



2019

CAMP READ

STAFF MANUAL

WESTCHESTER-PUTNAM COUNCIL, BSA

41 SAW MILL RIVER ROAD, HAWTHORNE, NY 10532

914-449-2612 ~ FAX 914-449-2612

WWW.WPCBSA.ORG

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Mission Statement

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

I. GOALS OF THE CAMP STAFF

The primary goal of the camp staff is to provide each camper and leader with an extremely high quality, safe Scouting experience that is full of fun and learning. Each of us brings many talents to Camp. By our efforts, our primary goal is achieved. As an added bonus, each one of us learns about ourselves and how to better live the Scout Oath and Law by relating to others while having an enjoyable experience.

In order for the campers to have fun, there must be lots of things to do – not just the same old things – not just sitting around listening to a merit badge counselor. Each year a fresh, dynamic program is required. The program should be flexible enough to allow the Scouts to meet their goals and have free time to do things on their own. When teaching, always remember- K I S M I F: “Keep it simple, make it fun.” This will guarantee that learning takes place.

Learning occurs not only when we teach, but whenever we come in contact with the Scouts. They’ll probably remember our appearance, how we acted and the things we did more than the knot we showed them how to tie. We are constantly under their scrutiny. Give some thought to this responsibility. ***We are in camp to serve the campers!***

II. JOB RESPONSIBILITIES

Each member of camp staff has one or several responsibilities (teaching certain merit badges, running specific kinds of programs, etc.). These relate directly to the position described in your contract. This is, however, only part of your job.

The Reservation Director’s overall objective includes using staff talents to maximize the Reservation’s program as a whole. You’ll be asked to help run some camp-wide activities, pinch hit for a staff member who is ill or away, sit in briefly for a Scoutmaster while he is away from his troop, take your turn to help clean up the staff area, assist in the Dining Hall serving meals, etc. Staff members 18 and over may be asked to stay overnight in a troop site needing additional coverage. The assignment of these duties is done in an equitable manner by the Camp Director. All of these are important and must be done. If it is not important, you won’t be asked to do it.

Summer camp is a short, intense time. Because of this, it is important that staff members have a positive attitude throughout each week and throughout the summer as a whole. If we are “down” just one day of the week, Scouts and leaders will pick up on it and it will be difficult to regain their confidence by the end of their stay in Camp. Likewise, Scouts who come to Camp at the end of the summer deserve the same top-quality program that Scouts received in Week #1. We all need to support each other to insure a continuous positive attitude, even when it has rained for five days in a row and we are very tired.

Each staff member is directly responsible to a supervisor: your Area Director, your Camp Director, the Ranger, or the Reservation Director. Your supervisor will assign you specific responsibilities during staff week and throughout the camping season. If you have any questions about your job, be sure to ask your supervisor. You will be evaluated at least twice by your supervisor over the summer on your performance. These evaluations are intended to help you, and ourselves, do a better job in delivering a great program to the campers.

Your most important responsibility is to have an open, positive attitude and a desire to do your best. Scouts, leaders, and your fellow staff members are depending on you. Through our joint efforts, we can make this another tremendous summer at Read.

III. STAFF WEEK AND TRAINING

What is staff week? Hard work - but fun! Exhausting - but invigorating! Intense - but relaxed. Staff week is a time for the physical and logistical preparation for Camp.

The first element of staff week is campsite set-up. Platforms, tents, tarps, etc. must be carefully put in place. This involves a lot of physical labor, so bring appropriate clothes and work gloves. We work swiftly and efficiently to complete these tasks in a fast, but high-quality manner. In doing this, we build teamwork.

The second element of staff week is program area preparation. Each area must be set up, program developed, and staff trained. **Be up to date on your program knowledge when you arrive in Camp.** Spend some time before Camp planning some new program ideas. This is a great way to help make your Camp better than ever.

Staff training is the third major component of staff week. Not only must you be trained in your program area, but also in general topics such as teaching skills, counseling, emergency procedures, advancement and campfires. Experienced staff will be asked to conduct some of these sessions.

