



# H. ROE BARTLE

SCOUT RESERVATION

# 2023

# Commissioner Staff Staff Guide



*Leading By Example*

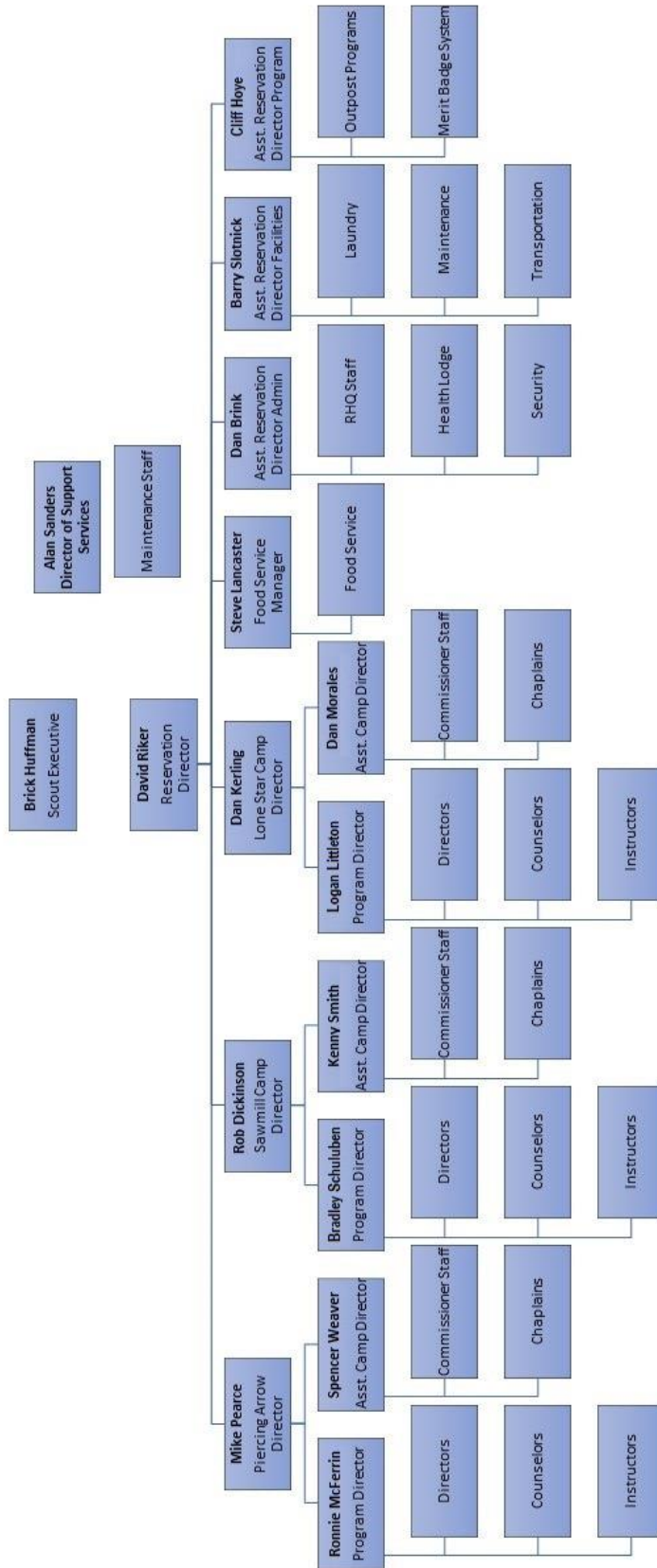


BOY SCOUTS OF AMERICA®  
HEART OF AMERICA COUNCIL

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# Organizational Chart





**BOY SCOUTS OF AMERICA**

Heart of America Council  
10210 Holmes Road  
Kansas City, MO 64131-4212  
816-942-9333  
[www.hoac-bsa.org](http://www.hoac-bsa.org)

Welcome to the 2023 Camp Staff! Yes, that's right; commissioners are members of the Camp Staff. Your session of service is a valuable asset. You bring materials & experience to help further the mission of Scouting's Outdoor Adventure. The extra heads & hands you provide help the season-long staff keep a higher energy level. Your eyes & ears provide a resource that makes faster response to camper & leader needs.

You never know!

...When you have had a bad day and spoken harshly to another or simply ignored a Scout who needed help...how that might affect their image of Scouting.

