



CAMP MCKEE
BLUE GRASS COUNCIL

— SUMMER CAMP 2023 —
STAFF MANUAL

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Welcome Letter from the Camp Director

Dear Staff Member,

I would like to take this opportunity to welcome you to the Camp McKee Staff. This will be the 63th season for the reservation and as staff members, we are lucky to be a part of it. I want to make this opportunity a challenging, fun filled, learning experience for you.

I also want you to look at your selection as a leader by doing the best possible job serving the campers and Scouters who cross your path. This job that you have agreed to do is by no means a small task. There will be many hours of fun and fellowship, but there will also be hard work that will require a strong commitment from you. It is our job to plan and deliver the summer camp program Scouts and Scouters expect from Scout Camp.

This Staff Manual will outline some of your duties and responsibilities for the upcoming camp season and provide answers to some of the questions you may have. Please be familiar with this manual before you arrive at camp on June 26th as this information will be referred to on many occasions throughout the summer. You will be responsible for knowing and adhering to all information contained in the Camp McKee Staff Manual.

Summer Camp is one of the greatest experiences in the life of a Scout. Few times in their Scouting life equal the week they will spend under your guidance and leadership. The fun and excitement of Scouting is found at Summer Camp. A Scout is expected to be a good camper, to know their way in the woods, to swim, to handle a canoe, and to be able to save a life. The most important resource we have to accomplish these things is you, the competent, well-adjusted staff members, to share your knowledge with Scouts and Scouters.

Thank you again for your commitment to Scouting. We have much to do, but I'm confident that as a staff we can reach our goals and deliver one of the best programs in our camp's long history. I look forward to working with you and if there is anything I can do to help, please don't hesitate to call.

Sincerely,

Tim Crowley

Camp Director

director@campmckee.org

Introduction

This staff manual was prepared to help you do a better job as a camp staff member. You will want to become thoroughly familiar with the techniques and information it contains.

Before you arrive at camp, read the manual thoroughly so you will have a basic understanding of the following:

- Camp Policies
- Procedures
- Organization
- Traditions
- General Outline of Program
- Emergency Procedures

When staff training begins, we will assume you have read this manual and that you will be ready with any questions on anything that is not clear. Be sure to be familiar with your responsibilities.

The staff will do their absolute best to:

1. Provide every camper with a wholesome and safe experience that at least equals their high expectations.
2. Help campers develop a keen awareness and appreciation for the great outdoors and to motivate them to assume the responsibility for living in harmony with nature.
3. Help fulfill the basic objectives of the Boy Scouts of America: character building, citizenship training, and physical and mental fitness.
4. Demonstrate enthusiastic Scouting spirit and good leadership.
5. Exemplify the principles of the Scout Oath and Law.
6. Promote a spirit of genuine friendliness, understanding of others, and cooperation.
7. Work together as a team with the common goal of providing an atmosphere where Scouting is experienced at its best.

Camp McKee Staff Philosophy

The aim of Scouting is to build character, foster good citizenship, and develop physical, mental and moral fitness among the youth who come under its influence. In the Boy Scouts of America, this aim is promoted by encouraging all Scouts and Scouters to conduct their lives on the principles expressed in the Scout Oath, Scout Law, Scout Motto, and Scout Slogan. These are as follows:

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

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

Scout Motto - Be prepared.

Scout Slogan - Do a good turn daily.

The primary function of the summer camping program at Camp McKee is to provide a long-term camping experience for Scouts within the purposes and methods of the Boy Scouts of America.

Therefore, the rules that govern Camp McKee are the Scout Oath, Law, Motto, and Slogan. Every staff member is expected to commit them to memory and conduct him or herself accordingly. As a member of the camp staff you will be expected to set the example, based on these principles, for all Scouts and Scouters to follow.

