



**TUSCARORA**  
**SCOUT RESERVATION**

**SUMMER CAMP**  
**STAFF HANDBOOK**

Last updated: 06/08/2025

# The Scouter Code of Conduct

On my honor I promise to do my best to comply with this Scouting America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with Scouting America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards.
3. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of Scouting America.
4. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
  - a. [Scouting America Youth Protection policies](#), including mandatory reporting
  - b. [The Guide to Safe Scouting](#)
  - c. [SAFE Checklist](#)
5. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
6. I will respect and abide by the Rules and Regulations of Scouting America, Scouting America policies, and Scouting America-provided training, including but not limited to those relating to:
  - a. Unauthorized fundraising activities
  - b. Advocacy on social and political issues, including prohibited use of the Scouting America uniform and brand
  - c. Bullying, hazing, harassment, and unlawful discrimination of any kind
7. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
8. I confirm that I have fully disclosed and will disclose in the future any of the following:
  - a. Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
  - b. Any investigation or court order involving domestic violence, child abuse, or similar matter
  - c. Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
9. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
  - a. Alcoholic beverages or controlled substances, including marijuana
  - b. Concealed or unconcealed firearms, fireworks, or explosives
  - c. Pornography or materials containing words or images inconsistent with Scouting values
10. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
11. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

# What to Bring to Camp

Any good Scout should *be prepared* and bring the necessary items when they go camping. Here is a suggested list of things to bring.

## Suggested Personal Gear:

- Scout field uniform(s) \*See Staff uniform policy
- Uniform undershirts (preferably black or white)
- \*You will be provided 2 polo shirt uniforms
- BSA pants/shorts
- Belt
- BSA Socks
- Underwear
- Evening "off duty" comfortable clothing
- Theme shirt (if you purchased one)
- Rain gear
- Swimsuit
- Sleepwear
- Sneakers
- Hiking boots
- Warm sweater, sweatshirt and/or jacket
- Towels (2)
- Toiletries (toothbrush, toothpaste, soap, shampoo, etc.)
- Shower footwear
- Laundry detergent
- Sleeping bag / blankets (You will have a twin size bed)
- Pillow
- Flashlight (with extra batteries)
- Reusable water bottle
- Notebook with pen/pencil
- Folding camp chair
- Sunscreen
- Insect repellent
- Hat (blank or Scouting related)
- Sunglasses
- Bandanna
- Downtime activities (cards, games, etc.)
- Device chargers
- Hamper/ laundry bag

## Misc:

- Copies of all necessary paperwork (Medical forms)
- Program props and costumes
- Fans (coordinate with your roommates)
- Dining hall totem

## Packing Tips

**Label your gear:** Staff should mark all their personal gear! Many times, items are lost or misplaced and never claimed. Placing a name on items can prevent such losses and helps us reconnect you with lost or found items.

**Electronics:** While devices such as laptops can be helpful to research and lesson plan, they are not mandatory to bring. Camp Tuscarora is not responsible for broken or lost items.

**Make sure you can handle your gear:** Remember that your stuff is your responsibility. While you won't need to haul your gear miles to your living quarters, you do want to make sure you can move it by yourself... and remember it has to fit in your cabin/tent. A lightweight duffelbag is simple, roomy, and easily squishable under a cot. You will be provided a small dresser space in your living space.

**Pack for all weather:** Camp program doesn't stop on account of rain, so be sure to bring raingear (a few extra pairs of socks and a dry pair of shoes can make all the difference during a rainy week). Also note that the average daily high at camp in July is around 78°F, and it can also get chilly at night (Tuscarora sees an average nighttime low of 59°F in the month of July). A sweatshirt or fleece and a pair of long pants can make the cool evenings and mornings more comfortable.

**Stay organized:** Don't just toss everything into your bag—keep your gear neat, clean and organized! You will likely be sharing your living area with other staff members.

**Still have questions:** Talk to your area director or other members of the admin team for guidance on what to bring (and what not to bring) to summer camp. Chances are they have a lot of advice on what to bring (and what to leave at home).

**Dining Hall Totems:** As you pack for camp, don't forget a totem! Totems are used to represent a staff member during meals and gives you a place to sit and eat. At each meal the waiters will grab a totem for the open seats at their table. A good totem should follow these rules: 1) It must be large enough to be seen, but small enough to not overcrowd the table. 2) The totem must be clean! (stuffed animals or other cloth items are discouraged). 3) It should be durable. 4) It should not be super valuable. 5) The totem should be neat and represent you and your interests.

