

CAMP SOL MAYER  
TEXAS SOUTHWEST COUNCIL



# 2024 STAFF GUIDE



## From the Scout Executive

Dear Staff Member,

Welcome to the Texas Southwest Council Camp Staff! You have been invited to join our Staff because I know that you will help make our Council Camping Events successful. Our Staff is currently made up of all volunteers who possess unique and valuable qualities; the expectation of our staff is that you are charismatic, hard-working, team oriented, and are willing to do everything you can to make our camping events memorable for all the Scouts who attend. 2024 is an exciting time for the Texas Southwest Council. Our camping events provide exciting merit badge instruction and programs in Climbing, Handicrafts, High Adventure, Scout Skills, Shooting Sports, and STEM. Further, you are a part of the team that has turned Camp Sol Mayer back into a long-term camp! For that, you should be extremely proud.

You and every single staff member have an instrumental role in providing the best possible experiences for each camper and leader that comes to one of our camping events this year. For many, this will be their first visit and they are going to be eager, anxious, and looking for a great adventure. Their impression of our camp and their desire to return rests with you! We must work together as a team to make sure that each Scout that comes to our Council leaves wanting to come back next year, and the year after that, and even one day become a Staff member themselves.

We all have a great responsibility, and it is one that I am confident our Staff will fulfill. This is going to take a tremendous effort on everyone's part. The camping adventure begins with us! I am thrilled to welcome you to this team, and excited for an amazing year in our Council.

DEVIN D. KOEHLER, CFRE  
Scout Executive  
Texas Southwest Council, BSA

## Welcome to Camp Sol Mayer!

We are happy that you are a part of our family. With preparations made by the Camp Director, Program Director, and Council Operations Committee, this promises to be one of the best winter camp programs in all of Texas. You were chosen for your roles very carefully because you are one of the best!

People want to come back to staff our camp year after year, as staffing and living at camp is a wonderful experience. As a camp staff member, you have the opportunity to make a difference in the lives of those around you and have fun while doing so.

Serving on the Camp Sol Mayer staff is enjoyable, but along with the fun comes the understanding that knowledge, leadership skills, and study is required by all staffers. A staff member is not only willing, but also eager to go that extra mile. In fact, they seek out the opportunity to extend a helping hand. If you work hard and do your best, you'll find your staff experience to be something you'll never forget!

As a staff member, your responsibility is to serve our Scouts and leaders while they are attending our camp. After all, we host camp to serve units by providing facilities and leadership for training Scouts and leaders in outdoor program activities by using the Scout method of operation. The Scouts and leaders are our customers.

Through providing an exceptional program to our Scouts and leaders, we can maintain the West Texas Scouting spirit and create a legacy for our camping program.

We are very excited to have you on board and look forward to seeing your leadership capabilities in action this December!

Yours in Scouting,  
Kevin T. Franke  
Camp Director

## Youth Protection

You are required to follow the BSA's Youth Protection policies, both with Staff and with campers. There will be no one-on-one contact with a camper, regardless of your age or his age; if you need to have a private conversation with a camper, make yourself visible and within earshot of someone else. Remember, there should be no 1:1 Male-Female contact, and no 1:1 contact with youth Staff if you are an adult Staff member.

All persons 18 years of age or older are required to have proof of a completed and timely Youth Protection Training Course in the form of a certificate. This training course must have been completed within two years of the last day of camp.

If you suspect any form of Child Abuse, Texas Law requires you to report it to the authorities. Please notify the Camp Director at the same time if possible. Keep in mind, some Staff are underage while others are 18+. Because of this, all interactions need to be in accordance with BSA Youth Protection.

Everyone has the right to their dignity and to be respected by others. The Boy Scouts of America prohibits language or behavior that belittles or puts down members of any sex, unwelcome advances, racial slurs, chastisement for religious or political beliefs or any other actions or comments that are derogatory. Sexual harassment complaints will be investigated and dealt with accordingly.

Dating between adult staff and youth staff is expressly prohibited. Inter-staff relationships are discouraged at camp. All staff shall refrain from public displays of affection, including but not limited to kissing or holding hands. No males are allowed in female living quarters. No females are allowed in male living quarters.

