

Camp Hinds  
Pine Tree Council  
Scouting America



CAMP STAFF  
MANUAL

2026

Dear Camp Hinds Staff Member,

Congratulations on being selected to be a part of the 2026 Hinds Camp Staff Family! This summer we will have the opportunity to provide our Scouts with programs that will allow them to challenge themselves, experience new adventures and build skills and confidence to last a lifetime. We have the responsibility to instill values, be role models and give everyone who walks through the gates of Camp Hinds the greatest summer camp experience of their lives. While this is our vision, we know that it is you, the camp staff, that will help to make this program come alive!

This staff manual has been prepared to give you a better idea of what staff life will be like and how to make the most of your opportunities. It is the responsibility of each employee to read and understand this manual. If anything is unclear to you, please ask for an explanation.

One of the most rewarding parts of being on a camp staff is the friendships and the life lessons you as a staff member will be a part of this summer. Every camper and staff member that sets foot inside Camp Hinds makes an impact with that they do and how they carry themselves. We have no doubt that you will have a chance this summer to make a difference not only in the life of a Scout, but in your personal lives as well. You will be challenged, but we know you will exceed our expectations. Make the most of this opportunity in every way possible, every day. Strive for **excellence...**

*“Risk more than others think is safe  
Care more than others think is wise  
Dream more than others think is practical  
Expect more than others think is possible”  
~ Claude Bissell*

In The Spirit of Scouting,

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### **Important Dates**

#### ***Adult Staff Arrival - Monday June 15th***

Join us for breakfast at the Dining Hall at 8 AM. You may move into your cabin the afternoon of Sunday the 14th, but Hinds will not be responsible for you until the morning of the 15th.

#### ***Youth Staff Arrival - Monday June 15th***

Check-in will be at the Dining Hall between 5 - 6 PM on Monday June 15th.

### **Summer Programs**

#### ***RYLA - Rotary Youth Leadership Award***

- Staff on Friday, June 19th
- Participants on Sunday, June 21st through Wednesday, June 24th

#### ***Week 1: June 28th - July 3rd***

- Traditional Summer Camp for Troops and Provisional (Troop H) Scouts
- *Counselor In Training Program Week 1*

#### ***Week 2: July 5th - July 9th***

- Traditional Summer Camp for Troops and Provisional (Troop H) Scouts
- *Counselor In Training Program Week 2*

#### ***Week 3: July 12th - July 17th***

- Traditional Summer Camp for Troops and Provisional (Troop H) Scouts
- *Counselor In Training Program Week 3*

#### ***Week 4: July 19th - July 24th***

- Traditional Summer Camp for Troops and Provisional (Troop H) Scouts

#### ***Cub Scout Camp: July 26th - July 29th***

- Short Term Camping for Packs and Provisional (Pack H) Scouts

#### ***Merit Badge Camp***

- Weekend program where Scouts can earn new merit badges or complete partials

### **What Is Our Purpose?**

Summer Camp is Scouting's outdoor education center. Outdoor adventure is the promise made to youth when they join Scouting. Young men and women yearn for outdoor programs that stir their imagination and interest. In the outdoors, scouts have opportunities to acquire skills that make them more self-reliant. They can explore canoe and hiking trails and complete challenges they first thought were beyond their ability.

Summer Camp is also the workshop of Scouting where the council leaders, the unit leaders, and the Scouts work together to learn the best that Scouting can offer in developing better units, qualified leadership and skillful, self-reliant scouts and young women and men. Here a scout learns how to live in a democracy by working in the patrol and troop.

There is a common thread of purpose and method that runs through every part of the camping program of Scouting. Our aim is to clearly define that thread in each part of the program so that the purpose of Scouting will be made clear and the common methods that are followed will unify the camp staff as a team dedicated to the highest ideals in service.

What camping is and what camping does are described here to remind us of our goals:

- Organized camping is a creative, educational experience in cooperative group living in the outdoors. It uses the resources of the natural surroundings to contribute significantly to physical, mental, spiritual, and social growth. Summer Camp helps put the 'outing' in Scouting.
- Camping contributes to good health through supervised activity, sufficient rest, good fun, and wholesome companionship.
- Camping aids in spiritual growth by helping campers recognize and appreciate the handiwork of God in nature.
- Camping contributes to the social development by providing experiences in which campers learn to deal practically and effectively with living situations.
- Camping is an experience in citizenship training, providing through its community of campers the medium for democratic participation in decision making, planning, and carrying out activities at their own level.
- Camping contributes to the development of self-reliance and resourcefulness by providing learning experiences in which campers acquire knowledge, skills, and attitudes essential to their well-being.

