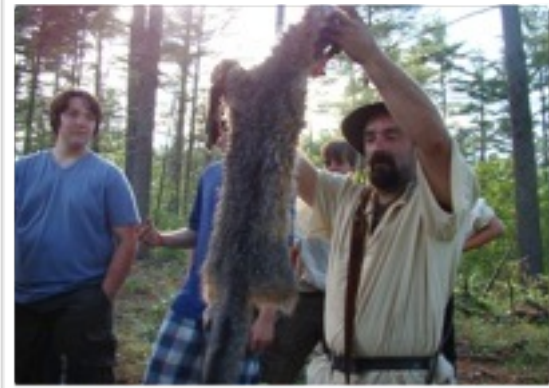
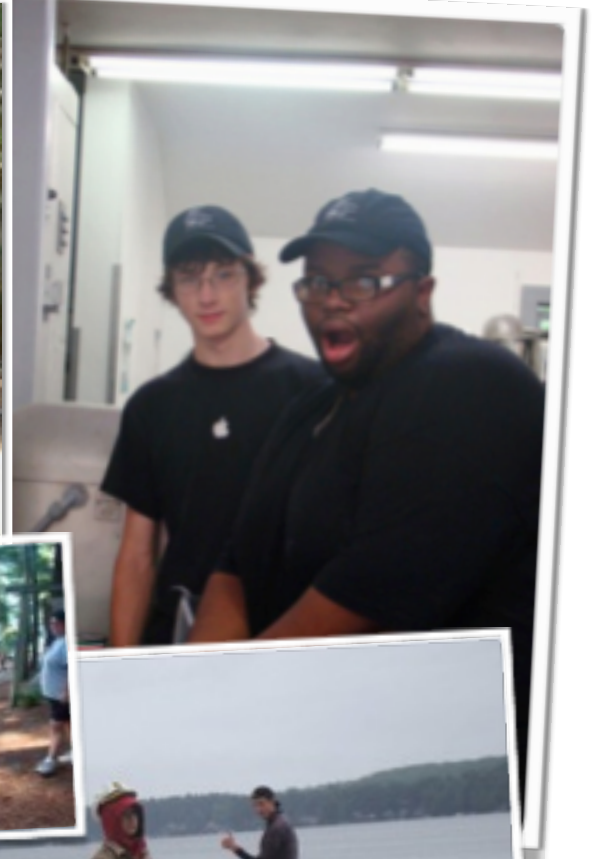


# CAMP HINDS

PINE TREE COUNCIL  
BOY SCOUTS OF AMERICA



CAMP STAFF  
MANUAL 2014



## DEAR CAMP HINDS STAFF MEMBER,

Congratulations on being selected to be a part of the 2014 Hinds Camp Staff Family! This summer we will have the opportunity to provide our Scouts with programs that will allow them to challenge themselves, experience new adventures and build skills and confidence to last a life time. We have the responsibility to instill values, be role models and give everyone who walks through the gates of Camp Hinds the greatest summer camp experience of their lives. While this is our vision, we know that it is you, the camp staff, that will help to make this program come alive!

This staff manual has been prepared to give you a better idea of what staff life will be like and how to make the most of your opportunities. It is the responsibility of each employee to read and understand this manual. If anything is unclear to you, please ask for an explanation.

One of the most rewarding parts of being on a camp staff is the friendships and the life lessons you as a staff member will be a part of this summer. Every camper and staff member that sets foot inside Camp Hinds makes an impact with that they do and how they carry themselves. You will have a chance this summer to make a difference not only in the life of a Scout, but in your personal lives as well. You will be challenged, but we know you will exceed our expectations. Make the most of this opportunity in every way possible, every day. Strive for *excellence*...

*Have you been half asleep and have you heard voices?  
I've heard them calling my name.  
Is this the sweet sound that called the young sailors.  
The voice might be one and the same.  
I've heard it too many times to ignore it.  
It's something that I'm supposed to be.  
Someday we'll find it, the rainbow connection.  
The lovers, the dreamers and me.*

*- Kermit the Frog, "Rainbow Connection"*

In The Spirit of Scouting,

*The Golden Eyed Kaddywumpus and Lord Baden Powell*



## WHAT IS OUR PURPOSE?

Summer Camp is Scouting's outdoor education center. Outdoor adventure is the promise made to boys when they join Scouting. Boys yearn for outdoor programs that stir their imagination and interest. In the outdoors, boys have opportunities to acquire skills that make them more self-reliant. They can explore canoe and hiking trails and complete challenges they first thought were beyond their ability.

