



2019

Counselor In Training

Manual

**Courtesy. Integrity. Teamwork.**



## **A. The “CIT EXPERIENCE”**

Summer Camp is exciting for all who participate, including the Counselor-in-Training (CIT) Staff. This experience will help you to become a better Scout through the skills learned, friendships forged, and goals accomplished. It is our pledge to work with you by providing quality staff directions, programs, and facilities to assist you in meeting your goals while giving Camp Read a very valuable service.

The purpose of this manual is to provide the information you will need before coming to camp. While at camp it is expected that you will abide by the policies found in this manual. If you have any questions, concerns, or suggestions before the summer please contact Sandy Owens at the Council Office, at (914) 449-2612.

Your time will be divided among many different types of activities. You will have some personal time to yourself and will want to manage your time wisely so that you can benefit from the varied experiences that your CIT Program and life at Camp Read have to offer.

As a CIT, you will be part of a crucial group of people who make the Curtis S. Read Scout Reservation an excellent summer experience for Scouts. You will do everything from being part of a campfire to helping the Ranger in a service project to teaching merit badges in program areas. You will participate in various training sessions that cover information and skills which are crucial in becoming a future staff member. CITs will also be taken out of camp once or twice a week as a group to explore and have leisure time in the local area (i.e. the mall, Lake George Village, movies).

There will also be time for Scout advancement. Come prepared with pre-requirements done on merit badges and other certificates you would like to attain (BSA Guard, Climb on Safely, etc.) at camp. This is greatly encouraged, as the facilities are readily available and the staff will be eager to help you.

Throughout the summer CITs are evaluated based on their performance in program areas and within the CIT group. These evaluations will affect the decision to hire an individual on staff in the future.

As a CIT you are expected to have an open mind, positive attitude, a desire to do your best, and to follow the Scout Oath, Scout Law, and Outdoor Code.

## B. WHAT TO DO BEFORE CAMP

### 1) Required Documents

- CIT Contract
- CIT Manual Agreement - Read this manual carefully, sign it, have your parent or guardian sign it, and return it to the council office with your contract.
- Parental Permission Slip to leave Camp- All CITs must have with them a completed permission slip signed by their parent or guardian or they will not be permitted to leave Camp and, if applicable, the names of persons permitted to take you off Camp property.
- Medical and other Forms, available as pdf fillable, can be downloaded from <http://www.wpcbsa.org/read>
  - BSA Annual Health & Medical Record ~ requires both parent/guardian and physician signature
  - Meningitis Form ~ requires parent/guardian signature
  - Over the Counter Medications ~ requires both parent/guardian and physician signature
- There is an optional Food & Dietary Needs form available for those with food allergies.

Mail or drop off all paperwork to the Council Service Center by June 1st:

Camping Department, WPC BSA, 41 Saw Mill River Road, Hawthorne, NY 10532.

### 2) GETTING TO CAMP

CITs should defer to their Contract for arrival and leave dates. Transportation is only available from Hawthorne to Camp on Sundays and from Camp to Hawthorne on Saturdays. Space is limited and rides must be confirmed at least 10 days prior.

Email the Business Manager to reserve your spot at [wpc.camping@scouting.org](mailto:wpc.camping@scouting.org).

### 3) PERSONAL EQUIPMENT TO BRING TO CAMP

2 Official Scout Uniforms (Class A Shirt, shorts, belt)	Flashlight/lantern*
SEVERAL pairs of Scout socks	Laundry detergent
2 pairs of long Scout pants and or shorts	Phone card/ cell phone
Rain Gear	Underwear
Hiking shoes or boots	Bathing suits
Work clothes and gloves	Pajamas
T-shirts (solid color, no messages -unless Scouting related)	Jacket and Sweatshirts
Sleeping bag and bedding	Toilet articles and soap, towels
	Spending Money
	Durable water bottle/ canteen

**3) OTHER ITEMS YOU MIGHT WANT TO BRING**

Mosquito netting

\*Battery operated Alarm clock

Insect repellent (non-aerosol)

Clothing for time off

\*Both are recommended. CITs will not have electricity available in their tents. There are limited outlets to charge cell phones.

Musical Instruments

Personal medications

Misc. sports equipment

Fishing Gear

**4) CIT ADDRESSES AND TELEPHONE NUMBERS**

Each Camp receives mail every day except Sundays and Postal Holidays. The Reservation Office Staff will pick up mail. The CIT Director will hand out your mail, as soon as possible. Mail should be addressed to you as follows:

Name \_\_\_\_\_

Curtis S. Read Scout Reservation

CIT Program – Camp Buckskin

1377 Palisades Road, Unit #1

Brant Lake, NY 12815

Camp Buckskin and Camp Waubeeka have phones for outgoing calls, and a calling card must be used to cover the long distance charges. Incoming calls can be received at 1-518-494-2250 at any time. Staff members generally cannot be called to the phone, but messages will be delivered to them courtesy of the answerer. Please note that cell phone service at Read, depending on your provider, is either limited or non-existent.

