



Ockanickon Scout Reservation

5787 State Park Road

Pipersville PA 18947

(215) 297-5290

FAX: (215) 297-8702 www.ockanickon.org

January 25, 2016

TO: The 2016 Camp Staff at Ockanickon Scout Reservation

FROM: James McCabe, Camp Director

RE: **OUR 2016 SUMMER SEASON**

Hi and welcome to the 2016 staff!

With the onset of the winter season, it's warming to start thinking towards the summer camp season. I am excited about 2016 and your part in it!

Ockanickon will be fulfilling the dreams of more than 5,400 Scouts and Scouters and all of us have important roles in making that happen. I know you are up to the task and we are proud to have you with us. If your plans for employment have changed, please call me immediately (215-297-5290 x 30).

As in previous years, camp will be full. It is now time to get our collective act together. Please pay particular attention to the enclosed schedule. Take care of your necessary paperwork issues **NOW**. Help us out by not letting the paperwork process drag on! **ALL PAPERWORK IS DUE INTO THE COUNCIL SERVICE CENTER BY FEBRUARY 29TH, 2016.**

Our entire camp administration looks forward to your participation. On behalf of the Scouts and Scouters who will pass your way, thank you for having the dependable, loyal, and caring attitude that makes our camp second to none. See you soon!

Yours in Scouting,

James



OCKANICKON SCOUT RESERVATION

Washington Crossing Council, B.S.A.

2016 SUMMER STAFF DATES

REVISED
1/4/2016
By: JAK

<u>DATE</u>	<u>DESCRIPTION</u>	<u>ATTENDANCE</u>
<u>FEBRUARY 29th</u>	<u>STAFF PAPERWORK DUE!! NO EXCEPTIONS!!</u>	<u>All Staff, MANDATORY</u>
March 4 - 6	OSR Staff Tryout	Must RSVP
April 15 - 17	April OA Ordeal Weekend	All Staff Invited
April 29 - May 1	OSR Staff Work Weekend	All Staff Invited
May 7	Annual Leaders Meeting (9:00AM to 2:00PM)	Department Heads
May 20 - 22	May O.A. Ordeal Weekend	All Staff Invited
June 3 - 5	Staff Training (Friday Night 7:00PM to Sunday 5:00PM)	All Staff, <u>MANDATORY</u>
June 10 - 12	Staff Training (Friday Night 7:00PM to Sunday 5:00PM)	All Staff, <u>MANDATORY</u>
June 12 - 18	Staff Week (Sunday 7:00PM to Saturday Noon)	All Available Staff
June 19 - 25	Boy Scout Week #1 (All Staff Reports at Noon)	All Staff
June 26 - July 2	Boy Scout Week #2	All Staff
July 3 - 9	Boy Scout Week #3	All Staff
July 10 - 16	Boy Scout Week #4	All Staff
July 17 - 23	Boy Scout Week #5	All Staff
July 24 - 30	Boy Scout Week #6	All Staff
July 31 - 6	Boy Scout Week #7	All Staff
Aug. 7 - 13	Boy Scout Week #8	All Staff
Aug. 14 - 20	Staff Week - Shut Down Camp & Staff Banquet/Staff Trip	All Staff

TIME OFF INFORMATION:

Time off for trips off property may be obtained by completing a Staff Time Off Request available from the camp office and your department head. Completed Staff Time Off Requests must be approved and signed by your immediate supervisor and then submitted to the Camp Administration for approval.

Time Off Requests must be submitted for approval at least 72 hours before the anticipated time off.

KEEP THIS SHEET FOR REFERENCE

EMPLOYMENT PAPERWORK

*The following items must be taken care of before
February 29th, 2016. We cannot employ you unless
everything is completed and turned in on time, so
please get started now!*

COUNCIL MAILING ADDRESS:

