

Mid-America Council 2022 Camp Staff Guidebook



MISSION OF THE BOY SCOUTS OF AMERICA

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

VISION STATEMENT – MID-AMERICA COUNCIL

Unparalleled experiences for more youth.

Unparalleled experiences create value, enthusiasm, robust growth, and retention of program participants.

PROMISE TO PARENTS – MID-AMERICA COUNCIL

Parents will say Scouting in the Mid-America Council offers their family fun and adventurous things to do. This fun and adventure will help their son or daughter develop leadership skills and values important to good citizenship and service to others.

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.

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*State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to the Department of Health and Human Services.
NE 1-800-652-1999, IA 1-800-362-2178, SD 1-877-244-0864.*

Dear Summer Camp Staff Member,

Welcome to the camp staff team for the Mid-America Council! We are excited to have you on board for what is going to be yet another great summer. The experience and enthusiasm brought by you and your fellow camp staff members is outstanding, and we want to be sure that we translate that into an unparalleled experience for our campers. You will notice that the first page of this year's staff guidebook listed the vision statement of Mid-America Council, "Unparalleled experiences for more youth." This vision statement is our focus here at camp.

The realization of this vision statement begins with you. You were chosen to be a member of our camps staff because we saw in you the passion and desire to give our campers the unparalleled experience they deserve. Through teamwork and an unyielding commitment to the ideal of Scouting we can ensure that all our Scouts at camp have the experience of a lifetime this summer.

There are many long-standing methods and traditions at Camp Cedars and Camp Amikaro that will remain like previous years. There are some notable changes to enhance both the Camper and Staff experience. We encourage you to communicate your thoughts and ideas for how to improve the camp experience with any one of us anytime.

We are all looking forward to a great summer with you joining the team. There are many Scouts and adults that are preparing for a memorable summer experience from us at camp. Thank you for sharing your energy and passion with us this summer. Now let's get out there and deliver unparalleled experiences to more youth!

Yours in Scouting,

Madi Pohlman
Camp Amikaro Camp Director

Natalie Andersen
Camp Cedars Camp Director

Christine Sammons
MAC Camping Director

Camp Staff Points of Emphasis

Quality Staff

Camp staff attitude, example, and performance set the pace for all those who attend. Everything begins with a quality staff. Great care is used in the selection and training of our staff.

Adventure

Our efforts need to be directed toward assuring that every participant has maximum opportunity towards success. Whether they complete merit badges, COPE elements, or requirements to advance rank; they are experiencing the physical, mental, and spiritual challenges that resident camp presents.

Values

Camp has a lifelong impact on a person's life. Every Scout and Scouter should have their commitment to the ideals of the Scout Oath and Law reinforced by the camp experience.

Safety

Attending summer camp comes with certain risks, but it doesn't mean taking chances. Safety measures are outlined for all areas of our operation. We need to conscientiously follow them, and by example influence all participants.

Stewardship

The beauty of God's creation, the experiences of those who have preceded us, and the lives of those who will attend are in our hands. May we be faithful stewards so that future generations can enjoy and be influenced by an experience at camp.

Teamwork

The camp staff is a team. Each staff member, no matter what their job or where they work, has a very important role to play in the total success of camp. Everything we do reflects on every other staff member and makes camp the great place that it is. We have many areas, but we are one staff, and one camp.

What Mid-America Council Expects of You

In agreeing to work at camp you are affirming your commitment that while employed by Mid-America you will conduct yourself at all times, both on and away from camp, so that you are a credit to yourself, the Boy Scouts of America, and Camp Cedars or Camp Amikaro.

Camp staff comprises a community of many people and represents a forefront of the Boy Scouts of America. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance at camp.

You must:

1. Be a registered member of the Boy Scouts of America;
2. Subscribe to the Scout Oath, the Scout Law, and Declaration of Religious Principle;
3. Fully cooperate with the policies, program, and management of Camp Cedars and Camp Amikaro;
4. Participate successfully in the designated staff training and fulfill the job requirements specified by Camp Director through your supervisor;
5. Always maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment;
6. Show evidence of successfully completing a physical evaluation during the past twelve months using the form provided by the Boy Scouts of America.

SCOUTING SPIRIT

Camp staff members are employed to serve campers, adult volunteers, and their families. They are our customers. We need to make sure that the “Camp Experience” exceeds their expectations. Being a staff member means being ready to assist willingly, whenever and wherever needed.

