

# Camp Grimes 2017



1976-2017

## EMPLOYEE HANDBOOK *CAMP GRIMES IS MY CAMP!*

*The Tradition Continues*



***A Scout is:  
Trustworthy, Loyal,  
Helpful, Friendly,  
Courteous, Kind,  
Obedient, Cheerful, Thrifty,  
Brave, Clean, and Reverent.***

Welcome to Camp Grimes. Thanks for agreeing to serve on the Camp Staff of Camp Grimes. Camp Grimes is the Boy Scout Summer Camp for the Mecklenburg County Council. This summer is the 40th Anniversary of Camp Grimes. Our summer camp staff is known for its spirit and has had an excellent satisfaction rate by our customers. Camp Grimes is a premier destination for summer camp for not only the Troops from the Mecklenburg County Council, but for Troops all over the region.

You, the Camp Grimes Staff, are the reason why we are so successful. You are appreciated, you are respected, you are heroes in the eyes of many of our customers, and our customers have high expectations of you for this summer.

We want to make sure we provide the best possible experience for you as a Camp Staff member this summer. We want to recognize you for your accomplishments, we want to give you appropriate training, and we want to empower you to do your jobs and do them well. We want to pay you according to your ability, but also within the confines of the budget approved by our camping committee. And, in return, we want the best of you. We want you to be passionate about your position. We want you to inspire these young people, our customers, to be the best, to do their best, to give their best. Through both the good and bad times, we want you to

maintain your anchor in a positive attitude. We ask that all of our staff be very flexible and willing to become competent instructors in several subject areas.

Always remember that we stand behind you 100%. We deeply desire for you to be a success at your particular job and stand ready to help you achieve the goal of being a success. *Remember that success doesn't occur overnight, but it occurs over a period of time. Success has its moments of good and bad and all these experience will make us a true success over the long haul.*

Summer Camp has changed a lot since I first served as Camp Director back in 2001. But one thing has remained the same – our mission. To teach our Scouts to make ethical choices over their lifetimes. We would like you to remember the times when you were a kid, think of your first experience at a camp. As you look back, think of that one staff member who made a positive impact on your life. Be that person!

Sincerely,

Alan Keiger  
Camp Director

*Take time to review this manual cover to cover and use it as a resource throughout the summer season. Please review and understand the consequences section of this book prior to the end of Staff Week. At the end of this handbook, you will find a page to be signed by you (and your parents, if under 18).*

## **Personnel Issues**

### **1.1 Contracts**

Each staff member must sign and return a contract for summer employment. These are kept on file in the camp office. The contract is a business agreement to perform certain duties for the total camp program. It is expected that every staff member will perform these duties to the best of his or her ability. If problems arise that a staff member finds impossible to solve, then his or her Area Director should be consulted. If necessary, the Program and/or Camp Director may be consulted. Our camp is run based on the Scout Oath and Law, plus a few simple rules. If we all expend our energies toward making Camp Grimes the best possible, we will have fulfilled our contracts.

### **1.2 Compensation**

Your salary will be paid by direct deposit or payroll check only, and will be subject to applicable local, state, and federal taxes as well as FICA, which are required by federal law. While the range of your salary is broadly indicated according to our salary chart, it is important to regard your actual salary as confidential. Any further discussion of your salary on your part is indiscriminate, and would demonstrate a lack of maturity and judgment on your part; it would demonstrate a lack of regard for staff morale (you included) as you debate who is over-paid and under-paid and it will be cause for dismissal from staff.

If you take days off, for any reason, your weekly salary will be reduced by 1/6<sup>th</sup> of your weekly pay for each day you are away from your duties. All days away from camp during the required work period, requires prior approval of your direct report and the Camp Director. All staff is hired for the summer camp period unless communicated in advance and adjusted in the contract you sign.

### **1.3 Required Payroll Forms**

Before you can be paid, you must submit the following forms to either the camp Business Manager, or the Camp Director. You may obtain the necessary forms from the Council Service Center. This includes the I-9 Form, NC-4, W-4, and Workers Permit (if under 18). These forms may also be found on our website, under Staff Information.

