



## Ockanickon Scout Reservation

5787 State Park Road

Pipersville PA 18947

(215) 297-5290

FAX: (215) 297-8702 [www.ockanickon.org](http://www.ockanickon.org)

February, 2011

TO: The 2011 Camp staff at Ockanickon Scout Reservation

FROM: Bill Mischke, Camp Director

RE: **OUR 2011 SUMMER SEASON**

Hi and welcome to 2011, our 70th anniversary!

After this past winter, its nice to think and spring and our 2011 camp season. I am excited about 2011 and your part in it.

Ockanickon will be fulfilling the dreams of more than 4500 Scouts and Scouters and all of us have important roles in making this happen. I 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 me immediately (215-297-5290 x30).

As in previous years, camp will be full. 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 scouts and scouters who will pass your way, thank you for being dependable, loyal, and having a caring attitude that makes our camp second to none. See you soon.

Yours in Scouting:

Bill



# OCKANICKON SCOUT RESERVATION

## Bucks County Council, B.S.A.

### 2011 SUMMER STAFF DATES

REVISED  
1/8/11

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ATTENDANCE</u>
April 30th.	Annual Leaders Meeting (9:00AM to 2:00PM)	Dept. Heads
May 13th	<b><u>STAFF PAPERWORK DUE!</u></b>	All Staff, <u>MANDATORY</u>
May 20-22nd	Spring O.A. Weekend	All Staff Invited
June 3-5th	Staff Training (Friday Night 7:00PM to Sunday 5:00PM)	All Staff, <u>MANDATORY</u>
June 10-11th	Staff Training (Friday Night 7:00PM to Saturday 5:00PM)	All Staff, <u>MANDATORY</u>
June 12-18th	Staff Week (Sunday 7:00PM to Saturday Noon)	All Available Staff
June 19-25th	Boy Scout Week #1 (All Staff Reports at Noon)	All Staff
June 25-26th	Family Camp Weekend	Weekend Staff Only
June 26-July 2nd	Boy Scout Week #2	All Staff
July 3-9th	Boy Scout Week #3	All Staff
July 10-16th	Boy Scout Week #4	All Staff
July 17-23rd	Boy Scout Week #5	All Staff
July 24-30th	Boy Scout Week #6	All Staff
July 31-Aug 6th	Boy Scout Week #7	All Staff
Aug. 7-13th	Boy Scout Week #8	All Staff
Aug. 13-20	Staff Week - Shut Down Camp & Staff Banquet /staff trip	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 Bill Mischke with questions about Ockanickon'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 13, 2011. 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"/>	<b>WORKING PAPERS:</b> <u>All staff members under 18 years</u> of age must have completed working papers on file by the June 3-5 2011 Staff Training Weekend. You must contact <b>your</b> local public school district if you live in Pennsylvania to begin this process. Youth staff members who live <b>outside</b> 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 <b>blank stamped envelope</b> to camp so they can be completed by the Camp Director and sent to our local school district.
<input type="checkbox"/>	<input type="checkbox"/>	<b>FEDERAL I-9 FORM:</b> This is a federally required form for <b>all employees</b> . 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"/>	<b>FEDERAL W-4 FORM:</b> This is a federally required tax form for <b>all payroll employees</b> . All payroll employees must complete this form <u>each year</u> , even if they have done it before.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PERSONAL HEALTH AND MEDICAL RECORD FORM:</b> <u>All staff members</u> 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"/>	<b>SUMMER STAFF GUIDELINES:</b> 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. <b>All employees complete</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SUMMER STAFF GARMENT ORDER FORM:</b> 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. <b>All employees complete</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PARENTAL PERMISSION SLIP:</b> This must be completed and signed by the parents of <b>all staff members under the age of 18 each year</b> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>LOCAL SERVICE TAX-EXEMPTION CERTIFICATE:</b> Completion of this form will exempt your paycheck from a local service tax. ( <b>All payroll employees complete</b> )
<input type="checkbox"/>	<input type="checkbox"/>	<b>Payroll employees who are Residents of New Jersey, Virginia, West Virginia, Ohio, Maryland or Indiana must complete</b> a "Employee's Statement of Non residence in PA and Authorization to Withhold Other State's Income Tax" <u>available here from the Pennsylvania Department of Revenue</u> . PA residents do not need to complete
<input type="checkbox"/>	<input type="checkbox"/>	<b>STAFF REPORTING FORM:</b> <b>Required for all employees</b> . This form must be completed by all staff and turned in at the requested time.
<input type="checkbox"/>	<input type="checkbox"/>	<b>NEW HIRE FORM:</b> <b>Required for new employees</b> . If you filled one out last year it is not required to be completed this year.
<input type="checkbox"/>	<input type="checkbox"/>	<b>YOUTH PROTECTION TRAINING:</b> Youth Protection Training must be completed electronically <b>by all staff</b> . The certification must be less than 2 years old.
<input type="checkbox"/>	<input type="checkbox"/>	<b>CERTIFICATIONS:</b> 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. <b>All employees</b>
<input type="checkbox"/>	<input type="checkbox"/>	Payroll forms for all <b>payroll employees</b> . This year all paychecks will be direct deposit. All paid employees MUST have a bank account. Fill out the enclosed forms.