During staff week, breakfast will be served earlier than during the camping season. Right after breakfast we'll begin work on setting up campsites and areas or performing other necessary jobs around Camp. Work on these projects will continue, with an appropriate break for lunch, until dinner. Some training will also take place during each day. Most nights, time after dinner is reserved for staff training and recreation.

Closing staff week is similar schedule, with time after dinner for review of the summer and submitting closing reports.

Many of the veteran staff feel this week is one of the highlights of the summer. It is a lot of fun if all the staff members pitch in, work as a team, get the job done, and develop great staff spirit.

IV. STAFF FACILITIES, TIME OFF AND COMPENSATION

LIVING ARRANGEMENTS - Staff members live in two-person occupancies (approximately 120 square feet of floor space) on raised wooden platforms. Tents are provided with cots and mattresses. Most tents have electric outlets nearby. Outdoor extension cords can be used in these outlets. The electrical system can only handle small loads (lights, clocks, small radios). Please understand the term small loads – mini refrigerators and other large items cannot be handled.

FOOD - Staff members are provided with an adequate diet. At the dining hall camp, Camp Buckskin, staff is assigned to dine with units in the dining hall. At the patrol cooking camp, Camp Waubeeka, staff is assigned to lunch and dinner with a patrol and cook their own breakfast on a rotating basis. Attendance at ALL meals while on duty is mandatory. Reservation staff will have meals at the Buckskin Dining Hall. Summit staff will have some meals in Summit and some at the Buckskin Dining Hall. **All staff are to be in appropriate uniforms at all meals.**

STAFF LOUNGE - All camps have an area designated as a staff lounge- a place to relax, read, and join other staff while not on duty. The lounges are maintained by the staff; they must be kept clean. A curfew hour of **midnight** will be posted. This curfew may be changed by the Camp Director should the privilege of the lounge be abused.

LAUNDRY - Staff are responsible for doing their own laundry on their own time. The camp provides limited laundry facilities.

TIME OFF - A day off will be given every week to the staff when the camp is closed. This will normally be late Saturday morning until early Sunday morning. For those who do not wish to leave Camp, arrangements for food will be made.

Some people may be asked to work during this time to cover Troops in Camp and take an alternate day off.

In addition, one evening off a week is permitted. Time off must be scheduled in advance with the Camp Office. Your Area Director or supervisor must approve your evening off, so we can cover program areas. Staff may not leave the Camp at any time without approval of their Camp Director. All staff are required to sign in and out of Camp at their respective Camp Office when leaving Camp for any reason.

Staff under 18 years of age **may not leave Camp** unless their parental permission slip has been filled out and signed by a parent or legal guardian. This form will be kept on file in the Reservation Office. Staff members under 18 years of age must be accompanied by at least two staff members, one of which must be over 21 years of age or older when leaving Camp grounds. Staff under 18 years of age may not be in another Staff member's personal vehicle at any time. Staff under 18 must be back in Camp by midnight unless signed out by a parent or guardian.

TRANSPORTATION – The camp will endeavor to offer the camp vans as transportation to staff under eighteen to get into town for their time off. The availability of the vans and qualified drivers will determine how often they go out for this purpose. The camp is not responsible for providing transportation for time off for the 18 and older staff members who have their own vehicles in camp, as well these older staff are not permitted to have staff 17 and under in their personal vehicles.

INSURANCE - Staff members are covered by BSA Scouting Accident Insurance and Workers' Compensation Insurance. BSA Health Insurance also covers staff members for the first \$300.00 of expense. Additional expenses are the responsibility of your personal insurance company. If you do not have health insurance, BSA insurance will cover a portion of the remaining expense. This insurance does not cover loss of personal property. It is suggested that staff contact their family insurance for this type of insurance.