### **1.4 Medical Forms**

Every employee must have a current BSA medical form (New A, B and C) and present it to the Health Officer upon checking in at camp for the summer. It will remain on file in the Health Lodge and all medical forms are only to be viewed by the Camp Director, Health Officer or designee for the purpose of Camp health and safety. You must have a medical examination if you have not had one in the past 12 months. **MEDICAL EXAMS CANNOT BE DONE ONCE AT CAMP, SO PLAN TO HAVE ONE PRIOR TO YOUR SCHEDULED ARRIVAL.** Be sure to have your parent's signature and insurance information on the form if you are less than 18

years of age. You will also need a copy of your health insurance card attached to your medical form.

### **1.5 Permission Slips**

If you are under 18 years of age, you must provide a permission slip, signed by your parents, if you plan to leave camp at any time without your parents. The permission slip needs to indicate *specifically* who you may leave camp property with. If we do not have a signed permission form, you will not be permitted to leave the camp property. If you plan to leave on weekends with someone besides your parents, you also must have a signed permission slip. Permission slips can be picked up from the Camp Office or website.

### **1.6 Insurance**

While employed, you are covered by the camp health and accident policy for all incidents except job incurred incidents. You are also covered by Worker's Compensation for job related incidents. The Camp Director will determine which to use. Before any claim can be submitted, the Camp Director and Health Officer must be notified prior to advanced medical attention, unless there is suspicion of a life threatening situation. All injuries, no matter how minor, should be reported to the camp Health Officer.

### **1.7 Housing**

Prior to moving into your staff housing for the summer, it will be inspected and any pre-existing damage will be noted. At the end of your employment, your quarters will again be inspected for damages and cleanliness. You, along with your roommates will be responsible for any damages occurring throughout the summer and must clean your area prior to dismissal. If damages do occur, please notify the Program Director as soon as convenient. You must have the Camp Program Director, Camp Ranger or Camp Director inspect your cabin prior to leaving or you will be charged for any damages or cleaning fees by payroll deduction.

A Scout is clean, and your personal space should reflect this. Our sanitation inspection for the kitchen includes the Carter Building and the Staff Cabins. **DO NOT LET US BE COUNTED DOWN BECAUSE OF YOUR CABIN.** Your cabin, both inside and outside, should be kept neat and orderly at all times.

The electrical capacity of the staff area has limitations. Because of these limitations, the following items are NOT allowed in the cabins: refrigerators, microwaves, hot plates, televisions, air conditioners, or personal computers. Personal stereos are allowed, but the volume should be kept to a level that cannot be heard from outside the cabin.

### **1.8 Staff Cabins**

Staff cabins are your private area and absolutely no one is allowed in another staff member's cabin without them being there in person. Any staff member caught in another person's cabin without the staff member present will be considered trespassing and subject to disciplinary action. When staff does visit other staff members' cabin, the staff member who allowed them in will be held responsible for their guest actions and will be considered liable as well for any damages or adverse actions that may occur. Staff cabins are subject to random inspections throughout the summer. This inspection will be conducted by at least two Staff members after receiving approval of the Camp Director. The inspection or search will be conducted for any reason to insure a clean and safe camp. All camp structures are property of the council and are subject to search of the structure and personal contents within the structure. Staff members are not to enter the private staff quarters of members of the opposite sex. This will

be considered grounds for immediate dismissal. Each staff member will complete a cabin check in form at the start of summer camp. They will complete the same form, with the Program Director, at the end of summer camp. All damage will be recorded. Employees are responsible for damage to cabins. Staff may not switch cabins during the summer without the approval of the Program Director.

### **1.9 Staff Visitors**

Any staff visitors must have prior approval from the Camp Director. Scout Leaders or campers are strictly prohibited from the Staff Area. Any violation of this policy will be dealt with accordingly. Staff is not permitted to have visitors in the staff area. This is our personal area and visitors are not permitted within this area. There will be absolutely no opposite sex sleep over in the opposite sex staff cabins. The only exception to this rule will be married couples and this requires approval from the Camp Director.

### **2.0 Staff Area**

The staff area is our home for the summer. In addition to the staff cabins, the Carter Building hosts a television, DVD Player, various video game players, laundry facilities, shower and restroom facilities, a kitchenette, and an air conditioned place to sit and relax after a hard days' work. Any videos should be rated PG-13 or lower, and all video games should be rated "E" or lower. Also, it is the responsibility of all staff to keep the staff area clean. If the Staff lounge is not kept clean it will be subject to short term closing by Program Director or the Camp Director until the situation is taken care of.

