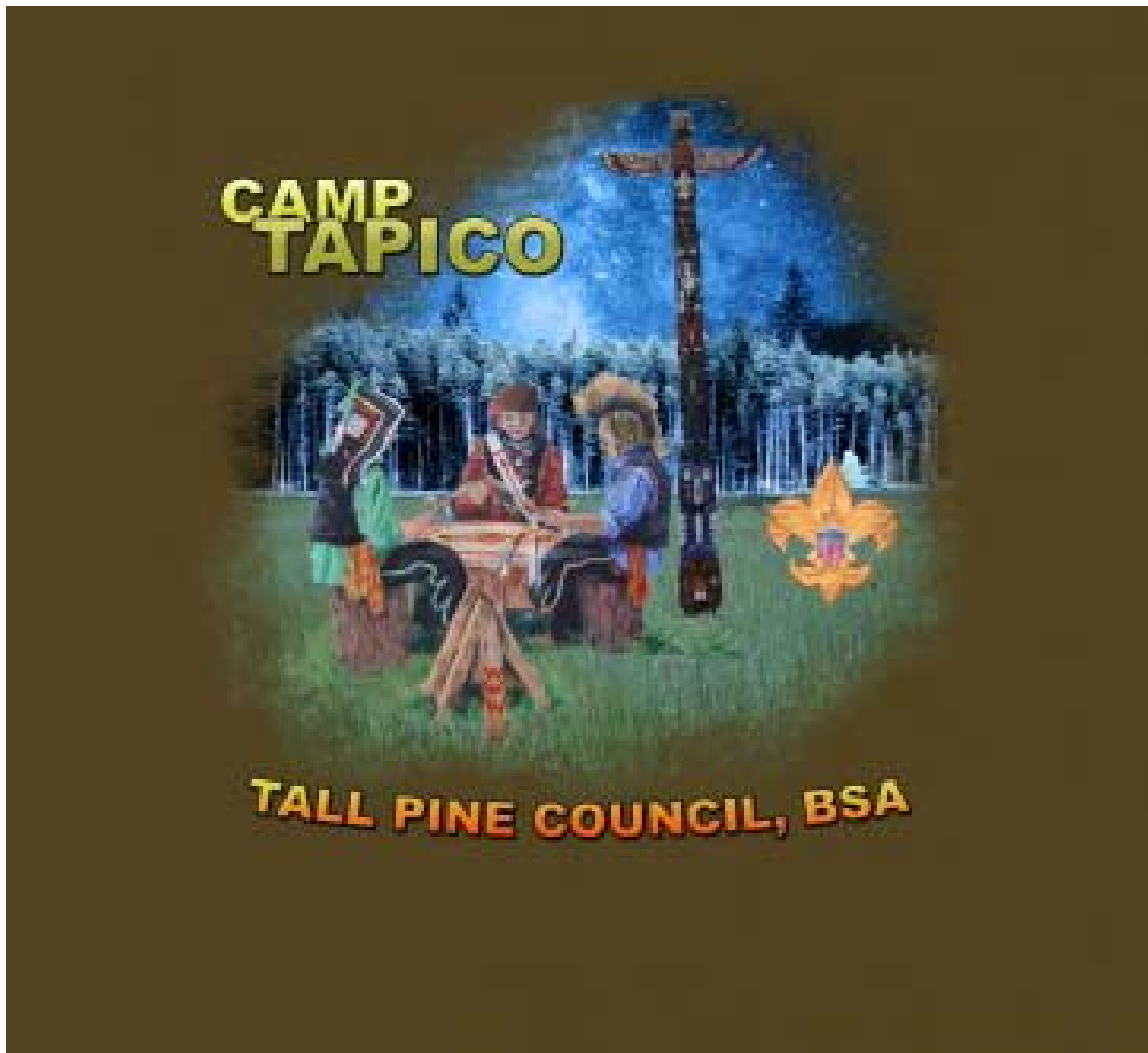


2009 CAMP TAPICO



STAFF GUIDE

February 1, 2009

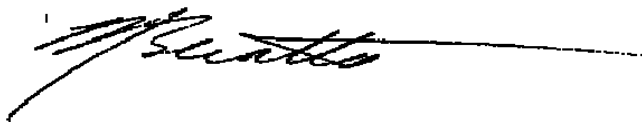
Dear 2009 Camp Tapico Staff,

On behalf of the Scouts, Leaders, and Camp Management Team, I would like to congratulate you on becoming a member of the 2009 Camp Tapico Staff. I know from my many years of camp experience that serving on staff is a very memorable, yet a sometimes challenging time. As a staff member you will have the opportunity to have a positive impact on many of the approximately 1,000 Scouts and Leaders attending camp this summer. It is extremely important that each of us come together as a team and work together to create a positive environment for these campers. Our words and actions must always focus on the Scout Law, Scout Oath, Scout Motto, Scout Slogan, and Outdoor Code. Aside from its meaning within Scouting in general, the Scout Law also applies to you as a staff member. As you carefully review this staff guide, read **Pages 3 and 4**, as a reminder to your commitment to Scouting, Camp Tapico, and about what type of impact you will have on Scouts this summer.

We have been working extremely hard to update and reformat much of the camp documentation from previous years. Much like the 2009 Leader's Guide, the 2009 Staff Guide has had a major revision. Since this is virtually a new Staff Guide, please take time to read and understand this document. **Be sure to sign Appendix 8-A and return it to the Scout Service Center with your signed contract and other documentation.**

This summer will be a great time filled with service to others, friendship, and of course learning about you as a person. There are a great number of high expectations placed on a staff member, so please make the best of every situation you face this summer and stay focused on the task at hand. Each and every day, we must do our very best to serve the campers who come to our camp. A team is only as strong as its weakest member, so everyone's best effort is expected. By doing your part, as a member of the Camp Tapico Team, you can make a positive contribution to the great summer ahead. I am looking forward to a fantastic summer.

Yours in Scouting,

A handwritten signature in black ink, appearing to read "Mike Beratta", with a long horizontal line extending to the right.

Mike Beratta
2009 Camp Tapico Director

THE 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.*

THE SCOUT LAW

*A Scout is: trustworthy, loyal, helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave, clean, and reverent.*

THE MOTTO

Be Prepared

THE SLOGAN

Do a Good Turn Daily

THE OUTDOOR CODE

*As an American, I will do my best to -
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors,
and
Be conservation minded.*

THE SCOUT LAW AS IT PERTAINS TO SUMMER CAMP STAFF MEMBERS

A Scout is Trustworthy - As a staff member, you will find trust and success go hand in hand. The Camp Director and supervisors will entrust to you certain duties and responsibilities. Your diligence in performing the assignment directly reflects upon its success or failure.

A Scout is Loyal - Loyalty to the Camp Director and your associates is essential. Constantly be observant about matters affecting the harmony of the camp and bring such matters to the attention of the Camp Director and Supervisors.

A Scout is Helpful - Helpfulness begins with the newly arrived Scout and his family and lasts until he leaves. A single Scout's problem, if observed by you, becomes your problem until brought to a solution.

A Scout is Friendly - As you pass a Scout or leader on the trail, say, "hi camper." A friendly word costs nothing, yet gives so much good will.

A Scout is Courteous - You represent the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent the camp and that implies a certain code of personal respect for the time of others. Be on time.

A Scout is Kind - Kindness is often interpreted in its relationship to animal life. Show that boys are of even greater importance.

A Scout is Obedient - A staff member responds to the direction of Supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for action. If you have something on your mind, get it off quickly to the right person, but get the job done.

A Scout is Cheerful - A happy camp and a spirited camp, is a successful camp. Happiness is contagious, particularly in Scout camp. No one is in a better position to promote and stimulate this attitude than you are.

A Scout is Thrifty - Each staff member should protect and conserve the equipment, the physical property, and the resources of the camp.

A Scout is Brave - As a staff member, you will face many challenges this summer, and this all requires you to stand tall to meet and exceed your goals.

A Scout is Clean - Your personal cleanliness and living quarters are to be an example all Scouts can follow.

A Scout is Reverent - Being faithful in your religious duties is important because the force of your example molds the attitude of those who look to you as the role model for the right attitude and high ideas.

ABOUT THIS DOCUMENT

The 2009 Staff Guide contains a wealth of valuable information about being a member of the Camp Tapico Staff. Be familiar with the contents of this document in order to avoid any misunderstandings regarding the camp programs and operations and your role in them, your terms of employment and related issues of confidentiality, and most importantly our expectations of you as a staff member. **After you have become familiar with this guide, please sign the acknowledgement form (Appendix 8-A), and return it to the Scout Service Center.** All staff members under the age of 18 must have a parent read the Staff Guide and sign the acknowledgement form as well. **PLEASE BRING YOUR 2009 STAFF GUIDE TO CAMP WITH YOU.**

CAMP STAFF

Each of you have been hired to work camp because you possess a certain level of skill and experience necessary to complete the job at hand. You will receive a job description, outlining your responsibilities at camp. The 2009 Administrative Team has been hired by the same criteria and each have a specific duty in camp. The **Appendix 1-A** contains a list of the 2009 Administrative Team members and a brief description of their duties.

CONTRACTS

Contracted service agreements are required of all staff, regardless of whether you are a volunteer staff member or seasonal employee. You should retain a copy of your contract in your files for reference. Contained within this legal document is the position you have been hired for, contract dates, pay rate, and conditions of employment. In becoming a member of the Camp Tapico Summer Camp Staff, you are an employee of the Tall Pine Council, Boy Scouts of America, and are subject to the rules and regulations of the Boy Scouts of America, the Tall Pine Council, and Camp Tapico. It is imperative that you, and a legal guardian if under 18, become familiar with this agreement. The Tall Pine Council and camp management will be firm in requiring adherence to all rules and regulations. Failure to comply with these policies will result in a reprimand and/or dismissal.

SALARIES AND PAY SCHEDULE

Staff salaries are based on budget availability, staff position, responsibility, tenure, and past performance. Consideration is also given to current National Camping School certifications staff members hold. Your housing and meals for your summer camp employment are also considered part of your compensation. Your salary is subject to City and Federal withholding taxes, as well as Social Security and Medicare. Such deductions will be made from your salary payments in accordance with the provisions of these tax laws. Staff will be paid five times during the summer, on Saturday. **Your first check is contingent upon all contract paperwork being returned before June 1.** Staff is reminded that any outstanding balances due to the camp may be deducted from their paycheck. **It is imperative that all contract financial agreements are to remain confidential.**

COMMUNICATION IN CAMP/ FLOW CHART

Effective communication is an essential component in a successful summer camp operation. As an Administrative Staff, one of our goals for the 2009 season is to communicate consistently to staff members and campers, providing them with the information they need in a timely and effective fashion. There are two distinct levels of communication in camp; staff and campers.

