



# Staff Handbook

Broad Creek Memorial Scout Reservation

Last revised: 3/25/2024

**KEEP OFF!**  
Climbing Wall and Challenge  
Course not to be used without  
Trained Personnel Present.  
REDPOINT ADVENTURES





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## Camp Information

### Contact Information

#### Broad Creek Memorial Scout Reservation

1929 Susquehanna Hall Rd  
Whiteford, MD 21160  
410-420-4076

#### Baltimore Area Council Schapiro Scout Service Center

701 Wyman Park Drive  
Baltimore, MD 21211  
443-573-2525

#### Phone Numbers:

Rosenberg Front Desk	410-420-4076
Rosenberg Front Desk (backup)	410-420-4077
Camp Ranger	410-420-4097
Camp Director	410-420-4078
Camp Health Officer	410-420-4080
Camp Trading Post Office	410-420-4081
Registrar/Camping Services	443-573-2523

### BSA 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

#### 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.





## Employment Information

### Employment at Will Statement

All employees of the council are employees at will and, as such, are free to resign their employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

### Equal Employment Statement

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual can reach their highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, 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. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

### Code of Conduct

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate,

how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it complies with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with



the bylaws, policies, procedures, rules, and regulations pertaining to this code.

### Employee Conduct & Discipline

It is the policy of the council to expect all employees to always abide by certain work rules of general conduct and performance. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

### Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing of any kind, to include council or personal property, or misappropriation of therein

- Destruction of council property, or the property of any employee or others
- Bringing or consuming alcohol, illegal drugs, and/or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana, illegal drugs, or chemicals
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.





### Open Door Policy

The Baltimore Area Council and Broad Creek Memorial Scout Reservation are committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with their area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made,

an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

### Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Baltimore Area Council 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 identity, 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 Baltimore Area Council and Broad Creek Memorial Scout Reservation 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, sex, sexual orientation, gender identity 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 Council. 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 or staff member 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 area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint

concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member 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 or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member 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 staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

### **Wages, work week, time off, pay day\***

The Baltimore Area Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Additional pay may be deducted in the event a staff member does not pay off a trading post tab by 2 days prior to the end of each pay period (see "Trading Post Tabs" section).

Camp staff will receive 24 hours off between Scouts BSA program sessions, from noon Saturday to noon Sunday. Cub program sessions, staff week, leadership weekend, assistant ranger week, and teardown periods may have their own patterns (see "Staff Calendar" section).

As salary-exempt employees, camp staff are paid by days worked, rather than by hour. For staff week and Scouts BSA program weeks, staff work





6 days per week. For Cub Adventure Camp, staff work 5 days per week. The amount listed for either period on the staff contract divided by the number of days worked each week equals a staff member's daily pay.

Employees are paid twice a month on the days listed below. All days worked within each pay period will be paid via direct deposit on the pay date for each pay period.

Pay Period	Pay Date
May 29-June 10	June 14
June 11-24	June 28
June 25-July 9	July 15
July 10-25	July 31
July 26-August 11	August 15

All time off must be approved by the Camp Director. Camp staff who are granted time off for a portion of a day will receive pay for the entire day if most of the day is spent at work.

All camp staff are required to use ACH direct deposit to receive pay. This will require setting up a personal bank account.

### **Worker's Compensation & Insurance**

The Baltimore Area Council has purchased insurance that provides coverage for injuries

received from accidents while on the job. To ensure coverage, staff must report all injuries and illnesses immediately (in any event, within 24 hours) to the Health Lodge and to the Program Director or Camp Director. Camp will then provide an incident report for worker's compensation claims.

Failure to promptly report a worker's compensation claim may result in a denial or delay in the receipt of worker's compensation benefits.

### **Staff Evaluations**

Camp staff will be evaluated during their employment on their performance. Staff who work in both the Scouts BSA and Cub Scout seasons will receive a mid-season and final evaluation. Staff who only work during the Scouts BSA season will receive one evaluation towards the end of the Scouts BSA season.

Evaluation forms will be retained and stored in the staff member's personnel file. Staff who receive both a mid-season and end-of-season evaluation will only have their end-of-season evaluation retained.





## Health & Safety

### Scouting's Barriers to Abuse

The BSA has adopted policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders and camp staff. Parents and youth using these safeguards outside the Scouting program further increase the safety of their youth. Scout leaders in positions of youth leadership and supervision outside the Scouting program will find these policies help protect youth in those situations as well.

These policies may be viewed online at <https://www.scouting.org/health-and-safety/gss/gss01/#a>.

### Registration Requirements

The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders.

Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal.

Adult program participants must register as adults and follow Youth Protection policies.

### Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including all meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth or female adult program participants.

Notwithstanding the minimum leader requirements, age and program-appropriate supervision must always be provided.

All adults staying overnight in connection with a Scouting activity must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position does not meet this requirement. See [FAQ](#) for list of approved adult registration fee required positions. *Limited*

*exception below for Cub Scout overnight Programs.*

Cub Scout Programs – Overnight Exception: Cub Scout parents or legal guardians taking part in an overnight Cub Scout program with their own child or legal ward are not required to register as leaders. All adults must review the "How to Protect your Children from Child Abuse: A Parent's Guide" that can be found in the front of each Cub Scout Handbook. In addition, the parent or legal guardian must be accompanied by a registered leader at any time they are with youth members other than their own child/ward. All other overnight adults must be currently registered in an adult fee required position.

One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

- In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
- Private online communications (texting, phone calls, chat, IM, etc.) must include another registered leader or parent.
- Communication by way of social media (Facebook, Snapchat, etc.) must include another registered leader or parent.

Discipline must be constructive.

- Discipline must reflect Scouting's values.
- Corporal punishment is never permitted.
- Disciplinary activities involving isolation, humiliation, or ridicule are also prohibited.

### Responsibility

Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law.

Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies.

- Adult leaders are responsible for monitoring behavior and intervening when necessary.
- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership.





All leaders are required to adhere to the Scouter Code of Conduct.

### *Accommodations*

Separate accommodations for adult males and females and youth males and females are required.

#### *Tenting*

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- Spouses may share tents.

#### *Lodging/Cabin Accommodations:*

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

#### *Restrooms:*

Separate shower and latrine facilities should be provided for male and female adults as well as for male and female youth. If separate facilities are not available, separate times should be scheduled and posted.

#### *Privacy of youth is respected.*

- Adults and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp.
- Adult leaders should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.

### *Program Requirements*

- The buddy system should be used.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the Scouting program are open to observation by parents and leaders.
- The BSA does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all activities.

### *Reporting Requirements*

Adult leaders and youth members have a responsibility to recognize, respond to, and report Youth Protection violations and abuse.

#### *Reporting*

##### *Youth Protection Policy Violations*

- Serious Youth Protection policy violations or behaviors that put a youth's safety at risk must be reported to the Scout executive.
- Online reporting is also available at [Incident Reporting](#).