## **Staff Dress Code**

### **2.1 Staff Uniform**

Any time that you are outside of the staff area, you are expected to be in the appropriate uniform for the day, which is outlined in Section 2.3. The only exceptions to this policy are when you are going from the staff area to a vehicle to leave the property during scheduled time off, when leaving on Saturday morning, or when returning on Sunday morning.

The Boy Scout / Venturing uniform will be the proper attire for all staff members. Obtain an appropriate supply of uniforms to accommodate your laundry schedule. Shirts should be worn tucked in at all times. Shoulder epaulets should be silver. Any patches should be properly placed according to the BSA Handbook. Official green shorts or pants are required. Scout green web belts should be worn with brass buckles worn "brass on brass." Scout leather belts can also be worn, but only with a Scout buckle. Official green Scout socks should be worn and pulled up at all times. There are to be no open-toed shoes anywhere in camp other than while in the shower house or on the waterfront. Headgear is optional, but if worn should be an official Scout hat. Hats are not to be worn inside any buildings. Hats should also be removed during flag ceremonies. Merit Badge sashes are not to be worn while on staff. OA members may wear their OA sash, but only during recognized OA functions where the Class "A" Uniform is worn. Complete (pants or shorts, socks, and belt) official Venturing Uniform may be worn. Sunglasses are permitted, but should be removed when in direct conversation with someone. International Scouts will wear the appropriate uniform specified by their country. Uniform inspections will be performed as needed, and any score other than 100% is unacceptable. The Official Staff uniforms that are acceptable to wear are:



The following amendments apply to the uniform of the day.

<u>Area</u>	<u>Requirements</u>
COPE...	Long pants are required.
Aquatics...	Swim suits approved by the aquatics Director, long sleeve plain or BSA tee-shirts for blazing days, beach towels, boat shoes or sandals (worn on waterfront only), plain or BSA hats or sun visors.
Frontier...	Uniforms worn, but Period Dress consistent with 1800's dress or authentic Native American regalia welcome.

## **2.5 Non-Uniform Times**

During staff week, work assignments such as tent crews, recreational games, and other tasks designated by the Program Director or Camp Director, will necessitate non-Scouting attire. Staff members are not required to wear uniforms in the staff area, however, during free time, any staff member not in the staff area is required wear the proper uniform of the day in order to maintain the continuity and professionalism of the camp.

## **2.6 Personal Appearance**

The personal hygiene and appearance of each staff member are his/her own responsibility. It is expected that your personal appearance will be neat, clean, and will represent the high standards of excellence in the judgment of your fellow staff members and directors.

The dress or appearance of staff members which could be considered bizarre, revealing, disruptive, or subject to criticism of visitors, volunteers, or the general public would not be considered appropriate. Appropriate undergarments should be worn at all times including, but not limited to bras for female staff.

A camp staff member's appearance at all times must reflect good taste and image, which is expected of those who represent the Boy Scouts of America. Due to the strenuous activity in camp life, everyone must have at least one hot shower per day in the nude with soap and water. Mustaches and beards will only be permitted if they are fully-grown prior to arrival at camp, and must be kept neat and clean. They should be properly trimmed, and should not adversely affect the body of public opinion. Likewise, your hairstyle should not adversely affect the body of public opinion, or draw attention to you. Coloring of your hair, other than neutral browns, blondes, etc. are not permitted. Body piercing is your choice, however, piercing should not be visible while at camp. Earrings are acceptable for the female staff. Jewelry should be kept to a minimum and maybe eliminated based on the areas you work in for safety reasons.

# **Staff Duties**

## **3.1 Pre-Camp**

Staff training will begin on Sunday, June 11, 2017. All staff should plan to arrive by 12:00 pm on Sunday. Staff should check-in at the Camp Office/Health Lodge. Staff will be expected to stay through Friday afternoon. If you have previous commitments, that will keep you away from camp, they will need to be cleared through the Program Director or Camp Director.

**Staff should complete BSA online training for Youth Protection, Weather Hazards, and Unlawful Harassment Training.**

You should plan to be ready to work in staff uniform on Sunday, June 18, 2017 ready to welcome our first group. You need to report to the Open Shelter at 12:30 PM. If you are concerned about private religious obligations and time, you need to address that issue specifically with the Program Director.

