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CAMP STAFF GUIDE



**SUMMER
2025**



BOY SCOUTS
OF AMERICA®
HEART OF AMERICA COUNCIL

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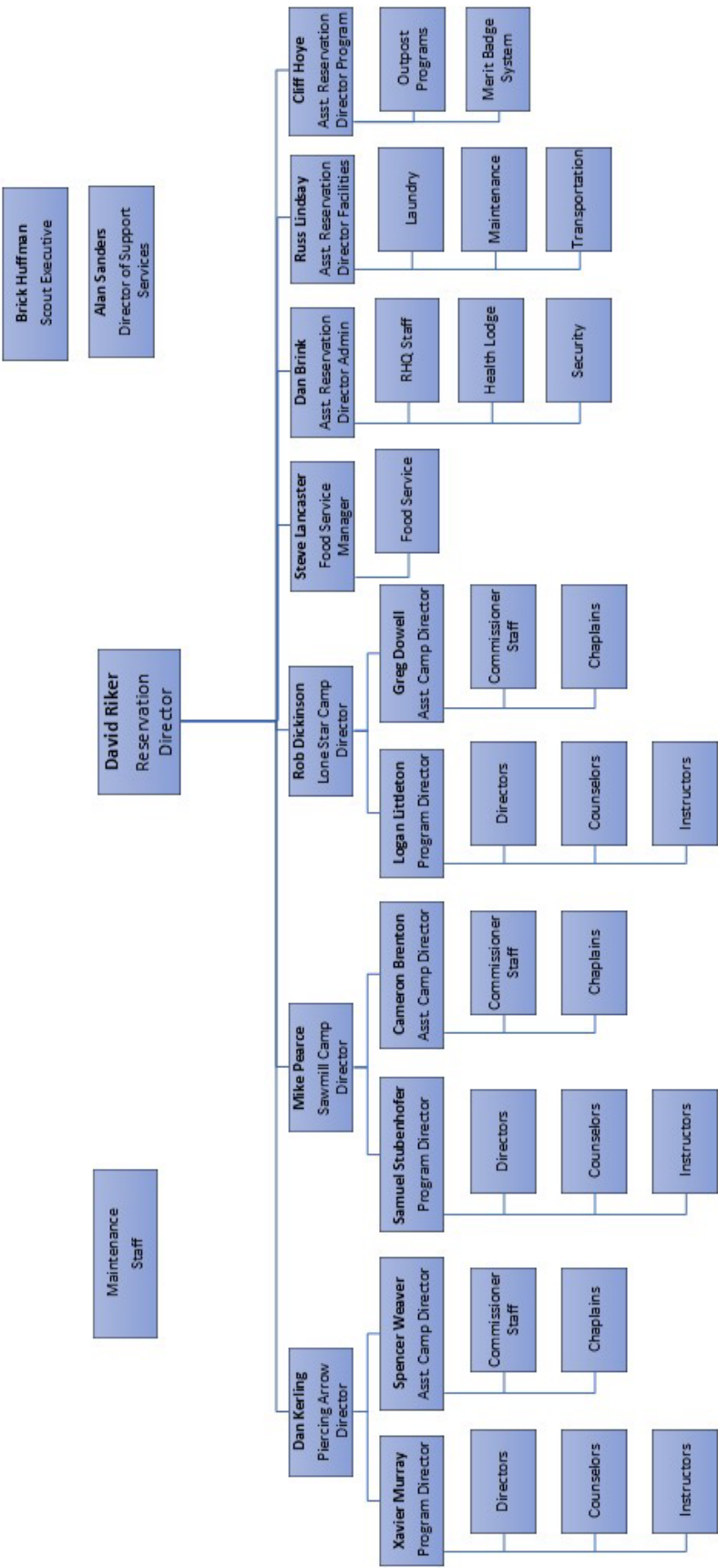
2025 Dates to Remember

April 1	Complete all required paperwork through WorkBright system.
April 26	Camp Staff Orientation (Be prepared to complete any missing items in WorkBright)
May 25- June 3	Staff Training • Staff that are 18+ years old check-in on Sunday, May 25 • Staff that are 17 years old and younger check-in on Monday, May 26.
June 3	Session 1 begins
July 3-6	Break (Return back to camp before 10am on July 6 th)
July 25	Session 5 closes
July 26	Camp Staff Departs

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Organizational Chart





Dear Staff Member,

I am pleased to welcome you as a member of the 2025 H. Roe Bartle camp staff team. You should take pride in this opportunity. Many applied for the job and were not selected. As you take on this position, you will be an integral piece of this summer program. Together we will deliver the promises of a high-quality scouting program to thousands of youths and leaders. Customer service throughout the H. Roe Bartle Scout Reservation is a major point of emphasis this year. Though many of you already provide a quality level of service, we all need to strive to make customer satisfaction a top priority with both Scouts and Scouters.

