

# LOST PINES SCOUT RESERVATION



## STAFF MEMBER HANDBOOK

Version 1.2



BOY SCOUTS OF AMERICA®  
CAPITOL AREA COUNCIL

## Contents

|  |   |
|--|---|
| Welcome to LPSR!.....                            | 1 |
| Youth Protection .....                           | 2 |
| BSA Youth Protection .....                       | 2 |
| Report any, and all, suspected child abuse.....  | 2 |
| Sexism, Racism, Religious Slurs, Harassment..... | 2 |
| Overview of Staff Life.....                      | 3 |
| General Appearance Standard .....                | 3 |
| No Politics at Camp .....                        | 3 |
| Vehicle Use in Camp.....                         | 3 |
| Alcohol, drugs, and tobacco .....                | 3 |
| Program Time .....                               | 4 |
| Earning Merit Badges .....                       | 4 |
| Personal Electronics .....                       | 4 |
| Pay .....  | 4 |
| Staff Nights Off .....                           | 4 |
| Firearms and Fireworks.....                      | 4 |
| Living at Lost Pines .....                       | 5 |
| Staff Tents and Cabins.....                      | 5 |
| Laundry.....                                     | 5 |
| Public Displays of Affection (PDA).....          | 5 |
| Sleep Time and Curfew .....                      | 5 |
| Staff Members and Visitors.....                  | 5 |
| Open Door Policy.....                            | 5 |
| Uniform Requirements .....                       | 6 |
| Field (Class A) Uniform .....                    | 6 |
| Activity (Class B) Uniform.....                  | 6 |
| Code of Conduct .....                            | 7 |
| Mission Statement .....                          | 8 |
| Vision Statement.....                            | 8 |

Scout Oath..... 8

Scout Law ..... 8

Employment at Will..... 8

Equal Employment ..... 9

Non-Harassment Policy..... 9

Open Door Policy..... 11

Wages, Hours, and Workweek..... 11

Employee Conduct and Discipline..... 11

Prohibited Conduct ..... 12

Texting and Social Media ..... 13

Youth Protection and Membership Standards ..... 13

Additional Staff Roles at Camp ..... 14

    Troop Guide..... 14

    Camp Fire Team ..... 14

    AV Team ..... 14

    Song Team..... 14

    Musician Team ..... 14

    Dance Team..... 14

    Chapel Team..... 14

Other Things to Know ..... 15

    Time Off from Camp..... 15

    Furlough ..... 15

    Staff ID Badge ..... 15

    Bikes on Camp..... 15

    Health & Hydration ..... 15

    Sunblock and Hats..... 15

    Entering and Leaving Camp..... 15

    Free Time = Fun Time Pass..... 16

    Trading Post Discount ..... 16

    Replacement Staff Apparel ..... 16

Staff Organization Chart and Position Descriptions ..... 17

    Camp Director ..... 17

Business Manager ..... 17

Program Director..... 18

Camp Commissioner ..... 18

Program Area Director ..... 18

Program Area Staff ..... 18

Medic & Health Officer ..... 19

CIT (Councilor in Training)..... 19

OA Camp Chief ..... 19

Service Staff [Trading Post, Dining Hall, Service Crew, Office Staff]..... 19

Staff Discipline at Lost Pines Scout Reservation ..... 21

Staff Checklist..... 22

    Mailed to Scout Office..... 22

    Bring to Camp..... 22

    Clothing ..... 22

    Staff Area Gear ..... 22

    Toilet Kit ..... 22

    Optional Items..... 22

    Leave these items at home! ..... 22

Notes ..... 17

Notes..... 18

Notes ..... 19

Notes..... 20

Notes..... 21

Mail and Camp Contact Information ..... 22

    Important Numbers ..... 22

## Welcome to LPSR!

We are happy that you are a part of our family. With preparations made by the Camp Director, Program Director, and Council Camping Committee, this promises to be one of the best long-term camps in all of Texas. You were chosen for your roles very carefully because you are one of the best!

*Toni Nelson*

Camp Director

## What is expected of a Lost Pines Staffer?

People want to come back to work at camp year after year – working and living at camp is a wonderful experience. You live in one of the most beautiful areas in the world, and you **can** make a difference in the lives of those around you. Below are guidelines that will explain what camp life is like on a day-to-day basis.