Remember that Scouts do not know if you are working in that area, or just passing through, so we need to be ready to assist at any time. For example, if you are on your break and talking with someone in front of the administration building and a Scout stops and asks you for some help, as a staff member you are expected to go out of your way to help this Scout directly or find an on-duty staff member who could help.

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

Campers deserve your best. Each staff member should constantly strive for excellence. The best staff members learn by doing and seek to learn how they can do better as the summer progresses. Each participant expects the same top-notch experience, and it is up to the Staff to see that they get it.

SHARP APPEARANCE

Providing unparalleled experiences to more youth is Mid-America Council’s primary objective and must be kept foremost in each staff member’s thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

A fresh, clean, and approachable look ensures every participant feels comfortable. Personal appearance is important since Camp Cedars and Camp Amikaro are the showcases of the Mid-America Council. Each staff member reflects not only on themselves, but on the entire camp and the BSA.

Camp staff standard for personal appearance are:

- Correct uniform that is clean and properly fitted, not tattered, or torn (see page 12)
- **Personal cleanliness and hygiene are required.** Staff must shower frequently and encourage participants to do likewise.
- Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming.
- Hair will be kept clean, neatly trimmed, and show evidence of good grooming.
- Unusual or dangling earrings on women/men, offensive tattoos, and visible body piercings that may be offensive to participants or interfere with job duties and performance are **UNACCEPTABLE**.

These standards apply to all staff members. Personal appearance is essential to achieving camps' objective. Pride in your appearance, uniform, and personal grooming makes you and those around you feel that you are part of a first-rate team. If you have any questions about these policies, please contact your Camp Director.

If staff appearance is less than first-rate, it implies that staff attitude and performance are less than first-rate. Dirty or uncombed hair may not seem off-putting to some people, but we need to err of the side of being as approachable and as impressive as possible to every participant. **Each staff member shares responsibility for how the entire staff is perceived. EACH STAFF SUPERVISOR IS RESPONSIBLE FOR ENFORCING APPEARANCE STANDARDS WITH THE AREA WHERE ASSIGNED.**

GOOD PHYSICAL CONDITION

Good physical condition is a must for the camp staff member. Proper diet, health care, and getting enough rest will help you avoid becoming fatigued. In consideration of those living around you, **quiet hours are from 11 PM to 6 AM**, unless otherwise communicated. You are responsible for keeping yourself physically fit and alert. Staff members face a variety of demands and emergency situations throughout the summer, so it is important that every staff member remain in top physical condition.

STAFF EXPECTATIONS

The primary responsibility of all staff members is to be of service to Scout Units and to present the best possible program. Your every action reflects our camp, Mid-America Council, and Scouting in general. Specific expectations are:

- Assist in the opening and closing of our camp.
- Keep our camp clean, take good care of equipment, and maintain your personal appearance and hygiene.
- Attend all flag ceremonies and meals unless specifically excused by the Camp Director.
- Be on time for all appointments and your responsibilities.
- Assist in camp-wide activities, such as campfires, ceremonial and religious services.
- At all times, be considerate of your fellow campers and staff members.
- Adhere to the specific responsibilities contained in your job descriptions.
- Above all, keep the Scout Oath and Law as your guiding principles.

Both on and off duty, staff must be aware that their actions are closely scrutinized by camp participants and surrounding communities. Any impropriety or the appearance of impropriety reflects negatively on camp and the Boy Scouts of America and can affect your employment status.

PUBLIC RELATIONS

Public relations ("PR") with your fellow staff members is important. Teamwork is a key to success here at camp. When all staff talents and efforts are blended together, a successful summer is assured. Good "PR" is also important with the campers. We should always keep in mind that these Scouts and Scouters make our jobs possible. This is their camp, in addition to ours. Always make the camper feel welcome. Greet them with a smile and helpful attitude when they arrive. Offer "good morning" or "good afternoon" when you pass them on the path. Visit with a Scout as you walk to your program area or while eating with them in the dining hall. Your interactions with them may influence them to become a staff member. Make a good impression.

SOCIAL MEDIA

You are an employee of the BSA and are under scrutiny from many places. Be aware that what you write on Facebook, Twitter, etc. reflects who you are. You are being monitored for negative comments and if those are seen employment may be terminated.

