

# Camp Staff Guide

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# Intro & Expectations

## Introduction

Congratulations on becoming a member of camp staff! You are now a part of an outstanding team. We hope that as you work this summer you will make new friends, have new adventures, and contribute to the growth of many Scouts and Scouters. This guide book outlines general council policies, job expectations, and tips to be a successful camp staffer. Because there is so much to cover, we couldn't fit it all in this book. Know that the Camp Director may expand or clarify the policies set forward here. This guide book is intended to inform you of conditions of employment presently in force and is not intended to create any contractual rights in favor of you or the council. The council reserves the right to change at any time and in any manner, without notice, any of the provisions it believes to be in the council's best interest.

## Expectations

As a member of camp staff you will be held to the highest standard. Your example will be remembered by leaders and Scouts for years to come. Be a good example and never consider yourself better than the Scouts you come in contact with. Treat those you interact with, with respect. Your happiness as a staff member is directly tied to losing yourself in the service of others.

As part of being an example you should have a desire to help

others become better. Be clean and neat in appearance and action. It is essential to be on time. There is a saying that goes, "To be early is to be on time, to be on time is to be late, and to be late is unacceptable." Please abide by this principle and show respect for yourself, your job, and others by being on time.

The following is a list of additional expectations for staff members:

- Be a registered member of the Boy Scouts of America.
- Cooperate with the rules, programs, and management of the Western Colorado Council.
- Participate in all required staff training. Attend all staff meetings called by camp leadership.
- Fulfill the job responsibilities specified by the Camp Director and your supervisor.
- Be physically and morally clean—in appearance, behavior, and speech.
- Wear the Boy Scout Uniform as specified by the Camp Director (see page 39).
- Understand and abide by this staff guide and other camp policies.
- Ask clarification questions if you don't understand something.
- If you disagree with something take the disagreement to the parties involved and not to everyone else in camp.
- Give your best effort to becoming the best staff member you can be.

# Scout Oath

The principles in the Scout Oath and Scout Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp. We encourage you to set aside one moment each day to review silently your contribution to the camp program and to the lives of the Scouts.

## On My Honor

Your honor is the core of who you are. It includes your honesty, integrity, reputation, and your actions. When you give your honor it is the strongest promise you can give.

## I Will Do My Best

Always put your best foot forward. Never leave an opportunity without giving it your best effort.

## To Do My Duty

Duty is what others expect of you—Scouts, staff, supervisors—and what you expect of yourself.

## To God

Duty to God is best accomplished by the way we live and serve others. You can also do your duty to God by defending the rights of others to practice their own beliefs.

## And My Country

One of the permanent patches on the Scout uniform is the United States Flag. Each day you will have opportunities that will help you develop a stronger patriotic spirit and love for this country.

## And To Obey The Scout Law

The Scout Law will help direct your thoughts, words, and deeds.

## To Help Other People At All Times

Service to your fellow men is our greatest endeavor. This is the greatest purpose for being on staff. You will find joy in this job as you lose yourself in the service of others.

## To Keep Myself Physically Strong, Mentally Awake, And Morally Straight

The last part of the Scout Oath pertains to serving yourself. Retire to your bed early enough that you will be able to rise refreshed and ready for the new day. Working to purify your heart, mind, and body will lead you to a lifetime of happiness and growth.

# Scout Law

## A Scout Is Trustworthy

Trust and success go hand in hand. You are entrusted with duties and responsibilities. Your attitude in taking on an assignment reflects your level of trustworthiness.

## A Scout Is Loyal

Loyalty to the camp and to your associates is essential for each staff member. You should be concerned about matters that will affect the harmony of the camp.

## A Scout Is Helpful

This begins with an attitude of helpfulness to the newly arrived Scout and his troop. Keep an eye on each Scout—you might be the one to notice a problem or difficulty that a Scout is struggling with.

## A Scout Is Friendly

A friendly word costs nothing but gives so much goodwill. Be a friend to all—both Scouts and staff—instead of forming cliques.

## A Scout Is Courteous

You represent the Boy Scouts of America. A courteous staff member also respects the time of others by being on time.

## A Scout Is Kind

A staff member treats others as he wants to be treated and knows there is strength in being gentle and understanding. He does not kill or harm any living thing without reason and encourages others to live by the same standard.

## A Scout Is Obedient

A staff member carries out responsibilities & responds to the direction of supervisors, Program Director, & Camp Director. If you have something on your mind, get it off to the right person—your supervisor or the Camp Director. The Camp Director has an open door policy & is always available to talk with you no matter how small the problem.

## A Scout Is Cheerful

A happy, spirited camp is a successful camp. No one is in a better position to promote and influence this attitude than you are. Each staff member, in whatever position, should take it upon himself to motivate others and give an outlook of cheerfulness and happiness.

# Scout Law

## A Scout Is Thrifty

Each staff member should consider his responsibilities in protecting & conserving the equipment, physical property, and resources of the camp. By being responsible you can save thousands of dollars that might have to be used to replace or repair damaged property. Take the opportunity to pick up litter and help keep camp looking sharp.

## A Scout Is Brave

This summer you represent the largest organization for boys in the world. You believe in the Scout Oath and Law; represent it boldly. At camp you may have to do difficult things or learn new skills. Approach these challenges bravely.