Troops and crews come to camp to take advantage of the outdoor programs provided by a well-trained, experienced staff. But the primary reason that Scouts and Scouters come to camp is to have fun. If it's not fun, it's not Scouting. As a staff member you must have a positive attitude, and take summer camp seriously. However, also remember that it should be fun for you as well. There is a great satisfaction in working with youth, helping them develop their knowledge, skills, and abilities—and in being a positive influence in their lives. Being on the Camp McKee Staff is an adventure and hopefully a rewarding experience that will make you a better person.

Purpose of Camp McKee Summer Camp

Camp McKee is the Blue Grass Council's outdoor educational center. Its purpose is to provide leadership training on the outdoor Scouting program. Camp should also demonstrate the best conservation practices. Since Camp McKee is the laboratory of Scouting, Scouts work together to learn the best methods that Scouting can offer to develop better units, qualified Scouters, and skilled, self-reliant young men and women. Here, youth learn how to live in democracy by working in their patrol, troop, and/or crew.

Scout Method of Camping

The ideal method of Scout camping is the chartered unit camping successfully under its own leadership. The purpose of the summer camp is to provide experiences for the unit that will make it better able to plan and conduct its own program. The services of the camp staff, therefore, are of a counseling, coaching, and supervisory nature. In council-operated camps, units should learn to promote and conduct aquatics, nature programs, games, and the patrol method. Our success as a camp is measured by the extent to which the unit has learned the following:

- To stand on its own two feet
- To acquire or stimulate a new interest
- To use its youth leaders
- To strengthen each individual youth
- To train its instructors in various skills

Mission & Vision

Mission Statement

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

Vision Statement

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

Employment Policies

Code of Conduct

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff employee handbook guarantees employment for any specific duration.

Equal Employment

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Blue Grass Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping

with that policy, the Blue Grass Council and Camp McKee will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her

area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination.

Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

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

Open Door Policy

The Blue Grass Council and Camp McKee is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

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

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

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

Wages, Hours and Workweek

Each staff member must sign (if under 18, parents must also sign) and return an employment contract to the camp director. These will be kept on file in the administration building. This contract is a business agreement to perform certain duties for the good of the total camp program. It is expected that each staff member will perform these duties to the best of his or her ability. If a problem arises that a staff member finds impossible to solve on his or her own, then his or her area director should be contacted. If necessary, the program director or camp director may be consulted.

Your salary will be paid by payroll check only, every 2 weeks, and will be subject to applicable taxes and Social Security payments as required by law. Remember, it is important, as in any job, to regard your salary as confidential. Any discussion of your salary on your part is indiscriminate and would demonstrate a lack of maturity and judgment as well as a lack of regard for staff morale.

The last check will be issued only after you have been checked out of your housing unit and program area, and any amounts due to camp have been settled.

Arrival

Staff Week begins on June 6. Plan to arrive at camp no later than 12:00pm. Your first stop will be the Administration Building to check in and receive your housing assignment. Then you need to go to your tent or cabin and unpack. The training program will begin shortly afterward.

Departure

Each Saturday, the staff will be dismissed by the Camp Director when all work for the week is finished, and all campers have been checked out. Staff will have to be back on camp on Sunday by 12:00pm.

Staff members should not expect to depart earlier than on your contracted end date, unless arrangements with the Camp Director have been agreed upon in advance.

Nights Off

All staff members will have one night off. You may leave when your program duties for the day are finished. This time will begin at 6:00 PM and **staff under 18 must be back on camp property by 11:00 PM, staff over 18 must be back by midnight, unless the Camp Director gives special permission.**

Employee Conduct and Discipline

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior

- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

Texting and Social Media

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps and any other digital communication platforms. This policy reinforces the BSA's youth protection policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

Youth Protection and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

TO REPORT SUSPECTED CHILD ABUSE NEGLECT OR DEPENDENCY

Call: 1-877-597-2331, 24-HOUR HOTLINE or

Use the Kentucky Child/Adult Protective Services Online Reporting System

for non-emergency reports at: <https://prd.webapps.chfs.ky.gov/reportabuse/home.aspx>

IF A CHILD IS IN IMMEDIATE DANGER, CALL 911

In addition to the reporting procedures above, suspected child abuse—whether physical, mental, emotional, or sexual—should be reported to the Camp Director, Program Director, Staff Advisor, or Scout Executive. Do not try to seek proof yourself. Don't speak of the subject with anyone else.