1. Our communication with the campers is often critical to the positive or negative experience they have at camp. All staff members will be expected to be courteous, pleasant, and helpful in their communication with the Scouts and Leaders who come to Camp Tapico. Our communication with our customers must always be positive. Camp information is passed on to the troops via our Leader's Guide, the Site Book, Leader's Meetings, the Tapico Daily News, and through our Camp Commissioners. Information that is of a "need to know" nature will be communicated only through the camp administrative team.

2. The day-to-day camp staff information will be communicated to the entire staff at flag ceremonies, general assemblies, and at meals. Other camp information will be communicated to the camp staff via the **Flow Chart**, and to staff members who have a "need to know" in regard to that specific information or situation. It is very important that, at no time this summer, staff information and communication **does not** become a part of camper communication. We do not want our daily staff business to become a part of daily camper business. Communication regarding the staff will only be communicated to the troops through the direction of the Administrative Team.

The **Flow Chart** is the means by which the staff passes information that is of the "need to know" variety. It is also the way we conduct the day-to-day decision-making in camp. Important and not so important information, problems and concerns, and many decisions flow up and down that chain. The information, problems, concerns, and decisions will be addressed by and dealt with by the person whose responsibility it is. We will make every effort to follow the Chain of Command at all times. Staff members should expect that the Chain of Command will be broken in emergency situations and in situations that pose a threat to the health and safety of campers and staff members.

CAMP CALENDAR & SCHEDULES

Camp is quickly approaching and there are some dates that are important to the Camp Tapico Staff. Please review the Important Dates for the 2009 Camp Calendar (**Appendix 2-A**). The day-to-day activities at Camp Tapico are driven by the 2009 Program Schedule (**Appendix 3-A**). Please become familiar with this schedule, since it will be your schedule for the summer. Within the overall program, there is a specific schedule for the Merit Badge Program (**Appendix 4-A**). Program personnel should become familiar with your area's schedule prior to camp.

ADDITIONAL DUTIES

You have been hired to perform a particular service in camp. But, in the better interest of the camp, you may be assigned other duties than you were originally contracted for. Your service contract is clear on this. Due to circumstances beyond our control, more will be expected of all staff members at times. Be cheerful, face up to it, and do your best. The camp operates according to the program. You must be flexible with that program. The following is a list of command performances and duties, where all staff members are expected to participate.

- All Flag Ceremonies (in the appropriate uniform)
- Scout's Own Service
- Campfires
- Camp Wide Events
- Equipment Moves
- Service to the Camp, Clean-up and Repairs
- Tour Guiding
- All other Duties Assigned by the Camp Director
- Exceptions may include, nights off, invitation by a troop for meals, and permission of the Camp Director.

STAFF TIME OFF

Time off for staff members will be arranged by the Camp Director and your Supervisor, as the camp's program and staff member's responsibilities permit. Generally, the entire staff is off duty from noon, or after equipment moves, on Saturday until 10:00a.m. Sunday. Some adjustment in this schedule may be necessary, as the needs of the camp program dictate. All staff members are expected to be present for the morning flag ceremony following their night off. A staff check-in and check-out book will be maintained at the Administration Building. All staff members must sign-out before leaving camp, as well as sign-in upon their return to camp. Staff members under the age of 18 must provide written permission from their parents/guardians to leave camp on their nights/days off. Staff under the age of 18 desiring to leave camp on their night/days off must also secure permission from the Camp Director or designee.

STAFF VISITORS

Visitors of staff members are welcome during your time off, and at the Friday night campfire. Having visitors during work hours is not encouraged. The Camp Director must approve all arrangements for persons visiting during work hours, in advance. Meals for visitors cannot be guaranteed. Prices for these are available at the clerk's desk. All visitors are welcome to camp, however, visitors are not allowed in any troop campsite, shower house, program area or staff area without advance permission of the Camp Director or designee. All visitors must check-in and check-out at the Administration Building. Remember **PETS ARE NOT** allowed in camp. Housing or camping is not available without a fee.

HOUSING

Whether you are assigned to a building or a tent, your assigned area must remain neat and clean at all times. Staff members will be expected to maintain the cleanliness of their living quarters. If you are unsure as to what to bring to camp, please refer to the Staff Member Equipment List (**Appendix 5-A pages 1&2**). The personal belongings of staff members are not covered for fire or other risk under the insurance policies of the Tall Pine Council, Boy Scouts of America. Should staff members desire such protection, it is suggested that you contact your personal insurance agent. The Camp Director or designee will make all housing assignments.

QUIET HOURS

Quiet hours will begin each evening at 10:30 p.m. Campers must be in their campsites at this time unless they are participating in an after hours program. Quiet hours will be observed throughout camp until reveille the next morning. The ability of the staff member to maintain silence and respect for those sleeping will be the criteria to determine the right and privilege to socialize beyond that hour. Failure to maintain quiet hours will mean the loss of this privilege. **LOUD MUSIC** will not be tolerated.

SLEEP

Sleep requirements differ from person to person. Every staff member is expected to have adequate sleep to give 100% of his/her effort every day-all day.

MAIL

Mail is received at camp daily. All mail received will be placed in the staff members mailbox that day. Your mail should be addressed as follows:

Camp Tapico
Attn Staffer: Your Name
2408 Camp Tapico Road, NE
Kalkaska, MI 49646

E-MAIL

Camp does not provide e-mail access. The camp system is not equipped to receive personal e-mails for campers or staff members.

TELEPHONE

Use of the Camp Tapico telephones must be limited. There are three phone lines on camp. The business phone number, which is the one you should give to your parents or guardians, is **(231)258-9302**. All out-going calls on this phone must be for business only and must first be cleared by Camp Director, or the Business Manager. The calls should be short and must be recorded in the phone log. No camper may use the business phone. The Fax phone number is **(231)258-0824**. The collect call or calling card phone is to be used for all out-going, personal calls. Staff members using this phone should have a calling card, since Camp Tapico has no control over the local service carrier and the rates that they charge. Staff members may use this phone during non-working hours. Campers may only use this phone when they have permission from their unit leaders. This phone is located on the porch of the Administration building.

CELL PHONE USE DURING WORKING HOURS IS PROHIBITED.

STAFF MEALS

Our cook staff has a tremendous task to prepare and serve our meals in a timely and tasteful manner. The food will be the best the camp can provide, and the desserts are great. Certain health standards must be rigidly enforced. Budgetary demands require close supervision, and space in our kitchen and supply areas are small. Therefore, unless specifically authorized by the Commissary Director and Camp Cook, staff members are **not permitted in the commissary or kitchen respectively**. Opinions as to the quality, quantity, or variety of the food should be brought to the attention of the Camp Director or Business Manager in private. You will be expected to set the example in conduct and manners. Meals will be served 3 times a day at the following times:

- 7:30-8:15 a.m. Walk in Breakfast
- 12:00 noon Lunch
- 6:00 p.m. Dinner
- Staff members will be provided a cracker barrel from time to time

In the event you are asked to eat a meal with a troop, a 24-hour notice is required. This enables the Commissary to issue a larger amount of food and gives notice to the cook to prepare one less meal. You must notify the cook and the commissary. If a troop invites you to a meal and you accept the invitation, you are expected to be there. Staff members are not permitted to leave camp for breakfast, lunch or dinner, except during approved time off.

STAFF EVALUATIONS

The personal growth of each staff member is of the utmost importance to the Camp Director and supervisors. For most staff members, service on the camp staff represents a first or second employment opportunity. With that in mind, the performance of each staff member will be evaluated at least twice during the summer, near the end of the second camp week and at the end of camp. A Staff Evaluation Form (**Appendix 6-A pages 1&2**) will be used, and you will be asked to assist in the appraisal. These evaluations will occur in a formal conference with your immediate supervisor. The philosophy behind this review is to let you know your area of strength, as well as weakness, and to help you set and achieve new goals for yourself.

SUGGESTIONS/INNOVATIONS

The camp wants the benefits of all of your insights and abilities. Although your primary job responsibilities are your first concern, there may be other ways we can improve the delivery of our service to our customers. Please jot down your thoughts and give them to a Camp Director.

APPEARANCE OF THE CAMP & STAFF

A clean camp is the objective at Camp Tapico. Staff members are encouraged to pick up trash whenever and wherever they find it as an example for Scouts. Littering on the part of the staff member will not be tolerated.

Appearance of the staff member will set the tone for the appearance of each Scout camper. Hair must be worn in a clean and neat manner. Beards or sideburns may be worn, provided they are neatly trimmed at all times. Summer Camp is not the place to commence growing a beard. You will be expected to shave as often as necessary. If you do shave, you will be expected to shave before breakfast. Staff members will also be expected to shower, brush their teeth daily and to keep their clothing clean.

Appearance, both in and out of the camp is a reflection of the individual staff member, as well as the Tall Pine Council, Boy Scouts of America. If you have specific questions about grooming, please consult the Camp Director and/or your Supervisor.

SHOWER FACILITIES

Camp Tapico has 2 shower facilities. Due to Boy Scouts of America rules and regulations, the following policies must be adhered to. The camp shower located on the main trail to the Waterfront is designated strictly for campers and staff under the age of 18. The camp shower located near the Administration Building is designated strictly for males over 18. Female showers are also available near the Administration Building. Camp staff under the age of 18 may use the camp shower located near the Administration Building during designated hours (**Appendix 7-A**). Use these hot water showers on a regular basis to maintain proper personal hygiene.

UNIFORMS

Why do the Boy Scouts have a uniform? A Scout uniform makes each Scout a part of the team, it gives a standard to be met, promotes group spirit, and designates equality from the start among members within the group. At camp the official Scout uniform is appropriate dress at anytime during the week. We encourage units to wear their uniforms during Chapel services and request all Scouts to be in full uniform for retreat and the balance of the evening. The complete Boy Scout uniform (**See page 12 of The Boy Scout Handbook**) is required for the Honor Award. If you bring T-shirts they must be Scout-like. Inappropriate clothing advocating alcohol, tobacco, drugs, and other inappropriate content will not be permitted in camp.