...When a cheerful hello to a stranger on the trail, might lift someone's spirits in a time of need.

...When a thoughtless act might be repeated by another because a "staffer" did it first.

...When a bit of extra time and a simple kindness might be remembered forever.

As a member of the staff, you are never "off duty" when it comes to setting an example.

You have been chosen as a member of the H. Roe Bartle Scout Reservation Commissioner Camp Staff because we believe that you have the knowledge, skills, and willingness to serve others that is required to make the camp experience a memorable one. As a staff member, your genuine expression of friendship and warmth and your personal example of Scout Spirit will help you succeed in delivering an experience which has become unique to the hills of Osceola.

Reservation Director  
David Riker

# Reservation Information

The H. Roe Bartle Scout Reservation is owned and operated by the Heart of America Council, Boy Scouts of America. Many rich traditions began with the original purchase of several hundred acres in 1930 and continue today as the reservation has grown to encompass over 3,700 acres.

Each summer, over 600 dedicated individuals serve on staff, including:

**Camp Staff** (Lone Star, Piercing Arrow, Sawmill) - Provides valuable instruction and program services within each camp and outposts serving all three camps.

**Reservation Staff** (Mic-O-Say, Reservation Headquarters, Health Lodge) - Provides program and services to the entire reservation.

**Commissioner Staff or Session Staff** - Scouters who volunteer 9 days to support full time Camp Staff and Troop leaders in conducting a quality camping experience. Areas of service include campsite help, conservation, maintenance, chaplains, health lodge, trading posts and program areas.

**Maintenance Rangers** - Full time council employees responsible for the maintenance of the property.

**Adventure** - Our efforts need to assure that every participant has maximum opportunity for physical, mental, and spiritual growth. All Scouts and Scouters should leave with expanded horizons of how to put adventure in unit, district, and council programs and with a renewed sense of importance of their influence on youth.

**Problem Solving** - Whenever people live and work together, misunderstandings and problems may arise. You are encouraged to share concerns with your Assistant 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 Assistant Camp Director. If a problem is staff related, talk with your Program Director. Because of the sensitive nature of some problems, you may feel more comfortable talking with the Camp Director or Reservation Director.

**Scouting Spirit** - Staff members are employed to serve campers and their leaders - to make sure that the camping experience meets or exceeds their high expectations. Being a staff member means being ready to assist willingly, whenever, and wherever needed.

Bartle 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 Bartle staff to see that he or she gets it.

The ideals of Scouting come to life in Bartle's 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.

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

**Equal Opportunity Employer** - The Heart of America Council does not discriminate on the basis of race, color, national origin, sex, religion, age or special needs status in the provision of services or employment.

# General Information

## 1. Staff Uniform

The Boy Scouts of America is a uniformed organization and wearing the uniform properly is a job-related responsibility. The example the commissioner staff sets by their appearance helps set the tone for camp, as well as being a standard for camp accreditation. Each commissioner will be provided with two staff t-shirts, and a camp staff patch. You will need to borrow or buy enough uniform parts to be in correct uniform every day. Wearing the proper uniform will identify you as a key player on the camp staff team.

### A. Official Field Uniform (commonly called “Class A”)

The Official Field Uniform consists of: an official Scouts BSA uniform shirt, trousers or shorts, Scout belt (web or leather), Scout socks (ankle length, crew length, or knee length). Look sharp! Make sure your uniform is worn correctly with socks adjusted appropriately and shirts tucked in. While it is always acceptable to wear the official field uniform (“Class A”) uniform, the camp staff uniform (“Class B”) is the standard for all activities except Sunday religious services and formal flag retreats.

### B. Camp Staff Uniform (commonly called “Class B”)

Official green Scouts BSA shorts or trousers, Scouts BSA belt (web or leather), Scouts BSA socks and “Class B” H. Roe Bartle staff t-shirt. The camp staff uniform (“Class B”) is to be worn with belt, socks adjusted appropriately, and **t-shirt tucked in**. This is the expected uniform for all times other than when official field uniform (“Class A”) is required. No tie-dyed, damaged, or inappropriate shirts are allowed.

### C. Activity Options

Some activities in camp are best done in clothing other than the current official uniforms. Program Commissioners involved in aquatic activities at the pool or lake wear swimming trunks (please refer to the swim attire guide in the Leader’s Guide). Climbing, COPE, and work crew activities may necessitate long pants or blue jeans. There are programs or times in camp when it may be appropriate to wear historic costumes or Native American regalia.