CELL PHONE USAGE & COMPUTER TIME

Cells phones and computers are NOT to be used during program/class times. This also includes dining hall meals, when scouts are present. You may check your email during off times, but there will be consequences for using your phones or computers when it is not appropriate. Exceptions to these expectations will be communicated by the Camp Director or Program Director.

STAFF AND CAMPER RULES

- Running is permitted in green spaces, be aware you are being watched.
- Shoes and shirts must always be worn except when on the pool deck or in the shower.
- Females may not wear 2-piece bathing suits. Males may not wear competition-style suits—swim trunks only.

- All injuries and illnesses, minor or major, are to be reported to the Camp Health Officer.
- Visitors to camp may not participate in program.
- No open flame, smoking or cooking allowed in tents.
- Discipline of Scouts is the unit leader's responsibility. (All discipline matters are to be referred to the unit leader to handle within the Unit). Never discipline the Scout yourself. However, inform your Area Director or the Camp Director if a situation occurs that requires discipline.

YOUTH PROTECTION

Youth Protection can only be achieved through the shared involvement of everyone in Scouting. All adults registered in the BSA and all camp staff members are required to take Youth Protection training.

Scouting's Barriers to Abuse

- Reporting child abuse is mandatory.
- A minimum of two-deep leadership is required for all outings.
- One-on-one contact is prohibited between adults and Scouts.
- Separate accommodations are required for adults and Scouts.
- Privacy of youth is respected.
- Inappropriate use of cameras, imaging, or digital devices is prohibited.
- No secret organizations are allowed.
- No hazing is allowed.
- No bullying is allowed.
- Youth leadership is monitored by adult leadership.
- Discipline must be constructive.
- Appropriate attire is required for all activities.
- Members are responsible for acting according to the Scout Oath and Scout Law.
- Units are responsible for enforcing Youth Protection policies.
- Social media guidelines must be followed.

Contact your Area Director, Program Director, Camp Director, or another member of camp leadership in a timely manner concerning any violations, clarification, and/or questions of Youth Protection.

SEXISM, RACISM, RELIGIOUS SLURS, PUT DOWNS

Every staff member has the right to his or her dignity. We all deserve to be treated with respect as we do our jobs, as well as during time off. We have an obligation to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people. The Boy Scouts of America and the Mid-America Council prohibit chastisement for religious or other beliefs, language or behavior that belittles or puts down members of the opposite sex, unwelcome advances, racial slurs, and other actions or comments that are derogatory toward any person. Repeated or serious offenses will result in disciplinary action or termination of employment.

USE OF TOBACCO PRODUCTS

SMOKING and the use of SMOKELESS TOBACCO is PROHIBITED in all camp buildings, tents, and vehicles. Camp Directors will communicate the smoking area available at each camp operation. While in uniform and/or on duty, smoking or the use of smokeless tobacco is not permitted. Smoking is not permitted for staff under the age of 19 in the state of Nebraska and under the age of 18 in the state of Iowa.

Designated smoking areas are established for both staff members and participants. Those staff members that must smoke are expected to set an example and only use these areas. Do not smoke or use tobacco in view of participants.

ALCOHOL AND DRUG USE

Mid-America Council is committed to providing a safe and wholesome environment for participants and employees. The Council maintains a **"ZERO TOLERANCE"** policy for the use of illegal drugs, the abuse of prescribed drugs, possession of drug paraphernalia, or possession or consumption of alcohol.

The **“ZERO TOLERANCE”** policy states that each employee will:

1. Have no contact (use or possession) with illegal drugs including marijuana, drug paraphernalia, or abuse of prescribed drugs.
2. Not use, or be under the influence of, alcoholic beverages on camp property or in uniform anywhere; not drink and drive; not assist any minor (under age 21) in obtaining alcoholic beverages; and, if under age 21, will not seek, obtain or consume alcoholic beverages.

This policy applies to Mid-America Council property and all properties where programs and activities are conducted or where otherwise dictated by statute or law. **If a concern exists, camp administration or local law enforcement may conduct searches including the use of dogs.**

VIOLATION OF THE “ZERO TOLERANCE” POLICY WILL RESULT IN IMMEDIATE TERMINATION AND POSSIBLE PROSECUTION.

