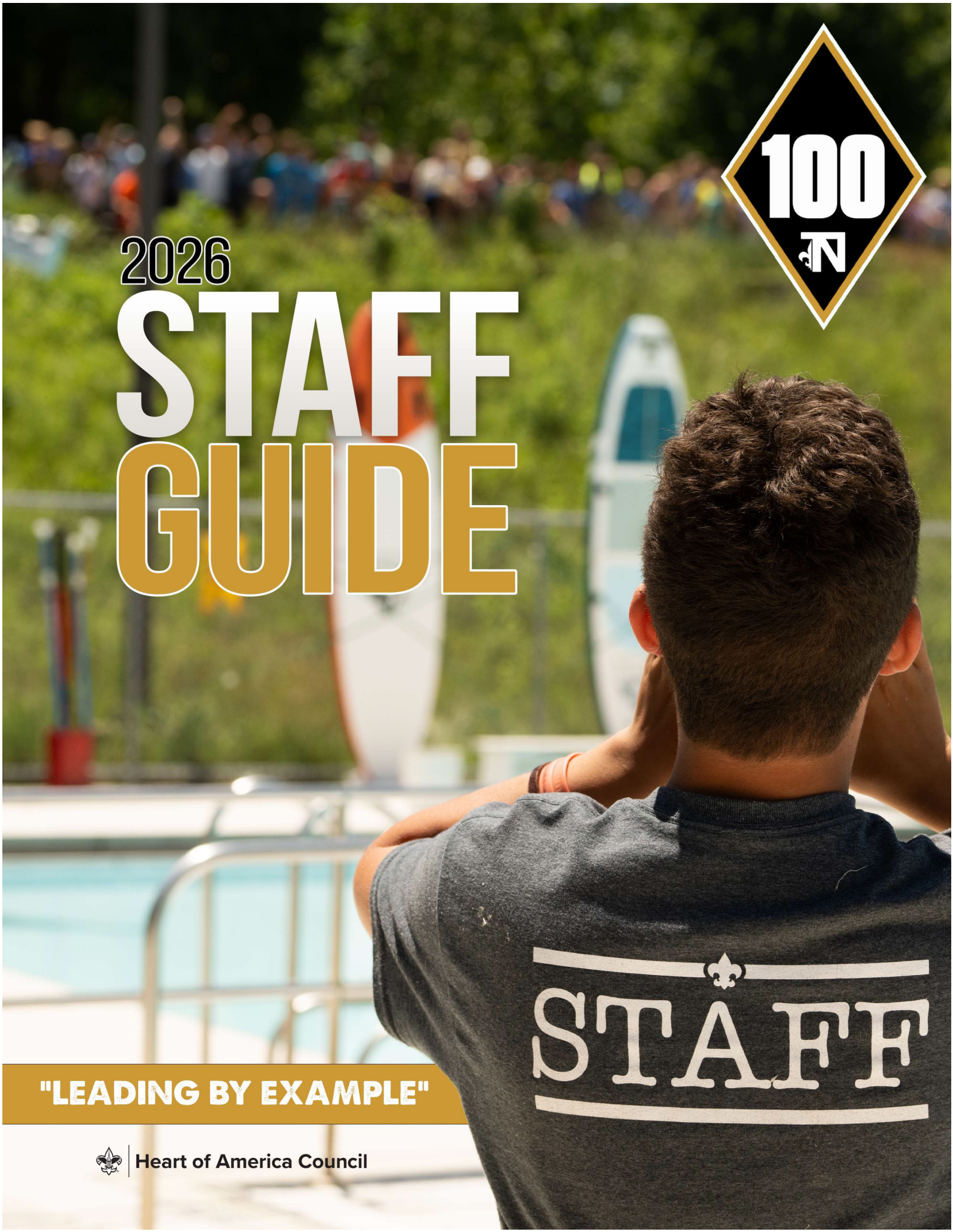

2026 STAFF GUIDE

"LEADING BY EXAMPLE"

Heart of America Council

QUICK REFERENCE

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Important Dates -

April 1, 2026: Workbright forms deadline
May 2, 2026: Cub World Staff Orientation
May 3, 2026: Central Camp Staff Orientation
May 31–June 6, 2026: Naish Staff Week

The submission of all completed staff paperwork and proof of required trainings will be done online.

All hired staff members will receive an email from the Heart of America Council via WorkBright, our onboarding system. An account has been automatically set up for all staff members on WorkBright.

Please sign in to complete the necessary paperwork required for your position(s). You can use WorkBright from your computer or mobile device. You will be asked to change your password the first time you login. You can log into your account any time at
http://hoac-bsa.workbright.com/

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HEART OF AMERICA COUNCIL
10210 Holmes Road
Kansas City, MO 64131-4212
816-942-9333
www.hoac-bsa.org

Dear Staff Members,

Congratulations! You have been chosen to join the 2026 Summer Camp Staff at the Theodore Naish Scout Reservation. This is an opportunity to be part of a team that works to deliver on the promises of what Scouting has to offer.

The Scout Oath and Law will be the guiding force on how you behave and live while at camp. Scouts and Scouters will look to you as role models of the Scouting program. Lead by example, know that what you do makes a difference. You have a chance to leave a legacy on the Scouts and fellow staff members that you work with this summer. What you do this summer matters, Scouts and leaders will see your dedication whether you realize it or not. Disney has a saying: "It's Show time!" This is a mantra to all their staff to realize that anytime they step into the park, or into their role that they need to be at their very best in what they have been asked to do. I ask the same of you. Know that - regardless of your day - when you step out of your cabin or enter the gates of Camp that the Scouts deserve your very best!

Camp Theodore Naish, the camp that we call home. The camp where enduring friendships are made. By joining the Camp Naish staff you are joining a forever family. Naish is the Camp where we have Tiger, Wolf, Bear, Webelos, Arrow of Light and Scouts BSA youth gather for a great camping experience. You are the reason their experience will be a great one. We will all work tirelessly to provide them the best possible experience and show them why Camp Naish is thriving. This is your guide on how to make Summer Camp 2026 at the Theodore Naish Scout Reservation a rewarding experience for you, the camp, and the Scouts that come through our gates. You joined this staff for a reason. For each of us it is different, but also the same: to make a difference in the life of others! Read it carefully and bring it with you to camp.

Again, congratulations on becoming a member of the Naish Camping Staff. You are part of a team that will work hard together, to be the best at what we do. I am here to be a resource, let me know what I can do to help you be successful this summer. My door is always open. I look forward to working with each one of you.

Sincerely,

Tanner C. Fuson
Naish Reservation Director

THEODORE NAISH SCOUT RESERVATION
MISSION STATEMENT

The Theodore Naish Scout Reservation provides opportunities for Cub Scout Packs, Scout Troops, Varsity Teams, Sea Scout Ships, and Venturing Crews, from the Heart of America Council and beyond, to have fun, learn skills, and practice Scouting programs in the outdoors under their own leadership.

Our camp staff's philosophy is total commitment to serving all our campers, both youth and adult leaders, to the best of our ability. In pursuit of this, we will strive to put the following into every Naish Scout Reservation activity:

- Teaching & Coaching: Teach traditional Scouting skills to all those in need of instruction and coach them in a friendly, positive way
- Values: Commitment to being good role models, always exemplifying the Scout Oath and Law, and encouraging campers to do the same
- Fun: Enthusiastically delivering fun filled camp-wide programs that will be enjoyed and remembered by every youth that attends camp
- Quality Program: An emphasis on quality, physical activity and good health in everything we do

The Theodore Naish Scout Reservation will feature a quality, mature, energetic, and enthusiastic staff providing activities that will lead Cub Scouts into the Scouts BSA program, and help Scouts advance through their ranks. Our commitment is to have the best Camp Program in the nation.

CORE VALUES

Admire Our Staff

Our STAFF is the cornerstone of success at Camp Naish. Our TEAM has the important responsibility of providing our campers with an enjoyable and fun-filled learning experience. A happy STAFF means happy CAMPERS, and happy CAMPERS are what we are all about.

WOW Our Guests

Our staff wows campers with our compassion, service, and knowledge. The Naish Camp Staff is all about relentless commitment to CUSTOMER SERVICE and friendliness. It is not just what we do that matters, but HOW WE DO IT! We go to extraordinary lengths to delight our guests, creating WOW experiences whenever we can. We take pride in making our guests happy, striving to make each personal contact memorable.

Find a Better Way

Always look for better ways to do everything that we do. Simply, the way it has always been done is not always the best way.

Be Passionate About Making a Difference

Strive to do things for the common good. We work together as a family to innovate and grow. Camp Naish is about building together something bigger than any one of us could create alone.

