

Camp Lewis

Cub and Webelos Scout Resident Camp



2017 Staff Guide

Camp Lewis
The Northern New Jersey Council, BSA
39 Upper Hibernia Road
Rockaway Township, NJ 07866

OUR PHILOSOPHY AND MISSION

Each year it is our goal for every Pack in attendance to have a safe, happy, and fun-filled experience. In order for our camp to continue to grow customer service must be our priority. Accomplishing this task is only possible by using the talents and interest of each staff member, and we expect that each member of the camp staff community will strive to “Do Their Best” with respect to this responsibility.

Our primary responsibility is to provide a strong foundation in the fundamentals of scouting to all of our visitors. This objective, in addition to being central to furthering Scouting’s mission, allows the Cubmaster to accomplish his or her respective goals during the time they spend with us.

By strengthening Cubs within their Dens and Packs, we give each individual the chance to grow into a better person. We have a lasting influence on campers, regardless of their age, and what we do in camp will echo in their minds for the rest of the year.

In addition to helping others grow, the mission of Camp Lewis also revolves around the personal growth of every staff member. We will be living in a very close environment for the next several weeks. The best way for us to truly grow is to realize that we are only part of the staff as a whole, and to realize that we must be concerned with each other, and give our help to other staff members when necessary.

STAFF ADMINISTRATION

CHAIN OF COMMAND

CAMP DIRECTOR TOM GINGERELLI
201-316-3115
TOM@CAMPLEWIS-BSA.COM

PROGRAM DIRECTOR JOHN TOKAR
201-705-8164
JTOKAR40@GMAIL.COM

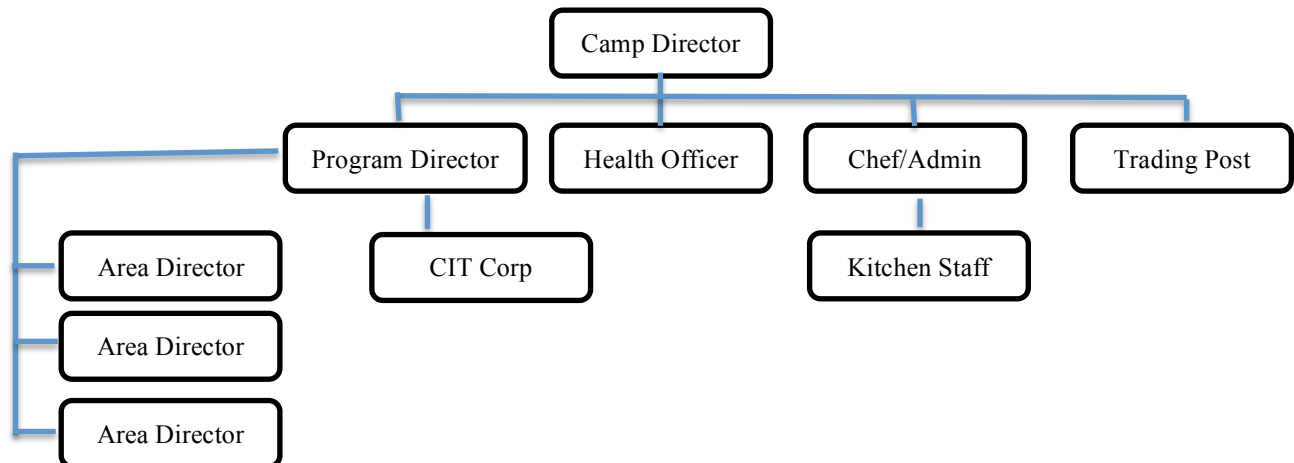
CHEF SEAN WILSON
201-600-2130
SEAN@CSWCATERING.COM

SENIOR PATROL LEADER GAETANO RICCARDI
201-427-0236

COUNCIL CONTACTS

DEPUTY SCOUT EXECUTIVE/COO ERIC CHAMBERLIN
201-677-1000
ERIC.CHAMBERLIN@SCOUTING.ORG

CAMP LEWIS ADVISOR PETER KIRK
201-677-1000
PETER.KIRK@SCOUTING.ORG



PREPARING TO WORK

Between now and the start of Staff Week on July 1st, there are a number of things you must do:

