

# CAMP SUNRISE STAFF GUIDE

## “Heroes & Legends”



GREEN MOUNTAIN COUNCIL  
BOY SCOUTS OF AMERICA

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The goal of Camp Sunrise is to provide a POSITIVE CUB SCOUTING EXPERIENCE for campers. This can only be done with the efforts of a quality camp staff. Each of you have been recommended by prior camp management or by your adult leaders. You are in the unique position of being responsible for the future of Scouting. Some of you may not believe or understand what this means, but I guarantee that by the end of the camp season you will!

If at any time you have a suggestion or comment you are encouraged to see us and if it works, we'll try it. We are looking forward to a great season with you all and the over five hundred Cub Scouts that attend Sunrise each summer.

# INTRODUCTION

This is the 2011 Camp Sunrise Staff Guide. There are a few changes for this year. It is your responsibility to review and understand the responsibilities and expectations placed upon us all. There will be ample time to review this document during staff training week.

The theme of the 2011 camp is “Heroes & Legends”. Take some time to plan a costume fitting the theme.


This staff manual was prepared to help you do a better job as a camp staff member. You will want to become familiar with the techniques and information it presents. Here are a few ideas that might make it even more helpful.

You will particularly want to know the camp policies, traditions, procedures, general outline of the program and the organization and duties of the camp staff. Be sure you are familiar with your particular responsibilities.

**During staff training, your manual will be your guide as a resource book. Bring it with you to all sessions.** Before each session, read the portion of the manual dealing with the matter to be discussed, and have ready any questions which you think need answering.

During the summer, you will find your staff manual invaluable as a quick reference to answering questions that arise in your mind or may be put to you by boys and leaders. Just a moment of page turning can save many steps. Take time periodically to review the section of this manual, which deals with your job. Study the suggested techniques. The staff manual will give you a view of the over-all camp operation. This book does not have all the answers, but it may make the search easier. This is a part of its purpose.

If at anytime during the summer you have any questions or concerns about a topic that is either covered in this book or at another time please feel free to talk to any of us. We look forward to a very fun and exciting summer!

  
**John Dyer**  
Camp Director

  
**Thomas Neumann**  
Asst. Camp Director

## **2011 Camp Sunrise Schedule**

**Staff Week: June 25<sup>th</sup> - July 2<sup>nd</sup>**

<b>Session #</b>	<b>Dates</b>	<b>Session</b>
½ Week A	July 3 – July 6	Cub
½ Week B	July 6 – July 9	Cub
Week 1	July 10 – July 15	Cub
Week 2	July 17 – July 22	Cub
Week 3	July 24 – July 29	Cub
Week 4	July 31 - August 5	Cub

# **THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF**

Welcome to the camp staff. It is hoped that you will make new friends, enjoy the summer and, above all, contribute in some measure to the growth and welfare of the Scouts you will be serving.

Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary.

The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivators in exemplifying this way of life to each Scout in camp.

Many persons have set aside a moment each day to review silently their contributions to their fellowman. This practice may well be a part of every staff member's day.

SCOUT IS TRUSTWORTHY. Through your life as a staff member you will find that trust and success go hand in hand. The camp has specific requirements outlined for its personnel. Your camp director will entrust to you duties and responsibilities related to your assignment. Your very attitude in taking on an assignment is directly reflected on the Scouts with whom you deal.

During the period of employment, the staff members' full time is at the disposal of the camp. Each day will present certain opportunities for personal recreation and program participation. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Each staff member receives a time-off period each week. The period you will have off will be determined during the pre-camp conference with your supervisor and/or camp director. Staff members are obligated to be in uniform when on duty unless excused by the camp director.

SCOUT IS LOYAL. Loyalty to the camp and to your associates is essential to the requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony for the camp and bring such matters to the attention of the camp director.

SCOUT IS HELPFUL. It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much.

A lone Scout's problem if observed by you becomes your problem until you have brought it to the attention of his Cubmaster or the camp director. Assistance you may give is one more guarantee that the Scout will have a happy stay in camp.

SCOUT IS FRIENDLY. As you pass a Scout or leader on the trail, even if you've never met, say "HI, SCOUT!" A friendly word costs nothing, yet gives so much good will. Be a friend to all, not just a clique of buddies. Be a brother to every Scout in the fullest sense.

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 this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and the BSA. Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility.

A chief factor in the personal health and welfare of the staff member is in establishing regular and adequate hours for sleep. Staff "taps" is 11 p.m. be courteous to the staff member who needs to go to bed even earlier than that.

*A SCOUT IS KIND.* Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

*A SCOUT IS OBEDIENT.* A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the camp director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the camp director.

If you have something on your mind, get it off quickly to the right person-your supervisor or the camp director.

*A SCOUT IS CHEERFUL.* A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout camp. No one is in a better position to promote and stimulate this attitude than you are. Each staff member, regardless of position, should take it upon himself to motivate and give an outlook of cheerfulness and happiness in the minds of all.

*A SCOUT IS THRIFTY.* Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that might have to be used to replace or repair damaged property.

*A SCOUT IS BRAVE.* This summer you represent the largest organization for boys in the world, and you are an employee of one of the finest Scout camps in the world. You represent Scouting in all aspects. You believe in the Scout Oath and Law; otherwise you wouldn't, or shouldn't, be here.

*A SCOUT IS CLEAN.* Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those, who have to shave, will be expected to do so prior to breakfast. Get a haircut when needed, and keep your hair clean, neat, and combed.

*A SCOUT IS REVERENT.* Being faithful in his religious duties becomes of great importance to us as camp staff members because of the force our example has in molding the attitudes of those who look to us as the inspiration for right attitudes and high ideals.

# THE STAFF MEMBER

Between the wide-eyed eagerness of a Cub Scout and the dignity of gray-haired maturity, all campers fall under the influence of a group called the camp staff.

