

Camp Crooked Creek

Lincoln Heritage Council



2019 Staff Manual



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Welcome!

March 1, 2019

Dear Staff Member,

I would like to take this opportunity to welcome you to the Camp Crooked Creek staff. This will be the 32nd season for the reservation and as staff members, we are lucky to be a part of it. I want to make this opportunity a challenging, fun filled, learning experience for you.

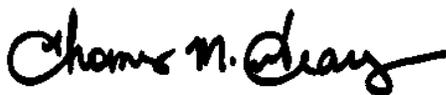
I also want you to look to your selection as a leader by doing the best possible job serving the campers and leaders who cross your path. This job that you have agreed to do is by no means a small task. There will be many hours of fun and fellowship, but there will also be hard work that will require a strong commitment from you. It is our job to plan and deliver the Summer Camp Program Scouts and Scouters expect from Boy Scout Camp.

This Staff Manual will outline some of your duties and responsibilities for the upcoming camp season and provide answers to some of the questions you may have. Please be familiar with this manual before you arrive at camp on June 5th as this information will be referred to on many occasions throughout the summer. You will be responsible for knowing and adhering to all information contained in the Camp Crooked Creek Staff Manual.

Summer Camp is one of the greatest experiences in the life of a Scout. Few times in his Scouting life equal the week he will spend under your guidance and leadership. The fun and excitement of Scouting is found at Summer Camp. A Scout is expected to be a good camper, to know his way in the woods, to swim, to handle a canoe, and to be able to save a life. The most important resource we have to accomplish these things is you, the competent, well-adjusted staff members, to share your knowledge with leaders and Scouts.

Thank you again for your commitment to Scouting. We have much to do, but I'm confident that as a staff we can reach our goals and deliver one of the best programs in our camps long history. I look forward to working with you and if there is anything I can do to help, please don't hesitate to reach out.

Sincerely,



Thomas M. Geary
Camp Director
Camp Crooked Creek

Important Dates

Staff Training Date

May 25, 2019

Summer Camp Schedule

June 5 th – 8 th	Staff Week
June 9 th – 15 th	Week 1
June 16 th – 22 nd	Week 2
June 23 th – 29 th	Week 3
June 30 th – July 6 th	Week 4
July 7 th – 13 th	Week 5
July 14 th – 20 th	Week 6

Arrival

Staff Week begins on June 5th. Plan to arrive at camp between 12:00pm and 3:00pm. Your first stop will be the Administration Building to check in, turn in any outstanding paperwork, and receive your cabin assignment. **Cabin assignments will remain the same all summer, unless a switch is approved by the Camp Director.** Then you need to go to your cabin and unpack. The training program will begin shortly afterward.

Departure

Each Saturday the staff will be dismissed by the Camp Director when all work for the week is finished, and all campers have been checked out – generally before 11:00am on Saturdays. Staff will have to be back on camp on Sunday by 12:00pm. *Staff will be expected to stay until 5pm on the Saturday of Week 6, July 21st.

Staff members should not expect to depart earlier than on your contracted end date, unless arrangements with the Program Director have been agreed upon in advance.

Nights Off

Staff members may have one night off per week. You may leave when your program duties for the day are finished and the evening flag ceremony has concluded, and only if approved by your Area Director. **Staff under 18 must be back on camp property by 11:00pm. Staff over 18 must be back by midnight, unless the Camp Director gives special permission.**

Staff Aims & Objectives

The Staff will try their absolute best to:

1. Provide every camper with a wholesome and safe experience that at least equals their high expectations.
2. Help campers develop a keen awareness and appreciation for the great outdoors and to motivate them to assume the responsibility for living in harmony with nature.
3. Help fulfill the basic objectives of the Boy Scout of America – characterbuilding, citizenship training, and physical and mental fitness.
4. Demonstrate enthusiastic Scouting spirit and good leadership.
5. Exemplify the principles of the Scout Oath and Law.
6. Promote a spirit of genuine friendliness, understanding of others, and cooperation.
7. Work as a team with the common goal of providing an atmosphere where Scouting is experienced at its best.

Introduction

This Staff Manual was prepared to help you do a better job as a Camp Staff member. You will want to become thoroughly familiar with the techniques and information it contains.

Before you arrive at camp, read the manual thoroughly so you will have a basic understanding of the following:

***Camp Policies**

***Procedures**

***Organization**

***Traditions**

***General Outline of Program**

***Emergency Procedures**

When Staff training begins, we will assume you have read this manual and that you will be ready with any questions on anything that is not clear. Be sure to be familiar with your particular responsibilities.

Camp Crooked Creek

Staff Philosophy

The aim of Scouting is to build character, foster good citizenship, and develop physical, mental and moral fitness among the youth who come under its influence. In the Boy Scouts, this aim is promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. These are as follows:

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.

Scout Motto

Be Prepared.

Scout Slogan

Do a good turn daily.

The primary function of the summer camping program at Camp Crooked Creek is to provide a long-term camping experience for Scouts within the purposes and methods of the Boy Scouts of America.

Therefore, the rules that govern Camp Crooked Creek are the Scout Oath, Law, Motto, and Slogan. Every staff member is expected to commit them to memory and conduct him or herself accordingly. As a member of the camp staff you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

Troops come to camp to take advantage of the outdoor programs provided by a well-trained, experienced staff. But the primary reason that Scouts and Leaders come to camp is to have fun. If it's not fun, it's not Scouting. As a staff member you must have a positive attitude and take summer camp seriously. However, also remember that it should be fun for you as well. There is a great satisfaction in working with youth, helping them develop their knowledge, skills and abilities, and in being a positive influence in their lives. Being on the staff at Camp Crooked Creek is an adventure, and hopefully a rewarding experience that will make you a better person.

Purpose of Camp Crooked Creek Summer Camp

Camp Crooked Creek is the Lincoln Heritage Council's outdoor educational center for Louisville and the surrounding area. Its purpose is to provide leadership training on the outdoor Scouting program. Camp should also demonstrate the best conservation practices.

Since Camp Crooked Creek is the laboratory of Scouting, Scouts work together to learn the best methods that Scouting can offer to develop better units, qualified Scouters, and skilled, self-reliant boys and young men. Here, a scout learns how to live in a democracy by working in the patrol and troop.

Scout Method of Camping

The ideal method of Scout camping is the chartered Troop or unit camping successfully under its own leadership. The purpose of the summer camp is to provide experiences for the unit that will make it better able to plan and conduct its own program. The services of the camp staff, therefore, are of a counseling, coaching, and supervisory nature. In council operated camps, units should learn to promote and conduct aquatics, nature programs, games, and the patrol method. Our success as a camp is measured by the extent to which the unit has learned the following:

- ◆ *To stand on its own two feet*
- ◆ *To acquire or stimulate a new interest*
- ◆ *To use its youth leaders*
- ◆ *To strengthen the individual scout*
- ◆ *To train its instructors in various skills*

The Scout in Camp

We, as the Camp Staff, must keep foremost in our minds that we are here to serve the scouts, without them there would be no need for us. The scouts have many interests. We must attempt to reach them in as many ways as possible. There will be occasions when a scout will want to do some things completely on their own. Perhaps a scout wants to sit and watch the clouds go by, hang a fishing pole in the water, or just take a walk around camp.

Everyone is Important

All staff jobs are important. If the job wasn't necessary and important we wouldn't have asked you to do it. We have ONE STAFF, a cohesive unit working together to meet the goals of our customers, the scouts and leaders coming to our camp. You hold a position on the camp staff because you have leadership ability and a skill set in a specialized field. Try to better these skills throughout the summer. Your ability to grow makes you a more valuable member of the staff. Talk over your ideas with others. From their experience you may find valuable suggestions- all of us want you to a better job regardless of which area you are serving.

Your job is very important. So is every other job in camp. A problem in one area could be a problem for everyone and reflects poorly on all of us. We must respect everyone's work and lend a helping hand if needed. At camp we live closely, and at times, we can wear thin on each other, so think before you speak or act. We must all work at living with each other. Camp is a training for us as we learn to respect each other's rights, property, skills, and faults.

