



2022 Webelos Adventure Camp Staff Manual

Belk Scout Camp

STAFF WORK DAY: WEDNESDAY, JULY 6TH

SESSION 1: THURSDAY, JULY 7TH THROUGH SUNDAY, JULY 10TH

SESSION 2: SUNDAY, JULY 10TH THROUGH WEDNESDAY, JULY 13TH

SESSION 3: THURSDAY, JULY 14TH THROUGH SUNDAY, JULY 17TH



Hello Scouts and Scouters!

Our goal is to deliver a safe, fun, challenging experience for everyone in attendance. This includes the Webelos scouts, their parents, den leaders and other adults and YOU, the WAC staff.

As a part of the staff you will play a vital role in helping to achieve our goal ultimately resulting in Webelos Adventure Camp being recognized as a Nationally Accredited Resident Camp.

We want you to inspire the Webelos Scouts to continue their journey as they work to achieve the Webelos rank or Arrow of Light rank in Cub Scouts and eventually to join us in a couple of years as Webelos Adventure Camp Staff.

Yours in Scouting,

Sasha Timkovich
Camp Director
Webelos Adventure Camp
Mecklenburg County Council
Boy Scouts of America
WACdirector@gmail.com

1 PERSONNEL ISSUES

1.0 Required Staff

The following staff may not be out of camp at the same time:

- Camp Director
- Program Director
- Camp Health Officer

When campers and/or youth staff are at camp, the following staff members must be at camp:

- Camp Director
- Program Director
- Camp Health Officer (or equivalent staff member)
- Aquatics Director

Furthermore, at least 50% of youth staff must be present when campers are at camp.

1.1 Agreement for Service

While we do not have formal contracts for WAC Youth Staff, we do expect you to perform your assigned camp duties to the best of your ability.

If problems arise that a WAC Youth Staff member finds impossible to solve, your Patrol Leader and if need be the Senior Patrol Leader should be consulted.

If problems continue to exist, then the Camp Commissioner and/or Camp Director will be consulted.

1.1.1 Registered Member of BSA

All staff members are required to be registered with the BSA. Even if you are registered in a unit or another position in the council or district, you must complete a BSA Application.

For youth staff members 17 years and under complete a Youth Application. In the box "unit no." write in "Camp Staff 68"

For adult staff 18 years old and over complete an Adult Application. In the box "Position Code" write in the number 49.

These apps may be completed by hand using the standard BSA forms or you complete them electronically and submit to camp administration.

Youth Application: <https://filestore.scouting.org/filestore/pdf/524-406.pdf>

Adult Application: <https://filestore.scouting.org/filestore/pdf/524-501.pdf>

1.2 Medical Forms

All medical forms are only to be viewed by the Camp Director, Health Officer, or designee for the purpose of Camp Health and Safety.

All Webelos Adventure Camp Youth Staff must have a current BSA medical form (PARTS A, B and C).

You will also need a copy of your health insurance card attached to your medical form.

Copies may be forwarded to the Chief Medical Officer or presented upon your arrival at camp

1.3 Medications

Self-administered medications (asthma inhalers, OTC allergy tablets, etc.) are permitted to be administered by the user with the supervision of the Camp Director, Program Director, Health Officer, or

designee for the purpose of Camp Health and Safety. Prescription medication must be in its original pharmacy container, properly identified and labeled.

1.4 Housing

Staff housing options will be made available to each staff member. Staff may be in a cabin, open air Adirondack, canvas tent or you may be allowed to bring your own tent or hammock. If you bring your own tent or hammock, WAC is not responsible for any damage.

All staff housing is subject to random inspections, completed by at least two Staff members after receiving approval of the Camp Director (This will typically occur the last day of a session after participants have checked-out).

Staff housing is your private area and absolutely no one is allowed into another staff member's housing without the resident present.

If housing is provided by camp then prior to moving into your staff housing, it will be inspected, and any pre-existing damage will be noted.

Staff cabins are furnished with a window air conditioning unit, bunks, and possibly other seating.

Cabin keys will be collected and securely kept by the Camp Director until the end of that session. If you need cabin keys during a session, please contact the Camp Director.

Webelos Adventure Camp structures our Youth Staff as a Venture Crew. Age and gender rules will be enforced.

Hammocks are not allowed in the staff shelter. Hammocks are also not allowed over a concrete floor for safety reasons.

1.5 Staff Area

WAC Youth Staff areas may be designated and available to use by Youth Staff when not on duty. Areas must be kept clean and orderly and lights out rules must be followed. Failure to adhere to this camp rule will result in forfeiture of this privilege.

