**Far East Council Summer Camps**

**2024 Staff Application Process**

# STAFF EXPECTATIONS OVERVIEW

Summer camp is a time for scouts to make great progress in their individual Scouting goals, reinforce the practice of the patrol method, and develop as a youth-led functioning group. It is also a time of fun bonding with other Scouts and Leaders. As a staff member, your first responsibility is to provide an environment of fun and excitement where scouting skills and principles can be practiced and enjoyed.

As a staff member, your focus will be to set a positive and energetic tone to make the camp a memorable experience for all Scouts and provide a setting where fun and learning can be obtained. You will also be expected to enhance your own skills while learning what it truly takes to be servant leaders. Serving on staff is a great opportunity to learn from adults, other staff members and even the Scouts attending camp. Provide positive feedback, a friendly smile, encouragement and guidance to all you work with to make this event one of the highlights of the year. Your Camp Management Team,

**Mark Francis Rob Davis**

**Scout Executive District Director**

**THE APPLICATION PROCESS**

**STEP 1:** As part of submitting this form, you are required to read and acknowledge the *FEC Camp Code of Conduct* on the last page of this booklet, sign and return with your application.

**STEP 2:** Complete required Harassment Prevention Training. All staff members are required to complete this online training at least 1 month prior to start of camp.

1. Click on the following link to access the training classroom:

[www.skillsoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502)

1. Using the drop-down boxes, enter or select the required information. For Far East Council camps, please select ‘AP’ as State, then select ‘Far East Council, FPO (803).
2. When the required fields have been completed you will be directed to the required training course.
3. Complete the training course and print the certificate of completion.
4. You will need to scan and email a copy of the certificate of completion.

**STEP 3:** For first time staff, **o**btain two reference letters using the attachment in this application packet

**STEP 4:** Complete the application on the following page. Please fill out the information to the best of your ability. This form will help us understand who you are, so please feel free to provide as much information as possible. Just click in the boxes and type your answers. More than one-line responses are okay when needed, and the form will automatically adjust. **Submitting a form does not constitute that you have been accepted as a staff member; you will be notified if selected.** Send applications to:

|  |  |
| --- | --- |
| Camp Dragon: [Sara.Ramoso@scouting.org](mailto:Sara.Ramoso@scouting.org) | Asia Camp: [Robert.Davis@scouting.org](mailto:Robert.Davis@scouting.org) |

**CAMP STAFF APPLICATION**

|  |  |  |
| --- | --- | --- |
|  | | |
| I am applying to serve as staff at the following camp(s). (You can apply for more than one) | | |
| **Camp Dragon (Okinawa)**  **March 26-30, 2024**  **☐** | **Camp Okami (Japan)**  **June 9-15, 2024**  **☐** | **Asia Camp Mongolia (Mongolia)**  **July 21-27, 2024**  **☐** |
| **Applicant Information** | | |

**Full Name\***: Click or tap here to enter text.

**Name you prefer to be called:** Click or tap here to enter text.

**Age you will be at camp\***: Click or tap here to enter text.

**Scout Rank\***: Choose an item.

**Phone Number**: Click or tap here to enter text.

**Email Address\***: Click or tap here to enter text.

**Parent’s Email Address\***: Click or tap here to enter text.

**City or Base Where you Live**: Click or tap here to enter text.

|  |
| --- |
| **Scouting Information** |

**Unit Registered With**: Click or tap here to enter text.

**Current Unit Position**:Click or tap here to enter text.

**Unit Leaders Name & Email\***: Click or tap here to enter text.

**Years in Scouting**:Click or tap here to enter text.

**Previous Camp Staff Experience**:Click or tap here to enter text.

**Other Training/Leadership** ( OA, Red Cross, NYLT, Lifeguard, NHS, etc):Click or tap here to enter text.

**Non-Scouting activities or hobbies:**Click or tap here to enter text.

|  |
| --- |
| **Other Information** |

**Best way to communicate with others (email, Facebook, Twitter, texting, phone, etc)**:Click or tap here to enter text.

**Please explain why you want to be on Camp Staff**: Click or tap here to enter text.

**Describe your talents that will benefit the Camp**:Click or tap here to enter text.

**Describe what you would like to accomplish on Staff**: Click or tap here to enter text.

**Comments**:Click or tap here to enter text.

I understand by applying for Camp Staff, that I will be required to attend ALL camp staff training sessions (in person or virtually) that will be conducted. A schedule will be provided by the camp director upon acceptance. I also understand that I will be required to arrive at camp 72 hours prior to the start of camp for setup, staff development and training. I understand that I or my parents are responsible for transportation and costs to and from training sessions and to camp at report time. (some training sessions leading up to the camp will be available online). Camp Staff will be contacting your unit leader and parents regarding your role and abilities at camp.