PAY - Staff are paid on July 15th, July 30th, August 15th, and August 30th, unless otherwise noted on your contract. Each paycheck will represent one quarter of your total salary. Your paychecks may be via direct deposit or physical check ~ we highly recommend direct deposit. *Your last paycheck may be adjusted accordingly should you leave camp earlier than stated in your contract. Should this need to happen, a revised contract will need to be written.*

Recommended: paychecks can be deposited directly to your bank account:

- a. If being deposited to a checking account - bank routing number, account number and a voided check
- b. If being deposited to a savings account - a "specification sheet" from your bank. The routing number on deposit slips is for internal bank information only.

Direct deposit is strongly encouraged for all staff members. A form to use for this purpose has been provided to you. It is critical that the correct information be submitted. **The form must be received in the Service Center by June 1st.**

Your Camp Director, yourself, and the Reservation Director, agree upon your salary. Salaries are based on the position, your qualifications, your experience, and your past performance (if any). **Your salary is confidential; it is your personal business and should not be discussed with others for any reason.**

It is your personal responsibility to submit all required paperwork ON TIME.
Failure to do so will result in delay of compensation.

V. POLICIES AND REGULATIONS

MEMBERSHIP IN SCOUTING - BSA requires all staff to be registered as Camp Staff and encourages them to participate in their local Scout unit. Whether or not you are registered in a unit at home, you ARE REQUIRED, if you've not done so already, to fill out an ADULT application to register as Camp Staff (where indicated, fill in position code 49). If you did not work for us the previous summer, there is an application enclosed that you must fill out and send in.

UNIFORMING - STAFF ATTIRE IN CAMP - During staff work weeks (before and after camp), just about anything that is in good taste is acceptable. Draw from your own experience - sturdy work shoes, comfortable jeans, work gloves, hat to screen the sun, etc. Be prepared for physical work during this time.

While Camp is in session, the Field Uniform (Class A - the complete official Scout summer uniform - dress shirt, Scout shorts and Scout socks) is required at retreat, dinner, and other special events. Long sleeve official shirt and official long pants are appropriate during cool weather.

An order form was mailed to you with this manual. Please return immediately. **No orders for staff uniforms will be accepted after June 1st.** If you arrive at Camp without sufficient proper uniforms, they will be purchased for you at cost. This cost will be deducted from your first paycheck.

During the remainder of the day at Camp, Class B uniform is acceptable. Class B uniform is staff, Scouting oriented, or plain white or solid color T-shirt with Scout shorts or trousers and official socks. No other dress is acceptable except for special work parties, the Ranger Staff, and as activities in your program area may dictate (i.e. aquatics, Summit Base or Equestrian). Tank tops and non-scout shorts are never acceptable. All staff is expected to be in the proper uniform when at the Dining Hall or eating with a patrol. Each staff member will be given, as part of the fulfillment of their contract, two polo camp shirts and one camp T-shirt. Kitchen Staff and Health Staff may wear whites or other appropriate attire as defined by the Food Service Manager or the Health Officer. **We understand that your off-duty hours are your own, however while you are on property you must follow the proper attire as there are expected to be scouts, leaders, and their families on property constantly from July 7th through August 17th.**

PERSONAL APPEARANCE - In addition to proper uniforming, staff members are required to maintain a sharp personal appearance. Personal cleanliness and proper grooming is expected. Hair color and style is not to change during your time in camp. If you come to camp without a beard, you are expected to be clean shaven throughout the camp season.

TOBACCO - Smoking is not permitted except in designated areas. Smoking/Vaping is never allowed in program areas, in buildings, in the presence of campers, or in tents. Staff members are asked to refrain from the use of chewing tobacco in the presence of campers and their leaders.

AUTOMOBILES – Staff members who bring cars to camp must have the permission of their Camp Director and the Reservation Director, and present evidence of liability insurance and property damage insurance. The Westchester-Putnam Council will not assume responsibility for staff vehicles or their contents. Staff members under 18 may not bring vehicles to camp. A staff member shall not permit Scouts or staff under the age of 18 to ride in their personal vehicle. Experience has taught us: **DO NOT** loan your car to anyone else while at camp.

