MISSION OF THE BOY SCOUTS OF AMERICA

The mission of the Boy Scouts of America 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.

THE 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.

THE SCOUT LAW

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

LEAVE NO TRACE – OUTDOOR ETHICS

Plan Ahead and Prepare
Travel and Camp on Durable Surfaces
Dispose of Waste Properly
Leave What You Find
Minimize Campfire Impact
Respect Wildlife
Be Considerate of Other Visitors
Dear Camp Frontier Staff Member,

Congratulations on being selected to serve on the 2020 Camp Frontier summer camp staff! You will be one of over 100 staff that deliver one of the best Scouting programs in the area. The experience that you will have this summer will be one that will last a lifetime.

If this is your first summer on staff you will soon discover that the staff at Camp Frontier operates as one large family. Each and every individual that serves our program is a vital part of a successful and fulfilling summer. Teamwork is the main theme that drives us from ordinary to extraordinary and each staff member shares in the excitement and gratitude of offering a Scouting program that is the prime example of what the Boy Scouts of America stands for.

Whether this is your first season or your sixteenth, use this guide to prepare yourself for the outstanding program that you will be receiving and delivering this summer!

We wish you the best of luck in your endeavors at camp. Take this opportunity to expand your horizons and grow. We are! FRONTIER!

Yours in Scouting,

Steve Porter
Camp Director

Alexis Jaszemski
Program Director
# The Camp Frontier Staff Guidebook

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THE CAMP FRONTIER STAFF EMPHASIS

As a PSR Camp Frontier staff member you have been given real recognition. You have been chosen for your character, as well as your knowledge. You are employed to serve Scouts, Scouters, volunteers, and guests. We must ensure each receives that PSR experience which exceeds their expectations.

Being a PSR staff member means being willing and ready to assist whenever and wherever needed. Your influence on the lives of participants and guests is more than you may ever know. We have the equipment and you have the knowledge; use them together so that every unit goes home with only praise for our camp and staff.

Remember our participants and guests don’t know if you’re working, off duty, or passing through the area, so be ready and willing to assist at all times. Maybe a little more time spent one-on-one with a Scout will assist in bringing the best out them, but these opportunities will make this a very rewarding summer for you and for the other person.

Don’t be afraid to assist another staff member; we all need assistance from time to time. Don’t be afraid to show appreciation with a praise card when you’re on the receiving end. By pulling together we will make this the best season yet.

The Scout Oath and Scout Law are the standards we are measured by at all times. **We are the living breathing example of Scouting right off the cover of Boys Life Magazine!** Exemplifying those ideals in all dealings with others is one of the best things you can do this summer. Your Scouting Spirit will rub off on others, so keep it at its best and you will make a difference!
EXPECTATIONS OF A CAMP FRONTIER STAFF MEMBER

1. Each staff member must recognize that Scout camping is a 24-hour a day proposition. The camp’s responsibility (as well as that of its’ staff) does not cease at any time during that period.

2. Each staff member will report for duty each Sunday by 11:00 am. Directors arrive at 10:45 a.m. You will be in full uniform and ready for work.

3. Each staff member will remain on duty for the week, until the Camp Director personally dismisses him/her on Saturday afternoon upon the completion of his/her responsibility. Before he/she leaves, the staff member should ensure that his/her program area is clean and secure.

4. It is essential that everyone have a good night’s sleep. After 11:00pm, it will be quiet in the staff area. Noise levels must be kept low enough so as not to disturb neighboring staff or campers. Aim to be in bed by 11:30 p.m.

5. Staff members must obtain permission from the Camp Director and Program Director prior to making any arrangements to leave camp to make sure there is coverage. Staff members should then checkout with the Camp Director prior to leaving, and check in with them immediately upon their return.

6. The Frontier summer camp session ends only when the Camp Ranger is satisfied that camp is properly closed. Individual staff members are dismissed from their duties only when camp is closed and when they have submitted their year-end staff reports.

7. The conduct of every staff member (both in and out of camp) must be of the highest standard and should not interfere with the camp morale or be an undesirable influence on either the campers or the camp’s reputation in the community. The Scout Oath and Law will be followed at all times. As a member of Camp Staff you will never know when campers are watching your every action or word spoken. Staff members are role models for campers so you must be on your best behavior.
PREPARING FOR CAMP

PAPERWORK
Before beginning work all paperwork must be completed and submitted to the camp office.