**Signature of Applicant\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By checking this box you virtually sign and agree to all the details.☐

Signature of Parent/Guardian (under 18)

PARENTS: By checking this box you the parent virtually agree to all the details and that you are responsible for your child’s actions: ☐

# FEC CAMP STAFF CODE OF CONDUCT

Thoroughly read and understand this code of conduct before signing. Staff will be selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership skills and for what they can contribute to the staff. By signing you agree to abide by this code of conduct as a condition of participation. There is no way to include all inappropriate issues, you will be expected to use good judgment and ask a leader when in doubt.

* I will be guided by the Scout Oath and Law and will abide by local, national laws and camp rules in actions.
* I will set a good example by keeping myself clean in words and presentable in appearance. I will keep my living area and gear neat and clean. I will wear the BSA Full Field Uniform (Shirt, Shorts/Pants, Socks, Belt) when required and will abide by Staff uniform standards while at camp.
* I will attend all scheduled programs and participate as required to provide assistance as needed or requested by staff and camp leaders.
* I agree to follow the camp check-in and check-out procedures.
* I will label my personal gear before coming to camp.
* I understand that I am required to have a complete BSA Official Uniform for camp.
* I agree to follow the principles of leave no trace.
* I understand that possession or consumption of alcoholic beverages, tobacco or the misuse of drugs is strictly prohibited. I agree not to use any of these substances during the week of camp. In the case of tobacco, I understand that if I am not in violation of local laws and off camp property, I may consume these as long as no scouts are present, and it does not affect my job.
* I will be honest in my dealings with everyone. I will not gamble in any form. I will be a peacemaker and attempt to defuse any situation before it may escalate into a fight. I understand that dishonesty, gambling and fighting are violations of this agreement.
* I understand that possession of fireworks of any kind is prohibited.
* I will respect all property. If I break an object through misuse, I may be held responsible for replacement. I will not hold the BSA, Council or staff responsible for my own property if it should be lost, broken or stolen.
* I will use camp equipment for the purposes it was intended, and I agree to return promptly all equipment once work is finished.
* I will follow the youth protection guidelines and will promptly report any violations. Where possible I will work with a buddy.
* Hazing has no place in scouting. I will prevent gauntlets, belt lines or similar physical punishment or rites. I will not engage in inappropriate physical contact (pushing, shoving, wrestling, etc.) and will report any inappropriate physical contact I observe to the program and camp director immediately.
* I will respect diversity –whether the differences are in physical, language, personal or other perspectives.
* I have the responsibility not to engage in behavior that discriminates or harasses in any way, including race, color national origin, sex, religion, age, disability, etc.
* I will comply with this code of conduct, and I acknowledge that any violation may result in expulsion from camp at my own expense. I further understand that all decisions will be final.



**FAR EAST COUNCIL 2023 STAFF REFERENCE FORM**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a position on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (camp name) camp staff at one of the Far East Council camps. Staff members are responsible for providing quality programs to Boy Scouts and adult leaders.

We would greatly appreciate your evaluation of this applicant, please complete this form at your earliest convenience and send it to one of the following below. You can also paste the below questions into an email and send your answers.

Camp Dragon: [sara.ramos@scouting.org](mailto:sara.ramos@scouting.org)

Camp Okami: [aaron.rhoads@scouting.org](mailto:aaron.rhoads@scouting.org)

Asia Trilogy Camp: [robert.davis@scouting.org](mailto:robert.davis@scouting.org)

How long have you known this applicant, and in what capacity? \_\_\_\_\_\_\_\_\_\_\_

What, in your estimation, is this person’s greatest ability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What, in your estimation, might be this person’s weakness? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know of any reason this applicant could not serve in a camp leadership role? Yes\_\_\_\_ No\_\_\_\_\_\_

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

Please place an (X) under the phrase that best describes this applicant.

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| --- | --- | --- | --- |
|  | More than Satisfactory | Satisfactory | Less Than Satisfactory |
| Dependability |  |  |  |
| Initiative |  |  |  |
| Role Model |  |  |  |
| Cooperation with peers |  |  |  |
| Leadership |  |  |  |
| Attitude |  |  |  |
| Common Sense |  |  |  |
| Oral Expression |  |  |  |
| Integrity |  |  |  |

Final Recommendation:

\_\_\_\_\_ Highly Recommend

\_\_\_\_\_ Recommend

\_\_\_\_\_ Do Not Recommend

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

Best way to contact you (email or phone #) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_