



# **Pfeffer Scout Reservation Camp Roy C. Manchester**

## **2023 CAMP STAFF MANUAL**

**Brandon Hayes – Camp Director**



**BOY SCOUTS  
OF AMERICA**

LINCOLN HERITAGE COUNCIL

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## Welcome

Greetings Camp Staff!

I would like to take this opportunity to welcome you to the Pfeffer Scout Reservation, Pfeffer Scout Reservation staff. This will be our 68th season. As a staff member you are lucky to be a part of it. I hope you find this opportunity to be a challenging and fun filled learning experience.

I also want you to view 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. We hold our standard high and never compromise our commitment to excellence.

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 become familiar with this manual as this information will be referred to on many occasions throughout the summer. You will be responsible for adhering to all the information contained in this Staff Manual.

Summer Camp is one of the greatest experiences in the life of a Scout. Few times in their Scouting life will equal the week they 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 their way in the woods, and experience nature. The most important resource we have in order to accomplish these things is YOU - the competent, well-adjusted staff member, to share your knowledge with leaders and scouts.

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

Yours in Scouting,

Brandon Hayes  
Camp Director  
Pfeffer Scout Reservation

Thomas Geary  
Director of Camping  
Lincoln Heritage Council

## **Important Dates**

### Staff Developments

March 18 <sup>th</sup>	@Pfeffer	2pm-5pm
April 15 <sup>th</sup>	Virtual	7pm-8pm
April 27 <sup>th</sup>	Leitchfield, KY	PSR and CCC Staff
May 13 <sup>th</sup>	@Pfeffer	10am-12pm

### Summer Camp Schedule

June 4 - June 10	Staff Week
June 11 - June 17	Week 1
June 18 - June 24	Week 2
June 25 - July 1	Week 3

### **Arrival**

Staff Week begins on June 4th. Plan to arrive at camp between 1:00 and 3:00 pm CST. 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. Parents are encouraged to meet fellow parents and cabin mates to exchange numbers.** You need to go to your cabin and unpack. Please be in the Dining Hall at 3:30 pm for our first staff meeting.

### **Departure**

Each Saturday the staff will be dismissed by the Camp Director when all work for the week is finished, all campers have been checked out, and all staff housing is cleaned and organized - generally out before 11:00 am. Staff must be back on camp on Sunday at 12:00 pm (NOON CENTRAL).

\*Staff will be expected to stay later on Saturday, July 8th to properly close the camp for the season. Staff members should not expect to depart earlier than their contracted end date unless other arrangements with the Camp Director have been made in advance.

**Boy 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.

**Boy Scout Law**

A Scout is.....

Trustworthy,	Obedient,
Loyal,	Cheerful,
Helpful,	Thrifty,
Friendly,	Brave,
Courteous,	Clean,
Kind,	and Reverent.

**Scout Motto:** Be Prepared.

**Scout Slogan:** Do A Good Turn Daily.

**Outdoor Code:**

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

**BSA Mission Statement**

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.

**Lincoln Heritage Council Mission Statement**

Lincoln Heritage Council Mission Statement is to foster character development, citizenship, and moral, mental, and physical fitness of young people and prepare them to make lifelong ethical choices by instilling the values found in the Scout Oath and Law.

## *Introduction*

This staff manual is designed to help each staff member do a better job during his or her summer experience. You should become thoroughly familiar with the techniques and information within this manual.

Before arriving at camp, read this manual thoroughly so you will have a basic understanding of the following.

- **Camp Policies**
- **Procedure**
- **Organization**
- **Traditions**
- **General Outline of Program**
- **Responsibilities of Staff**

When staff training begins, we will assume you have already read the 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.

The aims of Scouting are 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, these aims are promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath and the Scout Law.

The primary function of the summer camping program at Pfeffer Scout Reservation is to provide a long-term outdoor camping experience for Scouts within the purpose and methods of the Boy Scouts of America.

Therefore, the rules that govern Pfeffer Scout Reservation are the Scout Oath and Law. As a member of the Pfeffer Scout Reservation Staff, you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

**“If it’s not fun, it’s not Scouting”**. This has been stated for years and should be the saying against which all events and activities are measured. In addition, all events and activities should be conducted in accordance with the Scout Oath and Law and adhere to the safety precautions outlined in the National Camp Standards. **Scouting is not just “Fun”; It’s fun in a managed-risk environment!**

The Scouting program has three specific objectives, commonly referred to as the "Aims of Scouting."

- **Character Development**
- **Citizenship Training**
- **Personal Fitness**

The methods by which the aims are achieved are listed below in random order to emphasize the equal importance of each.

**Ideals** The ideals of Scouting are spelled out in the Scout Oath, the Scout Law, the Scout motto, and the Scout slogan. The Scout measures themselves against these ideals and continually tries to improve. The goals are high, and as they reach for them, they have some control over what and who they become.

**Patrols** The patrol method gives Scouts, BSA an experience in group living and participating citizenship. It places responsibility on young shoulders and teaches Scouts how to accept it. The patrol method allows Scouts to interact in small groups where members can easily relate to each other. These small groups determine troop activities through elected representatives.

**Outdoor Programs** Scouting is designed to take place outdoors. It is in the outdoor setting that Scouts share responsibilities and learn to live with one another. In the outdoors, the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for the beauty of the world around us. The outdoors is the laboratory in which Scouts learn ecology and practice the conservation of nature's resources.

**Advancement** Scouting provides a series of surmountable obstacles and steps in overcoming them through the advancement method. The Scout plans their advancement and progresses at their own pace as they meet each challenge. The Scout is rewarded for each achievement, which helps them gain self-confidence. The steps in the advancement system help a Scout grow in self-reliance and in the ability to help others.