Staff members come in assorted sizes, weights, shapes, colors, and types. They have varied interests, hobbies, personalities, religions, and personal habits, but they share one creed--to help every camper reach highest possible degree of Scouting know-how, and to have fun in doing it.

Staff members are a composite. They must have the energy of an unharnessed volcano, the drive of a rocket, the memory of an elephant, the understanding of a clergyman, the wisdom of a judge, the tenacity of a spider, the patience of a turtle trying to cross a highway in rush-hour traffic, the decisiveness of a general, the diplomacy of an ambassador, and the common sense of a member of the Supreme Court. They must remember that Scouts are trained by DOING, but mainly, by precept and example and a sincere interest in their subjects.

Staff members must possess knowledge, know-how, or skills, but most certainly they must possess love, a deep and abiding appreciation of and respect for campers, individually and en masse. They must understand the camper who has the energy of a dynamo, the squeal of a pig, the stubbornness of a mule, the antics of a monkey, the spryness of a grasshopper, the curiosity of a cat, the slyness of a fox, and the mysterious mind of a devil.

They must have leadership and know-how in order to cope with the sometimes inconsiderate unit leader who "knows all and sees all," who pushes your temper to the ignition point, who has the lungs of a dictator, the explosiveness of an atom bomb--the leader who enjoys nothing better than putting you on the spot causing trouble.

Staff members must know how to spot many things: the tendency toward homesickness of a first-year camper, the hazing traditions in some units, the lack of a program in others, and the inability of a camp leader to meet the many problems he faces. They must know how to handle their own many day-to-day problems: who to report to in case of trouble and which decisions they can make for themselves and which decisions they should refer to higher up.

Staff members should never be clock watchers--rather, always go the extra mile to make camp more enjoyable. They are there to serve and not to look upon their assignment as a personal vacation. No matter how much their backs ache, they are hired to see that their department is the best in camp. In spite of their likes and dislikes, continually smile and be steadfast, truthful, and understanding. They keep plugging, they will be remembered long after others are forgotten. Some day, somewhere, some young man will come up and say, "**Hi, remember me?**"

# CAMP STAFF POLICIES

1. During employment the staff member's time is at the disposal of the camp. There will be time each day for staff recreation and program participation. Staff members are not free to leave camp after the activities are done without the approval of the Camp Director or Program Director. All leaves of absence must be approved by the Camp Director. Written requests should be submitted to the Camp Director during staff week.
2. In addition to his/her specific responsibilities, the staff member agrees to help forward the entire program and objectives of the Boy Scouts of America, assisting in such manner as assigned now or later by the Camp Director. Additional assigned duties may be physically strenuous, such as lifting heavy objects.
3. The Camp exists for the boy. The Pack Summer Camp Leader is responsible for his/her own boys and the camp staff trains and supplements them through the teaching of skills. The camp staff strengthens the Pack Leader's leadership and supports him/her in dealing with their Scouts.
4. The use of illegal drugs and/or alcohol is **NOT** permitted. Violation of this policy **will** result in immediate dismissal.
5. **Uniform** --Your uniform identifies you as a Camp Sunrise Staff Member and should be worn with pride. All staff members are required to maintain at least two (2) complete Official Boy Scout uniforms. The official uniform is the normal, expected dress for all staff members when performing flag ceremonies, at dinner, or any other time directed by the Camp Director or Program Director.

The **Class A** uniform consists of a short-sleeved shirt, short or long pant, scout belt, scout socks and staff hat. Other uniform guidelines will be set by the Camp Director. An optional **Class B** uniform, consisting of the official Camp Sunrise staff shirt or other appropriate Scout T-shirt in place of the standard scouts' short-sleeve shirt will be permissible at the Camp Director's discretion.

Uniform insignia will be worn correctly, with **BLUE** epaulets, and the Green Mountain Council shoulder patch. If you are from out of Council then you may wear your home council's shoulder patch.

Appropriate theme related costumes are permitted to be worn at any time with the Program Director approval.

6. Conduct of a staff member, either in or out of camp, such as to interfere with camp policies or as to have an undesirable influence upon the opinions of camp neighbors, will result in reprimand and possible dismissal.
7. Staff members under 40 must have a physical examination within three years and a recent medical summary within 12 months. Staff members over 40 must have a physical examination within one year. Forms are available through the Council Service Center.

9. Those staff members who receive a salary will be paid every two weeks. Compensation is subject to withholding state and federal taxes and social security deductions as required by law. **To avoid possible misunderstandings, all salaries MUST be kept confidential.** Discussing salaries will result in reprimand or termination. You will not be paid for any days of work missed, except for Days Off.
10. All employees must obtain a social security number before employment.
11. One full day's leave will be provided for each full week of the camp season. Staff members are responsible for their own transportation to and from camp. Staff members are expected to remain in camp at all times other than days off, except where execution of duties requires leaving the camp proper. Any unauthorized absence from camp will be grounds for immediate dismissal.
13. The camp can assume no responsibility for the treatment and/or payment for treatment of any sickness or physical malady that is not a direct and immediate result of camp duties.
14. Any staff member wishing to keep a car in camp must receive permission from the Camp Director and give evidence of adequate liability insurance. Use of such cars during the time other than days off will require special authorization by the Camp Director. Automobiles must be parked in the camp parking lot.
15. The camp staff is required to attend all camp-wide functions, such as opening and closing campfires, all meals, flag ceremonies, etc. as other camp duties permit.
16. Staff quarters must be neat and clean at all times. Beds must be made before breakfast. The staff campsite should be a model for Scout campsites. Staff members are expected to keep themselves clean. This includes hair, body, clothing, and speech. **Remember that we set the example.**
17. **All staff members are due back at 11:00 a.m. on Sunday unless excused in advance.** We will gather in the Dining Hall at 11:00 for Lunch and your Sunday assignments. At **1:00 p.m.** on Sunday all staff members will be at their assigned post. Staff members will be on time for all obligations and all program events.
18. Having enough sleep can have a lot to do with staff morale. It is only smart to get to bed early enough to get enough sleep to do the job well. Staff members staying up late are to remain quiet so they do not disturb the campers, leaders, or other staff members. **All Camp buildings close at 10:00 p.m. every night.** Any violations of this policy may result in immediate reprimand.
20. **Camp Telephone --** The Camp telephone is primarily for business use and emergency calls. Staff may receive emergency calls at camp but since it will be impossible to hold the line, only messages will be taken. You will have to call back. All out going calls will need to be made with a phone card, to an 800 number or call collect. Personal cellular telephone usage is permitted however cell phones must not be used in program areas or during Camp activities except in the event of an emergency. Telephone usage may be restricted or denied if abuse occurs.