##### *Mandatory Reporting of Child Abuse*

- All persons participating in Scouting programs are mandated reporters of child abuse.
- Reports must be made to local law enforcement and child protective services. State law may require additional reporting.
- This reporting duty cannot be delegated to any other person.
- Reporting to the Scout executive or Scouts First Helpline ensures that follow-up can occur for the safety of our youth. Scout executives and Scouts First coordinate follow-up actions.

##### *Scouts First Helpline*

- As part of its "Scouts First" approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known



or suspected abuse or behavior that might put a youth at risk. 1-844-SCOUTS1 (1-844-726-8871)

- If immediate assistance is needed in the handling of a sexual abuse allegation, contact Scouts First Helpline (1-844-SCOUTS1).

If someone is at immediate risk of harm, always call 911.

### Youth Protection Reporting

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

Council should include the BSA reporting procedures for incidents that arise at camp. In addition to BSA reporting procedures the council should specify any local policies about reporting including the names and contact of council's Risk Connect contact, law enforcement and agencies as required by state law.

### Texting & Social Media

BSA standards on digital media\* - <https://scoutingwire.org/social-media-guidelines/>

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members aged 18 and older cannot communicate with each other electronically unless another registered adult is copied on the communication. This includes texting, social media, messenger apps and any other digital communication platforms. This policy reinforces the BSA's youth protection policies and Barriers to Abuse.

Broad Creek Camp Staff are not permitted to digitally communicate with youth campers, or adult program participant campers, during the camper's program session.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when

posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

### Reporting accidents and illness/BSA incident reporting

In the event of an incident, a staff member's primary obligation is to take care of the injured, find a safe place, and, if safe to do so, act to prevent further injury.

Incidents that occur at camp should be reported to the Camp Health Officer, Camp Ranger, Program Director, Camp Commissioner, or Camp Director. Those who report incidents may be asked to complete a BSA Incident Report.

You may also report and file an incident report yourself. For instructions on how to do this, visit <https://www.scouting.org/health-and-safety/incident-report/>.

### Staff Incident Reporting Tool (SIRT)

It is highly recommended that staff who must report workplace-related issues utilize Broad Creek's open-door policy to report these issues (see "Open Door Policy").

The Staff Infraction Reporting Tool (SIRT) exists as a resource for staff to use if they, for any reason, do not feel comfortable following the open-door process in-person, and wish to report an issue to the Camp Director directly via an online form. It can be reached by following the link below or by scanning the QR code. This form is not to be used in situations where a camp response within an hour is needed.

Link: <https://forms.office.com/r/XCB2r9zD73>







### Medical Treatment

First aid kits are in all program areas, the trading post, the welcome center, and the health lodge. All injuries must be reported to the Camp Health Officer to be recorded in the first aid log, regardless of where they happen.

### Medication Administration

Youth camp staff (under 18) who take medications will have them administered by the Camp Health Officer at the Health Lodge. Youth camp staff are required to submit the "Drug Administration Record" form on arrival during staff week. This form details the time and frequency of each medication to the Camp Health Officer, and what over-the-counter medications the youth may take.

Adult camp staff (over 18) who take medications must fill out the "Medication Storage Release" form if they would like to keep their medications in their living quarters and submit it on arrival during staff week. If this form is not completed, the adult will be administered their medications at the Health Lodge by the Camp Health Officer.

Any medications that require refrigeration may be kept in a secured, locked refrigerator at the Health Lodge.

### Emergency Preparedness

Drills for various emergency scenarios will be completed during staff week. Please review the below procedures prior to and during the season to ensure that we are prepared to respond calmly and professionally to emergency situations.

### Inclement Weather

All staff and volunteer unit leaders from each unit will complete Hazardous Weather training prior to arrival at Broad Creek. All staff and unit leaders will be expected to know and understand this training and the lightning safety rules laid out in the Guide to Safe Scouting.

If thunder is heard by an aquatics area director or aerial sports area director, that means lightning has struck within 10 miles of that area. If the sound of thunder is observed at one of these program areas, that area will be shut down until 30 minutes after the last strike is observed. In the event a director is unsure whether they heard lightning, the area director may communicate to the Program Director, Camp Director, or the

welcome center for information on nearby lightning strikes.

In the event of extreme inclement weather, to include high wind events, extreme thunderstorms, and hailstorms, the following procedures will be followed:

1. Instructions for staff and Troops will be sent out via Remind SMS messages and via radio transmission.
  - a. Staff and units will most likely be asked to proceed to a nearby shelter to shelter-in-place.
  - b. Staff and unit leaders will be asked to take attendance of their class and/or unit.
2. Staff and unit leaders will verify with the admin team that all are accounted for.
3. All groups will shelter-in-place until the all-clear is sent through Remind and radio transmission.
4. Staff and participants will return to the scheduled program. The Camp Rangers and Commissioner team will inspect facilities and assess any damage.

In the event of a power outage, members of the leadership team will switch their radios to "BCSR-L1". While our radios normally use camp's radio repeater for communication, this channel is point-to-point, allowing communication when the repeater is offline.

### Extreme Heat

Broad Creek uses a heat flag advisory system to strongly recommend when to take breaks and how much to drink. Ratios below are total minutes of activity by minutes of rest (activity : rest) and the number for water represents quarts drank per hour:

		Green	Yellow	Red	Black
Heat Index		<80	80-90	90-105	105<
Easy	Ratio	No limit	No limit	No limit	50:10
	Water	1/2	3/4	3/4	1
Mod.	Ratio	50:10	40:20	30:30	20:40
	Water	3/4	3/4	3/4	1
Hard	Ratio	30:30	30:30	20:40	Rest only



The conditions of the heat advisory will be indicated by a colored flag raised on the center flagpole at the parade field and communicated via radio to staff by the Camp Health Officer.

Staff should always be on the lookout for Scouts who may be dehydrated. Breaks must be taken during strenuous activity in red or black flag heat conditions.

In the event of a black flag heat advisory, BSA field uniforms will not be worn for evening flags or dinner.

### *Fire*

A fire drill will occur within 24 hours of camper arrival at Broad Creek. In the event of a fire, the following procedures will be followed:

1. The camp siren will be activated at the welcome center.
2. Instructions for staff and Troops will be sent out via Remind SMS messages and via radio transmission.
3. Depending on time of day:
  - a. Daylight hours (7:30am-10pm)
    - i. Staff and campers will assemble at the parade field for a headcount.
  - b. Nighttime hours (10pm-7:30am)
    - i. If safe, units will remain in their campsites and complete a headcount.
    - ii. Staff runners will visit the campsites to verify all are accounted for.