You may find yourself transferred from one job to another as time dictates. All we ask is that you do the best job you can in every task. Every single job at camp is necessary, and whatever you are asked to do is important. In fact, chances are that the person asking you has done the same job before too. There is no job beneath the dignity of any staff member... or unworthy of your best effort.

Purpose of Camp Program Activities

In our camp program activities, we have a unique opportunity to achieve the following objectives. There is no better place than the outdoors to teach appreciation of the resources that have made America great and which must be maintained if America is to remain strong and free. All our activities- Scoutcraft, Aquatics, Shooting Sports, High Adventure, Handicraft, Citizenships, Frontier Town, and Dan Boone - are directly related to the conservation of our natural and human resources.

SCOUTCRAFT

- ◆ To help Scouts develop an interest and acquire a proficiency in the basic skills of the outdoors
- ◆ To teach Scouts to appreciate and understand the out-of-doors by making the best use of their own facilities and their natural surroundings
- ◆ To train units in the skills of Outdoor Skills and Woodcraft so that they will be qualified to camp successfully on their own
- ◆ To provide proper knowledge of health and safety practices and to create an environment in which boys may develop healthy mental attitudes to the end that personal fitness may become a reality

AQUATICS

- ◆ To aid Scouts to be skillful about and at home in the water, relaxed and confident in their ability to swim.
- ◆ To instruct Scouts in methods of self-preservation, water safety, aiding others when necessary, and caring for aquatics equipment.
- ◆ To give all Scouts fun in and on the water and promote activities that will have recreational value in life.
- ◆ To make better use of facilities for aquatic sports such as fishing, swimming, sailing, and boat and canoe trips.
- ◆ To develop coordinated and strong bodies
- ◆ To help units carry on a year-round aquatics program that is safe, including instruction in swimming, boating, and rescue methods.

HIGH ADVENTURE

- ◆ To instruct Scouts in proper, safe methods of rappelling and climbing
- ◆ To develop self-confidence, teamwork, strong minds, and strong bodies
- ◆ To instruct unit leaders in the value of the Climb on Safely program
- ◆ To provide training for safe ATV use and to instruct skills on evaluating terrain

SHOOTING SPORTS

- ◆ To provide basic skills of knowledge, skills, and attitude to handle firearms and archery safely.
- ◆ To provide advanced skills that add color and a change of pace to the camping program
- ◆ To teach the skills of various merit badge and hobby interest that help boys and men build a lifelong interest in the out-of-doors: archery, rifle and shotgun shooting
- ◆ To provide program resources that enrich the year-round program of Scout units

FRONTIER TOWN

- ◆ To answer the creative urge of a boy to forge something with his own hands
- ◆ To provide a practical means where boys may improve the physical environment by making things of beauty or usefulness for themselves or others.
- ◆ To provide the opportunity of utilizing “old-time” processes and “modern day” techniques to make projects.

ECOLOGY/CONSERVATION

- ◆ To help boys develop the right kinds of attitudes regarding the importance of natural resources and their wise use. These resources are of little value except as they contribute to the health, welfare, and happiness of man. We must show boys that these resources are to be used intelligently and in such a way that they will always contribute to man's well-being.
- ◆ To contribute to the rebuilding and wise use of America's resources by actual work on the land, in forests, and along its waterways
- ◆ To carry out such activities as erosion control, forest-fire detection and prevention, and wildlife habitat improvement, so that boys learn some of the techniques necessary to the continued productivity of these resources.

DAN BOONE (FIRST YEAR CAMPER)

- ◆ To help boys develop the right kinds of attitudes regarding the basic scout skills and importance of using them wisely.
- ◆ To use outdoor skills in the absence of modern technology.
- ◆ To develop and understand the patrol method and how to use it in group activities.



ACTIVITY SCHEDULE

Sunday	12:00pm – Staff arrive at camp 2:00pm – Check-in of Units begins 7:30pm – Scoutmaster and SPL Roundtable at the Admin Building 9:00pm – Opening Campfire (staff arrive by 8:30pm)
Monday	4:30pm – Leaders Shoot at the Rifle Range 7:30pm – Fingerprinting Merit Badge (Handicraft) at Handicraft Lodge 7:30pm – 3-on-3 Basketball (Scoutcraft) near GaGa Pit
Tuesday	3:30pm – Leaders Happy Hour at the Trading Post 4:30pm – Scuba at the Pool (Session 1) 4:30pm – Chaplain Aide Meeting at Admin 7:30pm – Fishing Derby (Scoutcraft) at the Parade Field 7:30pm – Duct Tape merit badge (not an actual MB) at Trading Post
Wednesday	2:00pm – Leaders Dutch Oven Cook-off 7:30pm – Volleyball (Scoutcraft) at Handicraft Lodge 9:00pm – Vespers at the Amphitheater
Thursday	6:00am – Polar Bear Plunge (Aquatics) at the Lakefront 4:30pm – Patch-O-Ree at the Trading Post 4:30pm – Scuba at the Pool (Session 2) 6:30pm – Leaders Dinner at the Lakefront Pavilion (subject to change) 7:30pm – Mafeking (All Camp) 9:15pm – Order of the Arrow Call Out Ceremony
Friday	4:00pm – Visitors arrive for Family Night (staff will assist parking vehicles) 8:45pm – Troops line up for Campfire at the Dining Hall 9:00pm – Closing Campfire (Staff assignments start at 8:15pm)
Saturday	7:00am – Break Camp, all staff meet in the Dining Hall

Campers will depart camp by 9:00am on Saturday. Saturday breakfast will be from 7:00-7:30AM. All staff will meet in the Dining Hall at 7:00am for week close-out assignments. Staff will be dismissed by 11:00am.

Daily Schedule

6:00AM	Reveille
6:30AM	Waiter Call
6:45AM	Meal 1 – Breakfast
7:30AM	Flag Ceremony
7:35AM	Meal 2 – Breakfast
8:30-9:20AM	Session 1
9:00AM	Scout Leader’s Roundtable at Admin
9:30-10:20AM	Session 2
10:30-11:20AM	Session 3
11:40AM	Waiter Call
11:50AM	Meal 1 – Lunch
12:35PM	Meal 2 – Lunch
1:00PM	Senior Patrol Leader Meeting at Admin
1:30-2:20PM	Session 4
2:30-3:20PM	Session 5
3:30-4:20PM	Session 6
4:20-5:30PM	Open Program Areas
5:35PM	Waiter Call
5:45PM	Meal 1 – Dinner
6:25PM	Flag Ceremony
6:30PM	Meal 2 – Dinner
7:30PM	Special Events and Twilight Activities
9:45PM	Call to Quarters
10:00PM	Taps

The Friday schedule will not include a Flag Ceremony in the evening. Staff will eat Staff Meal at 6:00pm, the location of which will vary week to week and communicated through your Area Director. Any troop who is eating dinner in the Dining Hall on Friday will eat their meal at 6:00pm, as many troops have family style meals in their campsites.

The schedule may be adjusted by the Camp Director.

Meal Schedules

Staff can eat either Meal 1 or Meal 2, but please check with your Area Director.

Campsites 1-5 and 5a will eat Meal 1.

Campsites 6-12 and the Bunkhouse will eat Meal 2.

Staffers are expected to participate in meals and mealtime programs when directed by the Camp Director or his designee.

Job Descriptions

Camp Director

Reports to:	Scout Executive, Director of Camping Services
Requirements:	Responsible adult over 25, previous camp staff experience, National Camp School certified, Lives on camp property during Summer Camp Season, financially minded.
Responsible for:	Overall management and safe operation of camp Camp Leader's guide development Plans Merit Badge schedule Staff training Camp Staff meetings Makes sure camp meets all applicable National Standards and federal, state, and local codes. Trains and supervises trading post and dining hall staff Develops and follows camp operating budget

Program Director

Reports to:	Camp Director
Requirements:	Minimum 21 years old, ability to delegate, gets along well with others, National Camp School certified in Program, lives on camp property during summer camp season.
Responsible for:	All program related aspects of camp including, but not limited to, training and supervising program area staff.
Duties:	Develop weekly camp program including; campfires, mealtime programs, camp-wide games, evening activities, evaluate performance of program area staff, keep up to date program equipment inventory, operate within program budget, train program staff, and lead daily SPL meetings.