One Scout Way
Doylestown, PA 18901
Attn: Staff Paperwork

DONE

N/A

The following should be mailed directly to the council service center:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | BACKGROUND CHECKS: With the implementation of PA Act 153 of 2014 and PA Act 15 of 2015, <u>all Camp Staff members (including CITS)</u> and camp volunteers must now complete a series of child protection clearances prior to beginning employment. Download the supplemental instructions at www.ockanickon.org/staff |
| <input type="checkbox"/> | <input type="checkbox"/> | WORKING PAPERS: <u>All staff members under 18 years</u> of age must have completed working papers on file by the June 3, 2016 Staff Training Day. You must contact <u>your</u> local public school district if you live in Pennsylvania to begin this process. Youth staff members who live <u>outside</u> Pennsylvania must complete Pennsylvania working papers which will be mailed to you by our Administrative team. A doctor must complete the medical exam part of the form. When all parts are complete, mail the working papers and a <u>blank stamped envelope</u> to the council service center so they can be completed by the Camp Director and sent to our local school district. |
| <input type="checkbox"/> | <input type="checkbox"/> | EMPLOYEE INFO SHEET: must be completed by all <u>new payroll employees</u> and returning employees whose address or tax information has changed |
| <input type="checkbox"/> | <input type="checkbox"/> | FEDERAL W-4 and I-9 FORMS: All new employees, including CITs must fill out an I-9. All new payroll employees and returning employees whose address or tax information has changed must complete the W-4 form. |
| <input type="checkbox"/> | <input type="checkbox"/> | DIRECT DEPOSIT: for all <u>new payroll employees AND returning employees whose account has changed.</u> All paychecks will be direct deposit. All paid employees <u>MUST</u> have a bank account. Fill out the form completely. If using a checking account, attach a VOID check. |
| <input type="checkbox"/> | <input type="checkbox"/> | PERSONAL HEALTH AND MEDICAL RECORD FORM: <u>All staff members</u> must have a complete and up-to-date Health and Medical Record on file. (BSA Health Form parts A through C signed and dated no earlier than August 1, 2015.) Be ready to turn this in during your first Staff Training - June 3, 2016. |
| <input type="checkbox"/> | <input type="checkbox"/> | PARENTAL PERMISSION SLIP: This must be completed and signed by the parents of <u>all staff members under the age of 18.</u> This must be completed every year until the staff member is 18 years of age by June 1st. This form is also used to indicate agreement to the Summer Staff Guidelines and Housing Agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUMMER STAFF GUIDELINES: Please read carefully. If you are under 18, your parent/guardian must also agree to these terms. <u>All employees MUST SIGN ON PARENTAL PERMISSION SLIP.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | SUMMER STAFF HOUSING AGREEMENT: Please read carefully. If you are under 18, your parent/guardian must also agree to these terms. <u>All employees MUST SIGN ON PARENTAL PERMISSION SLIP.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | STAFF REPORTING FORM: <u>Required for all employees.</u> We understand the end of the school year may be effected by snow days some years. There is no need to note that possibility. If there is a change, email Jack (program@ockanickon.org) with your name and the new last day of school. |
| <input type="checkbox"/> | <input type="checkbox"/> | SUMMER STAFF GARMENT ORDER FORM: You will receive 2 free staff shirts. Extra shirts will be sold at cost. Be sure your online order is submitted by April 1, 2016. <u>All employees complete</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | ONLINE TRAINING: UNLAWFUL HARASSMENT PREVENTION: Please mail a copy of your completion certificate with your staff paper work. |
| <input type="checkbox"/> | <input type="checkbox"/> | ONLINE TRAINING: HAZARDOUS WEATHER: Please mail a copy of your completion certificate with your staff paper work. This training must be completed every two years. |
| <input type="checkbox"/> | <input type="checkbox"/> | ONLINE TRAINING: YOUTH PROTECTION AND VENTURING YOUTH PROTECTION must be completed electronically <u>by all staff.</u> These certifications must have been completed after August 20, 2014. Please mail a copy of both completion certificates with your staff paper work. |
| <input type="checkbox"/> | <input type="checkbox"/> | CERTIFICATIONS: For our annual inspection we do need to have the originals of all of our staff's certification cards. If you possess any of the following certifications, please bring them to the first staff training on June 3: C.P.R., Basic First Aid, Lifeguard, and/or National Camp School certification cards. <u>All employees</u> |

Washington Crossing Council, BSA
EMPLOYEE INFORMATION SHEET

Please print legibly in ink

EMPLOYEE NAME: _____
Last Name First

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: _____ - _____ - _____ PHONE: (____) _____ - _____

FEDERAL WITHHOLDING STATUS: (W-4 INFORMATION)

_____ SINGLE _____ MARRIED

OF EXEMPTIONS _____ (IF ADDITIONAL; FLAT AMOUNT \$ _____) _____ EXEMPT

HIRE DATE: ____/____/____ BIRTHDATE: ____/____/____

LOCAL SERVICE TAX (LST) :

Have you filed an up-front exemption certification with your employer? _____ Yes _____ No

If "YES" Indicate the reason: _____

P - Primary employer is deducting **L** - Low earnings (under \$12,000/year) **M** - Military Active **D** - Disabled Military

*** FOR OFFICE USE ONLY ***

EMPLOYEE # _____ DEPT # _____

_____ 19 copied

PSD CODE _____

_____ LST mailed

_____ entered in IOI

RATE \$ _____ / DAY

Authorization Agreement for Automatic (ACH) Credits

Company Name Washington Crossing Council, BSA Div. # BA777

DEPT # 200 EMPLOYEE # N/A

Employee Name: _____

I hereby authorize INTERLOGIC OUTSOURCING, INC (IOI) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account indicated below and the DEPOSITORY to credit and/or debit the same to such account.