# Employment Policies

## Employment at Will Statement

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 Statement

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.

## Camp Staff Paperwork

All camp staff members will need to sign a Letter of Employment with the Camp Director and complete the appropriate Camp Staff On-boarding packet (including the W-4, I-9, Code of Conduct work permits, etc.) prior to the start of employment. Please note that incomplete paperwork or missing forms and documentation may cause a delay in your pay or your ability to work or be on camp property.

- **BSA Application** - All camp staff members must complete an annual BSA adult/youth application to be registered as a BSA camp staff employee. This is required even if you are registered elsewhere in a troop, pack or crew. BSA applications can be downloaded at: [www.scouting.org/resources/forms](http://www.scouting.org/resources/forms)
- **BSA Medical Form** - Camp staff must bring a completed BSA Medical Form (Parts A, B and C) to camp with them. These are kept on file in the Health Lodge with the camp's health officer. BSA Medical forms can be downloaded at: [www.scouting.org/health-and-safety/ahmr/](http://www.scouting.org/health-and-safety/ahmr/)

## Pre-Camp Trainings

National camp standards (NCAP SQ-402) require that all staff members complete three online training prior working at camp. We will need copies of current training certificates from everyone for the following:

- **Youth Protection Training** - <https://my.scouting.org/tools/my-training/ypt-training>  
*Takes approximately 90 minutes; certificate good for 2 years.*
- **Hazardous Weather Training** - [https://training.scouting.org/courses/SCO\\_800](https://training.scouting.org/courses/SCO_800)  
*Takes approximately 45 minutes; certificate good for 2 years*
- **Workplace Harassment Prevention** - [www.skillssoftcompliance.com/Academy/Commonui/login.aspx?orgid=551502](http://www.skillssoftcompliance.com/Academy/Commonui/login.aspx?orgid=551502)  
*Takes approximately 90 minutes; must be taken each year.*

These training sessions take some time to complete and finalize your certificate of completion, so please don't wait until the last minute to complete them.

# Items of Understanding

**Staff Conduct:** Your conduct while employed as a staff member must be exemplary, both on and off duty. As staff members you must bring only positive reflection on your actions. Failure to abide by this principle will be grounds for immediate termination. You are expected to live by the Scout Oath and Law at all times. Positive role models are a must!

**Alcohol:** Alcoholic beverages are not permitted in camp. Violators, whether staff or leaders, are subject to immediate dismissal and will be asked to leave camp property. Anyone returning to the Reservation intoxicated will also be dismissed at the discretion of the Camp Director. Remember, you always represent the Baden-Powell Council and Scouting America.

**Drugs:** Possession, use of, or being under the influence of narcotics or dangerous drugs, including marijuana, will not be tolerated on the property of Scouting America.

**Smoking:** Staff members will not smoke in front of campers or youth staff. Never in a tent for safety purposes. Violators of this safety policy may be subject to dismissal. Smoking will be done in areas designated by the Camp Director. No one under 18 is permitted to smoke as per New York State law.

**Gambling:** Betting and games where money is exchanged is not permitted anywhere in camp. Violators will be dismissed from camp staff.

**Camp Property:** Any person defacing, destroying, or willfully misusing camp property or equipment will be expected to pay for the damages and will be dismissed from staff.

**Good Manners:** We have a great responsibility to guide Scouts in the Scouting way and to be good examples to them. Courtesy, good manners, patience, and other qualities required in the Scout spirit should be reflected by the staff and drawn out in the campers. A Scout is clean also applies to our language. Repeated use of profanity could lead to dismissal.

**Punctuality:** Staff members are expected to be on time for all program events and other obligations. Repeated tardiness will not be accepted.

**Reveille & Taps:** Every staff member is expected to be at Reveille in the uniform and to prepare their personal needs and quarters for the day. Rest is important to all who live in camp. All staff members are expected to get enough sleep to be prepared for the next day. Since staff sites are very close to troop sites, staff members are expected to follow the 10:00PM. taps, as far as noise is concerned. Lights out at 11:00PM. (12:00AM for Staff 18+) All staff members must be at breakfast.