Serving on the Lost Pines staff is enjoyable, but along with the fun comes the understanding that knowledge, leadership skills, and study is required by all staffers. A staff member is not only willing, but also eager to go that extra mile. In fact, they seek out the opportunity to extend a helping hand. If you work hard and do your best, you'll find your staff experience to be something you'll never forget!

## Why we have camp?

The purpose of camp is to serve units by providing facilities and leadership for training scouts and leaders in outdoor program activities using the Scout method of operation. The scouts and leaders are our customers.

## Youth Protection

### BSA Youth Protection

You are required to follow the BSA's Youth Protection policies, both with Staff and with campers. There will be no one-on-one contact with a camper, regardless of your age or his age; if you need to have a private conversation with a camper, make yourself visible and within earshot of someone else.

- No one-on-one, male-female contact
- If you are adult staff – no one-on-one contact with youth staff



### Report any, and all, suspected child abuse

**If you suspect any form of Child Abuse, Texas Law requires you to report it to the authorities. Please notify the Camp Director at the same time, if possible.** Keep in mind, some Staff are underage while others are 18+. Because of this, all interactions need to be in accordance with BSA Youth Protection.

### Sexism, Racism, Religious Slurs, Harassment



Everyone has a right to their dignity and to be respected by others. BSA prohibits language or behavior that belittles or puts down members of any sex, unwelcome advances, racial slurs, chastisement for religious or political beliefs or any other actions or comments that are derogatory. Sexual harassment complaints will be investigated and dealt with accordingly.

## Overview of Staff Life

### General Appearance Standard

Neat and proper uniforms are necessary to present a consistent appearance amongst all staff members.

- Personal cleanliness and hygiene are required. Shower daily.
- Beards and mustaches, if worn, must be clean, trimmed, and well-kept.
- Hair should be clean and well-kept. Long-hair may be required to be tied back for safety.
- Jewelry should be kept to a minimum. Stud earrings and simple necklaces are acceptable.
- Area directors or camp management may require removal of jewelry for safety reasons. No offensive language or images on clothing or body.
- Staff are required to have at least one complete Field Uniform (Class A) as a condition of employment.
- The Staff ID Badge must be worn at all times suspended from the right collar. If wearing a collarless shirt, then from the collar ring.
- All staff will be required to wear a scouting T-shirt or other appropriate clothing (i.e., shooting sports may wear NRA shirts, lifeguards may wear Red Cross shirts, Living History may wear period clothing, etc.)

### No Politics at Camp

The Boy Scouts of America is considered one of the most patriotic organizations in the U.S., but we don't endorse any candidate, political ideology, or political party. You could say that rather than being pro-left or pro-right, the BSA is pro-America. Because of this, both staff and campers are not allowed to wear politically-oriented clothing while at camp. In general, it's best to avoid any political discussion.

### Vehicle Use in Camp

- No staff member will drive a vehicle around camp, or drive a camp vehicle, without permission/consent of the Program Director.
- No staff member will drive a camp vehicle without consent of the Camp Director and Ranger.
- No one will ride in the bed of a pickup or on a trailer.
- All staff vehicles will park at the A Building.

### Alcohol, drugs, and tobacco

**The use or possession of alcohol on camp is prohibited, regardless of age, and will result in termination.** The use, possession, or intention to possess any controlled substance will result in termination and prosecution to the full extent of the law. We will not tolerate any staff returning to camp after they have consumed alcohol or used narcotics. Tobacco and vaping products can only be used in the Commissioner's area for Staff over 21 years of age.

## Program Time

Program time begins at breakfast and ends with the conclusion of the evening program. All program staff must be present at meals and flag ceremonies (unless serving). If you are found outside of your assigned area during program time, you will be subject to disciplinary action.

## Earning Merit Badges

Staff may attend classes while at camp depending on class size. Prior permission is required from your Area Director, Program Director, and Camp Director. Keep in mind though, your job and camp responsibilities take priority over your personal advancement.

## Personal Electronics

Wi-Fi is available. However, no personal mobile device usage is allowed in the program areas unless it's an emergency, or unless it's being used as part of the program. Using your phone for personal reasons in the program area shows a lack of respect to the scouts and leaders who paid money to attend camp.

## Pay

You are paid at a camp rate, based on the camp week. Pay is determined by the Camp Director, and is based on relevant skills and trainings, work experience, scouting experience, and seniority. Paychecks will be given out, typically, every two weeks. If you must miss work, please notify the Camp Director and Business Manager as soon as possible.