1. Sign all copies of your contract; keeping your copy and returning the rest to Tom Gingerelli. If you are under the age of 18, a parent **MUST** co-sign this contract.
2. A copy of your Social Security Card and birth certificate or your passport must be brought to camp.
3. A copy of your valid drivers license and vehicle insurance must be brought with you if you intend to leave a vehicle in camp. If you are under 18 years old, you must have your parents written permission to leave a car on camp property.
4. Have your medical form filled out and signed by a physician. Included are parts A, B and C.
5. The Scout Uniform is required. Please bring 2 BSA Field Uniforms, including shirt, shorts/pants, scout belt, socks, and leather shoes. You are permitted to wear a Venturing Crew uniform if you desire.

What you need to bring to camp:

- The above stated uniform.
- Casual clothing for nights out or days off.
- Work clothes (clothes you really don't like).
- Rain gear.
- Hiking boots.
- Swim suit and towel.
- Jacket or sweatshirt (it does get chilly at night).
- Socks/underwear.
- Footlocker or trunk with lock.
- Notebook and pens/pencils.
- Grooming kit.
- Alarm clock.
- Misc. program aids (items that will help you deliver your program).
- We trust that you have been to camp, and therefore know how to pack for camp. With that in mind, bring what you need. If you really have any questions, please call Tom or John for further assistance.
- Three songs and two skits that are age appropriate for Cub Scouts
(a washer and dryer is available)

What not to bring:

- Squirt guns.
- Pornography.
- *Alcoholic beverages.*
- *Drugs or Drug paraphernalia*
- Cigarettes, if you are under 19.
- *Firearms.*
- Expensive jewelry.
- *Fireworks.*

Basically, if you have to think about whether or not you should bring it to camp, you probably shouldn't. Questions regarding this list should be directed to Tom.

Any contraband, as determined at the discretion of the Senior Staff, is subject to confiscation until the conclusion of the camping season. The *italicized* items represent a portion of our "Opportunities for Immediate Unemployment," meaning that if you are found in possession of them, your employment will be terminated immediately and you may be escorted off of camp property. Please do not ruin your summer by risking bringing these materials into camp.

YOUR STAFF JOB AT CAMP THIS SUMMER

The Northern New Jersey Council, through its Camping Committee and professionals has developed a specific program for Camp Lewis. This program is presented to the Cub Scouts and Leaders in the Camp Leaders/Parents Manual they receive before arriving at camp. The Staff is expected to uphold all that is in that guide, to the best of their ability. If a change is made, it must be approved by the Administration.

You have been hired to help conduct one area of camp. Whether you will be in a program area, running the Trading Post, cooking and serving food, or administering the camp, your job is vital for the entire camp to run smoothly. Do your job well, and it will be a successful summer at Camp Lewis.

At all times a staff member needs to remember that the campers pay your salary. They are what Camp Lewis is all about. Be ready to go above and beyond if needed to give each boy a truly exciting and rewarding experience during his week at camp. Discourtesy to any campers, leaders, or fellow Staff members will not be tolerated.

Camp Lewis is open to all Scouts regardless of their race, creed, color or religious preferences. Scouting calls for a brotherhood of men under the fatherhood of God, even though we may look, think, or worship differently. Let us all strive to make this happen at Camp Lewis.

While specific functions may be his chief duties, any member of the camp Staff is expected to carry forward the entire camping program of the BSA, as determined by the NNJC Camping Committee and the Camp Director, Program Director, and Commissioner.

Some additional duties may include:

- Preparing for National Inspection.
- Repairing/maintaining camp equipment.
- Serving in camp service projects.
- Serving as lifeguards in Lost Bather Drill's (LBD's)
- Participating in campfire programs.
- Assisting Pack leadership.
- Serving as camp guides to assist in check in/out.
- Attending outpost programs.
- Serving on service crew/food serving lines.
- Serving at the Camp Open House.
- Serving on Beaver Days.
- Serving on Staff Week.

In addition, your participation and cooperation as contributing members of the staff community is important. We are all members of the Camp Lewis Staff, and must work together as we spend a fantastic summer together. If everyone does their job to the best of their abilities, the overall workload of the camp will be much lighter.

THE STAFF MEMBER EXPERIENCE

SMOKING:

For underage Staff, smoking is strictly prohibited in camp. For adult staff, smoking is restricted to designated areas. E-Cigarettes or Vaping is considered the same as smoking and only allowed in designated areas.