LAUNDRY SERVICES

Washing clothes is one of those necessary evils of camp life. Every effort will be made to maintain the washing and drying facilities located at the Main Shower (near the Administration Building). Washers and dryers are not new. For staff usage there are clothes lines available in front of the Main Shower. Please obtain instructions on how to properly wash and dry your clothes. **If there is clothes in the washer move them to the dryer. If there are clothes in the dryer, fold them. We are Scouts!**

RECREATION & STAFF ADVANCEMENT

Recreation is important in the life of each staff member. You are “on call” 24 hours a day, but work is not all there is to do at Camp Tapico. You will have spare time, and you should be prepared to take advantage of this. The camp environment is a natural place for such activities as canoeing, hiking, camping, fishing, nature study, arts, crafts, and photography. Advancement by staff members is encouraged. Generally, only those merit badges appropriate for summer camp will be offered. However, if an approved merit badge counselor for non-camp merit badges is on staff, you may work on these and other advancement activities in your spare time, remembering that your primary responsibility is to the campers. The procedure for staff member is as follows:

- The staff member will review the requirements with the merit badge counselor.
- When each requirement has been met, the counselor will initial the merit badge application.
- The staff member will then arrange an appointment with the Program Director, who authorizes completion and signs the merit badge card.

WRITTEN INSTRUCTIONAL OUTLINES will be required of each staff member who is instructing or counseling a merit badge. These outlines will be required at the conclusion of the staff-training week, and will include a separate outline for each merit badge you will instruct, as well as instructional methods and techniques that will be used. Each area director will review the report and submit them to the Program Director for approval. Area directors will be responsible for ensuring that each instructor follows these outlines. Your completed Directors Book must be turned in prior to receiving your last paycheck.

VEHICLES IN CAMP

Transportation to and from Camp Tapico Summer Camp is the responsibility of each staff member. You must be 18 years of age or older to transport another staff member in your vehicle. Those staff wishing to bring a vehicle must have a current driver’s license, certificate of insurance and completion of the Parental/Guardian Vehicle Permission Slip on file with the Camp Director. Staff under the age of 18 who will not have a vehicle in camp will be required to have a Parental Permission Slip to ride with another staff member. A specific area in camp will be designated “**Staff Parking.**” All speed limits must be obeyed. **At no time is any staff member allowed to borrow and use another staff member’s vehicle. Youth protection guidelines must be followed at all times.**

COMMAND PERFORMANCES:

- Events or activities that require **all staff** to participate in full not program uniform (except for those with pre-approved time off). These include:
 - Sunday Staff brunch, check-in, vespers and opening Campfire.
 - Monday-Friday Camp wide activities or program.
 - Friday Closing campfire.
 - Saturday Check-out, equipment moves.
 - All opening flag ceremonies, lunches and dinners are command performances.
 - The Camp Director reserves the right to adjust this list as necessary.
 - **If a troop invites you to a meal and you accept the invitation, you need to make sure that you are there.**
 - C.I.T.'s cannot leave camp during their time at camp. However, parents may come Saturday afternoon and pick-up their son and take him off camp. C.I.T.'s must be back by 10:00 a.m. Sunday.
 - The camp Staff Member who sets a good example will not be made an example of.
 - Punctuality will be expected of each staff member. Staff members are to be on time for all appointments, instructional periods, meals, and flag ceremonies.

A STAFF LOUNGE

A staff lounge will be set aside for “leisure time” activities such as letter writing, relaxing, etc. Radios, record players, tape players, computers, etc. are discouraged since the camp cannot be responsible for their safekeeping. The staff lounge will be under the direction of the staff mayor.

CAMP TAPICO COUNSELOR IN TRAINING PROGRAM (C.I.T.)**Purpose of having Counselor-in-training at camp:**

- To train and help develop qualified Scouts to become members of the camp staff.

Objectives of the C.I.T. Program:

- The C.I.T. will demonstrate the ability to work in groups.
- The C.I.T. will participate in camp as a staff member.
- The C.I.T. will participate in the camp wide programs.
- The C.I.T. will participate in the assigned program areas.

- The C.I.T. will demonstrate a responsible nature in the completion of individual tasks.
- The C.I.T. will complete two merit badges or other Scouting awards during the training period.
- The C.I.T. will complete and carry out all assignments given.
- The C.I.T. will complete all training assignments given.

- The C.I.T. will demonstrate an understanding of the overall operation.
- The C.I.T. will be involved in the check-in and check-out process.
- The C.I.T. will demonstrate an understanding of the overall camp Hierarchy.

- The C.I.T. will demonstrate effective communication and teaching strategies.
- The C.I.T. will be trained and demonstrate effective communication with staff and Scouts alike.

- The C.I.T. will demonstrate the ability to accept constructive criticism and praise, and act upon it.

- The C.I.T. will have fun and feel a part of the camp staff.

RULES AND REGULATIONS

Tall Pine Council's Camp Tapico is operated under the rules and regulations of the National Council, Boy Scouts of America, the State of Michigan, and Kalkaska County. If at any time you would like to "know, why", we will do our best to explain the regulations and the purpose behind them. Please direct your questions to the Camp Director.

NATIONAL STANDARDS

There are National Standards by which the Boy Scouts of America evaluate camps each year. Camp Tapico prides itself in the fact that it has received Camp Accreditation from the Boy Scouts of America for the last 30 years. Here are some of the ones that affect the program opportunities for troops in camp. As a staff member, you should be aware of these National Standards, and any other standards pertinent to your area in camp:

- Outpost camp used for overnight camp.
- Troop site has separate patrol areas.
- All patrol areas use sheltered tables and benches.
- Troop site has flagpole on which the U.S. Flag is displayed when the Troop is in camp.
- Camp program includes a posted list of conservation projects taken from conservation plans that can be done by an individual Scout, Patrol, or the Troop.
- Patrols have the opportunity to prepare and serve at least three meals per day on or off their own sites. A sanitizing agent is used in all patrol dishwashing.
- Troop camp program is developed by the Troop with help or guidance of the camp program staff.
- Teaching of Scout, Tenderfoot, Second and First Class requirements are included in Troop program experience.
- Patrols carry out plans or projects selected by or originated by them in the Troop program.
- At least 2 meetings per week are held with Troop Leaders and Key Members of the program staff.
- Troop is instructed in and uses the Safe Swim Defense and Safety Afloat plans while in camp. Unit leaders are coached and have at least one practice of the Safe Swim Defense plan with their Troops while in camp. The Safety Afloat Program is also presented.
- The Scout fireguard plan is used and posted.
- A "No Flames in Tents" sign must be conspicuously placed near the entrance of every tent. Camp can provide you with a stencil for marking your tent or cards to fasten to your tent. Council tents meet these requirements.
- The Scout uniform is recommended in camp. To qualify for the Honor Award a uniform consists of official Boy Scout shirt, pant or short, belt, socks, and proper placement of insignia.

STATE LAWS

The State of Michigan requires children's camps, under Public Act 116, to provide written procedures for Behavior Management, Child and Adult Protection Plan, and Health Service Policy. These written procedures are to be provided to every staff member and troop leader.

Public Act 116**Pertaining to all Staff members and Troop Leaders**

Public Act 116 of 1973 provides for the licensing of children's camps.

Administration rules adopted by the joint legislative committee on administrative rules on April 17, 1984 require written procedures on the following items be provided to every staff member and troop leader.

R400.11113 Behavior Management.

- Rule 113
- (1) A camp shall have and follow a written camper behavior management policy.
 - (2) A camp shall include in the policy methods for the positive behavior management of campers.
 - (3) A camp shall include in the policy a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.
 - (4) A camp shall furnished a copy of the policy to all staff members and troop leaders.

R400.11115 Child and Adult Protection Plan.

- Rule 115
- (1) A camp shall develop and follow a written plan to assure compliance with Act No. 238 of the Public Acts of 1975, as amended, being ^722.621 et seq. of the Michigan Compiled Laws, and known as the Child Protection Law, and section 11 to 11f and 14 of Act No. 280 of The Public Acts of 1939, being 400.11 to 400.11f and 400.14 of the Michigan Compiled Laws, and known as the Adult Protection Law.
 - (2) The plan shall cover all of the following areas:
 - (a) Reporting responsibilities.
 - (b) Confidentiality.
 - (c) Isolation of an alleged perpetrator.

R400.11119 Health Service Policy.

- Rule 119
- (1) A camp shall have and follow a written health service policy that is appropriate to the population served and the environment of the campsite.
 - (2) A camp shall establish the health service policy in consultation with, and reviewed annually by, a licensed physician.
 - (3) A camp's health service policy shall cover all of the following subjects:
 - (a) Procedures for campers and staff health screening.
 - (b) Arrangements for on-call health care consultation services.
 - (c) Arrangements for emergency health care services and emergency transportation to an emergency health care facility.
 - (d) Standing health care orders which are defined as written instructions from the camp's consulting physician for the handling of injuries and illnesses of campers and staff members.
 - (e) First-aid and health care supplies.
 - (f) The storage and administration of prescription and nonprescription drugs and medications.
 - (g) Medical procedures for camper trips away from a campsite.
 - (h) Procedures for daily observation of each camper and staff member physical state.
 - (i) Procedures for prompt and responsive notification of the Camper and staff member authorized person.
 - (j) Health Officer staffing.
 - (k) Procedures for preventing disease transmission equivalent to the procedures set forth in the American Red Cross manual number 652054, which is adopted by reference in R400.11103.

STAFF POLICIES RELATED TO RULES 113,115 and 119

- R400.11113 See pages 18-23 on behavior management policies. No camper shall be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.
- R400.11115 It is mandatory that any staff member or volunteer report to the Camp Director any actual or suspected case of child abuse or neglect immediately. The Camp Director, who if after investigation finds abuse or neglect shall immediately by phone report to the Michigan Department of Consumer and Industry Services and file a written report within 72 hours. "THIS IS THE RESPONSIBILITY OF ALL STAFF MEMBERS AND VOLUNTEER LEADERS."
- R400.11119 Each staff member and volunteer leader must be alert at all times to each camper's physical state. Any observed change should be reported to the Camp Director for the appropriate action. This can easily be done at swim time (cuts, bruises, etc.) and at mealtime for behavioral patterns.
12. M-4 The camp administration has written procedures in practice to address possible intrusion of unauthorized persons onto the campsite. These procedures include;
- Periodic review of security concerns regarding the site
 - A method for easily distinguishing visitors from participants (campers, leaders, staff members)
 - Training for staff members, and campers when appropriate, about steps to take in such instances. A written plan is developed to insure that resident youth and adult guests, including family members, are identified, have supervision, and interact with campers and other staff members following council policy.
 1. Wristbands will be used to identify campers and visitors.
 2. Staff members are provided with identification badges
13. M-5 There are written procedures in practice regarding:
- Release of campers who are minors to a parent or to persons other than the legal parent or guardian.
 - Verification of absentees or "no-shows" with the camp leader at check in/registration time.
 1. Release of campers will follow the procedure outlined on the wall chart in the administration building. Proof of identification will be required.
 2. Absentees or "no-shows" will be verified against the camp roster with the troop leader upon check-in.
 3. Isolation of an alleged perpetrator.