LEAP to Handle Guest Concerns

- **L**EAP - Focus on handling their concerns.
- **E**MPATHIZE - Imagine yourself in their shoes.
- **A**CKNOWLEDGE - Tell them you understand and will take appropriate action, then take it.
- **P**LEASE - Go the extra mile to make things right!

GENERAL INFORMATION

1. **Staff Letter of Employment/Agreement & Required Forms:** All paid staff members must have signed a Letter of Employment, as well as completed both an Employee's Withholding Allowance Certificate (Form W-4) and a Kansas W-4 prior to April 1st, 2026 to enable proper distribution of paychecks. Additionally, every staff member, paid or volunteer, must also complete and sign a government I-9 form**,** Automobile Regulation form, Annual Health and Medical Record, and a Council Code of Conduct form. These forms can be found online via your WorkBright Account. They will be kept on file at the reservation**.**

2. **Boy Scouts of America Registration:** All staff members of the Theodore Naish Scout Reservation must be registered with the Boy Scouts of America. **If you are not currently registered with the Boy Scouts of America, you will be required to complete an application and pay the appropriate fees prior to receiving a contract.**

3. **Direct Deposit Form with Voided Check or Bank Letter**: Staff members are paid via direct deposit only. All paid staff members are required to have either a checking or savings account in their legal name. We will not have a prepaid card option available this year.

4. **Payroll: The forms noted above are important because the Heart of America Council cannot pay you until you have completed all of them. Payroll dates for the summer are as follows:**

Pay Day
Friday, June 19
Monday, July 6
Monday, July 20

5. **Staff Honor Program Recognition:** Paid staff who work a total of 30 days may be awarded their staff coup for Order of the Arrow and Micosay if applicable. CIT's are not eligible for the staff coup but may be eligible for the service coup. This is at the discretion of the Camp Directors and Reservation Director.

6. **Staff Week:** Staff Week is a very important part of our camp program. Besides orienting staff members to summer camp programs, procedures and teaching methods, as well as preparing the plans, activity instruction, outposts, and other camp programming, the camp itself must be prepared to receive the Scouts which will soon be arriving. Many physical tasks, such as campsite preparation and building clean up and set up, must be completed. At times, you will be expected to work in other parts of the camp besides the specific area you are assigned to.
   Plan on being at camp during this time *unless* you are a Counselor-In-Training or CIT.

7. **Mail:** Mail can be sent to you at the following address:

   (Your Name)
   Theodore Naish Scout Reservation
   Summer Camp Staff (Cub World or Central Camp) 1100 Martinek Lane
   Kansas City, KS 66111

   NOTE: **All packages and mail shipments are subject to inspection by Camp Administration**.

8. **Visitors:** Visitors and family members are always welcome to visit on Family Night and Closing Night Campfires with **prior permission** obtained from the Reservation/Camp Director. You should plan to meet your visitors at the Central Camp Office or Cub World Office. The Staff Area is only for 2026 Camp Staff Members, their families, and approved guests. **Approval of guests will be made by the Camp Director or Reservation Director prior to arrival.**

9. **Religious Services:** The 12th point of the Scout Law is "Reverent." Your participation in Camp Religious and Vesper Services is highly encouraged. Opportunities may exist to work on religious awards while on camp staff. Also, you should respect the rights and beliefs of others while serving on staff.

10. **Dining Hall/Cub World Pavillion:** All staff members will be at all meals on time and properly uniformed. The staff should be easily visible to the campers during the meals. Proper table set-up, manners, food distribution, and courtesy are marks of a mature staff member. Staff yells or songs may be given before, during and after the meal as indicated by the Program Director or designee. Staff members may periodically be given other responsibilities regarding the meal programming. These will be covered in full during Staff Week training. **Any special meal requests for dietary needs must be filled out prior to camp and discussed with the Camp Administration**.

11. **Punctuality:** As a staff member, you are expected to be in attendance at, on time to, and in proper uniform for all activities in which the camp staff is involved, **especially flag ceremonies**, meals and campfire programs. Any exceptions must be approved by the Program Director. There is no reason for you to be late if you plan ahead. *Remember*, we set the example for the entire camp.

12. **Camper Check-In & Check-Out Duties:** Each staff member will be assigned a specific function (including swim checks, parking control, and campsite hosts) to be carried out as units are checking in and out of camp. Your cooperation in completing those tasks assigned to you as quickly and efficiently as possible is expected

13. **Staff Use of Program Areas & Equipment**: If your schedule permits, and if they are not in use by campers, you are welcome to use program areas and camp equipment after obtaining prior approval from the Area Director, the Program Director, **and** the Camp Director. Any fees associated with their use must also be paid in advance (i.e. ammunition for the guns at the range). Remember that the campers come first!

14. **Staff Uniforms:** The Boy Scouts of America is a uniformed organization. Always wearing the proper uniform is a job-related responsibility. **The Field uniform is expected for Cub World Camp Staff**. **You will be provided with two staff t-shirts**. Additional t-shirts may be purchased. Please have enough additional parts of the uniforms described below to ensure your ability to be in correct uniforms at all times. A proper uniform will identify you as a member of the camp staff team. **In addition, the Staff Nametag will be worn at all times.** Our designated uniforms for this summer are as follows:

    A. Official Field Uniform (commonly called "Class A")

    The Official Field Uniform consists of an official Scouts BSA, Venturing or Sea Scout Uniform Shirt, Trousers or Shorts, Scout belt (web or leather), Scout, Sea Scout or Venturing Socks (ankle length, crew length, or knee length). It is not necessary to wear a merit badge sash, neckerchief, or hat to be in the correct "Class A" uniform.

    B. Camp Staff Uniform (commonly called "Class B")

    While it is always acceptable to wear the "Class A" uniform, the camp staff uniform ("Class B") is the standard for all activities except religious services, formal flag retreats, and times indicated by the Program Director. This includes Official Scouts BSA, Sea Scout or Venturing shorts or trousers, Scout belt (web or leather), matching solid-colored socks and staff t-shirt. The "Class B" is to be worn with a belt, socks adjusted appropriately, and t-shirt tucked in. This is the expected uniform for all times other than when "Class A" is required. **No tie-dyed, damaged, or inappropriate shirts are allowed.**

    C. NOTES

    - All Naish Staff who are members of Order of the Arrow and/or Micosay should wear their adornments at all appropriate times.
    - White socks may not be worn with Scout, Sea Scout or Venturing shorts.
    - Field uniforms must be clean, and shirts must be tucked in and have a minimum of a Council patch, American flag, and lodge patch (as appropriate). These patches must be in the proper location and sewn on properly and neatly.
    - Activity uniform shirts must be clean and tucked in.
    - Though some Units allow exceptions to uniform parts, the Theodore Naish Camp Staff requires that your uniform consists entirely of OFFICIAL uniform parts in Cub World Camps
    - For the first program days of the session, all members of the staff must wear 2026 Staff shirts when in the activity uniform. Other than the first day, any Naish summer camp Scout staff shirt may be worn.
    - Some exceptions to the above uniforming are allowed with knowledge and permission of your Program Director. Outpost Staff is frequently allowed to wear jeans and Pool Staff to wear swimsuits (no racing or Speedos). Female staff members must wear one-piece swimsuits.
    - Only approved Scouting hats may be worn.
    - No open-toed shoes may be worn anywhere on the reservation except the pool and the water park.
    - BSA Dress Code will be always observed. No sleeveless attire. Modesty is a must.

15. **Laundry Services:** Laundry equipment is provided for staff. Staff will need to provide their own detergent and dryer sheets. Be sure to label all your clothing items for proper identification. Help keep this area clean and be considerate to others who use it. It is provided as a courtesy to you.

16. **Personal Belongings:** Clearly label all personal items that you bring to camp. Be careful to whom you loan your personal belongings. Be courteous – do not use, touch, borrow, eat, etc., other people's belongings without their consent. **Thieves and vandals will be dealt with swiftly and decisively.**

17. **Staff Recreation Area (Central Camp Staff):** Please take care of the area. Keep the area and your cabins clean! Scouts are clean, but camp staff members will be cleaner.

18. **Scout Advancement by Camp Staff Members:** If your schedule permits, you may have an opportunity to work on advancement during your "off time" or "free time". The Program Director should be informed prior to your starting work on any merit badge or award, so that they can work directly with the director or counselor in charge of that program area to facilitate your request. Remember that your first priority is to help the Scouts in camp. Personal advancement is secondary during summer camp operation.

19. **Trading Post:** The Trading Post is operated on a cash basis for everyone in camp. No credit is allowed! Every item for sale in the Trading Post is sold at retail price. Camp staff members, with the exception of Office and Trading Post personnel, are not to be behind the Trading Post counter or in the stock room. All items for sale at camp are handled directly through the Trading Post. DO NOT bring items to sell yourself. Selling materials or items to campers, other staff members, or leaders is not in accordance with the Boy Scouts of America Policies. Please reference the policy in the Appendix. No staff is allowed in the storage room without permission from the Trading Post Director. Violation of these rules is grounds for automatic termination.
Staff members will receive discount on items (except OA merchandise) purchased at the Trading Post. The discount is only available to staff members during summer camp operations. They cannot use their discount during off-season Trading Post hours.

