

# CAMP STAFF MANUAL



Providing Quality Scout Camp Opportunities  
at

Camp Arrowhead



**Ozark Trails Council, BSA**  
1616 S Eastgate  
Springfield, MO 65809  
417-883-1636

## **CIVIL RIGHTS STATEMENT**

**In keeping with the policies of the Boy Scouts of America, the rules for acceptance and participation in camp programs are the same for everyone without regard to race, sex, creed, color, national origin, age or physical disabilities.**

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Dear Staff Member,

Welcome to Ozark Trails Council Camp Staff!

You are now an official employee of the Camp Arrowhead Staff. Being a member of camp staff plays an extremely important role in how successful the experience will be for both you and the Scouts we serve.

The camp experience is an important time in the life of a Scout. You will be challenged to meet the expectations set by the Council and the Scouts you will be working with every day. What was camp like when you went? Who was that one staff member that made your camp experience enjoyable? You are now in that role as a staff member.

Strive to make the camp experience a great one. When a Scout sees you having fun in your program area, they will have fun. At campfires, when you are energetic and enthusiastic, the Scouts will follow in your lead. Be that leader. You will be challenged to meet and uphold traditions, and we know you will exceed our expectations.

This staff manual has been prepared to guide you and explain what staff life will be like, and how to make the most of your opportunities. Please take the time to become familiar with this manual by taking the time to read and understand it. If you have any questions or need clarity, please ask for an explanation.

You will have the opportunity to create lasting friendships with those you work with on staff, and enjoy an experience that you will remember for life. We as a staff have the challenge to make this the greatest year ever, and you have been chosen to make this a successful and rewarding camp season. This is your chance to share your skills and knowledge with others.

Please, share this manual with your parent(s) or spouse, since it may help answer many of their questions. You are expected to be thoroughly familiar with this manual.

This summer, you will make the difference in the lives of Scouts.

Yours in Scouting,

Stuart Perez  
Camp Director

Robert Jessen  
Program Director

Jared Alexander  
Camp Adviser

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# Welcome to Camp Arrowhead

Summer camp is an opportunity to teach and share knowledge of outdoor education. The main objectives are to serve the units at camp by providing facilities and leadership that incorporate program training in the outdoors, and to promote the Scout method.

There is a common thread of purpose and method that runs through every part of the camping program of Scouting. Our aim is to clearly define that thread in each part of the program so that the purpose of Scouting will be made clear and the common methods that are followed will unify the camp staff as a team dedicated to the highest ideals of service.

What camping provides is described here to remind us of our goals:

- Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.
- Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
- Camping contributes to the campers' social development by providing experiences in which they learn to deal practically and effectively with living situations.
- Camping is an experience in citizenship training; providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
- Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their wellbeing.



# Why a Camp Staff?

Every Scout unit in camp must have a program of fun and adventure with value to every participating Scout. To accomplish this objective, the staff works in several fields of leadership:

- Helping train unit leaders to make their program fun and effective.
- Counseling unit leaders for a complete understanding of the purpose of camping.
- Counseling with unit leaders to make the patrol method work.
- Providing instruction in aquatics, personal fitness, camp craft, handicraft, and field sports.
- Helping every boy, by example and through personal effort, to have a happy, memorable and worthwhile camp experience.

Always remember that the goal of camp is to assist every unit to have fun-filled and rewarding experiences in Scouting by assisting the adult and boy leadership of those attending. Accomplishing this goal will require the full talents and dedication of every staff member beyond the written requirements of their job.

***THE STAFF WORKS AS A TEAM TO PROVIDE THE BEST CAMP EXPERIENCE  
POSSIBLE FOR EVERY CAMPER!***

The staff's first and greatest responsibility is assisting the unit leader and boy leadership to accomplish what they would like to have accomplished while their unit is in camp. The unit leader remains in full charge of their unit. One of the main objectives of any camp is to build strong units by having Scouts operate through their regular patrols. The patrol method is the only Scout method.

Each staff member should demonstrate certain basic qualities, and live by the highest Scouting standards. He/she must show evidence of acceptance of the Scout Oath and Law as guiding principles in their daily life. He/she must practice good sportsmanship, play the game, and be consistently resourceful at times of special need. Set a good example by wearing the Scout uniform, by exhibiting a positive attitude, and by practicing clean habits and speech.

## Ideals of Camp Staff

Synergy is what makes a staff. Synergy means that the sum of the whole is greater than any one part. The Staff is not a single person, but made up of a group. Each member reflects others in actions and deeds. Each area needs the others to be successful. Staff members are employed as part of a team to serve the campers, leaders, and families, and to ensure that the Camp Arrowhead experience meets and exceeds their expectations. As a camp staff member, you need to be a shining example of what Scouting is all about. Our staff must always be ready to cheerfully assist, whenever and wherever needed. **There is no such thing as "it's not my job"**. The ideals of Scouting come alive at Camp Arrowhead every summer. Exemplifying those ideals in your dealings with participants and fellow staff members is job one. Your Scouting Spirit will rub off on others, so keep it at its best...it will make a difference.

# The Scout Law for Camp Staff

The principles set forth in the Scout Oath and 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.

## Scout Oath

ON MY HONOR I WILL DO MY BEST  
TO DO MY DUTY TO GOD AND MY  
COUNTRY  
AND TO OBEY THE SCOUT LAW;  
TO HELP OTHER PEOPLE AT ALL TIMES  
TO KEEP MYSELF PHYSICALLY  
STRONG,  
MENTALLY AWAKE; AND MORALLY  
STRAIGHT.

## Scout Law

"A SCOUT IS TRUSTWORTHY, LOYAL,  
HELPFUL, FRIENDLY, COURTEOUS,  
KIND, OBEDIENT, CHEERFUL,  
THRIFTY, BRAVE, CLEAN,  
AND REVERENT"

## **A Scout is:**

### Trustworthy:

As a staff member you will find that trust and success go hand in hand. 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 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.

### 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. A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of his scoutmaster or the Camp Director. Every instance of assistance you may give is one more guarantee that the Scout will have a happy stay in camp.

## **Friendly:**

Say hello. Smile. Shake hands. Make eye contact. Use the Scout's name. Pay attention to the need of every Scout and leader that can be served by a friendly, patient, dedicated staff.

## **Courteous:**

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

## **Kind:**

A true Scout is kind to everyone; even that Scout who sometimes gets on your nerves. It only takes one comment or one unfriendly action to lose that young Scout forever.

## **Obedient:**

Carrying out your responsibilities to the best of your abilities is a matter of critical importance. Don't take advantage of opportunities to cut corners or deliver less than a best effort. Take advantage of every opportunity to learn to do your job better. Volunteer your time and talent whenever necessary.

## **Cheerful:**

Cheerfulness is more contagious than any disease. It can be spread across a dining hall or campfire ring in moments. On the other hand, it is a fragile creature, easily crushed by harsh words and disapproving glances. Invest in the spirit of cheerfulness, and it will pay huge dividends to the entire staff.

## **Thrifty:**

Protect and conserve the equipment and resources of camp. You are in a position to maintain thousands of dollars of expensive gear. Tomorrow's program budget is dependent upon the wise use of program supplies. Also, consider your part in conserving water, electricity, firewood, and other resources.

## **Brave:**

The hiring team did its best to assemble the finest staff possible, but perfection is hard to come by. Resist the temptation to join another staff member in an activity you know is in violation of your work agreement. Also, be wary of ill-advised activity among campers and leaders. At the most, you need to report it; at the least, it is your duty not to join it.

## **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. The fact that your cabin is off-limits to Scouts does not give you license to convert it into a pigsty. Keep the place clean. Personal appearance should be neat and promote a positive influence to Scouts.

## **Reverent:**

Go to chapel when you can. Realize that Scouts, leaders, and staff members will have different notions about who God is, how we all came to be, and what our future holds for us. Being faithful in your religious duties is of great importance as it sets an example in molding attitudes and ideals.

# **Camp Staff Employment Policies**

## **Contract**

A signed employment contract is mandatory. The employment contract explains the terms for employment and is an agreement signed by all who serve on camp staff. Contracts are not to be discussed between employees.