There is also a phone at the Reservation Office: 1-518-494-2228. Please note that this phone is used for Camp business. It is NOT meant for receiving calls for staff members, except in emergencies. The Reservation Office Fax number is 1-914-449-9690; this number is for Camp business and emergency use only.

**C. FACILITIES**

**Living Arrangements-** CIT members live in two person tents on raised wooden platforms. Tents are provided with cots and mattresses. The camp site is located in Camp Buckskin. There is no electricity.

**Food-** CIT members are provided with an adequate diet with food served in the Dining Hall or in campsites for most meals. It is expected that you attend meals as scheduled.

**Laundry-** CIT members are responsible for doing their own laundry on their own time. The laundry machines available in camp tend to be limited. Be prepared by bringing extra t-shirts and uniforms to camp

## **D. POLICIES AND REGULATIONS**

The following policies and regulations are designed to give you a framework for what is expected at the Curtis S. Read Scout Reservation. These policies are applicable to all staff and Scout leaders at Camp Read. If you live by the Scout Law, Scout Oath, and Outdoor Code along with a cheerful and eager attitude we will all have a great summer.

**Membership in Scouting-** You must currently be registered in a Scouting unit. If the CIT is not currently registered already, we can register you in our Venture Crew.

**Uniform- CIT attire in Camp-** During staff week (before the Camp season), you may wear your work clothes. While Camp is in session, Class A uniform (the complete official Scout summer uniform- short sleeve dress shirt, Scout shorts and Scout socks) is required at retreat and dinner. Long sleeve Scout shirt and Scout long pants are appropriate during cool weather. Please come to Camp with adequate uniforms. During the remainder of the day at Camp, staff and CITs wear Class B uniform. Class B uniform is Scouting oriented, plain white, or solid color T- shirt with Scout shorts or Scout pants and Scout socks.

**Personal Appearance-** A Scout is Clean. In addition to proper uniform, CIT members are required to maintain a sharp personal appearance. Personal cleanliness and proper grooming is expected.

**Theft-** A Scout is Trustworthy. The CIT staff is a close-knit group, and thus mutual trust is a necessity. CITs should not use other members possessions or enter others' quarters without permission. Camp property must be safeguarded as well. Theft of any item in or out of camp will be cause for immediate dismissal. You are encouraged not to bring items of great value to camp.

**Camp Property-** A scout is Thrifty. All camps work on a very limited budget. Most of our facilities and equipment is of high quality and in good shape, and this is due to the cooperation of all staff, CITs, and campers. We ask that you treat all that we have with care. Tools need to be cleaned and returned after use, and only used in the manner for which they were designed.

**Fireworks-** Possession of fireworks or other explosive materials is a violation of the penal law of New York State and is not permitted on or off Camp property. Do not bring them to camp.

**Firearms-** Firearms and other dangerous weapons are not allowed on Camp. The only exception is that Senior staff may bring their own .22 caliber, single shot rifles for use on the Rifle Range ONLY. They will be stored at the Rifle Range. Only camp ammunition is to be used.

**CIT Quarters-** A Scout is Clean. All CITs are expected to keep their quarters clean and neat at all times. CIT City will be inspected each day just like other campsites. CITs should anticipate living in a camper-sized tent with another CIT.

**Curfew and Quiet Hours-** All CITs are expected to be well rested and mentally alert throughout the day. CITs arrive in the site for 9:30pm curfew and check in with the director each evening.

The CIT camp site is located between two camper sites in Buckskin. For these reasons, quiet must be maintained in CIT City from 10:00 pm until 7:00 am.

**Punctuality-** CITs are expected to report to program, meals, flag ceremonies, retreats, or any other function **ON TIME, ALL THE TIME!**

**Tobacco-** Smoking is **not permitted** by CIT members! This includes tobacco or any other tobacco products.

**Drugs-** Possession, sale, use of non-prescription drugs or the misused of prescribed drugs, is strictly prohibited and grounds for immediate dismissal. This applies both on and off Camp property.

**Alcohol-** Possession, sale, or consumption of alcoholic beverages on Camp property is prohibited. Off Camp property, staff are required to obey New York State Law (drinking age is 21). Violation of this policy is grounds for immediate dismissal.

**Profanity-** The use of profanity is not in accordance with Scouting principles.

**Bicycles-** Some staff or CITs elect to bring bicycles to camp to ease the distances they need to walk. This is particularly true for the Summit Base staff. Bicycles are really not necessary. If a CIT chooses to bring a bike to camp, a helmet must be worn at all times when riding. Bicycles are limited to camp roads and trails.

**Communication-** At any time you would like to check in on how your CIT is doing, you may reach out to the CIT Director whom you will meet during the CIT selection process. You may also reach out to the Business Manager at any time: [wpc.camping@scouting.org](mailto:wpc.camping@scouting.org).