In addition to the Staff Cabin Shelter, the dining hall may be open to Youth Staff at night after cracker barrel.

1.6 Staff Visitors

Any WAC Youth Staff visitors must sign in at the Camp Headquarters. Any WAC camp participant (Webelos Scout or Leader) is strictly prohibited from the WAC Staff areas.

1.7 Electronic Use

WAC Youth Staff are permitted to bring any handheld electronic equipment, computer, or cell phone, but Webelos Adventure Camp, Belk Scout Camp, and Mecklenburg County Council BSA is in NO WAY responsible for damage, loss, or theft of any electronic device. These devices are not to be used at activity stations or during meals.

2 STAFF DRESS CODE

2.1 Staff Uniform

As a member of the WAC staff you represent WAC and Mecklenburg County Council. Your clothing must be neat and orderly.

Webelos Adventure Camp uses three approved uniforms during each session of camp:

- WAC Activity Uniform: Camp issued t-shirt, scout shorts or pants, scout socks, Scout web belt or Scout leather belt with Scout buckle, closed toed boots or sneakers, WAC hat.
- BSA Scout Field Uniform: Tan Scout shirt, with properly placed insignia, Silver epaulets, Olive green shorts or pants, Olive green socks, Scout web belt or Scout leather belt with Scout buckle, Closed-toed boots or sneakers, WAC hat.
- Venture Crew Field Uniform: Green Venture Crew shirt, with properly placed insignia, Silver epaulets, grey shorts or pants, grey socks, Scout web belt or Scout leather belt with Scout buckle, Closed-toed boots or sneakers, WAC hat.

All WAC Youth Staff will be provided with:

- 2 WAC shirts
- 1 WAC hat
- Staff Patch
- Silver Epaulets

2.2 Uniform of the Day

Each day of camp, staff must follow the uniform of the day policy:

- Staff Work Day – Work clothes, closed-toed shoes, gloves are recommended
- Camp Day 1 – Either Field Uniform (see Section 2.1)
- Camp Day 2 & Day 3 – WAC Activity Uniform
- Camp Day 4 – Either Field Uniform (see Section 2.1)

2.3 Personal Appearance

The personal hygiene and appearance of each staff member are his/her own responsibility. It is expected that your personal appearance will be neat, clean, and will represent the high standards of excellence of Webelos Adventure Camp and the Mecklenburg County Council.

WAC Youth Staff will have the opportunity to have light laundry loads washed by the Camp Headquarters staff. This will be available for staff members remaining on camp between sessions.

2.4 Online Identities

It is expected that your personal appearance online will be neat, clean, and will represent the high standards of excellence of Webelos Adventure Camp and the Mecklenburg County Council. Remember to keep it scout appropriate and follow the Scout Oath and Law.

2.5 Fraternization

Professionalism is a paramount goal of camp, and the gossip, drama, and bad feelings that sometimes come with dating pose a significant threat to the air of professionalism at camp. As a result, staff members must refrain from dating one another while working at camp.

3 STAFF DUTIES

3.1 Staff Work Day

Webelos Adventure Camp Staff will begin on Wednesday, July 6th, 2022. All WAC Staff are expected to arrive at Belk Scout Camp and report to the Camp Headquarters by 8:00 am.

3.2 Camp Sessions

WAC Youth Staff (14 to 17 years old) check-in will be by 1:10 p.m. of Camp Session Day 1. WAC Youth Staff will have designated assignments provided in advance of camp.

3.3 Camp Session 1 Youth Staff

WAC Youth Staff who are scheduled to begin working during Camp Session 1 have the option of staying at Belk Scout Camp after Camp Setup has been completed.

3.4 Camp Sessions 2 and 3 Youth Staff

New: WAC Youth Staff who are scheduled to work both Sessions 2 and 3 do not have the option to stay over in between sessions – meals will not be provided by Camp.

3.5 Campfire Ceremonies

3.5.1 Opening Campfire

On the evening of Camp Day 1 an opening campfire ceremony will be held. WAC Youth Staff are encouraged to share their scout spirit with the Webelos Scouts during this ceremony. Staff must plan and perform patrol skits. Staff is also encouraged to bring stories, songs, and costumes that reflect our Camp Theme.

3.5.2 Closing Campfire

Day 3 Campfire is primarily the showcase for the Webelos Scouts. Webelos unit program material will be judged for appropriateness by the Senior Patrol Leader, with final approval from the Program Director.