**Associations with Adults** Scouts learn a great deal by watching how adults conduct themselves. Scout leaders can be positive role models for the members of the troop. In many cases, a Scoutmaster who is willing to listen to the youth, encourage them, and take a sincere interest in them can make a profound difference in their lives.

**Personal Growth** As Scouts plan their activities and progress toward their goals, they experience personal growth. The Good Turn concept is a major part of the personal growth method of Scouting. Scouts grow as they participate in community service projects and do Good Turns for others. Probably no device is as successful in developing a basis for personal growth as the daily Good Turn. The religious emblems program also is a large part of the personal growth method. Frequent personal conferences with their Scoutmaster help each Scout to determine their growth toward Scouting's aims.

**Leadership Development** The Scouts, BSA program encourages Scouts to learn and practice leadership skills. Every Scout has the opportunity to participate in both shared and total leadership situations. Understanding the concepts of leadership helps a Scout accept the leadership role of others and guides them toward the citizenship aim of Scouting.

**Uniform** The uniform makes the Scouts, BSA troop visible as a force for good and creates a positive youth image in the community. Scouting is an action program, and wearing the uniform is an action that shows each Scout's commitment to the aims and purposes of Scouting.

## **Definition of a Staff Member**

A staff member is any adult or youth hired, contracted, or directed by Pfeffer Scout Reservation to work the Summer Camp Season. This includes the Camp Director, Program Director, the Camp Commissioner and their commissioner staff, program area directors, merit badge counselors, Trading Post staff, rangers, dining hall staff, and counselors in training.

## ***Philosophy of a Camp Staff Member***

A Pfeffer Scout Reservation Staff Member is a friend to all leaders, youth, parents, and other staff members. He should conduct himself by the Scout Oath and Law in everyday life. A staff member should be willing to help out whenever and wherever needed and should gain the respect of the campers and other staff members through his or her conduct. A staff member should obey all the rules and regulations of the camp and should enforce them at all times. A staff member should be mindful of individual and collective duties and should carry out these duties as quickly as possible and to the best personal ability possible. Above all, a Camp Staff Member is always a good Scout.

## ***How to Be a Good Staff Member***

1. **SET THE EXAMPLE** – A staff member must possess the personal desire to be the perfect Scout. A camper who sees you living the Scout Oath and Law will reflect it in himself.
2. **BE UNDERSTANDING** – Too many campers lose the benefit of a summer camp program due to homesickness. A staff member must be able to step into the role of a parent and guide the boys into the joys of Pfeffer Scout Reservation.
3. **BE A PROFESSIONAL** – Know your topic, be able to teach your topic, and be able to make it interesting enough to hold a camper's attention. Plan ahead and be ready for any situation. Be sure you are cross-trained in at least two areas.
4. **BE FLEXIBLE** – A staff member should realize that not all Scouts' abilities are the same. Be willing to change to meet the needs of each and help bring out the abilities they didn't know they possessed.
5. **REMEMBER, "YOU MAKE THE DIFFERENCE"** – All staff jobs are equally important and interrelated. The staff is a chain – don't be a weak link. Do your best and give 110%.
6. **CUSTOMER-SERVICE MINDED** – Remember who your customers are. All staff is to be polite, and sincere, and do everything they can to help those customers have the best Summer Camp experience possible.



## **The 6-P Principle**

“Proper prior planning prevents poor performance.”

**Live by the GUMBY principle!**

**“Hope” is not a strategy!**

**If it’s not fun, it’s not Scouting!**

## **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 the 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 improve 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 do a good job regardless of which area you are working in.

Your job is very important. So is every job in the camp. A problem in one area could quickly be a problem for everyone and reflects poorly on all of us. We must respect everyone’s work and lend a helping hand if and when it is 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 all of us as we learn to respect each other’s rights, property, skills, and even faults.

You will find yourself transferred from one job to another as time and requirements dictate. All we ask is that you do the best job you can in every task you do. 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 as well. There is no job beneath the dignity of any staff member... or unworthy of your best efforts.

## **Staff Expectations**

### ***Campers Expect Summer Camp Staff:***

- To be enthusiastic, happy, and energetic.
- To help them set and observe rules.
- To teach them new skills and help them practice familiar ones.
- To GET-UP-AND-GO, Not SIT-AND-TALK.
- To treat them as individuals, not as a group.
- To have a sense of humor.

### ***All Directors Expect Their Staff:***

- To be safe.
- To be happy, enthusiastic, and energetic in camp.
- To be well-versed in their expected area of knowledge
- To learn and practice new skills.
- To never be late.
- To share their problems, concerns, and successes no matter how trivial they may seem.
- To follow the rules and regulations of Summer Camp.
- To make it happen.
- TO HAVE FUN!

### ***Staff Members Expect of other Staff:***

- To work together as a team
- Live the Scout Oath and Law
- Be positive, happy, and enthusiastic
- Carry their own fair share of the workload
- Follow the “Chain of Command”
- Live in a clean and neat environment
- Have FUN!

## **Staff Behavior Expectations**

All members of the camp staff are representatives of the Lincoln Heritage Council and Pfeffer Scout Reservation. **It is imperative that the staff sets the example.** Following are the attributes of a top-notch staff:

Punctuality – always be on time to flag ceremonies (morning and afternoon), special ceremonies, and daily sessions. “Early” is on time, “On-time” is late, and “Late” is unacceptable. (Hint: 10 minutes is considered “Early”)

Good Manners – always be on your best behavior, treat Scouts and Scouters with respect, and refrain from inappropriate language.

Neatness – always be neat and clean with personal hygiene, dress and living space.