### **Goal of the Camp Staff**

Always remember that the goal of Camp is to give every Scout the greatest Scout Camp experience of their lives! We will do this by having fun-filled, challenging and rewarding experiences. This will require the full talents and dedication of every staff member beyond the written requirements of their job. Remember, the staff is not just a team, we are family. We need to *work together* to achieve our goal!

You were selected for staff because you demonstrate certain desirable qualities and live by the highest Scouting standards. You show evidence of acceptance of the Scout Oath and Law as guiding principles in your daily life. You practice good sportsmanship, play the game, and be consistently resourceful at times of special need. You also set the example and serve as a role-model for those around you!

### **The Scout Oath & Law As It Pertains To Camp Staff**

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. Remember, the Scouts look up to you; you become their role models!

### **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 TIME;  
TO KEEP MYSELF PHYSICALLY STRONG,  
MENTALLY AWAKE AND MORALLY STRAIGHT.

### **SCOUT LAW**

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

**A 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 your 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. Your supervisor and/or Camp Director will determine the period you will have off. Staff are obligated to be in uniform when on duty unless excused by the Director. Appearance when in camp and off-duty is also important. Wear appropriate, non-controversial clothing. Remember, unit leaders and Scouts do not know when you are on duty, or off.

**A SCOUT IS LOYAL:** Loyalty to the camp and to your fellow staff members is essential for everyone. You should constantly be observant and concerned about matters affecting the total harmony of the camp and bring matters of concern to the attention of Camp Administrators.

**A SCOUT IS HELPFUL:** It begins with an attitude of helpfulness to the newly arrived Scout, their family, and leaders. Apart from the service rendered, that first impression of helpfulness means so much. If a Scout or Adult leader asks you a question and you do not know the answer, say "I don't know but I will find out". Then ask your supervisor or a director, and give that answer to the person who requested assistance. Your effort will be greatly appreciated. Customer service is the building block to the success of our program.

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

**A SCOUT IS COURTEOUS:** You represent the Pine Tree Council and Scouting as you deal with scouts, leaders, parents, or the public. In your visits to nearby towns while on camp staff, you

represent Camp Hinds. All this implies a certain code of personal conduct that will reflect credit upon you, the camp, the council, and Scouting. 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.

**A SCOUT IS KIND:** Kindness is often interpreted in its relationship to animal life. Show scouts 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 their responsibilities to perfection and responds to direction of supervisors and Camp Administration. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the Camp and administration. If there ever is a conflict or question, always feel free to bring it to the attention of Camp Admin,

**A SCOUT IS CHEERFUL:** A happy and spirited camp is a successful camp. Happiness is contagious, particularly in a Scout Camp. No one is in a better position to promote and simulate this attitude than you are. Each staff member, regardless of position, should take it upon themselves 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. Be mindful and respectful of each other's and camp's property.

**A SCOUT IS BRAVE:** This summer you represent the largest organization for youth in the world and you are an employee of one of the finest of Scout Camps. You represent Scouting in all aspects. You believe in the Scout Oath and Law, otherwise you wouldn't, or shouldn't, be here. Be an upstander in a crowd of bystanders. Stand up for what you know is right.

**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. Keep your work areas just as clean. Just as your surroundings are kept clean, you should be clean in your appearance, and in your language.

**A SCOUT IS REVERENT:** Being faithful in his/her 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. Acknowledge that there is a higher power above us in some way, and be respectful of other's beliefs.

### **Registration**

All staff members, both paid and volunteer, must be registered Camp Staff members of Pine Tree Council, Scouting America. You must fill out a new application for this summer season. If you are an adult, that includes a background check form.

### **Salaries**

Salaries will be paid twice a month. Salaries have been set based on the position, past experience, age, skill and knowledge. As part of your salary, board, lodging and insurance will be provided for each member of the staff. Discussion of salaries among the staff can lead to misunderstandings; you are discouraged from doing so. Please direct your specific questions to the Camp Director.