3.6 Interfaith Service

On camp day 4, WAC Youth Staff will lead all scouts and scouters in an Interfaith Worship Service. While the Senior Patrol Leader will oversee planning this service, all Staff should feel free to bring materials with you that may serve to assist in the service.

3.7 Arriving at Camp

All staff must check in at Camp Headquarter when arriving at Camp before proceeding to any other Camp location.

WAC Staff are expected to arrive at Belk Scout Camp and report at the beginning of each session as follows:

- 12:00 pm – 21-years old and older for lunch and staff meeting, report to the Dining Hall
- 12:30 pm – 18 to 20-years old for lunch and staff meeting, report to the Dining Hall
- 1:10 pm – 14 to 17-years old, remain at Camp Headquarters

On arrival at camp your gear must be ready for transport to the WAC Youth Staff Housing area. Depending on circumstances you may be allowed to transport your gear to the housing area.

3.7.1 Between Sessions

WAC Staff are expected to leave Belk Scout Camp between sessions 1 and 2. Staff may leave personal belongings in their cabins.

WAC Staff may remain between sessions 2 and 3 due to the same day turn around.

3.8 Leaving Camp

All staff are required to check out at Camp Headquarters before leaving camp.

Youth Staff are not permitted to leave camp for any reason unless approved by Camp Director during sessions. Under no circumstances are resident youth staff permitted to leave camp after programs/or during the night and return later in the evening.

Please keep in mind that not being at camp when you have committed time, significantly affects staffing needs, and therefore the overall quality of the program we are striving to provide. Please notify the

Camp Director or Program Director if you are already aware of any reason you will need to leave camp during a scheduled Camp Session.

In between sessions Staff that are 18 to 20 years old may not take underage youth staff off camp unless indicated on the staffer's Medical/Permission slip.

3.9 Reveille and Taps

WAC Youth Staff will be up, dressed and in formation at the Dining Hall flagpole by 6:50 am on Camp Days 2, 3, and 4.

After Camp Lights Out (which is 10:30 pm for Camp Participants), you should be in the WAC Youth Staff area, and should make no noise that could disturb campers in any way. It is not required that WAC Youth Staff goes to bed at Lights Out.

3.10 Timeliness

ON TIME for WAC Youth Staff means 10 minutes before Webelos Scouts and Leaders are expected to be arriving. All WAC Youth Staff members are expected to be on time for all assemblies.

3.11 Meals / Snacks / Kitchen Access

Only Kitchen Staff will be allowed in the Dining Hall kitchen. All other Staff will not use or enter the Kitchen without the express permission of the Kitchen Manager, Camp Director, or Program Director. Failure to adhere to this rule will be handled by the Program Director and / or Camp Director.

Camp will provide snacks and beverages for staff after Breakfast, Lunch, and during the evening.

3.12 Trading Post Access

Only those WAC Youth Staff assigned to work in the Trading Post, Trading Post Manager, Facilities Manager, Business Manager, Program Director, and Camp Director will be allowed access into Trading Post stock.

WAC Youth Staff will have the same privileges at the Trading Post as WAC campers.

3.13 Camp Etiquette / Conduct

Horseplay, stunts, and jokes between staff members can be fun; however, if these cause damage or destruction of property or injury to individuals, they will not be tolerated.

Staff behavior should be guided by the Scout Oath and Law.

3.14 Morale

If Staff pool ideas for constructive work, excellent things happen to make camp fun.

The morale of camp staff is of the utmost importance in the operation of a healthy, happy camp.

If a question or concern arises, go to your Patrol Leader or Senior Patrol Leader. If an adult is needed seek the advice of the Camp Commissioner, Program Director or Camp Director.

4 GENERAL CAMP POLICIES

4.1 Camp Inclusiveness

Camping at Belk Scout Camp is available to all youth registered in the Boy Scouts of America, regardless of race, creed, nationality, or religious preference. Webelos Adventure Camp at Belk Scout Camp is available to all persons with special needs and abilities.

4.2 Webelos Scout Camp Program

Each Webelos Scout attending Webelos Adventure Camp has the opportunity to work towards various activity adventures that help the Webelos advance towards their next rank. These activities are for our customers – the Webelos Scouts who have paid to attend our Webelos Adventure Camp. Activity areas may be made available to WAC staff as time, supplies and trained senior staff are available.

4.3 Merit Badge or Training Opportunities

WAC Staff may have the opportunity to pursue rank advancement and merit badges while serving on staff.