## Overview of Staff Life

### General Appearance Standard

- Personal cleanliness and hygiene are required. Shower daily.
- Beards and mustaches, if worn, must be clean, trimmed and well-kept.
- Hair should be clean and well-kept. Long hair may be required to be tied back for safety.
- Jewelry should be kept to a minimum. Stud earrings and simple necklaces are acceptable.
- Area directors or camp management may require removal of jewelry for safety reasons.
- There should be no offensive language or images on clothing or body.
- Staff are required to have at least one complete Field Uniform. This includes:
  - For Scouts BSA Uniforms
    - Scouts BSA Tan Shirt with Council Service Patch, Universal Emblem, US Flag, and other Unit-Appropriate Insignia
    - Scouts BSA Pants or Shorts (Olive Green)
    - Scouts BSA Belt (Camp Belts or BSA-Issued Olive Green Belt)
    - Olive Green BSA Socks
    - Silver Shoulder Loops
  - For Venturing Uniforms
    - Venturing Green Shirt with Council Service Patch, Universal Emblem, US Flag, Venturing Patch, and other Unit-Appropriate Insignia
    - Venturing Pants or Shorts (Grey as Issued by BSA)
    - Venturing Belt (Camp Belts or BSA-Issued Grey Belt)
    - Grey Venturing Socks
    - Silver Shoulder Loops
  - For Sea Scout Uniforms
    - Dark Navy-Blue uniform shirt with Council Service Patch, Universal Emblem, US Flag, Sea Scouts Identifying Patch, Sea Scouts Name Patch, and other Unit-Appropriate Insignia (Shirts Typically Dickies Brand)
    - Dark Navy-Blue Pants or Shorts (Shorts/Pants Typically Dickies Brand)
    - Sea Scouts Belt (Camp Belts or BSA-Issued Sea Scouts Belt)
    - Black Socks
  - For All Uniforms
    - Enclosed shoes: sneakers, hiking shoes, boots
    - Camp staff hat
    - Staff ID Badge
    - OA Sash (optional for OA events)
- The Staff ID Badge should be worn at all times suspended from the right collar. If wearing a collarless shirt, then from the collar ring.
- All staff are required to wear a scouting T-shirt or other appropriate clothing (i.e. shooting sports may wear NRA shirts, other areas may wear area-specific apparel as approved by the Program Director)



## No Politics at Camp

The Boy Scouts of America is considered to be one of the most patriotic organizations in the United States, but we do not endorse any candidate, political ideology, or political party. You could say that rather than being pro-left or pro-right, the BSA is pro-America. Because of this, both staff and campers are not allowed to wear politically oriented clothing while at camp. In general, it's best to avoid any political discussion while at camp.

## Vehicle Use at Camp

No staff member will drive a vehicle around camp without the permission of the Program Director (and with a Vehicle Permit). No staff member will drive a camp vehicle without the consent of the Camp Director. No one will ride in the bed of a pickup or on a trailer. All staff vehicles will park in the camp parking lot, or by the trailer house, and should not remain near program areas without the consent of the Program Director.

## Alcohol, Drugs, Tobacco

The use or possession of alcohol on camp is prohibited regardless of age and will result from dismissal from camp. The use, possession, or intention to possess any controlled substance will result in dismissal from camp and prosecution to the full extent of the law. We will not tolerate any staff returning to camp after they have consumed alcohol or used narcotics. Tobacco and Vaping products may only be used behind the Administration building for staff over 21.

## Camp Sol Mayer Staff Social Media Policy

As members of the Boy Scouts of America, we must try to not bring negative publicity to its participants and to Scouting. Before posting on social media, you should first ask yourself if that content is following the Scout Oath and Law. Content must be appropriate for Scouting; the people involved must behave in a Scout-like manner; and they must be dressed appropriately in photos and videos depicting Scouts, Scouters, or Scouting activities. Doing otherwise may lead to dismissal from camp. Once created, social media content can “live forever” on the Internet and could jeopardize future staffing opportunities in the Texas Southwest Council.