## **Employment Standards**

The following forms must be completed and submitted to the Camp Director prior to the opening of staff week with all required signatures present:

- |                          |                                       |                          |                                              |
|--------------------------|---------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/> | Staff Application                     | <input type="checkbox"/> | Letter of Employment (Contract)              |
| <input type="checkbox"/> | W-4 Form (Federal and Missouri)       | <input type="checkbox"/> | Form I-9 Employment Eligibility Verification |
| <input type="checkbox"/> | Vehicle Parking Permit                | <input type="checkbox"/> | Leave Authorization (Parent Permission)      |
| <input type="checkbox"/> | Completed Physical (A,B,C)            | <input type="checkbox"/> | Youth Protection Training Verification       |
| <input type="checkbox"/> | Staff Code of Conduct                 | <input type="checkbox"/> | Area Certification (If Applicable)           |
| <input type="checkbox"/> | First Aid/CPR Training Verification   | <input type="checkbox"/> | Driver's License and Social Security Card    |
| <input type="checkbox"/> | Direct Deposit Form                   | <input type="checkbox"/> | Voided Check or Bank Letter for Deposit      |
| <input type="checkbox"/> | Weather Hazards Training Verification | <input type="checkbox"/> | Online Harassment Training Verification      |

**Registration:** All camp staff members must be registered members of the Boy Scouts of America. Registration will be free to staff members.

## Employment Policy – At Will Employment

It is expected that a long and mutually satisfying relationship will occur with each employee on camp staff. All employees of the Ozark Trails Council are employees at will, and, as such, are free to resign at any time with or without reason. The Ozark Trails Council may terminate the employment of any employee at any time with or without reason. The Camp Director has the authority, upon notification of the Council Executive, to terminate employment of a staff member at any time.

## Salaries

Salaries will be paid weekly by direct deposit. An explanation of this will be given during staff training. Salaries have been set by the Council Professional Staff based on the position. As part of salary; board, lodging and insurance will be provided for each member of the staff. Discussion of your salaries amongst the staff can lead to misunderstandings; you are discouraged from doing so. Please direct your specific questions to the Camp Director. Your final salary payment will be issued after all closing camp work is satisfactorily completed, evaluations have been made, and all camp equipment checked back in to the satisfaction of the Program Director and Camp Director.

## Insurance - Health

All staff will be covered by the BSA Sickness and Accident insurance policy for general incidents that occur while participating in Scout related events. Worker's Compensation Insurance will only cover primary position work-related injuries/illnesses. Each incident must be brought to the attention of the Camp Health Officer and entered in the Camp Staff First Aid Log immediately! Any activities not sanctioned by the camp, which cause injury or reactivation of a chronic or previous condition will be at the expense of the employee. Non-job related illnesses or injuries are the responsibility of the staff member and/or their parents (if under 18) for medical care requiring treatment beyond the skill level of the Camp's Health Officer. Any staff member with an injury that requires care beyond the capabilities of the Camp's Health Officer will be sent to the nearest urgent care facility for treatment.

1. Whenever staff members feel ill or incur an injury of any type, they must report to the Camp Health Officer immediately.
2. Staff members should not attempt self-first aid as the sole means of treatment.
3. Like the staff, any injury or illness of a camper must be reported to the Camp Health Officer.
4. Any illness or injury of a staff member that extends over a camp session may necessitate replacement.
5. To prevent fatigue, illness and even possible injury, Staff are expected to get enough rest.
6. No intoxicants, such as alcohol, may be brought or consumed on the camp premises. Prescription drugs are to be used in accordance with the policy of the BSA and as prescribed by a physician.

## Work Schedule

Your work schedule will be determined by the Camp Director, Program Director and Area Director. It may be subject to change as conditions warrant. These changes are up to the discretion of the Camp Director and/or Program Director. When changes are made, the Camp Director or Program Director will notify the camp staff. Occasionally a staff member may be asked to assist in another program area in which they may be qualified. Remember, the staff works as a cohesive unit!

## Work Hours / Time Off

- Each staff member is entitled to time off from regular duty of camp staff. Time off does not necessarily mean time away from camp. Time off may also be during the middle of the week for some staff members. The Camp Director is the only staff member that has the authority to grant time off.
- **Responsibility of meals for staff members staying in camp from Saturday afternoon to Sunday morning (normal time off for most staff members) will be the responsibility of the individual staff member. We may have left-overs available in the Dining Hall.**
- Other than time-off periods, staff will be on camp property either "on duty" or "on standby duty." If staff are found to be out of camp at unauthorized times, this is justification for termination of employment.
- "On duty" is interpreted as having specific, scheduled responsibilities for activities or campers. "Standby duty" is interpreted as being free from on-duty responsibilities, not on time off, and being available if needed.
- Staff will check out with the Camp Director before beginning time off. Staff will likewise check in using the sign in/out log upon returning from time off.
- Any other time off or absence from camp must be arranged with the Camp Director.

## Check In/Out Log

When a staff member leaves camp, they must record their absences on the CHECK IN/OUT LOG located at Foster Lodge. Upon return to camp, each staff member must sign back in.

## Emergency Leave

A staff member may need to leave camp for unexpected reasons that relate to business, emergencies or sickness. Each staff member plays an important part of the program. If a staff member must be absent for an emergency, it is import to notify the Camp Directory as soon as possible.

## Staff Performance/Retention

Dereliction of duty, insubordination, or unethical conduct may be grounds for termination. An employee may be terminated by the Camp Director for any of the following reasons:

- Failure to abide by camp policies, procedures, and guidelines as outlined in this manual, the Staff Contract, and the Code of Conduct signed by each staff member.
- Failure to carry out an assigned task or duty.
- Immoral or unethical conduct.
- Inability to live and work in harmony with campers and other staff.

Other factors that may affect staff employment:

- Shortening of camp period because of fire, epidemic, accident, natural disaster, etc.
- Insufficient campers to warrant retention of staff.
- Medical condition which, in the opinion of either or either the Camp Director or Medical Officer, will interfere with the welfare of either the camp or employee.

## Harassment - Bullying

Harassment, based on any of the foregoing characteristics, will not be permitted or condoned. Racial, sexual, age-related, rank or position-related, or ethnic slurs or insults are wholly inappropriate. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature on the part of the employees or supervisors. Sexual harassment also encompasses conduct of a sexual nature that interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Conditions that might even be perceived as of sexual nature must be strictly avoided. Any complaint of any violation of this policy should be reported immediately to the Camp Director or Council Scout Executive. Violation of this policy may result in disciplinary action, up to and including termination.



## Conduct

Conduct which is unprofessional may be cause for termination from camp staff. Representative causes for disciplinary action would include: insubordination, willful neglect of job assignment, gambling, being under the influence of or possessing illegal drugs/alcohol on camp premises, theft, abuse or willful damage, embezzlement, conviction of a felony, creating a disturbance, harassment of subordinates, use of profanity, possession of firearms (that are not job-related), weapons or explosives on camp premises, immoral or indecent conduct. The camp also prohibits reporting to work or performing services for the camp while impaired by the use of alcohol.

All staff will read and sign the Staff Code of Conduct prior to being employed on camp staff.

## Drugs/Alcohol and Use of Tobacco

**Controlled Substances and/or Alcohol are Prohibited in Camp:** In the event alcohol or controlled substances are found, the person concerned will be requested to leave and will be discharged from the staff. Possession of controlled substances is a violation of state law and will be subject to criminal prosecution. We know that those staff age 21 and over may consume alcohol while off camp. Returning to camp in an intoxicated state will result in dismissal from the Staff. **This includes, but is not limited to: Alcohol, recreational drugs (marijuana, etc), prescription drugs not issued to you, or synthetic drugs such as “K2”. Person(s) of any age may NOT possess, consume, store or dispense alcoholic beverages on camp property.**

**Tobacco use is NOT** allowed for any employee less than 18 years of age. The first violation will result in a notation in an employee’s personnel file. The second violation will result in termination. Adult staff members agree to use tobacco only in non-program areas and not in front of those less than 18 years of age. Camp council rings and their surroundings areas are also considered to be program areas.