21. **Smoking** -- Smoking is not allowed by law for any person under the age of 18. Smoking by adults is not allowed in any buildings or at any camp wide assemblies including retreat. Possession of tobacco products by a minor staff member may be grounds for dismissal. Buying tobacco for a minor staff member by another staff over the age of 18 most certainly will! Smoking is prohibited while on duty: that is, when teaching, or in any other contact with campers.

21. **Mail Deliveries** -- Mail deliveries and collections are made daily at the Camp Office. Letters sent to Staff should bear the following Camp address:

Staff Members Name  
Camp Sunrise Staff  
2050 Sunrise Lake Rd.  
Benson, VT 05743

23. **Religious Opportunities** -- Camp staff members are required to attend the Camp Vespers services held on Sunday evenings. Attendance at other services is encouraged but not required. Visiting chaplains will be available for religious services. Please plan to participate, since it is especially at this time that staff members grow together as a working team is most visible. The Program Director is ready to serve you in other personal counseling matters.

24. **Counselor-In-Training Corps (C.I.T.)** – The C.I.T. Corps is designed to provide 14/15 year Scouts training preparation as future staff members. The program runs for the summer and covers all phases of camp operation. It is intended to help motivate Scouts with potential to become Camp Staff Members in the future. C.I.T.'s will attend training sessions in Camp Skills and Leadership Development. These sessions will also be on the operations of all program areas in camp. They are coming to camp to learn the various phases of camp operation. They are not to replace staff members or to relieve staff members of their duties. A C.I.T. is not the staff's personal valet or errand runner. They are there to be treated as you would any other staff member, with respect. Scouts selected to take part in this program will be provided some time each day to pursue their own interests.  
Staff members will be expected to give leadership and set the example for this group. This group represents an excellent resource for future staff, and will be given first consideration for employment at Camp Sunrise. This program will be under the direction of the Program Director.

25. **Siblings and Children in Camp** – There will be siblings and children of adult staff members in Camp of varying ages. These are not staff members and cannot be held to performance responsibilities. If a child wishes to participate in a program they may with a group already in attendance. If an older child wishes to help out in a program area, they may with permission of the area's supervisor. However, they cannot be left alone unless there is an emergency requiring the staff member to leave. Any problem with siblings or children should be referred to the Camp Director.

26. **Staff Merit Badges** -- Staff members may, if their duties permit, work on merit badges in other areas as long as they do not interfere with their duties. Merit badge cards can only be signed by the Camp Director after a review of the required skills with the counselor.

# HINTS ON CONTROL

1. Never give an order you don't mean to enforce.
2. Remember the responses of a boy are in action. Give your commands to stimulate action, not check (inhibit) movement. Say: "Do this" rather than "Don't do that." Suggest an action which can be successfully obeyed.
3. Give a boy time for reaction. Say: "One more dive and all out" rather than "All out quick."
4. Have a reason for what you ask a boy to do, and when possible, take the time to give the reason he can see the point if you can.
5. Be honest in what you say and do. A boy's faith in you is your greatest help.
6. It isn't punishment, but injustice and personality that makes the boy rebel against you.
7. Action and reaction are equally as true with boys as with material things. You get in return what you give those in your charge. They reflect you.
8. Intelligence in handling youth consists in thinking faster than they do. If they out think you, you are not using your years and the advantage of your larger education. You should see the possibilities before they become results. This is the secret of leadership.
9. Keep in mind that the aim of your discipline is to produce a self-governing being. Boys are to be free men later on with no one to control their daily conduct. Your aim should be to safeguard them from danger, allowing every opportunity in self-determination consistent with safety to those concerned.
10. Defiance to established order comes from failure in some adults to keep the situation in hand. If there is a danger of a direct break, the boy should not be forced. An adult's will should not be pitted against that of a boy. It is far wiser to give some simple instruction that will be mechanically obeyed and pick up the reins of control in a quiet way.
11. A leader will have no measure of success in directing the life of a child along the right path unless his personal example and habits are such that he leads by what he himself lives.
12. You, personally, are the biggest factor in the game. That is, your personal example is the thing that determines the result.
13. Set the pace in everything. You set it - the campers follow. Be up **ON TIME**. That is leadership - one who leads.
14. We must obey implicitly each tradition (rule) ourselves. Otherwise we cannot expect the campers to obey. The whole structure of our camp society rests here. There is no way to dodge this, "personal example" fact. We must keep a check on it at all times.
15. Watch your personal appearance. Do you look the part of a leader?
16. Your task is one of human life, especially when on lifeguard duty. Responsibility cannot be shifted or dropped.
17. Always be cheerful, friendly, and agreeable.
18. Aim to help the campers when they break the traditions, not abuse them.
19. Our job is to be a "big brother" in a very real sense. Try to be understanding and sympathetic toward your campers.
20. Always remember the reason you are here this summer... **FOR THE CAMPERS.**