### D. Other

1. Hats – are not required to be worn. The official Scout Cap or Campaign Hat may be worn with the official field uniform (“Class A”) uniform. Staff members who are constantly in the sun, may find the Expedition Hat or any non-logo broad brimmed hat (felt or straw) a needed accessory to their camp staff uniform (“Class B”) or activity wear. No ball caps other than the official Scouts BSA hat, camp staff hat reservation, or MOS hats are acceptable. Billed caps will be worn with the bills shading the eyes.
2. Footwear – leather shoes, boots, or athletic shoes are required at all times except when in MOS attire. **Sandals and flip flops are not worn except to and from the showers.** By wearing proper footwear, a commissioner sets a good example.
3. **In addition to the staff uniform, commissioners will be issued identification badges, which must be prominently displayed at all times.**
4. Commissioners will receive letters permitting a one-time purchase of uniform parts at a discounted price at the Kansas City Scout Shop, 10210 Holmes Road, Kansas City, Missouri.
5. Tribal Attire – Commissioners help with setting an example by wearing approved tribal attire and claws. Please refer to your Customs & Traditions book. Sandals and flip flops are not to be worn with Tribal Attire.
6. Dining Hall – Shirts with sleeves are required in the dining hall, even on change days.

7. Staff will maintain a neat and clean appearance (including: hair, facial hair, and hygiene as determined by each camp director)

## **2. Telephone Calls**

The H. Roe Bartle reservation telephone number is: (417) 646-8115. The camp office will handle all incoming non-emergency calls. Messages will be taken, and callers told that you will return the call as your schedule permits. Should you need to be contacted in an EMERGENCY, the above number is answered 24 hours a day. It is suggested that Commissioners use their cell phones.

## **3. Visitors**

Families and other guests are permitted in the camp only from 10:00 am - 5:00 pm on Visitor Days.

## **4. Religious Services**

"12th Point of the Scout Law" - Participate in religious and vesper services. Commissioners should participate with the permanent staff, thus setting an example.

## **5. Dining Hall**

Be at all meals on time. Set a good example for the campers, you will want to be properly dressed and display courtesy and good table manners. Meals should be eaten and enjoyed in a relaxed atmosphere. Commissioners should report early to meals to enable supervision of KP's. They stay after meals to also supervise. (see Commissioner Group Assignment #2)

## **6. Punctuality**

A good staff member is in attendance and on time at all activities in which the camp staff is involved. Plan ahead to set a good example.

## **7. Reveille - Retreat and Taps**

It's a part of the camp life community. Again, we set the example.

## **8. Troop Check-In and Check-Out Duties**

The Camp Director or Assistant Camp Director will assign each Commissioner a specific function to be carried out as units are checked-in and checked-out of camp. This is an important chance for getting the troops off to a good camping session. You should make a good impression and make the Scouts and Scouters feel welcome at camp and eager to return next year.

## **9. Commissioner Discounts**

Discounts are available at the ORTC (for personal use only) so long as a Staff ID Card is presented. Commissioners do not receive any discount on items purchased at Parry Lodge.

## **10. Bicycles**

No Bicycles except by written permission of the Reservation Director.

## **11. Road Safety**

The lack of an apron and steep drop offs on Boy Scout Camp Road create a potential hazard. Hike, walk and jog at your own risk on roads. Joggers, runners & walkers are encouraged to use the safer Family Housing Circle Road.

## **12. Staff Use of Program Areas/Equipment**

If your schedule permits, you are more than welcome to use the program area and camp equipment by arrangement with the director in charge. But remember, campers come first!!!

## **13. Osage River Trading Company (ORTC)**

The Osage River Trading Company is operated on a cash basis for everyone in camp. Every item for sale in the trading post is sold at retail price. Cash, checks, or credit cards are acceptable forms of payment. Only office personnel are to be behind the office or trading post counters. Personal use of ORTC computers is prohibited. They are not to be used for personal email, weather, etc.

Items for sale at camp will be handled directly through the trading post. Selling materials or items to campers, staff or leaders is not in accordance with the policy of the Boy Scouts of America.