## General Duties and Responsibilities

- Each staff member is expected to demonstrate at all times the best that Scouting has to offer. Remain positive and willing to do assignments.
- Each staff member is to have a thorough understanding of the material he or she has been assigned to instruct. This includes all merit badge requirements and advancement skills. This preparation must be done prior to staff week.
- Staff members are expected to stay the entire duration of the contract time. If this is not possible, arrangements must be made through the Program Director and the Camp Director. Additional time off for personal business maybe arranged when necessary. It is understood that staff members will not be paid for the time that they take off from camp.
- Be an enthusiastic participant in all assigned camp events or activities. These may include merit badge instruction, camp-wide games, campfires, hikes, and flag ceremonies.

- Certain camp maintenance assignments will be given to staff members on a regular basis. These may include: dining hall service, campsite and program area clean up, maintaining Foster Lodge or other camp buildings, cleaning campfire areas, etc. These assignments will be made through the Program Director.
- Staff members will be evaluated during the camping season.
- ALL STAFF REGARDLESS OF AGE WILL BE HELD TO ALL RULES EQUALLY.

## Personal Conduct

- All staff is to abide by the rules established for the Scout units.
- We are to maintain the highest level of behavior including the language we use, jokes told, and conduct around the boys. Staff will only use behavior consistent with Scouting values. If you question what these values are, consult the Boy Scout Handbook. Review the Scout Oath and Law. The use of inappropriate language or off color jokes will not be tolerated at camp.
- Personal or staff difficulties are to be kept within staff and not to become the information of the campers or adult leaders. If any problems develop, they should be discussed with the Camp Director.
- With the increasing number of female staff members at camp, it is imperative that we maintain a professional atmosphere while on duty and while on camp property. Romances or public displays of affection are not allowed at camp. Our patrons expect this of us and they pay our salaries. Exchange telephone numbers and save it until camp closes.
- Each staff member is to keep himself or herself well groomed while in public. This includes a neat clean uniform, clean and neatly combed hair, regular showers, and neatly shaven. We want to set the best example to all Scouts. Set the example daily. All staff are “on stage” 24 hours a day in front of Scouts, leaders, and parents. The impression we make will have a great deal to do with our effectiveness.
- Come to all training sessions and camping weeks with a positive attitude. Be ready to have a great time. The hours get long and work sometimes is tedious, but every camper deserves a good time.
- We are to go the extra mile to ensure campers enjoy themselves and achieve the goals they have set.
- We would not be here or have our jobs without our customers (Scouts and leaders). We must treat them the way we would want to be treated.

# Staff Info and Guidelines

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## What Do I Wear?

Summer camp is the ideal model of Scouting-in-action. A strong emphasis on good uniforming, as well as general personal appearance, is a very important phase of our program. The example of each staff member speaks louder than words.

### Official Boy Scout or Venture Scout Uniform.

Generally, this uniform will be worn during evening flag ceremonies, dinner meals, religious services, campfires, camp-wide assemblies, and similar events.

### Camp Staff “Activity” Uniform.

Generally, this uniform will be worn during program hours and during any other time while on duty.

<b>The Staff Uniform consists of:</b>
<b>Staff Polo or T-Shirt</b>
<b>Staff ID Badge</b>
<b>Official BSA Belt</b>
<b>Official BSA Shorts</b>
<b>Official BSA Socks</b>
<b>Closed-toe Shoes/Boots</b>
<b>Official BSA Hat (Optional)</b>

Casual clothing should be brought to camp to wear during staff training and off-duty time either on or off camp property. If you are going off camp, you should wear presentable clothing.

- The entire staff is expected to wear the same type of uniform on any given day. The activity uniform will be worn during times where the field uniform is not worn.
- Uniform exceptions may be made by the Camp Director or Program Director.
- Staff apparel, and additional pre-purchased staff items will be issued during staff week.
- Each staff member will be issued a camp staff polo shirt, t-shirt, and nametag/ID.
- Each staff member is to be well groomed. This includes a neat, clean uniform, clean and neat hair, taking regular showers and being neatly shaven.

**Footwear** – Hiking boots, street shoes, or tennis shoes in good condition. If there is a question, ask. This guideline is a safety issue and national policy; open toed shoes/sandals will not be worn in camp, except at the pool. *This does not mean to and from the pool.*

**Sandals, open or closed toed, are not acceptable daily/program footwear.**

**Headwear** – The official BSA hat may be worn. Other types of headwear are not acceptable and do not conform to the Staff Uniform.

Staff set the “tone” for camp. If we follow a “camp brand” by all looking uniform, then it sets a tone for camp that we are a uniform staff.

# Staff Uniform Schedule

## Boy Scout Resident Camp

### Day of the Week

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

### Uniform

2013 Staff Polo (Class A for Campfire)  
2013 Staff T-Shirt  
2013 Staff T-Shirt or OA Shirt  
2013 Staff Polo  
2013 Staff T-Shirt or TOLB Shirt  
2013 Staff Polo (Class A for Campfire)  
2013 Staff T-Shirt

## Webelos/Cub Combo Camp

### Day of the Week

Sunday  
Monday  
Tuesday  
Wednesday

### Uniform

2013 Staff Polo (Class A for Campfire)  
2013 Staff T-Shirt  
2013 Staff T-Shirt  
2013 Staff T-Shirt (Class A for Campfire)

## Cub Scout Resident Camp

### Day of the Week

Sunday  
Monday  
Tuesday  
  
Thursday  
Friday  
Saturday

### Uniform

2012 Staff Polo (Class A for Campfire)  
2012 Staff T-Shirt  
2012 Staff T-Shirt (Class A for Campfire)  
  
2012 Staff Polo (Class A for Campfire)  
2012 Staff T-Shirt  
2012 Staff T-Shirt (Class A for Campfire)

## Staff Housing

Staff is housed in the various location on Camp Arrowhead. You will be provided with a bed, mattress, and access to an electrical outlet. You may bring a footlocker, throw rug, clock, and small radio or CD player. **Please respect the rights of others sharing your cabin.** The Camp Director, Program Director, and Ranger will handle the check-in/check-out procedures.

### **Personal computers are allowed with Camp Director approval.**

The following applies to all staff areas:

- Camp living quarters and any other camp facilities are the responsibility of the staff to keep neat and in good repair throughout the summer.
- Taps will be observed, and there will be no loud radio, CD players, etc. after taps. Use of TV/DVD, video or other electronic equipment during on-duty times will result in the removal of those items from the cabin. Duty time is generally between the hours of 7:30am – 6:00pm or as assigned by the Camp Director, except on campfire nights. Use of music devices at camp is a privilege not a right.
- Due to electrical expenses – only approved electrical equipment will be used. Personal refrigerators, hot plates, large stereo systems, and other related electrical appliances are not approved.
- Only equipment and furniture approved by the Camp Director and Ranger will be allowed in cabin/tents.
- No painted signs, patios, etc. may be used or added to your living quarters. Writing or defacing cabin walls is considered vandalism and will not be tolerated. Damage through negligence or abuse will be charged to the person(s) responsible at fair market value of repairs, as determined by the Camp Director and Camp Ranger.
- No Campers or Leaders are allowed in the staff area. This is National Policy.
- No overnight guests allowed in staff areas.
- The Camp Director, Program Director or their designees will make periodic inspections of staff areas & housing. We respect the rights of privacy, but we reserve the right to enter any quarters to inspect for safety, health, fire, service repairs, improvements, maintenance, or to insure compliance with camp policies. There will be no unreasonable searches. Occupants of cabins found to be consistently below standards may be dismissed from their employment duties at camp. The eleventh point of the Scout Law – A Scout is Clean, and clean is very good.

## Meals

Staff meals will be provided by the camp and are generally served in the Camp Dining Hall.

- All staff members must be at all meals.
- Meals will start on time. Do not be late.
- Staff members are expected to participate and provide service at meals.
- The official BSA uniform is required for dinner unless otherwise indicated by the Camp Director.
- The kitchen is off limits to all non-food service staff. No staff may enter the kitchen without permission from the Kitchen Manager, Business Manager or Camp Director.
- Special dietary needs must be arranged with the Camp Director or Kitchen Manager prior to arriving at camp. The camp will do its best to meet your needs.

