



Ockanickon Scout Reservation

5787 State Park Road

Pipersville PA 18947

(215) 297-5290

FAX: (215) 297-8702 www.ockanickon.org

March 2010

TO: The 2010 Camp Staff at Cub Scout Camp Kirby

FROM: Bill Mischke, Director, Bucks County Council Camps
Russ Kantner, Director, Cub Scout Camp Kirby

RE: **OUR 2010 SUMMER SEASON**

Hi and welcome to 2010!

After a long , cold winter it's nice to think about spring and our 2010 camp season. We are excited about 2010 and your part in it.

Camp Kirby will be fulfilling the dreams of more than 600 Cub Scouts, leaders and parents, and all of us have important roles in making this happen. We know you are up to the task and we are proud to have you with us. If your plans for employment have changed, please call Russ immediately (215-932-5122).

As was the case for last year, camp will be full for several sessions, and busy for all sessions. It is now time to get our act together with our staff. Please pay particular attention to the enclosed schedule. Take care of your necessary paperwork issues **NOW**. Help us out by not letting the paperwork process drag on!

Our entire camp administration looks forward to your participation. On behalf of the Cub Scouts, leaders and parents who will pass your way, thank you for being dependable, loyal, and having a caring attitude that makes our camps second to none. See you soon.

Yours in Scouting:

Bill

Russ



CUB SCOUT CAMP KIRBY

Bucks County Council, B.S.A.

2010 SUMMER STAFF DATES

REVISED
Mar 30, 2010

| <u>DATE</u> | <u>DESCRIPTION</u> | <u>ATTENDANCE</u> |
|--------------------|---|-----------------------------|
| April 24th | Cub Day | All Staff Invited |
| May 14th | <u>STAFF PAPERWORK DUE!</u> | All Staff, <u>MANDATORY</u> |
| May 21-23rd | Spring O.A. Weekend | All Staff Invited |
| June 4-6th | Staff Training (Friday Night 7:00PM to Sunday 5:00PM) | All Staff, <u>MANDATORY</u> |
| June 11-12th | Staff Training (Friday Night 7:00PM to Saturday 5:00PM) | All Staff, <u>MANDATORY</u> |
| June 13-19th | Staff Week (Sunday 7:00PM to Saturday Noon) | All Available Staff |
| June 19th | Leaders Meeting (10:00AM to 12:00 PM) | Dept. Heads |
| July 14th | Staff Reports at 1:00 PM for Final Camp Preparations | All Staff |
| July 15-19th | Cub Scout Session #1 | All Staff |
| July 22-26th | Cub Scout Session #2 | All Staff |
| July 29th-Aug. 2nd | Cub Scout Session #3 | All Staff |
| Aug. 5-9th | Cub Scout Session #4 | All Staff |
| Aug. 12-15th | Cub Scout Session #5 | All Staff |
| Aug. 16-18th | Staff Week - Shut Down Camp & Staff Banquet | All Staff |

TIME OFF INFORMATION:

Working at summer camp offers opportunities for relaxation and recreation in addition to work. All staff members should find time to enjoy the camp facilities and program. Time off for trips off property may be obtained by completing a Staff Time Off Request available from the camp office and your department head. Completed Staff Time Off Requests must be approved and signed by your immediate supervisor and then submitted to the Camp Administration for approval.

Completed Staff Time Off Requests must be submitted for approval at least 48 hours before the anticipated time off. Staff members may not be compensated for the requested time off. Long periods of time off for regular family vacations are also not permitted. Please contact Camp Director Russ Kantner with questions about Camp Kirby's time off policy.

KEEP THIS SHEET FOR REFERENCE

EMPLOYMENT PAPERWORK

CAMP MAILING ADDRESS:
 Ockanickon Scout Reservation
 5787 State Park Road
 Pipersville PA 18947

The following items must be taken care of before May 14, 2010. We cannot employ you unless everything is completed and turned in on time, so please get started now!