Paid full time staff must provide...
- Contract fully completed and signed
- I-9 Form
- W-4 Form
- 2 Forms of ID
- Direct Deposit Form with Voided Check
- BSA Health Form (Parts A, B, C)
- Camp Staff Code of Conduct
- Photo Release Form
- Parental Consent Agreement (if under 18)
- Driver/Release Form (if under 18)
- BSA Membership Application

CIT staff must provide...
- CIT Agreements fully completed and signed
- BSA Health Form (Parts A, B, C)
- Camp Staff Code of Conduct
- Photo Release Form
- Parental Consent Agreement
- Driver/Release Form

All paperwork must be received before beginning employment. Failure to turn in paperwork will result in a delay in pay or dismissal.
BSA YOUTH PROTECTION TRAINING
Youth Protection Training taken within the last 2 years is required by all staff. This training is completed online and will be communicated to you before employment. Please provide the Camp Frontier office with the training certificate after completing the course. Certificates must be provided on a yearly basis.

SEXUAL HARASSMENT TRAINING
All staff must complete an online sexual harassment training course before beginning work. Details of this course will be sent before employments begins. Please provide the Camp Frontier office with the training certificate after completion of the course.

BSA WEATHER HAZZARD TRAINING
Weather Hazzard training taken within the last 2 years is required by all staff. This training is completed online and will be communicated to you before employment. Please provide the Camp Frontier office with the training certificate after completing the course. Certificates must be provided on a yearly basis.

ADDITIONAL CERTIFICATES AND TRAINING
Specific staff position at camp may require additional training or certificates before the start of the season. These requirements will be communicated with you prior to signing your contract. Please remember to bring documentation with you and present them to the office for record upon arrival.
CAMP EMPLOYMENT POLICIES

PERSONAL APPEARANCE
Developing Character in youth is the primary objective of the Boy Scouts of America and must be kept in the front of each staff member’s mind. Anything that a staff member does that detracts from this purpose is inappropriate.

A fresh, clean and approachable look ensures that every participant feels comfortable. Personal appearance is important since each staff member reflects not only on themselves, but also on the Boy Scouts of America organization as well.

Camp Frontier’s Standards for personal appearance include...

- Correct uniform that is clean and properly fitted. (p 24-25)
- Personal cleanliness and hygiene are required. Staff must shower frequently and encourage participants to do likewise.
- Facial hair, if worn, must be clean, trimmed, well-kept, and show evidence of grooming. Camp is not the place to begin growing a new beard or mustache.
- Extreme hairstyles such as Mohawks, dreadlocks, etc. are not allowed. Hair will be kept clean, neatly trimmed, and show evidence of good grooming.
- Offensive tattoos and visible body piercings that may be offensive to participants or interfere with job duties and performance are unacceptable.

Pride in your appearance, uniform, and personal grooming makes you and others know you are a part of the Camp Frontier Team. If your appearance is less than that of the high Camp Frontier standards, this implies that your attitude and performance are less than the Camp Frontier standards. Each staffer shares responsibility for how the entire staff is perceived. Each Area Director is responsible for enforcing appearance standards within their assigned area. Should you want assistance, please speak with a member of the Leadership Team.
ALCOHOL AND ILLEGAL DRUG USE
Camp Frontier has a **ZERO TOLERANCE** policy for the possession, consumption, or being under the influence of alcohol or illegal drugs on camp property. This includes the purchase of alcohol or illegal drugs for other staff members including minors. **VIOLATION OF THIS POLICY WILL RESULT IN IMMEDIATE TERMINATION AND POSSIBLE REFERRAL TO LOCAL LAW ENFORCEMENT.**

USE OF TOBACCO PRODUCTS AND VAPOING
Smoking, vaping, and the use of smokeless tobacco products is prohibited in all Camp Frontier public spaces, buildings, tents, and vehicles. The designated smoking area at camp is restricted to the back of the staff parking lot out of view from participants, campers, and other staff. **Staff under the age of 21 are prohibited from the use of any tobacco products and vaping of any kind. USE OF THESE PRODUCTS BY A MINOR WILL RESULT IN IMMEDIATE DISMISSAL FROM CAMP.** Staff under 21 are also not permitted in the designated smoking area unless retrieving something from their personal vehicle.