Summer Camp is also the laboratory of Scouting where the council leaders, the unit leaders, and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified leadership and skillful, self-reliant boys and young men. Here a boy learns how to live in a democracy by working in the patrol and troop.

There is a common thread of purpose and method that runs through every part of the camping program of Scouting. Our aim is to clearly define that thread in each part of the program so that the purpose of Scouting will be made clear and the common methods that are followed will unify the camp staff as a team dedicated to the highest ideals in service.

What camping is and what camping does are described here to remind us of our goals:

- ★ Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth.
- ★ Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- ★ Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
- ★ Camping contributes to the social development by providing experiences in which campers learn to deal practically and effectively with living situations.
- ★ Camping is an experience in citizenship training, providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
- ★ Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their well being.



## GOAL OF THE CAMP STAFF

Always remember that the goal of Camp is to give every Scout the greatest Scout Camp experience of their lives! We will do this by having fun-filled, challenging and rewarding experiences. This will require the full talents and dedication of every staff member beyond the written requirements of their job. Remember, the staff is not just a team, we are family. We need to *work together* to achieve our goal!

You were selected for staff because you demonstrate certain basic qualities and live by the highest Scouting standards. You show evidence of acceptance of the Scout Oath and Law as guiding principles in your daily life. You practice good sportsmanship, play the game, and be consistently resourceful at times of special need. You also set the example and serve as a role-model for those around you!

## THE SCOUT OATH & LAW AS IT PERTAINS TO CAMP STAFF

The principles set forth in the Scout Oath and 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. Remember, the Scouts look up to you; you become their role models!

### SCOUT OATH

ON MY HONOR I WILL DO MY BEST  
TO DO MY DUTY TO GOD AND MY COUNTRY  
AND TO OBEY THE SCOUT LAW;  
TO HELP OTHER PEOPLE AT ALL TIME;  
TO KEEP MYSELF PHYSICALLY STRONG,  
MENTALLY AWAKE AND MORALLY STRAIGHT.

### SCOUT LAW

"A SCOUT IS TRUSTWORTHY... LOYAL...  
HELPFUL... FRIENDLY... COURTEOUS...  
KIND... OBEDIENT... CHEERFUL...  
THRIFTY... BRAVE... CLEAN...  
AND REVERENT"

**A SCOUT IS TRUSTWORTHY:** Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your Camp Director will entrust to you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

During your period of employment, the staff members' full time is at the disposal of the camp. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Each staff member receives a time-off period each week. Your supervisor and/or Camp Director will determine the period you will have off. Staff are obligated to be in uniform when on duty unless excused by the Director. Appearance when in camp and off-duty is also important. Wear appropriate, non-controversial clothing. Remember, unit leaders and Scouts do not know when you are on duty, or off.



**A SCOUT IS LOYAL:** Loyalty to the camp and to your associates is essential to requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring such matters to the attention of the Camp Director.

**A SCOUT IS HELPFUL:** It begins with an attitude of helpfulness to the newly arrived Scout, his family and leaders. Apart from the service rendered, that first impression of helpfulness means so much. Your effort will be greatly appreciated.

**A SCOUT IS FRIENDLY:** As you pass a Scout or leader on the trail, even if you've never met, say "Hi!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a brother to every Scout in the fullest sense.

**A SCOUT IS COURTEOUS:** You represent the Pine Tree Council and the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent Camp Hinds. All this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and the BSA. Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness.

**A SCOUT IS KIND:** Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

**A SCOUT IS OBEDIENT:** A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the Camp Director.

**A SCOUT IS CHEERFUL:** A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout Camp. No one is in a better position to promote and simulate this attitude than you are. Each staff member, regardless of position, should take it upon himself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

**A SCOUT IS THRIFTY:** Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that might have to be used to replace or repair damaged property.

**A SCOUT IS BRAVE:** This summer you represent the largest organization for boys in the world and you are an employee of one of the finest of Scout Camps. You represent Scouting in all aspects. You believe in the Scout Oath and Law, otherwise you wouldn't, or shouldn't, be here.