### **Required Paperwork!**

In order to receive a paycheck, all staff members must:

- ★ Have a signed contract on file in the office
- ★ Fill out a new Scouting America Registration
- ★ Have a Social Security number
- ★ Return a completed W-4 form
- ★ Return a completed I-9 form with supporting documents
- ★ Work permit required for 15 year olds
- ★ Health form with Doctor's Physical on file in health lodge
- ★ Night out form (for those under 18) signed by parent/guardian
- ★ Online Safeguarding Youth
- ★ Online Hazardous Weather Training
- ★ Online State of Maine Employee Harassment Training

**Not having this paperwork in on time will affect your pay schedule and potentially your employment start date.**

ALL APPLICABLE MAINE STATE AND FEDERAL LAWS MUST BE FOLLOWED WHILE EMPLOYED,  
AND WHILE AT CAMP (WHICHEVER IS MORE STRICT)

### **Alcohol & Drugs**

**No drugs or alcohol in any form are allowed on Scouting America property. If you are found to be in the possession of any drugs or alcohol you will be subject to dismissal from your duties. This includes marijuana for those of legal age. This includes alcohol for those of legal age. The Maine State Police will be notified if any drugs are found. Drug paraphernalia is not allowed in camp, REGARDLESS OF AGE. Any illegal activity by a minor will include parental involvement.**

### **Smoking**

No smoking or vaping, or any form of cigarette or electronic cigarette or smoking or vaping device, is allowed in camp by anyone under the age of 21. Persons under the age of 21 who have in their possession cigarettes, e-cigarettes, vape pens, dab pens, or any device that uses vapor or smoke, or cigarette lighters will be disciplined, possibly dismissed from their job. Any minor in violation of these rules will include parental involvement. Adults may smoke in the designated smoking areas only. A smoking area is at the far end of the parking lot for smokers. No smoking allowed in any camp buildings, this includes your cabin. Smokers, please be courteous of others and keep the smoking area clean!

### **Social Networking Sites**

We are aware that many of you have online profiles on social networking websites such as X, Facebook, Instagram, Snapchat, and TikTok. In fact, there are Facebook groups dedicated to Camp Hinds, Camp Hinds Staff Members as well as generic Scouting America and Order of the Arrow Groups. We recognize that these social networking websites are used to keep in contact with friends, share photos and experiences and even promote yourself to potential employers. While we do not discourage you from using social networking sites, we do want you to be aware of what you place on your virtual profiles. What would someone who does not know you say about you after quickly glancing at your profile? What message is your profile sending to your employer/Scout leaders? What would the Scouts, who look up to you, see/say/duplicate as a result of viewing your profile? Are you upholding the ideals, aims and methods of Scouting America, Pine Tree Council, and Camp Hinds? Be aware of who can see your profile or who you invite to be friends with you. A staff member may be called in to discuss their online presence with the Camp Director and disciplinary action may be taken if it is of a health and safety, Safeguarding Youth, or illegal nature. Ensure all communication between youth and adults follow Scouting America's 'two-deep' requirement.

### **Medical Information**

The camp medical staff is overseen by Dr. Donald Burgess. A professional health officer is in camp, on duty at all times, to handle all medical emergencies. If the injury or illness is serious, the person is brought to a local health care facility. Written agreements are in place between Camp Hinds and local health care providers to care for our campers, staff and guests.

### **Illnesses & Injuries**

All medical illnesses or injuries must be reported to your supervisor and the health officers in camp. If you are feeling ill, you must report to the health lodge and inform your Area Director. The health officer will determine if you need a replacement for your job. Unless the health officer dismisses you from your duties, you are required to be at your program area. In the event of a serious illness requiring an extended period of bed rest, it may be suggested that you return home until better. All treatment by the health officer will be recorded in the camp medical logbook. A Workman's Compensation form is filled out by the health officer upon in the event of any serious injuries. All staff members are covered by PTC accident insurance policy while at camp. You are strongly encouraged to have your own health and accident insurance.

### **Medical Forms**

**All Staff and family members living in camp must have a completed and up-to-date Scouting America medical form on file with the camp health office while in camp. You must have a valid physical within 12 months of camp.** *The height and weight restrictions are only guidelines for summer camp but are mandatory for high adventure activities.*

### **Medical Recheck & Medications**

Upon arrival in camp, all Staff will go through a medical recheck. Pine Tree Council and Camp Hinds must comply with all of the State of Maine laws and Scouting America policies concerning medications in camp. All medications brought to camp by staff MUST be stored in a locker in the

Dining Hall. This includes prescription and non-prescription items. There will be 24 hour access to these lockers. An exception may be made for a limited amount of medications to be carried by staff members for life-threatening conditions including: bee-sting kits, nitroglycerin, inhalers, and medication specifically prescribed "to be carried at all times" by a physician. ***Camp supplies an adequate supply of over the counter medications such as pain relievers and antihistamines, along with first aid supplies, so there is no need to bring these items to camp.***

### **Uniforms**

All staff members must be in complete uniform at all times while in camp, unless your job requires a different uniform as defined by the Camp Administration. Remember we set the example for all the Scouts and Leaders that join us at camp.