Youth in Scout Camp

We, as the camp staff, must keep foremost in our minds that we are here to serve youth; without them, there would be no need for us. Youth have many interests, and we must attempt to reach them in as many ways as possible. There will be occasions when a youth will want to do some things completely on his or her own. Perhaps he or she wants to sit and watch the clouds go by, hang a fishing pole in the water, or just take a walk around camp. Our planning should allow youth the time and opportunity to do so if they wish.

Then too, a youth may want something to do with just a few of his or her friends. Maybe they want to go on a hike, or go boating or swimming with a couple of their buddies. Then there will be times when they want to go out with their own patrol or crew and have some fun or do some advancement. Or perhaps their group wants to challenge another patrol or crew to a Scoutcraft contest or game of volleyball.

There will also be occasions when a youth will want to participate in activities with his or her whole unit. Perhaps it will be a water carnival activity, day hike, campfire, or scavenger hunt. Remember, we as a camp staff need to provide a well-balanced program with opportunities and activities for all Scouts, patrols, troops, and crews.

Everyone Is Important

All staff jobs are important. If a job wasn't necessary and important, we wouldn't have asked you to do it. We have ONE STAFF, a cohesive unit working together to meet the goals of the Scouts and Scouters coming to our camp. You hold a position on the McKee staff because you have leadership ability, plus ability in a specialized field. Try to better these skills throughout the summer. Your ability-growth makes you a more valuable member of the staff. Talk over your ideas with others. From their experience you may find valuable suggestions—all of us want you to do a better job, no matter the area in which you serve.

Your special job is very important. So is every other job in camp. A problem in one area could be a problem for everyone and reflects badly on all of us. We must respect everyone's work and lend a hand if needed. At camp we live closely and at times, we can wear on each other, so think before you speak or act. We must all work at living with each other—camp is a training for us as we learn to respect each other's rights, property, skills, and faults.

You may find yourself transferred from one job to another as time dictates. All we ask is that you do the best job you can in any task. Every single job at camp is necessary, and whatever you are asked to do is important. In fact, chances are that the person asking you has done the same job before too. There is no job beneath the dignity of any staff member... or unworthy of a staff member's best effort.

Purpose of Camp Program Activities

In our camp program activities, we have a unique opportunity to achieve the following objectives. There is no better place than the outdoors to teach appreciation of the resources which must be maintained if America is to remain strong and free. All our activities—Outdoor Skills, Aquatics, Field Sports, Handicraft, Ecology, and Pioneer—are directly related to the conservation of our natural and human resources.

Outdoor Skills

- To help Scouts develop an interest and acquire a proficiency in the basic skills of Outdoor Skills
- To teach Scouts to appreciate and understand the out-of-doors by making the best use of their own facilities and their natural surroundings.
- To train units in the skills of Outdoor Skills and Woodcraft so that they will be qualified to camp successfully on their own.
- To provide proper knowledge of health and safety practices and to create an environment in which youth may develop healthy mental attitudes to the end that personal fitness may become a reality.

Aquatics

- To aid Scouts to be skillful and at home in the water, relaxed and confident in their ability to swim.
- To instruct Scouts in methods of self-preservation, water safety, aiding others when necessary, and caring for aquatics equipment.
- To give all Scouts fun in and on the water, and promote activities with recreational value in life.
- To make better use of facilities for aquatic sports such as fishing, swimming, sailing, and boat and canoe trips.
- To develop coordinated and strong bodies
- To help units carry on a year round aquatics program that is safe, including
- instruction in swimming, boating, and rescue methods.