Since the beginning of camp, the Staff at HRB has been the life blood which makes camp a wonderful experience. In saying that, I want to ensure you I will make sure you have all the tools and knowledge to perform your job and continue to uphold that tradition. A large part of that custom is making sure camp is a fun and enjoyable summer for everyone. I look back on my years as a camp staff member as some of the best summers of my life. I worked hard, played even harder, and made lifelong friends.

If at any time during the summer you have a question or observation, my door is always open to you for comments and suggestions. I also would like you to take a moment and reflect on what it is you can do to make the camping experience the best for everyone who camps at the H. Roe Bartle Scout Reservation.

Again, congratulations on being selected to serve. Welcome and good luck as you assume your responsibilities as a member of the H. Roe Bartle 2025 Camp Staff.

In friendship and warmth,

A handwritten signature in black ink that reads "David Riker".

David Riker
Reservation Director

Reservation Information

H. Roe Bartle Scout Reservation- 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, you and over 600 other 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 (Micosay, Reservation Headquarters, Health Lodge) - Provides program and services to the entire reservation.

Commissioners and Session Staff - Scouters who volunteer 9 days to support unit 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 counselor/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 counselor/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 is at least equal to 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 they get 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 all 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 supervisor.

Equal Opportunity Employer - The Heart of America Council does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped 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 staff displays by their appearance sets the tone for camp, as well as being a standard for camp accreditation. Each staff member will be provided with two staff shirts (five for first year, full-time staff), and a camp staff patch. You will need to borrow or buy enough uniform parts to be in the 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. It is not necessary to wear a merit badge sash, neckerchief, or hat to be in correct official field uniform (“Class A”). While it is always acceptable to wear the official field uniform (“Class A”), 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, Scout 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. Only current or previous official staff shirts are permitted. 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. Staff members involved in aquatic activities at the pool or lake wear modest swimsuits. For males, please wear trunks (no racing or Speedos, please). For females, modest tankinis or one-piece swimsuits are appropriate. 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 (#543) or Campaign Hat (#501) may be worn with the official field uniform. Staff members, who are constantly in the sun, may find the Expedition Hat (#637) or any non-logo broad brimmed hat (felt or straw) a needed accessory to their camp staff uniform or activity wear. No ball caps other than the official BSA hat. Reservation or MOS hats are also acceptable. Billed caps will be worn with the bills shading the eyes. If you have any questions see your Camp Director.
2. Footwear – leather shoes, hiking boots, or athletic shoes are required at all times. **Sandals and flip flops are not worn, except to and from the staff showers.**
3. **In addition to the staff uniform, staff members will be issued identification badges, which must be prominently displayed at all times when staff are not within their staff cabin area.**
4. Camp staff members and 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. Micosay Attire – The staff also sets the example by wearing approved Micosay attire and claws. Please refer to your Customs & Traditions book. Sandals and flip flops are not to be worn with Micosay Attire.
6. Dining Hall – **Shirts, pants/shorts and shoes are required in the dining hall, even change days.**
7. Staff will maintain a neat and clean appearance including hair, facial hair, and hygiene as determined by each Camp Director. See page 15.

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. There is only one telephone line in each camp, and it is a business phone that must be kept available for camp business calls. Should you need to be contacted in an EMERGENCY, the above number is answered 24 hours a day.

3. Mail

(Your name)
(Your Camp and Lodge – Lone Star, Sawmill, Piercing Arrow, Lodge)
H. ROE BARTLE SCOUT RESERVATION
5525 NE SCOUT CAMP ROAD
OSCEOLA, MO 64776 –9000

4. Visitors

Families and other guests are permitted in the staff area only from 10:00 AM - 5:00 PM on Visitor Days.
Leave your pets at home.

5. Religious Services

"12th Point of the Scout Law" - Participate in religious and vesper services. All staff members will attend the religious service of their choice. You may also want to work on religious awards while on camp staff.

6. Dining Hall

You will need to eat properly to perform your responsibilities with a high degree of efficiency. Be at all meals on time. To 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. Staff yells, songs, etc. may be given during the meal as indicated by the Camp Director or Program Director.

7. Punctuality

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

8. Reveille - Retreat and Taps

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

9. Troop Check-In and Check-Out Duties

The Camp Director or Program Director will assign each staff member a specific function to be carried out as units are checked-in and checked-out of camp. This is an important chance for staff members to make a good impression and make the Scouts and Scouters feel welcome at camp and eager to return next year.

10. Laundry Service

Laundry service is provided for all staff on a weekly basis. Be sure to label all clothing items with your full name for proper identification.

11. Staff/Recreation Area

This area is provided for your relaxation. Use it, enjoy it, take care of it, and keep it clean!