## Staff Nights Off

Staff members may be allowed to take a night off during the week if they are not involved with an evening program. No staffer will have a night off unless granted permission by all the following: your Area Director, the Program Director, and the Camp Director. A camp wide curfew of 11:00 p.m. still applies. If over 18, staff may be allowed to leave camp for a few hours during their night off. If under 18, staff may not leave camp on their night off.



## Firearms and Fireworks

The possession or use of firearms and fireworks is prohibited on BSA property, except under qualified supervision. If you are of legal age and have the appropriate licensing, you may keep legally owned weapons in your vehicle providing they do not leave the vehicle on camp. **Being found in violation of these policies is grounds for immediate termination.**

## Living at Lost Pines

### Staff Tents and Cabins

As a Lost Pines staffer, you will be living in a staff cabin or a walk-in tent with electric outlets. You should bring your own extension cord. Bed frames and mattresses are provided. If living in a staff cabin, an A/C unit will be provided and may not be set lower than 72 degrees and must be turned off when the cabin is unoccupied. No Christmas/rope lights are permitted in tents or cabins.



### Laundry

You are expected to always wear clean clothing. A washer and dryer have been provided in the staff area. Bring your own detergent and fabric softener. Please remove your laundry promptly. If the washer or dryer is full, please flip the laundry and place the clothes from the dryer on top of the dryer or on the picnic tables.

### Public Displays of Affection (PDA)

Dating between adult staff and youth staff is expressly prohibited. Relationships between staffers are discouraged at camp. All staff shall refrain from public displays of affection, including but not limited to, kissing, or holding hands. No males are allowed in female living quarters. No females are allowed in male living quarters.

### Sleep Time and Curfew

It is very important that you get plenty of sleep while at camp – days can be very challenging, and you need to be well-rested. You are asked to turn down all radios, TVs, etc. at 10:00 p.m. If noise can be heard outside your tent, it's too loud. *Lights Out* is at 11:00 p.m. and all staff must be in their tents or cabins.

### Staff Members and Visitors



Having someone visit during camp is perfectly acceptable if it doesn't interfere with, or distract from, your camp obligations. Visitors must check in and out at the A Building. Visitors must dress appropriately. This means no revealing clothing or inappropriate clothing. Close-toed shoes are required for guests.

### Open Door Policy

Lost Pines Scout Reservation is committed to maintaining a good working relationship with its camp staff members. Any staff member who has a suggestion, problem or complaint should first discuss the matter with their area director. If this does not resolve it, please escalate to the Program Director and then the Camp Director. If the situation remains unresolved, the staff member may discuss it with the Scout Executive.

## Uniform Requirements

### Field (Class A) Uniform

A complete Field Uniform is worn at camp-wide functions such as dinner, campfires, religious services, and Order of the Arrow events.

All uniforms require the following:

- Matching solid socks - white, black, gray, or green
- Close-toed shoes - sneakers, hiking shoes, or boots
- Camp staff hat, BSA hat
- Staff ID Badge (on shirt clipped to right collar point)
- Order of the Arrow sash (optional)



The Scout/Venturing uniform consists of:

- Scout BSA or Venturing Shirt (with correct insignia & tucked in)
- Scout BSA or Venturing Pants (long or short)
- Scout BSA or Venturing Belt (includes belts from BSA camps)



The Sea Scout uniform consists of:

- Dark Navy-Blue uniform shirt with proper insignia (Dickies #1574DN (male), #FS574DN (female), color DN or chambray work shirt)
- Dark Navy-Blue Trousers or Shorts (Dickies #874DN (male), #774DN (female), color DN)

### Activity (Class B) Uniform

A **complete Activity Uniform** must be always worn when away from the staff living area.

The activity uniform for most program areas consists of:

- Scouts BSA or Venturing pants (long or short)
- Scouts BSA or Venturing belt
- Current staff shirt (tucked in)
- Matching solid socks - white, black, gray, or green
- Close-toed shoes - sneakers, boat shoes, hiking shoes, or boots
- Camp staff hat, Official Scouts BSA or Venturing hat
- Staff ID Badge (on shirt clipped to right collar)



The Activity Uniform for some areas may differ as authorized by the Camp Director. For example:

- Living History - appropriate historical clothing
- Aquatics - appropriate swim gear

## Code of Conduct

Our council’s code of conduct is built on BSA values, and we expect it is followed by all Lost Pines Scout Reservation camp staff members. 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 follows 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.