ALCOHOLIC BEVERAGES AND DRUGS:

Alcoholic beverages are not allowed on camp property, regardless of your age. Being found to be under the influence of drugs or alcohol while at camp may result in immediate dismissal from the 2017 camp staff.

MAIL:

Mail is picked up and delivered daily. If you receive any mail it will be placed in the staff member mailbox. Place outgoing mail in the mailbox located in the Camp Office.

UNIFORMS:

All Staff members are expected to be in uniform during the working day. Activity uniforms consisting of scout socks, shorts and staff shirts or appropriate scouting shirt on designated days are acceptable during the day. A Field Uniform is required for flag lowering, vespers, dinner, and opening and closing campfire programs, as well as any time designated by the senior staff. Remember we set the example for the scouts. All Order of the Arrow members will be required to wear their sash on the third day of each session.

USE OF VEHICLES:

Camp vehicles are the responsibility of the Camp Ranger. All camp vehicles are posted with authorized drivers and only they may drive that vehicle. All personal staff vehicles are to be parked in the staff lot located by Hayden Villa. Any staffer under the age of 18 must have a letter of permission from a guardian in order to be driven in or out of camp by an adult.

Speed Limit in Camp is 10mph

DAYS OFF:

Every staff member will have one "day off" every week. Days off will begin at the end of evening program on Tuesday and will end at 8am on Thursday. You are expected to return to camp on time.

SALARY:

All salaries for Staff Members are private and are not to be made the subject of discussion. Each Staff Member will receive a paycheck three times during the season. Please do not discuss your salary with anyone other than Tom.

ADDRESS AND PHONE NUMBER:

Your Name, Camp Staff
Camp Lewis
39 Upper Hibernia Road
Rockaway Township, NJ 07866

QUARTERS POLICY:

Each staff member will receive a tent, lean-to, or cabin space. It is your responsibility to keep your quarters clean. They will be checked before you are permitted to leave camp on your time off. Please be advised that the only private residences on Camp Lewis property are the Camp Director's and the Ranger's quarters. Any other facility in camp, including but not limited to tents, lean-to's, cabins, and other buildings are property of Camp Lewis, and are subject to search with out warning.

GAMBLING:

Gambling is not permitted in Camp Lewis.

FLAG CEREMONIES:

You are expected to attend and participate in the daily flag ceremonies. Flag raising is at 7:45 am and lowering is at 5:45 pm. An Activity uniform is required for flag raising. A Field Uniform (class A) is required for flag lowering.

PUNCTUALITY:

This is a key item to remember as scouts will be waiting for instruction and leaders may need your assistance or services. Lateness only makes everyone's job more difficult. Keep this in mind: If you are only "on time," you are late! Try to arrive at your destination a few minutes before you need to be there.

GOOD MANNERS AND LANGUAGE:

A scout is courteous and clean. Cub Scouts will be watching you much more closely than you might assume, and will repeat anything you may say or do. Poor taste in language and manners shows ignorance rather than intelligence. Any use of excessive or crude language is grounds for dismissal from the Staff.

KITCHEN POLICY:

When the kitchen is closed, whether or not the door is locked, the kitchen is closed. Period. You may only use the kitchen with the permission of the Chef, Steward, Program Director, or Camp Director. **Note: the kitchen entrance is not a throughway to the dining hall.**

RELIGIOUS SERVICES:

You will be able to attend religious services of your choice locally. All staff members are required to attend the Scouts Own service sponsored by the camp.

ACTIVITY SPECIFIC TRAINING:

During Staff week, your area director will work with you for any special skills training that you may need to perform your job. Please ask any questions that may come to mind so you are sure of what you need to do.

SUPERVISION AND DISCIPLINE:

Just because you are a Staff member does not mean that you are above the rules of Camp Lewis. We must set the example for Scouts and leaders. The Camp Director is responsible for all of the staff, and all of their actions therefore any rules violations will be taken serious and discipline will be progressive. An adult staff member will be on duty during the evening hours to make sure that everyone is in bed at the proper times and that nighttime activities cease at 11:00 pm (Taps). Please do not do anything to embarrass yourself, our camp, or the rest of the staff.