12. Bicycles

No bicycles except by written permission of the Reservation Director.

13. Road Safety

The black topped surface on Scout Camp Road with its lack of an apron and steep drop offs 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 or the Lake Front Road from Lone Star Trading Post to the Lake.

14. Scout Advancement by Camp Staff

You may have an opportunity to work on advancement during your time on staff. Inform your Camp Director prior to starting work on any merit badge and then work directly with the Counselor or Director in charge of the program area. Of course, your priority is to help the camper, but you are encouraged to work on your personal advancement during your personal free time.

15. 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!!!

16. Osage River Trading Company (ORTC)

The Osage River Trading Company operates on a cash basis for everyone in camp. 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.

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, Micosay 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.

17. Rifles, Shotguns, Bows, Arrows, Ammunition, etc.

Firearms and other equipment are used in program areas on a closely controlled basis. BSA policy is personal firearms, archery equipment, air-soft guns, BB/pellet guns, paintball guns and other weapons are not permitted in camp.

18. Controlled Substances and/or Alcohol are Prohibited in Camp

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

Informing the Parents of Minors

Situations 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.

The camp will investigate all good faith 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 staff members involved in the investigation will be notified at an appropriate time. The Reservation Director or Camp Director will reasonably and in good faith 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 staff members involved in an investigation will be notified of the results of the investigation.

19. Training

Having an “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. All trainings will need to be updated in WorkBright to be considered complete. Prior to camp complete the following on-line courses:

1. **Youth Protection Training – Mandatory Section** (valid for 2 years) - available at www.my.scouting.org (BSA membership # is required)
2. Hazardous Weather Training (valid for 2 years) - available at www.my.scouting.org (BSA membership # is required)
3. Workplace Harassment Prevention Training (valid for 1 year) – available at www.skillssoftcompliance.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: 9LE9G2Q7
5. Hazard Communication (valid for 1 year) - available at <http://www.lezage.com/login.cfm?dp=34> Access code: 9LE9G2Q7
6. PEER on PEER Training- available at www.my.scouting.org (BSA membership # is required)
7. Parent/Guardian Consent Form- required for 17 y/o and younger by parents or guardians.



B. Direct contact leaders Staff (18 & over) must be trained for your position.

8. 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 for updated requirements and worksheets to assist on earning these badges.
 - Staff Week Preparation – 18+ years old staff will check-in on Sunday, May 26 between 3:00 pm and 5:00 pm. 17 years old and younger staff will check-in on Monday, May 27 between 8:00 am and 10:30 am.

20. Payroll and Banking

All staff members are required to have an electronic deposit of payroll. You must provide your bank account information that has your name on it. **NO LIVE CHECKS WILL BE PRINTED.** Your salary is based on a weekly contracted rate, which includes your three days of vacation. You will be paid on June 18th, July 3rd, July 17th, August 4th and August 22nd if needed. If you arrive at staff week late, that will count against your time off. Additional days off will be unpaid.

21. Staff Called Warrior Dates

For those who may qualify:

Warrior pre-call —	Monday, May 26 at 7:00pm
Staff Warrior Ceremony —	Sunday, June 1 at 8:30pm

Living Quarters

1. Assignment and Upkeep

Males and Females will not be housed in the same cabins. Staff 18 years of age and older may not be housed with staff under 18. Each staff member will be assigned living quarters with a bed and mattress. You will need to keep these in a clean, desirable condition. Your **Camp Director and Program Director** will handle the check-in/check-out procedures and will periodically inspect cabins. The cost for repair of damages above normal wear and tear could be assessed to all individuals in the cabin. For the welfare of all staff and campers, camp staff areas, cabins, recreation areas, personal camp boxes, personal cars, and other storage facilities within the camp or camp staff areas may from time to time be subject to an inspection for alcohol, controlled substances and cleanliness by the Camp Director, Reservation Director, or Ranger.

2. Housing Agreement Form

Each staff member will be required to complete the housing agreement form. (WorkBright)

3. General Rules

The following applies to ALL staff areas:

1. Hours for complete lights-out are observed at 11:00 pm. 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. Staff members WILL be in their respective staff area after taps unless otherwise authorized by Camp Director or Program Director.
2. Due to electrical expenses and fire hazards, only UL approved electrical equipment will be used.
3. ***NOTE:** Because of these electrical limitations, it is important that all cabin mates coordinate their electrical needs prior to arriving at camp. The camp administration recommends the use of a battery or wind-up clock and the sharing of electrical appliances. Hair dryers and electric razors may be used on an as needed basis. REFRIGERATORS, AIR CONDITIONERS, AND DECORATIVE LIGHTING ARE NOT PERMITTED. A Scout is conservation minded. Turn off all lights, fans, and radios when not in the cabin.
4. Do not let the volume of music or other cabin activities disturb those in other cabins.