## Personal Electronics

Wi-Fi is not guaranteed to be available at Camp Sol Mayer. Even with Wi-Fi or cellular accessibility, no personal mobile device usage is allowed in the program area unless it's an emergency or unless it's being used as a part of the program. Using your phone for personal reasons in the program area shows a lack of respect to the scouts and leaders who paid a lot of money to attend camp.

## Program Time

Program time begins at breakfast and ends with the conclusion of the evening program. All program staff must be present at meals and flags (unless serving). You are to remain in your program area during program time unless otherwise directed by the Program Director.

## Staff Earning Merit Badges

Staff may attend classes while at camp depending on class size. Prior permission is required from the Camp Director. Keep in mind that your staff responsibility may take time away from personal advancement.

If you have received approval from the Camp Director to attend a merit badge session, you will register through the Camp Director, and not with your home unit. This is so that you (or your unit) will not be charged as a participant.

## Firearms and Fireworks

The possession or use of firearms and fireworks on BSA property is prohibited except under qualified supervision. If you are of legal age and have the appropriate licensing, you may keep legally owned weapons in your vehicle providing they do not leave the vehicle on camp. Being found in violation of these policies is grounds for dismissal from camp.

## Living at Camp Sol Mayer

### Staff Cabins

As a Camp Sol Mayer staffer, you will be living in a staff cabin. This cabin has electricity, and some cabins have heating/cooling capabilities. Bed frames and mattresses are provided. You should be prepared and bring a personal heating device, like a room heater. However, these must remain at least two feet from any walls, beds, or personal belongings.

### Laundry

You are expected to wear clean clothing at all times. If needed, washers and dryers are provided in multiple areas of camp. Bring your own detergent and fabric softener. Please remove your laundry promptly.

### Sleep Time and Curfew

It is very important that you get plenty of sleep while at camp as days can be very challenging and you need to be well-rested. You are asked to turn down all radios, TVs, etc. at 10:00 p.m. If noise can be heard outside of your cabin, it's too loud. Lights out is at 11:00 p.m. and all staff must be in their cabins.

### Open Door Policy

Camp Sol Mayer is committed to maintaining a good relationship with its camp staff members. Any staff member who has a suggestion, problem or complaint should first discuss the matter with their area director. If this does not resolve it, please escalate to the Program Director and then to the Camp Director.

### Uniform Times and Requirements

During Camp-Wide programs, the field uniform is required. This includes closing flags, dinner, and evening programs. Otherwise, the staff activity uniform must be worn when away from staff housing, or other apparel is approved by the Program Director. This uniform includes:

- The current staff shirt (tucked in at all times. We will issue two)
- Scouts BSA, Venturing, or Sea Scout shorts or pants
- Scouts BSA, Venturing, or Sea Scout socks
- Scouts BSA, Venturing, Sea Scouts, or Camp Belt
- Camp official hat
- Staff ID Badge
- Enclosed shoes: sneakers, hiking shoes, or boots.



## Code of Conduct

The following is a Code of Conduct that is expected of all Camp Sol Mayer Staff members, both youth and adult.

1. The Scout Oath and Law will be my guide at all times – During all activities, while traveling to/from Camp Sol Mayer, and while at Camp Sol Mayer
2. I will show respect and courtesy to the camp leadership, unit leaders & campers, and my fellow Camp Sol Mayer staff members at all times.
3. I will do my best to attend and adhere to the staff development schedule to prepare for staffing camp.
4. I understand that the camp leadership is responsible for the supervision of my activities with respect to maintaining security and the Code of Conduct.
5. I will be responsible for keeping my personal gear labeled, stored, and neat. The camp leadership is not responsible for loss, breakage, or theft of my personal items.
6. I will follow the BSA Outdoor Code and will do my share to prevent littering of our camp.
7. I will fully participate in doing my assigned staff duties and will help other staff members as needed.
8. I will demonstrate respect for both personal and camp property, and will be personally responsible for any loss, breakage, or vandalism of property as a result of my actions.
9. I will read & follow all the guidelines & policies contained in the Camp Sol Mayer Staff Guide.
10. I understand that possession and/or use of alcohol, tobacco, or illegal drugs of any kind is prohibited.
11. I agree to follow the Youth Protection Policy as set forth by the BSA and the State of Texas for Youth Camps.
12. I understand that violations of this Code of Conduct may result in dismissal from camp.