Field Sports

- To provide advanced skills that add color and a change of pace to the camping program
- To teach the skills of various merit badge and hobby interest that help youth and men adults a lifelong interest in the out-of-doors: archery, rifle and shotgun shooting
- To provide program resources that enrich the year-round program of Scout units

Handicrafts

- To answer the creative urge of a young person to make something with his or her own hands

- To provide a practical means where youth may improve the physical environment by making things of beauty or usefulness for themselves or others
- To learn patience, self-expression, and coordination of mind and muscle
- To teach the skills of various merit badge and hobby interest in learning how to make use of nature's materials
- To train units in skills that can become program interests in the year-round program, giving them a grounding in the scope of handicrafts, materials to work with, methods of teaching and improvisation

Ecology/Conservation

- To help youth develop the right kinds of attitudes regarding the importance of natural resources and their wise use. These resources are of little value except as they contribute to the health, welfare, and happiness of mankind. We must show youth that these resources are to be used, but used intelligently and in such a way that they will always contribute to mankind's well being.
- To contribute to the rebuilding and wise use of America's resources by actual work on the land, in forests, and along its waterways
- To carry out such activities as erosion control, forest-fire detection and prevention, and wildlife habitat improvement, so that youth learn some of the techniques necessary to the continued productivity of these resources.

General Staff Information

Before You Leave Home for Camp

- Have a physical examination and complete the official BSA Annual Health and Medical Record form (Parts A, B, and C). If you're under 18, get your parents' signature on the form.
- If you're under 18, have your parents complete and sign a permission slip (see appendix) for you to leave camp on your night off and on Saturday with someone besides your parent.
- Obtain needed uniform parts from the Lexington Scout Shop.

What to Bring with You

- Two or more complete summer Scout uniforms, including Scout shorts or long pants, uniform shirt with proper insignia, Scout socks, and Scout belt.
- Sheets, blankets, pillowcases, and/or sleeping bag
- Sleeping bag for overnights (discuss with area director)
- Rain gear

- Boots and extra shoes
- Shower shoes (for shared bathroom facilities)
- Personal hygiene items (remember towels!)
- Other clothing for cool nights/mornings, grubby work, night off, and swimming
- Laundry detergent and dirty clothes bag (free self-serve washer and dryer use provided on site)
- Alarm clock
- Notebooks, pens, pencils
- Program area materials (discuss with area director)
- Backpack/Day pack
- Sunscreen and insect repellent
- Water bottle
- Other items to be comfortable

Items Not to Bring

- Pets
- Large electrical appliances
- Large pieces of furniture
- Fixed blade knives, personal firearms
- Fireworks
- Literature or videos of questionable taste
- A bad attitude
- Anything conflicting with camp policies (if you are unsure, check with director)

Remember that electronic devices, etc., should never interfere with your camp duties. Music systems, video games, and TV's should only be heard within your staff tent or cabin and NEVER taken into the program areas. If this becomes a problem, you will be asked to leave those items at home, or they will be confiscated until the completion of camp. Don't bring valuables to camp; even though we will all be good Scouts, camp is not responsible for any lost or stolen personal articles.

BSA Membership

All staff members will fill out a new BSA application to register as camp staff, which includes a mandatory background check. This applies even if you're already registered elsewhere in Scouting.

Appearance

All staff members are expected to present a neat and clean appearance at all times. Hair, mustaches, and beards will be kept neat, clean, and trimmed at all times. Remember, beards and mustaches cannot be started while at camp. Hair will be kept its normal color. Jewelry should only be worn in a tasteful manner, reflecting the ideals and principles of Scouting.