The Heart of America Council, Boy Scouts of America, by signature of the Scout Executive, shall have the sole right to authorize the use of insignia, words, phrases, designation marks, pictorial representation and descriptive remarks related to the program of the corporation, including the H. Roe Bartle Reservation, Tribe of Mic-O-Say and Order of the Arrow, on commercial products, promotional efforts and/or sale and distribution to members of the Boy Scouts of America and/or the general public. The use of the same shall be only as authorized and approved by the Scout Executive.

## **14. Rifles, Shotguns, Bows, Arrows, Ammunition, etc.**

Firearms and other equipment are used in program areas on a closely controlled basis. For safety reasons personal firearms, archery equipment, air-soft guns, paintball guns and other weapons are not permitted in camp.

## **15. Controlled Substances and/or Alcohol are Prohibited in Camp**

In the event alcohol or controlled substances are found, the person concerned will leave and be dismissed from the staff. Possession of controlled substances is a violation of state law and will be reported to law enforcement authorities.

## **16. Check In**

Commissioners should plan on arriving at their respective camp the evening before your session begins. There are no meals available. Check in will be day 1 of your session and you may check in between 7:30 am and 9:45 am at reservation headquarters.

Do not plan on coming early.

Due to increased food cost, commissioners are required to pay \$100 before they check-in to camp. You must have your paperwork (copy of contract, code of conduct, auto regulations and proof of all required training) completed and submitted online. Prior to arrival at camp, Health forms should be turned in at check-in.



## 17. Training

Having a “trained” camp staff is a part of our obligation toward the campers and leaders who will look to us this summer.

### A. Pre-Camp Preparation

Some training occurs before you even arrive at camp and is a part of your personal preparation for your assignment. Prior to camp complete the following on-line courses:

1. **Youth Protection Training – Mandatory Section (everyone must take new version) (valid for 2 years)** - available at [www.my.scouting.org](http://www.my.scouting.org) (BSA membership # is required)
2. Hazardous Weather Training (valid for 2 years) - available at [www.my.scouting.org](http://www.my.scouting.org) (BSA membership # is required)
3. Unlawful Harassment Prevention Training (valid for 1 year) – available at [www.skillsoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502)
4. Bloodborne Pathogens (valid for 1 year) – available at <http://www.lezage.com/login.cfm?dp=34>  
Access code: **RA7AZ5XO**
5. Hazard Communication (valid for 1 year) - available at <http://www.lezage.com/login.cfm?dp=34>  
Access code: **RA7AZ5XO**
6. Golf Cart and Utility Vehicle Safety (valid for 1 year) – available at <http://www.lezage.com/login.cfm?dp=34> Access code: **RA7AZ5XO**



### B. Direct Contact Leaders (18 & over) must be trained in their positions.

1. Those registered as a scoutmaster must have:
  - a) Youth Protection Training (valid for 2 years)
  - b) Scoutmaster/Assistant Scoutmaster Specific (not available online)
  - c) Intro to Outdoor Leader Skills (not available online)
2. If you are instructing a merit badge or supervising that instructor, you need to review the current requirements before you arrive at camp. You can go to [www.usscouts.org](http://www.usscouts.org) for updated requirements and worksheets to assist on earning these badges.

See page 24 for a complete adult training schedule.

## Living Quarters Time Off

1. Commissioners are housed in tents on platforms. These beds may have mattresses, but it would be wise to bring foam or a mattress for the bed. Commissioners are housed in “Commissioner’s Villages”. Reasonable wear and tear on equipment is expected. Please be prudent in the use of your tent.
2. The following applies to Commissioner areas:
  - A. **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.**
  - B. Area rugs are permitted but must be removed at the end of the session. Anything you bring, you take home!
  - C. No vehicles are allowed beyond the camp gate. Only exception would be on an emergency basis. All vehicles must be secured in the assigned parking lot. The Assistant Camp Director will provide the designated parking lot.

- Commissioners are required to be housed on the Reservation as assigned.

**For security reasons, leave valuable items or "collectibles" at home. The Council is not responsible for lost or stolen items.**

## Time Off

### 1. Time Off

During the session, the commissioner's full time is at the disposal of the Camp Director or Assistant Camp Director. Each day presents certain opportunities for personal time. When leaving your camp for another location on the reservation or Iconium, let your Assistant Camp Director know. Check-out and check-in when you return.

### 2. Visitor's Day Policy

Visitor's Day is a program day like any other during the session. Commissioners are expected to be in camp and on duty this day. Many will have assignments involving parking or possible emergency situations. Remember your responsibilities tend to involve you in risk management situations and your leadership is needed, even on Visitor's Day!