Camp Ranger

Reports to:	Camp Director
Requirements:	Minimum 21 years old, ability to operate camp equipment and perform various forms of general maintenance. Must be able to work well with volunteers and staff throughout the camp.

Responsible for: Up-keep of camp equipment, facilities, and purchasing of supplies directly related to camp maintenance. Makes sure camp properties are neat in appearance and safe.

Duties: Remove campsite and other facility trash when otherwise needed, oversees mowing and landscape maintenance, provides tools and materials for conservation or camp improvement projects, oversees campsite equipment placement and care, supervises maintenance area, makes needed repairs to buildings and equipment, maintains inventory of needed parts and materials. Makes sure all safety regulations (OSHA, etc.) are followed at all times. Other duties as assigned by Camp Director.

Assistant Ranger

Reports to: Camp Director, Camp Ranger

Requirements: Minimum 18 years old must be able to operate lawn care equipment and camp vehicles.

Responsible for: Care of camp grounds and landscaping.

Duties: Mow all areas of cultivated grass, trim around buildings, fences, and walkways. Assist volunteers in these areas. Other duties as assigned by Camp Director.

Camp Commissioner

Reports to: Camp Director

Requirements: Minimum 18 years old, registered Scouter with knowledge of scouting programs.

Responsible for: Creating a high moral among Troops in camp, campsite inspections, training unit leaders in the importance of Troop camping and the Patrol method, interprets national policies and regulations relating to Troops in camp.

Duties: Leads campsite inspections, keeps records of Honor Leader, Camper, Troop, and Patrol awards, judges Dutch Oven cook-off, acts as liaison between units and Camp Staff, provides immediate help in solving unit problems in camp, serves as an information source on Camp programs and activities.

Health Officer

Reports to:	Camp Director
Requirements:	Responsible, minimum 21 years old, holds current certification in one or more of the following; First Responder, EMT, Paramedic, MD, RN, Nurse Practitioner, Physician's Assistant, or must be at least a 2 nd year Med. School student.
Responsible for:	Overall health and safety of camp. Cares for non-life-threatening injuries and evaluates need for professional attention. Cleanliness of Health Lodge.
Duties:	Keeps First Aid Logs for Campers and Staff (two separate logs) up to date, monitors daily Dining Hall hot/cold charts, administers First Aid when needed, assists in teaching First Aid and Emergency Preparedness Merit Badges, is available at all times either in Health Lodge or by radio, performs check-in medical evaluations, accompanies individuals to hospital if needed, maintains security of First Aid logs, Staff and Camper Health Forms.

Dining Hall Manager

Reports to:	Camp Director
Requirements:	Responsible, minimum 21 years old, holds current food certification credentials.
Responsible for:	Providing safe, nutritious meals for Campers and Staff, maintains a safe, friendly environment for food preparation, serving, and clean up.
Duties:	As a dietitian, or with the assistance of a dietitian, develops a healthy menu, generates food orders, verifies and signs for food deliveries, maintains an inventory of food and paper products, oversees the preparation of all meals, oversees the cleaning of all kitchen equipment and area, supervises the kitchen staff and Dining Hall Steward.

Trading Post Manager

Reports to:	Business Manager
Requirements:	Responsible, minimum 21 years old must be able to oversee cash transactions and maintain accurate records.
Responsible for:	Maintaining a reasonable inventory of products and supplies, accounting for all cash received, keeping the trading post and surrounding area neat, clean, and safe, keeping food service items clean and operational, keeping trading post open reasonable hours.
Duties:	Keep a running inventory of products and supplies, make regular orders through Camp Director, train and supervise staff in operation and care of trading post equipment, keep shelves and machines stocked, count and turn in money to Camp Director after close of each business day. Monitor trading post and surrounding area for litter and keep clean. Report damaged equipment to Camp Director or Camp Ranger as soon as it is detected.

Aquatics Director

Reports to:	Program Director
Requirements:	Responsible, minimum 21 years old, holds Aquatics certification from National Camping School, holds current CPR certification.
Responsible for:	Overall Aquatics program at camp enforces national standards for aquatics as well as Safe Swim Defense and Safety Afloat. Safety of participants involved in Aquatics program.
Duties:	Supervise Aquatics area staff, lead adult training in Safe Swim Defense and Safety Afloat weekly, hold and promote Water Carnival, Keep Ranger up to date on needed repairs on equipment, keep accurate inventory of equipment and reports needs to Program Director, leads BSA Lifeguard training program, keep Aquatics area clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Shooting Sports Director

Reports to: Program Director

Requirements: Responsible, minimum 21 years old, holds current certification in Shooting Sports from a National Camping School

Responsible for: Supervises Archery, Rifle, and Shotgun ranges, the archery instructor, and rifle range assistant.

Duties: Maintenance of rifles, shotguns, and bows, trains Shooting Sports staff, keeps accurate camp opening and closing equipment inventory, responsible for safe storage of shooting equipment and ammunition, marks off safe area around ranges, makes sure national safety standards are met and maintained. Keeps shooting ranges clean. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Scoutcraft and Personal Development Director

Reports to: Program Director

Requirements: Minimum 18 years old, Thorough knowledge of and proficiency in Outdoor skills.

Responsible for: Supervises Scoutcraft and Personal Development area and area staff.

Duties: Insures knowledge and teaching ability of staff in required Scoutcraft skills, keeps up to date, weekly inventory of equipment, develops plan for Camping and Wilderness Survival overnights and informs Program Director of menu needs, develops, with Program Director, a plan for camp wide patrol competitions in Outdoor skills. Keeps Outdoor Skills area neat, clean, and safe. Provide the Program Director with an accurate roster of Scouts' attendance to classes and requirements met.

Ecology and Conservation Director

Reports to:	Program Director
Requirements:	Minimum 18 years old, trained in conducting and outdoor ecology program or who has other specialized training in the fields of forestry, soil and water conservation, fish and wildlife management, ecology or other related fields.
Responsible for:	Coordinates ecology and conservation programs at summer camp. Works with federal and state agencies to provide support to program. Coordinates service projects at camp, supervise ecology staff.
Duties:	Obtain Camp Conservation Plan from Ranger and work with him to develop conservation project plans for units. Maintain safe and healthy habitats for any animals kept in captivity. Design, setup and maintenance of nature trail. Keep Ecology area clean, neat, and safe. Provide the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

Dan Boone Director

Reports to:	Program Director
Requirements:	Minimum 18 years old, knowledge of Scouting program, patrol method, outdoor skills, and works well with younger Scouts.
Responsible for:	Operation of First Year Camper program, supervises Dan Boone program staff.
Duties:	Enlists help of unit leaders for program instruction. Keep inventory of program area equipment, advises Program Director of needs. Ensures training of Dan Boone area staff in BSA patrol method. Insures opportunities for day hikes and Troop moral within Dan Boone area. Keeps the area clean, neat, and safe. Provides the Program Director an accurate roster of Scout's attendance to classes and completion of requirements.

High Adventure Director

Reports to: Program Director

Requirements: Minimum 21 years old, first AID/CPR trained, physically able to complete tasks associated with high adventure program, and team oriented. Hold a current National Camp School card.

Responsible for: Operation of high adventure program.

Duties: Work with the program and camp director to schedule required high adventure program plans. Will provide feedback and suggested changes to the McKee Adventure Program. Be responsible for transportation of Scouts to and from off-site locations and for their overall health and safety during these trips. Will work with off-site vendors to ensure proper BSA ideas are followed. Work with the head cook to coordinate off-site meals.