Professionalism – You are representing the B.S.A. at all times. Be polite, smile & say “hello”.

Prepared – At your classes be ready to teach. Campers deserve their time to be respected with well-developed lesson plans.

## **Merit Badge Sessions**

*Merit badge sessions are to begin at the scheduled time in their designated locations. You are expected to be at each of your sessions at least ten minutes early to ensure order in your area and to greet campers and adults. Nothing looks worse to a Scout or Scoutmaster than the staff member teaching a session being late to do his/her job. Merit badge sessions are scheduled to last for 50 minutes, with 10 minutes of travel time between sessions. (Unless otherwise scheduled as a longer session). Do not allow the Scouts to leave your session early. Give the Scouts a full program, even if it means having discussions, doing activities, or covering topics related to your merit badge other than those listed in the requirements; expand on topics – you are not limited to what is contained in the merit badge pamphlets; however, you cannot add to or take away from the requirements. The Scouts must leave at the end of the 90-minute session so they have time to get to their next session but never dismiss early.*

Rosters must be completed by their first meeting of the session. You will already have the majority of this information from pre-registration; however, before your session begins, you should recheck and verify what you have. Make sure that the information on the top of the form is complete and correct, including the week and time. List the requirements of the merit badge across the top of the roster and the Scouts’ names and troop numbers down the left of the roster. If a Scout is a Provisional Scout and camping with a unit other than his home troop, write “Provo” beside his name and make sure you have his home troop number indicated as well. Use extra roster sheets if necessary, but do not write on the back of a roster.

Attendance is to be taken daily at the beginning of the merit badge session. Any absentees should be turned in to the Area Director and indicated on the Merit Badge Tracking Sheet. Should a Scout miss your session, spend the extra time needed to help him catch up should he ask.

As a Scout completes the requirements, check them off on the roster. To properly check off a requirement on the roster, plainly print a capital “X” in the corresponding boxes of the requirement. Blank boxes under the requirement will indicate it is not complete. To take attendance, you should always mark a “Y” or “N”. DO NOT leave a blank box under attendance. Leaders (and camp management) need to know that you didn’t just “miss” someone while taking a role... but that an individual marked as an “N” is not in attendance. Be firm but fair with expectations for a requirement. Tell and demonstrate to a youth what is expected and allow the youth the changes needed to meet the requirement. Any questions concerning the definition or

the parameters of a requirement should be either answered by you or if need be, directed to the Area Director.

If scouts wish to add your session, especially after the first day, refer them to the Area Director. You may inform the Scout that it may be difficult for him to complete the merit badge because of the large size of the class or because he was granted permission to add after the first day. Do your best to never tell a Scout that he cannot make up work that was missed during the week. We strive to be a positive influence, not a negative one.

Never tell a Scout that it is “too late” to join your session or that your session is “too full”. If a “letdown” must occur (even if it is because adding a scout exceeds safety or equipment limits), allow the Area Director to be the “disappointment”-factor. After all (remember the Fish Bowl!), an individual Scout may have wanted to add a specific class simply because YOU were teaching it, and you don’t want to be the bearer of bad news if you can help it. It is not your place to say “No”.

Also, be aware that many of our Scouts may have a known, or unknown, learning challenge of some kind; such as dyslexia, attention deficit disorder, etc. These youth may need extra support reading, understanding questions, memorizing things in order, etc. Take the extra time and effort to help the Scout. Remember that a Scout (that’s you) is helpful, friendly, and kind.

All rosters must be updated in the Tentaroo **NO LATER THAN 9 pm** each day. Keep your original roster for your paperwork, and Area Directors can keep track of fulfilled requirements and attendance via tentaroo each day. This step is *critical* for good customer service. Dismissing or ignoring this step can be detrimental to your role as a Staff Member. Your updated rosters should be neat, accurate, legible, and timely.

Tentaroo is to be completed **NO LATER than 11:00 pm Friday evening.**

### **Four Steps to Advancement**

- 1. LEARN**
- 2. TESTED**
- 3. REVIEWED**
- 4. RECOGNIZED**

### **Employment Standards**

Pfeffer Scout Reservation represents one of the finest camping operations in the Boy Scouts of America. **The standards are high.** You as a staff member are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance here at Pfeffer Scout Reservation.

1. Be a registered member of the Boy Scouts of America.
2. Subscribe to the Scout Oath or Promise, the Scout Law, and the Declaration of Religious Principles, and fully cooperate with the policies, program, and key management of Pfeffer Scout Reservation.
3. Participate fully in the staff training and fulfill the job requirements specified by Pfeffer Scout Reservation through your supervisor. *This includes Youth Protection Training and Weather Hazards.*
4. Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment.
5. Have on file in the health lodge a physical evaluation completed by qualified medical personnel during the past 12 months.
6. Have on file a signed contract with appropriate government tax forms as well as other forms.
7. All policies and procedures as written in the Guide to Safe Scouting should be followed at all times. (The Camp Commissioner has a copy of The Guide to Safe Scouting office for your Review.)

While acknowledging a staff member's right to express his or her individuality, Pfeffer Scout Reservation Management requires staff members to recognize the importance of total image, and therefore refrain from actions or appearances that may detract from the staff's performance or success.

Each staff member is expected to refrain from using tobacco products (smoking or smokeless) in front of participants. The smoking area is in the main parking lot, and smoking is only allowed for those who are 21 & older. **Smoking is not permitted around anyone under 21.**

Unusual hairstyles, visible piercings (except earrings), and the use of profane or inappropriate language are traits that will negatively influence your staff-effectiveness in the eyes of participants and are unacceptable while employed as a camp staff member. The image of the entire Pfeffer Scout Reservation staff has priority over individual activities or self-expression. Any other self-expression images that negatively affect the staff and are brought to the attention of the Camp Director will be discussed with staff members on an individual basis.