## Health and Safety

### 1. Health and Medical Record

All staff members are required to submit a current Annual Health and Medical Record, signed by a physician, (M.D. or D.O.), nurse practitioner or a physician's assistant within a year of the last day of the camping season. Even though a personal physician signs their health form, Heart of America Council reserves the right to not allow a staff commissioner to remain in camp if the HOAC Health Lodge staff deems a staffer's current physical condition(s) will prevent them from being able to meet the physical challenges of being at 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 and Procedures Regarding Camp Injuries/Illness and Applicable Insurance

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. He will, with your help, complete a claim form within 10 days. This is a 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 illnesses or off the job injuries are partially covered by the Council's accident and sickness insurance policy with HSR Insurance Company. Please refer to HSR Insurance policy for more details.

Youth and adult camper injuries or illnesses during camp are partially covered by the Council's accident and sickness insurance policy with HSR Insurance Company. The individual must file these claims.

Visitors or campers not registered with the Heart of America Council are not covered. They must provide their own insurance.

**NOTE:** Camp staff must avoid saying to any injured person that: "The Council will pay for it." This misleads people since it is only partially true.

A copy of every medical report on every accident or illness that requires medical attention will be sent to the Council Service Center.

#### **4. Hazardous Material/Right to Know Policy**

The OSHA Hazard Communication Standard and our Council's Hazardous Communication Program are designed to inform all 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 Safety Data Sheets (SDS).

#### **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.

## **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.

## **Open Door and Non-Harassment Policy**

### **Open Door Policy**

The Heart of America Council and the H. Roe Bartle 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/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the

Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.

3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open-Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

### **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 H. Roe Bartle 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; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, 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/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

## Zero Tolerance Policy

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

1. Possession or use of alcoholic beverages on the reservation or providing/assisting under-age staff in obtaining 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.
5. **USE OF TOBACCO** - Smoking or chewing tobacco (including e-cigarettes and vaping) is **NOT** allowed for any employee under 21 years of age. Smoking or chewing tobacco (including e-cigarettes and vaping) 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 or chew only in **designated areas**. Camp Council rings, Lone Bear Council Ring, and their surrounding areas and trails are also considered to be program areas.)

Any employee credibly suspected of violation of this policy will be suspended while investigation ensues. The employee will be reinstated retroactively if allegations are not substantiated.

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.**

# Rules and Regulations

While acknowledging a staff member's right to express his or her individuality, management requires staff members to recognize the importance of total image and therefore refrain from those things that will detract (**take away**) from staff performance or success.

PERSONAL HABITS SUCH AS: CHEWING TOBACCO, SMOKING, UNUSUAL HAIR STYLE, COLORING OF HAIR, OR USING PROFANE LANGUAGE ARE TRAITS THAT WILL NEGATIVELY INFLUENCE YOUR STAFF EFFECTIVENESS IN THE EYES OF ALL PARTICIPANTS AND ARE NOT ACCEPTABLE. THE IMAGE OF THE ENTIRE STAFF MUST HAVE PRIORITY OVER YOUR INDIVIDUAL ACTIVITIES OR SELF-EXPRESSIONS.

NO STAFF MEMBERS ARE TO GIVE HAIR CUTS TO ANY OTHER STAFF MEMBERS AT ANY TIME.

ALL STAFF MEMBERS MUST CONDUCT THEMSELVES IN AN EXEMPLARY MANNER ON OR OFF THE RESERVATION, IN OR OUT OF UNIFORM.

**Examples of violations include, but are not limited to, the following:**

1. Violation of check-in and check-out procedures and/or camp automobile and bicycle regulations.
2. Possession, sale or being under the influence of alcoholic beverages on the reservation or in uniform anywhere.
3. Assisting staff under the age of 21 obtain alcoholic beverages or tobacco/vaping products.
4. Minors seeking or obtaining alcoholic beverages.
5. Possession, sale, or use of non-prescribed drugs such as narcotics, marijuana, or inhalants (huffing) and misuse of prescribed drugs.
6. Theft of any kind — money, purses, wallets, clothes, etc.
7. Possession of protected species or birds of prey parts, feathers, or claws.
8. Possession of personal firearms, archery equipment, and other weapons without written permission from the Reservation Director.
9. Violations of the law, (including traffic violations) and failure to report a violation of the law.
10. Gross misconduct or conduct not conforming to the Scout Oath and Law.
11. Fighting or bullying, including cyber bullying and misuse of social media.
12. Willful damage to the Heart of America Council's property, including the failure to keep buildings and grounds clean and orderly.
13. Soliciting funds, sale of property or use of BSA facilities for personal gain.