The use or being under the influence of a legal drug while on the Mid-America council premises, while performing services for the Mid-America Council, or during working hours also is prohibited if such use might impair in any manner an employee’s ability to safely, efficiently, and competently perform his/her job, or might otherwise adversely affect the Mid-America Council in the conduct of its operations. The employee must notify his supervisor if he/she is or potentially may be using such legal drug.

DISMISSALS

All members of the staff are always expected to live by the Scout Oath and Law. ***Only*** the Camp Director has the authority to dismiss a staff member. Staff supervisors can recommend disciplinary actions or dismissal. The Camp Director will reserve the right to relieve a staff member of their duties at any time.

TERMINATION OF EMPLOYMENT

Trust is important to the members of the camp management team. We are serious about these matters because we care about you and the participants we serve. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If found not guilty, the employee will be reinstated, retroactively.

Violations of the trust placed in you related to the following items may result in the termination of your employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual’s personnel file and may jeopardize chances of future employment at camp. Some termination details may be shared with potential employers conducting background checks and employment verifications, and information will be shared with other Scout BSA summer camps. This listing is not inclusive of all violations warranting discipline or termination of employment.

- Violation of Mid-America Council’s alcohol or drug abuse policies including but not limited to being under the influence or in possession of illegal drugs on camp premises.
- Receiving a DUI citation or a conviction of a felony while employed.
- Theft or embezzlement of camp or another person’s property – including food.
- Inappropriate, unauthorized or illegal use of internet service.
- Unauthorized or personal use of camp vehicles.
- Inappropriate use of communication equipment (radios).
- Tardiness or absence from work.
- Failure to perform or willful neglect of job assignment as described.
- Fighting.
- Insubordination.
- Failure to wear proper uniform or to maintain acceptable appearance.
- Willful damage to Boy Scouts of America property, including graffiti.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- Gambling.
- Personal use of camp telephones without prior approval.
- Possession of firearms (that are not job-related), weapons or explosives on premises.
- Carelessness or deliberate failure to observe safety measures.
- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, and/or medical equipment.
- 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.
- Trespassing on unauthorized private land and state and federal closed public land.

EMPLOYMENT AT WILL

All employees of the BSA are “employees at will” and, as such, are free to resign at any time with or without advance notice or reason. Similarly, the Council may terminate the employment of any individual with or without advance notice or reason. Early resignations may affect future employment.

EQUAL OPPORTUNITY

All applicants are considered without regard to race, color, religion, sex, national origin, age (if over 18, or 21 for certain positions), marital status, veteran status, or the presence of a disability that is unrelated to your ability to perform the job requested.

What You Can Expect of Camp

Your “Letter of Employment” outlines specific dates of employment. **Any request for time off must be made in writing and approved by the Camp Director.** Most staff will work the entire camping season.

STAFF ARRIVAL AND DEPARTURE

Camp Cedars:

Staff training will begin on June 5th. Some staff will be expected to arrive before June 5th, and this will be communicated by May 1 along with arrival times.

When camp is in session, staff are expected to arrive on Sunday between 10:30 am and Noon. Staff will have time to move into living quarters for the week and meet in the dining hall no later than 12:00 pm. **No one should arrive at camp before 10:30 AM on Sundays.** Lunch will be provided, and check-in assignments will be discussed. Troops will begin arriving at 2:00 pm.

Dismissal time will vary depending on your position. Most staff, except for area directors and Trading Post staff, are dismissed Friday evening. Area directors and Trading Post staff are dismissed on Saturday as soon as program and staff areas are clean, and camp is ready for the next week. This will generally be by 9:00 a.m. Staff members who want to remain on property after dismissal on Saturdays must receive Camp Director’s approval.

Time off for the Wranglers, Assistant Head Wrangler and Head Wrangler will vary according to the needs of the area. Twenty-four hours per week of free time will be given to each staff employee working in the Equestrian area and will not necessarily follow the general practice of weekends that other areas observe.

Staff members may not leave camp during the week without specific permission from the Camp Director. Youth Protection and vehicle policies will apply. The medical officer must arrange for a qualified replacement prior to leaving camp. If granted permission to leave camp, sign out before leaving camp and sign in when you return.

Camp Amikaro:

Staff training will be held at Little Sioux Scout Ranch and will begin on June 5th. Some staff will be expected to arrive before June 5th, and this will be communicated by May 1 along with specific arrival times. Staff will not leave camp between staff training and the start of session 1, please be prepared to remain at camp through the duration of session 1 unless communicated by the Camp Director.