**Vehicle Usage and Parking/Camp Vehicle Usage:** Staff member's vehicles are solely for their personal use and staff members under the age of 18 will not be allowed to be transported in them without written permission from their parents. Vehicles will be parked in the camp parking lot at all times. The safety of the campers does not permit driving through any of the camp property unless specifically instructed to do so by the Camp Director. Only staff members approved by the Camp Director or Camp Ranger will operate council vehicles.

**Nights Out:** Each staff member will be assigned a night off during the week in which they are permitted to leave camp. Nights out are to be regarded strictly as a privilege. Nights off begin immediately following evening colors (approximately 6:00PM). All staff must return to camp by 12am (midnight). If a staff member needs to leave camp at any other time, they must receive prior approval from the camp director before being excused from service. Any staff member under 18 must have a permission slip signed by a parent/guardian in order to leave camp on their night-off.

**Leaving / Entering Camp:** All persons leaving camp must check in or out with the Camp Director or their designee. Failure to sign out or without permission of your Camp Director could result in your immediate dismissal.

**Weekends and Days Off:** For the staff, regular weeks of camp begin on Sundays at noon. The staff is expected to be in camp, in uniform, and at the dining hall at *noon* for a staff meeting. The staff will be released at the end of each week by noon on Saturday. It is advised that the staff use this 24-hour time off to relax and prepare for the next week of camp.

Youth staff members are encouraged to leave camp after check-out on Saturdays as there will be no guaranteed adult supervision in camp over the weekends. Any staff members needing special accommodations over a weekend to stay in camp must contact the camp director to make arrangements.

**Sexual Harassment Policy:** Sexual harassment by any Scouting program employee is inconsistent with Scouting principles and codes of conduct. Direct verbal or physical advances, innuendoes and remarks with sexual overtones which cause embarrassment or discomfort to another individual are considered forms of sexual harassment. Neither Scouting America nor the Baden-Powell Council will tolerate such behavior in any form by any employee toward any other employee or member of the public. Any accusation of sexual harassment will be fully investigated, and if substantiated, it will be dealt with appropriately up to and including dismissal.

**Visitors:** Staff members are permitted to have visitors come to camp. Visitation times should be arranged with the Camp Director. No unauthorized or unescorted visitors are permitted in staff areas. All visitors must leave by 10:00PM unless other arrangements are made with the Camp Director.

**Personal Property and Electronics:** There is no insurance coverage, provided by your employer for personal items against theft, fire, or other risk. If you desire such coverage see your own insurance provider. Camp Tuscarora is not responsible for lost, stolen or damaged property. It is highly recommended that as a staff member you do not bring valuable items to camp. Any personal property you bring to camp is your responsibility. A footlocker or strongbox with a lock is recommended for valuables, such as money. Cell phones and personal electronics must be used responsibly and should not be used around Scouts or leaders. Unauthorized or excessive use of cell phones or electronics during program may result in disciplinary action.

**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 aged 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 Scouting America'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 policy.

**Staff living quarters:** The Camp Director will assign resident staff members housing. These will be neat and clean at all times, and they will be inspected regularly by the Camp Director or their designee.

**Medical Facilities:** Medical facilities for the staff are the same as for campers. A camp Health Lodge, maintained and operated by the Health Officer, provides 24-hour coverage for any emergency that may arise.

**Pets:** Tuscarora Scout Reservation is primarily a Youth Campground and is not designed to meet the needs of all domestic animals. As such, pets are not allowed at Tuscarora Scout Reservation. Any persons who bring their pets onto Tuscarora Scout Reservation do so at their, and their animals', own risk. The needs of youth campers are the primary concern of Tuscarora Scout Reservation and the Baden-Powell Council, as such any accommodation made for an individual with respect to a pet may be revoked at any time as deemed appropriate by Camp Administration.

**Laundry Facilities:** The camp maintains a washing machine and dryer as a convenience for the camp staff. In the past, overloading and misuse have led to frequent breakdowns of the machines. If staff don't use the machines properly and with care, we cannot guarantee this service will be available. Staff must provide their own soap. For obvious reasons, the kitchen has top priority when it comes to using the machines.