### The Outdoor Code

As an American, I will do my best to

- Be Clean in my outdoor manners,
- Be Careful with fire,
- Be Considerate in the outdoors, and
- Be Conservation-minded.

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 his or her 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.

### Mission Statement

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

### Vision Statement

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

### Scout Oath

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

### Scout Law

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

**SCOUT OATH**  
 ON MY HONOR I WILL DO MY BEST  
**TO DO MY DUTY**  
**TO GOD & MY COUNTRY**  
 AND TO OBEY THE SCOUT LAW  
 TO HELP OTHER PEOPLE AT ALL TIMES  
 TO KEEP MYSELF PHYSICALLY STRONG  
 MENTALLY AWAKE & MORALLY STRAIGHT

**SCOUT LAW**  
**A SCOUT IS**  
**TRUSTWORTHY**  
**LOYAL**  
 HELPFUL, FRIENDLY  
 COURTEOUS, KIND  
 OBEDIENT, CHEERFUL  
**THRIFTY, BRAVE**  
**CLEAN & REVERENT**

### Employment at Will

All employees of the council are employees at will and, as such, are free to resign 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 handbook guarantees employment for any specific duration.

## Equal Employment

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, gender identity, 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.

## Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Capitol 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 Capitol Area Council and [CAMP NAME] 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.

## Open Door Policy

The Capitol Area Council and Lost Pines 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 his or her area director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area director, or the problem or concern involves the area 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 director or 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.

## Wages, Hours, and Workweek

The Capitol Area Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Council should add dates of summer camp operation, workweek, pay schedule, and time off policy.

## Employee Conduct and Discipline

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. 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 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 the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- 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 disciplinary procedure. This policy does not alter the employment at-will relationship.

## Texting and Social Media

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 21+ aged, 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.

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 based on race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

## Youth Protection and Membership Standards

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.

## Additional Staff Roles at Camp

### Troop Guide

Every troop will be assigned Troop Guides from our camp staff. Duties include:

- Accompanying the troop during Sunday check-in
- Sitting with the troop for meals
- Serve as contact for that troop during an emergency
- Deliver Sunday cracker-barrel and Saturday breakfast to the troop

### Camp Fire Team

A core team that is responsible for all campfires. Typical responsibilities may include:

- Build, light, and extinguish any actual campfire
- Lead skits, songs jokes, etc.

### AV Team

Responsible for setting up and maintaining the Audio/Visual equipment for dining hall, parade ground, digital signs, and programs such as campfire or Movie Night.

### Song Team

A core team that is responsible for songs. This team will typically lead songs at flag ceremonies, meals, special occasions such as chapel, campfire, or other camp-wide events.

### Musician Team

This team assists both the Camp Fire Team and the Song Team. Typical activities may include playing bugle or trumpet for flag ceremonies and accompanying singing with instruments.

### Dance Team

This team is responsible for teaching dances to the staff during Staff Week, and then leading dances in the Dining Hall during camp. These usually include several different line dances.

### Chapel Team

This team is responsible for helping the Camp Chaplain lead services and coordinating grace before meals.

## Other Things to Know

### Time Off from Camp

All staff are given approximately 24 hours off starting every Saturday morning around 10:00 a.m. until Sunday morning around 10:00 a.m. Exact times will vary depending on the needs of the camp. No staff will be allowed to remain on property during this period without the Camp Director's permission.

### Furlough

As camper attendance varies, you may be required to take an unpaid leave of absence, not to exceed one week. You may be able to remain in camp and be an unpaid volunteer (with the Camp Director's permission) or leave camp altogether. If you are allowed to remain, you can stay in staff quarters and eat in the dining hall free of charge.

### Staff ID Badge

The Staff ID Badge must be always worn and be visible whenever you are outside the Staff Area. It is worn on the right collar point of your shirt. For collarless shirts, it is worn on the right side of the neck ring. If you're wearing a jacket, the Staff ID Badge must be attached to the collar on the outside of the jacket. No alterations, decals or stickers may be added to the front or back of your badge. If you lose your Staff ID Badge, the replacement cost is \$20.