All staff members must conduct themselves in an exemplary manner during their period of employment, in or out of uniform, both on-site and off-site.

## **Termination Information**

Negligence in any of the following items **MAY** result in the termination of your contract or appropriate disciplinary actions. All violations will be noted in the individual's personnel file.

1. Not being in appropriate areas at times designated. This could range from being late to an assigned event or class or being in a prohibited area of the camp. **No staff member should be outside the main "Pfeffer Scout Reservation" area without the express permission of the Camp Director.**
2. Insubordination.
3. Intoxicated behavior.
4. Violation of the law.
5. Gross misconduct, on-site or off-site.
6. Minors (those under 21 years of age) seeking or obtaining alcoholic beverages.
7. Fighting
8. Soliciting funds, sale of property, or use of the BSA facilities for personal gain.
9. Possession or use of fireworks or firearms, including ANY air pistols and/or paintball guns; and/or any use of explosives of any kind except where specifically approved by Pfeffer Scout Reservation administration.
10. Harassment or sexual harassment.
11. Smoking in the presence of those under 21 and smoking by those that are under 21.
12. Improper or lewd behavior.
13. Hazing.
14. Possession and/or distribution of pornography.
15. Any offense that goes against the principles of the Scout Oath and Law.

Violation of any of the following rules **WILL** result in immediate termination and may result in contact of local authorities:

1. Possession, sale or use of unprescribed drugs or the misuse of prescribed drugs.
2. Possession, sale or use of alcoholic beverages on Pfeffer Scout Reservation property or in uniform anywhere. Or, the after effect (hang-over) that impedes the successful completion of your duties.
3. Assisting minor staff (those under the age of 21) to obtain alcoholic beverages or tobacco products.
4. Child abuse of any kind. Or, any violation of the principles of Youth Protection.
5. Theft or vandalism and willful damage of Boy Scouts of America Property.
6. Flames in cabins, including candles & cigarettes.
7. Males being in female living quarters and females being in male living quarters.

8. Use of liquid fuels to start a fire. (The use of liquid fuels for starting any type of fire is prohibited. (Guide to Safe Scouting)

## **Job Descriptions**

**\*\*NOTE:** The following is a general job description of each staff position. However, you may be asked to assume other staff responsibilities as necessary to provide the best Scout Camp in America.

***The Key 3 of Pfeffer Scout Reservation is the Camp Director, the Camp Program Director, and the Camp Commissioner.***

### **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 the camp. Camp  
Leader guide development. Plans Merit Badge schedule. Staff training  
and Staff Development. 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.  
Manages and follows the 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 programs including; campfires, mealtime programs, camp-wide games, and evening activities, evaluate the 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. Make sure camp properties are neat in appearance and safety.
Duties:	Remove campsite and other facility trash when otherwise needed, oversees mowing and landscape maintenance, provide tools and materials for conservation or camp improvement projects, oversee campsite equipment placement and care, supervise maintenance areas, make needed repairs to buildings and equipment, maintain an inventory of needed parts and materials. Make sure all safety regulations (OSHA, etc.) are followed at all times. Other duties as assigned by the Camp Director.

### **Camp Commissioner**

Reports to:	Camp Director
Requirements:	Minimum 18 years old, registered Scouter with knowledge of scouting programs.
Responsible for:	Creating high morale among Troops in camp, campsite inspections, training unit leaders in the importance of Troop camping and the Patrol method, interpreting 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 the 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 <sup>nd</sup> year Med. School student.



Responsible for: Overall health and safety of the camp. Cares for non-life-threatening injuries and evaluates the need for professional attention. Cleanliness of Health Lodge and Trading Post.

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: Camp Director

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 at 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 the close of each business day. Monitor the trading post and surrounding area for litter and keep it 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 the Aquatics program.

Duties: Supervise Aquatics area staff, lead adult training in Safe Swim Defense and Safety Afloat weekly, hold and promote aquatics activities, Keep Ranger up to date on needed repairs on equipment, keep an 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, hold 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 areas 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.

### **Outdoor Skills Director**

Reports to: Program Director

Requirements: Minimum 18 years old, National Camp School Trained in Outdoor Skills.

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

Duties: Ensures knowledge and teaching ability of staff in required Scoutcraft skills, keeps up to date, weekly inventory of equipment, develops a 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 the 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, National Camp School trained in Ecology and Conservation, 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 the program. Coordinates service projects at camp and supervises 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 the Ecology area clean, neat, and safe. Provide the Program Director with an accurate roster of Scout's attendance to classes and completion of requirements.

### **Eagle Bound (First Year Camper Program) Director**

Reports to: Program Director

Requirements: Minimum 18 years old, knowledge of Scouting program, the patrol method, outdoor skills, and works well with younger Scouts.

Responsible for: Operation of the First Year Camper program, and supervises

Eagle Bound, the program staff.

Duties: Enlists the help of unit leaders for program instruction. Keep inventory of program area equipment, and advises Program Director of needs. Ensures training of Eagle Bound area staff in the BSA patrol method. Ensures opportunities for day hikes and Troop morale within the Eagle Bound area. Keeps the area clean, neat, and safe.

Provides the Program Director with an accurate roster of Scout's attendance to classes and completion of requirements.

### **STEM Director**

Reports to: Program Director

Requirements: Minimum 18 years old, knowledgeable with experience in STEM-based activities.

Responsible for: Operation of the STEM program area. Overseeing STEM Staff.