STAFF CONTRACTS
You are responsible for **READING and UNDERSTANDING** the contents of your contract before signing it. **Your signature indicates your approval of all conditions.** PSR Leadership reserves the right to transfer an employee to another assignment at any time if it is felt he/she is better suited to that position or that a change would better serve the Camp Frontier participants.

STAFF SALARIES
Salaries are determined by experience, rank, responsibilities of the position, and work ethic. **Keep all personal salary information to yourself.**

EQUAL OPPORTUNITY
Applicants are considered without regard to race, color, religion, national origin, citizenship status, ancestry, age (minimum age 15, 18, or 21 by start date for certain positions required by the BSA), sex, sexual orientation, marital status, physical disability, military status, or unfavorable discharge for military discharge.
RELATIONSHIPS IN THE WORKPLACE
Staff are encouraged to socialize and develop professional relationships with other staff and Scouters while at camp. Staff who are engaged in a personal relationship before the start employment are expected to retain a professional environment around other staff and campers. Hand holding, kissing, and other similar displays of affections are not appropriate at camp including in staff living quarters and staff lounge. Camp is not the place to start new relationship. Displays of affection towards other staff members or campers is ground for termination of employment.

PERSONAL VISITORS AT CAMP
Family members and friends are welcome to visit camp during parent’s night and after work hours. All visitors must sign in at the Camp Office before proceeding into camp. Visitor should not interfere with the staff member’s job responsibilities or interrupt program. Visitors are not allowed to stay in camp overnight and must leave property by 11pm.

CHECK IN/OUT POLICY
All staff are required to sign in/out at the camp office when arriving or leaving camp property. This includes weekends and nights off.

STAFF DISCIPLINE
Trust is important to the BSA and the Camp Frontier Leadership team. It is part of the Scout Law. The Camp Frontier Leadership Team take these matters seriously, because we care not only about your welfare, but the welfare of our participants. Therefore, any employee credibly suspected of violating the trust placed in them through the BSA Staff Code of Conduct policies can and will be disciplined accordingly. All violations will be noted in the staffer’s individual personnel file and may jeopardize future employment at Camp Frontier. Discipline will be on a case by case basis and discipline will vary based on the offense. Discipline will be between the staffer and management and shall not be the concern of others. Camp Frontier may terminate the employment of any individual with or without advanced notice or reason.
DISCIPLINE PROCEDURES
- Verbal Warning/Coaching
- Written Warning
- Dismissal

REGULAR OFFENSES
- Not attending meals, flag ceremonies, campfires, or camp-wide games
- Not wearing the correct uniform at designated times
- Sleeping in any program area during program time
- Sleeping in Staff Lounge after 11 PM closing
- Being continually late to program activities
- Returning after midnight from a night off
- Not signing in or out when leaving camp property
- Disrespect to campers, unit leaders, or other staffers
- Riding in pickup truck bed, trailers, or any vehicle without back seats unless it is an official hayride

EXTREME OFFENSES
- Use of tobacco products or vape products anywhere other than the designated smoking area
- Use of tobacco products or vape products by minors (under 21)
- Possession, use, or under the influence of alcohol or illegal drugs on camp property
- Theft of PSR or another person’s property, including food
- Repeat offenses or gross misconduct
- Hazing staffers including sexual harassment
- Fighting
- Sexual relations or cohabitation by unmarried couples
- Use of fireworks or explosives
- Bringing personal weapons on camp property
- Unauthorized or personal use of PSR vehicles
- Carelessness or deliberate failure to observe safety measures
- Tampering with smoke detectors, fire alarms, or fire extinguishers
- Abusing camp equipment and/or facilities including graffiti
- Inappropriate, unauthorized or illegal use of the internet
STAFF NIGHTS OFF
Staffers have the privilege of taking one night off Monday through Thursday evenings each week at the discretion of their Area Director and the approval of the Camp Director. Areas Directors must submit their staff nights off before week one to the Program Director and the Camp Director. Specific staff with permission to leave Friday night will not receive an additional night off. Nights off begin at 5pm and end at midnight. This does not include full time employees or staff members assisting the Camp Director or Ranger.

Drivers transporting others must be 18 years of age or older. All staffers under 18 must have written permission from a parent or guardian to leave camp with another staff member. A list of staff members who are permitted to drive them is required.

All staffers must sign out at Loftus Lodge prior to departing and sign in immediately upon returning. Failure to do so may result in a loss of the next night off. If a staffer stays in camp on their night off, they must remain in uniform while in the presence of Scouts.