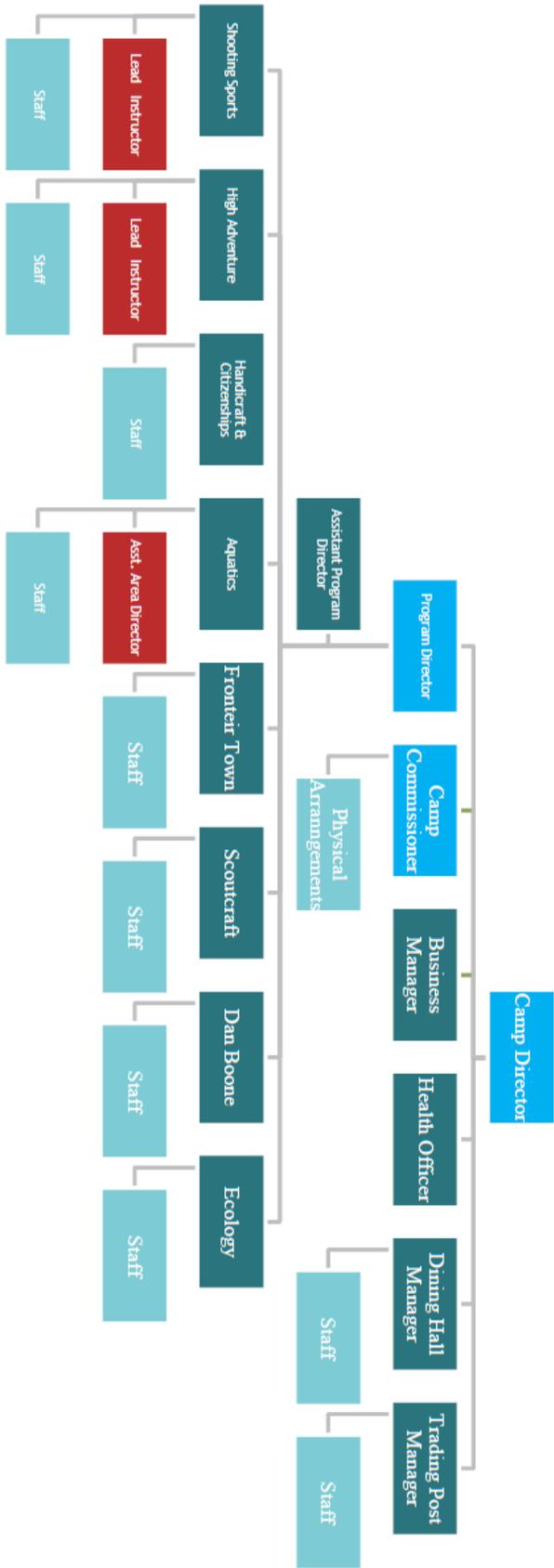
Instructors (all areas)

Reports to:	Respective Area Director
Requirements:	Minimum 15 years old, knowledge of, or skill in, a particular area at camp. Ability to teach skills and relate knowledge to other youth.
Responsible for:	Carrying out all duties as assigned, making sure that merit badge skills and knowledge are taught and comprehended by Scouts in the best way possible, treating all Scouts and Leaders at camp as valuable customers, health and safety of all scouts in their area, lesson plan development
Duties:	Teach Merit Badge classes or skills, as assigned. Keep accurate records of Scout's attendance to classes and completion of requirements. Set up, maintenance, and take down of program areas. Keep program area and Staff Area neat, clean, and safe. Help with evening camp wide program activities. Any and all other duties as assigned by Camp Management team.

Support Staff (trading post, dining hall, etc.)

Reports to:	Respective area director
Requirements:	Minimum 16 years old with abilities to carry out assigned tasks.
Responsible for:	Carrying out all duties as assigned, assisting with set up, inventory, maintenance, and take down of area and camp equipment. Assisting Scouts and Leaders with specific needs as they arise. Health and safety of all Scouts and leaders. Keep areas clean, neat, and safe.
Duties:	As assigned.

Camp Crooked Creek Organization Chart



General Information

BEFORE YOU LEAVE HOME FOR CAMP

- ◆ Have physical examination on the Boy Scouts approved health form parts A, B, & C, complete personal information on form and get parents signature (if under 18).
- ◆ If under 18, have parents complete and sign permission slip for you to leave camp on your night off and on Saturday with someone other than your parents
- ◆ Obtain needed uniform parts from Council Scout Shop. A discount can be obtained for the staff uniform once all employment paperwork has been turned in to the Council office.

WHAT TO BRING WITH YOU

- ◆ One or more complete summer Venturing uniforms including: Venture shorts or Venture long pants, green Venture uniform shirt with proper insignia, Venture socks, Silver epaulets, and a BSA belt (CCC belts are sold at the Trading Post)
- ◆ Sheets, blankets, pillowcases, and/or sleeping bag
- ◆ Rainwear and boots
- ◆ Extra shoes
- ◆ Shower Shoes (for shared bathroom facilities)
- ◆ Swimming gear – males must wear swim trunks, females must wear a one piece with shorts. Youth Protection applies to this requirement, as appropriate attire is required for all activities at scout camp.
- ◆ Flashlight and insect/tick repellent
- ◆ Laundry detergent and dirty clothes bag (free self-serve washer and dryer use provided on site)
- ◆ Alarm clock
- ◆ Personal Hygiene items – deodorant, shampoo, soap, toothpaste, hair care products
- ◆ Towels
- ◆ Notebooks, pens, pencils
- ◆ Program area materials (discuss with area director)
- ◆ Backpack/Day pack
- ◆ Water bottle
- ◆ Sunscreen
- ◆ Camp chair – for use in staff world

ITEMS NOT TO BRING

- ◆ Pets
- ◆ Large electrical appliances
- ◆ Fixed blade knives, personal firearms
- ◆ Fireworks
- ◆ Literature or videos of questionable taste

- ◆ A bad attitude
- ◆ Anything conflicting with Camp policies (if you are unsure, check with your Area Director)

Remember that stereos, TV's, movies, etc. should never interfere with your camp duties. Stereos, video games, and TV's should only be heard within your cabin and NEVER taken into the program areas. If this becomes a problem you will be asked to leave those items at home, or they will be confiscated until the completion of camp. Don't bring valuables to camp even though we will all be good scouts, camp will not be responsible for any lost or stolen personal articles.

BSA MEMBERSHIP

All staff members **must** be registered members of the Boy Scouts of America. Those not previously registered staff will join Venture Crew 1988.

APPEARANCE

All Staff members are expected to present a neat and clean appearance at all times. Hair, mustaches, and beards will be kept neat, clean, and trimmed at all times. Hair will be kept its normal color. Jewelry should only be worn in a tasteful manner, reflecting the ideals and principles of Scouting. All staff members must shower daily. Be sure to use deodorant every day. No one enjoys smelling other people who have foul odors.

UNIFORMS

You are expected to be in the appropriate Venturing uniform at all times. As a staff we will set the example of the proper uniform to our campers and leaders. The Field Uniform (Class A) is to be worn daily at flag retreat and dinner, and the Activity Uniform (Class B) is to be worn at all other times while on the camp property. All uniforms must be neat and clean. Area Director's may alter the Activity Uniform for safety purposes to fit the needs of the program – this includes Aquatics and High Adventure. All staff will be required to wear a Staff name tag at all times identifying themselves to others as camp staff. This is part of our overall safety procedures for camp. These will be provided to you during staff week.

Field Uniform

Green Venturing Shirt
 Gray Venturing Shorts/Pants
 Gray Venturing Socks (crew or ankle)
 Venturing or BSA Belt
 Closed Toed Shoes
 Watch

When It's Worn

Sunday for Check-In
 Sunday for Dinner & Opening Campfire
 Daily for Evening Flags
 Friday for Closing Campfire
 During Program: Field or Activity

Activity Uniform

Staff T-shirt*
Gray Venturing Shorts/Pants
Gray Venturing Socks (crew or ankle)
Venturing or BSA Belt
Closed Toed Shoes
Watch

When It's Worn

Daily for Morning Flags, Breakfast, & Lunch
During Program: Field or Activity

*You will receive your Staff T-shirt during Staff Week

PATCHES

To make the uniform complete, you have to have patches! The patches we ask you to sew on to make your uniform complete are as follows: the Lincoln Heritage Council strip, World Brotherhood of Scouting emblem, large square green & white BSA Venturing patch, and silver epaulette tabs (this signifies that you serve at the District or Council level. It's a volunteer or employee designation).