**A SCOUT IS CLEAN:** Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better.

**A SCOUT IS REVERENT:** Being faithful in his/her religious duties becomes of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.



## REGISTRATION

All staff members must be registered members of the Boy Scouts of America. If you are registered in another council, you must provide a copy of your registration card to the camp office. Anyone not yet registered, must fill out an application to join and pay the registration fee prior to the start of camp.

## SALARIES

Salaries will be paid on the 15th and last day of the month. Your pay will be broken into 5 pay periods beginning June 30. Salaries have been set based on the position, past experience, age, skill and knowledge. As part of your salary, board, lodging and insurance will be provided for each member of the staff. Discussion of salaries among the staff can lead to misunderstandings; you are discouraged from doing so. Please direct your specific questions to the Camp Director.

## REQUIRED PAPERWORK!

In order to receive a paycheck, all staff members must:

- ★ Have a signed contract on file in the office
- ★ Provide proof of BSA Registration
- ★ Have a Social Security number
- ★ Return a completed W-4 form
- ★ Return a completed W-11 form
- ★ Return a completed I-9 form with supporting documents
- ★ Work permit required for 15 year olds
- ★ Health form with Doctor's Physical on file in health lodge
- ★ Night out form (for those under 18) signed by parent/guardian
- ★ Online Youth Protection & Hazardous Weather Training

## ALCOHOL & DRUGS

No drugs or alcohol in any form are allowed on BSA property. If you are found to be the possession of any drugs or alcohol you will be subject to dismissal from your duties. The Maine State Police will be notified if any drugs are found. Drug paraphernalia is not allowed in camp.

## SMOKING

No Smoking allowed in camp by anyone under the age of 18. Persons under the age of 18 who have in their possession cigarettes or cigarette lighters will be disciplined, possibly dismissed from their job. Adults may smoke in the designated smoking areas only. A smoking area is located behind the "A Frame" for smokers. No smoking allowed in any camp buildings, this includes your cabin. Smokers, please be courteous of others and keep the smoking area clean!



## SOCIAL NETWORKING SITES

We are aware that many of you have online profiles on social networking websites such as Twitter, Facebook, Snapchat, and Tumblr. In fact, there are Facebook groups dedicated to Camp Hinds, Camp Hinds Staff Members as well as generic Boy Scout of America and Order of the Arrow Groups. We recognize that these social networking websites are used to keep in contact with friends, share photos and experiences and even promote yourself to potential employers. While we do not discourage you from using social networking sites, we do want you to be aware of what you place on your virtual profiles. What would someone who does not know you say about you after quickly glancing at your profile? What message is your profile sending to your employer/Scout leaders? What would the Scouts, who look up to you, see/say/duplicate as a result of viewing your profile? Are you upholding the ideals, aims and methods of the Boy Scouts, Pine Tree Council and Camp Hinds? Be aware of who can see your profile or who you invite to be friends with you. A staff member may be called in to discuss his online presence with the Camp Director and disciplinary action may be taken if it is of a health and safety, youth protection, or illegal nature.

## MEDICAL INFORMATION

The camp medical staff is overseen by Dr. Donald Burgess - Chief of Pediatrics at Southern Maine Medical Center. A licensed health officer is in camp, on duty at all times, to handle all medical emergencies. If the injury or illness is serious, the person is brought to a local health care facility. Written agreements are in place between Camp Hinds and local health care providers to care for our campers, staff and guests.

## ILLNESSES & INJURIES

All medical illnesses or injuries must be reported to the health officers in camp. If you are feeling ill, you must report to the health lodge and inform your Area Director. The health officer will determine if you need a replacement for your job. Unless the health officer dismisses you from your duties, you are required to be at your program area. In the event of a serious illness requiring an extend period of bed rest, it may be suggested that you return home until better. All treatment by the health officer will be recorded in the camp medical logbook. A Workman Compensation form is filled out by the health officer upon in the event of any serious injuries. All staff members are covered by PTC accident insurance policy while at camp. You are strongly encouraged to have your own health and accident insurance.