### *Lost Camper*

A lost camper drill will occur during staff week. In the event of a lost camper, the following procedures will be followed:

1. The camp siren will be activated at the welcome center.
2. Instructions for staff and Troops will be sent out via Remind SMS messages and via radio transmission.
3. Depending on time of day:
  - a. Daylight hours (7:30am-10pm)
    - i. Staff and campers will assemble at the parade field for a headcount.
    - ii. If the scout isn't found, staff will be assigned search areas.
  - b. Nighttime hours (10pm-7:30am)

- i. Units will remain in their campsites and complete a headcount.
  - ii. Camp staff will meet at the welcome center and are assigned search areas.
4. Staff runners will search areas of camp and visit the campsites to verify all are accounted for.
5. Staff will continually be assigned until the Scout is found or the authorities are called in to search.

### *Lost Bather at the Pool*

The aquatics staff maintains buddy tags and calls periodic buddy checks to maintain the safety of all swimmers. If a swimmer at the pool is without their buddy, the following procedures will be followed:

1. The aquatics staff will have all swimmers sit on the edge of the pool, holding their buddies' hands up.
2. A visual check of the bottom will be made.
3. A count will be taken to see that the buddy tags on the buddy board match the number of swimmers in their respective swimming areas.
4. If a tag is on the board, and the swimmer is not at the pool, a runner will be sent to his troop site. If not found, the Lost Camper procedure will begin.

### *Lost Boater or Bather at the Lakefront*

In the event of a lost boater or bather at the lakefront, the following procedures will be followed:

1. The camp siren will be activated at the welcome center.
2. Instructions for staff and Troops will be sent out via Remind SMS messages and via radio transmission.
3. Depending on time of day:
  - a. Daylight hours (7:30am-10pm)
    - i. Campers will assemble at the parade field for a headcount.
  - b. Nighttime hours (10pm-7:30am)
    - i. Units will remain in their campsites and complete a headcount.
    - ii. Staff runners will visit the campsites to verify all are accounted for.





4. At the direction of the Aquatics Director, all staff will assemble at the waterfront for a lost bather exercise to search the lakebed.
5. Staff will continue to search the lakebed until the Scout is found or until the authorities are called in to search.

### Active Shooter

Due to the chaotic nature of an active shooter event, no single procedure can cover every possible scenario. Broad Creek will run a training session during staff week to help staff understand how to react in an active shooter scenario.

In the event of an active shooter situation, the following procedures will be followed. Each action should only be followed if it is safe to do so or if inaction leads to increased or prolonged risk to personal safety:

1. The first staff member to identify an active shooter will find a safe location and dial 911.
2. While dialing, this staff member will also notify their director or find another staff member or adult leader to call the welcome center, a member of the admin team, or a member of the leadership team, in that order if possible.
3. The first member of leadership to identify an active shooter will use the code phrase "Baden Powell has entered camp" through the radio to alert all other area directors.
  - a. "Baden Powell" in these procedures will be the code phrase for "active shooter".
  - b. Using the radio and this code phrase, the staff member will continue to share information on the shooter's location.
4. If possible, the first admin team member will send out an SMS message via Remind telling staff and unit leaders that there is an active shooter at camp.
  - a. The location of the shooter will be shared, and instructions will be given, likely to run out of camp through the woods, away from the shooter's location.
5. Staff and unit leaders will work together to make sure all youth and adults make their way out of camp, avoiding all camp roadways and trails that run through the center of camp.

6. Once the authorities declare the active shooter situation to be over, a member of the admin team will send an SMS message out via Remind to communicate a rally point for staff and units.

## Staff Policies & Procedures

### Staff Calendar 2024

Event	Date(s)
Staff Development Weekend 1	3/22-24
Staff Development Weekend 2	4/26-28
Spring Cub Family Weekend	5/17-19
Staff Development Weekend 3	5/31-6/2
Assistant Ranger Week	6/2-8
Leadership Week	6/9-15
Staff Week	6/16-22
Scouts BSA Week 1	6/23-29
Scouts BSA Week 2	6/30-7/6
Scouts BSA Week 3	7/7-13
Scouts BSA Week 4	7/14-20
Cub Training	7/22-23
Cub Adventure Camp	7/23-28
Camp Teardown	7/28-30
Reservation Dinner	7/30

### Staff Development Weekends

The staff leadership team has planned several spring staff events to prepare for the summer. Unless otherwise noted in communications, these events are recommended but not required for camp staff to attend.

The focus of these weekends is to establish team dynamics, complete pre-camp projects, and do workshops to prepare for the summer.

Spring Cub Family Weekend is an annual opportunity for our camp staff to get hands-on experience working with Cub Scouts. It is annually one of the Baltimore Area Council's largest events.

### Counselor-In-Training Program

Broad Creek operates a Counselor-In-Training (CIT) program for prospective camp staff members. This program provides a structured introduction to the camp staff experience. Unlike paid camp staff positions that are open to those 16 years old or older, the CIT program is also open to youth aged 15.

CITs are required to attend three weeks at Broad Creek; staff week and two program week sessions. CITs may seek permission from the Camp Director for a fourth week at the conclusion





of their first program session. Both Scouts BSA and Cub Scout program sessions count as weeks for the CIT program.

CITs will not work more than 40 hours per week, more than 8 hours per day, before 7:00am, or after 9:00pm, in line with Federal FLSA hour restrictions for employees that are age 15. Therefore, CITs will not work after dinner during program sessions. CITs that are aged 16 or older may seek permission from the Camp Director to work outside of these restrictions.

During program sessions, CITs will receive a morning and afternoon program area assignment for each week. Prior to the season, CITs will be sent a survey to complete to indicate which weeks they are available to attend and which program areas they would be interested in working at during their sessions.

### Prior to Arrival at Camp

Prior to arriving at camp, camp staff are expected to do the following:

- ☐ Keep a close eye on their email inbox for email updates.
- ☐ Sign and return their contract by the deadline listed in the contract.
- ☐ Complete all documents listed on the pre-arrival onboarding list (see appendix)
- ☐ Order extra Broad Creek apparel and required BSA uniform parts (see uniform and appearance policy)
- ☐ Acquire any personal equipment they will need to be comfortable in their housing accommodation.
- ☐ Attend staff development weekends and Spring Cub Family Weekend as availability allows.

### Arrival at Camp

All staff members should arrive at camp on the day listed as the “start date” on their contract. Check-in will occur at the Rosenberg Welcome Center (1929 Susquehanna Hall Rd, Whiteford, MD 21160).

For most staff, this will be the first day of staff week (Sunday, June 16<sup>th</sup>). Staff with other listed start dates should consult with their supervisor or reach out to the Program Director or Camp Director for arrival day instructions.

On staff week arrival day, parents of youth staff (18+) are encouraged to remain at camp until the

parents meeting at 11:00am. Parents are welcome to join the staff for lunch after the meeting.