VISITORS:

At times there will be people in camp whom are neither campers nor staff. If they do not have a visitor's badge, please escort them to the office. If they refuse, notify the office with their location and a description of the person.

Any questions on staff life may be directed to Tom, John or Sean.

MEDIA:

It is the discretion of the Council Executive of what information can be disseminated to the media. No staff member is to speak with the media regarding camp operations or emergencies without the direct permission from the Council Executive or their designee.

STAFF OPPORTUNITIES IN CAMP

ADVANCEMENT:

Staff members may pursue advancement work as time permits. The Camp Director and Program Director will serve as the camp's Scoutmaster to help you with your advancement program. A list of available Merit Badges will be available upon request. All blue cards must be signed and merit badge requirements must be gone over with the Camp Director before the badge is completed.

STAFF RECREATION:

A special program for staff recreation is being developed by the Camp and Program directors for you to enjoy this summer. It includes activities such as staff swims, volleyball games, and other events. We will also begin and end the camping season with Staff Banquets, organized by the Staff, for the Staff. The Senior Staff always has ears open for suggestions.

MORALE AND ENTHUSIASM:

Staff members have unlimited opportunities to be the best morale boosters in camp. A cheerful spirit, a ready smile, special talents, song leading, cheer leading and yells are always welcome and wanted. You are encouraged to bring your musical instruments, campfire ideas, gimmicks, patches, and other items to show fellow Staff and campers. The night off policy is an important part of the Staff week. Abuse of the night off privilege will result in its revocation. Morale is the result of many positive contributions by Staff members for a happy and successful summer camp season.

STAFF INCENTIVE:

It is always nice to be recognized. As part of our new incentive program the Administrative Staff will vote on a staff member of the week and a staff member of the Season. The criteria for being chosen as a staff member of the week will include but not be limited to; performance of specific tasks, motivation, inspiration, scout spirit, timeliness, and all around positive attitude.

Staff member of the week will receive a \$25.00 scout store gift card

Staff member of the season will receive a \$50.00 scout store gift card

Other incentives will be used to promote exceptional service including:

Golden tickets for staff to be used in the Trading Post

Free pass of duties for the night

Schedule:

The following is the schedule for the 2017 Summer Camp Season

- June 27 staff reports by 10:00am
- July 3 staff will be dismissed around 2:00pm
- July 5 staff will report by 10:00am
- July 6 opening day of Campers
- July 11 staff will be dismissed after all duties are completed Approximately 9:00 pm
- July 13 staff will report by 8:00 am
- July 18 staff will be dismissed after all duties are completed Approximately 9:00 pm
- July 20 staff will report by 8:00 am
- July 29 staff will be dismissed for the summer (dismissal of staff will be dependent on camp being closed properly. If camp is closed early we may dismiss early)

EMERGENCY PROCEDURES IN CAMP

EMERGENCIES:

All emergencies must be reported to the Camp Director immediately so proper procedures can be followed. Every staff member must become familiar with these procedures so they are aware of their responsibilities during emergencies. In case of emergency stay calm and safe. Remember that your safety must be considered first. Use your training!

NOTIFICATIONS:

- FIRE DRILL/GENERAL EMERGENCY NOTICE: One continuous Blast of the Siren
 - All staff members must report to the Dining Hall and wait for further instructions
- LOST BATHER: A series of short Blasts of the Siren
 - All staff quickly reports to the Waterfront where the Waterfront Director will be in full command of the Waterfront
- ALL CLEAR: Two short Siren Blasts

General Procedure for all Emergencies:

In case of an emergency in camp, all Cubs and Leaders must report to the Parade Field. A roster check will be performed by the and reported to the Health and Safety Officer. Staff will report to a location as assigned during Staff Week. Release of any information is to be cleared through the Camp Director who is the official spokesperson. Where possible, this will be done as agreed by the Scout Executive. The Camp Director will notify the Scout Executive and an incident report will be filled out and forwarded to the Council Office by the Camp Director.

Lost Bather:

The Waterfront Director is in charge of the Waterfront
Staff is assigned to specific areas
All swimmers to the Waterfront to receive direction
Health and Safety Officer to the Waterfront with emergency equipment
All non-swimmers and beginners to the Parade Field and await direction
Camp Director/Program Director will control the incident from the Parade Field
The Camp Director will notify all necessary agencies

Lost Camp:

Report any person whom you suspect missing to the Camp Office. DO NOT DELAY
Report to the parade field; keep any units that you are with together.
A headcount will be conducted, Staff will start looking for the lost person.
The Camp Director will notify all necessary agencies.