20. **Firearms & Weapons:** Firearms, archery equipment, and other weapons are to be used only in assigned program areas under proper supervision. Personal firearms, sheath knives, archery equipment, blow guns, sling shots, paintball guns and other weapons ARE NOT permitted at camp. This is grounds for automatic termination.

21. **Kitchen:** The Kitchen and Commissary are off limits to all *except* for the food service staff, the Business Manager, Reservation Director, Camp Director, Program Director, lead commissioners, Trading Post Director, assigned Dining Hall and Trading Post Staff, Rangers, and staff performing tasks assigned by the Camp Cabinet. There are no exceptions to this policy.

22. **Keys:** Keys will be issued during staff week to those Directors that need keys to their areas, and they are responsible for them. Keys are not to be duplicated. If keys are found to have been duplicated, the duplicator(s) will be required to pay to have the entire reservation re-keyed. Keys must be returned at the end of camp by the staff they were issued to before they will receive their final paychecks. Lost keys should be immediately reported to the Program Director and Camp Director. Please reference the key policy in the Appendix.

23. **Manners, Appearance, Language:** We expect the best! If you have or need to be reminded or corrected, your maturity is in question. Your hair should be neat, clean, and trimmed. Your appearance should be a shining example to the Scouts that attend camp. Any unusual modifications during summer camp will not be tolerated, including, but not limited to, piercings and tattoos. Again, remember that we set the example for the entire camp, and your appearance influences how others treat you, too. Additional appearance guidelines may be set forth by the Program Director and Camp Director at their discretion. **Staff will avoid vulgar and inappropriate words or slang, such as profanity**.

24. **Automobiles:** A completed automobile regulation form, signed by your parents, must be presented to the Reservation Director or the Camp Director or their designee before your arrival at camp. This will be kept on file for reference during the summer. This form is for both drivers and passengers. Specific questions, requiring specific answers, are listed on this form. Only the Reservation or Camp Director can check you in and out of camp, and they will check your automobile regulation form for the approved types of usage of your vehicle. Staff under the age of 21 are not allowed to transport other staff or guests.

Automobiles are not needed at camp, and the loaning of a vehicle to one staff member by another is not permitted unless specifically noted on your form. Vehicles will not be parked in Staff Village, behind the Dining Hall or next to the Dining Hall. Staff vehicles MUST be parked in the assigned staff lot ONLY. Violation will result in loss of all personal automobile privileges for the balance of the summer.

THE HEART OF AMERICA COUNCIL IS NOT RESPONSIBLE FOR THE LOSS OF, OR DAMAGE CAUSED TO, ANY VEHICLE BY FIRE, STORM, AND THEFT OR VANDALISM. THEY ARE ALSO NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO ANY ARTICLES LEFT IN VEHICLES.

25. **Staff Nights Off Reservation:** Throughout the summer, there will be opportunities in the evening for the staff to venture off reservation to partake in staff-wide activities. Previous events include going to a movie or dinner off reservation. Additionally, with previous permission of the Program Director and Camp Director, staff members may have permission to go into town for supplies. In both cases, every staff member attending must have a signed Automobile Regulations Form on file. Only drivers over the age of 21 will transport staff to and from activities. **Depending on available budget and funds, some staff wide events may be paid for by the Camp and Council, while others will be paid for at the expense of the staff members.**

26. **Order of the Arrow:** The Order of the Arrow is a part of the Theodore Naish Scout Reservation Scouts BSA Residence Camp Program. Arrowmen who wish to be a part of any Order of the Arrow ceremony may do so only after completion of camp staff responsibilities. The Program Director is the only person that can excuse an Arrowman from his assigned camp responsibilities.

27. **Equal Opportunity Employer:** The Heart of America Council does not discriminate on the basis of race, color, national origin, gender, religion, age, or handicapped status in the provision of services or employment.

28. **Social Media:** Facebook, Twitter, Snapchat, Instagram and YouTube, are all popular forms of communication. However, camp staff members are representatives of both the BSA and the HOAC and must be especially careful how they use these and other forms of communication. Under no circumstance should you discuss or transmit personal or inappropriate information with a camper, leader, or another staff member. Not only can these forms of communication be misinterpreted, but they can also be widely dispersed. It is even possible that such postings will resurface many years later, resulting in embarrassment.

29. **Informing the parents of minors:** Situations may occur at camp that may require discipline of a staff member, up to and including termination of employment. Parents or guardians of staff members under the age of 18 will be notified promptly of any disciplinary action that involves more than a written warning. Parents or guardians of staff members will also be notified promptly of the dismissal of a staff member under the age of 18.

30. **The camp will investigate all complaints of misconduct of a staff member**. In the event of an ongoing investigation regarding the misconduct of a staff member, parents of all campers and/or staff members involved in the investigation will be notified at an appropriate time. The Reservation Director or Camp Director will reasonably determine when such notification is appropriate, but the time for notification may vary depending on the unique facts and circumstances of the incident of alleged misconduct. The results of an investigation are generally confidential. When appropriate, parents or guardians of campers and/or staff members involved in an investigation will be notified of the results of the investigation.

31. **Staff Paperwork and Training Certificates: Having a "trained" camp staff is a part of our obligation toward the Scout campers and leaders who will look to us this summer.** The submission of all completed staff paperwork and proof of all required training will be done online. All hired staff members will receive an email from the Heart of America Council via WorkBright, our onboarding system. An account has been automatically set up for all staff members on WorkBright.

    Please sign in to complete the necessary paperwork required for your position(s). You can use WorkBright from your computer or mobile device. You will be asked to change your password the first time you login. You can log into your account any time at http://hoac-bsa.workbright.com/

    You will be asked to submit the following completed forms into Workbright:

    - **Camp Staff Letter of Employment**
    - **Camp Staff Code of Conduct & Statement of Understanding**
    - **Automobile Regulations**
    - **W4 (2026)**
    - **Form I-9**
    - **Kansas State Tax Form**
    - **Employee Direct Deposit Paperwork (need bank account in the staff members name)**
    - **Disclosure to Obtain Consumer Reports**
    - **Current BSA National Health Form (A, B, & C) – no paper forms will be accepted**
    - **Naish Waiver Form**

    You will be asked to complete the following trainings:

    - **Safeguarding Youth Training**
    - **Hazardous Weather Training**
    - **Workplace Harassment Training**
    - **Hazard Communications Training**
    - **Bloodborne Pathogens Training**
    - **PEER on PEER Abuse Training**

    Depending on your job and responsibilities, you may be asked to complete additional trainings before the start of camp.

ALL PAPERWORK AND TRAININGS MUST BE COMPLETED BY APRIL 1st !

Failure to do so will affect your employment status.

LIVING QUARTERS & PERSONAL POSSESSIONS

Adequate living quarters are provided for each staff member. It is agreed that they will be kept in a clean, desirable condition. You will be assigned to a cabin, and a twin-sized mattress and bed will be checked out to you. Staff members are personally responsible for damage to, or the defacement of, their living quarters and/or staff village. Each cabin can house four people, so it is possible that you may have up to three roommates.

The Reservation Director, Camp Director, Program Director, or Ranger will handle the checking in and out of staff members to cabins and will periodically inspect them for cleanliness or damages over and above the normal wear and tear.

Staff members are not to change living quarters without prior approval being given, and a cabin inspection being done, by the Reservation Director, Camp Director or Program Director. Repair costs for damages to a staff cabin may be assessed to some or all of individuals assigned to the cabin.

PLEASE NOTE: Camp staff recreational areas, cabins, personal camp boxes, cars, and storage facilities within camp staff program areas may, from time to time, be subject to unannounced inspection by the Reservation Director or Camp Director, or their designee, and the Ranger. The appearance of your living area is important to maintaining a positive working environment and is expected to always be in good presentation. Food needs to be in containers and trash taken out at least weekly but more often as needed. Keep your area picked up, floors clear and be respectful of your cabinmates.

Due to electrical expenses and fire hazards, only **approved** electrical equipment will be allowed in the staff cabins. One television, one video game system, one small stereo and/or radio, one clock, and two fans are permitted per cabin. Box fans work great in the windows to help circulate air.

Refrigerators, air conditioners, all coffee makers, hot plates, 3-D printers, musical instruments, and other related electrical appliances **are not** approved. No exterior antennas are allowed. Finally, Scouts should be conservation minded. Please turn off the lights, fans, and other electrical equipment when you are not in your cabin.