| <u>DONE</u> | <u>N/A</u> | <u>The following should be mailed directly to camp:</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | WORKING PAPERS: All staff members under 18 years of age must have completed working papers on file by the June 4-6 2010 Staff Training Weekend. You must contact your local public school district if you live in Pennsylvania to begin this process. Youth staff members who live outside Pennsylvania must complete the enclosed working papers, have their doctor complete the medical exam part of the form, and then mail the working papers and a blank stamped envelope to camp so they can be completed by the Camp Director and sent to our local school district. |
| <input type="checkbox"/> | <input type="checkbox"/> | FEDERAL I-9 FORM: This is a federally required form for all employees. Photocopies of the appropriate forms of identification (normally a Social Security Card and Photo I.D.) are also required with this form. Returning staff members do not need to submit this unless asked. |
| <input type="checkbox"/> | <input type="checkbox"/> | FEDERAL W-4 FORM: This is a federally required tax form for all payroll employees. All payroll employees must complete this form each year, even if they have done it before. |
| <input type="checkbox"/> | <input type="checkbox"/> | PERSONAL HEALTH AND MEDICAL RECORD FORM: All staff members must have a complete and up-to-date Health and Medical Record Form on file to work at O.S.R. The new BSA medical is good for one year only. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUMMER STAFF GUIDELINES: Please read carefully and sign this form. If you are under 18 your parent/guardian must also sign it. There are two copies so you can keep one for your records. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUMMER STAFF GARMENT ORDER FORM: Be sure to enclose a check made out the Bucks County Council, BSA if you wish to buy extra staff shirts. This form must be sent in as soon as possible to guarantee that the sizes you need are ordered.. |
| <input type="checkbox"/> | <input type="checkbox"/> | PARENTAL PERMISSION SLIP: This must be completed and signed by the parents of all staff members under the age of 18 each year. |
| <input type="checkbox"/> | <input type="checkbox"/> | LOCAL SERVICE TAX-EXEMPTION CERTIFICATE: Completion of this form will exempt your paycheck from a local service tax. |
| <input type="checkbox"/> | <input type="checkbox"/> | Residents of New Jersey, Virginia, West Virginia, Ohio, Maryland or Indiana must complete a "Employee's Statement of Nonresidence in PA and Authorization to Withhold Other State's Income Tax" available here from the Pennsylvania Department of Revenue . PA residents do not need to complete this form. |
| <input type="checkbox"/> | <input type="checkbox"/> | STAFF REPORTING FORM: Required for all employees. This form must be completed by all staff and turned in at the requested time. |
| <input type="checkbox"/> | <input type="checkbox"/> | NEW HIRE FORM: Required for new employees. If you filled one out last year it is not required to be completed this year. |
| <input type="checkbox"/> | <input type="checkbox"/> | YOUTH PROTECTION TRAINING: Youth Protection Training must be completed electronically annually by all staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | CERTIFICATIONS: For our annual inspection we do need to have the originals of all of our staff's certification cards. If you do not already have them on file, please bring your: C.P.R., Basic First Aid, Lifeguard, and/or National Camp School certification cards. |

Summer Arrival Date Form

The entirety of our Summer Camp Staff for the 2010 Summer Season will be expected to arrive at 7:00PM on Sunday, June 13, 2010.

We understand that some schools may dismiss after June 13th and will be in session while camp is in session. If a staff member's school dismisses after June 13th, that staff member is expected to arrive the evening their school dismisses. If a staff member's school will dismiss on or before June 13th (s)he is expected to be at Camp Kirby's Dining Hall, ready to begin camp preparation at 7:00 PM on Sunday, June 13th.

The sooner we know when our staff will arrive, the better we can plan meals, housing and staffing. Don't get cut short, keep us informed!

Salary Deductions for Missed Time: Salaries are calculated based on working the entire summer. Staff members missing time during the season whether for approved time off, late school dismissals or other reasons will not be paid for missed time. Additionally, this form may not be used to get additional time off for reasons besides late school dismissal. If a start date needs to be changed, that staff member must contact Russ Kantner to make arrangements.

Name _____

(Please Check one)

I will arrive, ready to work, at Kirby's Dining Hall at 7:00 PM on Sunday, June 13th, 2010.

I will not arrive on June 13th due to a late school dismissal. I will arrive the evening my school lets out which is June _____, 2010.

I will not be arriving on June 13th due to time off included in my work agreement. I will be arriving the (circle one) Morning/Afternoon/Evening of June _____, 2010.

I understand that I will arrive *no later* than the evening my school lets out if my school dismisses after June 13th and that I will report to camp ready to work. I understand that I will not be compensated for time that I do not work, regardless of cause. I understand that I will be expected to communicate my start date to the camp administration no later than May 14th, 2010 and that all my paperwork issues that are listed on the reverse side of this form are to be sent to the camp prior to my arrival for staff training on June 4-6, 2010. I will not attempt to get additional time off by changing my start date.