## **MISSION OF THE BOY SCOUTS OF AMERICA**

THE MISSION OF THE BOY SCOUTS OF AMERICA  
IS TO PREPARE YOUNG PEOPLE TO MAKE  
ETHICAL CHOICES OVER THEIR LIFETIMES  
BY INSTILLING IN THEM THE VALUES  
OF THE SCOUT OATH AND LAW.

### **THE SCOUT OATH**

ON MY HONOR I WILL DO MY BEST  
TO DO MY DUTY TO GOD AND MY COUNTRY  
AND TO OBEY THE SCOUT LAW;  
TO HELP OTHER PEOPLE AT ALL TIMES;  
TO KEEP MYSELF PHYSICALLY STRONG,  
MENTALLY AWAKE,  
AND MORALLY STRAIGHT.

### **THE SCOUT LAW**

A SCOUT IS: TRUSTWORTHY, LOYAL,  
HELPFUL, FRIENDLY, COURTEOUS,  
KIND, OBEDIENT, CHEERFUL,  
THRIFTY, BRAVE, CLEAN,  
AND REVERENT

## **LEAVE NO TRACE – OUTDOOR ETHICS**

PLAN AHEAD AND PREPARE TRAVEL  
AND CAMP ON DURABLE SURFACES  
DISPOSE OF WATER PROPERLY  
LEAVE WHAT YOU FIND  
MINIMIZE CAMPFIRE IMPACT  
RESPECT WILDLIFE  
BE CONSIDERATE OF  
OTHER VISITORS

## Staff Job Descriptions

### Camp Director

The Camp Director reports to the Council Operations Committee and Scout Executive (or his representative). The Camp Director:

- Must implement policies and standards for camping as established by the National BSA Council, the State of Texas Youth Camp Regulations, and the local council.
- Requires compliance to standards by the staff and campers
- Must maintain records required for the businesslike operation of the camp. Must see that there is complete understanding of all procedures related to health and safety.
- Ensures the staff follows the policies set forth in the Camp Sol Mayer Staff Guide.
- Performs other duties as assigned.

### Program Director

The Program Director reports to the Camp Director for the coordination and operation of all program areas. The Program Director:

- Ensures the staff follows the policies in the Camp Sol Mayer Staff Guide.
- Schedules and coordinates all camp activities and programs.
- Assists in the selection and development of program staff.
- Provides materials & program suggestions for program areas.
- Reviews the program staff periodically.
- Meets with leaders, program staff and commissioners on a regular basis.
- Performs other duties as assigned.

### Camp Business Manager

The Camp Business Manager reports to the Camp Director for the operation of all business aspects of daily camp operations. The Business Manager:

- Responsible for Check-In/Check-Out of units.
- Maintains records of program records and trains program staff on record-keeping.
- Assists in any financial settlement of units.
- Assists in itemizing procurement needs.
- Performs other duties as assigned.

## Camp Commissioner

The Camp Commissioner reports to the Camp Director and is responsible for helping units have a purposeful program of fun and adventure. The Camp Commissioner:

- Hosts daily checkpoint meeting with unit leaders.
- Helps units become stronger and better organized.
- Helps units learn how to program their own activities.
- Assists units in problem resolution with camp staff (admin & program).
- Works with the Camp Director to maintain a list of service projects.
- Coordinates staff support as needed.
- Performs other duties as assigned.

## Camp Medic

The Camp Medic reports to the Camp Director and works under the guidelines of National BSA Standards and State of Texas Youth Camp regulations. The Camp Medic:

- Maintains health forms unit-by-unit.
- Coordinates medical re-checks. Maintains two first aid logs:
  - Scouts and Leaders.
  - Staff and council employees.
- Must be in camp at all times unless a qualified alternate is available.
- Must be in the health lodge or at a posted location at all times.
- Must be available by radio and cell phone at all times.
- Performs other duties as assigned.