## MEDICAL FORMS

**All Staff and family members living in camp must have a completed BSA medical form on file with the camp health office while in camp.** A new health form has been developed by the BSA and **ALL STAFF** are **REQUIRED TO USE THIS NEW FORM!** *You must have a valid physical within 12 months of camp. The height and weight restrictions are only guidelines for summer camp but are mandatory for high adventure activities.*

## MEDICAL RECHECK & MEDICATIONS

Upon arrival in camp, all Staff will go through a medical recheck at the Health Lodge.

Pine Tree Council and Camp Hinds must comply with all of the State of Maine laws and BSA policies concerning medications in camp. All medications brought to camp by staff **MUST** be given to the Health Officer upon arrival in camp. This includes prescription and non-prescription items. The health officer is available at scheduled times to administer medications as needed. An exception may be made for a limited amount of medications to be carried by the Scout or adult for life-threatening conditions including: bee-sting kits, nitroglycerin, inhalers, and medication specifically prescribed “to be carried at all times” by a physician. *Camp supplies an adequate supply of over the counter medications such as pain relievers and antihistamines, along with first aid supplies, so there is no need to bring these items to camp.*

## UNIFORMS

All staff members must be in complete uniform at all times while in camp, unless your job requires a different uniform as defined by the Camp Administration. Remember we set the example for all the Scouts and Leaders that join us at camp.

You are required to wear the Class “A” uniform during Sunday check-ins, Sunday & Friday night campfires and every evening for retreat & dinner.

### **The Camp Hinds Class ”A” Uniform consists of the following:**

- ★ An official short sleeve Class A shirt with appropriate insignia, properly placed.
- ★ Silver Shoulder Loops.
- ★ Any Official Scout Shorts with an official Scout Belt.
- ★ Centennial Boy Scout Uniform Crew Sock (The All Green Crew Length Socks)
- ★ The 2014 Camp Hinds Hat
- ★ The 2014 Camp Hinds Neckerchief
- ★ Appropriate footwear must be worn at all times, except at the waterfront.
- ★ No other clothing, jewelry, earrings, etc., shall be worn without permission of the Camp Director.





The Camp Hinds Class “B” uniform can be worn at the times during the day when your Class “A” is not required.

**For the Class B uniform, you may wear:**

- ★ A Staff T-Shirt, Staff Polo or other Scouting T-shirt or polo shirt in place of the Class “A” Uniform Shirt - tucked in.
- ★ Any Official Scout Shorts with an official Scout Belt.
- ★ Any Official Scout Socks.
- ★ Your Official Camp Hinds Hat, should you wish to wear a hat in Class “B.”

In the case of extreme heat the Camp Director, together with the Health Officer, may declare a Class A-minus day, where you can remove your neckerchief from the Class A uniform. In the event of extremely cold weather the Administration may declare a Class C uniform to be appropriate. With the Class C uniform you may replace your Scout Shorts with long Scout pants.

At times, due to cold or wet weather, a sweater, sweatshirt, raincoat, etc. may be needed. Scouting clothing is preferred but all outerwear must be clean, neat and not offensive.

## **WATERFRONT CLOTHING**

While working at the waterfront or while swimming or boating, a “conservative” bathing suit is required. For the males this means no cut-offs or jams but swim suits no shorter than mid-thigh, and for the females a one piece bathing suit or tankini covering the belly. If a T-shirt is desired while working at the waterfront, it must be a Scouting T-shirt. Mile Swim staff may attend lunch in swimsuits. All other waterfront staff must attend lunch in a Class B uniform. Long pants shall only be allowed on cool days with the approval of the Camp Administration and Waterfront Director.

## **KITCHEN UNIFORM**

The kitchen crew will wear clean and neat work clothing and hats while working in the kitchen. Long pants are required for safety reasons. T-shirts are to be Scouting T-shirts. Jeans may be worn but they must be clean, appropriate fitting, and no holes. When not working in the kitchen, the kitchen staff is required to follow the camp uniform policy.

## **COPE/CLIMBING UNIFORM**

Staff working in the COPE area shall wear a “Class B” T-Shirt with Long pants, boots, and proper safety equipment. COPE staff shall be in full “Class B” uniform for lunch and non-COPE operations in camp.