# TEACHING METHODS

Remember that all learning takes place through the use of the five senses: (1) Seeing; (2) Feeling; (3) Smelling; (4) Hearing; (5) Tasting. The more of these senses 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 - then let the boys try it. A chance to try each step as it is demonstrated will fix it in the boy's mind and keep the session active.
- Select a boy to demonstrate and correct his 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 single skill.
- Make full use of pictures, signs, displays, and reprints on a display board.
- Make demonstrations and practice as realistic, whenever possible.
- When lecture is necessary, make it short and simple.
- Make use of all books and teaching aids that are available. Let the boy try to do it himself in a natural setting and then when it is done you can go and check it and make comments as necessary.
- **Keep It Simple Make It Fun.**

**Make Teaching a means to an end - Not an end in Itself!**

## SONG LEADING



Singing is fun! Songs can create enthusiasm or set a quiet and serious mood. Learning to lead songs is an essential skill for any camp staff member. It takes time and practice, but the following suggestions will help speed the process:

- ❖ Relax, have fun and SMILE :)
- ❖ Have available a variety of songs applicable to the age group and know them by heart.
- ❖ Plan a sequence of songs in advance so there are no slow downs in the program.
- ❖ Begin with an active, familiar, and popular song.
- ❖ Pitch the song before starting. If you find the pitch is wrong, don't be afraid to change it.
- ❖ Match the song to the occasion - long and quiet as required.
- ❖ A simple up-and-down beat may be required. No fancy arm movements are necessary.
- ❖ To teach a song, sing it until everyone is familiar with the melody. Invite those who wish to hum along as you sing. Then teach the words by singing a line and having the campers repeat it. At the end of each verse or section combine the lines so far presented and sing them together as a review.
- ❖ An instrumental background may add variety and atmosphere.
- ❖ Keep your sense of humor - remember that if the spirit of the occasion is right, even wrong notes are fun!

## HOW TO MANAGE A SCOUT CAMPFIRE



### Why do we have campfires?

- ❖ **For Fun.** This is one of the main reasons boys are in Scouting.
- ❖ **For Fellowship.** They instill a sense of togetherness and brotherhood. This is one of the main reasons many adults are in Scouting.
- ❖ **For Entertainment.** They should be the best shows around, enjoyable, lively, and well managed.
- ❖ **For Adventure.** What Scout's first campfire isn't an adventure? It is still one to most of us (if well planned and imaginative).
- ❖ **For Action.** Scouts can participate and have fun by getting in the act.
- ❖ **For Inspiration.** Campfires are an excellent opportunity to inspire young men with a song, story, or moving ceremony.
- ❖ **For Education.** Campfires are an opportunity to teach in a pleasing atmosphere without lectures.
- ❖ **For Leadership Development.** Through his participation by getting out in front of his peers to perform, a Scout gains the self-confidence needed to become a leader.

## What are the ingredients of a successful campfire?

1. **Songs:** There are many types of songs you can use: Scout songs, quiet songs, peppy songs, songs for special occasions, action and novelty songs, and inspirational songs.

The audience expects the following from you as the leader:

- A. The name of the song.
  - B. The pitch key. Be sure the entire group has it; if you are too high or too low, stop and start over.
  - C. The tempo. Make sure everyone can see you, and start them and stop them together.
  - D. Some information about the song. Be sure everyone knows the words and the tune. If they don't teach them.
  - E. Pep and enthusiasm.
  - F. Leadership and control. Plan your songs carefully and use common sense in selecting them. Don't ask what song everyone wants, tell them. Be aware of parodies and other songs that might offend. Work for music rather than noise. Keep your songs simple.
2. **Stunts:** The first and most important stunt is the opening ceremony. Make it good; it sets the tone for the whole program. The closing is equally important. It should be quiet and inspirational. There are several kinds of stunts, and contests (both physical and mental) that you can use. Mixers help promote group spirit. Magic tricks are fun, and some stunts have educational value. Be enthusiastic. Overlook honest mistakes and be lenient. Be sure to include as many people as possible.
  3. **Stories:** These can serve different purposes: inspiration, entertainment, and/or education. A strong dramatic plot marks a good story. It should also be full of action and incidents that can be described in clear-cut vivid language. The story should have a fast start, an interesting opening sentence that focuses the attention of the audience immediately, and a surprise ending.
    - A. Put yourself into the mood of the story.
    - B. Phrase the story in the language the audience can understand.
    - C. Never talk down to the audience.
    - D. Learn the art of pausing at the right moment.
    - E. Gauge the effectiveness of the presentation by watching the faces of the audience.
    - F. Never tag a moral on the story.
    - G. Learn the story well enough to tell it easily.
    - H. Use imagination.

What type of stories can be used?

- A. Ghost stories are requested most often, but they must be handled with care. Never try to scare your audience. In Scouting we try to make a boy feel at home in the woods. One ghost story can spoil months of training, so use common sense.
  - B. Adventure stories can include true as well as fictional tales.
  - C. Humorous stories can include American tall tales (Paul Bunyan) and camp happenings.
  - D. Miscellaneous stories include Scoutmaster's minutes.
4. **Showmanship:** The way the fire is lighted, the costumes, the special lighting of the "stage", the element of surprise in the program - all contribute to good showmanship. These take accurate planning but are well worth the effort. Follow the fire! Noisy to quiet. Vary the pace and the program.

Plan **who** will conduct the program, **where**, **when**, and **how** it will be conducted, and what it will consist of. Write down the plan in advance. Use the Campfire Program Planner.

The four S's - songs, stunts, stories, and showmanship - are ingredients of a successful campfire, which when properly, mixed and blended, will make your program successful. In your desire to provide each of these parts, do not over emphasize any one at the expense of the others.