5. 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.
6. DO NOT paint or mark on cabins — inside or outside.
7. Any change of housing assignments must be approved in advance by the Camp Director. No males in female cabins and no females in male cabins.
8. The staff area is for current staff only; campers and leaders are not allowed. Current camp staff visitors are welcome but must return to their respective camps by 10:00 pm. Absolutely no others are permitted to stay in staff areas without approval of the Camp Director.
9. Area rugs (one 3'x5' per staff member) are permitted but must be removed at the end of camp. "Wall to wall" carpet is not permitted. Anything you bring, you take home!
10. Take pride in your staff area and help keep cabins, recreation areas and latrines neat and clean. A Scout is Clean - and clean is healthful! All staff will be assigned responsibilities for cleaning showers, latrines, and recreation areas by the program director.
11. Properly tagged vehicles are permitted in the staff area to load and unload and will be kept in assigned parking locations at other times. Staff cars must have HRB Reservation ID clearly displayed.
12. No pets are allowed in the camp.
13. You are NOT cleared to leave camp at the end of your assignment until you have been checked-out of your cabin and any damage charges paid.

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 period of employment, the staff member's full time is at the disposal of the Camp Director or Program Director. Each day presents certain opportunities for personal time. Each employee will be offered "time off" in accordance with the scheduled operation of the camp. When leaving your camp for another location on the reservation or Iconium, the correct procedure is to first get permission from your Camp Director then sign-out on the correct form at your camp director's cabin. **Remember, always sign back in when you return to camp.**

2. Personal Leave Time

All requests for personal leave must be submitted in writing (use the proper form) to your Camp Director for review and approval during staff training week.

Since the camp staff is in residence for nearly 60 days during the summer, it is often necessary for staff members to request time to take care of personal business back home. Consequently, in addition to the relaxed schedule of visitor's days and the time off in camp during the change days between sessions, all staff are permitted "personal days off" during the summer at the rate of one-half day per session, or three personal leave days for full summer staff. Additional, pre-arranged personal leave (unpaid) or days for emergency situations should be discussed with your Camp Director.

Adult staff (18 and over) will be granted one evening off each of the sessions, (Staff Week does not count) with approval by your Camp Director. Check out with Camp Director after 4:30 pm and check in with Camp Security prior to 12:00 midnight. (Violation of this rule will result in a loss of one future night off or termination at the discretion of the Camp Director.)

3. Visitor's Day Policy

Visitor's Day is a program day like any other during the session. It is not automatic time-off.

Remember your responsibilities tend to involve you in risk management situations and your leadership is needed, even on Visitor's Day! Please keep this in mind when requesting time away.

The following rules will apply:

1. Staff under 18 may leave the reservation with their parents for short trips to town. Official Field ("Class A") or Camp Staff ("Class B") uniform is required. Twenty-four (24) hour-advance notice is appreciated. **REMEMBER, PROGRAMS COME FIRST!!!!**
2. You may not leave if your program area requires you to be in camp. All staff given permission to leave must return by 4:30 pm.
3. Staff 18 and over may be given permission on a case-by-case basis.

4. Break Time

Break Time is from July 2nd - 10:00 am to July 6th - 9:00 am. Staff must leave for home after campers have left and must return by 9:00 am on the 6th. The reservation will be closed. Please make prior arrangements for transportation.

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 current camping season. Parent/legal guardian's signature is also required for staff under age 18. Even though a personal physician signs the health forms, Heart of America Council reserves the right to not allow a staffer 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. Staff Medication

All Staff Members that are 17 years old and younger are required to turn in all prescribed medications except inhalers and epi-pens to your Assistant Camp Director, who will supervise the administration.

4. 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.

5. 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).

6. 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 fire guard duties during staff week and "practices" will be held. Your full cooperation is necessary. **In the event of a fire, the understanding of your particular job may control it. Caution campers and instruct them in the proper methods for building of campfires and cooking fires. Be alert for live matches and cigarettes as you travel the trails of our reservation.**

7. 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 host 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. Complete training on Storm Shelter Procedures will be conducted during Staff Week.

8. Active Shooter Emergency

Active Shooter situations can occur at any time and are defined as "Any individual or group actively intending physical harm against one or more people located on the H. Roe Bartle Scout Reservation." The individual or group intending harm must be identified as soon as the situation is recognized by staff or campers. Senior staff must be notified as soon as a threat is recognized. Senior staff have procedures that will be executed. Part of that procedure will be to notify all staff and campers via intercom and radio of an active shooter situation. All individuals are to remain in their current locations, move to the nearest woods and spread out and protect themselves by hiding behind trees, rocks etc. Do not remain in buildings or head to gathering spots when this event is declared. All individuals should remain 50 feet apart and stay there until The Camp Director announces an "ALL CLEAR." No one else can issue the "ALL CLEAR".