Uniforms

You are expected to be in the appropriate Scout uniform at all times. As a staff, we will set the example of the proper uniform to our campers and Scouters. Field uniform is to be worn daily at flag retreat and dinner, and activity uniform is to be worn at all other times. All uniforms must be neat and clean. An exception is made for aquatics staff in their program area, where their activity uniform will be red trunks or swim suit and staff T-shirt. In addition, staff are required to wear a staff ID at all times as part of our overall safety procedures for camp. These will be provided to you during staff week.

Field Uniform

Scout uniform shirt

Scout shorts

Scout socks

Scout belt

Staff hat

Activity Uniform

Staff t-shirt or staff polo shirt

Scout shorts

Scout socks

Scout belt

Staff hat

Attitude

You need to develop and maintain a cooperative attitude with your fellow co-workers. Staff pranks, hazing, or name-calling will not be tolerated. Remember that a Scout is Cheerful; complaining in the presence of campers and adult Scouters will not be tolerated. Take any troubles or concerns to your staff leader, the program director, or camp director. We will practice an open door policy. You must make sure that concerns are handled with professionalism.

Staff Visitors in Camp

Your family is always welcome to visit you at camp. Your friends may visit only if you have secured permission from the camp director. All visitors must follow all camp rules and register at the administration building immediately upon arrival at camp. Visitors may only observe you while you are working. Only family members may visit you in your housing unit; unrelated guests are never permitted in staff housing. Visitors must sign out upon departure.

Tobacco Products

The use of tobacco products by staff members under 18 years of age will not be permitted. This is not only a Camp McKee rule, but also Kentucky State Law. No one will use tobacco products while on duty,

in program or activity areas around camp, or in the presence of youth campers. Use by those over 18 will only be allowed in designated areas and after the staff member is off duty. The use of chewing or other “smokeless” tobacco products is prohibited at camp.

Alcohol and Illegal Drugs

Zero tolerance. Possession, consumption, or being under the influence of illegal drugs and/or alcohol, including beer, is strictly forbidden and will lead to an immediate termination of employment. Parents and/or appropriate authorities may be notified. All prescription drugs must be checked in with the Health Director.

Time Off

It is understood that you will be on duty full time during your period of employment; from the staff meetings at noon on Sunday until the camp closing each week on Saturday (generally about noon). You will be free to leave camp on Saturday as soon as the camp is cleared and any special assignments you have been given are completed. When you leave, sign out at the Administration Building, stating where you are going and who you are going with.

If you choose, you may remain in camp over most weekends. Meals will not be served, but there may be leftovers from the week. Use of program area equipment will be at the discretion of the particular program area director. Everyone will be required to go home during a designated weekend (usually after Week 3).

Staff will normally be given one evening off per week at the discretion of the camp director. Each program area will have a specific night off—so that the entire staff is not gone any one evening. This time will begin after the flag retreat ceremony (around 6:00 PM). Staff under 18 must be back on camp property by 11:00 PM and staff over 18 must be back by midnight, unless the camp director gives special permission.

Staff Vehicles

Staff member vehicles will remain in the parking lot except when given specific instructions by the camp director, program director, or ranger, or when leaving camp property on the weekend or night off. Staff members will not allow anyone to drive their vehicle, or loan it to any other person. All staff members under 18 must have permission from the camp director to bring their car to camp and must provide the camp written instructions from their parents/guardians on the use of the vehicle during time off. Anyone under 15 will not leave camp unless with their parent/guardian.

Vehicle passengers must ride in a seat with a seatbelt fastened at all times while riding on camp property or riding to and from camp.

Permission is required from the camp director or ranger for anyone to drive a camp vehicle. The procedure for using a camp vehicle is as follows:

1. Obtain permission
2. Sign out keys

3. Use vehicle only as prescribed
4. Return vehicle to appropriate parking lot.
5. Log time and miles used.
6. Sign in keys and report any problems with the vehicle.