In addition:

- No painting or marking, inside or outside, on the staff cabins and other structures.
- No campers or leaders are allowed in the staff area.
- No overnight guests are allowed in staff areas.
- Staff cabins, recreation areas, dining hall tables and latrines must be kept neat and clean. Remember that the 11th point of the Scout Law is, a Scout is clean. All staff (to be coordinated by the Program Director) will share responsibilities for cleaning the staff tables, showers, latrines, and recreation areas.
- For security reasons, please leave valuable items or "collectibles" at home.
- Personal vehicles are not permitted in the staff area. The only vehicles allowed inside the village are camp vehicles for maintenance purposes. To unload prior to camp, and load at the end, staff members may park just outside of the staff area. The remainder of the time, vehicles are to be kept in the designated staff camp parking lot. **Do not park behind the Dining Hall**.
- Carpet is permitted but must be removed at the end of camp. Remember that anything you bring, you take home.
- Camp (seasonal) staff members are not allowed to bring pets to camp unless previously arranged to be under the care of the Nature Director and Nature Staff.
- Doors to cabins may not be locked.
- Tampering with smoke alarms in cabins will be grounds for dismissal.
- Only equipment and furniture approved by the Camp Director may be kept in the cabin. Furniture affixed to the floor must be left in place. No exterior antennas or weightlifting equipment is permitted.

PERSONAL STAFF INTERACTION AND CONDUCT

Staff Areas:
You will be given a personal tour of staff living quarters upon your check-in. During this time, you will be shown the boundaries for the male staff area, female staff area, and common ground areas. Please adhere to the following rules:

- Male staff members only in male housing.
- Female staff members only in female housing.
- All staff members are allowed in the common area.
- All staff members must wear appropriate dress outside cabins and shower areas. (The wearing of only a towel or undergarments is not acceptable and will be grounds for disciplinary action up to and including termination)
- When changing at any time, close doors and pull curtains closed (even if windows are open).
- No staff members allowed in the common area after 10:30 PM (*using the bathrooms is acceptable*).
- All staff must be in their own cabins and all lights and other entertainment devices must be turned off at 11:00 PM.

Staff and Program Areas
Public and private displays of affection between staff members are in violation of the National Safeguarding Youth Policies and will not be tolerated while you are on the camp property or while on an approved camp-wide outing.

When in the company of a staff member of the opposite sex you need to not only follow Safeguarding Youth Guidelines but also be in the company of another staff member or in public view.

Sexual misconduct or sexual relations amongst/ between staff members is not tolerated and will result in immediate dismissal.

CAMP STAFF PACKING LIST

Items you will need or may want to bring with you to camp:

- Uniform Scout Shorts (2 or 3 pair)
- Short Sleeved Scout Shirt (1 or 2) with proper insignias
- Uniform Belt with Scout Buckle (web or leather)
- Naish “Staff” T-Shirts
- Naish “Staff” Neckerchief and Scout Honor Program Adornments (Arrow and Claws) - optional
- Uniform or Matching Solid Colored Socks (4 to 6 pair)
- Scout Hat - optional
- Casual Shoes or Hiking Boots (closed toe)
- Underwear
- Sleepwear
- Bedding (sheets, pillow, blanket. *NOTE:* Staff Cabins feature twin-sized beds.)
- Rain Gear / Sunscreen / Non-Aerosol Bug Repellent
- Swimsuit (trunks for males & one piece for females)
- Work Clothes / Work Gloves
- Personal Toilet Articles
- Hand Sanitizer, Clorox Wipes, Cleaning Materials, optional Facemasks
- Pens and Pencils, Paper or Notebook
- Water Bottle / Cup
- Flashlight / Lamp
- Small Rug
- Sewing Kit
- Sunglasses
- Fan (box fans work great in the windows to circulate air)
- Camp Chair
- Watch or Clock

SPECIAL REQUESTS FOR TIME OFF

Employee requests for time off will be accepted during your interview and considered and decided upon in a timely manner. Whether or not these are granted will depend primarily upon the scheduled operation of the camp and its current available manpower status**. All time off requests should be submitted prior to Staff Week (see appendix for time off form).** All time off is unpaid. Special arrangements may be made through the Reservation/Camp Director for leave without pay and time off for emergencies, and trips to Philmont, Bartle, National Jamboree, NOAC, etc.

Staff members must check out before leaving and check in upon returning to camp with the Camp Director or Designee. Violation of this rule may result in, but is not limited to, a loss of additional time off request privilege. A second violation may result in the termination of employment at the discretion of the Camp Director or Reservation Director. In addition to checking in and out with the appropriate people, staff members are to also log in and out of camp using the camp staff arrival and departure process in the camp office.

Time missed during the camp staff season will count against paid staff for earning OA and/or Micosay Staff Coups.

Time off requests are due by May 1. Late requests may be granted by leadership on a case-by-case basis but not guaranteed. Confirm time off request approval status before making plans.

Open Door and Non-Harassment Policy

Open Door Policy
The Heart of America Council and the Theodore Naish Scout Reservation is 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 the area director or Program/Camp Director, he or she may discuss it with the Reservation Director or Scout Executive.

Employees may bring issues to the Camp Director, Reservation 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.

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Heart of America 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, 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 Heart of America Council and Theodore Naish Scout Reservation 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.
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, gender, sex, sexual orientation, 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 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 director, the employee should report to the Program or Camp Director.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees and Peer to Peer Abuse on-line trainings.

RULES AND REGULATIONS

We are an example in the lives of the young men and women that participate in the programs our camp has to offer. Remember that as a Scout, and now as a camp staff member, you are expected to live the Scout Oath and Law, and conduct yourselves in an exemplary manner, on or off the reservation, in or out of uniform.
Examples of unacceptable violations of this code of conduct include, but are not limited to, the following:

- Violation of the law, including traffic violations
- Gross misconduct or conduct not conforming to the Scout Oath and Law
- Fighting, insubordination, and/or willful damage to Boy Scouts of America property
- Soliciting funds, the sale of property, or the use of HOAC facilities for personal gain
- Knowingly receiving personal packages or shipment orders with non-Scout appropriate materials
- Possessing, selling, or being under the influence of alcoholic beverages on the reservation or in uniform anywhere
- Possessing, selling or using unprescribed drugs, or misusing prescribed medication
- Stealing or having unreported knowledge of a theft that occurred
- Possessing or having unreported knowledge of someone possessing protected birds of prey parts, feathers, or claws at camp
- Unauthorized use, or the duplication, of camp keys
- Leaving the reservation without the approval of the Reservation Director, Camp Director, Program Director, or Ranger
- The possession or use of fireworks by seasonal staff members at camp is prohibited
- Misuse of the reservation radio system
- Using profane language
- Showing up late to your program area or not being at the program
- Bullying or hazing whether direct or indirect, in person or via social media

Violation of any of the above rules can result in immediate dismissal. Negligence regarding any of the following items may result in the termination of your contract. All violations will be noted in the individual personnel files. **All above rules and regulations remain in place while you are on an approved Scout outing.**

ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES

The use and possession of controlled substances or alcohol on the reservation is prohibited. Persons found in violation of this rule, will be requested to leave the reservation and discharged from the staff. Possession of controlled substances on the reservation is a violation of Boy Scouts of America policies and state law. Possession of alcohol on the reservation is a violation of Boy Scouts of America policies, for all staff members, and state law, for most staff members. Use of them by a staff member could make that person subject to criminal prosecution.

USE OF TOBACCO: Smoking (including e-cigarettes) or chewing tobacco is **NOT** allowed for any member of the summer camp staff under 21 years of age. Smoking (including e-cigarettes) or chewing tobacco by any employee under 21 will result in a notation in an employee's personnel file and could result in termination. Use of tobacco in program areas is prohibited. Adult staff members agree to smoke (including e-cigarettes) or chew only in **designated** areas and not in front of those under 21 years of age, and not in any buildings. Camp Council Rings and their surrounding areas as well as trails and campsites are also considered to be program areas.

Zero Tolerance Policy

The following list of items are grounds for immediate termination and is not contestable.

1. Possession or usage of alcoholic beverages on the reservation or providing/assisting under-age staff obtain alcohol.
2. Possession, sales, or use of non-prescribed drugs such as narcotics, marijuana, or inhalants and/or misuse of prescribed drugs.
3. Theft of any kind.
4. Blatant violations of the BSA's Youth Protection Policies and Guidelines.

Discipline Policy

The Theodore Naish Scout Reservation relies on the Camp Director's good judgment in handling most minor infractions. It is important that the manager immediately address infractions, no matter how minor, before bad habits are created. This is especially important when it comes to wearing the proper uniform, tardiness, and improper conduct, for example. Left unaddressed, these "minor" problems will quickly become major. The current Staff Guide lists specifically what the Theodore Naish Scout Reservation has determined as unacceptable practices or behavior.