## Summer Arrival Date Form

The entirety of our Summer Camp Staff for the 2011 Summer Season will be expected to arrive at 7:00PM on Sunday, June 12, 2011.

We understand that some schools may dismiss after June 12th and will be in session while camp is in session. If a staff member's school dismisses after June 12th, that staff member is expected to arrive the evening their school dismisses. If a staff member's school will dismiss on or before June 12th he is expected to be at Foster Hall, ready to begin camp preparation at 7:00 PM on Sunday, June 12th.

*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 Bill Mischke to make arrangements.

Name \_\_\_\_\_

*(Please Check one)*

I will arrive, ready to work, at Foster Hall at 7:00 PM on Sunday, June 12th, 2011.

I will not arrive on June 12th due to a late school dismissal. I will arrive the evening my school lets out which is June \_\_\_\_\_, 2011.

I will not be arriving on June 12th due to time off included in my work agreement. I will be arriving the (circle one) Morning/Afternoon/Evening of June \_\_\_\_\_, 2011.

I understand that I will arrive *no later* than the evening my school lets out if my school dismisses after June 12th 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 13th, 2011 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 3-5, 2011. 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 13th, 2011***

# SUMMER STAFF GARMENT ORDER FORM 2011

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 as we recommend you enough shirts to last you a week. Jackets are not required.

**Note:** All staff shirts for 2011 are embroidered, and totally different than 2010. Keep this in mind as you place your order. The only staff shirts permitted are Gray, Lt Green, 2010 action shirt or the new 2011 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 (\$18.00 ea.) \$ \_\_\_\_\_

**STAFF JACKET:** \_\_\_\_\_ on display in the camp office (\$65.00 ea.) \$ \_\_\_\_\_

**JACKET SIZE:** SM M L XL XXL XXXL

**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.

## Staff Garment Order 2011

### PROOF OF RECEIPT

#### STAFF SHIRT

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

\_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

#### STAFF JACKET

**I have received the staff jacket(s) as noted on this form:**

\_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

## Bucks County Council Summer Camps Parental Permission Slip 2011

My son \_\_\_\_\_ (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**

**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 2011

- 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 Saturday to the opening of camp on Sunday. 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 uniforming, 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, or 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 to 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 13th** to allow adequate time for processing.
- 13) Employees are required to file Form I-9, with appropriate documentation by **May 13th** 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) **Payroll employees will be paid via direct deposit. Employees must furnish a bank account information in order to receive payment.**
- 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 2011

### ***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 the 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!**

<b>Required Employer Information</b>	<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>  <i>This form may be duplicated</i>
FEIN: 231352048	
Employer Name: Bucks County Council	
Address: One Scout Way Doylestown, PA 18901	
Contact Name: Roxanne Schrier	
Contact Phone #: 215-348-9436	

<b>Required Employee Information</b> <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

# A D computer

*Your Payroll Experts*

## EMPLOYEE DIRECT DEPOSIT AUTHORIZATION AGREEMENT [ACH CREDITS & DEBITS]

Check one:  New Payroll Deposit  Change Deposit Information;  Revoke Authorization

EMPLOYER / COMPANY NAME BUCKS COUNTY COUNCIL, BSA COMPANY # 14002

EMPLOYEE NAME \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Please Print)

I hereby authorize my employer, BUCKS COUNTY COUNCIL, BSA, (the "COMPANY"), to initiate credit entries to my account(s) indicated below, and the depository named below, hereinafter called DEPOSITORY, to credit the same to such account(s). I authorize COMPANY to debit such account(s) in the event of a credit that should not have been made for an amount not to exceed the original amount of the erroneous credit.

Bank / Depository  
Name \_\_\_\_\_ Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Transit Routing / ABA Number \_\_\_\_\_ (Required)

- **ATTACH COPY OF VOIDED CHECK FOR EACH CHECKING ACCOUNT**

<input type="checkbox"/> Checking Account or <input type="checkbox"/> Savings Account	Account Number _____ I wish to deposit my <b>Entire Net Pay</b> (balance of net pay after deductions)
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<input type="checkbox"/> Checking Account or <input type="checkbox"/> Savings Account	Account Number _____ I wish to deposit \$ _____ amount or _____ % of gross pay
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**The funds credited to my U. S. bank account, via ACH direct deposit, will not be forwarded in their entirety to an account outside of the territorial jurisdiction of the United States. *Separate form required* if all payroll funds are credited or forwarded to any foreign bank.**

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### A COPY OF THIS AGREEMENT MUST BE GIVEN TO THE EMPLOYEE

NOTE: ALL WRITTEN DEBIT AND CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE EMPLOYEE MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION. THE COMPANY SHALL RETAIN THIS AUTHORIZATION OR A COPY THEREOF FOR A **PERIOD OF TWO (2) YEARS AFTER** TERMINATION OR REVOCATION OF SUCH AUTHORIZATION.