Tall Pine Council
Boy Scouts of America
Policy Statement

Section: Health and Safety
Policy 1

Subject: Camper Behavioral Management

Date Adopted: December 17, 2008

Issued By: Council Executive Board

Responsibility: Camp Director

Review: Annually

References: Department of Human Services
Division of Child Welfare Licensing
Children's and Adult Foster Care Camps
Part 1-General Provisions
R400.11113(Rule 113)

- Rule 113**
- (1) A camp shall have and follow a written camper and staff member behavior management policy.**
 - (2) A camp shall include in the policy, methods for the positive behavior management of campers and staff members.**
 - (3) A camp shall include in the policy a statement that camper's and staff members shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.**
 - (4) A camp shall furnish a copy of the policy to all staff members.**

Section A

1. All campers shall have the Camp's behavioral and program policies discussed with them on opening day by the staff in the particular area and on the first day of program in that area. Emergency procedures will be given to the unit adult leadership to share with their Scouts and the entire camp will be briefed on the siren sounding procedure during orientation.
2. At the above mentioned times, consequences for not following expectations will be Discussed:

Borrowing without permission	Inappropriate touching
Bullying	Issues of power and control

Campers seeking revenge	Leaving things a mess
Can't keep hands to self	Lighting matches
Destruction of property	Lying
Difficulty paying attention	Name-calling and unkind remarks
Difficulties with hygiene	Pushing and shoving
Doesn't want to try new activities	Refusing to cooperate
Fear	Sharing
Fear of failure	Smoking
Fighting	Staying up late
Fights over possessions	Stealing
Following rules	Swearing, profanity, talking dirty
Going into restricted areas	Temper tantrums
Hazing	Testing the limits
Homesickness	
Inappropriate comments to adults (talking back)	

3. Acceptable consequences for campers not following expectations are:

A. Time Out

1. A camper will be asked to sit quietly for one to five minutes depending on the severity of the behavior.
2. The camper is asked to think about why he earned the time-out during the quiet time.
3. The staff person will come over and cognitively get the camper off the time-out by asking the camper two specific questions; what did you do to earn the time-out? What can you do differently in that situation to avoid earning time-outs from now on?

B. Restriction of Activity

1. If a camper continues to inappropriately behave after two time-outs, the camper consequence can include sitting out part-time or the whole length of the activity.
2. The camper will be informed as to why he has been restricted before the loss of activity time.
3. The camper will be talked to after the activity to help him cognitively understand, just like a time-out.

C. Clean Appropriate Designated Facility

Instead of losing activity time, the same format as above shall be followed except the camper shall clean a designated area. Area Directors must approve this action.

D. Area Director Conference with Scoutmaster

If the behavioral problems continue after instituting the above measures a conference is to be held with the camper's Scoutmaster by the Area Director or his/her designee. The staff member is to become more aware of the camper's background and to try and develop a plan for working with the camper. NO PART OF THIS PLAN WILL BE IN VIOLATION OF THE POLICIES AND/OR LAWS OF THE TALL PINE COUNCIL, BOY SCOUTS OF AMERICA, MICHIGAN DEPARTMENT OF HUMAN SERVICES, AND ANY OTHER APPLICABLE AGENCY.

E. Conference with Camp Director

1. If behavioral problems continue and the consequences are not affective, the camper should be sent to the Camp Director.
2. Any major incident such as having contraband (weapons other than a pocket knife, alcohol, drugs, tobacco) refusing to participate in activities or meals, stealing, running away, slander, hostile action towards another person, or inappropriate touching of another camper must be reported immediately to the Camp Director.
3. The camper should be sent directly to the Camp Director, or if the camper refuses to go, the Camp Director will go to the camper. The unit leader will be sent for at this time.
4. The staff member should immediately fill out a Major Incident Report and submit it to the Camp Director or his designee.
5. If the situation warrants, (abuse, legal action, and other reasons as determined) the Camp Director will notify the Scout executive.

Section B

The Area Directors shall inform the Camp Director, or his designee, of all Major Incident Reports immediately, and all other significant behavioral problems with campers.

Section C

Enforce all broken expectations at all times without malice. Be consistent in application.

Section D

Application of all consequences is to be done in a uniform and consistent manner.

Section E

At no time is discipline to include depriving a camper of sleep or food, placing a camper alone without supervision, observation and interaction or subjecting a camper to ridicule, threat, corporal punishment, or excessive physical exercise or excessive restraint, physical, verbal, and/or emotional abuse is not tolerated at any Tall Pine Council camps.

Section F

A periodic evaluation of program/staff/camper groups to insure that the camp environment is not contributing to behavior problems will be made.

Section G

GROUP CONSEQUENCE: Group discipline is to be used only when it is apparent that the vast majority of the campers/troop are involved in the infraction. The Camp Director (or designee) is to be informed of any group consequence before it begins. It is far better to keep the violators sitting to one side at the activity than to keep the whole group. **ONLY AREA DIRECTORS MAY INSTITUTE THIS CONSEQUENCE.**

Section H

Physical, Verbal or Emotional Abuse: No child is to be punished in **any** way. This includes striking the child, pushing the child, or directing something, i.e. water, etc. at the child.

Section I

Environmental concerns to minimize behavioral problems:

1. Each tent is well ventilated and protects the camper from the elements.
2. Bunks, with clean mattresses, are provided along with the approved square footage needs for each camper.

Discipline of Campers

DISCIPLINE OF CAMPERS is the responsibility of the unit leader. The staff will not become involved in the correction or punishment of Scouts. The staff does have an obligation to bring violators to the attention of their unit leaders, and to report serious offenses to the Camp Director and supervisors. As a rule, the staff will intervene only to preserve life and limb, or to prevent an obvious catastrophe in the absence of the unit leaders.

Disciplinary Procedures for Camp Tapico Staff Members

Camp Tapico's Staff Disciplinary Procedures is as follows:

- 1st Offense will result in a verbal warning.
- 2nd Offense will result in a written warning.
- 3rd Offense will result in dismissal from camp.
- The Camp Director reserves the right to alter the sequence of these events due to the severity of the infraction.

Developmental Characteristics of Children**Seven, Eight, Nine, and Ten Years Olds**

- Usually in second through fifth grades.
- Very enthusiastic, hardly ever bored.
- Not self-conscious; will participate in activities easily, enjoy dramatics, dressing up, story telling.
- Short attention span; ½ hour activities are best; longer projects should be spread over several days or weeks; short sessions in garden and berry picking can be productive.
- Tires quickly and can get easily discouraged.
- Curious; eager to learn about new things and explore; interested in animals, though may be a little frightened.
- Usually have a large number of friends; friendships generally are not long-lasting.
- Beginning to form clubs and groups.
- Usually away from home for the first time; still very tied to parents; insecurity may be expressed in bedwetting or thumb sucking during first few days.
- Seeks out companionship, direction and approval of adults; will seldom take direction from peers; will do almost anything if it is with an adult; usually very helpful.
- Coordination and skill development is primitive; has trouble doing fine muscle or precise tasks.
- Developing self-reliance and self-confidence.
- Learning through roles, observing adults; mimic the actions and roles of adults important to them.
- Easily motivated through the fun approach.
- Restless about bedtimes; often fidgety when first lying down.
- Likes repetition; often enjoy the same songs, foods, and activities.
- Not time conscious: has little conception of them.
- Too much excitement or activity can make them nervous or feel overwhelmed.
- Tends to believe, accept statements, stories as literally true; undeveloped ability to discriminate between fact and fiction; often believe that fantasy characters are real.
- Need close supervision in hygiene and personal appearance.

Eleven, Twelve and Thirteen Year Olds

- Usually in sixth through eighth grades.
- Period of great physiological development.
- Very peer oriented; like their own age group; cluster in same age, same sex cliques; prefer group activities to individual ones.
- Beginning interest in opposite sex; consciousness of dress and grooming, fearful of actual interaction with opposite sex.
- Developing fine motor skills and coordination.
- Secrets and mystery are important; important to be in the “in” group.

- Curious; eager for information; beginning to think logically; can understand the importance and responsibility of being a group member.
- Beginning to be self-conscious about participating in some activities.
- Enjoy physical activities.
- Longer attention span; can concentrate on activities for longer periods; can work on projects individually or with peers.
- Conscious of fairness and equal division of work and adult attention.
- Developing a sense of humor.
- Able to plan and make decisions individually and democratically in a group; enjoy planning and organizing activities such as pow-wows.
- Excited and enthusiastic about learning to care for themselves; enjoy cooking and other small camp activities.
- Need close supervision in hygienic and personal appearance.
- Conscious of privileges of older campers.
- Enjoy talking about themselves, homes and families.

Fourteen to Sixteen Year Olds

- Usually in ninth through eleventh grades.
- Can be tremendous difference between ages.
- Periods of self-exploration-who am I? Where and how do I fit in?
- Peer relationships and acceptance are important- may try to conform to group.
- Interested in learning about relations with opposite sex; sex education.
- Approach to opposite sex done in groups-security in numbers.
- Slow physical pace.
- Can be moody.
- Wants to experience new things; need to do routine things in different ways.
- Wants to be self-reliant and independent; often claim privileges but not ready for or willing to take on responsibilities.
- Able to decide upon, plan, and organize group's activities.
- Like to socialize, talk with other group members.
- Value peer evaluation over parental/counselor evaluation.
- Want to consider counselors as friends rather than parents; wanting to break away from parents.
- Self-conscious, don't want to appear as if they don't know the answer; don't want to be embarrassed.
- Able to evaluate selves/group/activities.
- Able to participate in extended projects for longer periods of time.
- Concerned with physical appearance, hair, clothes, etc.
- Open to and interested in discussing controversial and moral issues (i.e. marriage, pregnancy, sexuality).
- Tend to think that they can take care of themselves/know what is best for themselves.

BEHAVIOR MANAGEMENT

Handling a group of Scouts for a couple hours can be a handful. Be aware of the way you are managing the behavior of the Scouts under your charge. Refer to the Camp Tapico Behavior Management Policy for camp guidelines concerning behavior management. When dealing with youth, it is helpful to be aware of the developmental characteristics of certain ages of youth.

YOUTH PROTECTION

All camp staff members are required by state law to be observant for signs of possible child abuse and neglect. Any such suspicions must be reported only to the Camp Director. They are not to be discussed in camp. If the Camp Director feels it to be appropriate, he may isolate the alleged perpetrator and will report the situation to the Scout executive. The Scout executive must then report it to the Family Independence Agency. None of this is to say that we will be scrutinizing unit leader's relationships with their Scouts, but it is sobering to realize that the prevalence of child abuse and neglect in our society suggests that there may be a Scout in your troop who needs help. We are all required, legally and morally, to be ready to help.