## A Scout Is Clean

Your living quarters are to be an example of cleanliness & orderliness. If your quarters are disorderly or dirty campers can hardly be expected to live by a higher standard. Keep yourself showered, well-groomed, and shaven according to camp policies. Scouts and staff are expected to have clean thoughts and clean speech.

## A Scout Is Reverent

Scouts and staff members are reverent toward God and are faithful in their religious duties. They also respect the beliefs of others.

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## Notes:

# Aims & Methods

The aims of Scouting are citizenship, character, and fitness. Scouting's eight methods form the basis of our camp programs and activities and help to achieve these aims. Below is an explanation of each of these methods.

## Ideals

Scouting ideals are found in the Scout Oath, Law, Motto, and Slogan. Living these principles will help us to set a true example of Scouting.

## Patrol Method

At camp we provide troops an opportunity to apply the patrol method—the backbone of Scouting.

## Outdoors

Scouts can learn lessons outdoors that cannot be elsewhere.

## Advancement

At camp teaching merit badges and helping Scouts advance is one of many methods used in our programs to help Scouts learn and grow.

## Personal Growth

Each Scout, leader, and staff member will have chances at camp to try new things and to develop skills.

## Adult Leadership

There are many adults at camp—both staff members and unit leaders. Interacting with these adults will provide staff and Scouts an opportunity to grow. While on staff you are also like an adult to the participants and need to set an example of what Scouting is.

## Leadership Development

Through Scoutmaster meetings, the Order of the Arrow, and many other experiences we have real potential to help develop leaders. Watch for opportunities to help boys develop leadership skills through their day-to-day activities.

## Uniform

Wear your uniform proudly. Understand what it stands for and help the Scouts around you know its importance through your example.



# Employee Policies

## Equal Employment Opportunity

The Western Colorado Council is an equal opportunity employer & maintains a policy of nondiscrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, physical or mental handicap (that does not render the person incapable of performing the duties of the job), & with respect to U.S. citizens/intending U.S. citizens. Harassment on the basis of any of the foregoing characteristics will not be permitted or condoned. Sexual harassment also encompasses conduct of a sexual nature that interferes with an individual's work performance or creates a hostile, intimidating, or offensive working environment. Conditions that might even be perceived to be of a sexual nature must be strictly avoided. Any complaint of any violation should be reported immediately through the open door policy. Violation of this policy may result in disciplinary action up to & including termination of employment.

## Open Door Policy

It is the policy of the Western Colorado Council to maintain an open door to any employee having an employment problem or complaint. We believe that any problem that may cause conflict with an employee's efficiency & job satisfaction deserves a full and fair hearing &, if possible, a satisfactory resolution. Usually, the problem should be taken to your supervisor; however, if the supervisor cannot resolve it, you may make an appointment to talk to the Camp Director or the Scout Executive. You are encouraged to use this policy.

## Suspension of Employment

The Western Colorado Council may suspend rather than discharge an employee if, in its discretion, it concludes that investigation of an alleged infraction of employment policies would be appropriate before taking final action. If the Western Colorado Council concludes that suspension is warranted, salary will be suspended immediately.

## Illness/Injury At Work

If you become ill at work & need to leave camp you must notify your supervisor/next person in authority. If any employee is injured while at work, the immediate supervisor/next person in authority must be notified as soon as possible.

## Council Regulations

Employees are expected to conduct themselves according to the basic principles of the Boy Scouts of America as set forth in the Scout Oath and Law & to comply with specific regulations established for the benefit, protection, & fair treatment of all employees & participants.

# Employee Policies

## Employment At Will

All employees of the Western Colorado Council are employees at will and, as such, are free to resign any time or without reason, with two weeks advance notice (or the time period designated in your contract). Similarly, the Western Colorado Council may terminate the employment of any employee with or without reason with two weeks notice or payment in lieu thereof. This handbook is provided to employees of the Western Colorado Council only so that they may be informed of its current employment policies; it is not a contract or other legal guarantee that the Western Colorado Council will continue any policy or practice described in it. No supervisor, manager, or employee of the Western Colorado Council, other than the Scout Executive, is authorized to promise or agree on behalf of the Western Colorado Council to any limitation on any employee's right to resign or the Western Colorado Council's right to terminate employment as mentioned above. If any employee believes for whatever reason (1) that he/she cannot freely resign from employment with the Western Colorado Council or (2) that the Western Colorado Council may not, because of some written or oral statement, representation, or promise made to the employee, terminate his employment without reason or advance notice, he should immediately inform the Scout Executive. Failure to do so constitutes the employee's acknowledgement of conditions stated in this policy.

## Change of Address

It is necessary that you immediately advise the Camp Director or Council Service Center of any change of home address, telephone number, legal name, marital status, dependents, withholding tax deductions, etc. If you move after camp please let the Council know so we can forward your W-2 Forms at year end.

## Dress and Grooming Standards

Personal appearance is essential to achieving SOAR's objective. Pride in your appearance, uniform, and personal grooming makes you and those around you feel that you are part of a first rate team. If staff appearance is less than first rate, it implies that staff attitude and performance are less than first rate. Dirty or uncombed hair for example may not seem distracting to some people, but we need to err on the side of being as approachable and as impressive as possible to every participant. Each staff member shares responsibility for how the entire staff is perceived. Personal cleanliness and hygiene are required. Staff must shower or bathe frequently. Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. SOAR is not the place to begin growing a new beard or mustache

# Employee Policies

## Discipline Policy

Major rule violations *may* result in immediate suspension of employment & termination following verification of the charges. Lesser rule violations *may* result in verbal warnings, disciplinary letters, written warnings, or discharge depending on the nature of and repetition of infractions. The listings on the next page are meant to be representative, but not inclusive, of all violations. For more information see the Camp Director.