### Bikes on Camp

Staff members may choose to bring a bike, with helmet, to camp. A helmet is mandatory and must be worn whenever riding. Riding is only permitted on designated roads and trails. A 10-mph speed limit applies to bikes.

### Health & Hydration

Water keeps every part of your body working properly. It helps your body flush wastes and stay at the right temperature. A common recommendation is to drink eight 8-ounce glasses of water every day. That is the same as ½ gallon of water or 2 liters of water every day. Limit drinks with sugar or caffeine. It is important to hydrate prior to arriving at camp.

### Sunblock and Hats

It will be hot and sunny at camp. To avoid sunburn and long-term damage from the sun, including possible skin cancer, it is recommended that you use a sunblock, daily, with SPF factor of 30 or higher. Wearing a hat with a broad brim is a great way to protect your face and neck, as well.

### Entering and Leaving Camp

For safety reasons, all Lost Pines staff must scan their Staff ID Badge at the A-building when arriving or departing camp. Failure to do so is a violation of our Code of Conduct. Staff is not allowed to leave camp during the week unless approved by the Camp Director.

### **Free Time = Fun Time Pass**

As a Lost Pines staffer, you will have a chance to earn a Fun Time Pass which lets you try out some of the camp activities in your free time. These may include ATV, SCUBA, climbing, shooting sports, etc. Talk to the Program Director about how to earn your Fun Time Pass.

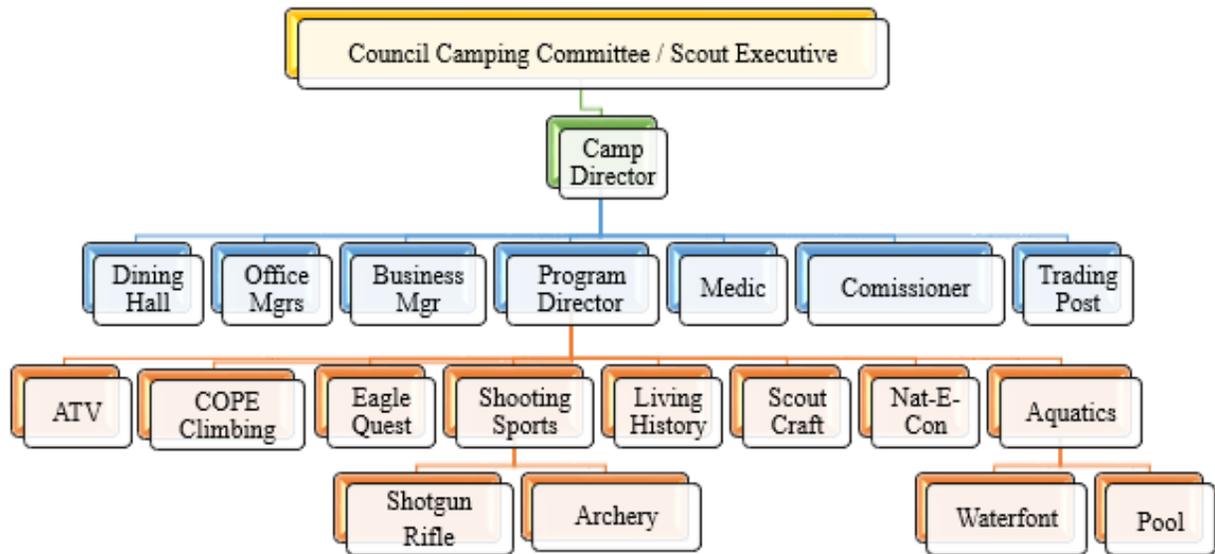
### **Trading Post Discount**

Lost Pines staffers enjoy a 20% discount on items at the Trading Post. Uniform items receive a 25% discount. You just need to present your staff badge at the time of purchase. This is a great way to complete your uniform if you are missing something.

### **Replacement Staff Apparel**

Staff merchandise can be purchased from [lpsrstaff.org](http://lpsrstaff.org) during May and December. During camp, they may be purchased directly from the Admin Building.

## Staff Organization Chart and Position Descriptions



### Camp Director

The camp director reports to the Council Camping Committee and Scout Executive (or their representative).