Senior Staff members over 18 with one or more years of employment may have the opportunity to leave camp between 9:00 PM and 10:30 PM Mon. through Thur. All staffers must have completed their program duties and have approval from the Camp Director. Request MUST be made by 1:30 PM to the Camp Director. Failure to return by 10:30 PM will result in forfeiture of the next night off. Permission to leave may be denied for excessive requests or if we drop below a minimum number of staff on site.

STAFF END OF SEASON CHECK OUT PROCEDURE
Your last working day is Saturday August 8. Staff are required to work until they are excused by the Camp Director. At that time, shower and finish packing. Load your gear and personal items in the provided vehicle. Then, report to the COSA field for the staff meal and end of year celebration. Feel free to bring a blanket to stay warm during the staff video at the amphitheater. Check out at Loftus begins at 7AM on Sunday August 9. You will need to turn in any assigned keys, radios, and staff evaluation form at that time.
GENERAL INFORMATION

FOOD
You are provided 3 meals a day. To-go meals are available on an emergency basis or those who have specific family night events. You should discuss special diets for medical or religious reasons with the Camp Frontier Commissary Director 3-4 weeks prior to staff week. If staying the weekend, Dining Hall leftovers from the previous week may be eaten. A Scout is clean. Please clean up after yourself.

LAUNDRY
Washers and dryers are available at no cost to you. You will need to provide detergent and fabric softener. Staff only machines can be found in the Butler and Clark shower houses, the Health Lodge (the Health Lodge staff has first priority) for your personal use. CIT’s are only permitted to use laundry facilities during their time on staff. If a Scout or leader needs laundry facilities please direct them to the camper laundry facilities at the Quartermaster Building.

THE TRADING POST
The Camp Frontier Trading Post carries a wide array of gear, uniform parts and souvenirs. Note that uniform parts are already set at a special price for staff when ordering prior to camp. Refer to your welcome packet for details. The Trading Post operates on cash, check, and credit cards for everyone in camp. A $10 minimum is required for credit card purchases.

VESPERS
All Program Staff members are strongly encouraged to attend Sunday evening’s non-denominational service. During the service, all staff members are expected to represent themselves and Camp Frontier at their highest level following all aspects of the Scout Law and the Scout Oath. The Camp Frontier Chaplin(s) will be happy to visit or consult with you upon request.

WEEKENDS
Staff are expected to leave over the weekend time off. Any deviations must be approved by the Camp Director and Ranger.
TRAINING AND GUIDANCE
Expert training is provided for programs and positions throughout the summer. Your supervisor is interested in assisting you grow and develop. You will have a mid-season and final performance review. At these reviews, your supervisor will talk about your performance, how you can be more effective, and how you can make the best use of your talents.

PERMANENT FILE
Camp Frontier regularly confirms employment history for potential employers. YOUR PERSONNEL FILE IS THE PROPERTY OF PSR AND IS CONFIDENTIAL. Termination details may be shared with other BSA programs.

PROFESSIONAL SCOUTING AS A CAREER
You will have an opportunity to meet with the Erie Shores Council Executives and Board members during the summer. Staff are encouraged to reach out to these individuals if they have questions about careers in Scouting.

PAY AND PAY DAYS
Staff salaries are based on a tiered schedule that is linked to position responsibility and Camp Frontier experience. Pay periods are weekly. All staff are required to setup and use direct deposit. Please be sure to include a voided check with your enrollment form otherwise your first check will be cut and mailed. Employees are responsible for verifying deposit amounts are correct. For issues with payroll please speak with the Camp Director.

PSR HEALTH LODGE
The PSR Health Lodge offers emergency health care by our Camp Emergency Medical Technician (EMT). Camp Frontier does not provide physicals for employment. You are responsible for the purchase and securing any maintenance drugs you may require.
ILLNESS OR INJURY
Staff members who incur an illness or injury preventing them from performing their regular job responsibilities and/or requires a prolonged recovery period may be released to recuperate at home at the discretion of Camp Frontier Leadership and medical staff. Upon complete recovery and full release by a physician, the staff member may return to work if the position has not been filled, or may be reassigned to another staff position. Staff will not be paid for time missed from these injuries.