## What Should I Bring To Camp?

Think about where you are headed, and then use your best judgment. Each staff member is provided a bed or cot. Sleeping quarters are camp cabins or tents. The following list will give you some ideas to get started:

### Clothing

- \_\_\_\_\_ Official Boy Scout/Venture Uniform
- \_\_\_\_\_ Official Boy Scout Socks
- \_\_\_\_\_ Official Boy Scout Shorts
- \_\_\_\_\_ Official Boy Scout Belt
- \_\_\_\_\_ Casual Clothing (time off)
- \_\_\_\_\_ Sleepwear
- \_\_\_\_\_ Undergarments
- \_\_\_\_\_ Closed Toed Shoes/Boots
- \_\_\_\_\_ Swim Wear
- \_\_\_\_\_ Rain Gear
- \_\_\_\_\_ Jacket/Fleece
- \_\_\_\_\_ Work Gloves
- \_\_\_\_\_ Clothes Hangers
- \_\_\_\_\_ Laundry Bag

### Sleeping Gear

- \_\_\_\_\_ Sheets, Pillow, Blanket or Sleeping Bag

### Toiletries

- \_\_\_\_\_ Towels, Washcloth
- \_\_\_\_\_ Soap, Shampoo
- \_\_\_\_\_ Grooming Items

### Personal Items

- \_\_\_\_\_ Footlocker (optional)
- \_\_\_\_\_ Day Pack
- \_\_\_\_\_ Alarm Clock, Watch
- \_\_\_\_\_ Insect Repellent
- \_\_\_\_\_ Flashlight, Batteries
- \_\_\_\_\_ Pocket Knife
- \_\_\_\_\_ First-Aid Kit
- \_\_\_\_\_ Sunblock, Chapstick
- \_\_\_\_\_ Sunglasses
- \_\_\_\_\_ Religious Materials
- \_\_\_\_\_ Notebook, Pencils, Pens
- \_\_\_\_\_ Entertainment: Books, Magazines, Music
- \_\_\_\_\_ Ideas for Campfire, Songs, Skits
- \_\_\_\_\_ Spending Money

### DO NOT BRING

- Firearms, Ammunition, Fireworks
- Tobacco Products (If Under Age)
- Unapproved Electronic Devices

Please remember that you are responsible for what you bring to camp. The Ozark Trails Council is not responsible for theft, loss or damage to personal property at camp. Write your name on your personal items. You may bring your own footlocker or trunk with lock for protection. Keep your valuables locked when you are not in your sleeping area.

## Where Do I Wash My Clothes?

A coin operated washer and dryer will be available for personal laundry use. Bring your own detergent. Laundry must be done during free time. Please keep the laundry area clean and do not leave your laundry unattended.

## Showers and Restrooms

The shower facility is separated for male/female and youth/adult. Please use the shower/restroom facility that is appropriate to your age/gender group. Like other areas of camp, we need to keep it clean and free of debris.

## Transportation

### AUTOMOBILE REGULATIONS:

These regulations apply to all persons having a written Letter of Employment (contract) as camp staff members of the Ozark Trails Council, Boy Scouts of America. It is the policy of the Council to restrict the operation of motor vehicles to licensed staff personnel 18 years of age or older, not including Quartermasters. These regulations apply to **all motorized vehicles:**

1. A Staff member under 18 years of age may be a passenger in private vehicles only when approved by parents and Camp Director, as stated on parent authorization form.
2. Staff personnel 18 years and older may drive personal vehicles to and from camp and off the camp on an authorized leave, when approved by the Camp Director.
3. Drivers age 18 and above must have Camp Director approval to carry passengers in a personal vehicle. All passengers must have a seat and seatbelt, no overloading and no rides in the back of pick-ups. The Camp Director will give permission to carry passengers only for official camp business or in case of emergency.
4. No vehicles will be driven either in to the camp or beyond the parking lot of the camp unless on official camp business with Camp Director approval.
5. All vehicles will be parked **only** in authorized parking areas to be reviewed during staff week.
6. The maximum speed limit for all vehicles on the camp is 5 mph except where otherwise posted.
7. Borrowing vehicles is prohibited, don't ask.
8. Unauthorized driving, speeding, reckless driving, and any other failure to abide by these regulations will result in the loss of driving privileges and may lead to further discipline which may include dismissal.

9. **Staff personnel 16-17 years old may drive their personal vehicles to and from camp for check-in, check-out, and vacations with parental and Camp Director approval under extenuating circumstances only.** While at camp the vehicles must remain parked in the designated areas and may not be driven on camp.

**All Automobile Authorization forms must be on file with the camp office before staff week begins.**

## Mail and Phone

Mail is picked-up from and delivered to the camp office each day. Outgoing mail should be placed in the mailbox by 9:30am. Incoming mail will be available from the Camp Clerk after lunch. Mail received after you have left camp will be returned to sender. Mail should be addressed as follows:

Your Name, Staff  
Camp Arrowhead  
4202 State Hwy DD  
Marshfield, MO 65706

A telephone is located in the camp office for official business and emergency use only. Outgoing calls may not be charged to the camp phone. Staff members will not be called away for incoming calls unless it is an emergency. Camp Arrowhead: 417-859-3793

**Use of the camp phone for private toll calls is grounds for immediate dismissal.**

## Visitors

You are welcome to invite your family and friends to camp. Staff visitors are not allowed during work hours but are more than welcome during off-duty hours and campfires. All visitors must register at the camp office. Visitors will be escorted around camp unless the Camp Director approves otherwise. Guests may join us for meals at a charge of \$3-\$5 per meal. Overnight accommodations may be available for guests with prior arrangements made with the Camp Director immediately.

**NO VISITORS ARE ALLOWED IN STAFF SLEEPING QUARTERS.**

Violation of this rule is subject for dismissal.

**All visitors at camp will wear the appropriate color bracelet.**

## Pets

Staff members may not have pets at camp. If you find a stray animal during the camp season inform your supervisor or Camp Director. Ecology/Conservation may have species that are relevant to the program area. These animals will be housed at the program area and taken care of on a daily basis.

## Religious Observance

The 12th point of the Scout Law is: A Scout is Reverent. Take a moment to attend and participate in religious and vespers services. You never know what you may get until you're there.

## Trading Post / Money

The Trading Post is operated on a cash basis for everyone at camp. Every item in the trading post is sold at retail price. Only trading post personnel are to be behind the counter. All items for sale at camp will be handled directly through the Trading Post. Selling materials or items to campers, staff or leaders is not in accordance with the policy of the Boy Scouts of America.

**There are NO "Staff Accounts"** in the Trading Post. All items must be paid for at the time of purchase.

*The Ozark Trails Council, Boy Scouts of America, by signature of the Scout Executive shall have the sole right to authorize the use of: insignia, words, phrases, designation marks, pictorial representation and descriptive remarks related to the program of the corporation, including Tribe of Lone Bear, on commercial products, promotional efforts and/or sale and distribution to members of the Boy Scouts of America and/or the general public. The use of same shall only be authorized and approved by the Scout Executive.*

## Advancement Opportunities

**Scout Advancement by Camp Staff:** You may have an opportunity to work on advancement during your time on staff. Inform the Camp Director prior to starting work on any merit badge, and then work directly with the counselor or director in charge of the program area. Of course, your first priority is to help the campers, but you are encouraged to work on personal advancement during your "off time".

## Staff Recreation

**Bicycles:** Staff members are welcome to bring bicycles to camp. Be sure they are in good condition and bring a lock. Bicycles are limited to the roads in camp and must follow basic rules. **Helmets are required for all persons on bikes.**

**Staff Use of Program Areas/Equipment:** If your schedule permits, you are more than welcome to use the program areas and camp equipment by arrangement with the director in charge. But remember, campers come first.

# Camp Staff Policies and Procedures

## CAMP IS A HOME... RESPECT THE "HOME" RULES

The unit campsite is the home of the Scout campers. Respect their right to privacy. When entering a unit's campsite, use only the authorized entryway. Do not cut through, use the trail. Always ask permission to enter. Call out, "Permission to enter?" There must be a reason to enter campsite. If you are an invited visitor, keep your visits short. Do not overstay your welcome. Your staff living area is your home also. Campers are not authorized to be in there. The reasons are for security and control. The Unit Leader is in charge of their Scouts, and if they know staff living quarters are out of bounds, then they would have no reason to go looking for their Scouts in there. As staff members, you have certain privileges because you are at camp for extended periods. These privileges are not extended to campers. As a rule, your staff living area is for staff members only!