Staff are expected to arrive on Fridays each week NO LATER THAN 12 PM. Campers will begin arriving at 3:00 pm on Friday. Staff may arrive Thursday evening but are asked to **arrive NO EARLIER than 7 pm.** Those Staff choosing to arrive the day before will not be paid for an additional day and will be on property at the discretion of the Camp Director. When you check in Thursday evening, you **MUST** notify the camp director of your arrival. Dinner will not be provided on Thursday night for staff arriving early.

Staff will be dismissed by 3 PM on Sunday, provided that all assigned tasks have been completed by all Staff.

If all necessary tasks to “close” camp between sessions are not completed by 3 pm, some or all Staff may need to stay until everything is done. **Staff members under 18 years old must leave camp after the session.** Staff members who want to remain on property after dismissal on Sundays must receive Camp Director’s approval.

Staff members may not leave camp during a Session without specific permission from the Camp Director and parent approval for those under 18 in IA and 19 in NE. Youth Protection and vehicle policies will apply. The medical officer must arrange for a qualified replacement prior to leaving camp. If granted permission to leave camp, sign out before leaving camp and sign in when you return.

VEHICLE USAGE AT CAMP

Staff members and other persons in camp will NEVER ride in the bed of trucks. Vehicles designated for camp use will be operated only by individuals designated by the Camp Director or Camp Ranger. The speed limit everywhere on camp property is 5 mph, except where otherwise indicated.

All staff member vehicles must be parked in the designated parking areas assigned by the Camp Director. All staff members can only use their personal vehicles for transportation to and from home, or when departing camp for an evening off. **The Camp Director will approve specific staff members for limited driving on camp.**

BICYCLE USAGE AT CAMP

Bicycles are permitted with the following rules enforced in camp. Failure to follow these rules may result in a bike being removed from the rider's possession. The ability to use bicycles in camp is a privilege and not a right.

- A helmet must always be worn (and fastened) by the rider and each bicycle is permitted to have a maximum of one rider.
- Riders are expected to know the rules of the road for bicycles as stated in the Cycling Merit Badge pamphlet (i.e. which side of the road to ride on).
- Bicycles are for use on camp roads only and not permitted to be used on any trails or in campsites.
- When not in use, bicycles are expected to be parked off roadways and trails in such a way as to not impede vehicular or pedestrian traffic.
- Mid-America Council is not responsible for personal bicycles in camp, they are the sole responsibility of the owner.

LIVING QUARTERS

Camp staff are housed in either personal tents, 10' x 12' wall tents (two persons to a tent) on platforms, or in roofed housing depending upon age and gender. Housing varies per camp, and will be communicated by the Camp Directors. All staff are provided with cots, mattresses, and electrical outlets in their living quarters. Staff members are responsible for providing their own linen, blankets, pillows, and towels.

YOU ARE EXPECTED TO LIVE IN ASSIGNED QUARTERS. Please do not move camp furnishings into or out of your quarters without permission. **ALL STAFF MUST LIVE AT CAMP LOCATION UNLESS APPROVED BY CAMP MANAGEMENT.**

Most staff members live near other staff members and participants, thus sanitation and safety in your quarters affects those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating safety hazards such as open flames, overloaded electrical outlets, and food or trash that may attract rodents. Cooking in or around tents is prohibited.

Camp management will make occasional checks of staff quarters and storage areas. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. Whenever possible, you will be given the opportunity to be present when visits are made.

While electricity is available in staff lodging, appliances such as stereos are not recommended. Electrical wiring in these locations is designed for minimal needs. You are required to conform with the "electrical code" established for each tent. Multiple outlet plugs may not be used.

The locations and specifications for staff housing at Camp Cedars are currently as follows and are subject to change:

- Staff Row: Youth male staff members.
- Commissioner Row: Adult male staff members.
- McComber Lodge: Female staff members, divided into youth and adult sides.
- Karp Pavilion Basement: Adult male staff members.
- Thomas Pavilion Bunk House: male equestrian staff members.
- Heritage Lodge: female equestrian staff members, divided into youth and adult.

The locations and specifications for staff housing at Camp Amikaro are currently as follows and are subject to change:

- Staff Row (tents): Youth male staff members
- North Cabin / North Valley: Adult male staff members
- East Cabin: Youth female staff members
- Adult female staff members and other specific staff members may be assigned to other housing by the Camp Director

Male and female staff members may not share living quarters unless they are married. However, there is no guarantee that married couples will be allowed to share living quarters.