Civilian clothing can be worn in the privacy of your own cabin or while entering or leaving camp. If you are waiting for a ride, then you should not be hanging around camp while out of uniform. **If you remain in camp during your day off, then you are required to follow the uniform policy. *Remember, if you are in camp, you are in uniform!***



## STAFF UNIFORM BENEFITS

You will receive one staff shirt, staff bolo tie, and staff hat at the beginning of camp. Additional polo shirts and staff T-shirts will be available at cost to you. ***If you misplace or lose your staff hat or bolo tie you will be required to replace it by purchasing one at the trading post.*** Please do not purchase or give staff items to non-staff. These items are a privilege for our staff members!

## SUGGESTED UNIFORM NEEDS

- Ⓟ 2 pairs of Scout shorts
- Ⓟ 1 short sleeve Class “A” Scout Shirt
- Ⓟ 5-6 Scouting T-shirts (Class “B” Shirts)
- Ⓟ 2 pairs of the Centennial Boy Scout Uniform Sensura Crew Sock (The New Green Crew Length Socks)
- Ⓟ 5-6 pairs of other Scout socks
- Ⓟ Staff hat
- Ⓟ Staff Bolo Tie
- Ⓟ Scout Belt
- Ⓟ 1 pair of long Scout pants (optional)

Anyone unable to meet the uniform policy because of financial need, please see the Camp Director for possible assistance.

## WORK SCHEDULE

While typically program hours are between 7:00am-8:30pm, your work schedule will be determined by the Camp Director and is subject to change as conditions warrant. These changes are up to the discretion of the Camp Director.

## WORK HOURS – TIME OFF

The camp work week runs from Sunday at 11:29 AM to Friday night after the closing campfire and staff meeting (approx. 9:30 PM). Those staff members needing transportation home should make arrangements for their ride to pick them up in the Cadigan parking lot following the staff meeting.

All staff members are expected to leave camp during their time off, unless previous arrangements have been made with the Camp Director. If you have permission to remain in camp during your day off, you are expected to follow all camp rules (being in uniform, permission for nights out, etc.)



## WORK HOURS – SLEEP

Getting enough sleep can make a difference between having a great or poor summer at camp! Quiet time in campsites is from 9:30 PM - 7:00 AM. Staff should be courteous of this quiet time and conduct themselves accordingly.

A siesta is scheduled for rest time everyday directly following lunch. This is time for staff to catch up on their rest if needed or use this for some relaxation or socializing with other staff members. The swimming area will be open for staff during the siesta time.

## WORK HOURS – STAFF CURFEW & QUIET HOURS

Staff members under the age of eighteen must be in their own cabin by 10:00 PM. Exceptions for special occasions must be made prior to curfew time with the Camp Director. The curfew time for staff members that are 18-20, to be in their own quarters, is midnight.

In the event that staff members are becoming tired or run down the Camp Administration has the final authority in the staff curfew and quiet time. Curfew and quiet times can and will be earlier if the need arises.

## WORK HOURS – NIGHTS OUT

Camp Hinds' nights-out policy states that *all staff members* must be signed back into camp by 11:59 p.m. Occasionally, the camp may sponsor a special night out for staff groups (Funtown, Old Orchard, etc.) under the supervision of the camp administration. These nights may occasionally go past midnight. No youth staff members will be allowed on a night out without having a night out form signed by a parent/guardian on file in the camp office.

Staff members are encouraged to have one night out of camp each week. C.I.T.'s and other 15 year olds must be accompanied by an adult over the age of 21. Only licensed drivers over the age of 18 are allowed to transport staff members. Staff members are not allowed to drive any vehicle other than their own.

All nights out must be requested in writing on the camp night out form.

Staff members wanting a night out must get approval from 1) their immediate supervisor, 2) the Camp Commissioner, 3) the program director and 4) the camp director.

Normally nights out will start after 8:40 PM. You are expected to be in uniform, at your job until 8:30 PM.



## **WORK HOURS – EARLY NIGHTS OUT**

Each area/department will be allowed two early nights out during the summer. These are encouraged to promote team-building and fun for the staff within each area. Area Directors are encouraged to plan an early night out, with their staff, at the beginning of the camp season and again towards the end of camp. Early nights out need to be approved 4 days in advance. Early nights out will start after evening retreat. Staff are expected to be in uniform and participate in retreat before starting their early night out.