Verbal Warning

When a Program/Camp Director deems that stronger measures are in order, he/she should take the staff member aside and give them a "verbal" warning. This should include explaining what the staff member is doing wrong, what is expected, and the potential consequences if the behavior does not change. The Program/Camp Director might then ask if there is anything he/she can do to help the staff member take the corrective action necessary. The Program/Camp Director should then document the "verbal" warning on the Record of Notice of Staff Disciplinary Action form. The Camp Director will then forward the form to the Reservation Director to be placed in the staff member's personnel file. In most cases, a verbal warning is kept in the staff member's personnel file through the end of the season and then discarded unless further disciplinary action is taken.

Written Warning
If infractions or unacceptable behavior continue after the issue of a "verbal" warning, the Program/Camp Director should again take the staff member aside and issue a "written" warning. This will take much the same format as the "verbal" warning: explaining what the staff member is doing wrong, what is expected, and the potential consequences if the behavior does not change. The Notice of Staff Disciplinary Action form is again completed to document the warning. The employee is given a chance to document his/her side of the issue by completing the "Employee Statement" and then to sign the report. The report should then be forwarded to the Reservation Headquarters to be placed in the staff member's personnel file.

Prior to issuing a written warning, the Camp Director should consult with his/her direct line supervisor for guidance and approval. In some cases, it may also be appropriate for the Reservation Director to be included in the meeting with the employee. Camp Directors may choose, in some instances, to issue second or third written warnings based upon their judgment. Care should be taken not to trivialize the process by either overreacting to petty problems or issuing excessive reports. In many cases, continued unacceptable behavior after a "verbal" and "written" warning will result in the employee's dismissal.

Termination
The Theodore Naish Scout Reservation's "last resort" in dealing with misconduct or unacceptable behavior is the dismissal of the offending employee. Dismissal of an employee will only be done by the Camp Director and the Reservation Director and/or their designee. Camp Director's may "suspend" an employee pending further investigation (by an administrator) of a suspected offense or action. In this case, it is important to communicate details of the suspension immediately to the appropriate administrator. Actions that violate the Theodore Naish Scout Reservation's "Zero Tolerance" policy will result in immediate termination. Additionally, violations listed on pages 17-18 of the Staff Guide, or the Staff Code of Conduct may also result in an employee's dismissal based upon circumstances. Again, Camp Director's should suspend the offending employee and immediately notify the appropriate administrator.

Resignation or Termination Policy

Should a staffer choose to terminate their contract and depart the Theodore Naish Scout Reservation through a voluntary departure there will be "no" action taken against them. They may be considered for re-hire in the future. They may return to the reservation in good standing for the remainder of the camping season.

Staffer departs staff due to a "serious violation of reservation or BSA policy the following steps will be taken.

1. 15-17 years of age (14 years of age for CITs): upon the decision that the staff member is to be terminated the Camp Director will immediately contact the staff members legal guardian and inform them as to the cause for dismissal and request that they respond to the reservation and pick the individual up at the appropriate camp headquarters building.
    A. The Camp Director will have all paperwork completed regarding the termination and collect the Theodore Naish Scout Reservation identification badge.
    B. The Camp Director will inform the former staffer that due to their termination they may not return to the reservation as a camper for the remainder of the camping session.
    C. The former staffer will gather all their personal effects/property and will be escorted by members of the Camp Leadership or Commissioner Staff to the appropriate camp headquarters building. They will remain at the headquarters building until the responsible party arrives and takes custody. If after normal working hours the commissioners may be required to stay with the former staffer until the arrival of the responding party.

2. 18 years of age or older: Upon the decision that the staff member is to be terminated the camp director will complete the required paperwork and inform the former staffer that they must depart the reservation immediately.

3. We will not make a determination to terminate anyone if there is not enough time for the person to drive home in the daylight. We will use a standard operating procedure that lets camp administration know that when a situation arises where a termination is likely they will slow the process so that the individual will spend their last night on the reservation under supervision and the punishment or termination will take place the next morning.
    A. The camp director shall collect the former staffers identification badge.
    B. The camp director will inform the former staffer that due to their termination they may not return to the reservation as a camper for the remainder of the camping session.
    C. Being terminated will affect future camp staff employment opportunities.

Negligence in any of the following items may result in the termination of your contract**. All violations will be noted in the individual's personnel file.**

DISCIPLINE PROCEDURES

In most cases, the discipline procedure of the Theodore Naish Scout Reservation takes place in three stages. On the first occasion when a staff member commits some act requiring discipline, the staff member is counseled. The session may include any combination of the following: the Camp Director, the Program Director, the staff member and the staff member's area director. The session is a counseling session which covers how exactly a rule or policy was broken and how to avoid infractions in the future. On a second infraction, a similar counseling session occurs. If a staff member commits a third infraction of the rules, then the staff member's employment is terminated. All sessions are documented by a written report signed by the Camp Director and staff member. These reports are then placed in the Staff members individual personnel files.

If a staff member commits a gross violation of the rules or policies of the camp, or threatens the health of themselves or others, their employment can be terminated immediately, without following the entire three-step write-up procedure.

YOUTH PROTECTION

Every camp staff member is a state mandated reporter of suspected child abuse, whether or not the abuse occurs at camp. Under state law, it **must** be reported in the manner prescribed. Under camp policy, the report is to be made **only** to your Camp Director or the Reservation Director. Once the report has been made, the staff person should avoid any further dealing with the situation unless requested to do so by the Camp Director or Reservation Director. **Under no circumstances should you attempt to investigate any alleged incident. It is extremely important that you not discuss any suspected or known abuse that you have reported with any camper, leader, or fellow staff member. The staff member's protection from being revealed as the source of the report is negated if the staff person himself discusses the matter with other people**.

Abuse can be physical, emotional, sexual, or consist of hazing or harassment. If you have a question as to whether or not abuse has occurred, you should make the report. Under the law, it is not the duty of the staff member to determine whether or not abuse has occurred or investigate any suspected abuse. Your only duty is to make a report of known or suspected abuse.

HEALTH AND SAFETY

1. **Health and Medical Form:** All staff members are required to submit a **current Annual Health and Medical Record (Parts A,B & C)**, signed by a physician (M.D. or D.O.) within a year of the last day of the current camping season. Parent or legal guardian's signature is also required for staff under age 18. A paper copy should be brought to camp.

2. **Good Physical Condition:** Staff members face a variety of demands throughout the summer. You need to keep yourself physically fit and alert to be effective as a staff member. Regular exercise is encouraged, and proper diet and rest are required to meet the demands of summer camp.

3. **Policy & Procedures Regarding Camp Injuries/ Illness and Applicable Insurance:** All injuries or illnesses should be reported to the Health Officer. Workman's Compensation Insurance covers all camp staff injuries that occur on the job (performing assigned duties). All work-related accidents should be reported to the Reservation Director immediately who will, with your help, complete a claim form within 10 days. In accordance with state law, as much detail as possible should be included on the claim form. The Council then files the claim forms on your behalf.
   All camp staff on the job injuries are covered by the Council's accident insurance policy with HSR Insurance Company. Please refer to HSR Insurance policy for more details.

   Youth and adult camper injuries during camp are partially covered by the Council's accident insurance policy with HSR Insurance Company. The individual must file these claims. A copy of every medical report on every accident that requires medical attention will be sent to the Council Service Center.

   Visitors or campers **not** registered with the Heart of America Council are not covered. **They must provide their own insurance**. ***PLEASE NOTE:*** Camp staff must avoid saying to any injured person that: *"The Boy Scouts will pay for it."* This misleads people, since it is only partially true.

4. **Hazardous Material/ Right to Know Policy:** The OSHA Hazard Communication Standard and our Company's Hazardous Communication Program are designed to inform all of our employees about the chemical hazards that are present in our facility. As a staff member, you will receive an orientation on the proper use of all chemicals, including cleaning supplies, disinfectants or other products related to your job. There will be a review of the Material Safety Data Sheets (MSDS).

5. **Emergency Procedures:** Emergency plans will be covered in detail during your camp staff training. In the event of any type of emergency, each staff member will be expected to follow the orders immediately. All camp staff members will be assigned emergency duties during staff week and training sessions will be held.

   Your full cooperation is necessary. **In the event of an emergency, the understanding of your particular job may control it. Caution campers and instruct them in the proper methods for building campfires and cooking fires. You are responsible for safety. Make sure you handle issues that could cause harm to leaders or Scouts when you see them.** Radios, keys, and other emergency equipment will be temporarily issued to certain staff members for use in drills and emergencies. These are serious events and need to be taken seriously. The equipment used for them, including but not limited to radios, must be treated properly and maintained in good working order. Using this equipment in a playful manner or loss can result in immediate termination

PROGRAM AREA DIRECTOR JOB OVERVIEW

REPORTS TO: Counselor reports to Director, Director reports to Program Director

RESPONSIBILITIES

A. **Program Knowledge**: Knowledge of merit badges or associated skill techniques (i.e. canoeing strokes, marksmanship, fire building and other fieldcraft, etc.). Director's domain knowledge is important to every area's success.