Signed _____ **Date** _____

If under 18, Parent/Legal Guarding Signature Required

Parent/Legal Guardian _____

***RETURN THIS FORM AND ALL OTHER NECESSARY
PAPERWORK TO CAMP NO LATER THAN
May 14th, 2010***

KIRBY SUMMER STAFF GARMENT ORDER FORM 2010

Name: _____ Phone: (_____) _____ - _____

Two staff shirts are provided at no cost to each staff member. Additional staff shirts may be purchased at cost by using the form below. We recommend you have enough shirts to last you a session.

Note: All staff shirts for 2010 are embroidered, and totally different than 2009. Keep this in mind as you place your order. The only staff shirts permitted are Gray, Lt Green or the new 2010 staff shirts that are in good presentable condition. T-Shirts and dark green staff shirts are not acceptable.

Please circle your size:

SHIRT SIZE: SM M L XL XXL XXXL

STAFF SHIRTS: 2 Free Staff Shirts \$ free

 Additional Staff Shirts (\$16.00 ea.) \$

TOTAL STAFF GARMENTS ORDER: \$
Please enclose a check payable to "Bucks County Council, BSA"

SCOUT UNIFORMS:

Except for the kitchen staff, all staff members are required to have at least two complete scout uniforms with them when they arrive at camp. Summer staff members are eligible for a 10% discount on scout uniforms at the Bucks County Council Scout Shop.

Kirby Staff Garment Order 2010

PROOF OF RECEIPT

STAFF SHIRT

I have received the staff shirts as noted on this form:

_____ **Date:** ___ / ___ / ___

Bucks County Council Summer Camps Parental Permission Slip 2010

My son / daughter _____ (name of staff member under 18) is permitted to participate in the following activities while serving on the summer camp staff:

Please circle:

YES NO Watch movies of the following ratings:

G PG PG-13 R (Please circle all allowed, cross out any not allowed)

YES NO Leave camp property with adult leadership from the camp staff (B.S.A. 2-deep leadership policy).

Parent/Guardian Signature: _____ Date: ____/____/____

Summer Staff Guidelines 2010

- 1) During the period of employment, the staff member's full time is at the disposal of the camp. Staff members are permitted time off each week from the closing of camp on Monday to the opening of camp on Thursday. Additional time off must be requested 48 hours in advance from your immediate supervisor and the Camp Director. Time off not designated in the work agreement is handled on a case-by-case basis and may result in prorated pay. **Major changes in service time may only be made for emergencies and only with the permission of the Camp Director.**
- 2) The staff member agrees to promote the program and objectives of the Boy Scouts of America and to live by the Boy Scout Oath and Law.
- 3) Staff members may be temporarily required to fill work assignments not specifically articulated in the working agreement. Staff members are required to participate in campfires, meal program, and retreat.
- 4) All employees must have at least 2 complete sets of the official B.S.A. Field Uniform (which includes scout shorts, scout short sleeve shirt with shoulder loops, and scout summer socks). The cost of uniforms, as well as cleaning costs, are the responsibility of the staff member. Coin-op laundry facilities are available at camp.
- 5) A neat and clean appearance is required at all times. Male employees are not permitted to wear earrings or have excessive or long hair exposed. No other jewelry or articles may be worn that conflict with Scouting principles or compromise job safety.
- 6) Conduct by employees, in or out of camp, that interferes with camp morale or undesirably influences the opinion of the public will render the staff member unfit for further services and result in termination.
- 7) Smoking, chewing, or possession tobacco by minors is not permitted. Smoking by adult staff members must conform to the tobacco policy of the B.S.A. (in designated areas only).
- 8) **The possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. It is understood that the purchase, possession and consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.**
- 9) Employees must receive written permission from the Camp Director to regularly park a vehicle at camp. In addition, written permission from parents is required from employees under 18 years of age. All personal vehicles are prohibited from camp roads other than the parking lot. Reckless driving may result in termination.
- 10) A physical examination is required for employment. Use the Official BSA Physical Examination Form
- 11) **Staff members (including all personal property) are not covered for fire or any other risks, including medical.** We provide coverage for work-related injuries under the Worker's Compensation Act. Should the employee desire other protection, it is suggested that the employee contact his/her own broker.
- 12) All staff members under 18 years of age are required to obtain Work Permits from their local school district. Work permit applications must be sent to the camp director by **May 14th** to allow adequate time for processing.
- 13) Employees are required to file Form I-9, with appropriate documentation by **May 14th** of their year of employment.
- 14) All employees must have a social security number and have it on their staff letter of understanding.
- 15) Wages are subject to the withholding of unemployment, local, state, federal, and social security taxes. Pay periods information will be available to all employees at camp.
- 16) **All employees must be registered with the Boy Scouts of America.** Non-registered employees will be required to pay a \$15.00 registration fee upon arrival at camp. **Employees under the age of 18 must be active members of a BSA unit. All employees are required to show evidence of registration upon arrival at camp.**
- 17) No soliciting of any kind is permitted on council property by volunteers or employees.
- 18) Employees under 18 years of age are required to have written permission from their parent/guardian to leave camp.
- 19) Employees under 18 years of age must have written permission from their parent/guardian to view movies with a rating over G (general admission).
- 20) Employees under 18 years of age must have written permission from their parent/guardian if they wish to have camp cash their pay checks.
- 21) Employees under 16 years of age may not bring bicycles to camp without permission from the Camp Director.
- 22) Gambling of any form is prohibited.
- 23) Possession of lasers, fireworks, firearms or any weapons of any type are prohibited on council property subject to accordance with federal state and local laws.
- 24) Employees shall follow the BSA Youth Protection and safety policies and shall report all violations to the Camp Director.
- 25) Employees understand that hazing has no place in Scout camp nor any other form of physical punishment or intimidation by either youth or adult. Staff members shall try to stop all hazing activities and report such activities to the Camp Director.
- 26) Employees have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including on the basis of race, color, national origin, sex, religion, age, disability or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents and outside vendors.
- 27) Members of the staff have the responsibility to report instances of discrimination or harassment to the Director of Camping regardless of recipient.