OPEN DOOR POLICY
Camp Frontier has an open door policy. After meeting with your supervisor, if you are not satisfied with the handling of a concern, you are free to take your concern to the next higher supervisor. See the chain of command list. If still not satisfied, your concern may be brought to the Program Director, Asst. Camp Director, or the Camp Director.

CHAIN OF COMMAND

- Scout Executive
- Camping Director
- Camp Director
- Assistant Camp Director
- Program Director
- Program Commissioners
- Area Directors
- Area Staff
INSURANCE
All staff members should have a copy of their medical insurance card with their physical form on file in the health lodge. It is important that you and/or your parents understand the coverage and limitations of your plan. Camp Frontier provides coverage for injuries received from accidents **WHILE ON THE JOB** through Workers’ compensation.

**TO QUALIFY FOR THIS BENEFIT, YOU MUST REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY (WITHIN 24 HOURS)** to the Health Lodge staff and to your supervisor so you can receive proper care and the benefits from this insurance. An incident report will be submitted for workers’ compensation insurance claims.

STAFF LOUNGE
The Staff Lounge is located in Frontier Headquarters. The Lounge is carpeted, air conditioned, has a television with a VCR/DVD player, a refrigerator, microwave, games, and sofas. You are welcome to bring PG and PG-13 rated movies for the staff lounge. Camp Frontier is not responsible for lost or stolen personal items in staff lounge. **R rated movies should NOT be played in the staff lounge and only played with staff that are 17 and older in attendance in your staff living area.** Appropriate staff uniform is required in the lounge at all times. Sleeping in the Staff Lounge after hours is **NOT** allowed and is grounds for dismissal. All staff are responsible to keep the lounge clean. Failure to keep the staff lounge clean may result loss of use of this facility.

INTERNET
Camp Frontier has computers available for use in Loftus Lodge and Frontier HQ. If you are using a computer and a Scout needs it, please sign off. Scouts working on Merit Badge homework is our first priority. Bringing your own electronic device is acceptable. **WIFI** is available in various locations for your personal use when off duty or for Camp Frontier business. **Users are expected to be courteous and not engage in illegal or inappropriate activity.**

STAFF ACTIVITIES
Throughout the course of the summer the leadership team will provide the staff with a variety of special events and activities for staff recreation and enjoyment. More information on these events will be announced during the summer.
CAMP SOCIAL MEDIA
PSR maintains official websites on Facebook and Twitter. The PSR Leadership are only authorized to speak on behalf of PSR. However, we have a private yearly staff Facebook group. **The images, information, and opinions expressed on this site are for the enjoyment and camaraderie of the staff and not for Scouts, leaders, visitors and guests.** The Camping Director, Camp Director, Asst. Camp Director, and Program Director are responsible for inviting staff to this page; please see one of them for an invitation if you have not already been invited.

PHONE USAGE
Cell phones are not permitted during program time or in front of Scouts. Cell phones may only be kept in personal living areas and should not be carried on your person during the day unless your job requires you to do so.

PERSONAL VEHICLES
Staff vehicles must be parked in the staff lot next to the Dining Hall while camp is in session. Those staying the cabins may park in front of their cabins. Both staff and camper vehicles are not permitted past the parking lot at Frontier Headquarters without direct permission from the Camp Director. Please report any violation of this rule to the Camp Leadership Team. Staff may drive to staff site during off hours with the permission of the Camp Director. Camp Frontier is not responsible for theft or of damage to personal vehicles.

PERSONAL PROPERTY
The Erie Shores Council cannot assume responsibility for the loss, damage or destruction of personal property at camp. It is highly recommended that you lock up personal items in a lock box or vehicle when not in use.

CAMP CLEANLINESS
All staff share in the responsibility of keeping camp clean. Pick up litter when you see it. Staff will be assigned by team to share in cleaning common areas such as staff lounge.
BICYCLES AT CAMP
The use of bicycles at camp is limited to job task for your position. All bicycles must be approved by the Camp Director before bringing to camp. The Camp Director may limit the number of bicycles in camp for safety purposes. Any staff must wear an approved helmet when riding on camp property. Program bicycles are not to be used for personal use or task around camp.

YOUR PSR MAILING ADDRESS
Your Name: Staff
Pioneer Scout Reservation
07371 County Road S
Pioneer, OH 43554

EMERGENCY TELEPHONE: 419-459-4962
Leave this number with your family for emergency calls. Explain to your relatives that you may not be reached immediately. We will do our best to have you to a phone within 30 minutes. Cell phones are to be locked away during the Program Day.