We have no other restrictions on which other patches you wear if it follows the current BSA Insignia Guide (which can be found online). In other words, many you will want to wear the badge of rank and adults will want to wear their knots and Wood Badge beads. We encourage you to show off your accomplishments. If you are a member of the Order of the Arrow, we ask you to bring your sash for OA Day and to wear your OA Lodge Flap.

CONTRACTS, SALARIES, AND PAY PERIODS

Each Staff member must sign, (if under 18 parents must also sign), and return an employment contract to the Camp Director. These will be kept on file in the Administration building. This contract is a business agreement to perform certain duties for the good of the total camp program. It is expected that each staff member will perform these duties to the best of his or her ability. If a problem arises that a staff member finds impossible to solve on their own, then the area director should be contacted. If necessary, the Program Director may be consulted.

Your salary will be paid by direct deposit, on the Lincoln Heritage Council payroll schedule, and will be subject to applicable taxes and Social Security payments as required by law. Remember, it is important, as in any job, to regard your salary as confidential.

The last check will be issued only after you have been checked out of your housing unit and program area, and any amounts due to Camp have been settled.

PAY SCHEDULE

Week Worked	Dates Worked	Date Paid
Staff Week	June 5-8	Thursday,
Week 1	June 9-15	June 27 th
Week 2	June 16-22	Friday,
Week 3	June 23-29	July 12 th
Week 4	June 30-July 6	Friday,
Week 5	July 7-13	July 26 th
Week 6	July 14-20	Tuesday,
ROTC Week (<i>limited staff</i>)	July 21-27	August 13 th

***Pay will be adjusted for any evenings off exceeding more than one night per week, unless approved by the Camp Director. Likewise, partial weeks worked will also be adjusted on a day-to-day basis.

ATTITUDE

You need to develop and maintain a cooperative attitude with your fellow co-workers. Staff pranks, hazing, or name-calling will not be tolerated. Remember, a Scout is Cheerful, complaining in the presence of campers and unit leaders will not be tolerated. Take any troubles or concerns to your Area Director, if you are still not satisfied you may meet with the Camp Commissioner, Program Director, or Camp Director. All members of the key 3 have an Open-Door policy. All concerns must be handled with professionalism.

STAFF VISITORS IN CAMP

Your family is always welcome to visit you at camp. Your friends may visit only if you have secured permission from the Camp Commissioner. All visitors must follow all camp rules and register at the Administration Building immediately upon arrival at camp. Visitors may only observe you while you are working. Only family members may visit you in your housing unit. Unrelated guests are never permitted in staff housing. Visitors must sign out upon departure. No overnight visitors are allowed unless approved by the Camp Director.

TOBACCO PRODUCTS

The use of tobacco products; including: cigarettes, chew, cigars, and smokeless tobacco products, by staff members under 18 years of age will not be permitted. No one will use tobacco products while on duty, in program areas around camp, or in the presence of minors. Use by those over 18 will only be allowed in designated areas and once the staff member is off duty. Approved areas include behind the Health Lodge and other locations approved by the Key 3.

ALCOHOL AND ILLEGAL DRUGS

Possession, consumption, or being under the influence of illegal drugs and/or alcohol, including beer, is strictly forbidden and will lead to an immediate termination of employment. Parents and/or appropriate authorities may be notified. All prescription drugs must be checked in with the Health Officer.

TIME OFF

It is understood that you will be on duty, full-time, during your period of employment; from the noon Sunday staff meetings until the Saturday camp closing each week. You will be free to leave camp on Saturday as soon as the camp is cleared, and any special assignments you have been given are completed. You are to sign out at the Administration Building, stating where you are going, and whom you are going with.

All camp staff must leave the property on Saturday after dismissal. No one will be allowed to stay on camp property Saturday night, unless approved by the Camp Director and the Camp Ranger.

Staff will normally be given one evening off per week at the discretion of their Area Director. This time will begin at the completion of your program duties for the day and when authorized by your Area Director. Staff under 18 must be back on camp property by 11:00 PM, staff over 18 must be back by midnight, unless the Camp Director gives special permission.

STAFF VEHICLES

Staff member vehicles will remain in the parking lot except when given specific instructions by the Camp Director, Program Director, Camp Commissioner, or when leaving camp property on the weekend or night off. Staff members will not allow anyone to drive their vehicle, or loan it to any other person. Anyone under 18 will not leave camp unless approved by their parent/guardian.

Vehicle passengers must ride in a seat with a seatbelt fastened at all times while riding on camp property or riding to and from camp.

Permission is required from the Camp Director, Program Director, Camp Commissioner, or Ranger for anyone to drive a Camp Vehicle. The procedure for using a camp vehicle is as follows:

1. Obtain permission
2. Use vehicle only as prescribed
3. Return vehicle to appropriate parking lot.

4. Maintain speed at 10 miles per hour or lower.
5. Return keys back to a member of the Key 3.

As per the Guide to Safe Scouting, "**The beds of trucks or trailers must never be used for carrying passengers.**" This applies at all times to all people, campers, leaders, and staff. Seatbelts are required and must be worn by all passengers in any motor vehicle.

BEING ON TIME

Do not forget that we are at camp to serve its youth and leaders. We must be on time for every scheduled activity. Being on time does not mean arriving at 9:00 for a class set to begin at 9:00. It means arriving a minimum of 10 minutes beforehand to set up your area and greet Scouts as they arrive. Remember, "early is on-time, on-time is late, and late is unacceptable."

SOCIAL MEDIA POLICY

It is common for people to express themselves by way of social media. However, in a work setting, social networking can be a concern if it interferes with your work, used to harass others, creates a hostile work environment, or harms the goodwill and reputation of Camp Crooked Creek, the Lincoln Heritage Council, and/or the Boy Scouts of America. Even personal conversations on social media apps should be considered public, rather than private, as they can be forwarded, or screen captured.

The purpose of this policy is to provide guidance for the use of social media. All camp staff should adhere to the guidelines in this policy when engaging in social media. Staff members are expected to use common sense and judgment, especially if it may affect others, disclose confidential information, or damage the reputation of themselves or others. When using social media for your own personal use, all staff must use the following guidelines:

1. **Personal Responsibility** - You are personally responsible for your postings. Be aware to what you leave behind on the web. Do not post anything that is defamatory, pornographic, proprietary, harassing, or might be considered as creating a hostile work environment.
2. **Openness** - Identify yourself with your name and any function if the contents are connected to the camp. Make it clear that you are expressing your own opinion.
3. **Respect** - Do not publish negative articles or information about staff, campers, parents, the camp, the Lincoln Heritage Council, nor the BSA.
4. **Job Focus** - Stay focused on your job, remember to enjoy camp and make certain your online activities do not interfere with your job.
5. **Privacy** - No pictures or names of campers or their families can be published on any social media site, unless approved by Camp Admin.

By not adhering to the guidelines above, you risk criminal or civil exposure, harm to campers/camp families, and damage to the staff and camp's reputation. Locations where images or data may not be taken at camp include area's where privacy is expected, including the restrooms and shower

houses. The camp recognizes the value of a healthy social media presence, but balance this with an approach to social media that is realistic, reasonable, and preserves the ethics and mission of the camp. Staff members will not be allowed to use their cell phones or other electronic equipment in the Dining Hall, unless approved by your Area Director.

PHONE AND ADDRESS

The camp phone is for business and emergency use only. Staff members will not be called away from their job for incoming calls unless it is an emergency. Cell phones may be brought to camp, but they are to be used only after the program day is complete and not in the presence of participants, unless approved by your Area Director. Campers cannot to use the camp phone unless accompanied by their leader.

Mail sent to you while at camp should be addressed to:

Your Name, Staff
Camp Crooked Creek
950 Terry Dr.
Shepherdsville, KY 40165

Phone: (Emergency Only)
502-543-8723

TRADING POST

Staff members will have the same privileges in the Trading Post as campers. **Staff will not be allowed to have a charge account at the Trading Post.** Only those staff members assigned to work in the Trading Post will be allowed behind the counter, unless approved by the Camp Director.