## **FUNDAMENTALS OF GOOD COUNSELING**

Good counseling is a skill that cannot be learned quickly. Experience is needed, but there are some fundamentals that, will help in "first aid" counseling situations.

- ✦ **A Good Setting** - Counseling is best done in a relaxed and comfortable setting. When the subject seeks you out, you may not have much choice. If you are initiating the session, don't summon the Scout but go to him. Avoid an office setting, talking over a table, or other "authority" situations. Aim for privacy and try to avoid distractions.
- ✦ **Really Listen** - The hardest part of counseling is to really listen to the person. The goal at first is to get the story told, fully and completely. Keep the Scout talking. Sympathetic sounds, nods of the head, positive body language, and fixed attention will help. If the subject winds down start him up again with a question like, "What did you do then?" or "How did you feel about that?"
- ✦ **Understand** - As you listen try to really understand what the Scout is saying. Look for the key facts and keep them in mind. The person appreciates your sympathy (what you feel for a man who's fallen down a well), but really wants your empathy (what you feel when you're down the well with him). Be sensitive to the subject's situation -- his background, experience, goals, pressures, and circumstances. You'll be better able to understand where he is coming from.
- ✦ **Give NO Advice** - As soon as you hear the subject's problem, you will probably have all sorts of great suggestions as to what he should do. Bite your tongue -- **GIVE NO ADVICE!** The subject usually will reject them instantly. He probably knows the "textbook" solution and has probably applied it ineffectively. He may not yet have told the complete story so would not expect you to have a practical solution. In many counseling situations, the subject is not really looking for a solution from you. He simply wants to unburden himself. He knows what to do, is doing it, but wants encouragement and reassurance. Advice may confuse the issue.
- ✦ **Summarize** - From time to time as the problem unfolds, summarize what the subject has said. Include the facts that you have picked up. The summary will assure the subject that you were listening and did understand. It will also help you begin to organize his thoughts into a logical sequence. This may suggest orderly steps to a possible solution.
- ✦ **Get ALL the facts** - As you listen and summarize, try to get all the facts that bear on the problem. Remember that opinions, emotions, feelings, and reactions are facts just as surely as hard data. As the facts are gathered, you can be sure that the subject has all of the information he needs and knows what resources might be available.

- ✦ **Ways to handle the problem** - Encourage the Scout to think of a variety of ways to handle the problem. Again, offer no advice -- explore possibilities that he suggests. Recognize that the subject has done more thinking about his problem than you have. He may have a solution in mind and only need confirmation. He may have tried some solutions but done so inexpertly and can be guided toward a more skillful approach.
- ✦ **Know your limits** - We are not expert counselors, clinical psychologists, nor behavioral scientists. We are offering “first aid” for a problem that may be deep seated. Know your limits. If you feel that professional help is needed, do not suggest it directly but steer the subject in that direction.
- ✦ **Be a friend** - Skilled counseling never appears to be counseling. When the Commissioner drops by the Pack site, asks the Cubmaster, “How's it going?” and then listens to all the problems, he doesn't appear to be a counselor but a concerned friend.

## **GENERAL STAFF RESPONSIBILITIES**

### **Discipline**

The Scout Oath and Law are the laws of the camp. Discipline of campers will primarily be a unit leader's responsibility, except in emergencies or extreme cases where the Camp Director may have to intervene.

### **Supervision**

Supervision is maintained by each Pack with qualified adult supervision of at least two adults one of at least 18 years of age and the second of at least 21 years of age. All adult supervision must be registered with the Boy Scouts of America. The Camp also maintains a qualified staff consisting of certified area directors, assistants, aides, and counselors-in-training.

### **Child Abuse Recognition and Reporting**

All staff shall complete “Youth Protection Guidelines” a training program in child abuse. This course defines child abuse, provides information on detection of abuse and child abusers, and explores myths and facts about child molesters. This course also covers proper reporting procedures.

If it is suspected that a camper has come to camp abused or has been abused while at camp, the Camp Director is to be notified who will, in turn, notify the Scout Executive. The matter will be considered confidential and shall be shared on a strict need-to-know basis.

Whether or not the alleged abuser is still in camp, the Camp Director, after notifying the Scout Executive, shall contact the Vermont State Police Department and the Department of Children and Families, and shall take whatever measure deemed most appropriate.

## First Aid in Camp

The Health Officer is the primary care giver in camp. All injuries should be cared for at the Health Lodge. If a non-emergency situation arises and care is given away from the Health Lodge, the patient should be brought to the Health Lodge as soon as possible for a re-check.

## Illness & Incident Reporting

It is important that ALL illness and incidents get reported to the Health Officer immediately upon discovery. The Health Officer and Camp Director shall determine if any further reporting needs to be done. See Safety/Medical plan for more information.

## Buddy System

The Buddy System of **two** or more campers traveling from location to location together shall be used by all campers while in camp. No exceptions.

# EMERGENCIES

The best defense against any emergency is preparedness. Being prepared, understanding policies and practices governing the actions of leaders and campers is the staff member's responsibility. The health and safety of everyone in camp is the primary concern. Each staff member must not only know what to do in an emergency, but also what can be done to prevent them. Please become very familiar with the contents of this section. In time of crisis, there is only limited time to react.

These procedures **must be ingrained - a life may depend on it!**

## General

In any emergency, the following should remain in the up most in our minds:

1. Notify, the nearest staff member immediately
2. Do not make any premature decisions or give any instructions or information unless relayed to you by the Camp Director Or his designee.
3. Leaders/Staff members, above all, should remain calm and collected. Set the proper frame of mind and avoid panic during the emergency.
4. A "siren" emergency may only be started and ended by the Camp Director or his designee. Not all emergencies are camp-wide; only the Camp Director can determine that.
5. Unless it is a life-threatening emergency, the Camp Director must be consulted before an ambulance can be called.