### Staff Week, Day One Schedule (tentative)

Activity	Start Time
Arrival and Check-In	
1. Paperwork	
2. Picture & ID card	
3. Medical screening	
4. Uniform distribution	
5. Staff site move-in	9:30am
Parents meeting	11:00am
Lunch	12:00pm
Instructions & Staff Handbook	12:30pm
Camp Tour	1:30pm
Swim Tests	3:00pm
Shower House Introduction	4:00pm
Flag Training	5:00pm
Flag Ceremony	5:45pm
Dinner	6:00pm
Youth-On-Youth Abuse Training	6:30pm
Campfire Show Workshop	7:30pm
Lights Out	10:00pm

### Mobile Device Usage

Camp staff may bring their mobile device to camp and keep it near them during the workday. Staff are expected to adhere to social media and mobile device guidelines laid out in Scouting's Barrier's to Abuse.

Staff should consult with their supervisor to learn the expectations in their area for mobile device usage. Excessive use of mobile devices around participants, either in program areas or in common areas of camp, will lead to disciplinary action.

### Sales and Cash Handling

Any sale of an item from a staff member to a camper is prohibited. The sale of items to fellow staff members is permitted, if fair value is returned for whatever money is received. If a camper or leader offers cash for a program, point them to the administration building to turn it in.





### Uniform and Appearance Policy

The Scouts BSA, Venturing, or Sea Scout uniforms are the official uniforms of the BSA. However, in most cases, these uniforms are not the right choice for many of the activities that take place here.

#### BSA Field Uniform

Staff are required to have a full Scouts BSA, Venturing, or Sea Scout field uniform for daily use at the evening flag ceremony and dinner. This includes the following:

- Official BSA field uniform shirt:
  - Scouts BSA khaki shirt
  - Venturing green shirt
  - Sea Scout shirt
- BSA belt to match outfit:
  - Green Scouts BSA belt
  - Venturing belt
  - Sea Scouts belt
  - Leather belt
- Shorts (or skorts) and socks to match outfit. Shorts, skorts, and socks that are not official BSA uniform parts must match the color of the official uniform parts:
  - Olive green for Scouts BSA
  - Grey for Venturing
  - Navy blue shorts for Sea Scouts

#### Activity Uniform

Outside of the events listed above that warrant the BSA field uniform, staff will wear their Broad Creek activity uniform while on the job. This includes the following:

- Uniform shirt options
  - Maroon Broad Creek staff polo (camper arrival and departure days only)
  - Maroon Broad Creek 50/50 cotton blend staff t-shirt
  - Maroon Broad Creek moisture wicking staff t-shirt.
  - Maroon Broad Creek staff hoodie
- BSA belt to match shorts and socks:
  - Green Scouts BSA belt
  - Venturing belt
  - Sea Scouts belt
  - Leather belt
- Shorts and socks to match outfit. Shorts and socks that are not official BSA uniform parts must match the color of the official uniform parts:
  - Olive green for Scouts BSA

- Grey for Venturing
- Navy blue shorts for Sea Scouts

#### Hats, Belt Buckles, and Other Accessories

Hats, belt buckles, and other accessories worn by staff members must either be Scouting related or absent of messaging or logos of any kind.

#### Acquiring Uniform Parts

All staff will receive two 50/50 cotton blend activity uniform shirts at staff check-in. First-year staff will also receive a staff polo.

Staff are expected to purchase all other uniform parts prior to arrival at camp. Additional Broad Creek activity uniform parts, staff apparel, and BSA field uniform parts may be purchased online via the Broad Creek online staff store at [www.councilstuff.com/220-campstaff](http://www.councilstuff.com/220-campstaff). Returning staff are expected to either reuse their staff polo from the previous year or purchase a new staff polo.

BSA field uniform parts purchased by staff via the online staff store have a built-in 25% discount off the retail price found at the Scout Shop.

All items purchased through the online staff store will be available for staff to pick up on day one of staff week during check-in.

Staff members who would like to visit a Scout Shop location to try on clothing and receive the same discount for official BSA uniform parts may do so by bringing with them a "Camp Staff Discount Letter" (see appendix). This letter may be presented to the attendant to receive a one-time discount for the uniform parts listed on the letter.

All BSA Scout Shops participate in this discount. The following Scout Shop locations are local to Broad Creek and the Baltimore Area Council:

#### Baltimore Scout Shop

800 Wyman Park Dr  
Baltimore, MD 21211

#### Hanover Scout Shop

7502 Connelly Dr  
Hanover, MD 21076

#### York Scout Shop

2139 White St  
York, PA 17404



### Staff Appearance

Broad Creek's standards for personal appearance are:

- Appropriate uniform that is clean and properly fitted, not tattered, or torn.
- Personal cleanliness and hygiene are required. Staff must shower or bathe frequently.
- Facial hair, if worn, must be clean, trimmed, well-kept, and show evidence of grooming.
- Hair must be kept clean and show evidence of good grooming.
- Extreme or excessive cartilage or facial piercings are not allowed.
- Any hairstyles, piercings, or other appearance customizations that interfere with job duties, safety, or performance are not allowed.

### Staff Night Off Policy

Camp staff will receive one night off per week, as scheduled by camp leadership. This night off is a privilege that may be taken away by the Program Director, Camp Commissioner, or Camp Director as a part of camp's disciplinary procedures.

All nights off begin after song line at the beginning of dinner. Staff who decide to leave camp on their night off are required to be out of uniform and in "street clothes". Staff are required to sign out and sign in using the logbook inside the front doors of the welcome center.

Staff members over the age of 18 must return from their night off and be adequately prepared for the morning flag ceremony and a full workday.

Staff members under the age of 18 are prohibited from leaving camp unsupervised during their night off. Youth staff may not leave camp unless they are riding with an adult approved in writing by the staff member's parents (see "Policies on Youth Staff Leaving Camp"). All of Scouting's Barriers to Abuse are in effect during nights off, including the buddy system and no one-on-one contact between a youth and adult. All youth staff must return to camp from their night off by 11:00pm.

Staff members who are of age who choose to consume alcoholic drinks or use other legal impairing substances during their night off must do so legally and responsibly. Staff are prohibited from doing so in a staff uniform and may not be

under the influence when they return to camp. Any underage drinking or smoking, driving while under the influence, doing illegal drugs, or other illegal activity will lead to immediate dismissal.

### Smoking Policy

Tobacco smoking at camp is prohibited for staff under the age of 21 and is discouraged for those over the age of 21.

Staff members of age may not smoke in public places in view of campers and may only smoke in areas designated by the Camp Director or the Camp Rangers. No Scout should be aware that a staff member is a tobacco user.

Recreational marijuana is not permitted. Possession of recreational marijuana is grounds for immediate dismissal.

### Camp Communication

Broad Creek utilizes an array of communication channels during operation:

- Daily "stump" staff meetings after dinner
- Dual band two-way handheld radios
- Cell and landline phones
- "Remind" mass SMS text service
- Internal mail

Training on all communication channels will be covered during Leadership Weekend and Staff Week training.

### Staff Mail

Mail is received at camp daily. FedEx, USPS, and UPS typically deliver in the mid-afternoon. Amazon can deliver any time of day.

All personal mail for staff members will be placed in the "Staff" mailbox in the mail sorter just inside the front door of the welcome center. Packages will be placed in the package cubbies below the mail sorter, with a package slip placed in the staff mailbox.