**NO VISITORS OR CAMPERS ARE ALLOWED IN THE STAFF SLEEPING QUARTERS.**

## Hygiene

This is a professional working environment. Staff members must maintain a clean appearance at all times. Shower daily. Brush your teeth regularly. Wash before each meal. Set an example for the campers.

## Professionalism

Serving on camp staff in close quarters with others inevitably means there will be "*differences of opinion*". If you are having conflicts with fellow staff members, talk it out face to face, don't gossip it around first. Let the Scout Oath & Law be your guide. Don't let conflicts fester.



**ANGER is only one letter short of DANGER**



If you cannot resolve your differences bring it to your supervisor or a trusted senior staff member or Commissioner. As a final resort, you may bring it to the Camp Director to settle. When you confront the problem, the truth and solution may be so simple that you feel like a fool, but it's better to feel like a fool now and then, than to hate your friends. If you have a question concerning policies always feel free to come to the Camp Director. He will cheerfully help you.

## **NEVER TAKE YOUR DIFFERENCES TO PARTICIPANTS OR LEADERS.**

There are times when boys and leaders will try your patience. **NEVER** get into an argument with any leader, Scout or visitor. Take the problem to the Camp Director or Program Director. That is their job, not yours.

Campers deserve your **BEST!** Good staff members learn by doing and strive to learn how they can do better as the summer progresses. Scouts during the last session expect the best camp we have to offer, better than the first session. Never take areas down around campers and never mention it is the last week of camp! Your spirit and attitude should create an image in the mind of each camper that as they go home you will be here all year round, dedicated to their camping experience. *“Camp Arrowhead is dedicated to making a difference in the life of every boy that comes to camp.”*

The camps of the Ozark Trails Council are operated to provide an opportunity for packs, troops, crews, teams and posts to camp under their own leadership on a campsite set apart for their use so that they might run their own program within the operational plan of the camp. Along with the necessary physical facilities, the Council provides the services of a camp staff that are cheerfully willing and able to assist for counseling, coaching, and supervision.

It must, however, be understood that the camp staff will in no way, take the place of the Leader. They will serve, rather, to assist the Leader in the normal operations of their unit.

## **Use of Camp Facilities and Property**

- All camp staff members are responsible for the care and usage of camp facilities and property. Due to the operational costs, and the cost of materials and equipment, care must be taken to avoid waste. When possible, turn out lights and water when not in use.
- There is no reason for any staff member to have excessive amounts of camp belongings or materials in their personal belongings (e.g. craft supplies, kitchen articles) which they have no reason or justification to possess.
- Staff members in charge of designated activity areas (e.g. Handicraft) will be responsible for all materials and equipment for that activity for the summer. Inventories are kept from the first to the last day of camp. Keep inventories up-to-date and know where your equipment and supplies are.
- Staff are not to use excessive amounts of materials for projects for themselves.
- Use of camper property by the staff for personal use or pleasure is strictly prohibited.

- Staff Housing:
  - a. You are expected to keep your living quarters neat and orderly. Remember the part of the Scout Law, "A Scout is Clean."
  - b. Housing will be inspected at the beginning of the summer for damage or irregularities. Afterwards, any damage beyond that of a normal wear and tear occurrence will be the responsibility of that staff member. In essence, if damaged, you pay for damages.
  - c. Report all problems and needed repairs to the Camp Director in writing.
  - d. No construction or alterations are permitted without the approval of the Camp Director.
  - e. Do not bring expensive articles to camp. Be Safe!
  - f. Bring a footlocker with a personal lock for all personal belongings and keep it locked at all times.
  - g. Staff quarters may be inspected periodically by the Camp Director or designee.

## Staff Suggestions

Your camp wants the benefits of all your abilities and insight. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience. If you see ways that camp operations can be improved or a more efficient way something can be done, make a suggestion to your supervisor. If you think of a great program idea, or a way to save money, please share those ideas...it will benefit everyone!

## Inventory Procedures

Inventories of all facilities, non-expendable equipment and expendable supplies will be conducted before camp opens, at the end of every session, and during camp closure. Accurate and timely inventories are important tools for the proper administration of the overall camping program since they are used for budgetary planning, justification for insurance claims, and are the basis for purchasing. The Camp Program Director is responsible to insure all inventories are taken in accordance with this procedure by the various Area Directors.

## Discipline of Campers

Discipline of the Scouts is the unit leader's responsibility. All discipline matters are to be referred to the unit leader to handle in his own Troop in his own way. At no time, and not for any reason, is there to be punishment of campers. If for any reason, the problem cannot be resolved with friendship or reason, report the situation to the Program Director. The problem will then be shared with the Scoutmaster. If the Program Director or Commissioner staff is unable to resolve the problem through friendship, reason, and possible denial of activity privileges, then the Program Director will refer the problem to the Camp Director. The Scout Oath and Law are the accepted code and constant guide to all relationships within the camp. "Hazing" or "initiation" is strictly prohibited. There will be no physical punishment.

This includes "service projects." If you have a camper who is constantly physically abusing or tormenting others, inform the Program Director. Allow the Program Director and unit leader to take action. This is for your own protection. Camp is for all and it is unfair to the other Scouts and the counselors as well to have to constantly watch over a particular Scout.

## Youth Protection Training

Any and all violations of the BSA Youth Protection Policies will result in immediate suspension and may result in immediate dismissal. Violation may also result in criminal prosecution.

Failure to report suspected violation by staff, leaders, campers or guests, may also be construed as a violation of BSA Youth Protection Policy. All reports are confidential.

## Camp Golf Carts

Golf carts are provided for the use of camp. They are not for personal entertainment.

**Only authorized Staff personnel will have access to golf carts while at Camp Arrowhead. Any other staff member caught driving or playing on a golf cart will be subject to immediate dismissal.** A list of authorized individuals will be posted in Foster Lodge and the Trading Post for your reference. Golf carts, as much as is practical, should stay on the camp roads. Campers, pedestrians and vehicles always have the right of way. Speeding, reckless driving, abusive use and/or unauthorized use may result in loss of golf cart privileges and/or dismissal from the staff.

## Staff Training

**Staff Training** is a very important part of our camp program. Besides orienting new and old staff members to current summer camp programs and procedures, it is the time to prepare the camp to receive campers. Remember, in the mind of the Scout, Camp Arrowhead is there waiting all year round. Staff Week is a paid week of employment and is mandatory.

## Cell Phone Use



**Cell Phones** can be useful for staying in contact with other people. However, your first duty is to the campers and the program you need to be providing them. Therefore, cell phones should be left outside of your program areas and turned off or on silent during all program times.

This includes merit badge time, meals, campfires and more. Phones will be taken away if they are overused. Only one warning will be given.

## **Scout Spirit**

The Scout Oath, Scout Law, and the Outdoor Code are the law of the camp. Your personal example in cheerfully promoting these ideas may be the biggest impact you make this summer. You are expected to participate, without hesitation in all programs and activities as requested, including singing at meals and campfires. Keep your spirits high and you will be a hero in the minds of the boys you come in contact with this summer. By the end of the day it will exhaust you... but it will be the exhaustion of knowing you have done your best to keep the Scout Spirit.

## **Good Manners & Respect of Other**

A “Scout is Clean” and you are expected to be clean in mind, spirit and body. Foul language, gestures, or body language will not be tolerated and is grounds for dismissal. Your manners should set the example. Keep your frustrations and disturbances private, NOT PUBLIC.

Respect others’ cabins, campsites, vehicles, and property. Respect the private property surrounding camp – the lines are marked. Respect other’s peace and quiet. Staff members are expected to obey all local, state and federal laws. Theft will not be tolerated at any time and may result in dismissal and the involvement of local law enforcement agencies. We expect the best, if you need constant reminders or corrections, your maturity is in question.

## **Punctuality**

You will be expected to be on time for ALL flag ceremonies, meals, campfires, and program areas. Many times you will need to arrive early and leave late. Never leave your work area until it is time to go – you never know when a Scout may come along to visit you in your area. Program Areas should be manned from 9:00 a.m. – noon, from 2:00 p.m. – 5:00 p.m., and as directed by the Program Director. Closing an area must be pre-approved by the Program Director. In case of illness, inform your supervisor and report to the Camp Medic.