The Emergency Signal for Camp Sunrise shall be a continuous sounding of the fire siren. Upon hearing the Emergency Signal the staff member in charge of each program area shall direct all campers to report to the parade field and to report to their unit. Unit leaders are to take charge of any campers in their campsites and report to the parade field. The Unit leader shall report to the Program Director with an accounting of ALL unit members.

The Trading Post Director, or designee, shall report to the Camp Office to man the phones. All other staff shall report to the parade field for further instructions.

Exception: If it is a Lost Swimmer Emergency, the Aquatics staff remains at the waterfront and begins the Lost Swimmer Plan immediately.

## **Reporting**

When an emergency presents itself, the following steps should be followed:

1. Take all steps to ensure that further injury or potential injurious situations have been dealt with.
2. Report the emergency to the nearest staff member
3. Give a very clear and calm report-who, what, where, when, how, etc.

## **Siren**

A camp-wide emergency will be signaled by blasts from the camp siren. Non-camp-wide emergencies will be relayed down through the chain of command. Follow all instructions explicitly:

1. Siren sounds: CAMP EMERGENCY - All campers report immediately to the parade field. The type of siren blast is a code to the staff and does not affect your pack's response.
2. All campers and leaders report to the parade field at as quick of a pace as is safe. When all campers are accounted for or after 10 minutes have passed, the pack leader will report the status of your unit to the Program Director. Do not wait longer than 10 minutes from the time you have arrived.
3. If a Cub Scout or Adult Leader is not accounted for, then their name and last known location must be noted and reported to the Program Director. DO NOT attempt to find the individual on your own.
4. Please note: Cub Scouts at the archery ranges may be held during an emergency. Cub Scouts and leaders that are out of camp will be cleared at the office.

## **Blood Borne Pathogens**

We encourage all staff members to take precautions when it comes to blood borne pathogens. When treating a wound, the first aider should wear latex gloves. All contaminated materials (gauze pads, clothing, etc.) should be set to the side so that they can be properly disposed of by the camp Health Officer. Surfaces that have been contaminated (tables, cots, etc.) need to be disinfected by the Health Officer. For more information and training in blood borne pathogens, please talk to the Health Officer.

## **Lost Camper**

Program staff members are responsible for the campers in their program areas at all times. Unit leaders are responsible for their campers during non-program times. Upon report of a missing camper:

1. Conduct a limited search of the immediate area (not to exceed 5 minutes). This search may include restrooms or latrine, the trails used immediately prior to the incident, and the program area last used.

2. If this search fails to locate the missing camper, immediately notify the Camp Director or Camp Office. The Camp Director, or designee, shall sound the Emergency Signal.
3. When the camp is assembled and a total head-count is secured, a description of the missing camper shall be issued (name, age, height, weight, clothing last seen in, etc.) and the staff will be directed by the Camp Director in a search of the campsites, program areas, trails, and nearby woods.
4. If, after a reasonable amount of time, the camper remains lost, the Camp Director shall notify the authorities, the Scout Executive, and other appropriate persons as necessary.

### **Evacuation Plan**

Should a serious incident (fire, storm, etc.) require the camp to be evacuated, the Camp Director, or designee, shall sound the Emergency Signal.

At the decision to evacuate camp, the Camp Director shall notify the appropriate authorities including: Vermont State Police, Vermont Department of Health, and the American Red Cross. When applicable the Rutland Hospital, and the Benson Volunteer Fire Department shall also be notified.

After camp has been assembled and ALL campers, leaders, and staff are present or accounted for; staff and leaders shall lead campers in an orderly fashion to the camp parking area where: \*\*

1. All wait for mass transportation to arrive.  
OR
2. Campers will be directed into available vehicles and a roster shall be filled-out. The vehicle will then depart to the Benson Village School.  
OR
3. Scream and shout and run about.

\*\* The selection of alternatives 1,2, or 3 is the sole responsibility of the Camp Director. The Camp Director and appointed key staff shall be the last personnel to leave camp.

Upon arrival at the evacuation site a head count shall be taken to insure that all campers, leaders, and staff are accounted for.

The decision to return to camp is the responsibility of the Camp Director.

### **Lightening**

All unprotected activities shall be postponed 30 minutes from last thunder. This includes field sports and flag.

### **Severe Storm Plan**

When storms are predicted staff will be assigned to monitor NOAA weather radio channel and internet radar. Upon realization that there exists a serious threat of a severe storm, the Camp

Director shall sound the Emergency Signal or send runners to campsites, with appropriate instructions depending on the severity of the storm. If the Emergency Signal is sounded, after camp is assembled, instructions shall be given to either gather campers in the Dining Hall or to activate the camp evacuation plan.

### **Hazardous Chemical Spills**

In the event of a hazardous chemical spill, the staff member(s) in charge of the area shall remove all persons from the area to a safe location. The Camp Director, or designee, shall notify the local authorities as to the nature of the spill and follow their recommendations. All affected persons shall be stripped/washed and/or given first aid as per standard medical procedures.

### **Earthquakes**

In the event of an earthquake the Camp Director shall sound the Emergency Signal. After camp is assembled and a head count taken, the Camp Director will direct an assessment of damage done to camp which may include, but not limited to: communication systems, water supply, power lines, and housing. Based on these assessments the Camp Director shall determine the next course of action. The Camp Director shall contact the appropriate authorities to report the situation and to discuss the appropriate courses of action.

### **Flooding**

In the event of a flood the Camp Director shall sound the Emergency Signal. After camp is assembled the Camp Director, will issue instructions to relocate campers to higher ground or begin evacuation procedures.