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.

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.

Discipline Policy

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a consistent basis. The H. Roe Bartle 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 H. Roe Bartle Scout Reservation has determined as unacceptable practices or behavior. Management retains the right and absolute discretion to

discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign employment at any time. Similarly, the council may terminate the employment relationship of any individual at any time. This Staff Guide is merely a guide to policies and procedures. This Staff Guide is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Staff Guide guarantees employment for any specific duration.

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 Headquarters 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 H. Roe Bartle 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 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 H. Roe Bartle Scout Reservation’s “Zero Tolerance” policy (see Staff Guide) will result in immediate termination. Additionally, violations listed on pages 17-19 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 H. Roe Bartle 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: 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 reservation headquarters building.
 - A. The Camp Director will have all paperwork completed regarding the termination and collect the H. Roe Bartle 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 season.
 - C. The former staffer will gather all their personal effects/property and will be escorted by members of the commissioner staff to the reservation 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. No determination of terminating anyone will be made if there is not time for the person to drive home during daylight. 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 season.
 - C. If the former staffer is a member of the tribe of Micosay and desires to attend a Micosay ceremony, they must first contact the Reservation Director and receive permission to attend a ceremony. (This may require being escorted to the ceremony by a member of the camp staff).

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 from staff performance or success.

Personal habits such as: chewing tobacco, smoking (including electronic cigarettes/vaping), 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 haircuts to any other staff member 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 (see appendix "Staff Code of Conduct"):

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 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 BSA, 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. These may include magazines, pictures, videos, games, music, and other materials which are not in keeping with the Scout Oath and Law.

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.
5. Usage of Tobacco – Smoking (including e-cigarettes/vaping) or chewing tobacco is NOT allowed for any employee under 21 years of age. Smoking/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/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). No smoking in the staff village (including e-cigarettes/vaping) or chewing tobacco.

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 should report the alleged conduct to the Camp Director or Reservation Director.

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

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, Micosay, 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 Micosay 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.*

Camp Counselor/Director Job Overview

REPORTS TO: Program Director

RESPONSIBILITIES

1. Attend all scheduled Counselor or Director meetings; participate in pre-camp training.
2. Conduct formal and informal training of the staff as required. Observe instructional sessions several times a session to ensure that the program is being carried out as planned and to offer help as needed by the Instructor. Counselors fill in for Instructors in their absence.
3. Conduct informal evaluations of the instructor each session based on observations. These can be as simple as a discussion between the counselor and instructor. The evaluations conducted second and fifth session shall be formal written evaluations using the current Council forms. The written forms will be submitted to the Camp Director at the time of the evaluation.
4. Use every means possible to see that all Scouts and leaders are kept fully informed of all program features and be available during lodge hours and other times as scheduled to discuss the program with leaders. Be sure all Scouts are offered all help needed to complete programs as outlined in the Program Guide. **Instruct program offerings as needed.**
5. Understand the aims and methods of the BSA and follow advancement policies in accordance with Council duties.
6. Work with the program director to design and implement patrol activities relevant to the program area. Ensure that the workload is evenly divided among the staff.
7. Requisition needed materials through the Camp Director. Anticipate needs well in advance and prevent wasteful use of all materials.
8. See that neat and accurate records are kept for all merit badge programs. You will receive training and information on this during staff week. Merit Badge records will be kept by computer. All personal working copies of records must be recorded in either blue or black ink.
9. Fill out inventory sheets, work orders, requisitions, and suggestions during the final camping session, which contain information about the status of all programs held at the program area, suggestions for future programs, and an assessment of the physical condition of the program area.
10. Work with the Program Director in the planning, implementing, and participation of various camp wide programs such as, but not limited to campfires, dining hall programs, Micosay activities, and change day activities including programs for non-tribesmen.
11. Perform all other duties as assigned by the Program Director or Camp Director.

Instructor Job Overview

REPORTS TO: Program Area Counselor/Director

RESPONSIBILITIES

1. Participate in all trainings and staff activities during staff week.
2. Develop a thorough knowledge of his or her subject area.
3. Develop a complete set of notes, visual aids, and reference materials as needed to teach effectively.
4. Assist Scouts in obtaining the maximum benefit from the program area.
5. Participate and assist in all patrol activities and camp-wide activities as assigned.
6. As a staff member, do their part for the character-building process in Scouting and constantly be aware of the example they are setting for the campers.
7. Perform all duties involving campfires, dining hall programs, and Micosay activities as assigned.
8. Follow the camp approved syllabus of instruction.
9. Be at the assigned place on time and prepared to begin activity.