You are required to wear the Field Uniform (formerly Class 'A') during Sunday night campfire and every evening for retreat & dinner. During Sunday Check-in, Friday night Barbeque, and Friday night campfire, Camp Hinds Uniform Polo (green) will be worn.

#### **The Camp Hinds Field Uniform consists of the following:**

- ★ An official Field Uniform shirt with appropriate insignia, properly placed.
- ★ Silver Shoulder Loops
- ★ Any Official Scout Shorts with an official Scout Belt, or plain belt
- ★ Scouting America uniform socks
- ★ 2026 Camp Hinds Hat (provided)
- ★ 2026 Camp Hinds Neckerchief and slide (provided)
- ★ Appropriate footwear must be worn at all times.

An approved Activity Uniform (formerly Class 'B') will be worn at the times during the day when your Field Uniform is not required.

#### **For the Activity Uniform, you may wear:**

- ★ A Staff T-Shirt, Staff Polo or other Scouting T-shirt or polo shirt
- ★ Any Official Scout Shorts with an official Scout Belt or plain belt
- ★ Any Official Scout Socks
- ★ Your Camp Hinds Hat is optional with your Activity Uniform

At times, due to cold or wet weather, a sweater, sweatshirt, raincoat, etc. may be needed. Scouting clothing is preferred but all outerwear must be clean, neat and not offensive.

### **Waterfront Clothing**

While working at the waterfront or while swimming or boating, We expect every scout and adult to dress appropriately for the activity they are participating in. As always, we remind everyone that Scouting's Barriers to Abuse state, "Appropriate attire is required for all activities". For aquatic activities Scouting America National Aquatics Committee recommends "...that swimwear should be comfortable, functional, and appropriate for the specific aquatic activity. The Subcommittee also

recommends swimwear that is; clean, designed as swimwear, appropriate to the activity, secure enough to not shift or fall off while participating.

Remember: Safety is the most important component of any clothing during an activity. Please focus on protecting each person's health and safety, while maintaining dignity and respect.

That being said male swimsuits must be non-revealing shorts, and female swimwear must be a one-piece.

If a T-shirt is desired while working at the waterfront, it must be a Scouting T-shirt. Mile Swim staff may attend lunch in swimsuits. Mile Swim and Waterfront staff must have shorts/swim trunks, a shirt, and appropriate footwear on when leaving the waterfront. All other waterfront staff must attend lunch in an Activity Uniform.

Waterfront staff must have their fanny pack with their PPE when on duty.

### **Kitchen Uniform**

The kitchen crew will wear clean and neat work clothing and hats while working in the kitchen. T-shirts are to be Scouting T-shirts. Jeans may be worn but they must be clean, appropriate fitting, and no holes. When you have read this manual and signed it. Put a circle around your signature.

When not working in the kitchen, the kitchen staff is required to follow the camp uniform policy.

### **COPE/Climbing Uniform**

Staff working in the COPE area shall wear their Activity Uniform and proper safety equipment. COPE staff shall be in full Activity Uniform for lunch and non-COPE operations in camp.

Non-scouting clothing can be worn in the privacy of your own cabin or while entering or leaving camp. If you are waiting for a ride, then you should not be hanging around camp while out of uniform. **If you remain in camp during your day off, then you are required to follow the uniform policy. Remember, if you are in camp, you are in uniform!**

### **Staff Uniform Benefits**

You will receive a staff shirt, staff neckerchief, name tag, and staff hat (unless already provided) at the beginning of camp. Additional polo shirts and staff T-shirts will be available at cost to you. **If you misplace or lose your staff hat or neckerchief you will be required to replace it by purchasing one at the trading post.** Please do not purchase or give staff items to non-staff. These items are a privilege for our staff members!