## Immediate Termination

1. Possession, sale, attempted sale, or being under the influence of controlled substances on or off camp premises.
2. Drinking, possession, sale, attempted sale, or being under the influence of alcohol on camp premises.
3. Theft or willful damage to camp property or employee's property.
4. Provoking or instigating a fight or fighting. Creating a major life threatening, or eminent injury safety hazard or violation of safety rules and procedures.
5. Possession of a firearm or ammunition, fireworks, a weapon, or pets on Western Colorado Council premises or time.
6. Immoral or indecent conduct, including being in the sleeping area of the opposite sex for any reason.
7. Unauthorized absence; leaving the camp property w/o reason or permission.
8. Sexual harassment—resulting in formal charges against you.
9. Violation of the Council fraternization policy.
10. Being involved in anything that could be construed as child abuse or that violates the BSA Youth Protection Policy.
11. Shoplifting, assault, or any other crime.
12. Physically striking a camper, leader, or other staff member.
13. Violation of camp, staff, or personnel confidence.

## Immediate Probation

1. Stopping work before quitting time or refusing to perform additional duties assigned by the Camp Director or designee.
2. Insubordination.
3. Unauthorized operation of camp vehicles.
4. Being behind the Trading Post counter without proper permission.
5. Failure to follow instructions received from supervisors.
6. Smoking, gambling, and/or using obscene or abusive language.
7. Threatening/intimidating other employees, campers, leaders.
8. Sexual harassment (verbal or physical advances, innuendos, & remarks w/ sexual overtones that cause discomfort or embarrassment to another individual).
9. Curfew violation.

# Employee Policies

## Verbal or Written Warning

1. Sleeping on the job.
2. Absenteeism or tardiness.
3. Leaving your work area during working hours without permission.
4. Dress or appearance that could be considered bizarre or distasteful, or subject to criticism by participants or the public. This includes unshaven, unshowered, and/or unclean clothing.
5. Out of uniform.
6. Behavior that is disruptive and interferes with the smooth functioning of a department or area.
7. Vending, soliciting, or collecting funds on behalf of any organization for any purpose during work hours (does not include non-working meal breaks or other breaks).
8. Distributing or posting written matter on behalf of any organization for any purpose, at any time in working places (Western Colorado Council Friends of Scouting and Keepers of the Flame campaign are the sole exception to this rule).
9. Failure to observe time limits for breaks and meal periods.
10. Visits by friends or relatives during work hours (Such visits must be short-term and previously approved by the Camp Director).
11. Interfering with others on the job.
12. Excessive tardiness.
13. Excessive horseplay.
14. Any other conduct that is not in keeping with Western Colorado Council precepts and the performance of the Western Colorado Council mission.

# Personal Practices

## Accommodations

You will remain in continuous residency at camp during your period of employment. Staff members will receive room & board (usually a cabin with bunk beds). Meals are served in the dining hall. No flames are allowed in living quarters. Camp showers are available to staff.

## Alcohol, Marijuana, Illegal Drugs, & Smoking

Alcoholic beverages and/or illegal non-prescription drugs are not permitted in camp. Tobacco is strictly forbidden if you are not of age. Marijuana is not permitted by anyone on camp property. Violation of this policy could result in termination.

## Buddy System

We encourage Scouts to always be with a buddy while at camp and advise the staff to do the same whenever possible. This is a good safety policy and helps to share the workload.

## Campfires

The Program Director, Commissioners, or designee will assign staff members parts in the campfire program. Special training will be provided on how to lead songs, tell stories, and take part in skits. All staff members are required to attend campfires.

## Cell Phones

Cell phones are permitted in camp but are not to be used in program areas. If a cell phone becomes a problem it will be confiscated and returned before you leave for home.

## Communications at Camp

SOAR is equipped with phones for business and emergencies. In case of emergency, please instruct your family to call (970) 524-7768. Family members are welcome to visit camp for campfires & other ceremonies. These visits should be conducted like any other visitor to camp and should not interfere with the staff member's responsibilities.

## Electronic Devices

Electronic devices are allowed in camp provided they are only used off duty & not in front of scouts or leaders & not heard outside your cabin.

## Deductions

Deductions will be made from each pay check as required by law for Social Security and Federal/State withholding tax.

# Personal Practices

## Facilities

The kitchen (except the dish room) and the Administration Building (except when in need of the health officer), are off-limits except for those assigned to those areas.

## Flag Ceremonies

Each staff member will be at the flag ceremony on time and in the required uniform.

## Fraternizing

Under no condition will any pairing off be tolerated during your time at camp unless it is your spouse or fiancé. Camp relationships are very memorable and we want them to remain that way. To do this, the Council has established the following policies: no pairing off at any time, no holding hands, no kissing. There is to be no inappropriate contact or behavior with those of the opposite or same sex. Such behavior will result in your immediate termination.

## Health Examinations

All staff members will be required to have a complete physical examination within one year of the closing date of camp and to have a BSA medical record on file during their period of service at camp. Staff members must use the current medical form published by the BSA.

## Movies

We advise not bringing movies to camp. Any movies brought must be cleared with the Camp Director.