B. **Staff Training:** Conduct formal and informal staff training as required. Participate in numerous sessions to ensure that the program is being carried out as planned. Evaluate instructors regularly, including a formal mid-summer and season end review; and work with them individually to ensure that they are making the best possible contribution to the program.

C. **Program Promotion:** Use every means possible to see that all Scouts and leaders are kept fully informed of all program features and be available to discuss the program with leaders in accordance with printed troop and pack leader guidebooks.

D. **Advancement/Merit Badge Enrollment:** Balance advancement and merit badge groups to ensure an equal workload for all instructors. Limit enrollment when required to prevent overcrowded instructional groups. Ensure that all campers receive the help they need to complete a merit badge. Provide program Instruction as needed.

E. **Creativity:** This is a quality of all good counselors or directors. Continually look for ways to improve the program and always pass such ideas on to the Program Director, as appropriate, so these ideas get implemented throughout camp.

F. **Supplies & Equipment:** You are responsible for taking the opening and closing inventories in your area, and for requisitioning needed materials through the Program Director and Business Manager. Anticipate needs well in advance and prevent wasteful use of all materials.

G. **Records:** You need to see that accurate advancement records are kept and completed every merit badge or adventure offered in your program area. Complete counselor/instructor staff final evaluation outlines.

H. **Mentor:** Help your staff grow through the summer. Ensure that the torch is passed on for the future of the Naish Scout Reservation.

I. **Discipline:** You are directly responsible for the actions of your staff.

J. **Close-out Report:** You are responsible for writing and submitting a close out report for your area at the end of the summer, including recommendations of programs to continue, add, eliminate; potential staff in the future; and potential supply needs in the future.

K. Perform all other duties as assigned by the Program Director or Camp Director.

COUNSELOR / INSTRUCTOR JOB OVERVIEW

REPORTS TO: Program Area Director

RESPONSIBILITIES:

A. Participate in the staff week training.

B. Develop a thorough knowledge of their particular subject area.

C. Develop a complete set of notes, visual aids, and reference materials as needed to teach effectively.

D. Assist Scouts in obtaining the maximum benefit from the program area.

E. Participate and assist in all patrol activities and camp-wide activities as assigned.

F. Keep your focus on your campers and the ongoing activity: keep your phone put away in program areas and when you are in view of campers.

G. As a staff member, do your part for the character-building process in Scouting and constantly be aware of the example you're setting for the campers.

H. Perform all duties involving campfires, Dining Hall programs and Lodge activities as assigned.

I. Follow the camp approved syllabus of instruction.

J. Be at your assigned place on time and prepared to begin activity.

HOW TO MAKE YOUR PROGRAM AREA POPULAR

We all want our program area to be popular with the campers. This can be accomplished by following these eight simple steps:

- Provide and maintain good facilities and equipment for demonstration and training. Keep things neat and orderly.
- Know your subject and be able to teach it in an interesting manner.
- Make it fun with games and activities. Games are great for teaching. "Learning by doing" is the only way you will hold a Scout's attention.
- Be enthusiastic in your job. Show that you really enjoy your area and its activities. Be involved in your area.
- Use established camp traditions to enhance your program.
- Use contests, competition, and games to spark interest.
- Take your activities to the Scouts. Announcements in the Dining Hall, posters and signs used in the Dining Hall, at other areas, at the trading post are all ways of attracting Scouts to your area. ***PROMOTE!!***
- Seek help from other knowledgeable people.

BEING A CAMP COMMISSIONER

Campsite Commissioner Information and Responsibilities

1. **Campsite Commissioner Staff Check-In:**
   - Arrive on the first day of the session(s) on which you are assigned.
     - Central Camp: Arrive between 8:00 – 9:00 AM on the day your session begins. The first meal will be a 10:00 AM brunch that morning of arrival day.
     - Cub World: Arrive by 8:00 AM on the day your session begins. The first meal will be a 10:45 AM lunch with the campers on arrival day. You are welcome to arrive the evening prior to your session, with approval by the Camp Director, however no meal will be served until the following morning.
   - Do not plan on coming early.
   - Parking is available in the staff parking area of your respective camp.
   - You must have your paperwork (includes health form and online forms & training) completed and with you when you arrive, if they have not already been turned in.
   - Commissioners are expected to stay until all units are checked out or released by the Camp Director or Reservation/Lead Commissioner.

2. **Campsite Commissioner Housing:** Commissioners are housed in tents on platforms. Central Camp Commissioners are housed behind the Commissioners Cabin. Electricity is available in Central Camp. Cub World Commissioners are housed in tents in one of the four Cub World campsites. Electricity is not available in Cub World.
   Reasonable wear and tear on equipment is expected. Please be prudent in the use of your tent. Please report any damage to the Naish Maintenance Staff.

   The following applies to Campsite Commissioner Areas:
   - Taps should be observed at 10:00 PM. Turn off overhead lights, radios, stereos, etc. after Taps in consideration of those in the area who may want to sleep.
   - Area rugs are permitted but must be removed at the end of the session. Anything you bring, you take home!
   - For security reasons, leave valuable items or “collectibles” at home. The Heart of America Council is not responsible for lost or stolen items.
   - You are responsible for keeping your sleeping area neat and clean.
   - In Central Camp, shower and toilet facilities are available in the Commissioner Cabin along with a small refrigerator and Wi-Fi.
   - In Cub World, shower and toilet facilities are available in the Cub World Shower House.

3. **Campsite Commissioner Uniform:** Campsite commissioners will wear an Activity Uniform (Class B) while working; this consists of a camp staff t-shirt and BSA Scout Shorts. During flags and other special occasions throughout your time at camp, you may be asked to wear your Field Uniform (Class A). You should also have rain gear, a good flashlight with spare batteries and a water bottle. We encourage wearing honor program (MOS/OA) adornments throughout your entire time at camp as a commissioner.

4. **Campsite Commissioner Time Off During Camp Session:** During the session, the commissioner's full time is at the disposal of the Camp Director or Reservation/Lead Commissioner. Each day presents certain opportunities for personal time. When leaving your camp for another location let your Camp Director or Reservation/Lead Commissioner know. Go to the Camp Office to check-out and check-in when you return.

5. **Campsite Commissioner Service During Camp:** Visit units on a daily basis to convey information or field questions. Methods will vary for making these contacts. Central Camp commissioners should do at least one hour of unit visits in the morning and one hour in the afternoon unless otherwise assigned.

   Here are some best practices:
   - Scouts BSA Camp: Campsite visits to unit leaders
   - Webelos Camp: Visits to unit leaders in the program areas
   - Bear/Wolf/Tiger Camp: Campsites visits in the evening and program area visits during program times.

   Cub World Commissioners are to help with campsite inspections at the end of each camp session. Each tent is inspected individually rather than by pack.

   Your number one job is to see that every Scout and Scouter at Naish will have a great Scouting experience. Be the eyes and ears of the Camp Director. Try to solve problems when you see them. If you cannot solve them on the spot, be positive and take action to correct them or avoid them in the future.

   On occasion, campers will need to check-out and/or check-in during evening hours (10:00 PM – 7:00 AM). In Central Camp, it is the job of the Commissioner Staff to process check-outs and check-ins during these hours. The Office Staff will bring you the sign-out and sign-in clipboard to hold overnight. Use this form for campers to complete if they are leaving and/or coming in during those hours. Assist those individuals leaving camp to exit the gate as well as assist those coming into camp with the gate to let them in and getting checked back in to camp before joining their Unit. Office Staff will pick-up the clipboard from you each morning. If you have detailed questions about the check-out and check-in procedures, refer to the Office Staff for answers.

6. **Supporting Unit Check-In:**
   PRIMARY FUNCTION: Provide helpful assistance to units moving into camp on arrival day.
   - Provide a friendly greeting and direct units to correct parking areas.
   - Help to ensure vehicles are parked correctly.
   - Direct unit leadership toward completion of check-in procedures and help where needed after parking responsibilities are complete:
     - Campsite inspection
     - Roster turned-in / Health rechecks
     - Swim tests
   - Be alert to unit concerns. Work with the Camp Director to handle problems, look for ways to ease the unit's assimilation into camp, report any situations to Reservation/Lead Commissioner.