All work mail will be placed in its respective department's mailbox in the mail sorter outside the Camp Director office in the welcome center.

All camp staff mail should be addressed as follows:







First and Last Name – Camp Staff  
Broad Creek Memorial Scout Reservation  
1929 Susquehanna Hall Rd  
Whiteford, MD 21160

### **Housing arrangements**

All camp staff must be prepared to stay in a 12'x10' canvas tent with a wooden platform for the duration of their employment. This tent comes equipped with electrical outlets that are available for use. Each tent is shared between 2-3 people.

Select staff members over the age of 18 may be assigned lodging in a cabin or other building. Due to limited availability, this lodging is not guaranteed for staff over the age of 18. In the event there are more adults than available cabin bunks, the administrative team may assign lodging based on veterancy, position, and/or other determining factors.

Staff staying in cabins will share a room with anywhere from 1-6 others, in line with Scouting's Barriers to Abuse. Cabins come equipped with showers, toilets, power, and a window AC unit. Window AC units may not be turned lower than 65 degrees as it's shown on the AC unit.

Prior to checkout at the end of employment, housing accommodations will be inspected to ensure the area is clean, tidy, and that all remaining personal gear is accounted for.

Staff members may not enter other staff members' quarters without permission from one of the residents. Staff members must be considerate of their tent/bunkmates when inviting other staff into their quarters. When in the quarters of another staff member, all of Scouting's Barriers to Abuse apply, including the buddy system for youth and no one-on-one contact between a youth and adult.

### **Vehicles in camp/driving**

It is highly recommended for staff members under the age of 18 to leave their cars at home. Staff under the age of 18 may not operate their own car or someone else's car during a program session (including during nights off). Staff members under the age of 18 must have written permission from their parents defining who they may ride out of camp with as a passenger.

Staff using personal vehicles to move about camp during a program session must seek approval

from the Camp Director, Camp Rangers, or the Program Director prior to use. This same group reserves the right to revoke the privilege to drive a personal vehicle in camp during a program session.

The staff parking lot is located at the gravel lot near the staff area and is available for parking personal vehicles. Those who stay in lodging away from the staff area may park near their lodging in areas approved by a Camp Ranger.

Camp vehicles may only be driven by those with special permission and training given by the Camp Rangers. This is to include trucks, golf carts, UTVs, riding mowers, or any other motorized riding vehicle.

ATVs may only be used at camp after receiving special permission from the Camp Rangers. ASI training is required for any individual operating an ATV.

### **Bike Policy**

Biking is permitted and encouraged at Broad Creek. All cyclists are required to wear a helmet and must be considerate of pedestrians, vehicles, and other cyclists while riding in camp. Biking may not be done on dirt surfaces (roads, grass fields, pavement are OK). As with any other camp activity, the buddy system is in effect for youth cyclists.

### **Policies on youth staff leaving camp**

Any youth staff member who leaves camp for a night off or prior to normal day off departure time will be permitted to leave under the auspices of an adult approved by the parents or legal guardians of the staff member.

The Parental Release of Staff Form, signed by the parents of the staff member, must be on file at the welcome center. This form will list all adults authorized by the parents, with whom their staff member may leave camp.

### **Use of Program Area and Equipment**

Personal use of camp program equipment during time off must follow the policies and procedures of the Guide to Safe Scouting and the NCAP. This includes proper program area setup and supervision. For guidance on this, contact the Program Director.



### Visitor policy

Visitors during camp are welcome provided they are in good standing with Broad Creek. This includes family and friends of staff members, staff alumni, and Scouting volunteers. Visitors must check-in at the welcome center to receive a wristband. Visitors who are not registered with the BSA must be accompanied by the staff member(s) they are visiting while on-site and are not to enter participant camping areas.

To safeguard our participants and staff, visitors who are not wearing a camp-issued wristband will be asked to leave the property.

Broad Creek does not provide accommodation for friends and family that visit camp. In addition, visits should be timed to not interfere with work duties.

### Trading Post Tabs

Paid staff are permitted to establish a tab at the trading post. This tab is a privilege to provide convenience for staff who like to enjoy snacks, slushees, drinks, or other regular small purchases.

Tabs are limited to \$50 per staff member at any given time. Staff with tabs are required to pay them off two days before the end date of each pay period (see earlier list of payroll dates). Staff who do not pay off their balance by these dates will have the remaining balance charged to them for that pay period via payroll deduction.

Volunteers and Counselors-In-Training are not permitted to have trading post tabs.

### Staff Recognition and Camp Staff Scholarship Staff Member of the Week

Each week, the Broad Creek admin team will select one staff member who goes above and beyond as the staff member of the week. This is decided by director referrals, observation of the staff member at work, and compliments received from participants.

### Rookie of the Year

At the end-of-season Reservation Dinner, one first-year staff member will be named the Rookie of the Year.

### Director of the Year

At the end-of-season Reservation Dinner, one member of our leadership team will be named the Director of the Year.

### Dave Jeffers Award

The Dave Jeffers Award is given to the staff member of the year. It is established in memory of Dave Jeffers, a longtime volunteer at Broad Creek.

Toward the end of the season, all camp staff will vote anonymously for who deserves to win the Dave Jeffers Award. Votes will be counted by previous Dave Jeffers Award winners and/or the Camp Director.

### Camp Staff Scholarship

The Camp Staff Scholarship program was established recently by the Broad Creek Alumni Association to support the futures of the Broad Creek camp staff as they proceed through their academic careers.

The quantity and size of the awards vary year-to-year depending on fundraising and the number of qualified applicants for the award.

To qualify for a scholarship award, camp staff must:

- Be enrolled in a college, university, or trade school.
- Agree to retain a good grade point average.
- Have served on the Broad Creek staff in 2024 for at least 85% of their contracted days.
- Live the Scouts Oath and Law in their daily lives.
- Complete the application form in its entirety, including the essay, and return it by the date listed on the application.

The scholarship application is available online at [www.broadcreekbsa.org/staff](http://www.broadcreekbsa.org/staff).