### **Suggested Uniform Needs**

- ① 2-3 pairs of Scout shorts
- ① 1 short sleeve Field Uniform Scout Shirt
- ① 5-6 Scouting T-shirts (Activity Uniform Shirts)
- ① 7-8 pairs of Scout socks
- ① Scout Belt or plain belt

🕒 1 pair of long Scout pants (optional)

Anyone unable to meet the uniform policy because of financial need, please see the Camp Director for possible assistance.

### **Work Schedule**

While typically program hours are between 7:00am-8:30pm, your work schedule will be determined by the Camp Director and is subject to change as conditions warrant. As a staff member you are expected to be on time for everything. These changes are up to the discretion of the Camp Director.

### **Work Hours - Time Off**

The camp work week runs from Sunday at 11:00 AM to Friday night after campfire.

**All staff members are expected to leave camp during their time off, especially junior staff members.** Arrangements may be made with the Camp Director to stay during weekends. If you have permission to remain in camp during your day off, you are expected to follow all camp rules (being in uniform, permission for nights out, etc.)

**All staff members under 18 must leave camp during time off. Camp Administration is not responsible for supervision during time off.**

### **Work Hours - Sleep**

Getting enough sleep can make a difference between having a great or poor summer at camp! Quiet time in campsites is from 9:30 PM - 7:00 AM. Staff should be courteous of this quiet time and conduct themselves accordingly.

A siesta is scheduled for rest time everyday directly following lunch. This is time for staff to catch up on their rest if needed or use this for some relaxation or socializing with other staff members.

### **Work Hours - Staff Curfew & Quiet Hours**

Staff members must be in their own cabin by 10:00 PM. Exceptions for special occasions must be made prior to curfew time with the Camp Director.

In the event that staff members are becoming tired or run down the Camp Director has the final authority in the staff curfew and quiet time. Curfew and quiet times can and will be earlier if the need arises.

### **Work Hours - Nights Out**

Camp Hinds' nights-out policy states that **all staff members** must be signed back into camp by 11:59 p.m (those staff members 18+ may request an *occasional* night out lasting longer than 11:59pm which needs to be approved by the Camp Director). Occasionally, the camp may sponsor a special night out for staff groups (Funtown, Old Orchard, etc.) under the supervision of the camp administration. These nights may occasionally go past midnight. No youth staff members will be allowed on a night out without having a night out form signed by a parent/guardian on file in the camp office.

Only licensed drivers over the age of 18 are allowed to transport staff members. Staff members are not allowed to drive any vehicle other than their own. If youth staff are going in a vehicle, two deep adult leadership must be present as stated in the Guide to Safe Scouting.

All nights out must be requested in writing on the camp night out form. Permission to go on nights out is dependent on completion of staff good turns. Remember, your behavior during nights out reflects Camp Hinds, Pine Tree Council, and Scouting America. Misbehavior during nights out may result in revocation of the privilege to go on future nights out.

Staff members wanting a night out must get approval from 1) their immediate supervisor, 2) the Camp Commissioner, 3) the Program Director and 4) the Camp Director.

Normally nights out will start after 8:40 PM. You are expected to be in uniform, at your job until 8:30 PM.

### **Work Hours - Early Nights Out**

Each area/department will be allowed one early night out during the summer. These are encouraged to promote team-building and fun for the staff within each area. Area Directors are encouraged to plan an early night out, with their staff, at the beginning of the camp season and again towards the end of camp. Early nights out need to be approved 4 days in advance. Early nights out will start after evening retreat. Staff are expected to be in uniform and participate in retreat before starting their early night out.

### **Substitutes**

On occasion of early nights out, sickness, family obligations, etc. it may be necessary to find coverage for your camp duties. When this need arises, you are expected to find a substitute who is age and ability appropriate to cover your job responsibility. Staff members are encouraged to assist each other in this task and to work together for the benefit of camp and its staff.

### **Leaving Camp (Sign In/Sign Out)**

Any time a staff member leaves camp, it is their responsibility to sign in and out of camp, naming their destination, at the camp office. This includes when you leave camp for days off, nights out, camp errands, etc. You are not allowed to leave camp without the permission of the camp administration. Leaving camp, without permission, could result in your dismissal from staff. No one is allowed to be beyond the camp boundaries, or on the green trail or past MacMillan cabin after program hours without permission of the camp office. This boundary line extends to the edge of West Beach where the swamp runs into Panther Pond.

Staff members should not leave the camp premises, regardless of the hours without express permission from Camp Administration. This includes leaving the property by any means, and for any purposes. Neighboring Camps and property are out of bounds, including swimming areas owned by other camps. Theft, removal of, or damage to any property may result in immediate dismissal from

camp staff, and may include police involvement. Any illegal activities performed by minors will result in parent involvement.