Duties: Work with the Program Director and Staff to create appropriate lesson plans and activities. Keep an updated inventory of program area supplies. Inform Program Director of any program needs. Keeps the program area neat, clean, and safe.

### **Handicraft Director**

Reports to: Program Director

Requirements: Minimum 18 years old, knowledgeable with experience in handicraft activities.

Responsible for: Operation of the Handicraft program area. Overseeing Handicraft Staff.

Duties: Work with the Program Director and Staff to create appropriate lesson plans and activities. Keep an updated inventory of program area supplies. Inform Program Director of any program needs. Keeps the program area neat, clean, and safe.

**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 the program area and Staff Area neat, clean, and safe. Help with evening camp-wide program activities. Any and all other duties as assigned by the Camp Management team.

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

Reports to: Respective area director

Requirements: Minimum 15 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

## Miscellaneous

### Pfeffer Scout Reservation MAILING ADDRESS/PHONE NUMBER

Staff Member's Name  
Pfeffer Scout Reservation Staff  
1531 Cross Road  
Benton, KY 42025

Camp Office Phone: 270-354-8253

## Uniform

### FIELD UNIFORM

Venturing Green Uniform Shirt  
Venturing Grey Shorts/Pants  
Neutral Color Socks (crew or ankle)  
Staff Hat\*  
Leather Belt of Neutral Color or Any Official BSA Belt  
Closed Toe Shoes  
Watch

### FIELD UNIFORM WORN FOR:

Sunday (dinner and opening campfire)  
Evening Flags and Dinner (every day)  
Friday (closing campfire)

### ACTIVITY UNIFORM

Staff T-Shirt and Hat\*  
Venturing Grey Shorts/Pants  
Neutral Color Socks (crew or ankle)  
Closed Toe Shoes  
Leather Belt of Neutral Color or Any Official BSA Belt  
Watch

### ACTIVITY UNIFORM WORN FOR:

Daily: Morning Flags, Breakfast, Lunch  
During Program: Field or Activity  
Sunday Check In



*\*Will receive 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 Emblem, large square green and white BSA VENTURING patch, and Silver Epaulette Tabs (This signifies you serve at the district or council levels. It's a volunteer and employee designation.) We have no restrictions on which other patches you wear as long as it follows the current BSA Insignia Guide (which can be found online.) *In other words, many youth will want to wear the badge of rank and adults will 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 wear your OA Flap on your uniform.*

## **What to Bring**

Staff Manual  
Staff uniform  
Raingear  
Extra T-shirts / Long sleeve shirts  
Venturing Shorts or Pants  
Venturing Belt  
Venturing Socks (socks & shoes should be worn at all times.)  
Shoes (sandals or open-toed shoes lead to injuries, use only at the waterfront and shower houses)  
Underwear  
Medical form - Parts A, B, and C (MANDATORY)  
Blankets/sheets or sleeping bag (twin or twin XL) with pillow/pillowcase  
Personal Hygiene items (**DEODORANT**, Shampoo, Soap, Toothbrush, Toothpaste, etc.)  
Towels  
Long pants  
Flashlight with working batteries  
Swim Gear - Must be modest  
    Males - Tight fitting swim briefs, speedos, or swim bottoms short enough to chance exposure are not allowed.  
    Females - bikinis are not allowed but modest tankinis or one-piece suits are appropriate.  
    Or a bikini with a shirt over that is not see-thru.  
Sunscreen  
Watch  
Alarm Clock  
Insect/Tick repellent  
Notebook  
Pen and pencils  
Camping Chair/Hammock for Staff Hill  
Hat (staff hat mandatory)  
Water Bottle / Canteen / Cup w/handle  
Locking Trunk \*\* (lock all valuables or leave at home)  
Laundry Detergent and Dirty Clothes Bag/Hamper  
Religious objects and texts appropriate to your faith

### **Other Items you may find helpful**

Scout Handbook	Radio
Money for trading post	Fan
Pocket Knife	Books
Camera	
Basic <i>personal</i> First-aid kit (for your personal use ONLY)	
All-weather extension cord (there IS electricity in staff area)	

***NOTE: Theft or vandalism of items such as TVs, DVD players, amplifiers, and the like is not the responsibility of Pfeffer Scout Reservation or the Lincoln Heritage Council. It is recommended you NOT bring them.***

### **What NOT to Bring**

Pets

Large electrical appliances

Fixed blade knives (Sheath Knives), Butterfly Knives, Machetes, etc.

Personal Firearms or Weapons of any kind

Fireworks

Literature or Videos of questionable taste

Liquid Fuel for Fires

Anything conflicting with the Camp policies (if you are unsure, the answer is probably no)

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

### **Appearance**

Staff must keep a neat and clean appearance at all times. Hair, mustaches, and beards must be kept neat, clean, and trimmed at all times. Jewelry should only be worn in a tasteful manner, reflecting the ideals of Scouting. Be sure to **use deodorant every day**. No one enjoys smelling other people who have foul odors. Exposed tattoos must be tasteful and be in line with the Scout Oath and Law.

**ALL STAFF MEMBERS MUST SHOWER DAILY!**



## **DAILY SCHEDULE\***

### **Monday-Friday**

6:00AM Reveille  
6:25AM First Breakfast  
7:15AM Flag Raising & Waiter Call  
7:30AM Second Breakfast  
8:30-9:20AM Session 1  
9:00AM Scout Leader's Roundtable  
9:30-10:20AM Session 2  
10:30-11:20AM Session 3  
11:45AM-12:00PM Pick up Lunch Bags at Dining Hall  
1:00PM Senior Patrol Leaders Roundtable  
1:30-2:20PM Session 4  
2:30-3:20PM Session 5  
3:30-4:20 PM Session 6  
4:30-5:30PM Open Period  
5:35PM Waiter Call  
5:45PM First Supper  
6:30PM Flag Lowering  
6:35PM Second Supper  
7:30PM Special Events and Twilight Activities  
9:45PM Call to Quarters  
10:00PM Taps/Lights Out

***\*All Schedules are subject to be adjusted by the Key 3 at any time.***

***\*\*Senior Patrol Leader Roundtable is only on Monday through Thursdays.***

### **Meal Schedule**

Depending on the week, the meal service will change. The Dining Hall Manager will brief the units on their times to eat.