## **SUBSTITUTES**

On occasion of early nights out, sickness, family obligations, etc. it may be necessary to find coverage for your camp duties. When this need arises, you are expected to find a substitute who is age and ability appropriate to cover your job responsibility. Staff members are encouraged to assist each other in this task and to work together for the benefit of camp and its' staff.

## **LEAVING CAMP (SIGN IN/SIGN OUT)**

Any time a staff member leaves camp, it is their responsibility to sign in and out of camp, naming their destination, at the camp office. This includes when you leave camp for days off, nights out, camp errands, etc. You are not allowed to leave camp without the permission of the camp administration. Leaving camp, without permission, could result in your dismissal from staff. No one is allowed to be beyond the camp boundaries, or on the green trail or past MacMillan cabin after program hours without permission of the camp office.

## **STAFF LOUNGE**

A Staff Lounge is provided for staff use after program hours. Generally speaking it is available for use during siesta and after 8:30 PM. A TV and VCR/DVD are available for staff use. Movies to be shown must be approved by the Camp Administration. Personal items left in the Staff Lounge are done so at the owner's risk of them being lost or damaged.

## **MAIL & EMERGENCY PHONE NUMBERS**

The camp phone is for camp business and emergencies only. There is a pay phone in camp for non-emergency use. The **Emergency Phone Number is (207) 655-4878.**

Mailing Address:

**Staff's Name  
Camp Hinds  
146 Plains Road  
Raymond, ME 04071**



Mail is delivered daily to camp! All emergency messages received in the camp office will be delivered immediately by the camp staff. Outgoing mail may be placed in the mailbox at the Trading Post.

## **STAFF QUARTERS**

Our staff cabins are designated by the Camp Director as either Youth Male or Female Cabins, Adult Male or Female Cabins, or Family Cabins. Generally speaking, most of our staff stay in cabins. Certain jobs, or due to the lack of enough cabins, may dictate that you live in a tent.

Assignments to living quarters will be made at the beginning of the camp season. Generally these assignments will be for the whole summer. If a change in cabin assignments is needed, it must be made with the permission of the Camp Director.

You are expected to sleep in your own quarters. Do not change quarters without the permission of the Camp Administration.

Staff cabins and staff areas are off limits to members of the opposite sex and to campers. Please do not invite campers, leaders or staff family members to your cabins. Be respectful of your room-mates. Do not touch their belongings without permission.

You will be responsible for maintaining clean and neat quarters as well as the area around your quarters. Your cabins will be inspected on a regular basis by the Camp's Commissioner Staff or Administration. For your own protection, you should keep your quarters locked when not occupied. A copy of any key or combination code for locks put on your cabin door must be kept on file in the camp office. You may wish to have a locked footlocker for your valuables.

## **STAFF QUARTERS RULES**

- ★ Be respectful of your room mates, their belongings and wishes.
- ★ No smoking allowed in any camp buildings.
- ★ No alcohol or illegal drugs allowed.
- ★ No TVs or VCRs/DVD players allowed in under 18 year old cabins. No other electrical appliances allowed without permission of the Camp Director.
- ★ Over 18 year old cabins must ask permission of the Camp Director prior to bringing any electrical appliances to camp.
- ★ No open flames, candles or liquid fuel lanterns allowed in staff quarters.
- ★ No alteration of cabin interiors without Administration Permission (wall graffiti, painting, minor reconstruction, addition/removal of shelving, etc.)



## TRADING POST

Camp Hinds operates a trading post, like a general store. The trading post offers camp T-shirts, hats, sweatshirts, postcards and stamps, souvenir items, candy, soda and toiletries. We also offer camping equipment like flashlights, bug spray, jack knives and much more. Only the trading post staff are allowed behind the counter in the trading post. The Trading post is not a place for loitering. Remember, there is no credit at the trading post. All items must be paid for at the time of purchase.

## KITCHEN

Due to health & safety regulations the kitchen is off limits to all non-kitchen staff except camp administration and health officers. The bathroom in the kitchen is only for use by kitchen personnel.

## VISITORS

Unless arrangements have been made in advance with the camp administration, staff members should not have visitors in camp during program hours. All visitors must sign-in and sign-out at the office when they enter and leave camp. The staff lounge is the appropriate place to entertain visitors. Your cabin is also home to your cabin mates' and their personal space, and this fact should be respected.