Fire:

Report Fire to the Camp Office
Administrative staff will contact Rockaway Fire Department
NEVER enter a burning building. If a building catches fire, vacate all personnel.
DO NOT GO BACK FOR ANYTHING.

Hazardous Spill:

Any unknown substances found in camp are to be reported immediately to the Camp Office....DO NOT TOUCH IT

Any unusual smells (gas odors) are to be reported to immediately to the Camp Office.

SERVER STORMS:

Floods:

Scouts and Leaders/Parents in low-lying areas will immediately be moved to higher ground
The Camp Director will be notified immediately.
The Camp Director will notify emergency services as necessary.
The Camp Director and the Staff will meet to offer any units that need help.

Lightning Storms:

Scouts and Leaders will remain in their assigned areas, take cover and stay low.
They should not meet in the camp's building unless directed to.
The Camp Director and Staff will meet to offer assistance to any units that need help.
The Camp Director will arrange for any emergency services.

Hurricane/Tornado:

Staff will be dispatched to the campsites to make leaders aware of the situation and have unit's report to the nearest building.
Open all window and doors and keep everyone inside the building.
Only after the tornado has been declared no longer an imminent danger by the weather service will the units be able to go back to their sites.
The Camp Director and Staff will meet to offer assistance to any units that need help.
The Camp Director will arrange for any emergency services.

Hail Storm:

Staff will be dispatched to the campsites to make the leaders aware of the situation and have unit's take cover in the nearest tent or building.
The Camp Director and Staff will meet to offer assistance to any units that need help.
The Camp Director will arrange for any emergency services.

Earthquake:

If you are in a building, duck under a strong table or desk.
Cover your head and face, hold on to table or desk and be prepared to move with it.
Stay away from power lines and trees.
Try to make it to a large open area.
Notify the Camp Director as soon as the shaking has stopped.

Medical Emergencies:

All injuries or medical concerns must be reported to the Health and Safety Officer as soon as possible.
The Health Officer will have the Camp Director notified. The Health and Safety Officer is in charge of any medical emergency with the help of all qualified staff.

Poisonous Snake Bites:

Timber Rattler and Copperheads are the most common poisonous snakes in our area:
Call the Health Officer immediately and follow their direction.
Have the patient lie down with the part bitten lower than the heart.
Try to keep the person calm.
Remove any jewelry before the injury swells
If possible get a description of the snake while staying a safe distance away.

Fatality:

Notify the Health and Safety officer and the Camp Director immediately.
The Camp Director will notify the proper authorities.
The Police will initiate an inquiry to determine the cause of death and whether the usual practices of the camp were followed at the time of the accident.
The Camp Director will notify the Scout Executive and he will notify the parents immediately.
The Camp Director will get all the facts including statements of witnesses.
Proper media/information release must be followed.
The Scout Executive is the official spokesperson unless designated.
Reports will be filled out and forwarded to the Council Office by the Camp Director.

SONGS

STAFF SONG

We are the Staff men, Sons of God
Hello, Hello, Hello, Hellooooo
We're here to greet you, Oh don't you know
Hello, Hello, Hello, Hellooooo

Roekem' Sockem'
Go Staff Go
Hubba, Hubba, Ding, Ding
We are the Staff with everything
2 bits, 4 bits, 6 bits, a Dollar
All for the Staff, Stand Up and Holler

GOOD RIDDANCE (TIME OF YOUR LIFE)

[Verse 1]
Another turning point, a fork stuck in the
road Time grabs you by the wrist, directs you
where to go
So make the best of this test, and don't ask
why It's not a question, but a lesson learned in
time

[Hook]
It's something unpredictable, but in the end it's
right
I hope you had the time of your life

[Verse 2]
So take the photographs, and still frames in your
mind
Hang it on a shelf in good health and good time
Tattoos of memories and dead skin on trial
For what it's worth it was worth all the while

(Hook) x3

COUNTRY ROADS

Almost heaven, West Virginia
Blue ridge Mountains, Shenandoah River
Life is old there, older than the trees
Younger than the mountains, growin' like a
breeze