## Personal Gear

### *Recommended Packing List*

#### Clothing:

- 2 Short-sleeved BSA field uniform shirts
- 3 Pair of BSA shorts or skorts
- 1 Pair of BSA long pants
- 4 Pair of BSA socks
- 1 Scout belt
- 8 Pairs of underwear
- 5 Bras or sports bras (if needed)
- 2 Pairs of shoes or moccasins
- 1 Pair of hiking boots
- 1 Pair of sunglasses
- 4 Scout-appropriate t-shirts
- 1 Pair of non-Scout pants or shorts
- 1 Sweatshirt
- 1 Light/rain jacket
- 1 Heavy poncho or rainsuit
- 1 Wristwatch
- 1 Swimsuit

#### Hygiene

- 1 Shower and toiletry bag
- 2 Towels
- 2 Washcloths
- 1 Toothbrush
- 1 Toothpaste
- 1 Shampoo
- 1 Pack tampons or pads (if needed)
- 1 Lip balm
- 1 Shaving kit (if needed)
- 4 Soap bars or body wash
- 1 Comb or brush

#### Camping Equipment

- 1 Day pack
- 1 Twin-sized set bed linen or sleeping bag
- 1 Pillow
- 1 Alarm clock (if no cell phone)
- 1 Footlocker with lock
- 2 Flashlights or headlamps
- 2 Water bottles or hydration bladders
- 1 Pocketknife or multi-tool

### *Gear Provided by Broad Creek*

- Twin-sized military-style cot or bunk
- First-years only: one staff polo shirt
- Two 50/50 blend staff t-shirts
- Staff ID badge

### *Prohibited Items*

While it is impossible to list every item that may be considered prohibited, the following are examples of items that may not be brought into camp:

- Firearms or ammunition
- BB guns
- Bean shooters
- Pellet guns
- Fireworks
- Explosives
- Alcoholic beverages
- Recreational marijuana
- Illegal non-prescription drugs
- Long, fixed-blade knives
- Switchblades
- Pornographic materials
- Slingshots
- Other missile-launching devices

Possession or non-program use of the above items or any other prohibited items are grounds for immediate dismissal.

### *Swimwear Policy*

Aquatics staff members must follow the guidance of the Camp Aquatics Director to know what swimwear to wear while on the job. Typically, female staff will wear a red lifeguard one-piece swimsuit with swim shorts and male staff will wear red lifeguard swim trunks.

For all other staff and aquatics staff who are not working, females may wear a one-piece or tankini while males may wear swim trunks. Bikinis for females and swimsuit briefs (aka "speedos") for males are prohibited.

### *Footwear Policy*

Hiking boots or appropriate footwear designed for use outdoors should be worn each day. Athletic footwear is authorized; however, it is not recommended for traversing rough terrain. All footwears must be appropriate for the activity (i.e. crocs are not allowed for a 5-mile hike). Open-toed footwear is not permitted outside of aquatics areas or walking to the shower house.

### *Policy related to Pets*

Pets for camp staff are not allowed at Broad Creek. Camp staff that have a service animal assisting them must seek approval from the Camp Director beforehand. Emotional support animals are not allowed. Animals that are used for program activities must be approved by the Camp Director.





## Leadership Insert

### Microsoft Teams Usage

The Broad Creek leadership team uses Microsoft Teams as a collaborative work environment for communication and continuity year-to-year. Examples of how we use Teams includes:

- File storage
- Standard Operating Procedures
- Staff resources
- Administrative to-do lists

All leadership team members have a folder for their area or position in Teams. This folder contains all previous inventories, closing report, and other documents previous leadership assembled during their seasons.

For access and support for Microsoft Teams, please see the Camp Clerk or Camp Director.

### Leadership meeting schedule

Camp leadership (directors and administrative staff) will meet daily during staff week and weekly during the season. Meetings during the season will occur on arrival day evenings after the opening campfire.

Members of the leadership team should be prepared to discuss camp operations in constructive ways so we can keep raising the bar for our program. This is also when last-minute personnel adjustments can be discussed.

### Procurement Process

#### *Wants, Needs, and Dreams List*

Prior to the season, each member of the leadership team is expected to review their area's end-of-season inventory and current year program offerings to generate a list of items needed to run their area.

This list must be formatted as a "Wants, Needs, and Dreams" list:

Needs – Items that if not acquired, you cannot offer a scheduled program activity.

Wants – Items that would be good to have for your area, but technically aren't required for a program activity.

Dreams – "Pie in the sky" items that aren't required and there's no immediate desire for but

would take things to the next level if it were procured.

To submit your W/N/D list, all leadership members must input their items in the "WantsNeeds Master 20\_\_" Excel workbook file found in the file storage on Microsoft Teams.

When entering items into the spreadsheet, please make sure to fill out each field for each row:

- The "status" field should be ignored.
- The "brand/manufacture" and "notes" columns can be ignored.
- All other columns are required.

To ensure correct items are ordered, all item requests must include a link to the item in an online store (such as Amazon), even if the item will be purchased in-person. If this is not possible, please provide your admin team member with a specific description and price of the item.

Upon submitting your W/N/D list, the Program Director and admin team will balance all requests against the adjusted program supplies budget and approve/order the items from the lists. The "status" column will be updated to indicate where the admin team is with your requests.

### *In-Season and Cub Camp Procurement*

After staff week, members of the leadership team should use the "Camp Procurement Form" to order needed equipment and supplies. This form is like the Wants/Needs/Dreams list in format but exists as an online form instead. Items submitted using this form will go through a similar process as the W/N/D lists.

Link to Camp Procurement Form:

<https://forms.office.com/r/w3T9PkAT07>

#### Camp Procurement Request Form





### Closing Report Instructions

Each area director and administrator will be required to complete and turn in a closing report for the season. This report is an important opportunity to document how the summer went and how to successfully plan for next summer. This is your opportunity to share your thoughts and make your lasting mark on Broad Creek. It also makes the beginning of next season much easier, allowing future directors (or your returning self) to jump right into magic-making. It is recommended that reports be typed, although detailed written reports are also acceptable.

### Ground Rules

- All closing reports will be due one week prior to your contract's departure day. Any manager who leaves Broad Creek without fully completing their report will have a note placed in their personnel file indicating an improper check-out, which will affect their chances of being rehired into a manager position.
- Completing this report cannot interfere with the completion of your regular job duties. If you think you may struggle to complete this report and do your typical job duties, please let the Camp Director or Program Director know BEFORE it causes an issue.
- All report materials should be turned in together, either digitally or physically on paper
- Positive, constructive language is required; using this report as an opportunity to put down other staff members will not be tolerated.

### Tips & Tricks

- Rely on your staff to help make sure this all gets done. This is not something you should be completing by yourself.
- Make sure to think smarter not harder; taking notes on your phone or notebook as you notice things is more effective than trying to remember it all while cramming a report together.
- Thinking creatively is recommended; as an example, one could video with narration the next time they set up their area instead of spending a ton of time trying to write it all down.
- If you need help or clarification, ASK!