### 3.2 Sunday Check-in

The opening staff meeting will be at 12:30 PM in the open shelter, come to the staff meeting in staff uniform ready to work. **DO NOT BE LATE!!** Staff members will have designated assignments on a rotating basis to assist in the Sunday afternoon check-in procedures. These assignments will be made at the staff meeting each Sunday. Duties for Sunday's include swim checks, Troop Guides, campfire building, tent and platform crews, health re-checks, Dining Hall introductions, and other duties as needed.

### 3.3 Staff Chores

Each staff member is expected to keep his personal gear neat and orderly, and to do his/her share to maintain the entire staff site as well. Each staff member is expected to share in the common workload of latrine cleaning, trash hauling, litter pick-up, wood hauling, etc. Staff members who do not keep their personal areas clean will face disciplinary action. Random health and safety inspections of your personal living space as well as program areas will occur.

Cleaning of the staff area will be completed daily. A schedule will be posted for the cleaning of the lounge, bathrooms, porch area, and grounds.

### 3.4 Religious Services

Remember the 12th point of the Scout Law. Set the example for all campers and leaders. The non-denominational chapel services will be held each week on Wednesday evening. Each staff member should plan to attend these services in Class "A" uniform.

### 3.5 Time Off

It is understood that you will be on duty full time during your period of employment; from the regular Sunday staff meeting until the Saturday wrap up meeting, after the required Saturday duties are completed. You will be free to leave the camp on Saturdays after the wrap up meeting. If you are under the age of 18, you are required to leave camp over the weekend.

Weekday time off is determined by your Area Director, and approved by the Program Director. Remember, nights off are a privilege, not a right. Staff members under 18 years old must have parental permission to leave camp during the week, and may only leave with staff members under the age of 18. Any special circumstances to this policy will be addressed by the Program Director on an individual case basis. Forms are available from the Program Director.

Weekday "Nights Off" time off will be on; Tuesday, Wednesday, and Thursday evenings, and will not begin until after evening assembly, **provided all work is completed and your immediate supervisor has granted approval.** On nights off, staff 17 and under must return to camp by 11:30 P.M. Staff 18-20 must return to camp by 12:30 A.M. Staff 21 and over must be prepared for work by breakfast the following morning.

Nights off and any other leave of camp will also be based upon the minimum number of camp staff required to be on camp. This will be determined by the Program Director and Camp Director based on the number of programs being offered during the evening hours.

Time off will be assigned by your immediate supervisor and approved by the Program Director. When leaving the reservation for any reason, any time, you must sign out and in at the camp office. Upon returning to the reservation after your night off, please keep in mind the privacy of others and their need for sleep and keep any noise to a minimum.

Upon leaving the camp, you should turn in all keys issued to you, other than those to gain entry to your living quarters. They should be turned in to the Program Director or Camp Director. Keys will be returned upon your return to the camp.

The purpose for the nights off is to provide staff members with a break from their weekly routine of scheduled activities and relieve them of their responsibilities for a few hours during one evening of the regular weeks of camp. Having a night off is a privilege, not a right. It is understood that nights off may be revoked by the Program Director or the Camp Director for disciplinary or other reasons that effect your work performance or the camp operations. Any time you leave camp you must sign out on the sign in/out board in the camp office, this is done in case we need to account for you or in an emergency situation.

### **3.6 Wake-up and Lights Out**

Every staff member will be up in time to be dressed and in formation at the flagpole by 7:00 AM each day. It is not required that staff members go to bed at lights out, but you should get enough sleep to get you through the next day. The camp program is rugged, so you must get the proper amount of sleep to do the job you were hired to do. After lights out, you should be in your own cabin, and should make no noise that could disturb campers in any way. Be respectful of your fellow staff members as well. If the Camp Director or Program Director comes around and urges you to “turn in” then it is because their judgment is being called into play. You should honor it. The Camp Director may institute a curfew if deemed necessary.

### **3.7 Timeliness**

Let us not forget that time is an important factor. If you are to hold a special meeting or activity with a Scout or group of Scouts, be there on time. Be prepared to do the things you are asked to do. Don't “short change” any group. You are here because YOU said, “I can and I will.” This means you should be in your program area at least 15 minutes before a class or event is to take place.