7. **Supporting Dining Hall Supervision:**
PRIMARY FUNCTION: Coordination of Dining Hall Set-Up and Clean-up.
Coordinated by the Lead Commissioner under the direction of the Dining Hall Director (Central Camp) or Program Director (Cub World)

MAJOR DUTIES AND RESPONSIBILITIES:

- Central Camp
  - Provide helpful supervision of camper KP's for set-up before the meals and clean-up after dismissal.
  - Inspect KPs for clean hands & appropriate attire as they arrive at the Dining Hall.
  - If a KP fails to show or "skips out" without completing tasks, inform unit leadership so that a replacement can be secured.
  - Check for wristbands, staff ID badges, hand sanitizer, and appropriate clothing.
  - Direct traffic around congested areas, particularly the garbage cans, silverware trays, and serving counters.
  - Ensure that tables and floors are clean prior to KP dismissal by commissioners or Dining Hall staff.
- Cub World
  - Provide supervision and help in food distribution.
  - See to it that portion control is in effect.
  - Aid in the clean-up after each meal.
  - Check for wristbands, staff ID badges, hand sanitizer, and appropriate clothing.

8. **Supporting Emergency Procedures (EP):**
PRIMARY FUNCTION: Act as Emergency Support Team to ensure safety of all individuals on Reservation.
Coordinated by the Reservation Director and Reservation Ranger. This will always be a reservation-wide function. Follow any specific directions given by the Reservation Director or Reservation Ranger.

- Be familiar with emergency procedures and evacuation locations. Know what to do and when to do it.
- BE VIGILANT to needs in camp. Keep a watchful eye at all times. Watch for wristbands on legitimate campers or ID cards on staff. Courteously determine why those without proper credentials are in camp and assist them to be identified and conduct their authorized business.
- Control Traffic during emergencies which may include opening locked gates for emergency vehicles.
- Direct campers toward safe areas.
- Maintain a presence at the Commissioner area at all times for communication in emergencies.
- Know the Storm Shelter Procedures. All Staff will be assigned to a specific storm shelter to use in the event of severe weather. Naish Scouts BSA and Webelos/AOL Commissioners will go to Kiowa campsite shelter. Bear & Wolf Commissioners go to the Cub World shelter.

Nighttime Medical Emergencies:

- ***Illness:*** Go with the Scout and leader to the Health Lodge. Stay there until it is determined if the sick individual will return to their camp or check out. If check out is needed, aid in that process.
- ***Injury:*** If the injured party is mobile go to the medical lodge and follow the same as an illness. If the injured party cannot be moved contact the Health Officer, Ranger **and** Reservation Director. Stay with the reporting party until released by the Ranger or Reservation Director.

9. **Problem Solving:** Whenever people live and work together, misunderstandings and problems are bound to arise. You are encouraged to share concerns with your Camp Director so that conflicts may be resolved. The most enjoyable and productive atmosphere to live and work in is one free of conflict. To help solve problems at work, talk with your Camp Director. If a problem is staff related, talk with your Camp Director.

10. **Scout Spirit:** Staff members are employed to serve campers and their leaders - to make sure that the camping experience is at least equal to their high expectations. Being a staff member means being ready to assist willingly, whenever and wherever needed.

    Naish campers deserve your best! Each staff member should constantly strive for excellence. Good staff members learn by doing and strive to learn how they can do better as the summer progresses. Each camper expects the same top-notch experience as the rest, and it is up to the Naish Staff to see that they get it.

    The ideals of Scouting come to life in the Naish environment. Exemplifying those ideals in your dealings with campers and staff members is one of the best things you can do this summer. Your Scouting spirit will rub off on others. Your example will make the difference.

11. **Suggestions / Innovations:** The campers need the benefit of all your abilities and insights. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience for others. If you see ways that the Naish operations can be improved or a more efficient way something can be done, by all means make the suggestion in writing to your Camp Director.

Maintenance Commissioner Information and Responsibilities

1. **Maintenance Commissioner Staff Check-In:**
    - Maintenance commissioners should plan on arriving and checking into camp between 8:00 – 9:00 AM on the day their session begins. Check-in at the Camp Office upon arrival.
    - Parking is available either at the maintenance shop lot or the staff parking area.
    - The first meal in the Dining Hall will be 10:00 AM brunch on check in day.
    - You must have your paperwork (current health form and all online forms/trainings) completed and with you when you arrive.

2. **Maintenance Commissioner Housing:** Commissioners will be housed either in the Dog House or in tents on platforms behind the Maintenance Barn. These beds have mattresses, but it would be wise to bring a mattress pad with you, along with either a sleeping bag or sheets and a blanket.
    Bring other amenities as needed; electricity is available in this area. The following applies to Maintenance Commissioner areas:
    - Taps should be observed at 10:00 PM. Turn off overhead lights, radios, stereos, etc. after Taps in consideration of those in the area who may want to sleep.
    - Area rugs are permitted but must be removed at the end of the session. Anything you bring, you take home!
    - For security reasons, leave valuable items or "collectibles" at home. The Heart of America Council is not responsible for lost or stolen items.
    - You are responsible for keeping your sleeping area neat and clean.
    - Shower and toilet facilities are available in the shop along with a refrigerator, and Wi-Fi.

3. **Maintenance Commissioner Uniform:** Maintenance commissioners will wear a class B uniform while working; this consists of a camp staff tee shirt and either blue jeans or shorts with a belt. Make sure you have a pair of blue jeans as they may be required to complete some of the work. You should also have rain gear, a good flashlight with spare batteries and a water bottle. We discourage wearing beads/coups while working for safety purposes but do encourage you to wear them to meals and during off time.

4. **Maintenance Commissioner Time Off During Camp Session:** Maintenance commissioners will normally work from after breakfast until supper time. Some evening work may be required depending upon the work order load. Work hours may also be adjusted due to weather; early morning starts if hot temperatures. Work will be available for those individuals that want to complete some work during the evening hours. Please notify Ranger if you need/want to leave Reservation so we are aware of who is available in case of emergency. Emergencies happen at all hours of the day or night and Maintenance Commissioners are expected to support. You may have to manage gates or escort Police/Fire/EMS from gates to the scene of the emergency.

5. **Maintenance Commissioner Service During Camp:**
    - Support Ranger and Reservation Maintenance Staff as requested
    - Enter work orders into system with Web link
    - Complete work orders as assigned and provide information to close work orders
    - Work with Reservation Ranger/Reservation Maintenance Staff to ensure tools and materials are ordered and available for work orders and projects
    - Assist with Camp Honor Program workdays
    - Secure area/report health and safety issues to Reservation Maintenance Staff
    - Support emergency operation plan task
    - Unlock FEMA shelters assigned as directed
    - Complete inspection sheet each time you lock the FEMA shelters
    - Clean shop, kitchen, restroom
    - Pick up any supplies that are needed
    - Fuel and check fluids on carts/ equipment each day and maintain logs for each
    - Cut grass, weed eat, chainsaw as assigned
    - Maintain qualifications on equipment, assist with training of non-qualified volunteers, and continue your own qualifications
    - Other Duties as assigned

6. **Dining Hall:** Meals are provided in the Dining Hall with the campers. Seating will be with the campsite commissioners or staff. First choice is with the commissioners and then with staff where space is available. There will be times when you may be required to work through a meal, if that is the case food will be available at the Maintenance Barn.

7. **Supporting Emergency Procedures (EP):**
   PRIMARY FUNCTION: Act as Emergency Support Team to ensure safety of all individuals on Reservation.
   Coordinated by the Reservation Director and Reservation Ranger. This will always be a reservation-wide function. Follow any specific directions given by the Reservation Director or Reservation Ranger.

   - EP instruction will be held during campsite check-in on the first day of each camp session; the maintenance commissioners are responsible to unlock all storm shelters prior to camper's arrival and check in.
   - In case of bad weather and EP is declared the maintenance commissioner's first responsibility is to unlock all storm shelters when instructed to do so by the Reservation Ranger or Reservation Director.
   - In preparation for bad weather, the maintenance team will move the chainsaws, fuel and chain oil, and safety equipment into the maintenance bay (or vehicles), after unlocking shelters. All saws will be checked to ensure they are ready to operate.
   - Stand by in the maintenance shop with raincoat and flashlight for further instructions.
   - Once an "all clear" has been declared the storm shelter will be checked and relocked.
   - Every time the storm shelters are locked, the storm shelter checklist will be completed and turned in at the Ranger's office.

8. **Problem Solving:** Whenever people live and work together, misunderstandings and problems are bound to arise. You are encouraged to share concerns with your Reservation Ranger so that conflicts may be resolved. The most enjoyable and productive atmosphere to live and work in is one free of conflict. To help solve problems at work, talk with your Reservation Ranger. If a problem is staff related, talk with the Reservation Director or Camp Director.