STAFF QUARTERS - All staff members are expected to keep their quarters and program areas clean and neat at all times. Try to keep in mind the atmosphere we want to create. Camp is an outdoor experience. Tents should be aired by rolling flaps. Loud music is inappropriate. Staff quarters will be inspected as required by the Health Department weekly. The Reservation Director or his designee will perform these inspections.

PERSONAL RELATIONSHIPS - Staff members **must** remember and respect their professional leadership role and obey the Scout Oath and Law at all times. **NO romantic or sexual activity with visitors, campers or other staff members will be permitted on the Reservation.** However, staff members are encouraged to develop friendships, and are expected to display courtesy and respect to fellow staff members, the campers and the leaders.

DRUGS - Unauthorized use of drugs and/or narcotics is against the law and is cause for an immediate termination of this agreement. Alcoholic beverages of any kind are not permitted on camp property. Abuse of such beverages out of camp will be dealt with in accordance with the law. Cigarette smoking is discouraged for all staff members; however, if you choose to smoke, you must be at least 18 years old, must smoke only in designated areas, and must never smoke in the presence of Scouts.

The Employer may conduct random drug testing; violations of camp rules and/or applicable laws regarding drugs and alcohol will result in immediate termination.

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. Staff members under twenty-one years of age who are suspected of consuming alcohol may be subject to testing.

PROFANITY - The use of profanity is not in accordance with Scouting principles and will not be tolerated.

THEFT - The staff is a close-knit group; mutual trust is a necessity. Staff members should not use other member's possessions or enter other quarters without permission. Camp property must be safeguarded as well. Theft of any item in or out of Camp will be the cause of immediate dismissal. You are encouraged to not bring items of great value to Camp. Camp insurance does not cover personal property loss.

GAMBLING - Gambling is not permitted on Camp property and is a direct violation of the BSA Rules and Regulation.

CAMP PROPERTY - All Camps work on a limited budget. Most of our facilities and equipment are of high quality and in good shape. It is not always possible to quickly replace damaged equipment. We ask that you treat all that we have with care. Tools should be cleaned and returned after use. Equipment should be used only in the manner that it was designed for. Take pride in what we have.

GROSS MISCONDUCT - Gross misconduct is grounds for immediate dismissal. This includes, but is not limited to, fighting, insubordination, and other improper conduct mentioned in this staff manual or in your staff contract. Anyone who is dismissed will be paid on a prorated basis for each day they have worked as an employee.

FIREWORKS - Possession of fireworks or other explosive materials is a violation of the penal law of New York State and is not permitted on Camp property. Laser pointers are also not permitted unless prior authorization is received (for use only in program areas).

FIREARMS – Personal firearms, BB guns, pellet guns and other dangerous weapons, including sheath knives, are not allowed on the Reservation without prior authorization by the Reservation Director.

KITCHEN/COMMISSARY - Unauthorized staff members are not permitted in the Dining Hall kitchen, Camp food commissary, or behind the counter/storage areas at either Trading Post without specific permission of the Reservation Director or Director of the facility.

GUESTS IN CAMP - Staff members are welcome to have family members and friends visit Camp. Guests are not to interfere with your program area or other responsibilities; therefore, the best time to have visitors is on your day off. Normally the Camp does not provide lodging for staff members' visitors. Visitors are expected to pay for meals: \$7.00 per meal and all guests must sign in and sign out at the Reservation Office and wear a visitor's badge while in camp. **Guests who are staying overnight MUST have prior approval from the Camp Director, pay the appropriate visitor fees, and provide a Medical Form. This includes prior staff members.

QUIET HOURS - All staff members are expected to be well rested and mentally alert throughout the day. For this reason, quiet must be maintained in sleeping areas from 10:00 p.m. until 7:00 a.m. The staff lounges close at 12:00 midnight or earlier as posted by the Camp Director.

PUNCTUALITY - If you are not punctual, you inconvenience others. Staff are expected to be on time for all meetings, meals (including breakfast), appointments, flag ceremonies and all other Camp activities.