## Purpose of Camp

It is the purpose of the Boy Scouts of America to help build the future leaders of this country by combining educational activities and lifelong values with fun. The Spirit of Adventure Ranch is a setting where Scouts learn by example and through experience. These outcomes should not be left to chance. You as a staff member should be aware of the purposes of Scouting and the methods used to achieve them. Scout camp is more than just fun—it provides the place, people, and program to achieve the purposes of Scouting.

## Payment of Salary

Your salary is confidential and should not be discussed with others. All paid employees must provide a social security number, W-4, I-9, and Direct Deposit form before any salary can be paid.

# Personal Practices

## Personal Vehicles

During camp, personal vehicles will remain in the parking lot unless approved by the Camp Director. No youth staff member should be alone in a vehicle with an adult at any time. Written parental permission is required for any youth staff member to travel in another staff member's vehicle or to another staff member's home.

## Preparing to Teach

You will receive your general area assignment before camp. It is expected that you will research your topic/merit badge, prepare general lesson plans, and earn the merit badge prior to camp. This will help ensure you are more able to effectively teach Scouts at camp.

## Program Areas

Each staff member will be assigned to a program area. Understand that your assignment may change throughout the summer as the camp adjusts to meet the needs of the units. It is your responsibility to keep your program area clean and in good order.

## Quality Advancement

Teach all of the requirements of your assigned merit badges or station following the "no more, no less" policy. Do not change merit badge requirements or accept bribes for badges.

## Staff Sleeping Quarters

You will be housed in cabins with up to nine other staff members. Time should be spent keeping your cabin comfortable, clean, and organized (a lock for your trunk is advisable). No Scouts or boy/girlfriends in the staff area. Breaking this rule could lead to immediate dismissal.

## Staff Training

All staff members will report to the camp at the time stated in the staff agreement. The week before the opening of camp will be used to train camp staff and set up various program areas in camp. Staff members are expected to attend all pre-camp training sessions.

# Packing for Camp

Use this packing list as a guideline for what to bring to camp.

## Personal Equipment

- Medical Form
- Official BSA Shirt (2 recommended)
- Official BSA Pants and/or Shorts (2 recommended)
- Official BSA belt (unless built into pants)
- Adequate BSA or Black socks (7-10 advisable)
- Swimming Suit
- Camping Chair
- Underclothing (7-10 pairs advisable)
- Pajamas
- Good shoes (for a lot of walking)—close toed
- Work clothes (i.e. old jeans/t-shirt)
- Jacket
- Work gloves
- Sleeping bag or bedding
- Pillow
- Personal soap/shampoo/doederant
- Towel & washcloth
- Comb/brush, hair products
- Toothbrush/paste, etc.
- Shaving equipment
- Simple flashlight & extra batteries
- Water bottle
- Sun/bug protection
- Wristwatch
- Personal medication
- Notebooks, pens/pencils
- Storage for cabin (i.e. lockable box)
- Pack/duffle bag
- Raincoat or poncho
- Pocketknife
- Alarm clock

## Optional Equipment

- Musical instrument
- Sandals for showering/swimming
- Laundry bag
- Small mirror
- Books, etc.
- Contact solution
- Chapstick, lotion, etc.

## Prohibited Equipment

- Personal firearm/archery equipment
- Fireworks
- Pets
- Airsoft/paintball guns
- Expensive electronics—including but not limited to any type of gaming system, TV, etc.
- Anything distracting to you/others



# Youth Protection



It is of great concern in our society today that our children are protected from harm and abuse. The Boy Scouts of America have established a number of safeguards and protections to help ensure that our youth are protected.

Every adult leader and staff member attending Scout Camp needs to complete Youth Protection training. This training can be completed online at [myscouting.org](http://myscouting.org). It is strongly recommended that each unit

conduct youth protection training as well. The movie *A Time to Tell* can be used for this purpose.

Any abuse suspected at Scout Camp should be immediately reported to the camp director or onsite scouting professional who, with the Scout Executive, will work with local authorities to respond to the situation. Any leader or youth violating Youth Protection Guidelines will be asked to leave camp.

## Barriers to Abuse:

- Two-deep leadership
- No one-on-one contact
- Respect of privacy
- Separate accommodations for adults and Scouts
- No secret organizations
- Appropriate attire
- Constructive discipline
- Hazing/bullying prohibited
- Junior leader training and supervision
- Inappropriate use of cameras prohibited

## Three R's of YP:

**Recognize** situations that place you at risk of being molested, how child molesters operate, and that anyone can be a molester.

**Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.

**Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps protect other children. Let the Scout know he or she will not be blamed for what occurred.

More info about YP Guidelines can be found at [scouting.org/training/youthprotection.aspx](http://scouting.org/training/youthprotection.aspx)

# Customer Service

## Serving Scouts

1. Know your job. Scouts can tell when you don't know what you're doing.
2. Listen to Scouts. They will tell you their needs so you can help make their day.
3. Praise Scouts when they do a good job.
4. Provide encouragement when Scouts are having a hard time.
5. Know the names of as many Scouts as possible, including those in your assigned troop.
6. Never grab, punch, or touch a Scout in an angry manner.
7. Do not yell or use profanity.
8. Do not make threats. If Scouts misbehave, establish reasonable consequences and stick to them.
9. Use the Scoutmaster to deal with Scout discipline problems.
10. Keep you supervisor informed of any incidents.
11. Use two-deep leadership when disciplining a Scout.