14. Conduct, speech, or actions, contrary to the expected support for the policies, procedures, rules and regulations of the Boy Scouts of America, the Heart of America Council, the H. Roe Bartle Scout Reservation, and its leadership. This includes disrespectful criticism, gossip mongering, and insubordination. (Note: This does not preclude the legitimate expression of concerns through proper channels.)
15. Possession and/or use of fireworks.
16. Misuse of the council radio system.
17. Carelessness or deliberate failure to observe safety rules.
18. Possession of materials which are pornographic, depict graphic violence, or are offensive portrayals of race, ethnic origin, religion, or disabilities of others. May include magazines, pictures, videos, games, music, and other materials which are not in keeping with the Scout Oath and Law.

## Mic-O-Say Questions

ALL inquiries for recommendation must be referred to the Tribal Recorder. Any other questions or issues need to be directed to the Camp Mic-O-Say Advisor or the Camp Director. **DO NOT answer questions regarding Mic-O-Say.**

## BSA Standards on Social Media

Abiding by the “two deep” leadership policy that governs all Scouting activities also applies to use of social media. As it relates to social media, two-deep leadership means there should be no private messages and no one-on-one direct contact through email, Facebook messages, Twitter direct messaging, chats, instant messaging (Google Messenger, AIM, etc.), or other similar messaging features provided through social media sites. All communication between adults and youth should take place in a public forum (e.g. the Facebook wall), or at a bare minimum, electronic communication between adults and youth should always include one or more authorized adults openly “copied” (included) on the message or message thread. It is important to remember that all social media channels are, by nature, designed to be social, that is, shared with members of the public. As such, whatever social media activities you engage in should be completed with the understanding that the public will see them and may engage in an online dialogue with you as a result. You should not do anything on a social media channel that reflects poorly on you, other individuals in your council or unit, the Boy Scouts of America, or anyone else. Before posting any content on any social media channel, you should first ask yourself if that content is in keeping with the precepts of the Scout Oath and Law.

# BOY SCOUTS OF AMERICA

TO: All Bartle Camp Staff

RE: Reservation Solicitation Policy

A great deal of discussion has taken place regarding the reservation policy towards the sale of Scouting, Mic-O-Say, or any other marketable items on the H. Roe Bartle Scout Reservation. This policy applies to all camp staff members.

Soliciting funds, sale of property or use of BSA facilities for personal gain may result in termination of a staff contract. This guideline is common in many corporate environments to protect the vested interest of a company and to ensure that the employees are not using their place of employment as a means to profit financially above and beyond their agreed upon salary.

It needs to be clearly understood by all staff members that there shall be **no selling of any item** on the Bartle Scout Reservation - including the sale of any Scouting or Mic-O-Say items. **All sales must be handled through the camp trading posts, or other pre-approved venues. Any staff person violating this policy shall be dismissed immediately.**

*\*Please seek guidance from your Camp Director should you have any questions regarding the seriousness of this policy. Thank you, in advance, for your cooperation and understanding.*



# Teaching a Skill

Three conditions of teaching are:

1. No one can teach more than one knows.
2. No one can teach faster than the learner can retain.
3. No one can really teach anything. One can only help the learner retain.

The steps in teaching a skill are:

## **1. Preparation:**

The first step in teaching a skill is to obtain the essential equipment and supplies in sufficient quantity so the skill can be demonstrated, taught, and practiced. For demonstration and teaching purposes, simulated or makeshift equipment is never adequate.

## **2. Explanation:**

The explanation serves two purposes:

- A. To introduce the subject by giving some background about its usefulness and application.
- B. To describe the subject in detail, technical enough to be complete but not confusing.

## **3. Demonstration:**

This is the showing process. It is the first step in the actual teaching. The demonstrations should be done so well and simply that the learner would have confidence in his own ability to achieve success. Demonstration of a skill is **not** the opportunity for the teacher to show his/her proficiency but should be used primarily to show the steps in acquiring the skill.

## **4. Practice:**

Seeing and hearing are not enough. The learning process begins to finalize itself when the learners have the opportunity to try to do the skill themselves under the guidance of their instructor. The coach and pupil method works well at this point. Nothing can beat the “Learn by Doing” method.