Bank Name: _____

<input type="checkbox"/> Checking	
<input type="checkbox"/> Savings	Amount to deposit: \$ <u>NET</u>
Transit/ABA Number: _____	
Account Number: _____	
Description: Payroll Check	

This authority is to remain in full force and effect until notified by me or Employer of termination or revocation.

By: _____ Date: _____
(Employee Signature)

If using a checking account, please attach a voided check.

Washington Crossing Council Summer Camps Permission Slip 2016

The purpose of this form is to obtain permission and agreement to the following policies and guidelines
PARENTS OF STAFF UNDER 18 MUST SIGN AND INITIAL ALL SPACES

_____ (name of staff member) is permitted to participate in the following activities while serving on the summer camp staff:

PLEASE INITIAL HERE
(PARENT AND EMPLOYEE)

Please circle:

1. _____ Watch movies of the following ratings:

G PG PG-13 R

2. _____ Leave camp property with adult leadership from the camp staff (B.S.A. 2-deep leadership policy)

YES NO

I HAVE READ AND UNDERSTAND THE FOLLOWING:

3. _____ Summer Camp Staff Guidelines (See following page)

4. _____ Summer Camp Staff Housing Agreement (See page after Summer Staff Guidelines)

Parent/Guardian Signature: _____

Date: ___/___/___

Employee Signature: _____

Date: ___/___/___

Summer Staff Guidelines

- 1) During the period of employment, the staff member's full time is at the disposal of the camp. Staff members are permitted time off each week from the closing of camp on Saturday to the opening of camp on Sunday. **Additional time off must be requested 72 hours in advance from your immediate supervisor and the Camp Director. Time off not designated in the work agreement is handled on a case-by-case basis and may result in prorated pay. Major changes in service time may only be made for emergencies and only with the permission of the Camp Director.**
- 2) The staff member agrees to promote the program and objectives of the Boy Scouts of America and to live by the Boy Scout Oath and Law.
- 3) Staff members may be temporarily required to fill work assignments not specifically articulated in the working agreement. Staff members are required to participate in campfires, meal program, and retreat.
- 4) All employees must have at least 2 complete sets of the official B.S.A. Field Uniform (which includes scout shorts, scout short sleeve shirt with shoulder loops, and scout summer socks). The cost of uniforming, as well as cleaning costs, are the responsibility of the staff member. Coin-op laundry facilities are available at camp.
- 5) A neat and clean appearance is required at all times. Male employees are not permitted to wear earrings or have excessive or long hair exposed. No other jewelry or articles may be worn that conflict with Scouting principles or compromise job safety. Excessive jewelry on females is not permitted.
- 6) Conduct by employees, in or out of camp, that interferes with camp morale or undesirably influences the opinion of the public will render the staff member unfit for further services and result in termination.
- 7) Smoking, chewing, or possession tobacco by minors is not permitted. Smoking by adult staff members (*over the age of 18*) must conform to the tobacco policy of the B.S.A. (in designated areas only).
- 8) **The possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. It is understood that the purchase, possession, or consumption of alcoholic beverages off council property must comply with state and federal law and must not affect my job performance.**
- 9) Employees must receive written permission from the Camp Director to regularly park a vehicle at camp. In addition, written permission from parents is required from employees under 18 years of age. All personal vehicles are prohibited from camp roads other than the parking lot. Reckless driving may result in termination.
- 10) A physical examination is required for employment. Use the Official BSA Physical Examination Form.
- 11) **Staff members (including all personal property) are not covered for fire or any other risks, including medical.** We provide coverage for work-related injuries under the Worker's Compensation Act. Should the employee desire other protection, it is suggested that the employee contact his/her own broker.
- 12) All staff members under 18 years of age are required to obtain Work Permits from their local school district (or if you live out of state from CB School District). Work permit applications must be sent to the camp director by **February 29th** to allow adequate time for processing.
- 13) Employees are required to file Form I-9, with appropriate documentation by **February 29th** of their first year of employment.
- 14) All employees must have a social security number.
- 15) Wages are subject to the withholding of unemployment, local, state, federal, and social security taxes. Pay period information will be available to all employees at camp.
- 16) **All employees must be registered with the Boy Scouts of America. Non-registered employees will be required to register upon arrival at camp. Employees under the age of 18 must be active members of a BSA unit. All employees are required to show evidence of registration upon arrival at camp.**
- 17) No soliciting of any kind is permitted on council property by volunteers or employees.
- 18) Employees under 18 years of age are required to have written permission from their parent/guardian to leave camp.
- 19) Employees under 18 years of age must have written permission from their parent/guardian to view movies with a rating over G (general admission).
- 20) **Payroll employees will be paid via Direct Deposit. There will be five pay periods over the course of the summer. Direct deposit is not optional. All employees must have a checking or savings account.**
- 21) Employees under 18 years of age may not bring bicycles to camp without permission from the Camp Director.
- 22) Gambling of any form is prohibited.
- 23) Possession of lasers, fireworks, firearms or any weapons of any type is prohibited on council property. Violations will be handled in accordance with Federal, State, and Local Laws.
- 24) Employees shall follow the BSA Youth Protection and safety policies and shall report all violations to the Camp Director.
- 25) Employees understand that hazing has no place in Scout camp nor any other form of physical punishment or intimidation by either youth or adults. Staff members shall try to stop all hazing activities and report such activities to the Camp Director.
- 26) Employees have the responsibility not to engage in behavior that constitutes discrimination or harassment on the basis of, but not limited to, race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, and outside vendors.
- 27) Members of the staff have the responsibility to report instances of discrimination or harassment to the Camp Director, regardless of recipient.

