

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 Medic and Camp Director immediately. Only the Medic, Camp Director and Area Directors should call 911.



Lost Pines Scout Reservation
Staff Code of Conduct

Counselor -In-Training Handbook

A Supplement to the Staff Handbook



LOST PINES SCOUT RESERVATION

(version April 2017.b)

CIT Name: _____

Welcome to LPSR!

You have been selected for the Lost Pines Counselor-In-Training program because of your positive attitude and personal skills. This summer you will participate in a special training program designed to help prepare you to become a future summer camp staff member.

As you make friends with other CITs, you will quickly realize that you are part of a special team that shares a common bond – fond memories of past camp experiences and the desire to give something back to Scouting.

We will do our very best to provide you with the necessary support and encouragement during this educational experience.

This CIT Handbook is a supplement to the Staff Handbook, and is designed to acquaint you with the procedures and policies of the CIT program. It also serves as a reference tool. You will be responsible for knowing and abiding by the materials in this handbook as well as in the Staff Handbook.

We look forward to a challenging and rewarding summer season!

Toni Nelson

2016-2017 Camp Director

Staff Check-Off List

Mailed to Scout Office

- Camp staff contract

Brought with you to Camp

- Medical form (signed by parent or guardian)
- Prescription medication in original bottle with label.
- Spending money
- Classroom BSA Youth Protection Card

Clothing

- BSA Class A uniform shirt *
- BSA Shorts/Pants (3 pair) *
- Scout Belt *
- Staff Socks (5 pair) *
- Staff T-Shirts (5 shirts) *
- Underwear/Pajamas
- Closed toe shoe such as sneakers, hiking shoes, boots
- Water shoes for shower/pool
- Swim suit
- Work gloves & clothes

Staff Area Gear

- Sleeping Bag/Sheets & Blankets
- Flashlight
- Scout Knife
- Pillow
- Electric fan & electric light
- Extension cord
- Folding lawn chair
- Alarm clock
- Watch
- Scout Handbook
- Religious denomination book

Toilet Kit

- Toothbrush & toothpaste
- Soap & shampoo
- Bath towel & wash clothe
- Deodorant
- Shaving gear
- Comb & small mirror
- Lip balm
- Sunscreen (30 SPF)
- Mosquito repellent
- Personal First Aid items

Optional Items

- Broad brim hat *
- Bandanna
- Camera
- Sun glasses
- Personal mobile device
- Order of the Arrow regalia
- Water bottle
- Sewing kit
- Musical instrument
- Sports gear
- Playing cards

Leave These Items at Home

- NO Expensive jewelry
- NO Weapons/ Firearms / Ammo
- NO Fireworks
- NO Matches
- NO Large knives / switch blades
- NO illegal drugs
- NO alcohol
- NO Hot plates
- NO Coffee makers
- NO Pets
- NO Pornography
- NO Hammocks

* see page 9 in Staff Handbook

Staff Discipline at LPSR

As Scouts, we all agree to follow the Scout Oath & Law. It is important to understand what the consequences are for actions that are contrary to Staff Policy and the Boy Scout Oath & 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 st Offense	2 nd Offense	3 rd Offense	4 th 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	V	TC	S	T
Failure to Check in/out when entering/leaving camp	V	TC	S	T
Violating Lights Out 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	
Entering living quarters of Opposite Sex	T			
Illegal Weapons/ Firearms/ Fireworks on camp	T			
Possession/Use/Being Under Influence of Illegal Drugs or Alcohol on camp	T			
Any Criminal Activity - stealing, vandalism, arson, etc	T			

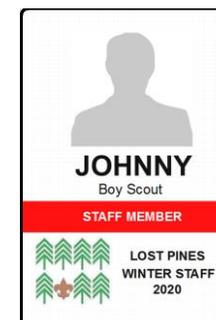
V = Verbal Warning
 TC = Tangible Consequence (Service Opportunity or Loss of Night Out)
 S = Suspension without Pay
 T = Termination

Overview of Staff Life

Packing for Camp

- While at camp, you will share a platform wall tent with another CIT. Electricity is provided, as well as a bed with mattress. Bathroom and shower facilities are nearby. Laundry machines are available for your use, free of charge. You must bring your own detergent. A detailed packing list is provided on the last page of this handbook.
- You will receive a camp staff shirt upon check-in: these are paid for by the camp.
- You will be issued a Staff ID badge which must be worn at all times whenever you are outside the Staff Area. It is worn on the right collar point of your shirt. For a collarless shirt, it is worn on the right side of the neck ring. The Staff ID must be attached on your outer most layer of clothing. For example, if you're wearing a rain jacket, the Staff ID must be attached to the collar on the outside of the rain jacket. If you lose your Staff ID Badge, the replacement cost is \$20.

Always wear the proper uniform!



The Program



Purpose

- The purpose of the CIT program is to provide past campers opportunities to participate in leadership and instructional training designed to prepare them to become future camp staff member. Participants are selected from applicants base on their experience, background and character.

Outline

- The program consists of a three-week session in which the CIT will rotate through various program areas at Lost Pines. The first week is Staff Week, and the other two weeks will be scheduled when the CIT contract is signed. This provides experience working in several different situations with various age groups of campers.
- In each program area, CITs are assigned tasks conducive to their skill set, interest and experience. This is gauged by having each CIT complete an Interest Profile prior to the start of camp.
- During the week, CITs will have an opportunity to see behind the scenes as our program areas operate from day-to-day. They will shadow staff members, assist in teaching classes, and help out in area improvements. The Area Director will help guide the CIT throughout the week by answering questions and providing direction.
- At the end of the week, CITs are given a qualitative evaluation that is completed jointly by the Area Director and CIT Director. This will become part of the CIT's portfolio.