## Serving Scoutmasters

1. Do what you promise to do.
2. Always be respectful, even if the Scoutmaster becomes impatient with you.
3. If a Scoutmaster disagrees with what you are doing, be respectful and invite him to talk with your supervisor or camp admin.
4. If a Scoutmaster becomes aggressive toward you, always involve your supervisor or camp admin.
5. Always set a good example for his/her Scouts.
6. Know your limitations. If you cannot help with a particular concern, find out who can help and get an answer to him quickly.
7. Write down Scoutmaster requests and problems and report them to their Commissioner or the Program Director if you cannot resolve them yourself.

## Working with Staff Members

1. Recognize that every staff member has an important role in camp.
2. Do your job. When you don't, someone else has to pick up the slack. When you get your job done, help someone else. Remember, a Scout does a good turn daily.
3. Respect every staff member, regardless of how many years they have worked at camp.
4. Be humble enough to learn from those around you—both younger and older staff.
5. Respect the privacy of your tent mate. Keep your tent clean.

# Teaching

## The Teaching EDGE

E: Explain  
D: Demonstrate  
G: Guide  
E: Enable

## Visual Aids

- Whiteboards
- Flip Charts
- Pictures
- Maps
- Demonstrations
- Models
- Posters
- Objects
- Handouts

## Teaching Techniques

Debates  
Talk  
Song  
EDGE  
Learning Center  
Writing  
Discussion  
Group Projects  
Role Playing  
Reading  
Brainstorming  
Experiments  
Reports  
Skits  
Demonstrations  
Case Study  
Flashcards  
Visual Aids  
Simulations  
Drills  
Lecture  
Buzz Group  
Games  
Reflection

## Tips for Success

- Know your material.
- No requirement is boring.
- Be enthusiastic.
- Practice, practice, practice.
- Require no more, no less.
- Ask engaging questions.
- Don't play "guess what's in my head."
- Follow up with one-word answers.
- Listen carefully.
- Be comfortable with silence.
- You can only go as fast as the slowest paced Scout.
- Pace your lesson—not too fast, not too slow.
- Read nonverbal language.
- Be yourself.
- Be excited about public speaking.
- Know the Scout's expectations.
- Help the audience participate.
- Use humor.
- Extend commitments.
- Give positive feedback frequently.
- Mix it up: Try several techniques in one session.
- Have Scouts teach a friend.
- Practice effective body language.
- Follow-up with individual Scouts.
- Ask for help if you need it.

# Leading Songs

*Remember:* You don't have to sing like a pro or know how to read music to lead songs well.

*Leadership:* Smile at your group. Relax and radiate confidence and enthusiasm. Plan your selections carefully, choosing songs that fit the crowd and the occasion. Proper song choice can create, sustain, or change the mood of the group. Beware of parodies and songs that might offend anyone in your audience.

*Starting:* Announce the name of the song clearly and name the tune if it is familiar. Don't ask what song they want—tell them. Always start with a rousing, well-known warm-up number so everybody, including you, can sing with confidence.

*Key:* Be sure to give the pitch. Hum or sing a few bars yourself or have a couple of bars played if an instrument is available. If you're too high or too low, stop and start over.

*Tempo:* Start everyone at the same time, call out in rhythm with the time, say let's go, clap your hands, or stomp your feet and then start on the next beat.

*Attitude:* Move around a little and inject a little pep and personality. Keep smiling. Tell the crowd that you want to hear singing, not just loud noise or volume. Preserve your sense of humor and don't expect perfection—from yourself or the audience.

*Songs:* As a general rule short songs should be sung twice, once for practice and once for real. Action songs are generally a hit, but be sure you know them well. Never ask the campers "what shall we sing next?" because you will get as many different replies as there are campers. Have several favorite songs in mind.

*Copies:* Provide copies of the words, if possible. Use songbooks, copies, large charts, etc. Most people sing better if they have the words. If you can't make copies consider having the staff sing the song once as an example to help everyone hear the words.

*Practice:* Practice whenever you can. In song leading, as in most musical accomplishments, it takes practice to become perfect.

“A week of camp life is worth six months of theoretical teaching in the meeting room.”

—Lord Robert Baden-Powell

# Campfire Planning

## Campfire Elements

- Skits
- Songs
- Applause
- Run-Ons
- Showmanship
- Stories

## Why Campfires?

- Fun/Entertainment
- Fellowship
- Leadership
- Adventure
- Education
- Inspiration

## Campfire Planning

Good campfires don't just happen, they are planned. Scout-aged boys are used to excitement and fast-paced entertainment. Campfires must move along at a quick pace and should last between 45 minutes to just over an hour. Campfires should follow the flame of the fire—starting strong and slowing down near the end. The Program Director and Commissioners will provide a schedule for each campfire to help meet these requirements.

## Three-Second Rule

At no time should there be a pause in the campfire of more than three seconds. Staff should be prepared to provide run-ons or cheers if a unit or staff act is not prepared. This will help keep enthusiasm at the desired level.

## Campfire Standards

Campfires are public performances and must be of the highest standards. Under no circumstance should any item of questionable taste be permitted in a campfire program. Skits involving toilet humor, bodily functions, racial or ethnic slurs, and similar embarrassments have absolutely no place at Scout camp.

All skits, songs, etc. should be screened before the campfire to ensure that the act meets acceptable standards of taste and is prepared.

Program Directors and Camp Directors must take the lead to stop any unacceptable act before it goes too far, embarrassing the camp and its staff.