### **Major Accident or Fatality**

In the event of a major accident, the staff member in charge of the immediate area (or the unit leader if in a campsite) shall send a runner to notify the Health Officer and the Camp Director. While waiting for the Health Officer to arrive, the staff member in charge shall use available resources and personnel to administer aid as qualified. The Health Officer shall assess the situation and administer first aid. All staff not directly involved in the incident shall remove themselves and campers from the area.

The Camp Director, or designee, shall activate the Emergency Medical Services (EMS) system. Once the incident is under control of EMS personnel the Camp Director shall gather all pertinent facts and contact the appropriate authorities. This shall include contacting the Scout Executive to begin the “Reporting Procedure for Fatal or Serious Injury or Illness” (No. 19-147).

ALL first aid and/or resuscitation measures shall be continued until EMS personnel take over or a physician pronounces the victim dead.

# **FIRE SAFETY PLAN**

The Camp Director shall serve as the Fire Safety Coordinator and shall be responsible for administering the Fire Safety Plan, including fire safety inspections.

## **General**

The most significant aspect of Fire Safety is FIRE PREVENTION. Staff members should be aware of possible fire hazards such as (but not limited to): frayed or improperly placed electrical wires, overuse of extension cords, litter, dead leaves under tents and cabins, collection of combustible materials sufficient to cause excessive fire load such as paper and cardboard, improper storage of flammable liquids, and proper placement of campfires. **No flames in tents.**

## **Alarm Systems & Smoke Detectors**

A manually operated Emergency Siren is in place to be activated during a fire or other emergency during camp. Staff members are instructed to its location and operation.

Electrically operated smoke detectors are located in buildings with sleeping quarters: The Vaughn Lodge, Camp Office, Health Lodge, and Cook's Cabin. No other buildings are used for sleeping quarters. Smoke detectors shall be checked weekly for proper operation.

## **Fire Extinguishers**

Fire extinguishers of an approved type, with current inspection dates and tags, shall be properly located and easily visible in all buildings.

## **Exits and Exit Signs**

All exits shall be clearly marked, per standard code, in case of necessary evacuation. All exits and exit ways shall be free of obstruction.

## **Storage of Flammables**

Bulk containers of flammable liquids are properly located, vented, secured, and connected according to the supplier's recommendation or local code. Other flammable fuels shall be safely stored in approved containers that are locked or located in a locked area or facility.

*"Danger - No Smoking"* signs shall be posted as appropriate. Availability of fire fighting equipment is determined by local codes or recommendations of local fire authorities.

## **Emergency Drills**

An emergency drill shall be conducted, within the first 24 hours of each camping period. Emergency drills will be used to ensure the efficient and safe use of the Emergency Plan. A record of the date and time of each Emergency Drill shall be maintained with special note of any problems encountered and corrections made.

## **Electrical Safety**

All electrical equipment, portable or fixed, should have the Underwriters Laboratory (UL) seal of approval. All wiring in camp shall conform to the National Electrical Code and any local codes or ordinances. All power lines shall be inspected, at least annually, against installation defects, danger from trees, and other possible hazards. Permanent wiring should be installed where needed. An "as built" drawing showing all electrical lines and locations of shutoff switches shall be maintained in camp.

## **Notification of Fire Department**

Upon report of a fire emergency the Camp Director, or designee, shall notify the Benson Volunteer Fire Department via the 911 system. Information as to the location of the fire, intensity (if known), and other pertinent information shall be provided. The means of communication is a standard telephone system.

### **Fire Fighting Equipment**

Each campsite shall be issued a rake, shovel, and broom which are to be available for service at all times. Each building shall be equipped with the required fire extinguishers. Additional fire rakes, shovels, and Indian pumps shall be available at all times.

### **Evacuation of Dining Hall**

If it becomes necessary to evacuate the Dining Hall due to fire the Camp Director and Program Director shall act as Fire Marshals to ensure proper order and discipline during the evacuation. All campers, leaders, and staff will be directed to a convenient exit and shall be directed to assemble at the parade field for a complete head count.

### **Assembly Area and Accounting for All Personnel**

The parade field (at the flagpole) shall be the designated assembly area for fire and other emergencies. When units have assembled the Program Director shall be responsible for acquiring an accurate head count of all members in camp.

### **Evacuating Property (see Evacuation Plan)**

In the event of an extreme emergency in which it becomes necessary to evacuate the camp, the Camp Director will direct all personnel, after assembling, to the parking area. If necessary, all available vehicles and drivers shall be used. Campers shall have priority for evacuation.

# **THE GRAY AREAS**

Scouting's program is designed to develop boys in character, citizenship, and fitness including mental, moral, spiritual, and physical fitness. Activities, meetings, camp programs, and campfires all contribute to Scouting's aims. Therefore, some items that may be acceptable in other segments of society are not part of the Scouting program.

One of the important elements of Scouting is FUN. In our attempt to use humor and fun activities, we must continually remind ourselves that these amusing and entertaining programs are excellent opportunities to teach the values of Scouting, and must not detract from, nor contradict the philosophy expressed in the Scout Oath and Law.

Although many leaders are able to determine the appropriateness of most program choices, there are certainly numerous songs, stories, skits, and stunts that force the leader to make decisions. To add to the complexity of the decision is that in many cases it is not so much what is done, but how it is done. The areas that fall between the inappropriate and the absolutely acceptable, we call the gray area.

Just because a skit, song, or story falls in one of the gray area categories does not, in itself establish that it may not be done. At the same time, if an item is in the gray area, then a leader must exercise his judgement concerning not only the subject matter, but also the performers and their sensitivity to the values and ideals of Scouting. The final decision must be based on the impact the item has on developing character, fitness, and citizenship or setting the wrong example of what Scouting is all about.