You need to arrive at meals 15 minutes prior to mealtime. Proper dress is expected and required. Nonattendance at meals will be recorded and may result in dismissal if excessive absences are recorded.

## **Troop Check-In & Check-Out Duties**

The Camp Director or Program Director will assign each staff member a specific function to be carried out as units are checked-in and checked-out of camp. This falls under additional duties. This is an important chance for staff members to make a good impression and make the Scouts and Scouters feel welcome at camp.

## Firearms and Weapons

Firearms and other weapons are used in program areas on a closely controlled basis. For safety reasons personal firearms, archery equipment, and other weapons are not permitted on camp. In general, fixed-blade sheath knives are inappropriate for camp. These guidelines apply to staff as well as campers and leaders.

## Things to Remember...

**Unrelated Misdemeanors:** The following are some actions that will result in disciplinary actions and may result in dismissal. Any employee credibly suspected of a violation may be suspended. If after investigation the employee is found not guilty, the employee will be reinstated retroactively.

- Willful damage to the Ozark Trails Council's property. Restitution may also be charged against the employee.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- **Insubordination** – If you need a definition, ask the Camp Director or Program Director.
- Possession and/or use of fireworks or detonation of any other type of flammable object or liquid.
- Misuse of the Council radio system.
- Carelessness or deliberate failure to observe safety rules.

This list is not complete, but is a guide, in addition to the rest of the staff manual.

### Practical Jokes, “Pranking”:

As a Staff member, we want you to have fun while being a productive member of the group. However, when a joke crosses the line and offends or hurts another staff member, camper, or leader in any way it ceases to be fun for anyone. This can and will be seen as **HARASSMENT**, and may result in immediate dismissal from Camp Arrowhead. As well, in the event that a “prank” damages equipment or property belonging to a staff member, camper, leader, or the Ozark Trails Council, the person(s) found responsible will be charged proper dollar amount(s) for replacement or repair.



# EMERGENCY PROCEDURES

It is important that you, as a Staff Member, understand your role in the event of an Emergency. Every member of the Staff holds a vital role in every situation, and will be expected to know what to do should the time come.

If the Camp Director is unable to be reached or is out of camp, his designate will automatically assume authority of the Camp Director. THIS MEANS HE/SHE IS IN CHARGE UNTIL THE CAMP DIRECTOR RETURNS. This chain is as follows:

\*Chain is subject to change at discretion of Camp Director\*

1. **Camp Director**
2. **Program Director**
3. **Business Manager**

## Response Team Organization for Emergency Situations

<u>Team A</u> (MEDIC)	<u>Team B</u> (ACTION)	<u>Team C</u> (ACTION)	<u>Team D</u> (ASSEMBLE)
<b>Health Lodge</b>	<b>Foster Lodge</b>	<b>Dining Hall</b>	<b>Dining Hall</b>
Camp Medic Trading Post Staff High Adventure (COPE)	Camp Clerk Aquatics Staff Nature Staff	Scoutcraft Staff Shooting Sports Trailblazer Staff	OA Lone Bear Comm. Staff Kitchen Staff

<u>Team E</u> (BIKE)	<u>Team Headquarters</u>	<u>Team Ranger</u>
<b>Quartermaster</b>	<b>Camp Office</b>	<b>Quartermaster</b>
High Adventure Staff (ATV)	Camp Director Program Director Lead Commissioner Camp Business Director	Camp Ranger Quartermaster

Organize to meet for any contingency or emergency situation in Camp.  
Action team drills and emergency drills will be practiced each week.

## Fatality

If there should ever be an incident in which a fatality occurs at Camp Arrowhead, or involving camp personnel, the Council Scout Executive shall be the sole source of release of information to the press or parents involved. No one else shall allow information to be released to the press or anyone involved unless authorized by the Scout Executive. Access in and out of camp will be closed except to: Local Law Enforcement and Medical Officials, the Scout Executive or other Council Officials as approved by the Scout Executive or Camp Director.

### **Accident:**                      **Radio Call: \*\*\*Code Blue\*\*\***

The staff at the scene will assume responsibility for the situation and begin/continue first aid. The Camp Medic and Camp Director will be located and notified. The Camp Medic will take over care upon arrival. Upon arrival the Camp Director will assume responsibility for the situation. When the situation is in control, the Camp Director will notify the proper person(s); any fatality or major accident where there is the possibility of loss of life, eyesight, or severed limb, the Camp Director will contact the Scout Executive. The Scout Executive will notify parents and deal with the media.

**\*Await instructions from the Camp Director**

## Earthquake

Assemble at the dining hall upon hearing the alarm to receive further instructions. Avoid falling debris and dangerous areas.

Team A: Man the Health Lodge

Team Ranger: Assess damage

All others: Assemble at the Dining Hall

### **Fire:**                              **Radio Call: \*\*\*Code Orange\*\*\***

In case of fire, the person spotting the fire must report it immediately to the Camp Office and Camp Director. The Camp Director will then go to the scene with the Camp Ranger and assess the situation, assuming responsibility of emergency action. The Camp Director will disperse the needed staff. The Camp Ranger, acting as fire warden, will lead any and all firefighting efforts of the Camp Staff. The Camp Director will notify local authorities if necessary. If the situation warrants, the Camp Director will sound the alarm and evacuate camp. When the situation is under control, the Camp Director will inform the Scout Executive, complete with details.

**\*Await instructions from the Camp Director**

Team A: Man the Health Lodge

Team E: Gather Campers

Team D: Assemble Troops



## Severe Storms/Tornados/Thunderstorms/Lightning Storms

Upon spotting severe weather or receiving warning of severe weather, the Camp Director will immediately be notified. The Camp Director will contact proper authorities to determine the seriousness of the storm. The Staff will then be assembled at the Dining Hall. If the situation warrants and condition is safe for movement in camp, The Camp Director will sound the alarm to assemble the camp at the Dining Hall to weather the storm.

Team E: Will be assigned to inform troops of action to take.

*In case of lightning, the Aquatics Directors will order all boats off the lake and all swimmers out of the pool, as soon as it is spotted or heard. All boats and swimmers will remain out of the water until the situation is determined to be clear by the Aquatics Directors.*

**Aquatics:                      Radio Call: \*\*\*Code Lavender\*\*\***

The Aquatics Directors will assume immediate responsibility. They will order everyone out of the water; send one of their staff members as a runner to notify the Camp Director. If a camper is missing, staff will begin the search under the direction of the Aquatics Director. The Camp Director will send a runner to the campsite of the missing swimmer/boater, checking to see if he is in the campsite. If the runner does not locate the boy, he will notify the Camp Director.

The Camp Director will then sound the alarm to assemble the camp at the Dining Hall, dispersing the remaining staff to assist as needed in the search until the Scout is found. Only the Camp Director will determine when to call off the search. He will then notify the Sheriff's department to begin other measures. He will notify the Scout Executive of the situation.

**\*Await instructions from the Camp Director**

Team A: Will man the Health Lodge

## Medical or Disaster Evacuation

Upon recognition of potential epidemic or disaster situation, the Camp Director shall place calls to alert the key following personnel:

- The Scout Executive
- Local Medical Authorities
- Chairman of Health & Safety Committee

At this time the Camp Director will follow direction of local medical authorities as to transporting victims or impose quarantine on the camp or portions thereof. The Camp Director will notify the Health Inspector so as to determine cause of contamination, if need arises. The Camp Director will notify the Scout Executive so he may notify parents of affected persons as to the condition of each.

**In Case of an Evacuation, the Staff will Follow  
the Explicit Instructions of the Camp Director**

## Missing Person(s)

## Radio Call \*\*\*Code Adam\*\*\*

Upon notification of missing person(s), the Camp Director will announce by radio and the staff will search their assigned areas and clear them by radio with Foster Lodge. Should this prove insufficient, the Camp Director may sound the siren to assemble the entire camp at the Dining Hall, with the intention of the lost person being drawn to the siren. If this does not help locate the person, the Camp Director shall contact the Sheriff's Department and begin a search of a wider area. **NO CAMPER SHALL BE PART OF ANY SEARCH TEAM.** The search areas are listed below.