USE OF THE KITCHEN

Only the staff assigned to the kitchen will be allowed in the kitchen, refrigerators, or pantries, and only then in performance of their duties. All others will not go in the kitchen unless approved by a member of the Key 3. **Camp staff members will not eat in the kitchen nor the Citizenships program area.**

STAFF USE OF PROGRAM AREAS/EQUIPMENT

If your schedule permits, you are welcome to use the program areas and camp equipment by arrangement of the Area Director or Program Director. Remember, campers come first!

MEALS

If a staff member fails to eat properly, he/she will be unable to perform his/her responsibilities with a high degree of efficiency. For this reason, and others, all staff members will be at all meals, on time, and properly dressed. Proper table manners and courtesy are all marks of mature staff. All staff must eat with the Troop during the dinner

meal, unless approved by a member of the Key 3; however, we encourage staff to sit with troops as frequently as they can. Staff tables will be provided during breakfast and lunch meals. If staff tables are left messy, there will be no staff tables and all staff must eat with the troops.

CAMPWIDE ACTIVITIES AND CAMPFIRES

Camp wide games and activities will be offered at various times throughout the week. All Staff members are required to take part in these activities as directed by their Area Director. Campfire programs will be conducted on Sunday and Fridays evenings. Staff must attend and take an active part in both. Attire for both campfires will be the Field Uniform, except when conducting a skit.

SUNDAY CHECK-IN PROCEDURES

Staff members will have specific assignments on a rotating basis to assist in the Sunday afternoon check-in procedure. These assignments will be made at the Sunday 12:00pm staff meeting.

DISCIPLINE

Discipline of campers is the responsibility of unit leaders and camp management. Staff members will not discipline campers unless it is a matter of personal safety. Report all camper concerns through the chain of command, starting with your Area Director. We enforce safety, not discipline.

CHILD ABUSE & HAZING OF CAMPERS OR STAFF

Camp Crooked Creek is a “safe haven” for all staff members, campers, and visitors. Any form of child abuse either observed by or reported to a staff member must be immediately relayed to the Camp Director for further action. Hazing of Scouts and other Staff members is not tolerated in any form, and may result termination of employment, and could result in legal action.

STAFF HOUSING/AREAS

Adequate living quarters are provided for each staff member. It is expected that they will be kept in a clean and livable condition. You will be assigned living quarters with a mattress and bed, staff will be responsible for damage to or defacement of living quarters.

The following applies to all staff areas:

- ◆ Hours for quiet time must be observed. Quiet hours for camp begins at 10pm.
- ◆ Any change in housing assignments must be approved by the Camp Director.
- ◆ Each cabin is limited to one, 15amp electric breaker.
- ◆ No campers are allowed in the Staff Areas.
- ◆ No flames are allowed in the cabins, including the use of any tobacco products.
- ◆ Females are not allowed in male sleeping quarters, males are not allowed in female sleeping quarters.

INSPECTIONS

The Camp Director and/or Camp Commissioner will periodically inspect living quarters. It is expected that staff members will keep their areas clean and orderly. Camp management reserves the right to search any cabin and its contents, at any time, for suspected violations of camp policies. You may be asked to unlock your locked storage. The staff member does not have to be present for the search in a suspected violation. Camp management will knock on the door and announce themselves prior to entry of any cabin.

RELIGIOUS PRINCIPLES

The camp recognizes that a Scout is reverent. Accordingly, a weekly Vespers Service is provided to the entire camp, including our staff. It is highly encouraged for all staff to attend this event. All staff will participate in Grace, for both morning and evening flag ceremonies – in a manner that is consistent with your individual religious beliefs. It is

CAMP CROOKED CREEK GRACE

Lord, we thank you for this wonderful day,
And for the blessing of your food we pray.
Please grant us guidance in the life we seek,
And thank you for the beauty of Camp Crooked Creek.
Amen

PHILMONT GRACE

For food, for raiment,
For life, for opportunity,
For friendship and fellowship
We thank thee, oh Lord,
Amen

**Merit Badge Sessions/Tentaroo Appendix will be
Provided by the Program Director and Area Directors**

Emergency Procedures

The Emergency Procedures will be discussed and practiced in detail during staff week. It is mandatory that all staff be intimately familiar with all Emergency Procedures. If you have any questions, please ask a member of the key three.

These procedures should occur within seconds of each other. If the Camp Director cannot be reached for any reason, then the following Delegation of Authority will be implemented, and that individual will be responsible for directing emergency procedures.

Delegation of Authority

1. **Camp Director – Thomas Geary**
2. **Program Director – Tom Bendorf**
3. **Camp Commissioner – Monica Hill**
4. **Camp Business Manager – John Ribar**
5. **Bev Tavelli – Health Officer**
6. **Steven Collett – Ecology Director**

Sever Weather Procedures

ONE Long Blast using the Siren

The following procedures should be followed in the event of a severe thunderstorm warning or tornado warning during program time. The weather radio should be kept in the Camp Office.

1. When a warning is given over the radio and **one long blast** from the siren to report to Severe Weather Shelters will be given.
2. The following are considered "Severe Weather Shelters." During severe weather, the following designated program area's and campsites will report to pre-assigned Weather Shelters unless immediate danger persists. In the case of immediate danger, all campers, adults and staff will report to the nearest shelter.

- | | |
|---|---------------------------------------|
| • District 1 Shower House -- | Campsites 1 and 2/Pool and Handicraft |
| • Staff Lounge-- | Campsites 3 and 4 |
| • Ecology Lodge-- | Campsites 5A and 5/ Ecology |
| • Sales Shelter-- | Campsite 6/Outdoor Skills |
| • District 2 Shower House-- | Campsites 7, 8, and 9/Dan Boone |
| • District 3 Shower House-- | Campsites 10, 11, and 12 |
| • Health Lodge-- | Any |
| • COPE Shed & Tower Building- | COPE/Tower Participants |
| • Nearest Enclosed Shower- | Outpost Activities |
| • Dining Hall-- | All Camp and Citizenships and Lake |
| • Scout Lounge/Trading Post-- | Shooting Sports |
| • Bunk House-- | Frontier Town |
| • Any troop may report to Dining Hall if so desired, but ONLY if all adults and youth are together. | |

3. Once a troop arrives at a shelter they must remain there unless given specific instructions to move to a different shelter by staff, or when an "All Clear" is given.
4. All staff except those assigned to specific shelters will report to the Dining Hall for further instructions.
5. A role call of all staff members and units will be taken. If campers are missing, missing-camper procedures will be followed.
6. The Camp Commissioner will ensure that all campers are accounted for.
7. When the warning is expired and an "All Clear" is given, campers may return to their campsites/program areas.
8. Flash Flood: All Scouts should stay out of ditches if flooding occurs. Seek high ground.



Fire Emergency Procedures

TWO Long Blasts using the Siren

1. No flames in tents, including candles/cigarettes/bug torches.
2. Fireguard Charts are to be posted and followed by troops.
3. No flames closer than ten feet of a tent.
4. Smoking permitted in designated areas ONLY and disposed of by eliminating embers completely and not throwing them on the ground.
5. Emergency telephone numbers should be posted in Administration Building.
6. In the event of persistent heat and drought, a "No Burn" policy may be issued by the Camp Director or Ranger.

PROCEDURES

1. If there is a building on fire, evacuate all people. If property is on fire, avoid fire and move to safety.
2. Contact Administration Office immediately. Be calm!
3. Sound the siren (two long blasts).
4. Camp Director goes to and remains at Administration Building.
5. The Camp Director calls the Fire Department.
6. The Camp Director and/or the Ranger will shut off the propane tanks.
7. Program Director reports to Trading Post/Quartermaster Building to issue fire-fighting equipment.
8. All troops meet at Dining Hall and a troop role call is taken by the Camp Commissioner. If Dining Hall is unsafe, troops will be redirected by the Camp Commissioner to gather at a different location.
9. Call Forestry Department.
10. Notify Bernheim Forest and, if possible, adjoining properties.
11. Call Scout Executive.