## Forbidden Five

1. No portrayal of illegal or forbidden activities.
2. No portrayal of ethnic groups, minorities, or disabilities.
3. No use of water or toilet paper in skits, songs, or run-ons.
4. No portrayal of death, killing, or suicide.
5. No portrayal or reference to bodily fluids, or functions.

# Campfire Planning

## The Successful Six

1. Go through two different campfires with the staff to practice the program and find out what talent is available.
2. Assign one staff member to act as the master of ceremonies.
3. All skits should be reviewed beforehand to make sure they are in good taste and are entertaining.
4. Assign someone to build and maintain a campfire that does not burn out too early or too late.
5. Keep the program moving by providing lots of variety.
6. Don't run the program over an hour or you will risk losing the audience's interest and enthusiasm.

## Miscellaneous

1. Remember to have fun. If you are not enjoying it neither will the audience.
  2. Follow the song leader. If his words are different, go with the flow.
  3. Develop campfire traditions.
  4. Do not be afraid to try something new.
  5. Remember to keep skits short and moving—dead time is not acceptable.
- 

## Notes:

# Games

## Preparing to Lead a Game

1. Know your games thoroughly—what to do and how it's done.
2. Start with your best game—easy to explain and enjoyable.
3. Play games that everyone can play.
4. Consider space requirements—set boundaries and have all equipment ready in advance.

## Explain the Game

1. Stand where you can be seen and heard by all.
2. Show enthusiasm.
3. Make your instructions clear and brief.
4. Make sure you understand the game.
5. Teach it in steps (i.e. explain the rules and demonstrate).
6. Allow questions for clarification.
7. Start with a simple game and work to more difficult ones.
8. Don't wear out the game. Switch it up often.
9. If you need assistance use judges, referees, etc.
10. Let Scouts enjoy the game with but maintain control.
11. Instill sportsmanship and fair play by observing all the rules.

## Game Ideas

*Deer Stalking:* The “deer” stands in a forest or field. The others form a circle about 200 feet away and fall down flat. On a signal they stalk toward the deer using available cover. When the deer sees someone he points and yells for them to stand. The person who gets the closest without being seen wins.

*Categories:* Select a category such as birds. Each person in turn names a bird that has not been named by someone else. They must do this before the leader can count to five. If he/she misses he drops out and waits for the next category. The last one remaining wins.

*Mingle:* Everyone gets in a big group and mingles about. The leader calls out a number. At this point everyone gets into groups equal to the number the leader calls out and sits down. Anyone not in the correct size group is out.

*Amoebas:* A variation on classic tag. The person who is “it” tries to tag others. When tagged, they must link arms and try to tag someone else. The winner is the last person not linked.

*Ha, Ha, Ha:* Arrange Scouts in a circle. The first one says “Ha” the second “Ha, Ha” the third says “Ha, Ha, Ha” and so on around the circle. The “Ha, Ha's” must be said without laughing. Those laughing while saying their parts are eliminated. The one staying in the circle the longest wins.





# Job Descriptions

The following are general outlines of the responsibilities of staff members. Please note that job descriptions may be modified or adjusted as determined by camp leadership.\

## General Responsibilities of Staff Members

1. Follow the direction of the Area Director, Program Director, and Camp Director.
2. Participate in all camp activities.
3. Teach assigned merit badges & perform well in assigned area.
4. Serve as an excellent troop friend at camp.
5. Fulfill all assigned kitchen, cleanup, and misc. assignments.
6. Other tasks as assigned by Area Director or Camp Administrator.
7. Abide by the standards in the Code of Conduct and Staff Guide.

## Program Director

1. Follow the direction of the Camp Director.
2. Help supervise and carry out all camp-wide events.
3. Give leadership, support, and training to entire staff.
4. Schedule time of program staff.
5. Assist the Camp Director in periodically conducting performance reviews that measure effectiveness of program staff.
6. Conduct Scoutmaster meetings (with the help of the Camp Director).
7. Assist Commissioners in SPL Meetings as needed.
8. Responsible and accountable for the program of camp.
9. Responsible and accountable for all program supplies (inventory, suggest new program purchases, etc.).
10. Work closely with Commissioners program.
11. Support and strengthen Area Directors, Instructors, and Counselors in Training. Works to maintain staff morale.
12. Maintains a positive attitude towards all campers and leaders.
13. Helps to develop and organize the training and development of the program Staff.
14. Help to coordinate the unit check-in process at camp.
15. Help processing all the merit badge work and other advancement completed or partially completed at Camp each week.
16. Regularly monitor the progress of the Camp programs in the field.
17. Writes and submits a report of the summer to the Camp Director at the end of the season.

## Camp Health Officer

1. Responsible for operation of the camp health and safety program.
2. Handles first aid and emergency cases.
3. Maintains a positive attitude towards all campers and leaders.
4. Reports to the Camp Director.

# Job Descriptions

## Trading Post Manager

1. Responsible for the operation of the Trading Post and Snack Shack.
2. Responsible for stocking, inventory control, and selling of goods.
3. Responsible for marketing goods in a positive and imaginative way.
4. Maintains a positive attitude towards all campers and leaders.
5. Reports to the Camp Director.