9. **Scouting Spirit:** Staff members are employed to serve campers and their leaders - to make sure that the camping experience is at least equal to their high expectations. Being a staff member means being ready to assist willingly, whenever and wherever needed. Naish campers deserve your best! Each staff member should constantly strive for excellence. Good staff members learn by doing and strive to learn how they can do better as the summer progresses. Each camper expects the same top-notch experience as the rest, and it is up to the Naish staff to see that they get it. The ideals of Scouting come to life in the Naish environment. Exemplifying those ideals in your dealings with campers and staff members is one of the best things you can do this summer. Your Scouting spirit will rub off on others. Your example will make the difference.

10. **Suggestions/Innovations:** The campers need the benefit of all your abilities and insights. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the camp experience for others. If you see ways that the Naish operations can be improved or a more efficient way something can be done, by all means make the suggestion in writing to your Reservation Ranger.

FOR ALL CAMPSITE & MAINTENANCE COMMISSIONERS:

Remember to have fun! This is an important job that you have while you are at camp this summer, and it's one which you are volunteering your time to do. We appreciate your willingness to do what is asked of you simply out of your desire to help make camp a great experience!

While there may be a few times at camp that aren't as bright as others, there will be many more times that are positive and rewarding that will allow you to have fun!

THEODORE NAISH SCOUT RESERVATION
EMERGENCY PROCEDURES

EMERGENCY CONTACT

- The Central Camp and Cub World Office telephones are for emergencies only.
- The telephone number is 913-422-1035, answered 24 hours a day.

SEVERE WEATHER

- When severe or inclement weather is forecast, the Camp Leadership will monitor weather bulletins on the radio and weather radar screens.
- Be prepared if weather expected overnight where you could be woken up for EP.
- If a warning is issued, the Camp Leadership will give the order to initiate appropriate safety measures to campers and staff.
- Campsite Hosts will be sent to campsites.
- Campsite Hosts will move units to campsite storm shelters as directed by the Camp Leadership or if the storm sirens are sounded.
- Campsite Hosts / leaders will take roll and report to the Camp Leadership.
- Unit Leaders will take their units emergency contact information with them to the shelters.
- The Camp Leadership will monitor storm progress and give the “ALL CLEAR” when appropriate.

FIRE PROTECTION

- In case of fire, notify the Camp Staff immediately.
- Do not attempt to fight any fires yourself.
- Move all campers to a safe area, away from fire.

HEAT ALERT

- Heat alert will be called by the Camp Leadership.
- Reservation Office will announce Heat Alert over the Public Address (P. A.) & message systems.
- Increase water consumption.
- Decrease or shut down sales of soda.

HEAT ALERT CODES FOR ALL HOAC CAMPS

CODE	HEAT INDEX	ACTION
HEAT ALERT 1	90 – 105 Degrees	Reduce action in the sun. Increase water intake.
HEAT ALERT 2	105 – 130 Degrees	Immediately and sharply reduce activity. Increase water intake (1 quart per hour). Be aware of probable sun/heat stroke, heat cramps and heat exhaustion. Seek shade.
HEAT ALERT 3	130+ Degrees	Take immediate action to stop activity. Seek cool areas and increase water intake (2 quarts per hour). Monitor Scouts for heat/ sun stroke.

Soft drinks or coffee do not replace water. They react differently within the body.
Age increases the probability of heat injury.

INTRUDER

- Camp Leadership will order and announce “lockdown with intruder.”
- Main Gate and Cub World Gates will be closed, locked and monitored by an assigned Commissioner.
- No one is allowed to enter or leave the reservation without the permission of the Camp Leadership.
- Camp Leadership will call the police if necessary.
- Camp Staff will immediately direct all Scouts and leaders into the nearest secured area. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to the evacuation area.
- Secure interior doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- Move Scouts and leaders at camp sites to secure evacuation areas as designated.
- Camp Leadership will announce “all clear.”
- After “all clear” staff will account for all Scouts and leaders before resuming activities.

INSECT BITES

- Wear light colored clothing to make it easier to spot ticks.
- Conduct frequent and thorough "tick checks."
- Finding and removing ticks quickly is important. Ticks do NOT need to be taken to the Health Lodge.
- Wear insect repellents that help repel ticks

Theodore Naish Scout Reservation

2026 Camp Schedule

SUN MAY 24	MON MAY 25	TUE MAY 26	WED MAY 27	THURS MAY 28	FRI MAY 39	SAT MAY 30
						STAFF WEEK
SUN MAY 31	**MON JUNE 1**	**TUE JUNE 2**	**WED JUNE 3**	**THURS JUNE 4**	**FRI JUNE 5**	**SAT JUNE 6**
STAFF WEEK	STAFF WEEK	STAFF WEEK	STAFF WEEK	STAFF WEEK	STAFF WEEK	STAFF WEEK
SUN JUNE 7	**MON JUNE 8**	**TUE JUNE 9**	**WED JUNE 10**	**THURS JUNE 11**	**FRI JUNE 12**	**SAT JUNE 13**
SCOUTS BSA DAY 1	SCOUTS BSA DAY 2	SCOUTS BSA DAY 3	SCOUTS BSA DAY 4	SCOUTS BSA DAY 5	SCOUTS BSA DAY 6	SCOUTS BSA DAY 7
TIGER CAMP SESSION 1 DAY 1	TIGER CAMP SESSION 1 DAY 2	TIGER CAMP SESSION 2 DAY 1	TIGER CAMP SESSION 2 DAY 2	TIGER CAMP SESSION 3 DAY 1	TIGER CAMP SESSION 1 DAY 2	CENTENNIAL CELEBRATION
SUN JUNE 14	**MON JUNE 15**	**TUE JUNE 16**	**WED JUNE 17**	**THURS JUNE 18**	**FRI JUNE 19**	**SAT JUNE 20**
WEBELOS TRANSITION	WEBELOS TRANSITION	WEBELOS TRANSITION	WEBELOS TRANSITION	11 pam WEBELOS SESSION 1 DAY 1	WEBELOS SESSION 1 DAY 2	WEBELOS SESSION 1 DAY 3
9am BEAR SESSION 1 DAY 1	BEAR SESSION 1 DAY 2			9am BEAR SESSION 2 DAY 1	BEAR SESSION 2 DAY 2	
		9am WOLF SESSION 1 DAY 1	WOLF SESSION 1 DAY 2			
SUN JUNE 21	**MON JUNE 22**	**TUE JUNE 23**	**WED JUNE 24**	**THURS JUNE 25**	**FRI JUNE 26**	**SAT JUNE 27**
11am WEBELOS SESSION 2 DAY 1	WEBELOS SESSION 2 DAY 2	WEBELOS SESSION 2 DAY 3		11 am WEBELOS SESSION 3 DAY 1	WEBELOS SESSION 3 DAY 2	WEBELOS SESSION 3 DAY 3
9am BEAR SESSION 3 DAY 1	BEAR SESSION 3 DAY 2			9am BEAR SESSION 4 DAY 1	BEAR SESSION 4 DAY 2	
		9am WOLF SESSION 2 DAY 1	WOLF SESSION 2 DAY 2			
SUN JUNE 28	**MON JUNE 29**	**TUE JUNE 30**	**WED JULY 1**	**THURS JULY 2**	**FRI JULY 3**	**SAT JULY 4**
11 am WEBELOS SESSION 4 DAY 1	WEBELOS SESSION 4 DAY 2	WEBELOS SESSION 4 DAY 3	CENTRAL CAMP SHUTDOWN	CENTRAL CAMP SHUTDOWN	CENTRAL CAMP SHUTDOWN	**CAMP CLOSED**
9am BEAR SESSION 5 DAY 1	BEAR SESSION 5 DAY 2					
		9am WOLF SESSION 3 DAY 1	WOLF SESSION 3 DAY 2	9am WOLF SESSION 4 DAY 1	WOLF SESSION 4 DAY 2	
SUN JULY 5	**MON JULY 6**	**TUE JULY 7**	**WED JULY 8**	**THURS JULY 9**	**FRI JULY 10**	**SAT JULY 11**
	CUB WORLD SHUTDOWN	CUB WORLD SHUTDOWN	CUB WORLD SHUTDOWN			
			STAFF BANQUET			
SUN JULY 12	**MON JULY 13**	**TUE JULY 14**	**WED JULY 15**	**THURS JULY 16**	**FRI JULY 17**	**SAT JULY 18**

CAMP NAISH GRACE

Be present at our table Lord,

Be here and everywhere adored,

These Mercies Bless and grant that we,

May feast in paradise with thee… Amen

CAMP NAISH SONG

High above the broad Kaw Valley Stands the camp we love.

‘Midst the elms and tall oak branches,

With God’s sky above.

Here we say that on our honor

We will ever be Loyal Scouts and ever faithful,

Dear Camp Naish to thee.

ORDER OF THE ARROW
SCOUTING'S NATIONAL HONOR SOCIETY

NATIONALLY ACCREDITED
BOY SCOUTS OF AMERICA CAMP