**\*Await instructions from the Camp Director**

### Search Areas:

<u>Lake Staff</u>	<u>Pool Staff</u>	<u>Ranger</u>	<u>Range</u>	<u>High Adv.</u>
Lake Front	Pool	Entry Road	Range	COPE Loop
Council Ring	Showers	Main Gate	OA Ring	Foster Lodge
Lake Trails	Laundry Room		Dam	
Foster Lodge	Shawnee Trail		Foster Lodge	
	Hall's Altar			
	Creek			
	Foster Lodge			
<u>OA/TOLB</u>	<u>Nature</u>	<u>Scoutcraft/Trailblazer</u>	<u>Kitchen</u>	
Cabin A Trail	Hall's Altar	Lone Bear Trail	Dining Hall	
Staff Area	Nature Trail	TOLB Ring	Attic	
Archaeology	Chapel	Foster Lodge	Walk-in/Storage	
Spring Cave	Old Pool		Picnic Area	
Foster Lodge	Staff Cabins		Foster Lodge	
	Soapstone Cave			
	Foster Lodge			

Team A: Will man the Health Lodge

### Heat Alert Procedures: Refer to the Heat Index Chart Posted in Each Area

The Camp Director and Program Director will monitor weather conditions and heat related emergencies. If the heat reaches certain levels, programs may be adjusted, postponed or cancelled.

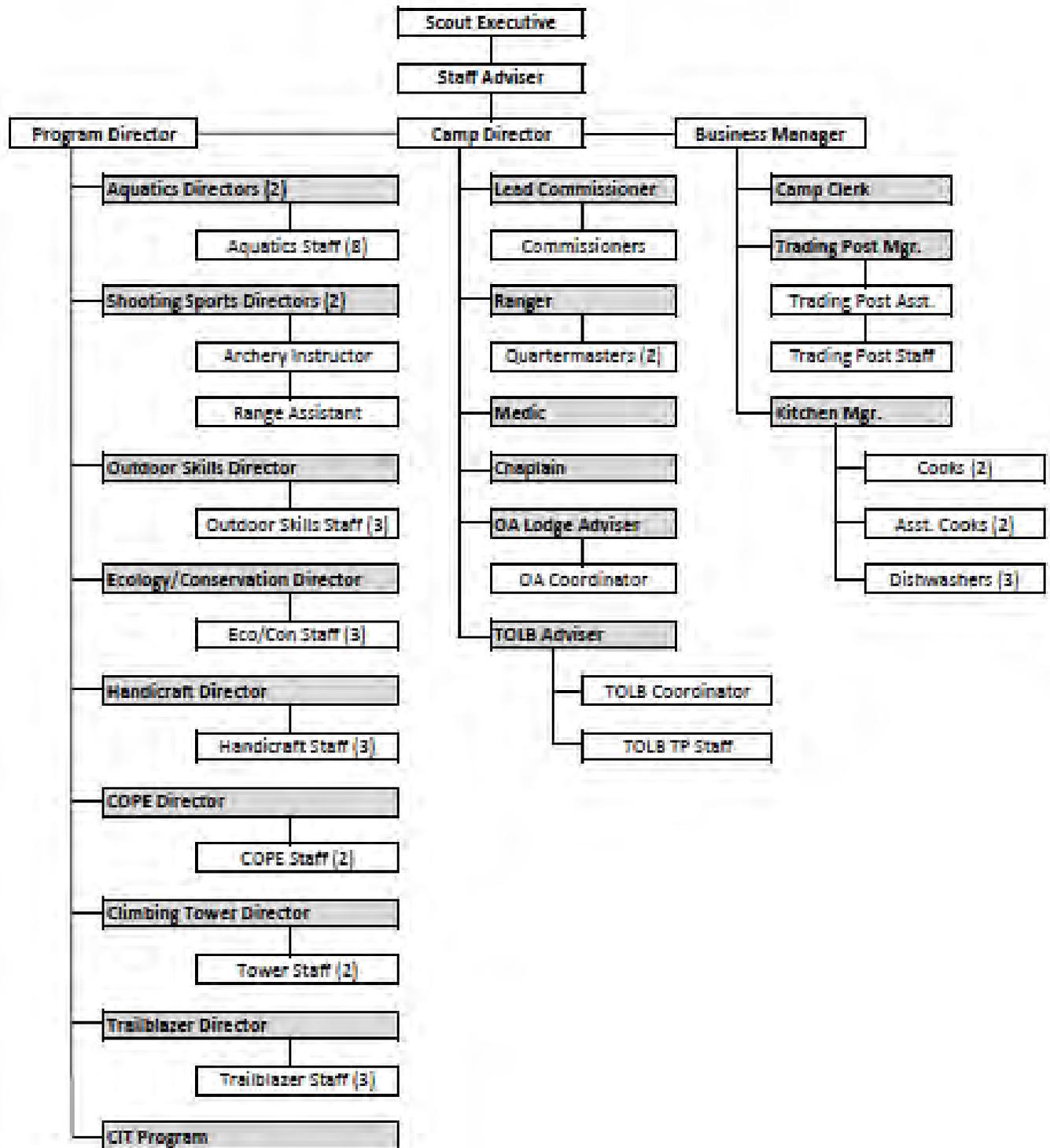
## **Radio Conduct:**

Staff members that are issued radios will be responsible for relaying information to all surrounding staff members and persons in the event of required emergency action. Radio use should be limited to necessary Camp information only. Radio lines should remain open and clear of unnecessary comments or conversations in the event that an emergency situation arises.

Only those staff members issued radios are authorized to use them. Personal radios will not be allowed. Unauthorized and/or inappropriate use of camp radios will be grounds for discipline.



# 2013 Ozark Trails Council CAMP ARROWHEAD Camp Staff Organizational Chart



## 2013 Camp Arrowhead Staff Code of Conduct & Statement of Understanding

**Statement of Understanding:** All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the Statement of Understanding and Code of Conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. **All staff members are expected to abide by the Code of Conduct as follows:**

I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.

I will set a good example by keeping myself neatly dressed and presentable.

I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.

I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.

I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.

I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.

Serious and/or repetitive behavior violations including use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.

I understand that gambling of any form is prohibited.

I understand that possession of lasers of any type and possession or detonation of fireworks or other propellants are prohibited.

Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.

I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.

I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws.

I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.

Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.

I will respect diversity—whether the differences be in physical characteristics or in perspectives.

I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.

I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the Camp Director or the Scout executive.

I will comply with this Code of Conduct and the policies printed in the *Camp Staff Manual*. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

Dear Parents:

I would like thank you for letting your son or daughter work on the staff at Camp Arrowhead I think this will be an enjoyable and productive summer, and a great experience.

In a typical summer, staff members leave camp on their night off or on the weekends. Trips like this range from going to the nearest town like Marshfield to Wal-Mart or to do laundry or to weekend trips to Springfield or home. Staff members leave only with the Camp Director or Program Director's permission and those under 18 are expected to be back in camp by 11:30pm on nights off. On Sunday, Staff members must be back in camp and prepared to open the next session by 11:30am.

Below is a parental permission slip that allows you to decide with whom your child can leave camp and where he/she can go. It would help me if you discuss the restrictions with your child and complete the form below or send it with your son or daughter to camp to be presented at check-in. If the form is not returned, I will assume the most restrictive conditions. **This form only needs to be filled out if you are under 18 years of age!**

Thanks for your help. I am looking forward to working with your son or daughter at camp this summer!

Sincerely,  
Stuart Perez  
Camp Director

My child \_\_\_\_\_, is to be guided by the policies checked below in regard to leaving Camp Arrowhead this summer.