Camp Tapico Guidelines

The principles of the Scout Oath are the guiding principles of the Tall Pine Council Camp Program. The Outdoor Program Committee for the Health, Safety and Protection of all Scouts, Leaders, and Staff attending camp. The following established guidelines are to be followed while you are in camp:

- Personal conduct should always be with the Scout Oath and Scout Law in mind. Harassment of campers or staff members whether physical, mental, or verbal, will not be tolerated. Swearing or the use of vulgar language, the gross infractions of our staff policies, the violation of any federal state, or local statute, or the disregard for the rights of others will necessitate immediate dismissal.
- The following articles are prohibited at Camp Tapico:
 - BB guns
 - Slingshots
 - Fireworks
 - Explosives
 - Alcoholic beverages
 - Illegal non-prescription drugs
 - Long knives (Sheath knives)
 - Pornographic materials
- **Alcoholic beverages and non-prescription and illegal drugs are prohibited on Camp Tapico property. Individuals found to be in possession of, consuming, or under the influence of alcohol or drugs will be immediately dismissed from camp staff.**
- **Any individual contributing to the delinquency of a minor is in violation of the law of the State of Michigan and will be dealt with accordingly.**
- Smoking, or the use of tobacco in any form, is prohibited for staff members under the age of 18. Staff members over the age of 18 who use tobacco may not smoke in any building on camp property or in view of any Scouts.

- **Possession of tobacco products by staff members under the age of 18 is against the law. Staff members violating this law will be dealt with accordingly, which may include dismissal.**
- No personal guns or ammunition will be allowed at camp, unless you are licensed and have approval from the Camp Director. Archery equipment may be brought to camp but must be checked in with the Camp Ranger upon arrival and stored at the Archery Range under the supervision of the Shooting Sports Director.
- Staff members are allowed to bring LP and white gas lanterns. This fuel must be stored in a locked container at the Maintenance Center under the supervision of the Camp Ranger.
- **No open Flames in tents or Tree Houses.**
- Staff use of program areas and equipment is encouraged for off-duty staff members during normal program hours. All safety rules must be observed, and there must be no interference with the regular camp program. Permission of the area director must be obtained.
- Although Camp Tapico summer staff members are encouraged to explore Camp Tapico and its surrounding wilderness, the nature of some areas requires limited access to them. Special permission is required to enter the following areas:
 - C.O.P.E. and Climbing/Rappelling Tower
 - Waterfront (Beach) and Boating
 - Shooting Sports Areas
 - Kitchen and Commissary Areas
 - Staff Housing (Camp Director's House, Ranger's House, Program Director's House, BOQ, Business Managers House, Troop Cabin, Tree Houses, and all staff tent housing)
 - Individual Work Areas
- Camp vehicles will be operated by adults (over the age of 18), and staff members specifically authorized by the Camp Ranger. Operation shall conform to the State Laws of Michigan, the policies of the Boy Scouts of America and Tall Pine Council. Such operation shall embrace the following principles:
 - All speed limits must be obeyed. Vehicle speed limit in camp on the main road from Camp Sign to the Ranger House is 25 miles per hour. The speed in camp must **not** exceed 10 miles per hour.
 - Passengers are never transported in the bed of a truck
 - No more than three people are permitted in a truck cab
 - Safety belts must always be worn

- Wildlife and plant life abounds at Camp Tapico and are to be enjoyed by all. They are a natural resource to be protected. The harming of any animal and/or the removal of any animal or plant from camp is forbidden. The cutting down of trees is prohibited without advance approval of the Camp Ranger. Conserve the natural beauty of Camp Tapico for future generations of Scouts.
- Sale of articles by a camp staff member to a camper, either directly or indirectly, is prohibited. Sale of items to other staff members are permitted - provided that fair value is returned for whatever money is received and with prior approval of the Camp Director.
- Respect the privacy of your neighbors. **Do not enter another troop's campsite or a staff member's quarters** unless invited. Troop campsites are off limits.
- Gambling is not permitted in the Boy Scouts of America. The staff will be expected to adhere to this policy and set the example for campers.
- **No "moonlight swimming or boating".**
- Shoes must be worn at all times to prevent stone bruises, cuts, and thorn punctures. Exceptions: beach & showers.
- It is the responsibility of all adult leaders and staff members to be aware on a daily basis, of each camper's physical condition. Any changes in appearance, appetite, activity level or health habits are to be reported to the Health Officer.

Camp Tapico Health Service Policy

Camp Tapico attracts a staff and camper population that is generally in good health. The goal of Camp Tapico's health services is to maintain that health and promote wellness through a comprehensive health care program. The health care of staff and campers include the following.

- Camp Tapico provides an organized and efficient health care system that complements the growth and development needs of its participants.
- Camp Tapico provides competent health care personnel to assess health problems develop and implement a plan to address problems, and evaluate the results.
- Camp Tapico provides a monitored and informed environment that minimizes the risk of communicable disease and is supported by risk management policies that reduce and eliminate hazards.
- Camp Tapico has available health supports beyond those provided by the camp.
- Camp Tapico recognizes, respects, and tolerates a variety of health care beliefs as they reflect Camp Tapico's diverse population.
- Camp Tapico recognizes that participants are not in contact with their health systems, and as a result, may need additional support from camp health services.
- Camp Tapico recognizes that individuals need to increase their knowledge about and remain responsible for personal health care practices.
- Camp Tapico recognizes the need to assure parents that health is a camp priority.

CAMP TAPICO'S HEALTH CARE PROVIDERS

Camp Physician and Consultation Service

Dr. Marc Frick, M.D. is Camp Tapico's camp physician. Annually, Dr. Frick sends a letter of agreement stating his intent to serve as Camp Tapico's health care supervisor and provides consultation to the camp. Dr. Frick also sends an updated copy of standing orders for the camp. Camp Tapico's standing orders will be available upon request. Dr. Frick will review, revise, and authorize the Camp Tapico Health Service Policy (Current Document). Prior to the camping season, Dr. Frick will meet with the camp Health Officer and Camp Director to review standing orders and general comments regarding standard of care in camp.

Dr. Frick, M.D. can be reached during normal office hours. After hours, a physician can be reached by using an emergency phone number available from the Health Lodge.

Diagnostic Support and Professional Therapy

Both Dr. Marc Frick and Kalkaska Memorial Hospital, provide Camp Tapico with diagnostic services. Dr. Frick will recommend all professional therapy on a case-by-case basis.

Out of Camp Providers

Camp Tapico holds letters of agreement from the Cold Springs-Excelsior Fire & Rescue, Kalkaska Memorial Health Center, Kalkaska County Sheriff Department, and the Michigan State Police. These providers also have letters of agreement to provide Emergency Support for Camp Tapico.

Emergency Transportation and Service

Camp Tapico has arranged with an Ambulance Service to provide Emergency Transportation. If advanced emergency services are required, campers and staff will be transported to the Kalkaska Memorial Health Center. Emergency Room Service is available on a 24 hour basis. All transportation for non-emergency care in camp is the Health Officer's responsibility.

Off Site Health Care-Non Emergency

The Health Officer determines whether a camper or staff member should receive off site medical care. Parents are notified and authorization is requested when the staff member is under 18 years old in need to receive off site health care services. Staff member should bring appropriate insurance information with them in the event of off site medical care. Boy Scouts of America policies regarding two deep leadership must be adhered to when dealing with underage staff members.

Emergency Response

The Health Officer will determine if a situation warrants emergency medical attention. The Camp Director or one of the camp administrators will then place the emergency call to **911**. The Camp Ranger is responsible for all camp emergency plans and trains the camp staff in emergency procedures. Limits on the administration of first aid are based on individual certifications.

Professional Health Care Workers at Camp

Camp Tapico's Health Officer for camp is T.B.A. This Staff individual will meet the State of Michigan and Boy Scouts of America qualifications. Our back-up Health Officer is Mike Beratta. Mike is employed by the Tall Pine Council and is the year round Ranger at Camp Tapico, and is an Emergency Medical Technician.

Health Care Training of the Camp Staff

A significant number of Camp Tapico's staff members are trained in CPR. A majority of the staff members have training in basic Boy Scouts of America first aid. Select staff members possess American Red Cross-First Aid certification as well as Blood Borne Pathogen, Proper Sanitation, and Emergency Procedures for Weather, Fire, Lost camper, General Health, etc.

Location of Health Care Staff

Camp Tapico's Health Care staff is located in the camp's Health Lodge.

The health lodge is open for routine health care services from:

9:00-11:45 am 2:00-5:00 pm 7:00-9:00 pm Monday-Sunday

The Health Officer or His/Her Designee is available 24 hours a day for emergencies.

Health Lodge

First aid treatment will be administered at the health Lodge. It is the duty of all Staff, Scouts, and Leaders to see that all injuries or illnesses, whether minor or serious, are reported to the Health Officer. **In case of an emergency, do not move the injured person. Send a runner to the Health Lodge to report the accident.**

Routine Illness and Injury Care

Camp Tapico provides routine illness and injury care on a 24-hour basis. The Health Officer lives in the health lodge in a room separated from the infirmary. The Health Officer and the Camp Ranger hold keys to the health lodge. All routine illness and injury care are administered as specified by the camp's standing orders. All treatment, provided at the health lodge is documented.

The camp's health lodge is adequately stocked with appropriate supplies to meet the necessary level of care at camp. The Health Officer supervises all of the supplies, equipment, and admittance beds. Health lodge supplies are requested and inventoried by the camp's Health Officer. A copy of the Health Lodge Inventory will be available upon request.

First aid kits are located in all camp vehicles, program areas, and buildings. All first aid kits are monitored and inventoried by the Health Officer. Authorized personnel are trained in basic first aid and use the first aid kits as needed. All first aid treatment is logged and reported to the Health Officer to be recorded and first aid kit supplies replenished.

All Staff Members will undergo a medical re-check within the first 24 hours in camp. At this time, the Health Officer will record all medications, prescription, or non-prescriptive drugs and dispensing directions. All prescription drugs and medications will be locked in a secure container. All medications must come to camp in their original containers, with dosage, frequency clearly marked, and with contents verified at the time of arrival. Staff members that come to camp have two medicine dispensing options available to them.

- The first option places the responsibility of dispensing and documenting medications with the Health Officer at the health lodge. The staff member must go to the health lodge at the appropriate dispensing times.
- The second option allows Adult Staff Members to be responsible for the dispensing of medications in their housing. An Adult Staff Member who chooses this option accepts all responsibility for proper dispensing, documenting, and observing the therapeutic effects of all medications.
- All prescription drugs that need refrigeration will be kept in the health lodge refrigerator under lock and key.