### **Staff Lounge**

A Staff Lounge is provided for staff use after program hours. Generally speaking it is available for use during siesta and after 8:30 PM. A TV and VCR/DVD are available for staff use. Movies to be shown must be approved by the Camp Administration. Please remember that the staff lounge may be a place to relax and unwind, inappropriate content and language is not allowed. Personal items left in the Staff Lounge are done so at the owner's risk of them being lost or damaged. All food stored in the refrigerator must be labeled with a date and owner. Any unlabeled food will be discarded. Use of the staff lounge is a privilege, remember to keep it clean!

### **Mail & Emergency Phone Numbers**

The camp phone is for camp business and emergencies only. The **Emergency Phone Number is (207) 655-4878**.

Mailing Address:

**Staff's Name**  
**Camp Hinds**  
**146 Plains Road**  
**Raymond, ME 04071**

Mail is delivered daily to camp! All emergency messages received in the camp office will be delivered immediately by the camp staff. Outgoing mail may be placed in the mailbox at the Trading Post.

### **Staff Quarters**

Our staff cabins are designated by the Camp Director as either Youth Male or Female Cabins, Adult Male or Female Cabins, or Family Cabins. Generally speaking, most of our staff stay in cabins. Certain jobs, or due to the lack of enough cabins, may dictate that you live in a tent.

Assignments to living quarters will be made at the beginning of the camp season. Generally these assignments will be for the whole summer. If a change in cabin assignments is needed, it must be made with the permission of the Camp Director.

You are expected to sleep in your own quarters. Do not change quarters without the permission of the Camp Administration.

Staff cabins and staff areas are off limits to members of the opposite gender and to campers. Campers, leaders, CITs, guests, or staff family members are not allowed in staff cabins. Be respectful of your roommates. Do not touch their belongings without permission.

You will be responsible for maintaining clean and neat quarters as well as the area around your quarters. Your cabins will be inspected on a regular basis by the Camp's Commissioner Staff or

Administration. Camp Administration will do a cabin safety check halfway through the summer to make sure cabins are clean and free from hazards. For your own protection, you should keep your quarters locked when not occupied. A copy of any key or combination code for locks put on your cabin door must be kept on file in the camp office. You may wish to have a locked footlocker for your valuables. Camp Hinds and Pine Tree Council is not responsible for lost or stolen items.

Music must be scout appropriate (no obscenities and not vulgar), and only played inside cabins. Music must be at an appropriate, and not disturb nearby campers/cabins.

### **Staff Quarters Rules**

- Be respectful of your roommates, and their belongings and wishes.
- No smoking allowed in any camp buildings.
- No alcohol or illegal drugs allowed.
- No TVs or VCRs/DVD players allowed in youth cabins. No other electrical appliances allowed without permission of the Camp Director.
- Adult cabins must ask permission of the Camp Director prior to bringing any electrical appliances to camp.
- No open flames, candles or liquid fuel lanterns allowed in staff quarters.
- Incense may be lit outside and brought inside.
- No alteration of cabin interiors without Administration's permission (wall graffiti, painting, minor reconstruction, addition/removal of shelving, etc.)
- Your cabin and the area outside it must be kept clean and free of trash

**If your cabin and the area around it is not clean you will not be allowed to go on nights out.**

A pre-inspection will be done before you move into your cabin, and at the end of the season post-camp. **Any damage occurred during your stay will be split amongst your roommates at the end of the season.**

### **Trading Post**

Camp Hinds operates a trading post, like a general store. The trading post offers camp T-shirts, hats, sweatshirts, postcards and stamps, souvenir items, candy, soda and toiletries. We also offer camping equipment like flashlights, bug spray, jack knives and much more. Only the trading post staff are allowed behind the counter in the trading post. The Trading post is not a place for loitering. Remember, there is no credit at the trading post, which means no tabs. All items must be paid for at the time of purchase.

### **Kitchen**

**Due to health & safety regulations the kitchen is off limits to all non-kitchen staff except camp administration and health officers.**

### **Visitors**

Unless arrangements have been made in advance with the camp administration, staff members should not have visitors in camp during program hours. All visitors must sign-in and sign-out at the office when they enter and leave camp. The staff lounge is the appropriate place to entertain visitors. Your cabin is also home to your cabin mates' and their personal space, and this fact should be respected.