No staff member of the opposite sex is to be in living quarters unless approved by the Camp Director or during an inspection by camp management.

Quiet hours are from 11:00 PM to 6:00 AM, unless otherwise communicated. This is not just for the campers but is also for the health and well-being of our staff. Camp life can be stressful and adequate rest is needed.

Staff areas are not always supervised. You are strongly discouraged from bringing expensive items to camp. The Mid-America Council is not responsible for lost or stolen items.

STAFF COMMUNICATIONS

Camp business telephones are for camp business purposes only. **Messages left for staff members will be relayed at the next meal. Emergency messages will be delivered as soon as reasonably possible.** Cells phones and computers are NOT to be used during program/class times. This also includes dining hall meals, when scouts are present.



Camp Cedars
402.514.3061
(June 1 – July 22)

Camp Amikaro
402.452.7115
(June 1 – July 3)

STAFF SCOUT ADVANCEMENT AND PROGRAM AREAS (Camp Cedars)

Staff members may work on Scout advancement and merit badges provided they have free time, their Area Director's approval, and it does not interfere with program in camp. Once approved to enroll in a class, staff members must ensure that they are registered in the online registration system at the Smith Administration Building.

LAUNDRY

At Camp Cedars, a washer and dryer are available behind the staff row shower house, Heritage Lodge, and the basement of the Karp Pavilion. There are no laundry facilities at Little Sioux.

STAFF LOUNGE

A designated space on camp will be determined by the Camp Director that may be used exclusively by camp staff members while not on duty. The Program Director will establish a duty roster to clean the lounge. The lounge is closed from 11:00 pm to 8:00 am.

At Little Sioux, the Welcome Center is available for staff members while not on duty. This building also serves as offices for the Camp and Program Director, and residence for Medic/Directors; be respectful. The Welcome Center is closed to staff not residing there from 10:00 pm to 6:00 am.

These areas must always be kept in presentable condition.

SALARIES, PAY DAYS AND WITHHOLDING TAX

Deductions will be made from each paycheck as required by law for Social Security, Federal and State withholding tax, and any outstanding account balance with the Council. A staff member's salary is not a subject for discussion among staff, except between the staff member and Camp Director. **Staff pay will be direct deposited and a separate pay schedule will be sent to you via email prior to camp starting.** If a staff member takes a full or partial day off, or skips a day or leaves camp, pay will be adjusted to reflect the absence. The Camp Director has the authority to decide to withhold the final paycheck at the end of the employment period pending submission of final written reports and return of camp equipment.

FAIR LABOR STANDARDS

Each camp operates under the Fair Labor Standards Act and under the laws of the State of Nebraska/Iowa as it pertains to youth labor. If you or your parents have any questions regarding this, please contact the Camp Director.

COUNSELORS IN TRAINING (CITs)

CITs are in camp to learn about being a camp staff member, to train in various program and service areas, and to learn as much about camp as possible in preparation for being paid staff members in the years ahead. It is the responsibility of all staff members to ensure that CITs have an extremely positive experience while in camp. Staff members need to spend time with them, assist them, and make them feel welcome.

INSURANCE

All paid camp staff members are covered by **workers compensation insurance** to cover accidents on the job. All job-related injuries must be immediately reported to the Health Officer, and all such injuries must be treated through approved camp medical channels. Injuries incurred because a staff member did not wear the proper safety equipment or follow established safety rules are not covered under workers compensation and are the responsibility of the staff member. Routine **medical insurance** is the responsibility of the staff member or his/her parents. Medical services provided at camp are at no cost. Staff members will be billed for services provided outside of camp (if not covered by workers compensation insurance).

SICK DAYS

The Camp Health Officer, working with the Camp Director, can allow a day or any portion of a day to rest and recuperate from minor illnesses. Camp staff will not be paid for illnesses requiring leave for more than one day.

EMERGENCY LEAVE

In the event of illness or death in the family, or urgent business, leave will be granted according to individual circumstances at the discretion of the Camp Director. Such leave shall be without pay, but the staff member's position shall not be placed in jeopardy.

STAFF EVALUATIONS

All staff members will be evaluated twice during the camp season by your supervisor mid-season and end of season. These evaluations will consist of written forms and comments that will be shared with the staff member. The purpose of the evaluation is to improve the camp program, apprising camp staff members of their perceived strengths and weaknesses and offering suggestions for improved performance.