Each time medications are administered, the adult staff member, will document them immediately. Each day this documentation must be provided to the Health Officer to be logged in the camp health log. There will be a separate health log for adults and youths. Adult staff members and the Health Officer are responsible for observing the therapeutic effects of medications. Staff members are allowed to keep inhalers and allergy kits with them at all times.

All medication that is dispensed and all first aid treatment administered are recorded in the camp health log. The Health Officer is responsible for the inventory and administration of all stock medications kept in the health lodge, in accordance with standing orders or consultation with the camp physician. Parents provide input as to the administration of stock medications brought to camp by staff members.

THE LEVEL OF HEALTH CARE PROVIDED BY CAMP TAPICO

Camp Practices that Maintain Good Health

- Camp Tapico offers a comprehensive meal program that offers over 30 meal choices. Each menu, in the meal plan, has been created by the administrative staff and has been approved by a licensed dietician.
- Special dietaries needs, based on medically mandated dietary restraints, are handled on a pre-camp sign-up basis or are addressed as they arise in camp. Camp Tapico handles special dietary needs by providing the appropriate food based on individual need. The Health officer will notify the Commissary and camp Dining Hall of all special dietary needs that are recorded on the individual health history on the camp medical form.
- The camp Health Officer will notify individual units of special weather or environmental concerns that may affect the dietary needs of individual campers. The camp Commissary and Dining Hall will address all needs based on the Health Officer's recommendation.
- All program personnel are instructed by the Health Officer to detect signs of excessive fatigue and exhaustion. All program areas contain first aid kits, ample supplies of water, and appropriate shade. All cases of excessive fatigue and exhaustion will be handled on an individual basis.
- Camp Tapico offers a one-hour rest period for campers and staff from 1:00 pm to 2:00 pm, where no program activities occur. All program activities are optional. The Camp Health Officer will prescribe additional rest on an individual basis.
- Camp Tapico trains all of its personnel in Blood Borne Pathogens

Communication about Health Care

Pre Camp

The Health Officer reviews all health records of campers and staff. Prior to the camp season, all questions regarding camp health care are directed to the on site Camp Ranger. Once camp has started, all parent's questions are fielded by the Camp Health Officer. All pre camp health discussions are documented and distributed to the Health Officer along with the person in charge of the area affected food service, logistics, or program. Parents are informed about the camp's health care policies. Information is also available to the unit leader prior to camp in the leader's Guide, which includes health care information. The administrative team prepares leader's Guide information for the current camping season. Parents are instructed to provide insurance documentation for their children attending camp. Cost of general health care is the responsibility of the camper, troop, and individual staff member. The Tall Pine Council deals with any health care issues that arise as a result of staff member's job.

In Session

Contact with parents is based on the individual situation. Parents will be notified by phone, by the Health Officer, the Camp Ranger, or the Camp Director. All contacts are documented in the health log or individual incident report. Parents are informed of all circumstances of the incident, current status of the staff member, location of the staff member, and what treatment is being administered. In an emergency situation, the severity of the situation will determine who will speak with the parents. The Camp Director stays informed about camp health and safety through constant communication with the Camp Ranger and the Health Officer. All health information is distributed to the staff on a need to know basis. A health situation that is beyond the camp's capacity to provide effective and adequate treatment would warrant the removal of that individual from camp.

Post Camp

The Health Officer compiles all health records at the end of the camping season and the Camp Director closes all health records. The Camp Director will follow up with parents and staff on all health related concerns.

Parent Notification

A Staff member's parents are to be notified by the Camp Tapico office as follows:

- Immediately, in the event of death.
- Immediately, following admission to the hospital.
- The day following an overnight stay in the Health Lodge.
- As directed, in writing, by the staff member's parents.
- When serious problems arise.

Documentation of Health Care**Individual Records**

All health records for staff members are kept in the health lodge. Staff member's health histories and medical logs are kept separate from camper's records. The camp Health Officer maintains all of the staff members medical records. The Camp Ranger on a daily basis and weekly by the Camp Director initials this documentation. These records include the following information, health history forms, parental permission to treat, record of care given at camp, person providing care, reaction of client to care, insurance information, record of parental contact, out of camp care, and all written information from parents.

Sanitation Records

The Business Manager and the Directors of each respective area maintain sanitation records for the Commissary and Dining Room. All maintenance information is kept on file in the Camp Ranger's office.

Health Officer's Manual

The Camp Ranger updates the Health Officer's manual yearly. The Ranger is responsible for providing an orientation to the camp Health Officer. Information in this manual includes, job description, camp health care plan and policy, pre camp duties, inventory, record keeping procedures, communicable disease control and information, parental notification policy, medical support information, emergency situations, standing orders, references, copies of all forms used by the Health Officer, and the camp exposure control plan.

Documenting Incidents

All incidents that raise concerns as to the safety of staff members are documented and followed up by a year-end report written by the Camp Director. All incident reports are on file in the Camp Director's office. The Tall Pine Council receives copies of all incident reports. Reports may be filed for the following reasons, camper reporting abuse, camp staff suspected of abuse, lost swimmer/boater, run away situations, staff discipline, and any staff member sent home for health or disciplinary reasons.

Confidentiality

All personal information of staff members are kept confidential and distributed to adult staff members on a need to know basis. Camp administrators are always informed of any situation regarding a staff member.

Health Screening

Immediately upon arrival at camp, each staff member undergoes a medical recheck. At this time, the Health Officer sees all staff members. Each staff member must have a health form signed by a physician, based on age criteria. This health form must include current prescription and non prescription drugs and medications, immunization status, physical limitations, allergies, any special health and behavioral considerations, communicable disease, and release of camper information for minors. The authorized individual for each staff member must sign this form. This form must be presented with all medications to the camp Health Officer at the time of the medical recheck. At this time, the Health Officer will record all prescriptions and non-prescription medications and dispensing directions, secure all medications, review health history statements, discuss current health needs, and observe the staff member physical state. Physical observations are also conducted at the mandatory swim check. **All medications must come to camp in their original containers, label with name, staff , quantity in original container (including aspirin, cough syrup, etc.) and with contents validated at the time of arrival at camp.**

ALL STAFF MEMBERS ARE REQUIRED TO HAVE A CURRENT ANNUAL PHYSICAL EXAM ON FILE, SIGNED BY A PHYSICIAN, SIGNED BY THE STAFF MEMBER AND IF UNDER 18 YEARS OF AGE SIGNED BY PARENT OR GUARDIAN. NOTE: PHYSICAL EXAMS AT CAMP TAPICO CAN BE ARRANGED THROUGH A LOCAL PHYSICIAN. SERVICES RENDERED AT CAMP ARE FREE; HOWEVER, OUTSIDE SERVICES MAY REQUIRE PAYMENT. PLEASE BE PREPARED TO PROVIDE INSURANCE INFORMATION.

Conditions Preventing Admittance to Camp

The following conditions would prevent a person from being admitted to camp, head lice, elevated temperature above 100°, and exposure to chicken pox within the previous two weeks, a strep diagnosis within the previous 24 hours, no physical exam noted on the health form. Camp Tapico does try to accommodate all staff members with calls home to verify signatures and has a fax line to receive health forms that may have been forgotten or may be omitting a signature.

Camp Tapico Emergency Procedures

In the event of a camp emergency, each staff member must adhere to the following guidelines. The Camp Tapico Emergency Procedures will be reviewed during staff week.

- **All Personnel in camp (staff members, leaders, and campers) must be familiar with the Camp Emergency Procedures.**
- **In the event of an emergency, all personnel will immediately respond to the specific situation as outlined in the Camp Tapico Emergency Procedures.**

In the event of one of the following situations, the Camp Tapico Emergency Action Coordination Team will begin emergency procedures.

- Serious Accident
- Fire
- Lost Swimmer / Boater
- Severe Weather
- Lost Camper

In an emergency situation, the Camp Emergency Action Coordination Team will assemble at the camp Administration Building. The team will coordinate actions, issue orders, conduct calls as necessary, and release information to the public, following established Boy Scouts of America and State of Michigan policies. The team will include the following personnel.

- Camp Director
- Program Director
- Health Officer
- Camp Ranger
- Business Manager
- Camp Chaplain

Campers will be notified of an emergency via siren signals or triple shotgun blasts.

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| • Severe weather / tornado warning | One Blast |
| • Fire | One Blast |
| • Lost swimmer / boater | One Blast |
| • Serious accident / lost camper | One Blast |
| • All Clear | Two Blasts |
- **In the event of a power outage or an alarm malfunction, runners will notify you.**

Upon hearing the emergency signal noted above, all staff members will assemble in the parade field along the pine trees by the central shower sign. All campers and leaders are to report back to their campsites.

- **Unit Leaders are to take a head count and get their unit roster.**
- **Units are to stay in their campsite until the all clear is sounded.**
- **Staff is to stay alone the pine trees until the all clear is sounded.**
- **The camp clerk will take head count.**
- **A staff runner will come to your campsite for a head count.**
- **All camper and adult counts will be conducted only by adult leaders in the campsite and reported immediately to the Tapico Staff Member who will come to your campsite, and then report to the Camp Director or designee. Units are reminded that if these procedures become necessary to enact, quick and complete compliance will be insisted upon. Failure to do so could result in your violation of a state law.**

Basic Rules to Follow in the Event of a Serious Accident in Camp

- If a victim cannot walk on his own, **do not** move the victim.
- At least two members (staff, youth, adult) must stay with the victim and perform the following as needed: administer first aid, stop bleeding, administer artificial respiration, administer C.P.R., treat for shock, and make the victim comfortable. Reassurance is important too.
- At least two members (staff, youth, adult) must care for the rest of the members and lead the members away from the victim.
- A person must be appointed who acts as the "runner". This "runner" is dispatched to the Health Lodge to seek help. He needs to be able to relay the following information:
 - **What Happened?**
 - **Who it Happen To?**
 - **How it Happened?**
 - **When it Happened?**
 - **Where it Happened?**
- The Health Officer will determine whether or not to call for an ambulance and will then proceed to the accident scene. The "runner" must wait for the ambulance (if called) to direct it to the scene.
- Upon arrival of the ambulance, the victim is turned over to the ambulance crew and their instructions must be followed.
- The Troop Leader, or for staff the Camp Director or his designee must accompany the victim to the hospital. The victim's health form should also accompany him.
- Upon arrival at the hospital emergency room, the Unit Leader must call the victim's parents (or guardians) to seek permission for treatment.
 - The Camp Director or designee must inform the Scout Executive of the accident.
 - If in doubt as to the condition of the patient, always treat as an emergency!