### Required Items to Include

1. End of season Start, Stop, Continue with your staff (must be written or typed)
  - a. Using the SSC format, create a list of what your area or camp in general should change.
  - b. What worked? What didn't?
  - c. Think objectively; thoughts concerning specific positions are fine, but any personal attacks or jabs will be tossed out
    - i. Ex: "It would be nice if the program director made me waffles in the morning", rather than "Caleb and Kayla should have been making me waffles every morning and camp is worse because they didn't"
2. Recommended area opening or staff training adjustments
  - a. What are the things you wish you had known training week and session one?
  - b. What trainings should we run that we aren't? Which ones aren't necessary?
3. Updated lesson plans and procedural documents
  - a. Be specific with what requirements are taught on what day
  - b. If your lesson plans remain unchanged, please copy the lesson plan and include this year as the date
  - c. Photos and videos of instruction or procedures are encouraged
4. End of season inventory
  - a. Quantity
  - b. Condition
  - c. What off-season storage area it will likely end up at
5. "Wants/Needs" list for next year
  - a. Item description
  - b. Quantity
  - c. Want or need status
  - d. Brief explanation
6. Facility Wants, Needs, and Dreams
  - a. What facility adjustments are required? What would be nice? What would take things to the next level?
7. Standard operating procedures



- a. This is your area manual that should be as detailed as possible
- b. Beginning of season and tear-down procedures
- c. Daily opening, closing routine
- d. How control sheets are used and turned in
- e. Cleaning schedules and procedures, instructor rotations, and other necessary staff management
- f. Tasks needed to manage facilities
- g. How is your area organized? What is normally locked up and where?
- h. NCAP preparations
- i. Photos and videos of procedures are encouraged

#### *Recommended Items to Include*

- 1. Recommended staffing changes
  - a. Staffing numbers, position descriptions; what expectations were set that myself or staff weren't prepared for?

- b. Include rationale; note that changing an existing position's description to solve a problem will be considered more than creating a new position
- 2. "Dream" items
  - a. Items that aren't required to run a successful program, but would take the program to the next level
  - b. Similar to wants/needs, include a brief one or two sentence rationale
- 3. Recommended items to sell in the trading post
  - a. This is a required inclusion for the trading post staff
- 4. Miscellaneous "cool ideas"
  - a. Nothing is too small or crazy!
  - b. Please include every idea, even if it is something talked about frequently





# Appendix







# Camp Staff Onboarding Paperwork

Aside from your contract, **all paperwork listed below is available** at [broadcreekbsa.org/camp-staff/#resources](https://broadcreekbsa.org/camp-staff/#resources) under the “Onboarding Documents” tab.

## Upon receipt of contract packet:

- ☐ Sign staff contract
- ☐ Complete Youth Protection training
  - Instructions included in the contract packet.
  - Certificates from prior years do not count; the BAC requires yearly training.
- ☐ Complete BSA Application
  - Youth version if under 18 June 14<sup>th</sup>, 2024
  - Adult version if over 18 June 14<sup>th</sup>, 2024 (don't forget background check form)
  - Must be completed even if you're already a current BSA member.
  - Camp staff BSA membership does not require a fee.
- ☐ Return the signed contract, BSA Application, and YPT completion certificate to the camping department via:
  - Delivery or mail to Broad Creek or the Council Service Center
  - Scan and email to [campingservices@baltimorebsa.org](mailto:campingservices@baltimorebsa.org)
- ☐ Complete Parts A and B of the BSA Annual Health and Medical Record
  - Parts A and B must be turned in at the first staff event attended.
  - Part C must be completed prior to arrival for training in June.

*The above steps must be completed before attending your first spring staff event. The first three documents may be delivered at the event only if you are a current BSA member.*

## By Staff Arrival at Camp:

All staff (including CITs and volunteers):

- Complete Form I-9
  - Original documents used for Form I-9 must be physically inspected on arrival day (no photocopies or photos)
- Complete online Maryland CPS background check application
  - Follow steps online using guide on staff resources page.
  - A notary will be present at the June 1<sup>st</sup> development day to notarize this form. Must have valid photo ID to get form notarized. Valid photo ID options include:
    - Driver's license
    - Passport
    - State-issued ID
    - School-issued ID WITH social security card or birth certificate
- Complete online Harassment Prevention training
  - Instructions included on the staff resources page.
- Complete online Hazardous Weather training
  - Instructions included on the staff resources page.
- If over 18 years old: Sign Scouter Code of Conduct form
- If under 18 years old: Complete Parental Release of Staff form
- If under 18 years old: Complete Maryland Child Work Permit at [dlr.state.md.us/childworkpermit](https://dlr.state.md.us/childworkpermit).
  - Staff who have one from a previous year may reuse theirs





Paid Staff only:

- Complete Form MW-507
- Complete Form W-4
- Complete direct deposit form (now required)
- First-year paid staff only: Complete CJIS Fingerprinting Authorization
  - Fingerprinting will be offered at camp during staff week for free; if you will be absent from this, you are on your own to arrange for fingerprinting.
  - Must have valid photo ID present for fingerprinting (same options as CPS check)

The following documents from above must be submitted via delivery, mail, or electronically to the Camping Department at or by the June 1<sup>st</sup> staff development day:

- ☐ Completed Form I-9
- ☐ Completed and notarized Maryland CPS Background Check application
- ☐ Harassment Prevention Training completion certificate
- ☐ Hazardous Weather Training completion certificate
- ☐ If over 18 years old: Signed Scouter Code of Conduct form
- ☐ If under 18 years old: Maryland Child Work Permit
- ☐ If under 18 years old: Parental Release of Staff form
- ☐ Paid staff: Completed Form MW-507
- ☐ Paid staff: Completed Form W-4
- ☐ Paid staff: Completed direct deposit form
- ☐ First-Year Paid Staff: Completed CJIS Fingerprinting Authorization

**On Arrival Day, June 16<sup>th</sup>, staff must bring:**

- ☐ Original supporting documents used for Form I-9
  - Passport, driver's license, birth certificate, etc.
  - See Form I-9 for complete list of supporting documents.
- ☐ Completed Parts A, B, and C of the BSA Annual Health and Medical Record
  - Part C requires a physical examination by a qualified healthcare provider.
- ☐ If under 18 with medications: Completed Drug Administration Record form.
- ☐ If over 18 with medications: Completed Medication Storage Release Record form.
- ☐ If you attended position-specific training: Valid completion certificate for training.
- ☐ Any outstanding paperwork from the previous steps

**Between dismissal June 22<sup>nd</sup> and return on June 23<sup>rd</sup>:**

- ☐ If under 18 years old: Complete and submit Staff Night Out Driver Release form

**For mail or delivery:**

Broad Creek Memorial Scout Reservation  
1929 Susquehanna Hall Road  
Whiteford, MD 21160  
410-420-4078