LIMITATIONS ON HIKING AND PHYSICAL ACTIVITY
If heat or humidity conditions at camp become severe, the Camp Director will notify staff of precautions or limit activity in some areas to prevent against dehydration and heat exhaustion. Areas are expected to run as normal unless instructed otherwise by either the Camp Director or the Program Director. The Camp and Program Commissioners will inform all Troops of the above conditions.
STAFF HOUSING
Staff members will be assigned housing locations upon arrival at camp. All staff members are responsible for providing their own linens, blankets, pillows, and towels. Please do not move Camp Frontier furnishings into or out of your living quarters without approval of your housing site leadership. **You are expected to live in your assigned housing. All staff must live on property unless special permission is given by the Camp Director.**

Staff members live in close proximity to each other, so sanitation and safety affects those who live around you. In addition to maintaining a clean appearance of your community and living quarters you are also responsible for eliminating safety hazards, such as open flames, other than a fire in the fire pit, overloaded electrical outlets, and food or trash that will attract wild animals and rodents. No flames are allowed in the huts.

PSR Leadership will make occasional checks of living quarters and communities. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. **Whenever possible, you will be given the opportunity to be present when visits are made.**

Appliances allowed in your living quarters include up to 3 home usage fans, Christmas lights for your bunk, electronic chargers, and alarms clocks. Electrical wiring is designed for limited needs.

You will be held financially responsible for damage or missing items from your living quarters. Graffiti or names written on any Camp Frontier structure or equipment is not acceptable.
STAFF HOUSING CONT.
IF STAFF MEMBERS DO NOT CLEAN THEIR LIVING QUARTERS BEFORE DEPARTURE AT THE END OF CAMP, IT MAY AFFECT FUTURE EMPLOYMENT OPPORTUNITIES AT CAMP FRONTIER. While we do not require a security deposit, your last paycheck will serve as one until Leadership checks your living space.

Although this is your personal area, it is in view of the Scouts and leaders. It is to be kept clean and orderly. Staff need to be aware that they are always “on stage,” in other words, their actions are closely scrutinized by Scouts, Leaders, guests, and visitors whether on or off duty, whether in camp or out of camp. Loud/rowdy behavior after 11 PM will not be tolerated.

Members of the opposite sex are not permitted in staff communities between 11 PM and 7 AM with the exception of the Ranger staff working on an emergency, the Program Director, Asst. Camp Director, or the Camp Director. Non-staff members are not allowed in the living communities with the exception of the staff’s immediate family. If you are under 18, you must live with others under 18. Those 18 and over must live with others 18 and older per BSA policy.

EMERGENCIES IN CAMP
Staff should refer to the emergency action plan provided by the Camp Frontier Leadership Team. This plan should be posted in every program area and by all phones/radios in camp. If responding to an emergency, notify a member of the Leadership Team immediately. Stay calm and follow the instruction listed in the plan. Should anyone ask you about the situation, politely refer them toward the Camp Director. You should never discuss ANY incident with others, including members of the media. The Scout Executive alone speaks for the camp.
CAMP PROPERTY/EQUIPMENT

MAINTENANCE ORDER
If your program area needs supplies or to have work done by the ranger department, your area director must submit a maintenance order on the online system. Area directors will be given usernames and passwords before camp for this purpose. Try to anticipate work orders ahead of time so that you are not waiting on supplies or work. All maintenance order must be approved by the Camp Director.

CAMP KEYS
Keys will be assigned to staff members that are in need of keys. Staff members are financially responsible for the keys and the materials the keys give access to. The charge for lost keys is $25.00 per key per lock it will open. Do not loan your keys out to other staff. Staff may have access to other areas that do not fall under their job description with the keys they are issued. Staff are responsible to only use keys to gain access to areas that fall under their job description. Misuse or abuse of key privileges may result in disciplinary action.

CAMP VEHICLES
Camp vehicles are to be driven only by staff authorized by the Camp Ranger. Misuse/abuse of camp vehicles will result in loss of driver privileges and or dismissal from camp staff. Vehicles will be driven at the posted speed limits. Speed on gravel road is not to exceed 5mph.