### **Staff Family Members**

As a benefit to our adult staff members, we provide the opportunity for their dependents to join them in camp. Their attendance in camp must not interfere with the Scouts programs.

#### **Staff & Family Guidelines:**

- Staff functions are for staff only. This includes staff meetings, staff parties, retreat, etc. Your children may be invited to join us at some events, but remember we sometimes discuss items that are for staff only!
- Staff children are exempt from the uniform policy, unless they are a Scout. If they are a Scout, they should be respectful and wear their field uniform for dinner, retreat and campfires.
- All other clothing should not be offensive (beer advertising, etc.) Staff children should not be wearing the current year staff clothing articles. These articles identify who is on staff.
- Staff children will join in with the meals in the dining hall and will be assigned seating by the dining hall steward. Any parents with seating concerns should see the Camp Director. If the child is old enough, they should take turns with the waiter system. No staff children are allowed in the kitchen.
- Any child old enough and a registered Scout may participate in the MB program. Sign up for MB's with the Program Director. They will only be allowed in if space allows.
- All safety rules and age restrictions must be followed with staff children in the program.
- Any exemptions must be approved by the Camp Director.
- Staff children may use the staff lounge during the program hours. After 8:30 PM the staff lounge should be for staff use only.
- All staff children should follow the camp curfew that is age appropriate for them. Campers must be in their campsites by 9 PM. Children should abide by this same curfew unless permission is granted for a special event.
- Staff children going on a night out of camp, without their parent/guardian, will need to follow the camp's night out policy.
- Staff children WILL NOT receive free staff uniform items – this is for the summer staff only.

### Vehicles in Camp

- Camp parking lot for staff vehicles is at the back end of the parking lot.
- Any staff member under the age of 18 must have permission from the Camp Director to have a vehicle in camp. Under 18 year olds may be asked to keep their car keys in the camp office.
- Only licensed drivers are allowed to drive on camp property.
- **Only licensed drivers over 18 may transport any passengers, unless they are family members. This includes travel to and from camp on days off.**
- *Only vehicles and trucks needed for camp operation, as designated by the Camp Director, will be allowed to driven in camp.*
- **All PTC owned vehicles must be operated by drivers over 18, who are approved by the Camp Director**
- Passengers are not to be transported in the back of pickups, campers or trailers.
- **Camp posted speed limit is 10 MPH.**
- Seatbelts must be used by all drivers and passengers.
- All State of Maine driving regulations must be followed.
- Except when checking into camp during staff week, vehicles will not be allowed in camp and must be kept in the parking lot.
- Those expecting rides should plan on meeting their ride at the parking lot.

### Laundry Facilities

The staff lounge has laundry facilities during the summer. Please be mindful and *courteous* when doing laundry, the facilities are shared by all staff. During program time, you are expected to be in your area. Please keep this in mind when scheduling your day.

### Jewelry/Accessories/Makeup Policy

- All accessories worn with the staff uniform should be respectful.
- Any males or females with earrings must only wear small studs or small hoops. Earrings should only be worn in the ears.
- If any jewelry interferes with the safety of your job, it must be removed.
- Any necklaces worn while on duty should not be offensive and if possible worn under your shirt.
- Other jewelry (rings, bracelets, etc.) will be allowed if they are not offensive, excessive, or dangerous to your duties.
- No other non-approved clothing accessories will be allowed. This includes handcuffs on belts, chains, etc.
- **The Camp Administration will have final say on any jewelry, makeup or accessories in camp.**

**What To Bring to Camp For The Entire Summer:**

- ★ Photocopy of Medical Form
- ★ Scout Uniform (As Described Above)
- ★ Underwear
- ★ Extra shoes
- ★ Rain gear
- ★ Flashlight w/ extra batteries
- ★ Pillow w/ pillowcase
- ★ Sheets & blankets
- ★ Swimsuit & towels
- ★ Jacket or sweater
- ★ Pajamas
- ★ Toilet articles
- ★ Soap, wash clothes, towels,
- ★ Toothbrush & paste, Deodorant,
- ★ Razors, hair brush & comb, etc.
- ★ Scout handbook & field book
- ★ Reference books for MB classes
- ★ Paper & pencils, notebook
- ★ Watch
- ★ Laundry bag, laundry soap
- ★ Combo lock for cabin
- ★ **AN ALARM CLOCK THAT WORKS!!!**

For Special Assignments:

- ★ Sleeping Bag
- ★ Mess Kit
- ★ Song/Skit Ideas/Idea Book

For Staff Week:

- ★ Enough work clothes for a week
- ★ Work clothing should not be offensive - no obscene wording, graphics, drug or alcohol messages.
- ★ At least one pair of grubbies (for painting/dirty work)
- ★ Both sets of uniforms, insect repellent, sunscreen, staff handbook, paper & pencil, notebook, ideas for the summer camp season
- ★ Optional - tools for staff week (hammer, staple gun, screw driver, etc.)

