



# Winter Camp

Camp Preston Hunt • Texarkana, Arkansas  
Caddo Area Council, BSA

## 2023 Volunteer Staff Application

**Please send completed application to:**

Caddo Area Council, BSA  
ATTN: David Melson, Camping Committee Chair  
24 Lynnwood Drive  
Texarkana, Texas 75503  
Fax: (903)-792-9320  
[davidcaddobsa@gmail.com](mailto:davidcaddobsa@gmail.com)

### Personal Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age on December 1st: \_\_\_\_\_

Shirt Size: \_\_\_\_\_

### **Position(s) desired: (please check)**

#### **Instruction:**

☐ Merit Badge Counselor

☐ Merit Badge Instruction Coordinator

List Merit Badge \_\_\_\_\_

#### **Program:**

☐ Program Director

☐ Assistant Program Director

☐ Program Support Staff

☐ Other \_\_\_\_\_

#### **Administration:**

☐ Office Staff

☐ Commissioner Staff

☐ Office Administrator

☐ Other \_\_\_\_\_

#### **Food Services:**

☐ Lead Chef

☐ Kitchen Staff

☐ Front of House Lead

### **Basic Eligibility Info**

Have you ever been arrested?

- ☐ Yes  
☐ No

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony, or a crime involving moral turpitude, or have you ever pled guilty or *nolo contendere* or no-contest, or accepted pre-trial diversion for any such offense?

- ☐ Yes  
☐ No

If yes, please explain: \_\_\_\_\_

Do you have any limitations that might interfere with performance of the job you are applying for?

- ☐ Yes  
☐ No

If yes, please explain: \_\_\_\_\_

Do you use or abuse illegal or illicit drugs, take medications/drugs that are not prescribed to you, or do you use or misuse any substance for purposes for which it is not intended to be used?

- ☐ Yes  
☐ No

### **Educational Background**

High School: \_\_\_\_\_ Grade Level Completed: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Years Completed: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_ Years Completed: \_\_\_\_\_

List other youth group memberships: \_\_\_\_\_

List Civic/Extracurricular Activities: \_\_\_\_\_

### **Employment History**

Current Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Advanced or Special Skills**

Advanced skills are areas of **significant expertise or experience**, or **high level/extensive training**. This is beyond the scope of basic class experience or Merit Badges earned. Check one (or more) of these **only if you have significant experience and strong intermediate or advanced skills in those areas**.

- |  |  |
|--|--|
| <input type="checkbox"/> Advanced Canoeing       | <input type="checkbox"/> Photography or Digital Video          |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Wilderness Skills/Leadership Training |
| <input type="checkbox"/> Backpacking             | <input type="checkbox"/> Web Design or Graphics Software       |
| <input type="checkbox"/> Wilderness Cooking      | <input type="checkbox"/> Inventory Management                  |
| <input type="checkbox"/> Shooting Sports/Archery | <input type="checkbox"/> Biology Nature/Ecology Related        |
| <input type="checkbox"/> GPS                     | <input type="checkbox"/> Music/Storytelling/Performing Arts    |
| <input type="checkbox"/> Commercial Cooking      | <input type="checkbox"/> Arts or Crafts                        |
| <input type="checkbox"/> Mountain Biking/Cycling | <input type="checkbox"/> Forge/Smithing/Metalworking           |
| <input type="checkbox"/> Other (please list)     |  |

Explain: \_\_\_\_\_  
\_\_\_\_\_

### **Scouting and Program Background**

Are you currently a registered member of the Boy Scouts of America?

- ☐ Yes  
☐ No

If so, what is your BSA ID \_\_\_\_\_?

Council \_\_\_\_\_ Unit Number \_\_\_\_\_ Position \_\_\_\_\_ Max. Rank Obtained \_\_\_\_\_

Current Leader \_\_\_\_\_ Phone \_\_\_\_\_ Leader Email \_\_\_\_\_

Have you completed Youth Protection Training (new format) on or after August 1, 2018?

- ☐ Yes  
☐ No

If available, please attach a copy of your training certificate.

Have you previously worked at camp?

Year \_\_\_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_

Year \_\_\_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_

Year \_\_\_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_

Year \_\_\_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_

### **CERTIFICATIONS**

Have you attended a BSA National Camping School in the last 5 years?

- ☐ Yes  
☐ No

If yes, give Location \_\_\_\_\_ Date \_\_\_\_\_

Expiration Date of Card: \_\_\_\_\_

Type of certificate: \_\_\_\_\_

Do you have any current certificates for any of the following?

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> First Aid     | Expiration Date _____ |
| <input type="checkbox"/> CPR           | Expiration Date _____ |
| <input type="checkbox"/> BSA Lifeguard | Expiration Date _____ |
| <input type="checkbox"/> WSI           | Expiration Date _____ |
| <input type="checkbox"/> Food Handler  | Expiration Date _____ |
| <input type="checkbox"/> ServSafe      | Expiration Date _____ |

Do you hold any instructor certificates for any of the above?

- ☐ Yes      List: \_\_\_\_\_
- ☐ No

### **References**

Personal References:

List three people (other than immediate family) who know you from Work, School, Church, Civic Organization, etc. who can be contacted for more information.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

### **Scouting Activity Reference:**

Scoutmaster, Asst. Scoutmaster, Chairman of an Event at which you volunteered, etc.