PHOTOGRAPHY – Pictures of scouts are **NEVER** to be posted on Social Media. Any pictures you've taken that include non-staff members should be immediately forwarded to the Camp Director. These may be posted at a later time by the Camp Director, however individual camp staff do not have access to the permissions that may/may not have been granted regarding individual scouts being photographed. Any photos taken at camp of fellow staff must be posted in good taste only and with permission. We ask that you use your judgement in these cases. Questionable photos/comments may be asked to be taken down immediately. Serious poor taste/offenses could result in immediate dismissal.

VI. WHAT TO DO BEFORE CAMP

A. REQUIRED DOCUMENTS

Some are required by law, some are required by our Council. They all must be submitted by June 1st to the Council Service Center. See the packet you received with this manual for the full checklist of forms required.

NOTE: *Proper documentation is required in order for you to be paid.*

Be sure that you take care of all of the following before Camp:

APPLICATION - All staff members are required to fill out a Staff Application for a staff position. These will be kept on file in the Reservation Office.

CONTRACT - If you have not already done so, sign and return one copy of your contract to the Council Service Center.

WORKING PAPERS - If you are under **18** years of age, you must have New York State Working Papers in order to be employed. The term for Working Papers by the New York State Labor Department is "Student Non-factory Employment Certificate" for persons 14-15 years of age or "Student General Employment Certificate" for persons 16-17 years of age. If you are not sure how to get your working papers, ask about them in your high school Guidance Office. It must be kept on record at Camp during your employment and can then be returned to you.

PARENTAL PERMISSION SLIP - All staff members under 18 years of age must submit a completed permission slip by their parent or guardian or they will not be permitted to leave Camp.

FEDERAL REQUIREMENTS FOR PERMISSION TO WORK - All persons employed in the United States are required to furnish proof of citizenship or permission to work in this country, in order to complete this, they require the **I-9 form** and:

EITHER: Any one of the following:

- * U.S. Passport, active or expired
- * Certificate of United States Citizenship
- * Certificate of United States Naturalization
- * Unexpired Foreign Passport with attached Employment Authorization

OR: * Proof of identity (photo driver's license, birth certificate, school ID with photo)

AND: * Proof of employment status (Social Security Card, school report card if under 18)

If you have any questions regarding the documents you are to submit to comply with Federal regulations, please call the Reservation Business Manager, as soon as possible at (914) 449-2612.

W-4 FORM - If you have not already done so, complete and return your W-4 Form to the Council Service Center. Even though you believe that you will be exempt from income tax, you must complete and submit this form and provide your Social Security Number unless you are a part of our International Staff.

MEDICAL FORMS - A PDF-fillable version of the BSA Medical form is available at: <http://www.wpcbsa.org/read>. This form is required for each person on property by the BSA and must be submitted to the Council Service Center prior to your arrival at camp. **Note that it must be signed by a physician within the last 12 months.** It must also be signed by your parent/guardian if you are under 18 years of age. ***All immunization dates must be filled in!***

If you are under the age of 18, the OTC Medications Permission form as well as the Meningitis form, included in the packet that came with this document and your contract, must be completed and returned with your medical form. The OTC medications for is required by NYS DOH and must be signed by both your physician and parent/guardian.

DRIVER'S LICENSE - If you have a driver's license you should send a copy of it to the Council Service Center by June 1st and of course bring it with you to Camp.

PROOF OF INSURANCE - If you are bringing a car to Camp, proof of adequate insurance must be provided. See section on automobiles for further information.

STAFF MANUAL - Read this Manual carefully and bring it with you to Camp. See the packet of forms you received with this Guide and mail in all necessary forms by June 1st to the Council Service Center.

B. OTHER PREPARATION FOR CAMP

The best preparation for Camp is to arrive with a positive attitude and a desire to do your best in your job. During staff week (June 29th to July 6th) we will work on the skills necessary to be a good counselor.