### **3.8 Meals**

Failure to eat properly results in the inability to perform your job functions properly. It results in illness. Every staff member must be present for all meals. It is expected that good manners will prevail during meals. You are also responsible to clean your area after you eat, including taking your tray, wiping down the table, and sweeping and mopping as needed.

### **3.9 Assemblies**

All staff members are expected to be at all assemblies on time. On time for staff means 5 minutes before campers are there. You should have your area closed down in time to be at assemblies on time. You should also wake up in time to be at assemblies on time. There are two scheduled assemblies each day, breakfast and dinner. Other times during the week, you may hear the call over the public address to gather for campfires, special events, and/or emergency situations. It is important to remember that if you hear a signal to assemble, that you do so quickly, as others are waiting on you.

### **3.10 Camp Wide Programs**

Camp wide events and activities such as games, competitions, campfires, etc. will be offered at certain times during the week. All staff members will be required to take an active part in these events.

### **3.11 Order of the Arrow**

The OA is an important part of the overall camp program, and staff members who are in the OA should take an active part in its camp operation. We must remember, however, that the

OA is just one part of our schedule and that we have a responsibility to the entire program. One of the responsibilities of an Arrowman is to be cheerful. So staff members that are in the OA should not discriminate against non-OA staff members.

The OA camp Chief will be responsible for promotion of the OA during the summer camp season, along with conducting the Wednesday evening OA event, Call-out ceremony, and Cracker-barrel. The OA Camp Chief may call on members of the camp staff to assist in fire building, etc. in preparation for Wednesday evening's activities. Call-outs will be conducted weekly and the Camp Chief working with the Program Director will be responsible for making this a meaningful experience for the Scouts, leaders, and visitors.

### **3.12 External Communications**

The telephones located in the office and Health Lodge is for business use only. Personal calls should only be made with permission of camp administration. Many staff have access to mobile phones and are willing to share if necessary.

Friends and family should address your mail to:

Camp Grimes Staff

(Your Name)

383 Vein Mountain Road

Nebo, NC 28761

### **3.13 Saturday Check-Out**

On Saturday mornings, you should be in the Dining Hall in *Staff Uniform* by 7:00 AM. Troop Guides will begin taking breakfast to the troops and checking them out, while the remainder of the staff will be broken into work crews. Work projects for Saturday include cleaning of the Open Shelter, Scoutmaster Lounge, Scoutmaster Shower House, Camper Shower Houses, program areas, the Dining Hall and the administrative office. All staff should return to the Open Shelter by 9:30 AM for a staff meeting, and then dismissal if all work projects are completed. Those staff members who are commissioners will have work assignments after they complete their Troop Guide service, and should report to the Camp Program Director for the list of those duties.

After the staff meeting, and assurance that the camp is cleaned, you will be dismissed to leave for the weekend. Remember that all staff members under 18 must leave for the weekends unless prior arrangements are made with the Program Director.

## **Staff Conduct**

### **4.1 Conduct**

The Mecklenburg County Council expects each staff member to conduct themselves in a Scout like manner at all times. Each of us represents Scouting, and our conduct is under observation at all times, both on and off the Mecklenburg Scout Reservation.

The manner in which a staff member conducts himself in camp means a lot. We all like to have others think well of us. We as staff members must work hard at Scouting – sharing ideas, cooperating with others, being careful about jokes and stunts pulled on others, being on time, and doing what we should. Remember, we all occasionally get angry. Control your temper and think before acting or speaking. Horseplay, stunts, and jokes between staff members can be fun; however, if these cause damage or destruction of property or injury to individuals, they will not be tolerated.

### **4.2 Morale**

The morale of camp staff is of the utmost importance in the operation of a healthy, happy camp. The morale of a community such as ours is a peculiar thing. It is like a balance; it may go

up or down depending on which side we apply pressure. We all have ideas and dislikes. If we pool our ideas for constructive work, excellent things happen to make camp fun. If we have dislikes, we should talk them over at a staff meeting. When we know why things can or cannot happen, we operate better. Let us not gossip about things we don't understand. If you ever have a question or concern, go to your Area Director, Program Director, or Camp Director. Your concerns are always taken seriously.