Please assure your Scoutmaster that all Merit Badge Counselors selected to assist in providing this opportunity are currently certified and experts in their chosen area. The Camp Director or Program Director will be overseeing this opportunity for interested WAC Youth Staff and will provide the necessary blue card. If interested, please notify your Scoutmaster that you may have the opportunity to earn a merit badge during your time at WAC.

4.4 Service Hours

At the conclusion of your time commitment to Webelos Adventure Camp, you may request a letter documenting the number of volunteer service hours you completed while serving on WAC Youth Staff which can serve as documentation for Scout unit, school, or religious affiliation service hours.

4.5 Gambling

No gambling is permitted whatsoever. This includes but is not limited to sports pools, card games, betting or any other activity involving the exchange of money.

4.6 Vehicles at Camp

After Check-in Staff members are prohibited from using any camp vehicle (including golf carts) at any time except when directed by the Camp Director as a function of their role.

If vehicles are used in camp all persons are required to use a seat belt and absolutely no one rides in the back of an open truck.

Staff are allowed to drive their vehicle to the staff area to unload/load personal belongings. Vehicles must be moved to the designated parking area as soon as possible.

4.6.1 Personal Bicycles

Bikes will be allowed for use if a staff member so chooses, however you must provide a bike and helmet. The helmet must be worn at ALL TIMES when riding!

The camp will not be responsible for any damage to the bike and materials to repair one's personal bike will not be provided.

4.7 Alcohol, Drugs, and Substances

Youth protection and camp policy prohibit the use of or possession of alcohol, drugs and/or controlled substances on camp. This includes the use of Tobacco, E-Cigarettes, and alcohol at camp. Incidents of abuse will be directly communicated to the Camp Director and Council Executive, resulting in immediate dismissal from staff and any other appropriate action deemed necessary by the Camp Director and Council Executive.

4.8 Youth Protection

Any staff member found in violation of Youth Protection rules will be asked to leave Camp immediately and will be terminated without exception.

Any violation of Youth Protection rules must be immediately brought to the Camp Director's attention or in his absence the Program Director.

WAC Youth Staff are required to take the online Youth Protection module and attend the instructor led Camp Staff Youth Protection course.

All WAC Youth Staff must participate in the Youth Protection program implemented by the National BSA office.

4.9 Behavioral Issues

Minor behavioral issues of or between staff members should be brought to the attention of the Patrol Leader or Senior Patrol Leader.

Resolution of issues involving a Webelos Scout is the responsibility of the Webelos Scout's adult leader, not WAC Youth Staff.

If the situation in question is related to the immediate safety of a participant or staff member, including potential Youth Protection concerns, the issue should be brought directly to the attention of a responsible adult member of staff as soon as possible so it can be addressed without delay. The Camp Director must be informed at the earliest possible opportunity.

4.10 Violation of Policies

Violations of, or failure to comply with, these policies by staff members will be dealt by the Camp Commissioner, Program Director, or Camp Director.

For a first infraction of any policy, a conference will be held to discuss the issue. The conference may include the staff member(s), Camp Commissioner, Program Director, and/or the Camp Director.

Serious infractions such as, but not limited to, Youth Protection violations, habitual violations of camp policy, committing unlawful acts, possession or use of alcohol, drugs, and/or controlled substances on camp property; use or possession by minors; and/or theft may be cause for immediate dismissal.

Webelos Adventure Camp

Mecklenburg Area Council

Boy Scouts of America

2022 WAC STAFF LETTER OF AGREEMENT

I have received, read, and understand the 2022 WAC Staff Manual. I agree to abide by the Camp and Staff policies listed in the Staff Manual.

I understand that the following violations are grounds for IMMEDIATE dismissal from Camp Staff:

- Any third violation in the above-mentioned Camp Staff Manual.
- Destruction of or theft of property-camp or personal.
- Possession of or use of Illegal Drugs.
- Possession of or use of Alcoholic Beverages.
- Hazing or Harassment of any kind of any Staff Member or Camper.
- Violation of Health & Safety on the part of a Staff Member.
- Violation of the BSA Youth Protection Guidelines.

Name of Staff Member: _____

Signature of Staff Member: _____ Date: _____

Signature of Parent: _____ Date: _____

(If Staff Member is under 18)

THIS FORM MUST SIGNED BY THE STAFF MEMBER (AND PARENT IF THE STAFF MEMBER IS UNDER 18)
AND TURNED INTO THE CAMP OFFICE UPON THE ARRIVAL AT CAMP.