Personal Equipment

Use the following list as a guide in deciding what to bring to camp. Please limit the amount of personal gear you bring. Living quarters can become very cramped and security can become a problem.

REQUIRED

- At least one complete BSA Field uniform (see below)
- Complete camp staff uniforms (see below)
- Blankets and sheets or sleeping bag, and pillow
- Alarm clock
- Rain gear
- T-shirt and shorts
- Sweater and jacket
- Long pants
- Moccasins or rubber soled shoes
- Lightweight hiking shoes or boots
- Underwear, socks, pajamas
- Toiletry items
- Towels and bandanas
- 1-piece Swimsuit / Swim trunks: Females will not wear 2-piece bathing suits. Males will not wear competition-style suits—swim trunks only.

- Flashlight
- Watch
- Laundry bag
- Duffel bag or pack
- Supply of personal medications

OPTIONAL

- Camera
- Musical instrument
- Footlocker with lock
- Wide brim hat
- Bible, testament or prayer book
- Notebook, pen, pencil
- Sunglasses
- Sun screen and bug spray
- Fishing gear
- Pocket knife

CAMP STAFF UNIFORMING POLICY

The Boy Scouts of America is a uniformed organization and wearing a uniform properly at camp is part of your job responsibility. The proper, clean uniform is required whenever you leave your housing area, unless you are leaving council property. Staff members must bring or purchase enough uniform parts to be in correct uniform daily. Infractions can result in dismissal.

Picture ID tags or nametags will be provided and must be worn by all staff while in uniform. ID tags are to be worn on the right pocket flap or collar of the Scout or staff shirt where it can easily be seen. Name tags are important to our customer service and security and must be worn at all times.

APPROPRIATE UNIFORMS

Scouts BSA Field uniform (option 1)

BSA Tan Shirt, short or long sleeve
BSA Olive Green Shorts, Skort, Pants, or BSA Convertible Pants
Shoulder Tabs (color of your primary BSA registration)
BSA Belt or Camp Belt
ID Name Tag

BSA Venturing / Sea Scout uniform (option 2)

BSA Venturing / Sea Scout Shirt, short or long sleeve
BSA Venturing / Sea Scout Shorts or Pants
BSA Belt or Camp Belt
ID Name Tag

Camp Staff uniform

Camp Staff Shirt
BSA Olive Green or Venturing Gray pants/shorts/skort
BSA Belt or Camp Belt
ID Name Tag

New staff will be issued two staff shirts upon arrival. Returning staff will receive one. Additional staff shirts will be available for purchase.

An official Scouts BSA or Venturing field uniform will be worn for evening meals, formal flag ceremonies, and Vesper Services. All parts of the field uniform must match the designated uniform, and shirts always tucked in. If you choose to wear a hat or cap it must be official BSA, Camp Cedars, Camp Amikaro, or a Troop issued hat.

Some positions will require a deviation from the above uniform options. Exceptions to the uniform policy may include:

- When in your living quarters or evenings in the staff lounge.
- Aquatics staff during class or other aquatic events. A shirt must be worn when outside the pool fence or away from the beach.
- Camp Cedars: Equestrian staff must wear appropriate attire while on duty, at breakfast, and lunch outlined by the Equestrian Director. Staff must wear one of the above three options at dinner in the Dining Hall.
- International Camp Staff members who wear the uniform of their home country.

- Hazardous or temporary job conditions may require special clothing. A supervisor will make these decisions depending on the scenario.
- When instructed by the Camp Director.

Military personnel on temporary assignment at camp may wear the uniform of their respective services or one of the three options described.

PROGRAM DELIVERY

Scouts come to camp to have fun. Advancements happen along the trail of having fun in camp when staff members present material in an exciting and engaging manner. Scouts achieve certain levels of competency as they learn and experience these fun things. The fact that they pass a requirement for an award is secondary to their overall experience.

LESSON PLANS

All instructional sessions are required to have documented lesson plans. These are not intended to be a rigid structure of class content, but guidelines to help instructors present a meaningful and complete program. Lesson plans will be prepared during staff week under the guidance of your Area Director, updated during the summer as needed, and subject to review by the Program Director at any time.