### **4.3 Harmony**

The staff member is not only a counselor and worker; he must also be public relations specialist at all times – giving a good impression of them self, the staff, the camp, and Scouting in general. This means keeping good working relations with the rest of the staff and in particular the campers and leaders.

The power of personal example of staff to younger boys is the most dynamic and convincing influence the camp can exert. This influence must be the very best in terms of personal appearances, uniform, language, enthusiasm, skill practices, and a friendly approach to everyone in camp.

At no time should any staff member give an impression of superiority. An air of sincere friendliness should prevail. You are in camp FOR THE CAMPERS. If you have any relations' problems you should try not to handle it alone, but should go to your Area Director.

IT IS NOT THE STAFF MEMBERS PLACE TO PUNISH A CAMPER!! You should see that camp and Scout policies are upheld, but it is up to the troop leader to discipline the Scouts.

It is also important that the staff member remains in good relations with each other. If we are to continue to have one of the finest staffs around, we must keep in mind that it takes everyone's cooperation, everyone's total effort, and everyone's full contribution to make it.

The staff member should be loyal to his fellow staff members. This does not preclude good-natured kidding, but requires a resistance to personality conflicts. There will be differences, but do not let them be disruptive. See the Program or Camp Director if necessary.

## **Policies and Procedures**

### **5.0 Grievance**

Camp Grimes operates on the chain of command model of management. AREA DIRECTOR-PROGRAM DIRECTOR-CAMP DIRECTOR will be the chain of command course of action. Here is an example; Johnny is a first year staff member working in the nature area, he is having problems or has a concern, he first takes it to his Area Director who will try to resolve the issue, if the Area Director cannot resolve the issue the Area Director will bring it to the attention of the Program Director who then may take it on to the Camp Director attention or take care of the situation and the chain of command stops. If you have a problem or concerns please bring it to some ones attention do not let something that is bothering you keep you from keeping your sanity. The only exception to this policy are in instance of problems with your Area Director then bring it to the Program Director attention and in case of Youth Protection or illegal issues then it goes to the Camp Director or in his absences the Program Director.

### **5.1 Discipline**

Discipline of the Scout is the job of the troop leader, not yours. Hazing is strictly prohibited! The Scout Oath and Law are the accepted code and constant guide to all relationships within camp. The staff members should always present themselves in the spirit of Scouting.

## **5.2 Personal Troop in Camp**

From time to time, the troop to which certain staff members belong back home will be in camp. The concerned staff members should keep in mind that they are members of the staff and will play no favorites.

## **5.3 Visitors**

Due to heavy and demanding nature of our jobs, it is strongly discouraged from staff member having visitors while at camp. All staff members must obtain special permission from the Camp Director.

## **5.4 Laundry**

Laundry facilities are available for staff in the Carter Building. You should stay with your laundry if possible. Detergent and dryer sheets should be kept in your cabin. Any laundry left in the laundry room for more than 3 days will be thrown away. Also, you should be considerate of others. If clothes are in the dryer or washer you need, please put them on top of the dryer if completely dried, or in the dryer if wet. To prevent a fire hazard, make sure to check and clean the lint trap before and after you use the dryer.

## **5.5 Alcohol, Drugs, and Tobacco**

Possession or consumption of alcohol, or any illegal drugs on the Mecklenburg Scout Reservation is strictly prohibited. Use or possession of these substances on camp property will result in immediate termination. Being under the influence of such substances while on camp property is also strictly prohibited, and grounds for immediate termination.

Tobacco use consumption, or the use of vapor products by anyone under the age of 18 is strictly prohibited and is grounds for immediate termination. Staff over the age of 18 may use tobacco in the designated area. Tobacco use inside any camp building is prohibited.

We reserve the right to, and may use random drug testing.

## **5.6 Weapons and Fireworks**

The use of fireworks by any unauthorized staff member is prohibited. Use of fireworks by anyone unauthorized by the Camp Director is grounds for immediate dismissal with no exceptions. No staff member is to bring any type of firearm or weapon to camp. This includes personal bows, arrows, handguns, rifles, and/or shotguns. Sheath knives are only allowed if they are necessary for your program assignments and you must be given permission to carry by the camp administration.

## **5.7 Gambling**

No gambling is permitted whatsoever. This includes but is not limited to sports pools, card games involving the exchange of money, or betting.