**Staff are expected to take part in meals and mealtime programs when directed to by the Program Director.**



*Thursday is Order of the Arrow Day! We encourage all Arrowmen Staff Members to wear their sashes during flags and a shirt from your lodge. The Call Out Ceremony will be that night. The focus of this day will be cheerful service. See the OA Summer Chief for how you can be involved and "Catch the Higher Vision!"*

## **Activity Schedule**

### **Sunday**

12:00pm	STAFF ARRIVE	
1:00-3:30pm	Check-In	
7:00pm	Scoutmasters/Senior Patrol Leader Joint Roundtable	Scoutmasters Lounge
8:00pm	Opening Campfire	Amphitheater

### **Monday**

9:00am	Leader Roundtable	Scoutmasters Lounge
4:30pm	Chaplain Aide Meeting	Amphitheater
7:30pm-9:00	Roy's Race!	Flags

### **Tuesday**

9:00am	Leader Roundtable	Scoutmasters Lounge
7:30pm	Leaders Dutch Oven Contest	Eagle Bound
7:30pm	Volleyball Tournament	Activity Field

### **Wednesday**

9:00am	Leader Roundtable	Scoutmasters Lounge
7:00pm	Volleyball Tournament FINALS	Activity Field
8:00pm	Chapel	Chapel

### **Thursday**

9:00am	Leader Roundtable	Scoutmasters Lounge
6:00pm	Scoutmasters Steak Dinner	Scoutmasters Lounge
9:00pm	Order of the Arrow Call Out Ceremony	Amphitheater

### **Friday**

9:00am	Leader Roundtable	Scoutmasters Lounge
7:30pm	Campfire Begins	Amphitheater

***Campers will be gone from camp no later than 9:00am on Saturday. Saturday breakfast will be from 7:00-8:30am. Work Crews begin at 7:30am. Staff will be dismissed when all work is completed.***

# **THE 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 the Camp Director.*

## **MEDICAL EMERGENCY**

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

1. Keep the 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 the proposed landing site (Health Office).
5. The Health Officer 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/Program 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 the body or any surrounding materials. All medical emergency procedures will be continued until the 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.

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

## **FIRE EMERGENCY PROCEDURES**

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 the Administration Building.
6. In the event of persistent heat and drought, a "No Burn" policy may be issued by the Camp Director.

### **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.
4. Camp and Program Director goes to and remains at the 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 Quartermaster Building to issue fire-fighting equipment.
8. All troops meet at Dining Hall and a troop roll 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 the Forestry Department.
10. Notify Land Between the Lakes and, if possible, adjoining properties.
11. Call Scout Executive.

## **AQUATICS – LOST BATHER DRILL**

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 runners to the campsite to see if Scout has returned.
5. Check with other swimmers and buddies for any information.
6. Report information to the 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 a potential medical emergency; Health Officer reports to waterfront.
7. Sound camp alarm (three blasts with the siren).
8. All staff immediately report to the 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 role 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 the 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 will 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. Contact the Ranger.
3. 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 the search, all program areas, shower houses, and campsites will be checked first. Runners will be sent to check the camp trails. Search will begin from the site of last known personal identification and personal tent and work its way outward from those areas. The Camp Director will be summoned to the office to stay during this procedure. The Program Director will be directing units at the flag poles. The Commissioner will coordinate Runners from the flag assembly area.

4. 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.

## **SEVERE WEATHER PROCEDURES**

(Night/Daytime)

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. The siren is activated to report to the severe weather shelter assigned to each campsite.
2. The Dining Hall is considered our "Severe Weather Shelter." In the case of immediate danger, all campers, adults and staff will report to the designated shelter.
3. Once a troop arrives at the 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 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.

## **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 an attendance check by the Camp Commissioner.

The Camp/Program Director will remain at the office, call the Scout Executive and Council Director of Camping Services, and handle the media as needed.

## **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 the Health Officer and/or the Camp/Program Director due to heat conditions. Water is encouraged at ALL times.

## **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 the 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.

### **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 Camp/Program Director. Stay away from animals and mark the location where they were last spotted. In the case of a dangerous snake, please observe the snake from a safe distance until staff arrives. It is **NOT** the responsibility of the staff to catch venomous or nonvenomous snakes.

### **PROCEDURES TO FOLLOW FOR UNAUTHORIZED PERSONS**

1. The Camp Staff 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. The use of local law enforcement will be at the discretion of the Camp Director.



## **Active Shooter on Camp or Nearby**

1. The Camp Director will initiate the Active Shooter response with a radio call across 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 (away). Keep your hands visible at all times and leave all belongings behind.
  - a. Designated pick-up points will be discussed with all Area Directors. Each Area Director is responsible for knowing where they need to go. 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 an 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 notification system or the code word is used, do not unbarricade the safe zone.
4. **FIGHT:** In the event that 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 IMMEDIATELY.