If you have been required to have completed certifications before coming to Camp, it is essential that you send in copies of these certifications with your other paperwork. Generally, staff are encouraged to obtain certificates such as Red Cross First Aid, Red Cross CPT/BLS, Advanced Lifesaving, Water Safety Instructor, BSA Lifeguard and NRA Instructor. Please inform the Reservation Director of any current certification that you have. Also, take time to research and refresh details on your program specialties. You may want to bring personal equipment and other program resources that you have to Camp as you shouldn't expect to just teach from the Merit Badge Pamphlet. Additionally, dream up a few new ideas to make your area better!

C. GETTING TO CAMP

Please report to Camp AS STATED IN YOUR CONTRACT. If you cannot comply with your contract as signed, you must arrange to have a NEW contract written with the correct dates that you can work. You are expected to arrive by noon on the day stated.

The Council will provide transportation for the staff from the Council Service Center in Hawthorne on June 29th to Camp for staff week and from Read back to the Council Service Center at the end of the camping season, which will be by Saturday August 24th. Please expect, should weather cooperate, this return date to be as early as Wednesday, August 21st. You will receive detailed information regarding this as there will be a required sign up for these rides, there is no cost for them.

D. SUGGESTED PERSONAL EQUIPMENT TO BRING TO CAMP

2 Official summer uniforms (Scout shirt, Scout shorts, green Scout socks)	Sneakers
Long-sleeve Scout shirt	Flashlight and batteries
Long Scout pants	Solid white athletic socks
Rain gear	Towels and washcloths
Hiking shoes or boots	Underwear
Work clothes and gloves	Bathing suit
T-shirts (solid color no messages, unless Scouting)	Pajamas
Sleeping bag or bedding	Jacket and sweater
Lock	Toilet articles and soap

OTHER ITEMS YOU MIGHT WANT TO BRING

Mosquito netting	Small lamp/quiet radio
Alarm clock	Fishing gear
Insect repellent (non-aerosol)	Spending money/pre-paid credit card
Clothing for time off	Outdoor extension cord
Letter writing supplies	Mending kit
Personal medications/first aid kit	

IF YOU WILL BE GOING OUTPOST CAMPING OR TRAVELING

Pack and frame or day pack	Compass
Water Bottle	Scout knife (no sheath knives)

E. STAFF ADDRESSES AND TELEPHONE NUMBERS

Each camp receives mail every day except Sundays and postal holidays. The Reservation Office staff will pick up mail. Camp Directors will distribute mail within their respective Camps. Mailboxes are located in each Camp and mail is collected each day. Mail addressed to staff should be addressed:

Your Name _____
Camp (Buckskin, Waubeeka, Summit or Reservation) **Staff**
Curtis S. Read Scout Reservation
1377 Palisades Road RD#1 Brant Lake, NY 12815-2314

The phone number for all camps at Read is 518-494-2228. Callers will be able to leave a voice mail message. Staff members generally cannot be called to the phone. Please note that cell phone service at Read, depending on your provider, is either limited or non-existent.

The Reservation Office Fax number is 914-449-9690.

Each camp office has a computer with internet access so that staff members may check their email. A content filter is active in the camp to ensure that only appropriate web sites are viewed.

When you have completely read this manual, sign the statement in the packet of Forms and mail it and all other necessary documents to:

Westchester-Putnam Council, BSA
Camping Department
41 Saw Mill River Road
Hawthorne, NY 10532

VII. STAFF STATEMENT OF UNDERSTANDING AND CODE OF CONDUCT

All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing below, all adult staff members as well as youth staff members and their parents/guardians agree to the conditions of this Statement of Understanding and Code of Conduct, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for their own behavior.

All staff members are expected to abide by the Code of Conduct as follows (form to sign in packet of forms):

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.

6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.
7. Serious and/or repetitive behavior violations including use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers (w/o prior approval) of any type and possession or detonation of fireworks are prohibited.
10. Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return it in good condition.
12. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws, w/o prior considerations and approval by the reservation director.
13. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will comply with this Code of Conduct and the policies printed in the Camp Staff Manual. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.
16. I will respect diversity-whether the differences be in physical characteristics or in perspectives.
17. I have received the Non-Harassment Policy of the Westchester-Putnam Council, BSA, and understand that I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including on the basis of race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.