## **5.8 Vehicles at Camp**

You may drive your car for transportation to and from camp; however, no staff vehicles should be used to travel on the limited access roads inside camp. Staff are allowed to drive their vehicle to the staff area to unload personal belongings and then must move their vehicles to the designated parking area as soon as possible. A Parking area is available and should be used for all vehicles. Mecklenburg Scout Reservation speed limits are positively restricted to 10 MPH or less. Operation of vehicles around camp is strongly prohibited except for approval by the Camp

Director or by the Program Director. **Staff members are prohibited from using any camp vehicle at any given time except for the exception made by the Camp Director.** Staff members are also strongly discouraged from using another staff member's vehicle or from borrowing a fellow staff member's vehicle. If vehicles are used in camp all persons are required to use a seat belt and absolutely no one rides in the back of open truck either staff or campers. Staff are required if they see a truck operating with persons riding in the back to stop the truck and ask all person riding in the back of the truck to walk to their destination

## **5.9 Ranger Relationships**

Please remember that the camp ranger is a full time employee of the Mecklenburg County Council and his residence and surrounding area is private. All requests for work to be done while at summer camp must be submitted to the Camp Director, Camp Quartermaster, Business Manager or Program Director.

## **5.10 Trading Post**

Staff members will have the same privileges at the Trading Post as campers. No one will be allowed to charge items. *Only those staff members assigned to work in the Trading Post will be allowed behind the counter.* The only exception is the Business Manager, Camp Director, Camp Quartermaster or Program Director.

## **5.11 Use of the Kitchen**

Only staff members assigned to the kitchen will be allowed into the kitchen or dry storage area, and then, only in the performance of their assigned duties. All others will not use or go into kitchen unless asked by the Food Services Manager, Camp Director, Business Manager, Camp Quartermaster, or Program Director. Removing food from the Dining Hall, dry storage areas, or cold storage areas without permission is theft, and cause for termination.

## **5.12 Staff Advancement**

Staff members are NOT allowed to participate in any advancement while employed with the Mecklenburg County Council. The one exception to this rule is for staff members who are teaching a merit badge they do not possess. In this event, permission must be granted from the Program Director and Area Director, and a properly signed blue card from your Scoutmaster must be submitted to the Area Director. The Program Director is the ONLY person who can sign off blue cards for staff members.

## **5.13 Youth Protection**

All staff members must participate in the Youth Protection program implemented by the National BSA office. It will teach ways for us to stay away from compromising situations, as well as how to detect possible abuse or neglect.

No staff member is to EVER be alone with a scout. No exceptions. You should always have "two-deep" leadership when around the boys. During staff week, we will have an extensive Youth Protection Training Program that all staff must participate in, even if you have had it before.

Any staff member found in violation of the Youth Protection rule will be asked to leave Mecklenburg Scout Reservation immediately, and will be terminated without exception. The protection of our youth is very important to the Boy Scouts as a whole, and we will not tolerate any infractions of this policy.

Youth protection also includes sexual harassment toward anyone, no matter his or her age or gender. Sexual harassment falls into four main groups – verbal, visual, physical, and written.

The behavior can be blatant or very subtle. Any behavior in any of these categories is considered sexual harassment if the behavior is unwelcome.

Sexual Harassment is grounds for immediate dismissal. Any violation of youth protection issues must be immediately brought to the Camp Director attention or in his absences the Program Director. Do not try to handle the situation yourself.

#### **5.14 Unlawful Acts**

A Scout is Trustworthy, Obedient, and morally straight. Any staff member committing an unlawful act will be terminated immediately. Unlawful acts may include, but are not limited to: breaking any local, state, or federal law, underage use or possession of alcoholic beverages, use or possession of tobacco products underage, use or possession of any illegal drug, use or possession of any controlled substances, vandalism (includes graffiti in on any camp building or pranks involving camp property), theft, crimes against nature, and/or committing hate crimes. The only exceptions to this might be minor traffic violations.

#### **5.15 Weekends**

Weekends are a great time to relax and catch up on some much needed rest. Everyone needs the chance to have some down time, without the responsibility of watching camp on the weekends too. For this reason, if you are under 18, you must make arrangements to leave camp from staff dismissal time on Saturday until our staff meeting on Sunday mornings.