## **5. Teaching:**

We often learn best those things we teach to others. Whenever possible each learner should have the opportunity to demonstrate and practice teaching others. We really learn what we know and don't know when we try to teach others.

## **6. Summary or Review:**

Occasionally a summary or review and explanation is desirable. The extent to which any of these methods are used depends on the type of skill and how the learner has learned.

# Commissioner Group Assignments

## #1. Checking In and Out of Camp

*PRIMARY FUNCTION: Assist Troops in moving into and out of Camp as assigned by the Assistant Camp Director.*

### MAJOR DUTIES AND RESPONSIBILITIES:

#### Before Camp

1. Contact troops ahead of arrival, answer questions, and determine needs.

#### Arrival at Camp

1. Provide helpful assistance to troops moving into camp.
  - A. Direct troop leadership toward completion of check-in procedures:
    - \*Campsite inspection
    - \***Council-generated Roster turned-in**
    - \*Mic-O-Say forms turn-in
    - \*Health rechecks
    - \*Swim tests
    - \*Flags and Bulletin Board Materials distributed
  - B. Make sure that when troops are sharing a site, they each know their assigned area.
  - C. Be alert to equipment needs and notify appropriate supervisor.
    - \* Inspect site (Tents and Cots) for appropriate number or unsatisfactory condition.
    - \* Changes in troop size or broken equipment may necessitate replacement or additional tents and cots.
    - \* Notify the Maintenance Commissioner as to campsite repair needs.
  - D. Be alert to troop concerns. Work with the Assistant Camp Director to handle problems, look for ways to ease the troop's assimilation into camp, report any issues to Assistant Camp Director.
  - E. Introduce the Campsite Host, so that he can work with the Senior Patrol Leader to give a tour of the camp to campers.

#### During Camp

- A. Visit troops daily to convey information or field questions.

#### Departing Camp

- A. Supervise troop departure from camp.
  - \*Inspect for damages. Report damages to the Assistant Camp Director for assessments.
  - \*Make sure that all trash has been disposed of and that troop removes extras that have been brought (Carpets, clotheslines, etc.)

- B. Retrieve Flag and remind troop to make final check-out at the ORTC.
- C. Remain in Campsite until troop has cleared out.

## **#2. 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.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Provide helpful supervision of camper KP's for Set-Up before the meals and Clean-Up after dismissal.
  - A. Inspect KPs for clean hands & appropriate attire as they arrive at the Dining Hall.
  - B. If a KP fails to show or "skips out" without completing tasks, inform troop leadership so that a replacement can be secured.
  - C. Check for wristbands, staff ID badges, hand sanitizer, and appropriate clothing.
  - D. Direct traffic around congested areas, particularly the garbage cans, silverware trays, and serving counter.
  - E. Ensure that tables and floors are clean prior to KP dismissal by commissioners or dining hall staff.

## **#3. Emergency Procedures**

*PRIMARY FUNCTION: Act as Emergency Support Team*

Coordinated by the Assistant Camp Director under the direction of the Camp Director & Reservation Ranger.

1. Be familiar with emergency procedures and evacuation locations. Know what to do and when to do it. Walk troops to emergency shelters during check-in.
2. Know who to contact and alternative ways in which to reach them.
3. BE VIGILANT to needs in camp. Keep a watchful eye always. 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.
4. Control Traffic during emergencies. Open locked gates for emergency vehicles. Direct campers toward safe areas.
5. Contact troops during weather emergencies. Direct them to follow established procedures in accordance with the specific type of emergency.

6. Maintain a presence at the Commissioner area at all times for communication in emergencies.
7. **Know the Storm Shelter Procedures** - All Staff will be assigned to a specific storm shelter to use in the event of severe weather. Staff assigned as Campsite hosts will go to their assigned campsite and take charge of the storm shelter and troops. At the appropriate time they will lead Scouts and leaders into the storm shelter and follow instructions from the Incident Command Center by radio.

#### **#4. Parking Lot Control**

*PRIMARY FUNCTION: Control Parking areas to facilitate usage of maximum capacity and needed access of emergency vehicles.*

Coordinated by the Assistant Camp Director under the direction of the Reservation Ranger.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

Provide helpful control of parking lot areas on Check-In Day, Visitors Day, and Ceremony nights.