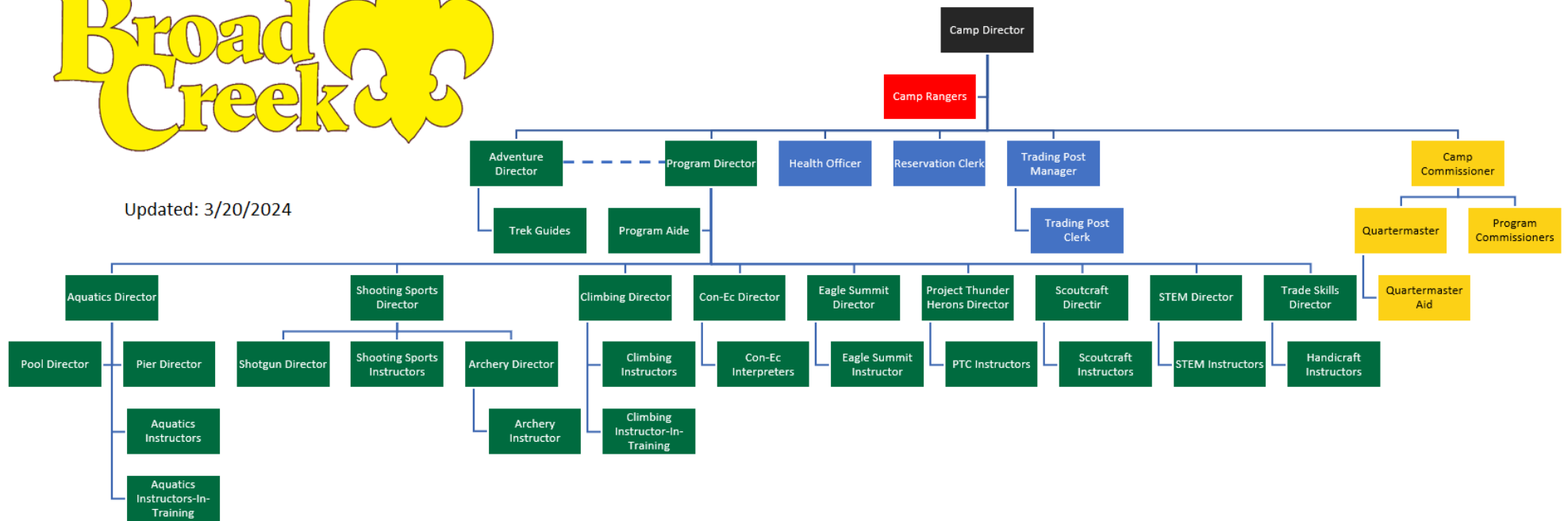
Baltimore Area Council Service Center  
701 Wyman Park Drive  
Baltimore, MD 21211  
443-573-2523



# Scouts BSA Organizational Chart



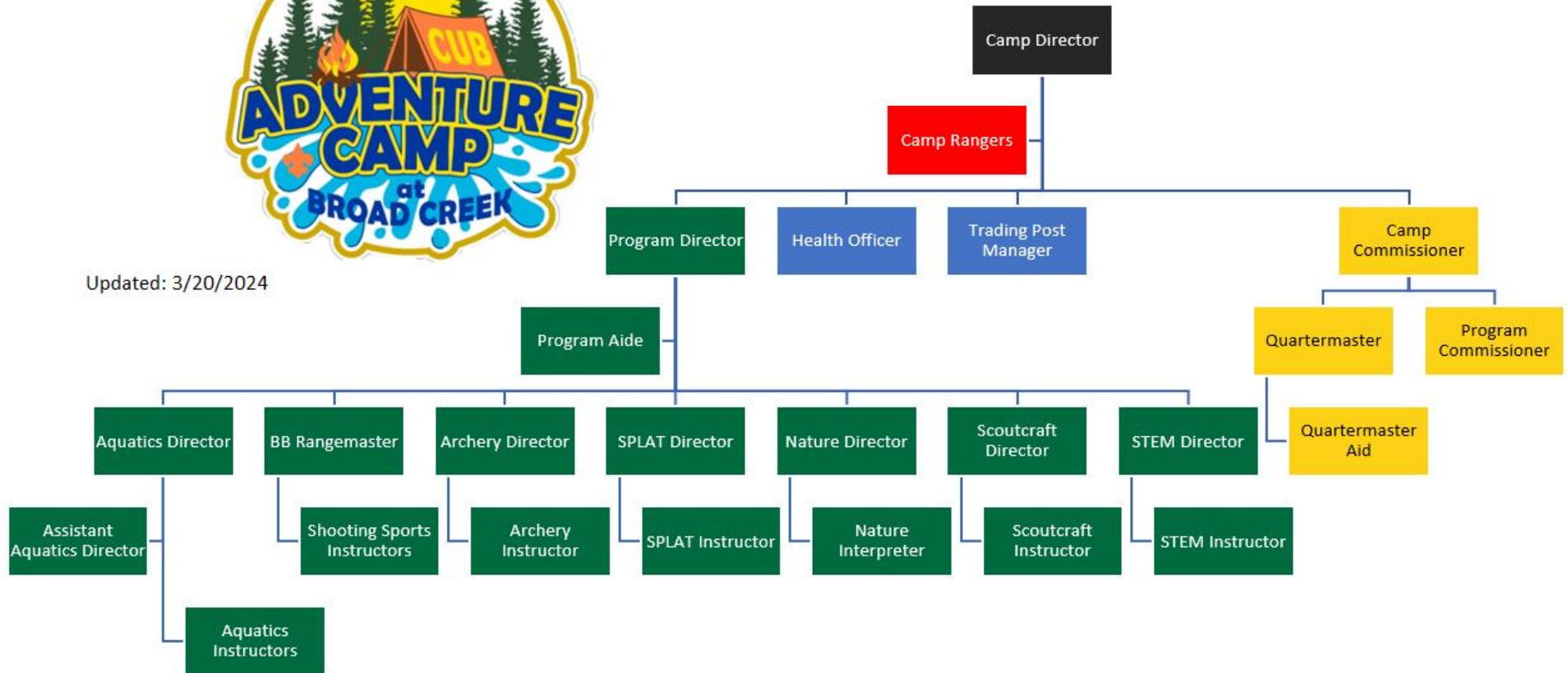
Updated: 3/20/2024



# Cub Adventure Camp Organizational Chart



Updated: 3/20/2024







BOY SCOUTS OF AMERICA®  
SUPPLY GROUP

To: Camp Staff Member

From: Dan Barnes, Director – Retail Sales

RE: Camp Staff Discount

Congratulations on your selection to serve on camp staff this summer at your local camp. To help you get prepared for your summer at camp as an employee of your local council, you are entitled to receive a 25% discount. This discount is only permitted on the items listed below when you shop at your local National Scout Shop. This is limited to a one-time purchase and only for the maximum quantities listed below. No mixed sizes within each maximum.

- Uniform Shirts (3 max)
- Insignia for shirts (3 each max)
- Uniform Pants or Shorts (4 max)
- Belt (1 max)
- Socks (8 max)
- Scout t-shirts (6 max)

To receive this discount, you must present this letter for verification at the time of purchase. The discount will not be honored without this letter. This letter and discount will only be available until June 30<sup>th</sup>, 2024. To find a local National Scout Shop visit: [www.scoutshop.org/storelocator](http://www.scoutshop.org/storelocator)

Yours in Scouting,

Dan Barnes  
Director – Retail Sales  
Supply Group, BSA

Supply Group  
P O Box 7143  
2109 Westinghouse Blvd.  
Charlotte, North Carolina 28241  
(800) 323-0732

[www.scouting.org](http://www.scouting.org)  
[www.scoutshop.org](http://www.scoutshop.org)

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