Minor Injuries

Administer basic first-aid and transport the victim immediately to the Health lodge. Always inform the Health Officer of the assistance (first-aid, etc.) administered.

Illness

The Health Lodge is open for sick calls at the following times:

- 9:00 – 11:45 A.M.
- 2:00 – 5:00 P.M.
- 7:00 – 9:00 P.M.
- Emergencies at any time.

Extreme Heat and Humidity

- In the event of extreme heat and/or humidity, Scouts should restrict their physical activity to cooler times of the day.
- Physical activity should be short in duration with frequent periods of rest.
- Scouts should increase their water intake and take preventative measures to protect their skin.
- Preventative steps for sunstroke and dehydration will be stressed when necessary.
- Limit hiking time to 20 minutes rest as necessary in the shade.

Severe Weather

Severe weather includes heavy thunderstorms, tornado watches (tornado possible), tornado warning (tornado sighted) and lightning.

Severe Storm or Tornado Warning

- The Camp Range or designee will sound the severe storm alarm. Issue verbal instructions to the campers or staff members.
- All campers and staff members are to seek shelter in the immediate low ground areas.
- Campers and staff members are to remain in the low ground areas until the "all clear" signal is sounded.
- The Camp Ranger or designee will sound the "all clear" signal.
- Campers must report to their campsites upon receiving the "all clear" signal and remain there until released by a staff member.
- The staff members must report to the Administration Building upon receiving the "all clear" signal.

Lightning

- Seek shelter in a low-lying area, away from overhead wires.
- Avoid contact with water or metal.
- If you are on the lake with severe lightning:
A "clear the lake" signal will be sounded. Proceed to shore and remove boat from water. Move away from the boat and the water. Seek shelter.
- Avoid contact with metal and overhead wires.

Fire

- The Camp Ranger or designee will sound the fire alarm. Issue verbal directions to the campers or staff members.
- All campers must report to their campsites.
- The troop leader must conduct a roll call of his/her campers.
- Staff member will come to your campsite to check your roll call.
- The Camp Ranger or designee will sound the "all clear" signal.
- All of the staff members must report to the Administration Building.
- Campers must remain in their campsites until the "all clear" signal is sounded.

Lost Camper

- Advise the camp office immediately.
- Find out where the lost camper was last seen.
- Check the lost camper's campsite.
- Organize a search party and send a staff member to the outbound areas.
- After sufficient time has elapsed, notify the Sheriff's Department.
- Call the Coast Guard and request helicopter surveillance.
- Continue the search for the lost camper until found.
- After sufficient time has elapsed, notify the lost camper's parents'.
- **The Camp Director or designee will determine when to notify the lost camper's parents.**

Lost Camper Search Procedure

Once verification of a lost camper is made, the staff will be mobilized. Determination of where the person was last seen is made. The Camp Ranger will coordinate the lost person searches with the assistance of the camp staff and unit leaders as necessary.

- Search the troop's campsite and the immediate surrounding areas.
- Teams of 3 will be sent to search the campsite areas. Teams leave under the control of adults only.
- Know your destinations, search areas, and the times of return.
- Search teams should carry the following:
Flashlights, canteens, blankets, rope, first-aid kits, and suitable personal clothing.
- Teams should have the missing person's name, troop number, home address, and phone number.
- If recovery is not made quickly, the Camp Director or designee will request outside assistance.

Lost Swimmer / Boater Verification

- The lost swimmer/boater is identified by name.
- The lifeguard calls for a buddy check and orders all persons out of the water.
- The name of the missing person is called loudly. The changing area and the latrine are checked.
- One person is dispatched to the missing person's campsite for a check there. If the missing person is found, explain the merits of the buddy system to the missing person and his buddy.

Lost Swimmer / Boater Search Procedure

The Aquatics Staff immediately enacts their plan for a lost swimmer/boater search. If this is not productive, the Camp Ranger or designee will sound the siren for a lost swimmer/boater search.

- The siren sounds.
- All adults and campers must return to their campsites. The unit leaders must conduct a head count of their campers and everyone remains in their campsite.
- Report your count to the Camp Staff member who come's to your campsite.
- All available staff members must report to the waterfront to assist in the search as described by the camp and State of Michigan policies.
- Adults and campers must remain in their campsites until the "all clear" signal is sounded.

Earthquake

In the event of an earthquake, you are to proceed immediately to an open area. The major risk of injury during an earthquake is as a result of falling objects. Be aware of overhead power lines and trees. Exit any buildings if possible.

NOW THAT YOU HAVE
TAKEN TIME TO READ AND
UNDERSTAND THE GUIDE.
**PLEASE BE SURE TO
SIGN AND RETURN THE
ACKNOWLEDGEMENT
LETTER (APPENIX 8-A)AND
SEND IT TO THE SCOUT
CENTER WITH YOUR
SIGNED CONTRACT AN
OTHER
DOCUMENTATION.**

2009
STAFF GUIDE



APPENDIX
SECTION

2009 Administrative Team

Camp Director	Mike Beratta
Program Director	Nick Barber
Business Manager	Weston Mitchell
Camp Ranger	Larry Woughter
Camp Chaplain, Training Director	David T McGregor
Camp Commissioner	Del Kreger

Administrative Team Responsibilities

The **Camp Director** is responsible for everyone and everything in camp. He is held accountable for every occurrence in camp, whether he had delegated the responsibility to others or not. S/he interprets and implements policies for the camp as set forth by the Boy Scouts of America and the Tall Pine Council. All staff members are ultimately responsible to him.

The **Program Director** is responsible for developing and implementing the camp's program. S/he coordinates the efforts of the program departments through their directors and serves as a resource for all the program staff.

The **Camp Ranger** is responsible for camp maintenance, equipment, health, safety, and emergency procedures. These services include the Health Lodge and the Maintenance Center.

The **Business Manager** is responsible for providing support services essential to the efficient operation of the camp. These services consist of the Business Office, Food Services (Commissary & Kitchen), Staff Dining Area, and the Trading Post.

The **Camp Chaplain** is responsible for conducting regular religious services along with providing spiritual leadership to both staff and campers. He also provides personal counseling to those in need.

The **Training Director** is responsible for implementing the Adult Leader Training Program.

The **Camp Commissioner** is responsible for the camp public relations and is the main line of communication within the camp.

2009 Camp Calendar

February 10	Leader's Meeting 7:00 p.m.
April 24-25	CPR/First Aid training at Camp Tapico
May 6	Leaders Orientation 7:00 p.m.
May 15-17	Spring Conclave - Order of the Arrow
June 10	Cabinet Reports to Camp
June 12	Area Directors Report to Camp
June 14	General Staff Reports to Camp (Complete Field Uniform by 1:00pm.)
June 14-20	Staff Training Week
June 20	Week 1 Early Arrivals
June 21 – June 27	Boy Scout Summer Camp – Week 1
June 23	National Visitation - Boy Scouts Summer Camp
June 27	Week 2 Early Arrivals
June 28-July 4	Boy Scout Summer Camp – Week 2
July 4	Week 3 Early Arrivals
July 5-11	Staff Evaluations
July 5-11	Boy Scout Summer Camp – Week 3
July 11	Week 4 Early Arrivals
July 12–18	Boy Scout Summer Camp – Week 4
July 18	Week 5 Early Arrivals
July 19-25	Boy Scout Summer Camp – Week 5
July 25-27	Camp Shutdown
July 27	Staff Appreciation
July 19-25	Camp Tapico Summer Camp Staff - Final Evaluations
July 27	Staff Departs (on/or before)
T.B.A	Michigan Camp Licensing Consultant to inspect camp

2009 Camp Tapico Program Schedule

Time.....Event..... Location**Sunday**

7:30 pm.....	Camp Tour	Flagpole
7:30 pm.....	C.O.P.E. Interest Meeting	OA Pavilion
7:30 pm.....	Leader's Meeting.....	Outdoors skills Area
8:20 pm.....	Camp wide Opening Flag Ceremony	Parade Field
8:30 pm.....	Scout's Own Service	Chapel
9:00 pm.....	Opening Campfire.....	Fire Bowl

Monday

9:30 am.....	Youth Protection Training (90 minutes).....	Adult Leader Area
11:00 am.....	Snorkeling BSA	Beach
4:00 pm.....	Safe Swim Defense / Safety Afloat	Boating Area
4:00 pm.....	Mile Swim Practice (¼ Mile).....	Beach
4:15 pm.....	Campfire Planning Meeting	Fire Bowl
7:00 pm.....	Adult Only Climb.....	Tower
8:30 pm.....	Flag Retirement Ceremony	Outdoor Skills

Tuesday

10:00am.....	Scoutmaster Coffee	Scoutmaster's Corner
3:00pm.....	Dutch Oven Cook Off.....	Outdoor Skills
4:00 pm.....	Climb on Safely.....	Tower
4:00 pm.....	Mile Swim Practice (½ Mile).....	Beach
4:15 pm.....	SPL / President Meeting.....	Commissioner's GP Tent
7:00 pm.....	Program Areas Closed.....	Program Areas
7:00 pm.....	Camp Wide Event- Dodge Ball Tournament.....	Parade Field

Wednesday

11:00 am.....	Safe Swim Defense / Safety Afloat	Boating Area
12:00 pm.....	Staff Guest Lunch with Troops	Troop Campsites
4:00 pm.....	Mile Swim Practice (¾ Mile).....	Beach
4:00 pm.....	Climb on Safely.....	Tower
4:15 pm.....	Campfire Planning Meeting	Fire Bowl
7:00 pm.....	SM & SPL Climb	Tower
8:30 pm.....	International Program.....	OA Pavilion

Thursday

6:00 am.....	Mile Swim.....	Beach / Boating
1:15 pm.....	Scoutmaster's Meeting	Outdoor Skills Pavilion
4:00 pm.....	Snorkeling BSA	Beach
4:00 pm.....	Trek Safely.....	Sports & Safety GP Tent
7:00 pm.....	Program Areas Closed.....	Program Areas
7:00 pm.....	Campwide Event – Geocaching	Parade Field

Friday

9:00 am.....	Bike Trip to The Cove on Manistee Lake	Meet at Flag Pole
9:00 am.....	Orienteering Race.....	Outdoor Skills
11:00 am.....	Leave No Trace Training (Youth and Adult)	Eco/Con Pavilion
12:00 pm.....	Program Areas Close.....	Program Areas
2:00 pm.....	Camp Wide Water Carnival	Beach
5:00 pm.....	Merit Badge Paperwork in Mailboxes.....	Admin Building
7:00 pm.....	Advancement & Merit Badge Sales	Admin Building
8:00 pm.....	Camp Wide Closing Flag Ceremony	Flagpole
8:30 pm.....	Closing Campfire	Fire Bowl
8:30 pm.....	OA Call Out Ceremony.....	Fire Bowl