VIII. NEW YORK STATE - NON-HARASSMENT POLICY

Pursuant to federal law and applicable state law, it is the policy of the Curtis S. Read Scout Reservation and Westchester-Putnam Council, BSA that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the Council will not tolerate harassment of any kind by or of any employees or applicants for employment.

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

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

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

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

Similarly, sexual harassment involves:

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

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

1. Verbal-sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
2. Nonverbal-making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical-touching, pinching, brushing the body, coercing sexual intercourse, or assault.

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

Any employee who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her manager and Employee Relations so that an investigation of the complaint can be undertaken.

If an employee's complaint concerns his or her manager, the employee does not have to report to his or her manager and should immediately report any concerns to Employee Relations. A complaint may also be filed with Ethics Point by calling 866-ETHICSP (866-384-4277) toll-free in the U.S. and Canada or on the Internet at <https://secure.ethicspoint.com>. After the online report is completed, a unique code called a "report key" will be assigned. It is critical that this report key and password be written down and kept in a safe place. After five to seven business days, the report key and password can be used to check the report for feedback or questions.

Any employee who observes conduct by another employee that he or she believes to be harassing, retaliatory, or discriminatory must report such conduct as outlined above. Reports may also be submitted in writing to the following address:

Boy Scouts of America
Ethics Point
P.O. Box 230369
Portland, OR 97223

Reports will be treated confidential to the extent possible, without impeding the ability of the BSA to conduct a discreet and thorough investigation. A representative of Employee Relations will notify the complaining party of the outcome of the investigation. Any person employed by the BSA who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any employee who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination.

Retaliation or discrimination against an employee for reporting harassment or complaining about harassment is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any employee who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination. We trust that all employees will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment. Each employee is required to take the BSA Harassment Prevention Training. Managers are required to take the supervisor version.

Accommodating Employees With Disabilities:

The Council complies with the Americans with Disabilities Act (ADA) and applicable state and local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis. An employee needing reasonable accommodation should inform his or her manager and their local Benefits Administrator. On receipt of an accommodation request, the Council will engage in an interactive process with the employee to view possible reasonable accommodation options consistent with the ADA.

Reasonable accommodations that do not result in an undue hardship on the operation of the Council will be considered for all employees with physical or mental disabilities where their disabilities affect their ability to perform the essential functions of their job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual.

An employee who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should notify Employee Relations. All such inquiries will be treated as confidentially as possible without impeding the investigation process. The Scout Executive should work in conjuncture with Employee Relations to consider reasonable accommodation requests in accordance with the ADA.

The Council will comply with New York's Human Rights Laws.

Duty to Report:

The Council complies with federal, state, and local laws that prohibit unlawful harassment, including sexual harassment. The Council has a policy prohibiting any form of harassment, including sexual harassment. The Council cannot prevent or remedy harassment unless it knows about it. Thus, any employee who has been subjected to harassment is required to follow the reporting avenues set forth in the Non-Harassment policy. Similarly, any employee that witnesses harassment or potential harassment in violation of this policy and applicable law must report the behavior as outlined in the Non-Harassment policy. Reports may be made verbally or in writing. The Council has forms available for any employee that wants to bring a complaint of violation of the Non-Harassment policy in writing.

External Resources:

Employees may also bring complaints to the New York State Division of Human Rights (OHR) or the Equal Employment Opportunity Commission (EEOC). The OHR and EEOC have the ability to investigate your complaints to determine whether cause may exist to substantiate a violation of federal or state law. OHR may be contacted at NYC Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York, 10458, (718)-741-8400, (888)-392-3644 or at www.dhr.ny.gov/complaint. The EEOC may be contacted by calling 1-800-669-4000 or at www.eeoc.gov.