MY DUTY WORKSHEET		
TIME	LOCATION ASSIGNED	BADGE ASSIGNED
8:30 to 9:30 am		
9:30 to 10:30 am		
10:30 to 11:30 am	Patrol Activities and Record Update	
Lunch		
2:00 to 3:00 pm		
3:00 to 4:00 pm		
4:00 to 5:00 pm	Patrol Activities and Record Update	

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:

1. Provide and maintain good facilities and equipment for demonstration and training. Keep things neat and orderly.
2. Know your subject and be able to teach it in an interesting manner.
3. 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.
4. Gimmicks – Gimmicks – Gimmicks: Attention grabbing gimmicks to catch and hold the Scout's interest. Where? Everywhere is where you should sell your area. 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.
5. Be enthusiastic in your job. Show that you really enjoy your area and its activities. Be involved in your area.
6. Use established camp traditions to enhance your program.
7. Use contests, competition, and games to spark interest.
8. Take your activities to the Scouts. **PROMOTE!! PROMOTE!! PROMOTE!!**
9. Seek help from other knowledgeable people.

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 learn.

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/her 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.

How to Lead a Song

Have you ever seen a song leader get up in front of a group and say something like this: “Now we’re all going to sing “Home on the Range” – ready! Sing!” They probably wondered why everybody started at different times in different keys – or didn’t start at all.

Singing is fun. Leading and teaching songs can be fun, too. But there are certain sensible rules you must follow to be a successful song leader. These rules aren’t difficult. You don’t have to sing like Pavarotti or wave a baton like Toscanini to lead songs well. Many top song leaders are only average singers themselves, and many get excellent results with a minimum of arm motion. So can you. Here are some tips.

Leading a Song

Formal song leading is not always necessary. Songs can be sung in natural groups – someone starts the song and everyone just joins in and sings. Old favorites can be used effectively in this setting.

The occasion will dictate the procedures and methods to be followed in conducting group singing. If the group is used to singing together, there is little need for “ice breaking”. Use old familiar songs with new groups with a mix of good harmony and action songs.

Your audience expects certain things from you as a song leader.

1. Smile at your group. Relax. Radiate confidence and enthusiasm, even if you don't feel particularly confident or enthusiastic. Morale catches!
2. Tell them the name of the song they are going to sing. Announce each song clearly and the name of the tune if it is not an original song. Be sure your whole group knows the song. If they don't, teach them.
3. Always start with a rousing, well-known, warm-up number so that everybody, including you, can sing out with confidence. The group cannot go wrong and your success as a leader will be assured.
4. Be sure to give the pitch or key. Sing a few bars yourself or have a couple of bars played on an instrument, if available. Be sure the whole group has it. If you are too high or too low, stop and start over again.
5. Start the singing with a slight upward arm motion and then a decisive downward motion, (a downbeat). Begin singing yourself on the downbeat. Don't worry if some don't start with the first note. They'll join in quickly.
6. Beat time with a simple up-and-down motion of your arm. Don't try to imitate a symphony conductor. Make your arm motions definite and brisk. You're in command.
7. Control volume by raising your hands for loudness and lowering them for softness.
8. Don't insist on volume, at least at the start. Tell your group it is the singing that you want, not noise or volume. Nothing ruins singing faster than turning a song into a shouting match.
9. If the song doesn't go well, no one will really know the difference. If things look promising, say, "That was good for a practice, now let's sing."
10. Move around a little. Inject a little pep and personality. Act like you enjoy what you are doing and really want to lead the song you are leading. Make sure you are visible to everyone in the group. They cannot follow you if they cannot see you.
11. Spark enthusiasm by dividing the crowd for a song or two. Groups can sing separately when you point to them, and then sing all together. Vary unison singing with occasional humming, whispering, or rhythm clapping.
12. Plan your selections carefully. Don't ask what songs they want – tell them. Choose those songs that fit the crowd or occasion. Beware of parodies and songs that might offend.
13. Stop before you're stopped. Leave them wanting more, not glad you stopped.

KNOW THE SONGS YOU ARE LEADING!

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, huffing
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, criticize, 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)?

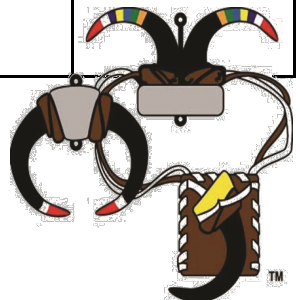
With everything we do or say, we teach our Scouts something. We should ask, before we do or say anything, "Is this really what we want to teach them?"