**Kitchen/Trading Post:** The trading post is a restricted area. Only those staff members given permission by the Camp Director may be behind the counter. No one is allowed in the kitchen unless they are asked to help. This is a potentially dangerous area and congestion can lead to injury. Removing inventory from the kitchen or trading post without permission of the area managers is considered theft and could result in your immediate dismissal.

**Program Area Usage:** When off duty, staff members may wish to use the facilities of a certain area. You may only do this if the area director has given you permission and if all safety rules are being followed. Unauthorized use of the lake, boats and swimming areas without the permission of the Aquatics Director will be immediately dismissed from staff. Use of Program Areas (or portions of program areas) as "Staff Lounges" without permission from the Camp Director or Program Director is strictly prohibited.

**Other Duties of Staff:** You will, naturally, assist the entire staff in forwarding the program and the objectives of the Scouting America and Camp Tuscarora. While the position assigned in your contract is your chief duty, we expect you to assist in any manner that may be assigned, understanding that you may also be reassigned to another position depending on need.

# Social Media Policy

Social media and digital communication are powerful tools that can enhance connection and community, but they also carry responsibilities—especially when working in a youth-serving organization. This policy outlines expectations for staff members regarding appropriate online behavior during and after their employment.

These guidelines apply throughout your seasonal employment and extend beyond the camp season when interactions involve current or former campers, staff, or volunteers. All conduct, online or offline, must reflect the values of Camp Tuscarora and Scouting America.

Social media is never truly private. As a Camp Tuscarora staff member, you represent a program rooted in trust, safety, and youth development. Your actions online and offline should always reflect that responsibility.

When using social media:

- **Know and follow the rules:** Ensure your online activity aligns with the Scouter's Code of Conduct, the council's Discrimination and Harassment Policies, and Scouting America's Youth Protection Guidelines. Inappropriate content—such as discriminatory language, threats, or harassment—may result in disciplinary action up to and including termination.
- **Be respectful:** Communicate with courtesy and professionalism. If you have work-related concerns, use established internal channels such as the Open-Door Policy rather than venting online.
- **Be honest and accurate:** Avoid spreading misinformation or rumors. If you make a mistake, acknowledge and correct it. Remember deleted content can be saved through screenshots and archives.
- **Post only appropriate and respectful content:** Maintain the confidentiality of all private or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Be sensitive when sharing “behind the scenes” events or mentioning or featuring campers in posts, photos, or videos. Make sure all content is a positive reflection of you, the camp and your coworkers.
- **Express only your personal opinions:** If discussing topics related to Camp Tuscarora, make it clear that your views are your own and not representative of Baden-Powell Council or Scouting America.
- **Use technology appropriately:** Inappropriate use of smartphones, cameras, recording devices, or other digital technology is strictly prohibited. Respect the privacy and dignity of everyone. Unauthorized recording or sharing of images or videos, especially in private or sensitive contexts, is not permitted. Always obtain consent before capturing and sharing media involving others.

## Digital Youth Protection

Youth Protection standards apply to digital communication. This includes the Barriers to Abuse requirements:

- No one-on-one digital communication is permitted between adults and youth. Youth staff under the age of 18 and adult staff aged 18 or older may not communicate electronically unless a registered adult aged 21 or older is copied or present.
- This applies to texting, messaging apps, social media direct messages, email, and all digital platforms.
- Youth should not be communicating with each other in non-supervised digital spaces.
- This policy reinforces Scouting America's commitment to creating a safe and transparent environment for all participants.

## Professional Boundaries with Campers

Staff members should not form personal online connections with campers. This includes:

- Sending or accepting friend requests, follows, or connection requests on platforms such as Facebook, Instagram, TikTok, Discord, etc.
- Sharing personal usernames, phone numbers, or contact info with campers.
- Engaging in private digital conversations outside of group settings monitored by camp leadership.

These boundaries protect both staff and campers, and they apply during the summer camp season and beyond the conclusion of camp. Even well-meaning communication can blur lines and create risks. Always prioritize camper safety and your own professionalism.

# Staff Uniform and Attire Policy

The uniform is a significant part of the Scouting program and being a Camp Tuscarora staff member. We want to look like a unified team and have a professional and sharp appearance. Scout-appropriate attire must be worn at all times. The appropriate uniform must be worn when in program and working around campers.