The following "Gray Areas" should alert leaders to exercise their best judgement:

## I - Underwear

Concerns: Nudity, natural modesty of Scouts, mental fitness, and cleanliness.

Judgement Note: The J. C. Penney Skit can be done in Swim Suits as an example

## 2. Water

Concerns: Victims (self-worth and self-esteem)

Victims - Persons may be hurt physically and emotionally.  
Equipment/clothing damaged.

Bodily Functions - Skits, etc., portraying urination, sexual acts, or defecation do not contribute to developing Scouting's Ideals and Values.

## 3. Toilet Paper

Concerns: Bodily Functions (see above) and Toilet Humor.

Judgement Note: "The Viper is Coming" can have a person with Paper Towels and Windex to clean someone else's eyeglasses.

## 4. Inside Jokes

Concerns: Only the participants or those in the "KNOW" can appreciate the humor, etc. Don't bore, or even worse, ignore the rest of those in the audience.

Judgement Note: Staff Banquets and Last Wills and Testaments are great uses of inside jokes and most, if not all, of the participants are "in"

## 5. Alcohol/Drunkenness

Concerns: BSA's Unacceptable - Alcohol is the most abused drug especially within the age group Scouting is trying to serve.

Drunkenness - Making fun of people. Courtesy. Self-esteem and self-worth.

## 6. Gross Gender Impersonation

Concerns: Bodily Functions and excessive exaggeration of body parts.  
Embarrassments.  
May become a form of sexual harassment.

Judgement Note: Can be great fun. Area that most probably fits into the "not what is done, but how it's done" category.

If there is ever any doubt in your mind as to whether a song or skit is appropriate or may be in the gray area, it probably is gray area and you either shouldn't do it or need to modify the way it is done.

# **CAMP SUNRISE EXPECTATIONS**

Please read the following carefully. Remember, you are to respect these responsibilities or risk the possibility of being dismissed from the camp staff. Please sign both copies and return the original to the Council Service Center.

As a staff member, I will:

- Be present in proper uniform, as assigned, at all staff meetings, program sessions, meals, colors, camp-wide events, etc. with any materials which are requested.
- Set the example by living the Scout Oath and the Scout Law.
- Make myself available at all times when other staff or the camp may need my help, e.g. emergencies, staff shortages, etc.
- Make at least one contact with each Pack or Den each session they are in camp. Ask how they are, can I help, etc.
- I will not operate a motor vehicle in camp unless permission has been granted by the Camp Director. I will provide a copy of my car's registration and insurance to be kept on file in the Camp Office. I will park my car in the designated parking area.
- If under 18, I will provide a signed permission slip from my parents allowing me to leave camp, or I will not be allowed out. If I am under 21, I will not transport any Scouts or staff in my vehicle.
- I realize that I will be assigned "patrol" duties and other maintenance duties throughout the Summer. I will perform these duties to the best of my ability without them affecting my regular job performance.
- I will keep my living quarters neat and uncluttered with everything properly stored. I will not deface or treat with neglect any camp property. I will respect the property of others.
- I will be respectful in all program and business areas of camp. I will follow the rules set down by the staff.
- All programs in my area will be planned in advance and approved by the Program Director. I will not conduct any unauthorized activities.
- I will wear the proper and complete uniform as outlined in the Staff Manual or as directed by the Camp Director. I will keep my uniform neat and clean. As a staff member I set the example, therefore, I will practice good personal hygiene and be clean shaven.
- I will immediately report all personal or camp injuries to the Camp Health Officer.
- I will have a complete knowledge of all safety rules and emergency procedures. I will read the Camp Safety Plan when it is provided.
- I will not leave camp without permission from the Camp Director.
- I will be quiet after 10:30 PM and will be in my sleeping quarters by 11:00 PM.
- No electronics will be allowed in sleeping quarters.
- No radios or TV's will be in use in any program area at any time unless approved by the Camp Director.
- Any repairs or remodeling of buildings must be approved by the Camp Ranger.
- No males in female quarters and vice versa.
- No food is to be taken out of the Dining Hall.
- I will respect other staffs quarters and will not enter unless invited.
- Alcoholic beverages of any kind are not permitted.
- Possession or use of illegal drugs is prohibited. Prescription drugs must be checked with the Camp Health Officer.
- Fireworks, firearms, archery equipment airguns, and sheath knives are prohibited.

- **Tobacco use of any kind is not allowed for anyone under the age of 18. Tobacco use will not be tolerated in view of the Scouts and will be permitted only in the areas so designated by the Camp Director.**
- I will report to the Camp Director any violation of camp policy, by camper, or staff member immediately upon learning of it.

## Procedure for Dismissal From Camp

The following are grounds for immediate dismissal:

1. Any breach of camp policy or procedure which places the health and safety of the campers, leaders, staff, or oneself in jeopardy.
2. Any violation of Local, State, or Federal law.
3. Gross insubordination.

For poor performance, attitude, or failure to comply with camp policy and procedures the following actions will be taken:

1. The individual will be counseled by their immediate Area Director, and corrective steps will be taken.
2. If the situation is not resolved, a counseling session with the Program Director and the Area Director will be held. An improvement plan will be instituted.
3. If the situation is still not resolved, the matter will be referred to the Camp Director who will decide to institute an improvement plan, reassign, or dismiss the individual.

\*\*\* Each step will be summarized in writing and the summary put in the personnel file for the individual.

Camp Sunrise operates with an “open door” policy. Your personal growth and safety are of prime concern to us. We hope that you feel free to discuss any ideas, problems, or concerns you may have. We must act- as a team if we are to have an exceptional Summer. The rules and guidelines listed above are for your benefit; your knowledge of them will help you become a member of our team.

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I HAVE READ THE ABOVE STAFF EXPECTATIONS AND AGREE TO ABIDE BY THEM.

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<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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