Please check one:

\_\_\_\_\_ He/She may leave camp only with his/her parents

\_\_\_\_\_ He/She may leave camp only if accompanied by an adult over the age of 21

\_\_\_\_\_ He/She may leave camp only if accompanied by an adult over the age of 18

\_\_\_\_\_ He/She may leave camp as long as he/she checks out with the Camp Director

Other restrictions you wish to have your child follow while in camp: My son/daughter has also agreed to the following restrictions: \_\_\_\_\_

Camp Staff Member Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Mail to: Ozark Trails Council, 1616 S. Eastgate Springfield, MO 65809 (417) 883-2534 or bring to camp

## **Camp Song**

**On a hill above the river  
In amongst the trees  
Flies the flag of Arrowhead  
Waving in the breeze**

**Hail to Arrowhead, Hail to Arrowhead,  
A place to work and play**

**Where a Scout learns better Scouting  
All the live long day.**

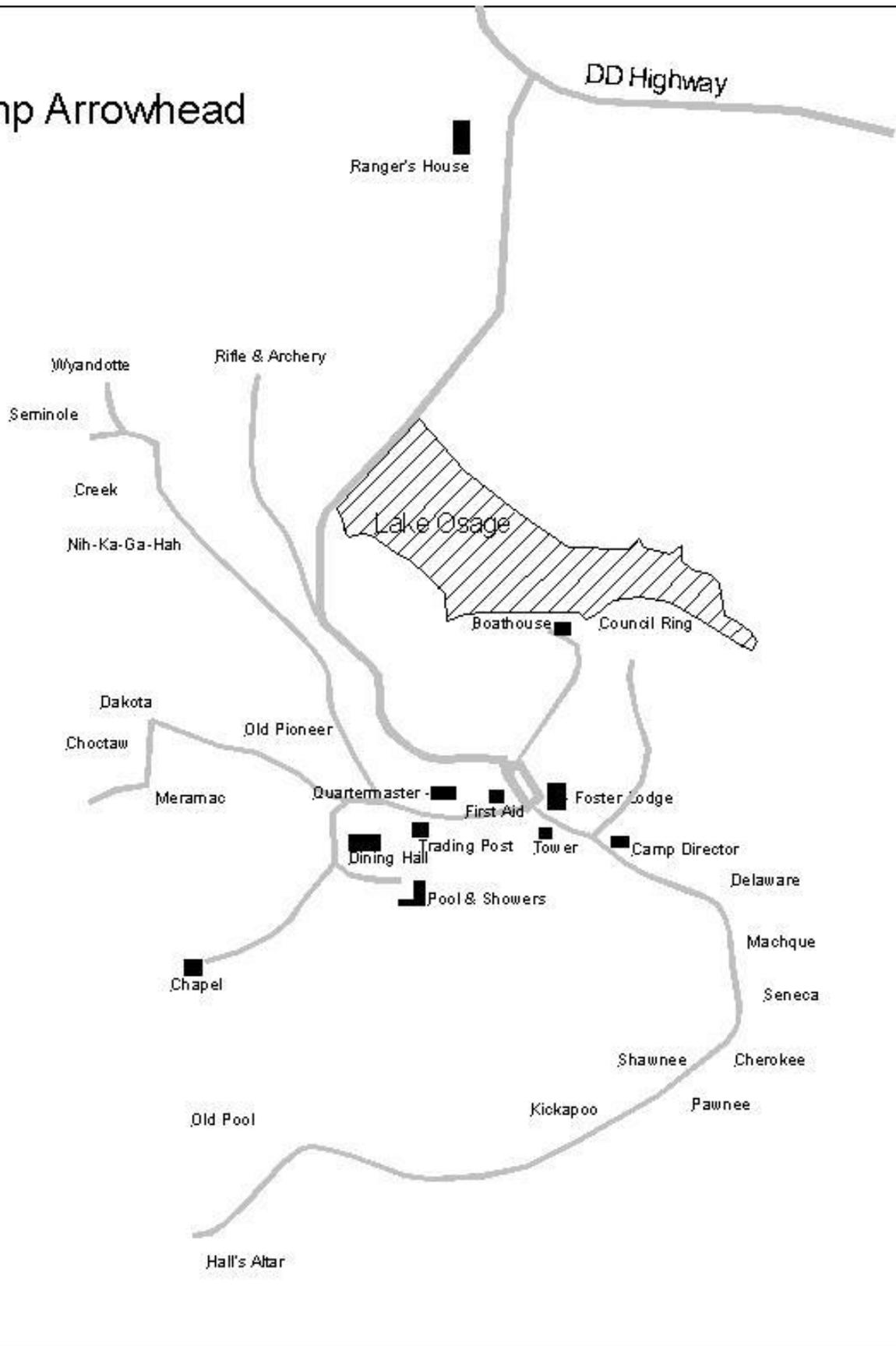
## **Camp Staff Song**

**“We are the Camp Staff  
We’re Number One!  
We do the work  
While they have the fun!  
We answer questions by the score  
They stay up late to think up more!**

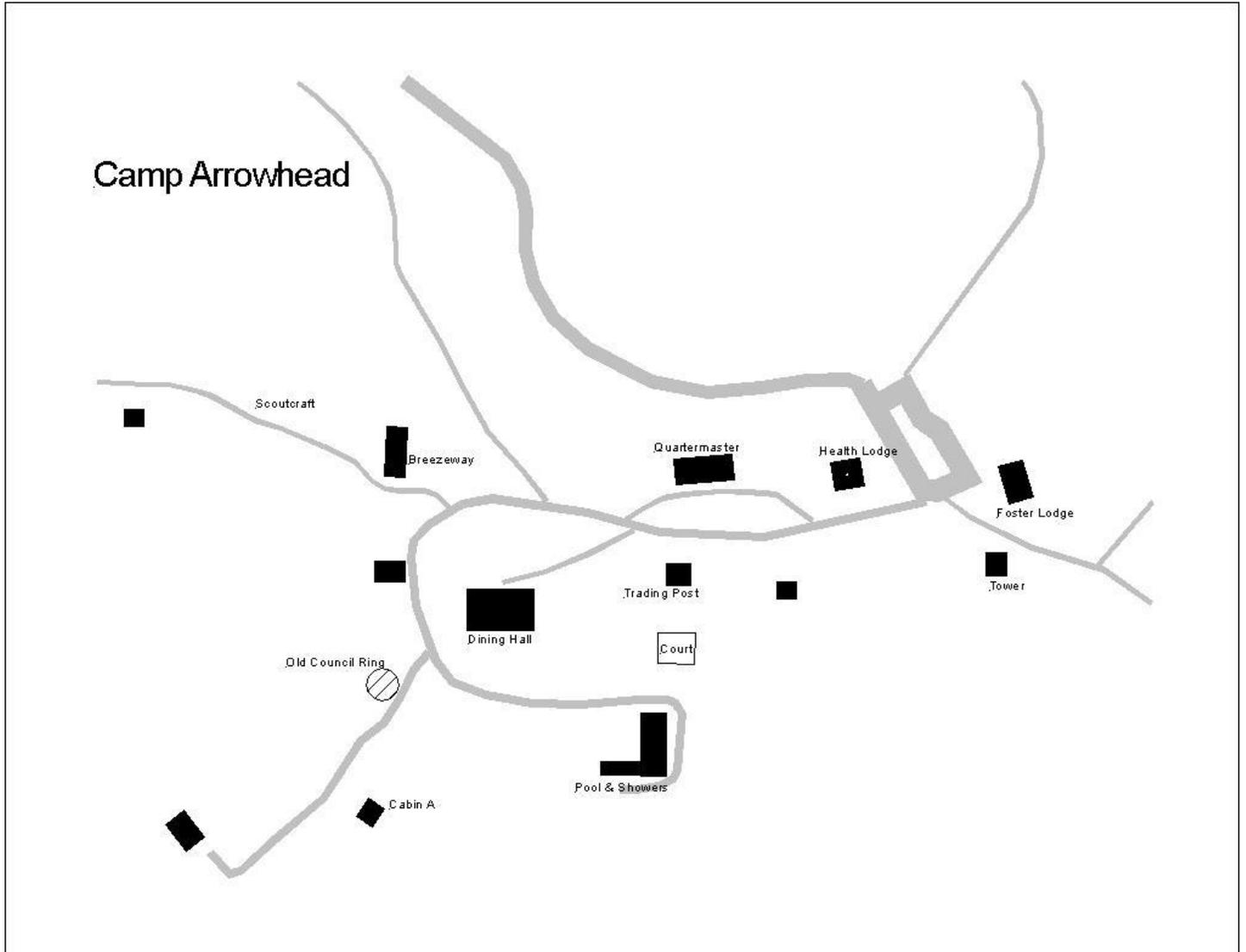
**We get up early  
Work hard all day.  
They stay up late  
And come out to play**

**What a merry life they lead  
At the expense of  
STAFF!!”**

# Camp Arrowhead



# Main Camp





**CAMP ARROWHEAD**  
since 1924



Tribe of Lone Bear®