CAMP OWNED DIGITAL AND PAPER INFORMATION
Upon termination of employment with the Erie Shores Council, no employee may copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during employment. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with Erie Shores Council are, and shall remain, the sole and exclusive property of Erie Shores Council, and must be returned (together with any copies that may have been made) at the termination of employment.
COUNSELOR IN TRAINING (CIT) PROGRAM

Counselors in Training (CITs) are individuals 14 years old and older who want to serve on the camp program staff. CITs spend staff week and at least 1 week or possibly more at camp. CITs report to a Program Commissioner and will rotate through nearly all program areas. This rotation allows them to explore their talents and interest so that when they are 15 years old, they have knowledge of where they’d like to work in the following camping season.

It is important to treat CITs with respect. They are not paid for their hard work. We must remember they are the best resource we have for future staff members.

CITs should be provided the opportunity to learn the skills in your program area that will help them as future staff members. Work with them. Give them a taste of what it’s really like to be a staffer in your area. If you’re a lifeguard, show the CIT the proper way to observe those in the water. If you’re a merit badge counselor, involve the CIT in your lesson. With proper preparation, guidance, and supervision, the CIT may even teach a merit badge skill.

Be careful to provide the CIT with guidance and support; remember they are new to staff, they are 14, and they may not have had the benefit of the same training you have had. Each CIT is different, just as each of you are different. We should match the work assigned to the CITs strengths, skills, and gifts or talents. We should provide the resources the CIT needs to do the work, and hold each CIT accountable for the quality of the job.
DRESS CODE AND PERSONAL EQUIPMENT

APPROPRIATE UNIFORM
The Boy Scouts of America is a uniformed organization and wearing a uniform properly at Camp Frontier is part of your job responsibility. The proper uniform is required whenever you leave your housing area, unless you are leaving Camp Frontier property. This includes wearing a proper, clean uniform in the dining hall. Staff members must bring or buy enough uniform parts to be in the correct uniform on a daily basis. Shirts MUST be tucked in at all times.

Camp Frontier will provide each staff member with a hat, t-shirt, polo shirt, and name tag. CITs will be provided with a hat and t-shirt. Hats are to be worn when serving in the Dining Hall. Name tags must be worn by staff while in uniform. Name tags are to be worn on the right pocket flap of the Scout or staff shirt. Name tags, staff hats, and/or staff shirts are not to be embellished. Name tags and staff apparel are an important part of our customer service and our security plan. You MUST wear your own name Tag. Selling or trading a staff uniform shirt, polo, hat, or staff patches is grounds for discipline or dismissal.

Please refer to the diagram on the next page for uniform requirement details.
Shoulder Loops (silver) - All staff must wear silver shoulder loops to represent that they are a part of Erie Shores Council Staff.

Council Shoulder Strip – staff may choose to wear the Erie Shores Council shoulder strip or a council shoulder strip from their home council.

Venturing Emblem – All Venturing uniforms must have the Venturing Emblem.

World Crest Emblem – All staff must wear a world crest emblem on either uniform.

Uniform Shirt – All Staff must have either an official Scouts BSA or Venturing uniform shirt. Any era of the official uniform shirt is accepted.

Uniform Belt – Acceptable belts consist of; Scouts BSA green webbed belt (SBSA only), Venturing Webbed Belt (VS only), Camp Frontier leather belt w/ buckle, national camp belts (i.e. Philmont, Sea Base, Summit), plain brown leather belt.

Uniform Shorts/Pants – All Staff must wear either the official Scouts BSA or PSR Venturing uniform shorts/pants. Any era of official BSA pants/shorts are accepted.

Uniform Socks – All Staff must wear either official Scouts BSA or Venturing uniform socks. Knee, crew, or ankle are accepted. Must be latest version centennial socks (no red tops).
PERSONAL EQUIPMENT
Plan for hot weather during the day (80s-90s) with cool mornings and nights (40s-70s).

REQUIRED:
- At Least 1 Complete Scouts BSA or Venture Crew Uniforms (2 is better)
- 2-3 Pairs of Official Scouts BSA or PSR Venture Shorts/Pants/Switchbacks
- 7+ Pairs of Centennial Scouts BSA or venturing Socks
- 2-3 Blankets and Twin Size Sheets or a Sleeping Bag and Pillow
- Rain jacket and Possibly Rain Pants
- Rubber Soled Shoes
- Lightweight Hiking Shoes or Boots
- Flashlight
- Laundry Bag
- Sweater, Hoodie, or Sweatshirt, and/or Jacket
- Underwear, Socks, and Sleepwear
- Toiletries (toothbrush, toothpaste, and shaving items)
- Flip Flops or Crocs for the Shower ONLY to Avoid Athlete’s Foot
- Towels
- One Piece Swimsuit for Ladies and Trunks for Men
- Sewing Kit
- Camp Frontier Approved T-shirts (T-shirts from other camps with the exception of National BSA camps are not permitted)
- non BSA clothes for night’s off
- Long pants and bandanas for COPE and ATV
- Wristwatch (you cannot use your phone)
- alarm clock
- Supply of personal medications
- Footlocker/storage container with a lock
- Water bottle ***stay hydrated***
OPTIONAL