**ALL VOLUNTEERS UNDER 18 YEARS OF AGE ARE REQUIRED TO PROVIDE THEIR SCOUTMASTER AS A REFERENCE, additionally, you may provide another scouting reference if you choose.**

Name \_\_\_\_\_ Scout Position \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

Name \_\_\_\_\_ Scout Position \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_



# Winter Camp

Camp Preston Hunt • Texarkana, Arkansas  
Caddo Area Council, BSA

Dear prospective volunteer,

The Winter Camp Committee greatly appreciates your consideration of volunteering as a staff member for the Winter Camp team. Our goal is to provide a rich and meaningful experience for the scouts that come to Winter Camp. By partnering with volunteers like yourself, we are able to facilitate an atmosphere of learning and fun.

We want to make certain you have a clear understanding of the roles and responsibilities of the members of our camp staff.

While you are serving as a staff member, here is what we expect from you:

- ❄ Cleanliness, neatness, and orderliness and evidence of personal pride
- ❄ Be morally honest. The Scout Oath and Law is the law of the camp
- ❄ Your uniform will be worn neat and clean
- ❄ Make suggestions to the management for the common good
- ❄ Adhere to the Winter Camp Volunteer Staff Statement of Understanding and Code of Conduct

And, here is what you can expect from us:

- ❄ Loyalty and the best in leadership
- ❄ Honest, just, and fair treatment
- ❄ Personal interest taken in you as an individual
- ❄ All the comforts and privileges practicable
- ❄ A well-thought-out program of training, work, and recreation
- ❄ Clear-cut and positive decisions and directives that are not constantly changing
- ❄ Demands on you that are commensurate with your abilities—not too small nor too great
- ❄ That your good work will be recognized—and publicized where appropriate

For information related to volunteers, please visit the Winter Camp section of the Caddo Area Council website [www.caddobsa.org](http://www.caddobsa.org)

Your time spent at camp can be one of the most satisfying and enjoyable experiences in Scouting. You have an opportunity to impact over 400 Scouts and Scouters as they participate in a rich well-thought-out program of instruction, entertainment, and fellowship. Volunteering is important job for Scouting and for America. We appreciate the time you take away from your work and life responsibilities while you serve as a volunteer at Caddo Area Council's Winter Camp at Camp Preston Hunt in Texarkana, Arkansas!

Yours in camping,

David Melson  
Camping Committee Chair-  
Caddo Area Council



## Winter Camp Volunteer Staff Statement of Understanding and Code of Conduct

All staff volunteers, both youth and adult, are approved based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the statement of understanding and code of conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. All staff members are expected to abide by the code of conduct as follows:

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, state laws, and local laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and checkout procedures and to observe camp quiet hours. We understand that your work and life responsibilities may require you to leave the campgrounds. For your safety, you are required to notify your team leader and follow the leave procedure in the camp office. Additionally, you must follow the same procedure if you return to camp.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or the misuse of prescribed drugs is prohibited at camp. I understand that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.
7. I understand that serious and/or repetitive behavior violations including use of tobacco, stealing, dishonesty, swearing, and fighting may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I understand that possession of lasers of any type and possession or detonation of fireworks is prohibited.
10. Neither the camp nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
11. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
12. I understand that staff members are prohibited from possessing firearms and weapons on camp property, in accordance with federal, state, and local laws.
13. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines. I will report all violations that come to my attention.
14. Hazing has no place in Scout camp, nor does running the gauntlet, orchestrating belt lines, or similar physical punishment. As a staff member I agree to prevent and stop all hazing activities.
15. I will respect diversity—whether the differences be in physical characteristics or in perspectives.
16. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.
17. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.
18. I will comply with this code of conduct and the policies printed in the Camp Staff Handbook. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.
19. You are required to have an active membership with a Scouting Unit in your local council and provide evidence of registration when requested by camp management.

**We appreciate the time you take away from your work and life responsibilities while you serve as a volunteer at Caddo Area Council's Winter Camp at Camp Preston Hunt in Texarkana, Arkansas!**  
**We will gladly send a thank you letter to your employer.**

**Please request a workplace thank you letter at the Camp Office.**

Please initial each item:

\_\_\_\_\_ **Program and administration volunteers should be available for the full duration of camp.**

\_\_\_\_\_ I know of no limitation that would limit full Camp participation

\_\_\_\_\_ I am/will be a registered member of the Boy Scouts of America.

\_\_\_\_\_ I have read and agree to adhere to the Winter Camp Volunteer Staff Statement of Understanding and Code of Conduct

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Required Approvals**

***Applicants under the age of 18 must have approval from the Parent or Guardian AND the Unit Leader (Scoutmaster).***

**Parent or Guardian approval:**

I have reviewed this application with the applicant and agree that my son/daughter is able to make a commitment for the position they are applying.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**Approval of Unit Leader:**

I have reviewed this application with the applicant, and personally believe that he/she is qualified for the position he/she is seeking.

\_\_\_\_\_  
Unit Leader Signature

\_\_\_\_\_  
Date

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**Council Use Only**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended Position: \_\_\_\_\_

Alternate Recommendation: \_\_\_\_\_ CD Initial \_\_\_\_\_

Youth Protection Confirmed Date \_\_\_\_\_