H. Roe Bartle Scout Reservation

2025 Micosay Calendar

SUN MAY 25	MON MAY 26	TUE MAY 27	WED MAY 28	THURS MAY 29	FRI MAY 30	SAT MAY 31
Counselors & Directors report after 3pm-5:30pm	Jr. Staff 8am-11:00am STAFF WEEK STARTS @ NOON	STAFF WEEK	STAFF WEEK	STAFF WEEK	MICOSAY CELEBRATION BEGINS 9:00 PM	MICOSAY CELEBRATION
SUN JUNE 1	MON JUNE 2	TUE JUNE 3	WED JUNE 4	THURS JUNE 5	FRI JUNE 6	SAT JUNE 7
STAFF WEEK STAFF WARRIOR CEREMONY 8:30	STAFF WEEK	SESSION 1 DAY 1 CAMPERS ARRIVE @ 12:00 OPENING CAMPFIRE 8:00	SESSION 1 DAY 2 1ST COV COUP MEETING SHE SHE BE COUNCIL 1:00 PRE CALL COUNSELING 7:30	SESSION 1 DAY 3	SESSION 1 DAY 4 CALL NIGHT 8:00 WR NIGHT OUT	SESSION 1 DAY 5 1ST COV COUP MEETING WORK DAY WR DANCE PRACTICE 8:00 TRIBAL COUNCIL TRAINING 7:00 1ST NIGHT OUT 7:30 1ST NIGHT OUT 7:30
SUN JUNE 8	MON JUNE 9	TUE JUNE 10	WED JUNE 11	THURS JUNE 12	FRI JUNE 13	SAT JUNE 14
SESSION 1 DAY 6 VISITORS DAY CHURCH 8:30 TRIBAL COUNCIL 9:30 2ND NIGHT OUT 5:30 WARRIOR CEREMONY 8:30	SESSION 1 DAY 7 HONORARY CALL BRAVE NAME DAY TRIBAL RESPONSIBILITIES 7:00	SESSION 1 DAY 8 TRIBAL COUNCIL 8:30 HONORARY NAME DAY HON. ORIENTATION 1:00 BRAVE CEREMONY 8:30	SESSION 1 DAY 9 FOXMAN ORIENTATION 4:30 CLOSING CAMPFIRE 8:00	SESSION 1 DAY 10 CAMPERS DEPART	SESSION 2 DAY 1 CAMPERS ARRIVE @ 12:00 OPENING CAMPFIRE 8:00	SESSION 2 DAY 2 1ST COV COUP MEETING SHE SHE BE COUNCIL 1:00 PRE CALL COUNSELING 7:30
SUN JUNE 15	MON JUNE 16	TUE JUNE 17	WED JUNE 18	THURS JUNE 19	FRI JUNE 20	SAT JUNE 21
SESSION 2 DAY 3 VISITORS DAY CHURCH 8:30	SESSION 2 DAY 4 CALL NIGHT 8:00 WR NIGHT OUT	SESSION 2 DAY 5 1ST COV COUP MEETING WORK DAY WR DANCE PRACTICE 8:00 TRIBAL COUNCIL TRAINING 7:00 1ST NIGHT OUT 7:30	SESSION 2 DAY 6 TRIBAL COUNCIL 8:30 2ND NIGHT OUT 5:30 WARRIOR CEREMONY 8:30	SESSION 2 DAY 7 HONORARY CALL BRAVE NAME DAY TRIBAL RESPONSIBILITIES 7:00	SESSION 2 DAY 8 TRIBAL COUNCIL 8:30 HONORARY NAME DAY HON. ORIENTATION 1:00 BRAVE CEREMONY 8:30	SESSION 2 DAY 9 FOXMAN ORIENTATION 4:30 CLOSING CAMPFIRE 8:00
SUN JUNE 22	MON JUNE 23	TUE JUNE 24	WED JUNE 25	THURS JUNE 26	FRI JUNE 27	SAT JUNE 28
SESSION 2 DAY 10 CAMPERS DEPART	SESSION 3 DAY 1 CAMPERS ARRIVE @ 12:00 OPENING CAMPFIRE 8:00	SESSION 3 DAY 2 1ST COV COUP MEETING SHE SHE BE COUNCIL 1:00 PRE CALL COUNSELING 7:30	SESSION 3 DAY 3	SESSION 3 DAY 4 CALL NIGHT 8:00 WR NIGHT OUT	SESSION 3 DAY 5 1ST COV COUP MEETING WORK DAY WR DANCE PRACTICE 8:00 TRIBAL COUNCIL TRAINING 7:00 1ST NIGHT OUT 7:30	SESSION 3 DAY 6 HONORARY CALL TRIBAL COUNCIL 8:30 2ND NIGHT OUT 5:30 WARRIOR CEREMONY 8:30
SUN JUNE 29	MON JUNE 30	TUE JULY 1	WED JULY 2	THURS JULY 3	FRI JULY 4	SAT JULY 5
SESSION 3 DAY 7 VISITORS DAY BRAVE NAME DAY TRIBAL RESPONSIBILITIES 7:00	SESSION 3 DAY 8 TRIBAL COUNCIL 8:30 HONORARY NAME DAY HON. ORIENTATION 1:00 BRAVE CEREMONY 8:30	SESSION 3 DAY 9 FOXMAN ORIENTATION 4:30 CLOSING CAMPFIRE 8:00	SESSION 3 DAY 10 CAMPERS DEPART	BREAK	BREAK	BREAK
SUN JULY 6	MON JULY 7	TUE JULY 8	WED JULY 9	THURS JULY 10	FRI JULY 11	SAT JULY 12