## **RUN. HIDE. FIGHT.**

### When Law Enforcement Arrives:

Remain calm

Raise your hands above your head and spread your fingers

Avoid making any quick movements

Avoid pointing, screaming, or yelling

## **OTHER EMERGENCY PROCEDURES & HAZARDS**

In the event of a propane tank leak, report it to the Administration Building. Contact the Camp Director. He will contact the Ranger so he can turn off the tanks. Keep all open flames away from the area(s).

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.

**These procedures should occur within seconds of each other. If the Camp Director cannot be contacted for any reason, the Program Director will be responsible for directing emergency procedures.**

## **GENERAL CAMP POLICIES**

### **RELEASE OF PARTICIPANTS WHO ARE MINORS**

All campers who leave camp early MUST sign out at the camp office. Any parent or guardian picking up their child early from summer camp must fill out an **Early Release Form** in the Camp Office. Scoutmasters must verify that the person requesting the early release and completing the release form is indeed the Scout's parents or legal guardian with custodial rights. A photocopy of a picture ID is required by all persons picking up a camper early. **This is to be attached to the Early Release Form.**

### **KITCHEN POLICY**

Non-dining hall staff are not allowed in the kitchen unless they have the permission of the Dining Hall Manager and/or Camp Director. **NO EXCEPTIONS!**

### **SCOUTMASTERS LOUNGE/OFFICE POLICY**

The administration building is home to the Scoutmasters Lounge/Training Center and Camp Office. Although there will be times when you will need to come to the administration building for meetings, office supplies, etc. we ask that you stay out of the Scoutmasters Lounge/Training Center during the day and restrict your visits to the office for business only. Staff will be allowed in the Scoutmasters Lounge/Training Center after evening flags to input Tentaroo. ***Personal calls will be discouraged.*** Termination is the result of loitering in the office.

## PAY SCHEDULES/SALARIES

You will be paid via direct deposit based on the direct deposit form provided when you arrived at camp.

\*TENTATIVE PAY DATES AS OF 03/02/2023

Camp Week	Dates	Pay Date
Staff	June 4 - June 10	Friday, June 16, 2023
Week 1-2	June 11 - June 24	Friday, June 30, 2023
Week 3	June 25 - July 1	Friday, July 14, 2023

2023 LHC Summer Camp Staff Pay Scale				
General Staffing				*CIT Program for 14/15-year-olds who volunteer gets the tenure bump at 16 for each year of service.
	16	17	18+	
Year 1	\$125	\$135	\$200	
Year 2	\$130	\$145	\$225	
Year 3	\$135	\$155	\$250	
Year 4	\$165	\$165	\$275	
Year 5	\$300		\$300	
Area Director's - Level 1				*Includes: Handicraft, Outdoor Skills, First Year Camper, Ecology, Shooting Sports, etc.
Year 1	\$225			
Year 2	\$250			
Year 3	\$275			
Year 4	\$300			
Year 5	\$325			
Year 6	\$350			
Year 7	\$375			
Year 8	\$400			
Area Director's - Level 2				*Includes: Program Director, Commissioner, Shooting Sports Dir., Aquatics Dir., COPE Dir., etc.
Year 1	\$350			
Year 2	\$400			
Year 3	\$450			
Year 4	\$475			
Year 5	\$500			

## TRADING POST/SCOUT LOUNGE POLICY

Non-trading post staff members should not be behind the counter or in the stock room area for any purpose unless specifically given permission. There will be times where you may get asked to assist the trading post staff.

## **CARE OF THE EQUIPMENT AND PROPERTY**

It is the responsibility of the camp staff to maintain all equipment and facilities of the camp. This includes Program Materials, Living Quarters/Lounge, and general population areas. "Treat it as if you owned it". Ensure that campers do not destroy or abuse any equipment used by them. Destruction of property should be investigated and reported to the Camp Director/Commissioner immediately.

## **SEXUAL HARASSMENT AND FRATERNIZATION**

It is the responsibility of the camp staff to report any sexual harassment (either toward themselves or toward others) to the Camp Director immediately. Sexual harassment will not be tolerated. All camp staff members are registered members of the BSA. Fraternization is prohibited.

## **CAMPER/COUNSELOR ROLES**

Staff members are considered adults in respect to campers and must behave accordingly. Always have at least 2 people in your area at any one time.

## **LEAVING CAMP**

Every staff member must check out in the check in/out log. In case they need to be contacted in the event of an emergency, staff members must state their anticipated destination in writing on the sign in/out log. Upon return, everyone is required to sign back in themselves. No one is allowed to sign anyone else in or out of camp.

## **THE SANDWICH PRINCIPLE**

Like the bread that holds together a sandwich, Discipline and Leadership are the foundation and cover that make Scouting Safety a reality. We encourage you to use this principle in your daily life as a Staff Member.

## **TIME OFF POLICY**

All staff members will be off from Saturday when camp preparation work is complete, until Sunday, 12:00PM. An evening off, **approved** by the Camp Director, begins following the evening flag ceremony.

## **STAFF AREA**

The camp staff will be housed in official staff cabins/living quarters, unless special circumstances occur. Showers and laundry room/facilities will be provided. Periodic random inspections of the staff area will be conducted. ***Staff areas must be kept clean and orderly at all times.*** Refusal to keep staff areas clean and orderly may result in dismissal from staff. Cleanliness of staff areas must be approved by the Camp Director, Program Director, Camp Commissioner or officially assigned individuals before work is considered "Complete" on Saturday and permission to leave camp is granted. *Note: If reasonable suspicion exists of illegal, immoral or unacceptable materials, as defined by legal policies, the Camp Staff Manual, or the Scout Oath and/or Law, the camp management has the right to search any staff area or quarters **with or without** their presence or permission.* There will be weekly inspections of staff quarters.