- Storage shelves or Rubbermaid drawers
- Power strip and/or grounded extension cord (3 prongs)
- Carpet remnant or area rug
- Fan (box or upright fans ONLY)
- Cell phone, ipad, laptop and chargers
- Scout Handbook and/or any resources that will assist you in executing your role at camp
- Duct tape
- Hanger for your Class A shirt
- Sharpie, pens, and pencil
- Paper/notebook
- Backpack strongly suggested
- Christmas lights
- Sunglasses
- Camp Chair
- Money for nights off and/or the Trading Post
- Sunblock
- Bug spray
- G, PG and PG-13 movies for staff lounge; all others are to be viewed in your personal living space.
- Things to make your hut your own: Tiki torches (outside only), lawn gnomes, signs (legally procured), etc.
- Fishing license if 16 and older
- BSA approved pocket knife
- Sandals for nights off
## CAMP SCHEDULE

<table>
<thead>
<tr>
<th>Camp week</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Staff Development</td>
<td>Wed. June 10 - Fri. June 19</td>
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<tr>
<td>Week 1</td>
<td>Sun. June 21 - Sat. June 27</td>
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<tr>
<td>Week 2</td>
<td>Sun. June 28 - Sat. July 4</td>
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<tr>
<td>Week 3</td>
<td>Sun. July 5 - Sat. July 11</td>
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<td>Week 4</td>
<td>Sun. July 12 - Sat. July 18</td>
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<tr>
<td>Week 6</td>
<td>Sun. July 26 - Sat. August 1</td>
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<tr>
<td>Week 7</td>
<td>Sun. August 2 - Sat. August 8</td>
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<tr>
<td>Webelos II Session 1</td>
<td>Sun. August 2 – Wed. August 5</td>
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<tr>
<td>Webelos II Session 2</td>
<td>Wed. August 5 - Sat. August 8</td>
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### BASIC WEEKLY SCHEDULE

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>7-8:00 Breakfast</td>
<td></td>
<td>8:30 Flag Raising</td>
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<td></td>
<td>7:30-TBD Site Guides to Troops</td>
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<td>8:50-Noon Program Areas</td>
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<tr>
<td>5-6:00 Free Time</td>
<td>5:45 Flag Lowering</td>
<td>5-6:00 Free Time</td>
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<td></td>
<td>Dismissal when everything is done</td>
</tr>
<tr>
<td>6:00 Dinner</td>
<td>6:45-8:00 Program Areas</td>
<td>7:00 Flag Lowering</td>
<td></td>
<td>7:00 Flag Lowering</td>
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<tr>
<td>7:00 SM/SPL Meeting</td>
<td>7:15-9:00 Program Areas</td>
<td>8:15 OA Ceremony</td>
<td>7:15-9:00 Program Areas</td>
<td>CampWide Games Frontiersman</td>
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<tr>
<td>9:15 Opening Campfire</td>
<td>9:15-10:30 RBC</td>
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<td>9:15 Closing Campfire</td>
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</table>

- All staff members **MUST** participate in all Camp Wide events and special activities such as Outposts specific to their affiliated Program Area.

- Staff members are expected to leave camp over the weekend time off. Any deviations from this rule must be approved by the Camp Director and the Camp Ranger. All Program Areas are closed during this time.
CAMP FRONTIER GRACE

FOR GIFTS OF FOOD AND FREEDOM,
AND THE WOODS IN WHICH WE ROAM.

FOR BEAUTIFUL CRIMSON SUNSETS,
AND THE CAMP THAT IS OUR HOME.

FOR STARRY SKIES AT NIGHT,
AND THE GENTLE WIND IN THE TREES.

WE THANK YOU GREAT SPIRIT,
FOR GIVING US ALL OF THESE.