I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES

_____/_____/_____
date

signature of employee

signature of parent/guardian (if employee is under 18)

Bucks County Council - Boy Scouts Of America

Summer Staff Housing Agreement 2010

***Bucks County Council, Boy Scouts of America
One Scout Way, Doylestown PA 18901***

1. Housing will be provided for all Summer Camp Staff during their employment. All housing provided meets the Boy Scouts of America standards and will be maintained, weatherproof and simply furnished for a comfortable stay. If a staff member requires special housing, the Camp Management will make reasonable efforts to ensure a comfortable stay once notified.
2. Each building or tent shall be inspected and inventoried by the prospective occupant(s) and the Camp Director or his designee. The buildings then present condition will be noted.
3. Each occupant shall be held accountable for the condition of the building during his or her stay and all damages shall be reported to the Camp Management immediately. If damages are found to be the occupant's fault, the responsible party or parties responsible will pay the cost of repair. The repair cost shall be determined at a rate of \$50.00 per hour and materials. The occupant(s) may choose to avoid the labor charges by doing the repair work to the satisfaction of the Camp Ranger or his designee. Repairs will be done in a timely fashion or alternate housing will be provided.
4. The building will be inspected and inventoried by the Camp Director or his designee at the end of the employment period. The cost of any damage shall be billed to the occupant(s)
5. **No more than one TV, fan, radio, and/or CD player will be allowed per building.** Microwave ovens, toasters, refrigerators, or other like appliances will not be allowed. Electrical appliances deemed to be inappropriate by the Camp Director or his designee will be removed from the building upon such request.

Please sign this Housing Agreement and return it with your Employment Paperwork.

I have read and agree to all of the above provisions of the agreement.

Employee: _____ Date: _____

If employee is under 18 years of age parent/guardian signature is also required.

Parent/Guardian: _____ Date: _____

RETURN THIS FORM TO THE CAMP OFFICE ONLY!

| | |
|---|---|
| Required Employer Information | <i>Please mail or fax to:</i> Commonwealth of Pennsylvania New Hire Reporting Program PO Box 69400 Harrisburg, PA 17106-9400 FAX: 717-657-HIRE (717-657-4473) VOICE: 1-888-PAHIRES (1-888-724-4737) <i>(for questions only)</i> |
| FEIN: 231352048 | |
| Employer Name: Bucks County Council | |
| Address: One Scout Way Doylestown, PA 18901 | |
| Contact Name: Roxanne Schrier | |
| Contact Phone #: 215-348-9436 | |

| | | |
|---|--|---------------------------|
| | | |
| Required Employee Information <i>(Please type or print legibly in black or blue ink.)</i> | | |
| Employee Social Security # | Date of Birth (mm/dd/yyyy) optional | Date of Hire (mm/dd/yyyy) |
| | | |
| First Name | Middle Name | Last Name |
| | | |
| Address | | |
| | | |
| City | State | Zip |