Frequently Asked Questions

- **Q:** Are CITs paid for their work during camp?
A: No. But CITs do receive complementary room & board.
- **Q:** Does the CIT need to complete 3 consecutive weeks?
A: Not necessarily. This will depend on the needs of the camp. We will try to take scheduling request into account; but there's no guarantee.
- **Q:** Do CITs have nights off during the week?
A: Most staff have 1 night off each week. This depends on the needs of the camp as defined by the Camp Director, Program Director and CIT Director. However, any staff under 18 must provide written parental consent to the Camp Director before leaving camp.
- **Q:** Can CITs take Merit badge classes?
A: CITs may take merit badges classes while at camp depending on class size. Prior permission is required from your Area Director, Program Director and CIT Director.
- **Q:** What if I have questions? Who do I contact?
A: Teresa Northcutt. Capitol Area Council Program Director. 512-926-6363.



Training

One of the great things about being a CIT is how much you learn from those around you while working alongside the staff. Whether it's a scout skill like constructing a shelter or a life skill like leading a team, all of your experiences will provide you with an excellent framework for future life.

In addition to the knowledge gained by working in the camp, a supplementary training program is also carried out one night each week focusing on topics that are key to succeeding as a staff member. These sessions require your attendance and participation, and are a big part of the overall goals of the CIT program.

Typical Training Topics

- Communicating- Effective delivery of communication
- Resources & Tools- Employing materials and people to succeed
- Understanding Needs- Look at things from all perspectives
- Goal Setting & Improving- self-reflection and achievement
- Setting the Example – Holding ourselves to a higher standard
- Planning-Preparing for the expected & unexpected
- Controlling the Group- Get everyone involved and participating
- Effective Teaching- Using the EDGE to introduce new ideas
- Counseling & Mentoring- Being there for those who need you.

Each of these sessions will also serve an open forum to discuss items of concern and answer questions. We will also discuss your journals at this time. Please be sure to bring your Portfolio with you to each training session.

In addition to the training session, we will also meet briefly at the beginning of each week to discuss the prior week's evaluation.

STAFF CIT Portfolio

Each CIT will keep a portfolio of their experience as a CIT. The portfolio will contain the following items:

- CIT Workbook: training supplement used in our weekly trainings
- Interest Profile: completed at the beginning of the summer
- Goal Setting Worksheet: completed at the beginning of each week
- Daily Journal: reflective activity completed each evening
- Evaluations: a copy of each completed evaluation will be provided

Please take care of your portfolio and be thorough in completing it. Your successful completion of the required materials is a big factor in next year's hiring process!

Your Schedule

CITs will rotate between various program areas during their time at camp. Due to logistical concerns, we may not be able to honor any particular scheduling request. **In the event that a CIT demonstrates exceptional work ethic, an invitation may be extended by the Camp Director for the CIT to return for additional weeks.**



The following is a Code of Conduct that is expected of all Lost Pines Staff members, both youth and adult. For youth members, Scouts and parents both sign a copy of this Code. All staff must turn this signed form in with their employment contract.

1. The Scout Oath and Law will be my guide at all times – During all activities, while traveling to/from Lost Pines, and while at Lost Pines Scout Reservation.
2. I will show respect and courtesy to the camp leadership, unit leaders & campers, and my fellow LPSR staff members at all times.
3. I will attend and adhere to the required training schedule to prepare for working at camp. I understand that not participating in a required training event may result in my removal from staff.
4. I understand that the camp leadership is responsible for the supervision of my activities with respect to maintaining discipline, security, and the Code of Conduct.
5. I will be responsible for keeping my personal gear labeled, stored, and neat. The camp leadership is not responsible for loss, breakage, or theft of my personal items.
6. I will follow the BSA Outdoor Code and will do my share to prevent littering of our camp.
7. I will fully participate in doing my assigned staff duties and will help other staff members as needed.
8. I will demonstrate respect for both personal and camp property, and will be personally responsible for any loss, breakage, or vandalism of property as a result of my actions.
9. I will read & follow all the guidelines & policies contained in the LPSR Staff Member Handbook.
10. I understand that possession and/or use of alcohol, tobacco, or illegal drugs of any kind is prohibited.
11. I agree to follow the Youth Protection Policy as set forth by the BSA and the State of Texas for Youth Camps.
12. I understand that violations of this Code of Conduct may result in termination of employment

Boy 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.*



Boy Scout Law

A Scout Is:

- Trustworthy
- Loyal
- Helpful
- Friendly
- Courteous
- Kind
- Obedient
- Cheerful
- Thrifty
- Brave
- Clean
- Reverent

BSA Outdoor Code

- **Be clean in my outdoor manners**
 1. I will treat the outdoors as a heritage.
 2. I will take care of it for myself and others.
 3. I will keep my trash and garbage out of lakes, streams, fields, woods, and roadways.
- **Be careful with fire**
 1. I will prevent wildfire.
 2. I will build my fires only where they are appropriate.
 3. When I have finished using a fire, I will make sure it is cold out.
 4. I will leave a clean fire ring, or remove all evidence of my fire.
- **Be considerate in the outdoors**
 1. I will treat public and private property with respect.
 2. I will use low-impact methods of hiking and camping.
- **Be conservation minded**
 1. I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wildlife, and energy.
 2. I will urge others to do the same.