### *ADDITIONAL PERSONAL EQUIPMENT:*

Bedding	Watch	Sun screen/Bug spray
Raingear	Sunglasses	Laundry bags
Flashlights	Swimsuits (1 piece for female staff)	Duffel bags
Undergarments	Alarm clock	Sweater/Jacket
Toiletries		Rain gear

### *OPTIONAL:*

Camera	Notebook
Bible or prayer book	Songbook
Fishing gear	

### *ITEMS TO LEAVE AT HOME:*

Paintball guns	Fireworks
Boats, personal water crafts	Illegal Drugs
Pets	Alcohol
ATV's	
Firearms	



# Preparing for Camp

**Scouts BSA Camp Staff:** Please plan to arrive by 9:00am on Tuesday June 1<sup>st</sup>. Early arrivals must have Camp Director approval. We do not provide transportation or reimburse travel expenses. Please eat breakfast prior to arrival.

**Cub Scout Staff:** Please plan to arrive by 8am on Saturday May 29<sup>th</sup>. Check-in will take place at the CE Camp Office.

## **Have the Following Items:**

- BSA Health and Medical Records completed
- Proof of insurance if you're leaving a vehicle at camp
- Copy of your Driver's License.
- All Employment Documents listed on Checklist

Two staff t-shirts will be issued during staff training week. Keys and other training materials will be issues throughout the week.

# Leaving Camp Property

**16 and 17 Year Olds:** can have someone 21 years or older drive them out of camp provided that youth protections guidelines are followed and **written** parental consent is given. They may also drive themselves with no other passengers other than parents or guardians.

**18 Years or Older:** may drive anyone else above the age of 18 out of camp.

**21 Years or Older:** may drive anyone out of camp provided that youth protection guidelines are followed and **written** parental consent is given for all staff under 18.

**14 and 15 Year Olds are not allowed to leave camp during the week without a parent or guardian.**

# Check in/out Policies for Scouts BSA Staff

**Check In/Out Policies:** When leaving camp you must check out with the Camp Director or his designee. No more than 50% of any age group (outlined below) may be out of camp at one time (excludes days off).

**Staff under the age of 18:** may leave camp on their night/day off and one additional night per week as approved by their Area Director, the Program Director, and the Camp Director. All departures will adhere to parent guidelines and or permission. **Staff must be back at camp by 10:00 PM** (exception: Saturday day off).

**Staff ages 18-20:** may leave camp on their night/day off and one additional night per week as approved by their Area Director (if applicable), Program Director, and Camp Director. **Staff must be back at camp by 11:00 PM** (exception: Saturday day off).

**Staff 21 and older:** may leave camp on their night/day off and one additional night per week as approved by the Program Director and Camp Director. **Staff must be back at camp by 12:00 AM** (exception: Saturday day off).

**Trust is important to the members of the Camp Administration. We are serious about these matters because we care about you and the participants we serve. Every staff member leaving camp during the week is expected to be able to perform in a normal manner upon his or her return. Any violation of the above policies may result in the loss of privileges until further notice.**

## Night Out Procedures for Scouts BSA Staff

A staff member may be granted a night out of camp under the following conditions:

- A night out form submitted to the Camp Administration at least 24 hours prior to the time off requested.
- Approval by the Area Director, Program Director, and Camp Director with replacements scheduled if needed.

**Nights off during the week are a privilege not an expectation. Not every staff member is guaranteed a night out each week during the summer. Poor job performance will result in loss of night out privileges.**

# Termination of Employment

Violation of the trust placed in you, related to the following items, may result in the termination of your employment. All violations will be noted in the individual's personnel file. A verbal warning is given for the first infraction.. Upon the second infraction, a written warning is given. The third infraction will result in immediate dismissal. The severity of the infraction, however, will determine the action taken. The following actions will cause a staff member to be reprimanded; or may result in immediate termination of employment.