## Commissioner

1. Motivates campers and unit leaders within designated service area.
2. Help troops understand, interpret, and apply the patrol method.
3. Assists troops and individual campers in becoming stronger and better at camp.
4. Coordinates logistics for Adventures/Day Trips.
5. Responsible for program of assigned service area.
6. Provide immediate help in meeting specific and urgent problems.
7. Lead and guide intertroop activities as directed.
8. Ensure each troop has a well-founded, attainable camp program.
9. Build spirit and enthusiasm into troops.
10. Visit assigned troop (s) as often as possible.
11. Maintains a positive attitude towards all campers and leaders.
12. Assists in running SPL meetings and program.
13. Reports to Camp Director.

## General Responsibilities of Area Directors

1. Follow the direction of the Program Director and Camp Director.
2. Participate in all camp activities.
3. Give leadership and support to area members.
4. Review Scouts who complete merit badges. See that all of the requirements are being taught and passed off as written.
5. Visit Troops in Commissioner area.
6. Other tasks as assigned by Program Director or Camp Director.
7. Reports to Program Director or Camp Director.

## Aquatics Director

1. Responsible for developing and maintaining an aquatics program that meets the standards of the Boy Scouts of America.
2. Coordinates the camp aquatics program with the general camp program.
3. Supervise the camp's aquatics personnel.
4. Supervise aquatics staff training.
5. Maintains a positive attitude towards all campers and leaders at all times.
6. Maintains the camp's inventory and records of aquatics equipment.
7. Reports to the Program Director.

# Job Descriptions

## Shooting Sports Director

1. Responsible for developing and maintaining a shooting sports program that meets the standards of the Boy Scouts of America.
2. Know safety regulations for all equipment and activity areas.
3. Ensure the safe and proper storage of equipment and ammunition.
4. Train and supervise all shooting sports staff including asst. director.
5. Ensure that all national standards are met in shooting areas.
6. Maintains a positive attitude towards all campers and leaders.
7. Reports to Program Director.

## Assistant Shooting Sports Director (Archery)

1. Responsible for maintaining an archery program that meets the standards of the Boy Scouts of America.
2. Receive training from the Shooting Sports Director.
3. Help maintain safety and national standards at the archery range.
4. Maintain inventory of all archery equipment.
5. Maintains a positive attitude towards all campers and leaders.
6. Reports to the Shooting Sports Director.

## Eco-Craft Director

1. Responsible for developing and maintaining ecology and handicraft programs that meet the standards of the Boy Scouts of America.
2. Supervise Eco-craft area staff members.
3. Maintain the camp's inventory and records of eco-craft equipment.
4. Educate camp participants in ecological principles.
5. Maintains a positive attitude towards all campers and leaders.
6. Reports to the Program Director.

## Scoutcraft Director

1. Responsible for developing and maintaining an outdoor skills program that meets the standards of the Boy Scouts of America.
2. Train staff Scoutcraft area and staff members.
3. Keep an inventory of all area equipment.
4. Maintains a positive attitude towards all campers and leaders.
5. Reports to Program Director.

## Trail to First Class Director

1. Responsible for developing and maintaining a rank advancement program that meets the standards of the Boy Scouts of America.
2. Train staff members in skills needed.
3. Supervises Trail to First Class area and staff members.
4. Keep an inventory of all area equipment.
5. Maintains a positive attitude towards all campers and leaders.
6. Reports to Program Director.

# Job Descriptions

## Ranger

1. Perform duties assigned in areas of operation and maintenance.
2. Provide immediate help in meeting specific and urgent problems.
3. Maintains a positive attitude towards all campers and leaders.
4. Inspect the premises to determine repair work necessary.
5. Coordinate projects as assigned.
6. Engage in camp check-in/check-out procedures.
7. Provide custodial services as needed.
8. Reports to Camp Director.

## Instructor

1. Perform duties assigned by the director of the area(s) assigned.
2. Has the knowledge and skills to teach assigned merit badges.
3. Serves as an effective troop guide.
4. Follows policies and procedures of instructing and passing off merit badges.
5. Maintains a positive attitude towards all campers and leaders at all times.
6. Reports to Area Director.

## Counselor in Training (CIT)

1. Perform duties assigned by the director of the area(s) assigned.
2. Has the knowledge and skills to teach assigned merit badges.
3. Serves as an effective troop guide.
4. Follows policies and procedures of instructing and passing off merit badges.
5. Maintains a positive attitude towards all campers and leaders at all times.
6. Reports to director of assigned area(s).
7. Participates in CIT advancement program.

### Understanding the CIT program:

The Counselor in Training program at SOAR is a volunteer program that is introductory to being a full-time staff member. When applying to work as a CIT it is important to understand that this is an unpaid position. Additionally, those interested in the CIT program are welcome to apply to work the whole summer or only part of the summer. We encourage all CIT's to take this opportunity to learn about what it's like to be a staff member and understand their areas of interest better. CIT's are also encourage to engage fully in our CIT Merit Badge program (an opportunity for CIT's to earn merit badges while on staff). For more information on the CIT program, please contact Eleanor Anderson, Camp Director.

# Uniform Standards

As a member of the Steve Fossett Spirit of Adventure Ranch staff you are required to have and wear the official uniform as designated here. Having and agreeing to wear the official uniform as stated below is a condition of employment.

## Field Uniform

You may choose to wear the Venturing and/or Boy Scout Uniform on staff. However, if you choose to wear one shirt you must wear the coinciding pants (i.e. green Venturing shirt and grey Venturing shorts/pants). Staff may wear long or short sleeved shirts and pants or shorts.