- Must implement policies and standards for camping as established by the National BSA Council, the State of Texas Youth Camp Regulations & the local council
- Requires compliance to standards by the staff and campers
- Must maintain records required for the businesslike operation of the camp. Must see that there is complete understanding of all procedures related to health and safety.
- Ensures the staff follows the policies set forth in the LPSR Staff Member Handbook
- Performs other duties as assigned

### Business Manager

Reports to the Camp Director for the operation of all business aspects of daily camp operations.

- Responsible for financial check in of troops
- Purchases supplies and maintains a list of items needed
- Keeps accurate track of accounts payable and receivable
- Makes bank deposits as often as needed
- Train staff in proper operation and safety procedures as defined by National BSA Standards
- Performs other duties as assigned

## Program Director

Reports to the Camp Director for the coordination and operation of all program areas.

- Ensures the staff follows the policies in the LPSR Staff Member Handbook
- Schedules and coordinates all camp activities and programs
- Assists in the selection, hiring, & training of program staff
- Provides materials & program suggestions for program areas
- Reviews and evaluates the program staff periodically
- Meets with leaders, program staff and commissioners on a regular basis
- Performs other duties as assigned

## Camp Commissioner

The Camp Commissioners are responsible for helping units have a purposeful program of fun and adventure.

- Hosts daily checkpoint meeting with unit leaders
- Helps units become stronger and better organized
- Helps units learn how to program their own activities
- Assists units in problem resolution with camp staff (admin and program)
- Works with Ranger staff to maintain a list of service projects
- Coordinate staff support as needed
- Performs other duties as assigned

## Program Area Director

Reports to the Program Director.

- Maintains a safe and adequate program area as defined by National BSA Standards and the Council Camping Committee
- Develops lesson plans for each merit badge or activity in their area
- Supervises instruction in all merit badges & activities in their area
- Able to teach any merit badge or activity in their area
- Trains their staff in proper teaching, operations, and safety procedures
- Conducts frequent staff appraisals
- Collects and turns in all merit badge forms as requested
- Prepares program displays in their area
- Keep an up-to-date inventory of all equipment in the area and maintains the area and equipment
- Performs other duties as assigned

## Program Area Staff

Reports to their respective Area Director.

- Cares for, cleans, and maintains their area & equipment, while keeping a safe and hazard free area
- Teaches specific area merit badges & activities

- Collects and turns in all merit badge forms as requested
- Performs other duties as assigned

## Medic & Health Officer

Reports to the Camp Director and works under the guidelines of National BSA Standards and State of Texas Youth Camp regulations.

- Maintains health forms troop-by-troop
- Coordinates medical re-checks. Maintains two first aid logs:
  - Scouts and leaders
  - Staff and council employees
- Must be always in camp, unless a qualified alternate is available
- Must be in the health lodge, or at a posted location always
- Must be always available by radio and cell phone
- Performs other duties as assigned

## CIT (Councilor in Training)

Reports to the Program Director. Is assigned an area for up to two weeks during camp.

- Cares for, cleans, and maintains their area and equipment, while keeping a safe and hazard free area
- If assigned to a program area, the CIT will assist with the teaching of merit badges or activities within that area
- A CIT is allowed to take merit badge classes in their assigned area, depending on class size, if permitted by Camp Director
- CITs must attend all camp-wide functions such as campfire and flag retreat
- CITs are considered part of the staff and must be in Field Uniform for flag retreat and dinner
- Performs other duties as assigned

## OA Camp Chief

Reports to Program Director and Living History Director.

- Cares for, cleans, and maintains their area and equipment, while keeping a safe and hazard free area
- Presents OA-related information to unit leaders
- Coordinates Brotherhood questioning and ceremony, socials, callouts and service projects
- Performs other duties as assigned

## Service Staff [Trading Post, Dining Hall, Service Crew, Office Staff]

Reports to their respective Director or Manager.

- Cares for, cleans, and maintains their area & equipment, while keeping a safe and hazard free area

- Service Staff must attend all camp wide functions such as campfires and flag retreat, unless they are excused by their director
- All service staff are considered part of the staff and so must be in Class A uniforms for flag retreat and Dinner
- Performs other duties as assigned

## Staff Discipline at Lost Pines Scout Reservation

As Scouts, we all agree to follow the Scout Oath and Law. It is important to understand what the consequences are for actions that are contrary to Staff Policy and the Scout Oath and Law. Violations can result in penalties ranging from verbal warnings, up to and including termination of employment.

The following table shows some, but not all, violations that can lead to penalties at the sole judgement & discretion of the Camp Director.