- Insufficient job performance
- Violation of the alcohol, tobacco, or drug policies
- Theft of camp or another person's property
- Unauthorized or personal use of camp vehicles
- Engaging in horseplay when using camp radios
- Violation of the law, including traffic violations
- Tardiness or absence from work
- Gross misconduct, fighting, or insubordination
- Failure to wear proper uniform or maintain acceptable appearance
- Willful damage to BSA property, including graffiti
- Soliciting funds, sale of property or use of camp facilities for personal gain
- Personal use of camp business telephones without permission
- Use or possession of personal firearms
- Use of fireworks or explosives
- Carelessness or deliberate failure to observe safety measures
- Tampering with fire equipment, smoke detectors, fire alarms, or fire extinguishers
- Harassment of a member of the opposite sex. Inappropriate conduct or language, profanity, verbal and or physical confrontation of guests or staff
- Abuse of a child or anyone else including another staff member
- Cohabitation by unmarried couples
- Personal Displays of Affection
- Violation of Youth Protection policies

Employment may be terminated by resignation, discharge for cause, reduction in work force, or upon completion of original employment agreement.

# Restricted Behavior

## **Use of Tobacco Products:**

Any person under the age of 18 caught using tobacco products, including smokeless tobacco and e-cigarettes, will be subject to a reprimand by the Camp Director which may include termination. Staff will only be allowed to smoke in designated smoking areas. Remember, you are the role model!

## **Alcohol and Drug Abuse:**

The Mississippi Valley Council is committed to providing a safe and wholesome environment for participants and employees.

Intoxicated behavior or a hangover that renders a staff member ineffective at work, contact with any illegal drugs, using alcoholic beverages at camp or away from camp (in uniform), drinking and driving, or assisting underage staff to obtain alcoholic beverages will be subject to a reprimand by the Camp Director which may include termination.

## **Language and Profanity:**

Cursing or swearing in front of campers or underage staff may result in a verbal warning and could lead to termination.

## **Pilferage:**

Theft or misuse of any supplies or materials may be grounds for a written reprimand or termination.

## **Cell Phones:**

Use of cell phones by unapproved staff, during program hours, is prohibited. Personal use of cell phones will result in a verbal warning.

## **Firearms and Weapons:**

Personal firearms, ammunition, and other weapons are not to be used on camp property under any circumstance.

## **Gratuities and Commercial Enterprise:**

Staff members are prohibited from accepting gifts, gratuities, tips, money, or favors in return for service rendered as a staff member. Under no circumstances should staff members solicit any of the above considerations. The only exception to the policy is when a unit leader offers a small token (non-monetary) of appreciation to a staff member such as a t-shirt, patch, etc.

## **Sexism, Racism, Put Downs:**

Every staff member has the right to his or her dignity and to be respected by other people. Each of us want to be treated with respect as we do our job, as well as during time off. Each of us needs to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people.

## **Sexual Harassment:**

Sexual Harassment is any form of inappropriate, abusive, threatening actions towards another person that are sexual in nature. These are outlined further in the "Youth Protection" Training. Complaints on these manners should be immediately reported to the Camp Director.

# Camp Hierarchy for Scouts BSA Summer Camp

## **Reports to the Camp Director**

Program Director  
Business Manager  
Health Officer  
Trading Post Manager  
Shift Cooks  
Kitchen Aides

## **Reports to the Program Director**

Aquatics Director  
Scoutcraft Director  
Nature Director  
First Year Camper Director  
COPE/Climbing Director  
Shooting Sports Director  
Tribal/OA Coordinator  
Counselors in Training  
Commissioner Staff

# Camp Hierarchy for Cub Scout Adventure Camp

## **Reports to the Camp Director**

Program Director  
Camp Commissioner  
Business Manager  
Health Officer  
Food Service Director  
Kitchen Staff  
Ranger Staff  
Trading Post Manager

## **Reports to the Program Director**

Aquatics Director  
Scoutcraft Director  
RC Car Director  
Nature Director  
STEM Director  
BB Gun Director  
Archery Director  
Counselors in Training

# Letter of Agreement

I acknowledge receipt of the 2021 Camp Staff Manual. I have read it and understand it. I further understand that this manual is not intended to create any contractual rights in favor of myself or the Mississippi Valley Council. I understand that the Mississippi Valley Council reserves the right to change any of the provisions at any time and in any manor it believes to be in the best interest of the Boy Scouts of America. I agree to abide by the Staff Understandings stated in this manual. I understand that these guidelines are set to make Camp enjoyable for everyone, and I am expected to follow them during my employment at Camp Eastman and Saukenauk Scout Reservation. Any violation may result in expulsion from the camp at my expense. I understand that all such decisions will be final.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature (Signed)

\_\_\_\_\_  
Parent's Signature (if under 18)

\_\_\_\_\_/\_\_\_\_\_/2021  
Date

\_\_\_\_\_/\_\_\_\_\_/2021  
Date