As per the Guide to Safe Scouting, **"The beds of trucks or trailers must never be used for carrying passengers."** This applies at all times to all people, Scouts, Scouters, and staff. Seatbelts are required and must be worn by all passengers in any motor vehicle.

Being on Time

Do not forget that we are at camp to serve its youth and adults. We must be on time for every scheduled activity. Being on time does not mean arriving at 9:00 for a class set to begin at 9:00. It means arriving a minimum of 10 minutes beforehand in order to set up your area and greet Scouts as they arrive. Remember, to be on time is to be late, to be early is to be on time.

Phone and Address

The camp phone is for business and emergency use only. Long distance calls placed from camp must be made with a calling card or collect and are at the discretion of the program director or camp director. Staff members will not be called away from their job for incoming calls unless it is an emergency. Cell phones and pagers may be brought to camp, but they are to be used only after the program day is complete. Campers are not to use the camp phone unless accompanied by their unit leader.

Mail sent to you while at camp should be addressed to:

Your Name, Staff

McKee Scout Reservation

8695 Levee Rd. Jeffersonville, KY 40337

Phone (Emergency Only): (859) 498-1328

Trading Post

Staff members will have the same privileges in the Trading Post as campers. Staff will not be allowed to have a charge account at the Trading Post. Only those staff members assigned to work in the Trading Post will be allowed behind the counter. The only exception is the camp director or ranger.

Use of the Kitchen

Only the staff member assigned to the kitchen will be allowed in the kitchen, refrigerators, or pantries, and only then in performance of their duties. All others will not go in the kitchen unless asked by the head cook, camp director, program director, or ranger. Camp staff members will not eat in the kitchen.

Staff Use of Program Areas/Equipment

If your schedule permits, you are welcome to use the program areas and camp equipment by arrangement of the respective area director and camp director. Remember, campers come first!

Meals

If a staff member fails to eat properly, he/she will be unable to perform his/her responsibilities with a high degree of efficiency. For this reason and others, all staff members will be at all meals, on time, and properly dressed. Proper table manners, food distribution, and courtesy are all marks of mature staff.

Camp Wide Activities and Campfires

Camp wide games and activities will be offered at various times throughout the week. All staff members are required to take part in these activities as directed by the program director or area director responsible for that program. Campfire programs will be conducted on Sunday and Fridays evenings. Staff is expected to attend and take an active part in both.

Sunday Check-In Procedures

Staff members will have definite assignments on a rotating basis to assist in the Sunday afternoon check-in procedure. These assignments will be made at the Sunday 12:30pm staff meeting.

Discipline

Discipline of campers is the responsibility of unit leaders and camp management. Staff members will not discipline campers unless it is a manner of personal safety. Report all needs for discipline through the chain of command. We enforce safety, not discipline.

Child Abuse & Hazing of Campers or Staff

Camp McKee is a "safe haven" for all staff members, campers, and visitors. Any form of child abuse either observed by or reported to a staff member must be immediately relayed to the camp director for further action. Hazing of Scouts and other staff members is not tolerated in any form. It will result in immediate termination of employment and could result in legal action.

Staff Housing/Areas

Adequate living quarters are provided for each staff member. It is expected that they will be kept in a clean and livable condition. You will be assigned living quarters with a mattress and bed. Staff are responsible for damage to or defacement of living quarters.

The following applies to all staff areas:

- Quiet time must be observed. You must be quiet if you are near sleeping areas after 10:00pm.
- Due to electrical limitations, only approved electrical equipment will be used. Confirm this with the camp director before you bring equipment.

- Any change in housing assignments must be approved by the camp director.
- No campers are allowed in the staff areas.
- No overnight guests are allowed in the staff area or cabins.

Inspections

The camp ranger, camp director, and/or camp commissioner will periodically inspect living quarters. It is expected that staff members will keep their areas clean and orderly. Due to the Zero Tolerance policy, a search can be done any time through your cabin or tent and personal belongings. You may be asked to unlock your locked storage.