- Morning & Evening Flag Ceremonies are at 8:30 am and 5:45 pm unless otherwise noted
- Program Area hours are 9:00am-12:00 noon, 2:00pm-5:00pm, & 7:00pm-9:00pm unless otherwise noted

MERIT BADGE / C.O.P.E. SCHEDULE FOR 2009

PROGRAM AREAS	BLOCK A MONDAY & TUESDAY MORNING	BLOCK B MONDAY & TUESDAY AFTERNOON	BLOCK C WEDNESDAY & THURSDAY MORNING	BLOCK D WEDNESDAY & THURSDAY AFTERNOON	BLOCK E MONDAY, WEDNESDAY EVENING 7:00-9:00	FRIDAY WRAP-UP MORNING
AQUATICS	BSA Guard 9:00-12:00 Lifesaving 9:00-11:00 Boating MB Class (Rowing, Sailing, Canoeing)	BSA Guard 2:00-5:00 Swimming 2:00-4:00	BSA Guard 9:00-12:00 Boating MB class (Rowing, Sailing, Canoeing) 9:00- 11:00	BSA Guard 2:00-5:00 Lifesaving 9:00-11:00	BSA Guard 7:00-9:00 Open Swim Open Boating Regatta Race and Beach Volley Ball 7:00pm Wednesday	Open Area
SHOOTING SPORTS	Open Rifle Open Shotgun Archery MB Class 9:00-11:00	Open Rifle Open Shotgun Open Archery	Open Rifle Open Shotgun Open Archery	Open Rifle Open Shotgun Archery MB Class 2:00-4:00	Monday Night Required Merit Badge class for All Rifle and Shotgun Merit Badge Wednesday Night Muzzle Loading at Rifle Range Shotgun Range Closed Wed. Open Archery	Open Area
ECOLOGY CONSERVATION	Environmental Science 9:00- 11:00 Birding Hike 9:00am Tracking 11:00am Open Area	Environmental Science 2:00-4:00 Forestry hike 2:00pm Trail Boss Program Open Area	Space Exploration 9:00- 11:00 Mammals hike 9:00am Open Area	Reptiles Hike 2:00 pm Wednesday Wild Edibles 2:00 pm Thursday Open Area	Open Area Hike to Tree Farm 7:00pm Wednesday Trail Boss Program Open Area	Open Area
HANDICRAFT	Metalworking Open Handicraft	Metalworking Open Handicraft	Metalworking Open Handicraft	Metalworking Open Handicraft	Open Handicraft	Open Area Art Show
WHITE PINE	Monday Tenderfoot Requirements 10a, 10b Tuesday Tenderfoot Requirements 4a, 4b, 5, 6, 9, 11, 12a, 12b	Monday Second Class Requirements 2c, 2d, 2e, 2f, 6a, 6b, 6c	Wednesday Second Class Requirements 1a, 3, 5	Wednesday First Class Requirements 1, 7a, 7b, 8a Thursday First Class Requirements 2, 6, 7c, 8b, 8c, 8d	Totin' Chip (Takes 1 Class) Fire'n'n Chit (Takes 1 Class) Second Class Req. 1b 5 Mile Hike (Wed. Only)	Second Class Requirements 7a, 7b, 7c First Class Requirements 9a, 9b, 9c
SCOUTCRAFT	Wilderness Survival 9:00- 11:00 Open Area	First Aid 2:00-4:00 Open Area	First Aid 9:00-11:00 Open Area	Open Area	Open Area	Open Area
SPORTS AND SAFETY	Emergency Preparedness	Open Area	Open Area	Emergency Preparedness	Sports Game (Monday)	Open Area
C.O.P.E. AND CLIMBING TOWER	Low Cope/High Cope	Climbing Merit Badge	Low Cope/High Cope	Open Climbing	Adult Only Climb (Monday) SM and SPL Climb (Wednesday)	Low Course for New Scouts Open Area
MISCELLANEOUS	Citizenship in the Nation Meets at Handicraft	Communications Meets at Handicraft	Citizenship in the World Meets at Handicraft		Music Meets at Handicraft	

Staff Equipment Needs List

Health Form - With Doctor's signature

Camp Box / Foot Locker – Each staff member must have a lockable storage container for security purposes.

Sleeping Bag or Linens and Blankets

Personal Gear

Soap	Towel	Toothbrush
Washcloth	Toothpaste	Comb
Razor	Shaving Cream	Hand Lotion
Sun Block	Shampoo	Sunglasses

Uniform Parts

2	Short Sleeve Scout Shirts	2	Scout Shorts
1	Scout Pants	7	Scout Socks
1	Scout Belt	1	Scout Hat
8	Scout T-shirts	1	Sturdy, comfortable Shoes
			No Sandals, except for Aquatics

Clothes

Civilian Pants/Shorts	Civilian Shirts
Sweatshirt (hooded is best)	Raincoat/Poncho
Sweater	Light Jacket (windbreaker)
Warm Jacket (30° weather is possible)	Swim Suit (no cut off's, females must have one piece suits)
Clothes Hangers	Sneakers/Moccasins
Boots	Wool Socks
Cotton Socks	Handkerchiefs
Under Clothing	Laundry Soap
Watch and Alarm Clock (not electric)	
Laundry Bag	
Costumes	

Other Items

Paper, Pen, Pencils, Envelopes	Flashlight
Sewing Kit	Handbooks
Pocket Knife (no sheaths knives or fix blades)	First Aid Kit
Fishing Equipment	Camera/Film
Musical Instrument	Bible/Prayer Book
Long Distance Calling Card	Pillow
2-way radio	

Please Note: Do not have magazine subscriptions, etc. temporally transferred to our camp address.

CERTAIN ITEMS ARE PROHIBITED IN CAMP because they pose a serious health hazard to the campers: BB guns, bean shooters, fireworks (of any type), explosives, alcoholic beverages, illegal non-prescription drugs, long knives (sheath knives), pornographic materials, slingshots, and other missile-launching devices. Possession or use of the above-mentioned items is grounds for immediate dismissal. Additional items that constitute a threat to the safety of the camp community will be designated by the Camp Director and Supervisors and removed at once.

NO PERSONAL GUNS OR AMMUNITION WILL BE ALLOWED AT CAMP, UNLESS YOU ARE LICENSED AND HAVE APPROVAL FROM THE CAMP DIRECTOR. ARCHERY EQUIPMENT MAY BE BROUGHT TO CAMP BUT MUST BE CHECKED IN WITH THE CAMP RANGER UPON ARRIVAL AND STORED AT THE ARCHERY RANGE UNDER THE SUPERVISION OF THE SHOOTING SPORTS DIRECTOR.

ALCOHOLIC BEVERAGES/NON-PRESCRIPTION AND ILLEGAL DRUGS ARE PROHIBITED ON CAMP TAPICO PROPERTY.

POSSESSION OF TOBACCO PRODUCTS BY STAFF MEMBERS UNDER THE AGE OF 18 IS AGAINST THE LAW. STAFF MEMBERS VIOLATING THIS LAW WILL BE DEALT WITH ACCORDINGLY.

ANY INDIVIDUAL CONTRIBUTING TO THE DELINQUENCY OF A MINOR IS IN VIOLATION OF THE LAW OF THE STATE OF MICHIGAN AND WILL BE DEALT WITH ACCORDINGLY.

CAMP TAPICO STAFF EVALUATION FORM

Tall Pine Council, Boy Scouts of America

Staff Member _____ Position _____

Please use the following rating scale for all items listed below:

- 4 – Exceeds Standards
- 3 – Meets Standards
- 2 – Below Standards
- 1 – Unacceptable

Personal Management Skills

- _____ on time for flag ceremonies
- _____ on time for all programs and camp-wide events
- _____ wears the appropriate uniform for all programs and camp-wide events
- _____ Practices good personal hygiene
- _____ Attends and participates in camp-wide events
- _____ Demonstrates initiative
- _____ Accepts constructive criticism
- _____ Shows interest and enthusiasm in their work
- _____ satisfactorily completes assigned tasks
- _____ uses their time efficiently
- _____ Performs duties in a safe manner

Teamwork Skills

- _____ Follows direction of supervisor
- _____ Works well with others
- _____ Participates in the team process on equipment moves, campfires, etc.
- _____ uses the team approach to identify problems and generate solutions
- _____ has the ability to cope with change

Organizational Skills

- _____ Completes appropriate documentation for their duties in a timely manner
- _____ Delegates duties and responsibilities effectively
- _____ Communicates effectively with Scouts, staff, and adults
- _____ Makes requests for supplies and or needs in a timely manner
- _____ Uses appropriate documentation to make requests

General Skills

- _____ Plans and sets plans and makes schedules for themselves and their staff
- _____ manages the behavior of staff and Scouts in an effective manner
- _____ is quick to act to modify a situation that needs immediate attention
- _____ completes what they have started
- _____ meets all deadlines
- _____ constantly strives to improve job performance

SHOWER HOURS**CENTRAL SHOWER**

ADULT 6:30-7:30
YOUTH 7:30-8:30
ADULT 8:30-9:30
CLOSED 9:30-10:30
ADULT 10:30-11:30
YOUTH 11:30-12:30
ADULT 12:30-1:30
YOUTH 1:30-2:30
ADULT 2:30-3:30
YOUTH 3:30-4:30
ADULT 4:30-5:30
YOUTH 5:30-6:30

**OPEN AIR SHOWER
(NO FEMALES)**

YOUTH 6:30-7:30
ADULT 7:30-8:30
YOUTH 8:30-9:30
ADULT 9:30-10:30
YOUTH 10:30-11:30
ADULT 11:30-12:30
YOUTH 12:30-1:30
ADULT 1:30-2:30
YOUTH 2:30-3:30
CLOSED 3:30-4:30
YOUTH 4:30-5:30
ADULT 5:30-6:30

February 20, 2009

To: Camp Tapico Summer Camp Staff

From: Mike Beratta – Camp Director

Subject: 2009 Camp Tapico Staff Guide

Enclosed is the 2009 Camp Tapico Staff Guide.

To insure that every staff member has received a copy, sign and return the lower portion of this memo. For staff members under the age of 18, a parent or guardian’s signature is required.

This is the only staff handbook that will be used this year. Please take the time to read it. If you find any errors or have any questions, please contact me as soon as possible.

Please destroy all previous issued copies. Thank you.

Name of Staff Member _____

Position in Camp _____

I acknowledge receipt of the 2009 Camp Tapico Staff Guide and agree to abide by its contents.

Staff Member Signature _____ Date _____

Parent / Guardian Signature _____ Date _____
(If staff member is under 18 years of age)