## STAFF FAMILY MEMBERS

As a benefit to our adult staff members, we provide the opportunity for their dependents to join them in camp. Their attendance in camp must not interfere with the Scouts programs.

### Staff & Family Guidelines:

- ★ Staff functions are for staff only. This includes staff meetings, staff parties, retreat, etc. Your children may be invited to join us at some events, but remember we sometimes discuss items that are for staff only!
- ★ Staff children are exempt from the uniform policy, unless they are a Scout. If they are a Scout, they should be respectful and wear their Class A uniform for dinner, retreat and campfires.
- ★ All other clothing should not be offensive (beer advertising, etc.) Staff children should not be wearing the current year staff clothing articles. These articles identify who is on staff.
- ★ Staff children will join in with the meals in the dining hall and will be assigned seating by the dining hall steward. Any parents with seating concerns should see the Camp Director. If the child is old enough, they should take turns with the waiter system. No staff children are allowed in the kitchen.
- ★ Any child old enough and a registered Scout may participate in the MB program. Sign up for MB's with the Administrative Assistant. They will only be allowed in if space allows.
- ★ All safety rules and age restrictions must be followed with staff children in the program.
- ★ Any exemptions must be approved by the Camp Director.



- ★ Staff children may use the staff lounge during the program hours. After 8:30 PM the staff lounge should be for staff use only.
- ★ All staff children should follow the camp curfew that is age appropriate for them. Campers must be in their campsites by 9 PM. Children should abide by this same curfew unless permission is granted for a special event.
- ★ Staff children going on a night out of camp, without their parent/guardian, will need to follow the camp's night out policy.
- ★ Staff children WILL NOT receive free staff uniform items – this is for the summer staff only.

## VEHICLES IN CAMP

- ★ Camp parking lot for staff vehicles is Cadigan Cabin, parking as close to the archery/rifle range side of the parking lot as possible (remember, customer service!)
- ★ Any staff member under the age of 18 must have permission from the Camp Director to have a vehicle in camp. Under 18 year olds may be asked to keep their car keys in the camp office.
- ★ Only licensed drivers are allowed to drive on camp property.
- ★ **Only licensed drivers over 18 may transport any passengers, unless they are family members. This includes travel to and from camp on days off.**
- ★ *Only vehicles and trucks needed for camp operation, as designated by the Camp Director, will be allowed to driven in camp.*
- ★ ***All PTC owned vehicles must be operated by drivers over 18, who are approved by the Camp Director and Properties Superintendent.***
- ★ Passengers are not to be transported in the back of pickups, campers or trailers.
- ★ ***Camp posted speed limit is 10 MPH.***
- ★ Seat belts must be used by all drivers and passengers.
- ★ All State of Maine driving regulations must be followed.
- ★ Except when checking into camp during staff week, vehicles will not be allowed in camp and must be kept in the parking lot. Drop off & pick up is at the Cadigan parking lot.
- ★ Those expecting rides should plan on meeting their ride at the parking lot.

## LAUNDRY FACILITIES

Camp has one set of washer/dryers. The kitchen and Health lodge have first claim to these machines. They are available to staff members when not in use. A key to the laundry room can be signed out in the office. You need to provide your own soap.



## JEWELRY/ACCESSORIES/MAKEUP POLICY

- ★ All accessories worn with the staff uniform should be respectful of the BSA.
- ★ Any males or females with earrings must only wear small studs or small hoops. Earrings should only be worn in the ears.
- ★ If any jewelry interferes with the safety of your job, it must be removed.
- ★ Any necklaces worn while on duty should not be offensive and if possible worn under your shirt.
- ★ Other jewelry (rings, bracelets, etc.) will be allowed if they are not offensive, excessive, or dangerous to your duties.
- ★ No other non-approved clothing accessories will be allowed. This includes handcuffs on belts, chains, etc.
- ★ A limited amount of makeup will be acceptable for female staff members including nail polish. Any makeup should not be excessive or offensive (black or extremely dark lipstick, nail polish, etc.)
- ★ Male staff members should not be wearing any makeup or nail polish.
- ★ Hair color must be of a “natural” shade
- ★ *The Camp Administration will have final say on any jewelry, makeup or accessories in camp.*