Emergency Procedures

Emergency Call

The emergency call will be the blast of a loud bullhorn from the OA building. We will practice this during staff week. Listen to the horn for the number of blasts, secure your area, and report to the arena or the dining hall.

Fire

- Evacuate tent, building, or area immediately. Stay Calm!
- Immediately contact the program director or camp director. They will assess the situation and call the appropriate authorities.
- If needed, the emergency bullhorn will sound **single long blasts and all staff and campers will report to assembly in the arena.**
- The Program Director will coordinate activity from the arena.

Medical

- Administer first aid. Stay calm! Call, radio, or send runners to the health lodge to get the health officer.
- The health officer will direct first aid and send accident victim to hospital or order a call to EMS.
- Notify the camp director when the situation is serious. He will notify the proper authorities.

Child Abuse

- Suspected child abuse—whether physical, mental, emotional, or sexual—should be reported to the camp director, or if he is not present, the program director. Do not try to seek proof yourself.

- Don't speak of the subject with anyone else.

Weather Emergency (Electrical Storm, Tornado)

- In the event of a weather emergency, the bullhorn will sound two short blasts and repeat. Upon hearing this, direct Scouts and Scouters to the dining hall for an assembly inside.
- Remove everyone from the aquatics area including all boats and swimmers. In the event of thunder, the aquatics director will clear the aquatics area until the thunder has cleared.
- The program director will assemble staff and take any action if necessary.

Blood/Body Fluid Emergencies

- In emergencies where contact with blood or body fluids of the victim is possible, universal precautions must be taken. Refer to materials included in the Universal Precautions and Bloodborne Pathogens Exposure Control Plan.
- Always protect yourself from contact with blood and body fluids of accident victims. The camp health officer is the designated person who should handle these types of emergencies.
- In cases where blood is involved in an accident, use the latex gloves that are provided in the first aid kit in each area. You may have the accident victim hold direct pressure on the affected area if he or she is able; this will prevent you from contact.
- In cases where CPR and/or rescue breathing are needed, use the one-way valve masks that are provided in the first aid kit in each area.

Lost Person/Lost Swimmer

- Send a runner immediately to the lost person's campsite to see if they are there. Notify the camp director with results immediately.
- The camp director will sound the bullhorn with one long blast, signaling a camp wide assembly in the arena, if the person has still not been located.
- The camp director will coordinate a camp wide search if the person is still not found.
- If a lost swimmer, the aquatics director will coordinate the search efforts in and around the waterfront. Capable staff swimmers and campers may be called upon to assist.
- Only the camp director or program director will cancel a Lost Person drill, and only the aquatics director will cancel a Lost Swimmer drill.

Methods of Instruction

Remember that all learning takes place through the five senses:

- Sight
- Smell
- Hearing
- Taste
- Touch

Here at Camp McKee, we use the EDGE method of instruction:

- Explain
- Demonstrate
- Guide
- Enable

The more of these elements that you can bring into play through your instruction, the better the information or skill will be learned.