- Official BSA® or Boy Scout™ or Centennial Boy Scout™ Shirt
- Official BSA Venturing® Shirt\*
- Official BSA® or Boy Scout™ or Centennial Boy Scout™ Pants or Shorts
- Official BSA Venturing® Pants or Shorts
- Socks: Black and/or Official BSA Venturing® and/or Official BSA® or Boy Scout™ or Centennial Boy Scout™
- Official BSA Venturing® or Official BSA® or Boy Scout™ or Centennial Boy Scout™ belt (or tooled leather belt with Official buckle).
- Uniform shirts should be complete and tidy with proper insignia (camp staff should wear silver shoulder loops)—world crest, council shoulder patch, American flag, shoulder loops (other appropriate patches are permitted i.e. OA pocket flap patch, rank patch, etc.)

## Activity Uniform

Staff are required to pay an activity uniform fee of \$25.00 which includes two activity t-shirts, Friday activity shirt, staff polo shirt, and an activity hat for camp staff.

## When to Wear What

It is expected that staff will wear their full field uniform to all Flag ceremonies, breakfast, and camp-wide events (excluding the SPL Activity and Camp-wide games on Friday). The following is the required uniform for the given day:

Monday: Field Uniform

Tuesday: Activity Uniform (staff t-shirt),

Wednesday: Activity Uniform (staff polo)

Thursday: Activity Uniform (staff t-shirt)

Friday: Activity Uniform (Friday shirt)


Saturday: Activity Uniform (staff polo)

# SOAR Schedule

	Monday	Tuesday	Wednesday
7:30 AM		Flag Ceremony	Flag Ceremony
8:00 AM		Breakfast	Breakfast
8:30 AM			
9:00 AM	Check-In (9:00-12:00)  Set-Up Camp	Program Time Merit Badges (9:00-12:00)	Program Time Merit Badges (9:00-12:00)
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM			
11:30 AM			
12:00 PM			
12:30 PM	Lunch	Lunch	Lunch
1:00 PM			
1:30 PM	SM & SPL Meeting	Program Time Merit Badges (1:30-5:00)	Program Time Merit Badges (1:30-5:00)
2:00 PM	Welcome & Intros		
2:30 PM	Program Time Merit Badges (2:30-5:00)		
3:00 PM			
3:30 PM			
4:00 PM			
4:30 PM			
5:00 PM		SPL Meeting	SPL Meeting
5:30 PM	Dinner	Dinner	Dinner
6:00 PM			
6:30 PM			
7:00 PM	Troop Time (6:45-8:15)	Troop Time (6:45-8:15)	Troop Time (6:45-8:15)
7:30 PM			
8:00 PM			
8:30 PM	Opening Campfire	Honor Trail	SPL Activity
9:00 PM			
9:30 PM	Reflection		
10:00 PM	Quiet Time/Lights Out	Quiet Time/Lights Out	Quiet Time/Lights Out

# SOAR Schedule

	Thursday	Friday	Saturday
7:30 AM	Flag Ceremony	Flag Ceremony	Breakfast
8:00 AM	Breakfast	Breakfast	
8:30 AM			
9:00 AM	Program Time Merit Badges (9:00-12:00)	Program Time Merit Badges (9:00-12:00)	<b>Trading Post Hours</b> Monday 10:30am-12:00pm 4:00pm-5:00pm 6:30pm-8:00pm Tuesday-Friday 10:00am-12:00pm 4:00pm-5:00pm 7:00pm-8:00pm  <b>Snack Shack Hours*</b> Tuesday-Friday 1:15pm-1:45pm Tuesday-Thursday 6:15pm-6:45pm
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM			
11:30 AM			
12:00 PM			
12:30 PM	Lunch	Lunch	
1:00 PM			
1:30 PM	Program Time Merit Badges (1:30-5:00)		
2:00 PM			
2:30 PM			
3:00 PM			
3:30 PM			
4:00 PM			
4:30 PM			
5:00 PM	SPL Meeting		
5:30 PM	Dinner	Dinner	
6:00 PM			
6:30 PM		Branding	
7:00 PM	Troop Time (6:45-8:15)		
7:30 PM			Campfire Preparation
8:00 PM			
8:30 PM	TBD	Closing Campfire & Awards	
9:00 PM			
9:30 PM			
10:00 PM	Quiet Time/Lights Out	Quiet Time/Lights Out	

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*We accept cash as well as Credit & Debit cards.*  Square  
 .....

\*Only cash accepted at the Snack Shack.

\*\*This schedule is subject to change. Please see the *SOAR Daily News* for any updates at camp.

# Reporting

## Boy Scouts of America

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person. Notify your Scout Executive of this report or of any of BSA's Youth Protection Policies (Scout Executive: 425-205-5151) See page 12 of this guide for more info on YP/reporting at camp.

## State of Colorado Regulations

The Steve Fossett Spirit of Adventure Ranch is certified under the Colorado Department of Human Services Division of Childcare. As part of that certification, the following information is provided:

If licensing complaints arise, you can contact the Colorado Department of Human Services, Division of Child Care:

Address: 1575 Sherman Street, Denver, Colorado 80203-1714  
Phone: 303-866-5958

In cases of suspected child abuse or neglect please call 1-844-264-5437.

The most recent copy of the state child care inspection can be found in the Camp Director's office upon request.

*This is in accordance with Colorado Department of Human Services, Division of Child Care General Rules For Child Care Facilities 7.701.55.*







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