Optional Gear:

- ★ \$ for t-post
- ★ Musical instrument
- ★ Fishing gear

- ★ Suntan lotion
- ★ Sports equipment
- ★ Small electric fan for cabin
- ★ Costumes for campfires
- ★ Stationary & stamps

Leave At Home:

- ★ Sheath knives
- ★ Ammunition
- ★ Fireworks
- ★ Guns
- ★ Archery equipment
- ★ Appliances
- ★ Pets (unless approved by camp administration **prior** to the start of camp)

**Electronic Devices at Camp**

Electronic Devices are not to be present during program hours (7AM – 8:30PM) unless being used in a program capacity. Staff members are allowed to have certain items in their cabins, but some of these items have no place in program areas.

Music may be played in program areas at the discretion of Camp Administration. Before playing music in your area during program times you **MUST** check with Camp Admin. Music played in your area must not disrupt campers or program.

**Camp Hinds Behavior Management Policy**

The camp administration views behavior modification as an on-going process and will take as much opportunity as possible to counsel and coach an errant staff member back within the guidelines of proper staff behavior, so long as the unwanted behavior is not of a health and safety, Safeguarding Youth, or illegal nature. **All decisions regarding behavior management and dismissal are subject to the judgment of the camp administration and are based upon the situation and behavior in question.**

There is no “strike” system for behavior modification at Camp Hinds – opportunities for correction are given, as stated above, based upon the situation at hand. Most unwanted behaviors will be corrected by a verbal warning followed by suggested corrective measures being issued to the errant staff member. Severe or repeated behaviors of an unwanted nature will result in a meeting with the administration, and a discussion for an agreed upon solution to the behavior, with set parameters for success. Extreme behaviors or actions could result in dismissal from camp for the summer.

Some situations will result in a phone call to the parents, if the staff member is under 18 years of age.

## **A Message from Scouting America and Pine Tree Council**

### **Mission Statement**

The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law

### **Vision Statement**

Scouting America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

### **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.

### **Scout Law**

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

### **Code of Conduct**

Our council's code of conduct is built on Scouting America values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of Scouting America with honor, fairness, and integrity, ever mindful to uphold the values of Scouting America in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the Council and Scouting America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and Scouting America Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

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.

#### **Employment at Will**

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**

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, gender identity, 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.

### **Non-Harassment Policy**

Pursuant to applicable law, it is the policy of the Pine Tree Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, 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. In keeping with that policy, the Pine Tree Council and Camp Hinds will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

### **Open Door Policy**

The Pine Tree Council and Camp Hinds are committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with the area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director or Scout Executive at any time.

When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

### **Employee Conduct and Discipline**

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

### **Prohibited Conduct**

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or Scouting America, or a Scouting volunteer

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

### **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 age 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 the Scouting America's Safeguarding Youth 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 and Scouting America policy.

**Safeguarding Youth and Membership Standards**

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

Council should include the Scouting America reporting procedures for incidents that arise at camp. In addition to Scouting America reporting procedures the council should specify any local policies about reporting including the names and contact of council's Risk Connect contact, law enforcement and agencies as required by state law.

Camp William Hinds  
Statement of Understanding

I, \_\_\_\_\_,

Have read and understand all the rules, regulations, and obligations I have as a staff member at Camp William Hinds. If I had any questions regarding these items, I have asked them and have been given answers by the Camp Administration that clarify them for me. I also hereby agree to follow these procedures at all times while on camp property, for the full duration of my contracted time of employment.

Furthermore, I understand that failure to comply with these rules, regulations, and obligations will result in disciplinary action, which might culminate in immediate dismissal from my summer duties if deemed severe enough based on the judgment of the Camp Administration.

Staff Member's Name \_\_\_\_\_

Parent's Name(s) \_\_\_\_\_  
(if Under 18)

\_\_\_\_\_

Date \_\_\_\_\_