***NO STAFF MEMBERS SHALL BE ALLOWED TO GO TO THE OA LODGE UNLESS THEY HAVE THE EXPRESS PERMISSION OF THE CAMP DIRECTOR.***

## **GRACE AT MEALS IN SCOUT CAMP**

### ***Pfeffer Scout Reservation GRACE***

At Pfeffer Scout Reservation  
With Family and Friends  
For the Beauty and Bounty  
Of the Lake and the Land  
We thank thee, Oh Lord  
With our heart and our Hands  
Amen

Scouting is a non-sectarian organization and recognizes the importance of an individual's faith. Please respect religions and faith practices that may be different from your own. "A Scout is reverent." **It is important to remember that respecting someone else's beliefs does not mean foregoing your own.** If you are asked to say grace, consider the following opening: "Please join me in prayer in the way to which you are accustomed...." **You are encouraged to use the Pfeffer Scout Reservation Grace. Avoid high adventure base graces!**

***Be proud to be at ROY C. MANCHESTER!***

## **ADVANCEMENT**

Staff members are allowed to work on advancement with approval from their Area Director and/or the Program Director and as long as it does not interfere with their work schedules.

## **CHILD ABUSE**

The Camp Director must be notified immediately if any kind of abuse is **suspected**.

## **STAFF USE OF PROGRAM AREAS/EQUIPMENT**

Camp Program Areas and equipment are off limits except for days off (Saturday), **and then only with the permission of the Camp/Program Director and Area Director of that program.**

## **VISITORS POLICY**

Other visitation times are to be scheduled with the Camp/Program Director. **Visitors of opposite sex are not allowed in living quarters. ALL** visitors must sign in and out in the camp office and have a visitor wristband on at all times.

## **VERIFICATION OF ABSENTEES**

1. All leaders must verify that all of their Scouts are either present at camp or have been accounted for at the time the unit checks into camp.
2. Any leader who cannot verify a Scout's absence at check-in must make contact with the Scout's parent or guardian to ensure the Scout's whereabouts.
3. All unverified absentees or "no-shows" must be reported immediately to the Camp Office.

## **AUTOMOBILES**

All staff members, whether or not they have a vehicle on site, must read and abide by the *Automobile Regulations* within this section. All staff members with a personal vehicle on site must have a Staff Release Form on file with the Camp Office. Staff members under the age of 18 are not allowed to have cars on camp without written permission from their parents or guardian. Staff under 18 may drive no one other than themselves.

**Camp is not responsible for any vandalizing done to personal vehicles.**

### **STAFF AUTOMOBILE REGULATIONS**

1. Staff personnel under 18 years of age may be a passenger in a vehicle only when approved by parents/guardian and the Camp Director.
2. Staff personnel under 18 years of age may drive personally-owned cars to and from camp only when approved by parents/guardians and the Camp Director.
3. Staff personnel under 18 years of age may drive no one other than themselves.
4. Drivers under 18 years of age must have parent/guardian and Camp Director approval for personally owned vehicles to be driven off camp for “approved time-off from camp”.
5. Drivers between the ages of 18 and 21 must have written parental approval to carry passengers in personally owned vehicles if insurance on that vehicle is in the parents’ name.
6. All drivers must have a Vehicle Registration Form on file.
7. All vehicles will be parked only in the designated staff parking areas unless otherwise approved by the Camp Director.
8. Only designated drivers will drive camp-vehicles. \*This includes golf carts
9. No camp-vehicles will be driven around camp without prior approval by Camp Director or Camp Ranger and must be on official camp business only.
10. No camp-vehicles will be driven beyond the limits of the camp, unless dispatched on official camp business approved by the Camp Director or Camp Ranger.
11. The maximum speed limit for all vehicles on the camp is 5 mph except where posted otherwise.
12. Reckless driving, speeding, unauthorized driving, and failure to abide by these regulations will result in the loss of driving privileges and/or termination.
13. Non-Approved drivers must not, under any circumstances, have passengers without approval of the Camp Director. Approval will be given only for emergency situations or other similar official camp business.
14. Above regulations apply to all motorized vehicles (including golf carts).
15. No driver will drive anyone’s vehicle other than his or her own (or their spouse).



### **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.

All staff are required to take and pass the BSA Youth Protection Training.

## **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 organizations 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.

## **Open Door Policy and Non-Harassment Policy**

### **Open Door Policy**

The Lincoln Heritage Council and Pfeffer Scout Reservation; Pfeffer Scout Reservation are committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with the area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time. When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

### **Non-Harassment Policy**

Pursuant to applicable law, it is the policy of the Lincoln Heritage Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender,



sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Lincoln Heritage Council and Pfeffer Scout Reservation; Pfeffer Scout Reservation will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, sexual orientation, national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures

3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training and submit the certificate of completion to the Camp Director and/or authorized Council Representative.



**Acknowledgement of the Staff Manual**

I acknowledge that I have received a copy of the Pfeffer Scout Reservation 2021 Staff Manual

I understand that this staff manual replaces any and all prior verbal and written communications regard Pfeffer Scout Reservation 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 Pfeffer Scout Reservation and Lincoln Heritage Council.

I have read and understand the Standards of Conduct expected by Pfeffer Scout Reservation and I agree to act in accord with the Standards of Conduct as a condition of my employment by Pfeffer Scout Reservation and Lincoln Heritage Council.

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 while following Youth Protection.

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

- Either Pfeffer Scout Reservation/Lincoln Heritage Council 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 Pfeffer Scout Reservation documents, or in any verbal statements to the contrary; and
- That no one except the Camp Director or appointed Council Representative 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 the Staff Manual carefully to understand these conditions of employment before you sign this document.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Parent Signature (if Staff is under 18)