Violations involving youth protection, insubordination, or failure to abide by the Scout Oath and Law, will be dealt with on an individual basis depending on severity and will be subject to the consequences below.

| Action   | 1 <sup>st</sup> Offense | 2 <sup>nd</sup> Offense | 3 <sup>rd</sup> Offense | 4 <sup>th</sup> Offense |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Out of uniform during program time   | V                       | TC                      | S                       | T                       |
| Missing/Late to flag ceremony/meal/activity                                    | V                       | TC                      | S                       | T                       |
| Poor personal hygiene/Messy personal space                                     | V                       | TC                      | S                       | T                       |
| Purpling – Alone with opposite sex, public displays of affection (PDA)         | V                       | TC                      | S                       | T                       |
| Failure to check in/out when entering/leaving camp                             | V                       | TC                      | S                       | T                       |
| Violating <i>Lights Out</i> or curfew  | TC                      | S                       | T                       |                         |
| Use of personal mobile devices during program time                             | TC                      | S                       | T                       |                         |
| Unexcused absence from program area  | TC                      | S                       | T                       |                         |
| Sleeping in program area or other public space                                 | TC                      | S                       | T                       |                         |
| Leaving camp without permission  | TC                      | T                       |                         |                         |
| Discussing your salary with other staff members                                | T                       |                         |                         |                         |
| Smoking/Vaping outside of Commissioner’s Area                                  | T                       |                         |                         |                         |
| Entering living quarters of opposite sex                                       | T                       |                         |                         |                         |
| Illegal weapons, firearms, or fireworks on camp                                | T                       |                         |                         |                         |
| Possession, use, being under the influence of illegal drugs or alcohol on camp | T                       |                         |                         |                         |
| Any criminal activity – theft, vandalism, arson, etc.                          | T                       |                         |                         |                         |

### Legend

- V Verbal Warning
- TC Tangible Consequence (Service Opportunity or Loss of Night Out)
- S Suspension without Pay
- T Termination

## Staff Checklist

### Mailed to Scout Office

- Camp staff contract
- Completed W-4 Form
- Completed I-9 Form with identification

### Bring to Camp

- Annual Health and Medical Record
- Sexual Harassment Training for Camp Staff
- Prescription medication in original bottle with label
- Spending money
- BSA Youth Protection Certification

### Clothing

- BSA Class A uniform shirt
- BSA Shorts/Pants (3 pair)
- Scout Belt
- Staff Socks (5 pair)
- Staff T-Shirts (5 shirts)
- Underwear/Pajamas
- Close-toed shoes, such as sneakers, hiking shoes, boots
- Water shoes for shower/pool
- Swimsuit (one piece)
- Work gloves and clothes

### Staff Area Gear

- Sleeping bag or sheets and blankets
- Flashlight
- Scout knife
- Pillow
- Electric fan and electric light
- Extension cord
- Camp chair
- Alarm clock

### Toilet Kit

- Toothbrush and toothpaste
- Soap and shampoo
- Bath towel and wash cloth
- Deodorant
- Shaving gear
- Comb and small mirror
- Lip Balm
- Sun Screen (30 SPF)
- Mosquito repellent
- Personal first aid items

### Optional Items

- Broad brim hat
- Bandana
- Camera
- Sunglasses
- Religious denomination book
- Scout handbook
- Personal mobile device
- Order of the Arrow regalia
- Water bottle
- Sewing kit
- Musical instrument
- Sports gear
- Playing cards

### Leave these items at home!

- Expensive jewelry
- Weapons, firearms, ammunition
- Fireworks
- Matches
- Large knives / switch blades
- Illegal drugs
- Alcohol
- Hotplates / Coffee makers
- Pets
- Pornography
- Hammocks

## Notes

## Notes

## Notes

## Notes

## Notes

## Mail and Camp Contact Information

If you wish to receive mail while at camp, it can be sent to:

Staff – Your Name  
Lost Pines Scout Reservation  
785 FM 1441  
Bastrop, TX 78602

### Important Numbers

A-Building: (512) 303-0768  
Medical Lodge: (512) 303-7164  
Camp Director, Toni Nelson: (512) 736-2806

For a serious medical injury, phone the Health Officer and Camp Director immediately. Only the Health Officer, Camp Director, and Area Directors should call 9-1-1.