Be Prepared
Be Aware
Be Ready

Aquatics – Lost Swimmer

THREE Long Blasts using the Siren

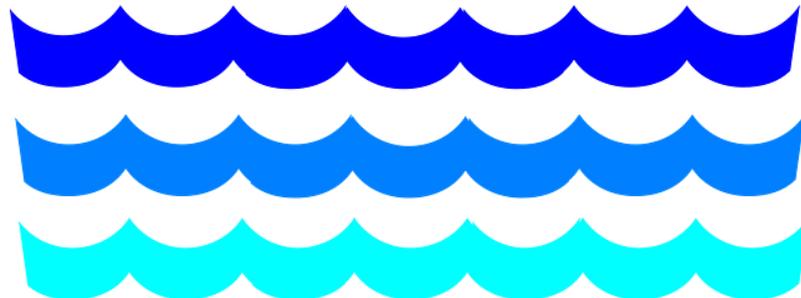
This procedure should be initiated by the Aquatics Director or his appointed representative in the event of a missing (lost) bather.

1. Clear swimming area.
2. Call boats to docks as needed.
3. Check lost swimmer's buddy tag for troop number, campsite number, and medical information.
4. Send runner to the campsite to see if Scout has returned.
5. Check with other swimmers and buddies for any information.
6. Report information to Administration and Health Officer. In sixty seconds, area directors call in to see if the child is in their program area, if the child is not found, Administration notifies EMS (911) of potential medical emergency; Health Officer reports to waterfront.
7. Sound camp alarm (three blasts with the siren).
8. All staff immediately reports to waterfront; swimmers will assist in LBD, non-swimmers assist in working with troops.
9. All campers and non-swimmer leaders should report to the Dining Hall for roll call by the Camp Commissioner. Once the Commissioner accounts for camp, he informs the Aquatics Director of who is still missing or if all of camp is accounted for.
10. Search continues as directed by Aquatics Director until Scout is located and an "All Clear" call is announced.

NOTE:

In an aquatic emergency, time and accuracy are critical. These procedures should occur within seconds of each other. If the Camp Director cannot be contacted for any reason, the Program Director and Camp Commissioner will be responsible for directing emergency procedures.

The Aquatics Director is in charge at all times in the Aquatics Area.



Medical Emergency

This procedure will be initiated by the Camp Director or Health Officer upon notification of a medical emergency in camp. Medical emergency should be defined as any of the “Hurry Cases,” (severe bleeding, stopped breathing, poisoning, or heart attack) or any life-threatening condition.

1. Keep victim still. Administer basic first aid to stabilize. See: **NOTE** and **WARNING**
2. Send a runner to the Administration Building or Health Lodge and report the emergency giving as much detail as possible.
3. Ambulance service should be called by dialing 911 and giving them as much detail as possible (Health Officer).
4. STAT FLIGHT, if needed, should be called. Give them as much detail as possible, including proposed landing site (Health Office).
5. The Health Officer and Ranger will administer first aid until emergency medical services arrive and determine if there is not a need for a helicopter evacuation (STAT FLIGHT fifteen-minute response time).
6. A safe landing area should be prepared for STAT FLIGHT, minimum 60 ft by 60 ft clear of obstacles. For night landings, flares, which will be kept in the Health Lodge, should be held by staff at the four corners of the landing site to indicate landing zone.
7. The Camp Director & Unit Leader should notify the Scout’s parents of the situation and tell them to which hospital the Scout is being transported.
8. In the event of a fatality, the Camp Director will call the Scout Executive, who will then contact the next of kin. All questions concerning the situation should be directed to the Scout Executive. Do not move body or any surrounding materials. All medical emergency procedures will be continued until medical emergency is turned over to EMS.
9. Have staff/adults at the gate to meet the ambulance. Lead them to the injured party.

NOTE: In a medical emergency, time and accuracy are critical. The above procedures should occur within seconds of each other.

WARNING: Exposure to blood borne transmitted diseases should be prevented. First aid kits in each building should contain protective equipment. Contact the Health Officer to ensure all first aid kits remain stocked and up to date.

If Health Officer cannot be contacted for any reason, the Camp Director or Ranger should be responsible for directing emergency procedures.



Lost Camper Procedure

The Camp Director, upon notification that a camper cannot be found, should initiate this procedure.

1. A runner will be sent to the lost Scout's campsite and inform the troop's leader of the problem and question those Scouts present in the campsite concerning the lost camper's whereabouts. Runner will report back to the Administration Building.
2. A secondary runner will check the Ga-Ga Pit, the Trading Post, and the Dining Hall. Runner will report back to the Administration Building.
3. Contact the Ranger.
4. Announce over the PA for this person to report to the Dining Hall.
5. Post someone to the gate to keep track of those leaving or entering camp.
6. The Ranger will notify Bernheim Forest and adjoining properties if possible. Ranger will also contact Camp Director when this has been completed.
7. An organized search will be conducted with the Camp Director's approval if the following conditions are present.
 - Adequate number of people to do so.
 - Weather conditions permit safe search.
 - Daylight hours are adequate.
 - Communications are available.
 - Teams of four or more people go out.

During search, all program areas, shower houses, and campsites will be checked first. Runner will be sent to check dam area and lake trail. Search will be conducted from site of last known personal identification and personal tent and work its way outward from those areas. The Camp/Program Director and Camp Commissioner will be summoned to the office to stay during this procedure.

8. Contact the local police once all other options have been exhausted (no more than 2-3 hours) depending on weather, temperature, time of day and leadership and supplies with the lost group.

Earthquake Plan

Before

- Secure as many items as possible.

During

- If outside, go to a clear area, away from trees and other possible falling items.
- If inside, get under heavy furniture.

After

- Designate one person to find an escape route if in a building.
- Evacuate all buildings.

- Call a formation at the activity field for a role call.
- Inspect buildings for damage and safe re-entry.
- Check gas lines and water lines for leaks.
- Monitor radios and contact families if necessary.
- Prepare for aftershocks.

All Scouts and leaders will report to the Dining Hall for attendance check by the Camp Commissioner. The Camp Director will remain at the office, call the Scout Executive, and handle the media.

Physical Limitations on Activity and Food

Physical activity due to heat and humidity will be limited or stopped via national standards by the Health Officer and/or the Camp Director.

Milk products and/or carbonated drinks will be limited or stopped via national standards by Health Officer and/or the Camp Director due to heat conditions. Water is encouraged at ALL times.

Wildlife Plan

In the event of a dangerous wild animal or “out of place” animal (dog, cat, “too-friendly” wild animal, etc.) on property, contact the Ecology Director or Camp Director. Stay away from animals and mark location where they were last spotted. In the case of a dangerous snake, please observe snake from a safe distance until proper staff arrives. It is not the responsibility of the staff to catch venomous snakes.

BSA Recommendations on Treatments for Blood Exposure

Treat all blood as if it were contaminated with blood borne viruses. **Do not use bare hands to stop bleeding; always use a protective barrier.** Immediately call Health Officer for serious bleeds. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following equipment is to be included in all first aid kits and used when rendering first aid to those in need:

1. Latex or vinyl gloves, to be used when stopping bleeding or dressing wounds.
2. A mouth-barrier device for rendering rescue breathing or CPR.
3. Plastic goggles or other eye protection to prevent the victim’s blood from getting into the rescuer’s eyes in the event of serious arterial bleeding.
4. Antiseptic, for sterilizing or cleaning exposed skin areas, particularly if soap and water are not available.

Procedures to Follow for Unauthorized Persons in Camp

1. The Camp Staff and Rangers are to be aware of any individuals loitering around the reservation.
2. All visitors must check-in and check-out at the Administration Building. They will be required to state their nature of business or visit and the approximate length of stay.

They will be issued a visitor tag and must wear it until they leave. During family night, all staff, campers, and adults must be in uniform for proper identification. Anyone out of uniform will be considered a “guest” on property and extra care should be taken around these individuals. NO ONE is to leave with a camper unless they have properly checked out with administration. Please see “RELEASE OF CAMPERS.”