## WHAT TO BRING TO CAMP FOR THE ENTIRE SUMMER:

- ★ Photocopy of Medical Form
- ★ Scout Uniform (As Described Above)
- ★ Underwear
- ★ Extra shoes
- ★ Rain gear
- ★ Flashlight w/ extra batteries
- ★ Pillow w/ pillowcase
- ★ Sheets & blankets
- ★ Swimsuit & towels
- ★ Jacket or sweater
- ★ Pajamas
- ★ Toilet articles
- ★ Soap, wash clothes, towels,
- ★ Toothbrush & paste, Deodorant,
- ★ Razors, hair brush & comb, etc.
- ★ Scout handbook & field book
- ★ Reference books for MB classes
- ★ Paper & pencils, notebook
- ★ Watch
- ★ Laundry bag, laundry soap
- ★ Combo lock for cabin
- ★ **AN ALARM CLOCK THAT WORKS!!!**





### **FOR SPECIAL ASSIGNMENTS:**

- ★ Sleeping Bag
- ★ Mess Kit
- ★ Song/Skit Ideas/Idea Book

### **FOR STAFF WEEK:**

- ★ Enough work clothes for a week
- ★ Work clothing should not be offensive - no obscene wording, graphics, drug or alcohol messages.
- ★ At least one pair of grubbies (for painting/dirty work)
- ★ Class A & B uniforms, insect repellent, sunscreen, staff handbook, paper & pencil, notebook, ideas for the summer camp season
- ★ Optional - tools for staff week (hammer, staple gun, screw driver, etc.)

### **OPTIONAL GEAR:**

- ★ Camera & Film
- ★ \$ for t-post
- ★ Musical instrument
- ★ Fishing gear
- ★ Suntan lotion
- ★ Sports equipment
- ★ Small electric fan for cabin
- ★ Costumes for campfires
- ★ Stationary & stamps

### **LEAVE AT HOME:**

- ★ Long Sleeve Scout shirts
- ★ Sheath knives
- ★ Ammunition
- ★ Fireworks
- ★ Guns
- ★ Archery equipment
- ★ Appliances
- ★ Pornographic material
- ★ Pets
- ★ Computers

## **ELECTRONIC DEVICES AT CAMP**

Electronic Devices are not to be present during program hours (7AM – 8:30PM). Staff members are allowed to have certain items in their cabins, but some of these items have no place in program areas. Unacceptable devices include cell phones, beepers, electronic games, “novelty” items, portable computers, video cameras, etc. Any exceptions will be granted by the camp



administration *only*.

## **CAMP HINDS BEHAVIOR MANAGEMENT POLICY**

The camp administration views behavior modification as an on-going process and will take as much opportunity as possible to counsel and coach an errant staff members back within the guidelines of proper staff behavior, so long as the unwanted behavior is not of a health and safety, youth protection, or illegal nature. All decisions regarding behavior management and dismissal are subject to the judgment of the camp administration and are based upon the situation and behavior in question.

There is no “strike” system for behavior modification at Camp Hinds – opportunities for correction are given, as stated above, based upon the situation at hand. Most unwanted behaviors will be corrected by a verbal warning followed by suggested corrective measures being issued to the errant staff member. Severe or repeated behaviors of an unwanted nature will result in a meeting with the administration, and a discussion for an agreed upon solution to the behavior, with set parameters for success. Extreme behaviors or actions could result in dismissal from camp for the summer.

Some situations will result in a phone call to the parents, if the staff member is under 18 years of age.

**CAMP WILLIAM HINDS  
STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_,  
Have read and understand all the rules, regulations, and obligations I have as a staff member at Camp William Hinds. If I had any questions regarding these items, I have asked them and have been given answers by the Camp Administration that clarify them for me. I also hereby agree to follow these procedures at all times while on camp property, for the full duration of my contracted time of employment.

Furthermore, I understand that failure to comply with these rules, regulations, and obligations will result in disciplinary action, which might culminate in immediate dismissal from my summer duties if deemed severe enough based on the judgment of the Camp Administration.

Staff Member's Name \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_  
(if Under 18) \_\_\_\_\_

Date \_\_\_\_\_