We plan to run a shuttle van to and from the Council Service Center each Saturday and Sunday. It will run promptly and if you are not on time it may leave without you, at which point you will be responsible for arranging transportation.

If you are over 18 and are staying the weekend, please be mindful that the gate is locked on Saturday night, and remains closed until Sunday morning. You should also plan ahead for meals, since no meals are served on weekends.

#### **5.16 Consequences**

Any policy is null and void without consequences for breaking the policy. There are set consequences for failure to abide by the rules, policies and procedures set forth in this handbook, and/or amendments added later on.

For a first infraction of any policy, which generally apply to personal appearance, and simply doing what you are supposed to do are dealt with through a conference between the staff member(s), your Area Director, Program Director, and/or the Camp Director. Documentation of the infraction and verbal warning will be placed into your personnel file.

Violations of policies concerning staff/camper relations, personal judgment, and/or continued failure to comply with camp policies are dealt with through a conference with the Camp Director, Program Director and staff member(s) involved. You will also receive a written warning to be placed into your personnel file. This written warning will need to be signed by both the staff member, and his/her parents (if under 18 years of age), and returned within seven (7) days.

Youth protection violations, habitual violations of camp policy, committing unlawful acts, possession or use of alcohol, drugs, and/or controlled substances on camp property; use or possession by minors; and/or theft are cause for immediate dismissal. Failures to comply with these policies are dealt with through a conference with the staff member(s) involved, the possible loss of weekday time off, and possible termination of employment.

**Any and all violations of Camp policy are subject to dismissal at the discretion of the Camp Director.**

**5.17 Minimum Number of Staff Members present on the property**

For health and safety purposes, a minimum number of staff members must be present on the property at all times. During summer camp, a minimum of the Camp Director or designee and the Health Officer or designee must be on the property at all times other than time when the camp is not in session. In addition, it is recommended that a minimum of one representative from each program area be available to provide quality program support.

**5.18 Personal information**

Salary, health and medical information is personal and confidential for both camp staff and campers. Any information such as medical forms, paychecks, disciplinary action or private personal issues is to be used only by the appropriate personnel. In the case of health information, the health officer, Camp Director or designee are the only people to view or use this information and it is to be for the health and safety of campers only.

**5.19 Use of Camp Equipment**

Camp equipment is for use as part of your employment functions at Camp Grimes. Camp Grimes program areas, buildings and equipment are not to be used outside of your normal program functions without the prior approval of the Camp Director. Any use of waterfront, climbing towers, trails, and any other equipment, structures or programs areas on weekends must be cleared with the Camp Director prior to use. The Camp Director is to insure that all required safety steps are in place prior to giving approval for use by staff.

**Emergency Procedures**

**6.1 Camp Grimes Emergency Procedures**

**All staff members are to read and understand the Camp Grimes Emergency Procedures Handbook. You can find a copy on the website and we will have one printed for your use at Camp Grimes. It is important that you read, know and understand the emergency procedures prior to the need to use them. If you have any questions, please contact your Area Director, Program Director or the Camp Director.**

**MECKLENBURG COUNTY COUNCIL**

**BOY SCOUTS OF AMERICA**

**CAMP GRIMES  
2017 STAFF MEMBER AGREEMENT FORM**

I have read and understand the 2017 Camp Grimes Staff Manual. I have received and have a copy of the Camp Staff Manual. I agree to abide by the Camp and Staff policies listed in the Staff Manual.

I understand that the following violations are grounds for IMMEDIATE dismissal from the Camp Grimes Staff:

- Any third violation in the above mentioned Camp Staff Manual.
- Gambling.
- Destruction of or theft of property-camp or personal.
- Possession of or use of Illegal Drugs.
- Possession of or use of Alcoholic Beverages.
- Possession of Pornographic Material of any kind.
- Hazing of any Staff Member or Camper.
- Violation of Health & Safety on the part of a Staff Member or Camper.
- Violation of the BSA Youth Protection Guidelines.

Name of Staff Member: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_  
(If Staff Member is under 18)

**THIS FORM MUST SIGNED BY THE STAFF MEMBER (AND PARENT IF THE STAFF MEMBER IS UNDER 18) AND TURNED INTO THE CAMP OFFICE UPON THE ARRIVAL AT CAMP FOR THE SUMMER.**