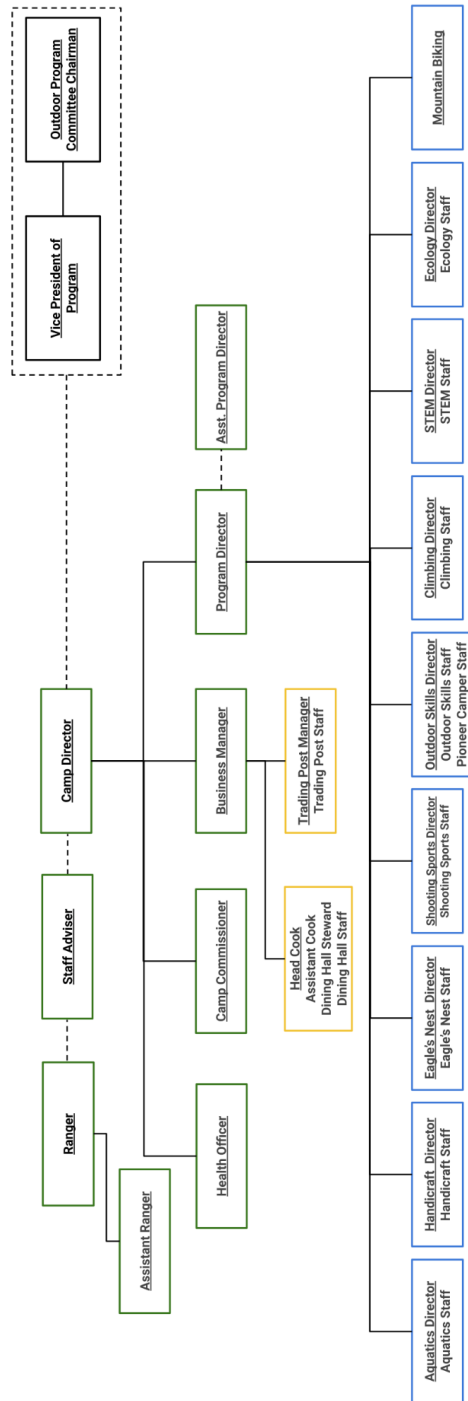
Try some of the following methods:

- Explain and demonstrate one step and then let the Scouts try it. A chance to try each step as it is demonstrated will fix it in the Scout's mind and keep the session active
- Select a Scout to demonstrate and then correct his/her errors
- Errors exaggerated and dramatized, followed by the correct method will add humor and interest
- KING-SIZED training aids are helpful in giving all an opportunity to see
- Intersperse short games and contests upon completion of a given skill
- Make full use of posters, signs and displays to keep visual interest
- When a lecture is necessary, make it short and simple. 3-5 minutes max at a time
- Print legibly all information on Merit Badge Grid Sheet

Blue cards are only to be signed by the area directors. All information must be filled out and the cards submitted by the MB instructor to the area directors by 7:00pm on Thursday evening for them to verify all information, and sign.

Accurate rosters are to be maintained for each class every week. These are to include the name of each participant, his/her unit number, days attended class, and all requirements met. These will be checked and verified by the area directors and given to the program director by 5:00pm each day. They will remain at the camp for one year.

2023 Organizational Chart



Job Descriptions

We have several different positions at Camp McKee that ensure the seamless operation of summer camp. You can view all of the positions and their responsibilities by clicking on this link.

[CLICK HERE!](#)

Appendix

Vehicle Information

I, _____ have the following vehicle in camp.

Make _____ Model _____ Year _____

License Plate/State _____ / _____

Signature _____ Date ____ / ____ / ____

Approved by _____ Date ____ / ____ / ____

If driver is under 18

My son/daughter, _____ has permission to drive the
above-mentioned vehicle to and from camp, and for the following reasons ONLY.

Signature of Parent/Guardian _____ Date ____ / ____ / ____

Received by _____ Date ____ / ____ / ____

Use of Private Vehicles

All vehicles must be in good repair and safe operating condition and have complete insurance coverage as required by the State of Kentucky.

Staff may not loan personal vehicles to **any other person**. Use of private vehicles is restricted to off-camp transportation only.

Permission Form

My son/daughter, _____ has permission to travel to, and from
camp with _____

Signature of Parent/Guardian _____ *Date* ____ / ____ / ____

My son/daughter, _____ has permission to ride with his/her area director.

Signature of Parent/Guardian _____ *Date* ____ / ____ / ____

My son/daughter, _____ has permission to leave camp on his/her
day off with the following people only: _____

Signature of Parent/Guardian _____ *Date* ____ / ____ / ____

Received by _____ *Date* ____ / ____ / ____

****Note: BSA policy prohibits persons under 18 from transporting other Scouts, Scouters, or Staff****