ADVANCEMENT PAPERWORK

Area Directors are responsible to ensure all advancement paperwork (attendance records and reports) is properly completed and submitted daily. Units will have continual access to a Scout's progress record throughout the week, and permanent access once camp ends through the online registration system. Each Leader will receive a report detailing his or her Scouts' attendance, completion and/or progress in the classes.

ADVANCEMENT STANDARD

- A Scout may be required to do neither more nor less than the requirement states.
- A Scout must complete each requirement exactly as the requirement is stated.
- Staff is permitted (and encouraged) to give extra help, schedule additional sessions, and do everything possible to help a Scout fulfill the requirements.
- Staff members are required to keep daily class attendance and completion records.
- Camp Cedars: Staff members may not sign off on Tenderfoot, Second Class, or First Class Rank requirements; this is the responsibility of the Scout's Troop leadership.
- Scheduled merit badge and other classes must meet the full length of their set time.
- Scouts will never be subjected to fear or humiliation.

HINTS ON PROMOTING GOOD BEHAVIOR

- Be honest in what you say and do. A Scout's faith in you is your greatest asset.
- Remember that Scouts respond with action. Say, "do this," rather than, "don't do that."
- Explain why; never say, "because I said so."
- When you have a program to deliver, start out correctly. Be at your location ahead of time and have all necessary materials ready.
- Do not tell a Scout it is easy. If it is supposed to be easy, and he still can't do it, how do you think he will feel?
- Be understanding and sympathetic toward all Scouts and adult Scouters.
- Action = reaction; you get in return what you model. Scouts reflect you and your actions.

TEACHING TIPS

- We learn 20% of what we hear, 30-50% of what we see, 50-70% of what we hear and see, 70% of what we say, and 90% of what we say and do!
- Tell me—I forget; Show me—I remember; Involve me—I understand!
- Always catch a Scout doing something right, not wrong.
- Explain and demonstrate one step; then let the Scout try it.

- Make full use of pictures, signs, displays, and other teaching materials.
- When lecture is necessary, make it short and simple. Follow with activity.
- Written “final examinations” are not necessary in camp; this is not summer school.

LEADING DISCUSSION TIPS

- Prepare for the discussion. Read up on more than just the merit badge pamphlet. Write an outline to provide a pattern of ideas.
- Get the group to feel at ease. Arrange the group comfortably in a circle or square so they face one another. Permit friendly disagreement, but only on the point under discussion.
- Give everyone a chance to talk. Draw out less talkative Scouts by asking direct questions or asking them for suggestions. Call all Scouts by name.
- Discourage speechmakers by reminding them of the limited time or by suggesting that they cut it short until others have a turn.
- Call on all Scouts when they are ready to talk rather than going around a circle.
- Ease yourself into the background as the discussion builds. You become a moderator and are not a part of the discussion.
- Keep the discussion on track. Bring it back to the subject by suggesting there are more important points to be covered in the limited time. Give Scouts credit for ideas developed in the discussion.
- At the end of the period, summarize the discussion and place the significance into a broader context.

PROGRAM MATERIALS

Camp provides the necessary materials and equipment for Scouts to complete the merit badge requirements offered. Area Directors should conduct an opening inventory of equipment and supplies as early as possible in staff week. A written copy is submitted to the Program Director. Area Directors should request additional supplies, if required, in writing to the Program Director. Every effort should be made to provide at minimum a 48-hour notice for needed supplies. Only the Business Manager or Camp Director will issue purchase orders. A closing inventory will be made at the closure of camp, and a written copy given to the Program Director and Camp Director.

Seeking Advance Permission

No paragraph in this manual contains the colloquial sentence, “It’s easier to seek forgiveness than ask permission.” It does not apply. The Camp Director and Program Director will consider reasonable exceptions to specific policies when permission is sought in advance. Permission will never be granted after the fact, regardless of circumstances.

This handbook contains the present personnel policies and practices of Mid-America Council camp staff and is provided for the guidance of its employees. PLEASE READ AND BECOME FAMILIAR WITH THE MATERIAL IN THIS HANDBOOK. These policies and practices may be changed without notice. None of the policies or practices described in this handbook constitutes or should be relied on as a contractual obligation of the Mid-America Council to its employees or to any other persons. In addition, nothing in this handbook guarantees any specific term of employment or otherwise limits the right of the Mid-America Council or its employees to terminate their relationship at any time with or without reason.