## Camp Cook/Trading Post Manager/Camp Quartermaster

These positions report to the Camp Director (or his representative) and maintain the health and safety in their respective fields. They:

- Follow National BSA Standards by maintaining their respective areas.
- Supervise their support staff throughout the duration of camp.
- Train their staff in proper operations and safety procedures.
- Maintain timeliness for their required duties.
- Communicate with the Business Manager about procurement needs as necessary.
- Keep an up-to-date inventory of all equipment and resources in their respective areas and maintain the area and equipment.
- Perform other duties as assigned.

### Service Staff (Trading Post/Dining Hall/Service Team)

These positions report to their respective leaders. They:

- Care for, clean, and maintain their area & equipment, while keeping a safe and hazard free area.
- Maintain timeliness for their required duties.
- Performs other duties as assigned.

### Program Area Directors

These positions report to the Program Director. They:

- Maintain a safe and adequate program area as defined by National BSA Standards and the Council Operations Committee.
- Develop lesson plans for each merit badge or activity in their area.
- Supervise instruction in all merit badges and activities in their area.
- Are able to teach any merit badge or activity in their area.
- Train their staff in proper teaching, operations and safety procedures.
- Collect and turn in all merit badge forms as requested.
- Prepare program displays/the program area.
- Keeps an up-to-date inventory of all equipment in the area and maintains the area and equipment.
- Performs other duties as assigned.

### Program Area Staff

These positions report to their respective Area Director. They:

- Care for, clean, and maintain their area & equipment, while keeping a safe and hazard free area.
- Teach specific area merit badges and activities.
- Collect and turn in all merit badge forms as requested.
- Performs other duties as assigned.

### CIT (Councilor in Training)

These positions report to the Program Director (or his representative). They:

- Care for, clean, and maintain their area & equipment, while keeping a safe and hazard free area.
- Assist with the teaching of merit badges and activities within their area.
- Must attend all camp-wide functions. CITs are considered to be a part of the staff and so they must follow all camp staff policies.
- Performs other duties as assigned.

## Staff Packing List

### Forms/Documentation

- Medical Form
- Prescription medication in original bottle with label
- BSA Youth Protection Certification
- BSA Hazardous Weather Certification

### Clothing

- BSA Field Uniform Shirt
- BSA Shorts/Pants (2-3 pair)
- Scout Belt
- Scout Socks (3-4 pair)
- Staff T-Shirts (2 pair) \*Will be provided upon arrival
- Underwear/pajamas
- Closed toe shoes
- Work gloves & clothes
- Winter jacket
- Rain jacket/poncho

### Housing Gear

- Sleeping bag/Sheets & Blankets (Twin XL)
- Flashlight
- Scout Knife
- Pillow
- Space Heater
- Extension Cord
- Camp Chair
- Alarm

### Toiletry Kit

- Toothbrush & toothpaste
- Soap & shampoo
- Bath towel & wash cloth
- Deodorant
- Shaving gear
- Comb & small mirror
- Lip balm
- Sunscreen

- Mosquito repellant
- Personal First Aid items

### Optional Items

- Spending money
- Bandanna
- Camera
- Sunglasses
- Religious denomination book
- Scout Handbook
- Personal mobile device
- Order of the Arrow regalia
- Water bottle
- Sewing kit
- Musical instrument
- Sports gear
- Playing cards

### DO NOT BRING

- Expensive jewelry
- Weapons/firearms/ammo
- Fireworks
- Matches
- Large knives/switchblades
- Illegal drugs
- Alcohol
- Hot plates
- Coffee makers
- Pets
- Pornography
- Hammocks



## Staff Communication

There are multiple ways before and during camp that we will stay connected as a staff. The primary mode of communication is Slack, a communication app which will allow you to work with your areas in preparation for camp. Additionally, we will use Slack for general Staff announcements both before and during camp.

Prior to camp, there will be multiple Zoom Staff Development sessions. The dates and times will be announced on Slack, and the Zoom link is included below:

<https://us02web.zoom.us/j/6979924541?pwd=SHAzL1kwTmcyYm1PdkdzNVNLNUZ6dz09>

During camp, certain staff will be assigned radios. These radios are to be used only by their assigned staff.

## Important Contacts

### **Camp Director**

Kevin Franke

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### **Program Director**

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