SESSION 4 DAY 1 CAMPERS ARRIVE @ 12:00 OPENING CAMPFIRE 8:00	SESSION 4 DAY 2 CHURCH 8:30 1ST COV COUP MEETING SHE SHE BE COUNCIL 1:00 PRE CALL COUNSELING 7:30	SESSION 4 DAY 3	SESSION 4 DAY 4 CALL NIGHT 8:00 WR NIGHT OUT	SESSION 4 DAY 5 1ST COV COUP MEETING WORK DAY WR DANCE PRACTICE 8:00 TRIBAL COUNCIL TRAINING 7:00 1ST NIGHT OUT 7:30	SESSION 4 DAY 6 HONORARY CALL TRIBAL COUNCIL 8:30 2ND NIGHT OUT 5:30 WARRIOR CEREMONY 8:30	SESSION 4 DAY 7 BRAVE NAME DAY HONORARY NAME DAY HON. ORIENTATION 1:00 TRIBAL RESPONSIBILITIES 7:00
SUN JULY 13	MON JULY 14	TUE JULY 15	WED JULY 16	THURS JULY 17	FRI JULY 18	SAT JULY 19
SESSION 4 DAY 8 VISITORS DAY CHURCH 8:30 TRIBAL COUNCIL 9:30 BRAVE CEREMONY 8:30	SESSION 4 DAY 9 FOXMAN ORIENTATION 4:30	SESSION 4 DAY 10 CAMPERS DEPART	SESSION 5 DAY 1 CAMPERS ARRIVE @ 12:00 OPENING CAMPFIRE 8:00	SESSION 5 DAY 2 1ST COV COUP MEETING SHE SHE BE COUNCIL 1:00 PRE CALL COUNSELING 7:30	SESSION 5 DAY 3	SESSION 5 DAY 4 VISITORS DAY CALL NIGHT 8:00 WR NIGHT OUT
SUN JULY 20	MON JULY 21	TUE JULY 22	WED JULY 23	THURS JULY 24	FRI JULY 25	SAT JULY 26
SESSION 5 DAY 5 CHURCH 8:30 1ST COV COUP MEETING WORK DAY WR DANCE PRACTICE 8:00 TRIBAL COUNCIL TRAINING 7:00 1ST NIGHT OUT 7:30	SESSION 5 DAY 6 TRIBAL COUNCIL 8:30 2ND NIGHT OUT 5:30 WARRIOR CEREMONY 8:30	SESSION 5 DAY 7 HONORARY CALL BRAVE NAME DAY TRIBAL RESPONSIBILITIES 7:00	SESSION 5 DAY 8 TRIBAL COUNCIL 8:30 HONORARY NAME DAY HON. ORIENTATION 1:00 BRAVE CEREMONY 8:30	SESSION 5 DAY 9 FOXMAN ORIENTATION 4:30 CLOSING CAMPFIRE 8:00	SESSION 5 DAY 10 CAMPERS DEPART	STAFF DEPART



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 Arrowman during camp and thus inspire younger scouts toward the goal of becoming an Arrowman.

Yours in Cheerful Service,

A handwritten signature in black ink that reads "David Riker".

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



Appendix

The following items must be completed and recorded through the WorkBright system by April 1, 2025:

1. **Your Letter of Employment/Agreement** - must be signed by you and your parent or guardian if you are under 18.
2. **W-4 form** - If a paid employee, both Missouri and Federal Forms must be signed and returned with your Letter of Employment.
3. **Automobile Regulations** - must be completed *even if you are not personally driving*.
4. **Code of Conduct** - must be completed.
5. **Seasonal Housing Agreement** - must be completed.
6. **Employment Eligibility Verification (Form I-9)** - all staff (full time paid positions) are required to fill out the I-9 Form in WorkBright.
7. **On-line training and verification of all required trainings entered in WorkBright** – see page 10 for list of training classes and locations on web-based trainings.
8. **Your direct deposit information** – must be completed.

To be turned in during Staff Week Check-in:

1. **Annual Health and Medical Record** signed by a Physician within the last 12 months.

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



NATIONAL CAMP
FULLY ACCREDITED