1. Control access to restricted areas.
2. Report those who ignore Parking Directions to the Assistant Camp Director.
3. Be a courteous Greeter, providing directions to campsites.

#### **#5. Other jobs as assigned by the Camp Director or Assistant Camp Director**

# The Gray Area

There are certain things that are not done in a scout camp, or for that matter, in proper society. It should not be necessary to explain these, but a reminder might help prevent embarrassment.

There are things also that may or may not be appropriate depending on how they are used. They include, but are not limited to, reference to or the use of:

1. Underwear
2. Toilet paper
3. Bodily functions
4. Alcohol, drugs, intoxication
5. Stereotyping or humor based on gender, ethnic, physical, or mental characteristics.
6. Water (unless the victim is prepared ahead of time)

Cross-gender impersonations are not allowed. It is not so much what you do but how you do it. And in today's society, it is very easy to cross the line into inappropriateness.

When considering the appropriateness of a song, story, skit, or stunt, you enter **The Gray Area**. You should ask yourself these questions:

1. Is it fun for everyone involved?
2. Does it ridicule, denigrate, or make fun of any person or group of persons?
3. Does it add to, is it neutral, or does it detract from the goals of Scouting (i.e., Character, Citizenship, Patriotism)?

**With everything we do or say, we teach our Scouts something. We should ask, before we do or say anything, "Is this really what we want to teach them?"**



## Order of the Arrow

The Order of the Arrow is Scouting's National Honor Society. Those staff who have been honored by selection to the Order of the Arrow are expected to set the example and live up to the Brotherhood's ideals of cheerful service.

It is expected that having been inducted as Ordeal member, you seal your membership by completing your Brotherhood. Be an active Arrowman, paying your dues, supporting OA activities and service projects.

There will be opportunities to recognize Arrowmen during camp and thus inspire younger scouts toward the goal of becoming an Arrowman.

Yours in Cheerful Service,

David Riker  
Camp Chief of the Fire  
H. Roe Bartle Reservation Director



# APPENDIX

The following items must be submitted online within two (2) weeks of receiving your Letter of Employment:

1. **Your Letter of Employment/Agreement** - must be signed by you, returned by the date printed at the bottom of the Letter of Employment. If you are not able to accept the Letter of Employment as offered, please return with a brief explanation.
2. **Automobile Regulations** - must be submitted online.
3. **Code of Conduct** - must be submitted online.
4. **Direct contact leaders (over 18 years of age)** need evidence of completion of job specific training. See page 8.
5. **Evidence of completion** of the following on-line courses:
  - **Youth Protection Training – Mandatory Section (everyone must take new version) (Valid for 2 years)** - available at [www.my.scouting.org](http://www.my.scouting.org) (BSA membership # is required)
  - **Hazardous Weather Training (valid for 2 years)** - available at [www.my.scouting.org](http://www.my.scouting.org) (BSA membership # is required)
  - **Unlawful Harassment Prevention Training (valid for 1 year)** – available at [www.skillsoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502)
  - **Bloodborne Pathogens (valid for 1 year)** – available at <http://www.lezage.com/login.cfm?dp=34> Access code: **RA7AZ5XO**  
\*You will not receive a certificate upon completion – office will be notified that course has been successfully finished.
  - **Hazard Communication (valid for 1 year)** - available at <http://www.lezage.com/login.cfm?dp=34> Access code: **RA7AZ5XO**  
\*You will not receive a certificate upon completion – office will be notified that course has been successfully finished.
  - **Golf Cart and Utility Vehicle Safety (Valid for 1 year)** – available at <http://www.lezage.com/login.cfm?dp=34> Access code: **RA7AZ5XO**  
\*You will not receive a certificate upon completion – office will be notified that course has been successfully finished.

## Bring the following to camp at check-in:

1. **Annual Health and Medical Record** signed by a Physician within the last 12 months. You will need to provide the health form when you check-in.
2. Due to increased food cost, commissioners are required to pay \$100 before they check-in to camp.
3. You must have your paperwork (copy of contract, code of conduct, auto regulations, and proof of all required training) completed and submitted online, if they have not already been turned in.

# QUICK REFERENCE

**Heart of America Council, BSA**

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**Cliff Hoye**

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**Dan Kerling**

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**Dan Morales**

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## **BSA Mission Statement**

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

## **BSA Vision Statement**

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

## **SCOUT OATH**

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

## **Scout Law**

A Scout is  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
Reverent