Staff members are eligible for a 20% discount on all Scouting uniform parts at the Baden-Powell Council Scout Shop in Binghamton, NY. To receive this discount, please inform the Scout Shop associate at the time of checkout and bring a copy of your staff contract as proof of employment.

It is preferred that staff members dress in a professional and appropriate manner without the need for constant policing. If questions or concerns arise regarding the dress code, feel free to reach out to the camp management to discuss. Our goal is to create a professional and unified appearance while still maintaining a comfortable, inclusive, and collaborative team.

## “Class A” – Field Uniform

The official field uniform (Class A) will consist of either the tan Scouts BSA or the green Venturing uniform shirt with Scout shorts, Scout belt, and Scout socks. The Class A uniform will be worn for colors ceremonies as well as for all breakfasts and dinners. You do not need to over-decorate your uniform shirt with patches and awards, however appropriate insignia should be present on the uniform shirt in a neat and proper manner.



## “Class B” – Activity Uniform

The standard staff activity uniform, known as Class B, will consist of a staff polo shirt, Scout shorts with a Scout belt, and official BSA socks. The shirt should be tucked in and your overall appearance should be neat and clean. Two staff polo shirts will be issued to each staff member free of charge for the summer. Additional polos can be purchased at cost by talking to the Camp Director.



## “Class C” – Theme Events (optional)

While participating in specified theme events, alternative costumes or apparel may be appropriate. These should all be approved by the Camp or Program Director prior to their use. All attire should be tasteful and Scout appropriate.

## Other Notes on Uniform and Dress:

**General Appearance** – A Scout is clean. As a staff member, it is important to maintain a neat and clean appearance while at work. This includes wearing clean uniforms that are free from stains or tears. In addition to the uniform, personal grooming and hygiene should also be taken into consideration. Hair should be neat and clean and should not be styled in a way that is overly distracting. Jewelry and accessories should be minimal and not interfere with job performance.

**Hats** - Hats and head-coverings are allowed, but should either be a BSA Scout hat (or a Camp Tuscarora hat), or be plain in design and not feature any non-BSA logos or images. Religious or cultural head coverings are always allowed.

**Pants** - Long pants (either the BSA switchback pants or BSA uniform pants) are acceptable as an alternative to shorts, especially for certain activities where they can provide added safety protection or comfort.

**Outerwear** - Due to weather or other conditions, staff members may need to wear additional outerwear – such as jackets, raingear, or fleeces. Any outerwear worn should either be a Scouting (or Camp Tuscarora) jacket, or be plain in design without any large logos or images. The outerwear should not draw unnecessary attention or detract from the professional appearance of the staff. Zip-up or button-up outerwear that can be opened to display the staff shirt underneath is preferred to allow easy identification of the staff member.

**Footwear** - Staff members should wear properly-fitting, closed-toe shoes or boots while on duty. Flip-flops or other open-toe footwear do not provide adequate protection, support, or traction. Footwear should be functional and appropriate for work duties and should not draw undue attention or distract from the overall professional appearance.

**Lifeguards at Waterfront** – While at the waterfront, the lifeguard uniform consists of a “lifeguard” t-shirt (these will be provided), but staff members may also wear their class B uniform polo or (when in the water) no shirt. Lifeguards must wear appropriate swimwear while on duty. For males, swim trunks or board shorts that are not excessively loose or baggy are appropriate. One-piece swimsuits or modest tankinis (with or without gym shorts) is appropriate for females. Swimsuits and shorts should be plain in color (preferably red) with no distracting patterns. All lifeguards may also be required to wear a whistle and/or hip-pack while on duty. The lifeguard uniform should only be worn while at waterfront (or when going directly to, or coming directly from, the waterfront); otherwise the general “Class B” should be worn.

**Food Service Staff in the Kitchen** – Kitchen staff must wear clean and neat attire while on duty. While they do not need to wear a class A or class B in the kitchen, their daily attire should include a Tuscarora shirt or professional chef attire and non-slip footwear. A hat or hair net is also required when working with food. Kitchen staff must maintain a high standard of personal hygiene. This includes washing hands frequently, wearing gloves when handling food, and covering any open cuts or wounds.

**Maintenance Staff** – Due to the nature of the jobs, maintenance and ranger crew staff may wear alternate attire depending on the jobs or tasks being completed.

**Deviations or alterations** – Any deviations or alterations to the standard uniform must be approved by the Camp or Program Director.