3. Staff members are trained to report to the Camp Office immediately anyone who appears to be in question as to their presence in camp. The Camp Director will ask them in a courteous manner the nature of their business and if there is anything they can do to help them.
4. If someone must be asked to leave the property, this will be done by the Camp Director or the Camp Ranger.
5. The use of local law enforcement will be at the discretion of the Camp Director.

OTHER EMERGENCY PROCEDURES & HAZARDS

In the event of a propane tank leak, report to Administration Building. Contact the Camp Director. Contact the Ranger so he can turn off the tanks. Keep all open flames away from the area. In the event of loss of utilities or equipment, contact the Ranger and Camp Director.

Stay within camp property at all times. Obey “restricted” warnings and signs. No campers should be on the dam without adult supervision.

YOUTH PROTECTION

FOUR TYPES OF CHILD ABUSE

1. **Neglect** occurs when a caretaker fails to provide for a child’s basic needs regarding, for instance, nutrition, nurturing, safety, education, and medical care.
2. **Emotional abuse** can include blaming, belittling, or rejecting a child; consistently treating brothers and sisters unequally; and a persistent lack of concern by a caretaker for the child’s welfare.
3. **Physical abuse** is non-accidental injury caused by punching, beating, kicking, biting, burning, or otherwise harming a child. The injury might not have been intentional, but it was not accidental. An example of physical abuse is an injury caused by inappropriate discipline.
4. **Sexual abuse** occurs when the child is forced, manipulated, or tricked into sexual contact. Obscene telephone calls, fondling, intercourse, anal or oral sex, prostitution, and pornography are included. Child molesters commonly use adult pornography to reduce a child’s resistance to sexual abuse. Showing pornography in any form to a child or permitting a child to have access to pornography is abusive. There is no legitimate reason to show children, or to allow children to be shown, pornography. Most experts believe that sexual abuse is the most underreported form of abuse.

INDICATORS OF SEXUAL ABUSE

Physical evidence of sexual abuse, if present at all, tends to be temporary. Such signs include difficulty in walking or sitting; torn, stained, or bloody underwear; pain or itching in the genital area; Bruises or bleeding of the genitalia; and the presence of sexually transmitted diseases.

Behavioral indicators can be present for a longer period of time and could be more apparent. Here are some specific behaviors that might be associated with sexual abuse:

- Age-inappropriate understanding of sex
- Reluctance to be left alone with a particular person
- Persistent and inappropriate sex play with peers or toys
- Wearing lots of clothing, especially to bed
- Drawings of genitalia
- Fear of touch
- Abuse of animals
- Nightmares of night terrors
- Apprehension when the subject of sexual abuse is brought up
- Cross-dressing

WHO ARE THE CHILD ABUSERS?

Child abusers tend to defy any kind of consistent profile that would enable their easy identification.

RESPONDING TO AN ABUSED CHILD

Considering the prevalence of child abuse and the increase in children's awareness of abuse- especially sexual abuse- you might someday have a member of your Troop tell you that someone has molested him. If this happens, it means that the boy feels that you are a special individual- someone he trusts. The following guidelines should help you know how to respond:

1. Do not panic or overreact to the information the child discloses.
2. Do not criticize the child.
3. Do respect the child's privacy. Take the child to a private place away from other children (but within sight of others). Reassure the child that you are concerned about what has happened to him and that you are concerned about what has happened to him and that you would like you to get him some help. You might want to ask him whether he has talked with his parents about the abuse- if his parents are not the alleged abusers.
4. Do not promise to keep his secret because you will have to make a report to the Scout executive. The Scout executive will advise you of your responsibility to make a report to child protective services or to a law enforcement agency.

5. Do encourage the Boy Scout to tell the appropriate authorities. Let him know that you understand he is not to blame for what happened. You should also let him know that he should not keep secrets that hurt him and that it is OK to talk with appropriate adults-they will not blame him for what happened.
6. Do keep the disclosure of abuse strictly confidential, telling only the Scout executive and child protection authorities. Take your guidance from them. Discussing allegations of child abuse with others can damage the reputations of innocent people.
7. Do listen to the child, but avoid questioning him about what happened. Interviewing the child is best left to professionals who are trained in investigating allegations of abuse and determining what crimes, if any, have occurred.

Any time you suspect child abuse at camp, you are required to inform the Camp Director.

BSA YOUTH PROTECTION POLICIES

The Boy Scout of America Youth Protection policies are based on strengthening the principles of Scouting and avoiding situations that could lead to abuse.

Creating Barriers to Abuse

After selection of the best possible staff members, additional protection for children is built into the program. The BSA has adopted the following policies to provide security for youth in Scouting. The policies also provide protection for staff members against false allegations of abuse.

TWO-DEEP LEADERSHIP - Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be at least 21 years of age, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.

NO ONE-ON-ONE CONTACT - One-on-one contact between adults and youth members is not permitted in any situation that requires a personal conference. The meeting should take place in view of other adults and youths.

RESPECT OF PRIVACY - Adult leaders must respect the privacy of youth members in situations such as changing clothes or taking showers at camp. Adults should intrude only to the extent that health and safety require. They should also protect their own privacy in similar situations.

SEPARATE ACCOMMODATIONS - When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

NO SECRET ORGANIZATIONS - The BSA does not recognize any secret organization as part of its program. All activities are open to observation by parents and leaders.

APPROPRIATE ATTIRE - Proper clothing for activities is required.

HAZING PROHIBITED - Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

Active Shooter on Camp or Nearby the Reservation

1. Camp Director will initiate the Active Shooter response with a radio call across the camp. The Camp Director will identify as much information as possible – number of shooters, last known location, and description. Admin will notify 911 emergency response personnel.
2. **RUN:** Area Directors and staff will disperse the property and evacuate to safety. There is no designated safety zone. Area Directors should move the participants in the direction opposite the main camp and move outward. Keep your hands visible at all times and leave all belongings behind.
 - a. Designated pick-up points are discussed with all Area Directors. Each Area Director is responsible for knowing where they need to get to. Area Directors and staff should keep all camp with them and in the pick-up spot until emergency personnel arrive.
3. **HIDE:** In the event that evacuation is not possible, camp will hide in place and attempt to barricade doors and utilize structures; blocking all windows and openings. Remain silent and turn down any radios/cell phones. Do not open any facility unless the All-Clear has been given, using the Camp's emergency notification system. In the event the emergency notification system is down, a code word will be used. Area Director's will be given the code word. Unless the All-Clear comes from the emergency pager system or the code word used, do not unbarricade the safe zone.
4. **FIGHT:** In the event an assailant is in the immediate vicinity where running or hiding is no longer an option, staff should utilize overwhelming force by any means necessary to subdue the danger. Notify Admin on the radio at once.

RUN. HIDE. FIGHT.

When law enforcement arrives:

Remain calm.

Raise hands and spread fingers.

Avoid making quick movements towards officers.

Avoid pointing, screaming, or yelling.



Acknowledgement of Staff Manual

I acknowledge that I have received a copy of the Camp Crooked Creek 2018 Staff Manual.

I understand that this staff manual replaces any and all prior verbal and written communications regarding Camp Crooked Creek working conditions, policies, procedures, appeal processes, and benefits.

I have read and understand the contents of this Staff Manual and will act in accord with these policies and procedures as a condition of my employment with Camp Crooked Creek.

I have read and understand the Standards of Conduct expected by Camp Crooked Creek and I agree to act in accord with the Standards of Conduct as a condition of my employment by Camp Crooked Creek.

I understand that if I have questions or concerns at any time about the Staff Manual or the Standards of Conduct, I will consult my Area Director or the Camp Director for clarification.

I also acknowledge that the Staff Manual contains an employment-at-will provision that states:

- Either Camp Crooked Creek or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this Staff Manual, in any other Camp Crooked Creek documents, or in any verbal statements to the contrary; and
- That no one except the Camp Director can enter into any differing employment relationship, contract, or agreement.

Finally, I understand that the contents of this Staff Manual are simply policies and guidelines, not a contract or implied contract with employees. The contents of the Staff Manual may change at any time.

Please read this Staff Manual carefully to understand these conditions of employment before you sign this document.

Employee Signature

Employee Name (Please Print)

Date

Parent Signature (if Staff under the age of 18): _____