Country roads, take me home
To the place I belong
West Virginia, mountain momma
Take me home, country roads

All my memories, gathered round her
Miner's lady, stranger to blue water
Dark and dusty, painted on the sky
Misty taste of moonshine, teardrops in my eyes

Country roads, take me home
To the place I belong
West Virginia, mountain momma
Take me home, country roads

I hear her voice in the mornin' hour she calls me
The radio reminds me of my home far away
And drivin' down the road I get a feeling
That I should have been home yesterday,
yesterday
Country roads, take me home
To the place I belong
West Virginia, mountain momma
Take me home, country roads

Country roads, take me home
To the place I belong
West Virginia, mountain momma,
Take me home, country roads
Take me home, country roads
Take me home, country roads

HAPPY WANDERER

I love to go a-wandering,
Along the mountain track,
And as I go, I love to sing,
My knapsack on my back.

Chorus:
Val-deri, Val-dera,
Val-deri,
Val-dera-ha-ha-ha-ha-ha
Val-deri, Val-dera.

My knapsack on my back.
I love to wander by the stream
That dances in the sun,
So joyously it calls to me,
"Come! Join my happy song!"

I wave my hat to all I meet,
And they wave back to me,
And blackbirds call so loud and sweet
From ev'ry green wood tree.

High overhead, the skylarks wing,
They never rest at home
But just like me, they love to sing,
As o'er the world we roam.

Oh, may I go a-wandering
Until the day I die!
Oh, may I always laugh and sing,
Beneath God's clear blue sky!

CAMP LEWIS WEATHERMAN SONG

Whhhhhhaaaaattttttssss the weather
Whhhhhhaaaaattttttssss the weather
What's the weattthhheeeeeerrrr?

The weather's something we always have.
Sometimes it's good, sometimes, it's bad.
We always know what the weather will be.
So here's the man, and listen carefulllyyy.

Jing-a-ling-a-ling-a-ling.
Heres's what the weatherman has to sing.
Skies will be fair. There's a mist in the air.
Feels like I'm going to be a millionaire.
So jing-a-ling-a-ling-a-ling.
Here's what the weatehrman has to say.

Heeeeeaaaarrrrrrssss the weatherman.

BUILD ME UP BUTTERCUP

(Chorus)

Why do you build me up (build me up)
Buttercup, baby,
Just to let me down (let me down)
And mess me around
And the worst of all (worse of all)
You never call, baby,
When you say you will (say you will)
But I love you still.
I need you (I need you)
More then anyone, darlin'
You know that I have from you the start
So build me up (Build me up)
Buttercup, don't break my heart

"I'll be over at ten" you told me time and again
But you're late, I wait around and then
I run to the door, I can't take it any more
It's not you, you let me down again

(Hey, Hey, Hey!) Baby, baby, try to find
(Hey, Hey, Hey!) A little time,
and I'll make you mine
(Hey, Hey, Hey!) I'll be home
I'll be beside the phone waiting for you
Ooo-oo-ooo, ooo-oo-ooo

(Chorus)

You were my toy but I could be the boy you adore
If you'd just let me know (bah-dah-dah)
Although you're untire, I'm attracted to you
All the more, Why do I need you so

(Hey, Hey, Hey!) Baby, baby, try to find
(Hey, Hey, Hey!) A little time,
and I'll make you mine
(Hey, Hey, Hey!) I'll be home
I'll be side the phone waiting for you
Ooo-oo-ooo, ooo-oo-ooo

(Chorus)

ACKNOWLEDGMENT AND RECEIPT

The staff guide describes important information about Camp Lewis. I understand that I should consult the Camp Director regarding any questions not answered in the guidebook. I have entered into my employment relationship with Camp Lewis voluntarily and acknowledge that there is no specified length of employment. If you fail to comply by these terms you may be asked to leave camp.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Camp Lewis. By distributing this Guidebook, Camp Lewis expressly revokes any and all previous policies and procedures, which are inconsistent with those contained herein.

I have received the guidebook, and I understand that it is my responsibility to read and comply with the policies contained in this guidebook and any revisions made to it.

I have received my copy of the Staff Guide.

Employee's Signature

Employee's Name (Print)

Date