Summer Staff Housing Agreement 2016

Washington Crossing Council, Boy Scouts of America

One Scout Way, Doylestown PA 18901

1. Housing will be provided for all Summer Camp Staff during their employment. All housing provided meets the Boy Scouts of America standards and will be maintained, weatherproof and simply furnished for a comfortable stay. If a staff member requires special housing, the Camp Management will make reasonable efforts to ensure a comfortable stay once notified.
2. Each housing structure shall be inspected and inventoried by the prospective occupant(s) and the Camp Director or his designee. The housing structure's present condition will be noted.
3. Each occupant shall be held accountable for the condition of the housing structure during his or her stay and all damages shall be reported to the Camp Management immediately. If damages are found to be the occupant's fault, the responsible party or parties will pay the cost of repair. The repair cost shall be determined at a rate of \$50.00 per hour and materials. The occupant(s) may choose to avoid the labor charges by doing the repair work themselves to the satisfaction of the Camp Ranger or his designee. Repairs will be done in a timely fashion or alternate housing will be provided.
4. The housing structure will be inspected and inventoried by the Camp Director or his designee at the end of the employment period. The cost of any damage shall be billed to the occupant(s).
5. **No more than one TV, fan, radio, and/or CD player will be allowed per housing structure.** Microwave ovens, toasters, refrigerators, or other like appliances will not be allowed. Electrical appliances deemed to be inappropriate by the Camp Director or his designee will be removed from the building upon such request.

Staff Reporting Form

The entirety of our Summer Camp Staff for the 2016 Summer Season will be expected to arrive at 7:00PM on Sunday, June 12th, 2016.

We understand that some schools may dismiss after June 12th and will be in session while camp is in session. If a staff member's school dismisses after June 12th, that staff member is expected to arrive the evening their school dismisses. If a staff member's school will dismiss before June 12th, he/she is expected to be at Foster Hall, ready to begin camp preparation at 7:00 PM on Sunday, June 12th.

The sooner we know when our staff will arrive, the better we can plan meals, housing and staffing. Don't get cut short, keep us informed!

Salary Deductions for Missed Time: Salaries are calculated based on working the entire summer. Staff members missing time during the season whether for approved time off, late school dismissals or other reasons will not be paid for missed time. Additionally, this form may not be used to get additional time off for reasons besides late school dismissal. If a start date needs to be changed, that staff member must contact James McCabe to make arrangements.

Name _____

(Please Check one)

I will arrive, ready to work, at Foster Hall at 7:00 PM on Sunday, June 12th, 2016.

I will not arrive on June 14th due to a late school dismissal. I will arrive the evening my school lets out which is June _____, 2016.

I will not be arriving on June 12th due to time off included in my work agreement. I will be arriving the (circle one) Morning / Afternoon / Evening of June _____, 2016.

I understand that I will arrive *no later* than the evening my school lets out if my school dismisses after June 12th and that I will report to camp ready to work. I understand that I will not be compensated for time that I do not work, regardless of cause. I understand that I am expected to communicate my start date to the camp administration no later than February 29th, 2016 and that all my paperwork is to be sent to the council office prior to February 29th, 2016. I will not attempt to get additional time off by changing my start date.

Signed _____ Date _____

If under 18, Parent/Legal Guarding Signature Required

Parent/Legal Guardian _____

***RETURN THIS FORM AND ALL OTHER NECESSARY
PAPERWORK TO THE COUNCIL SERVICE CENTER NO LATER THAN
February 29th, 2016***

HAZARDOUS WEATHER TRAINING AND YOUTH PROTECTION TRAINING

Both Hazardous Weather and Youth Protection trainings must be completed by all staff and proof of completion must be provided. Go to my.scouting.org, enter your user name and password (or make a new account if you're new). Click the "Dashboard" link in the dropdown menu on the left side of the page and complete both the venturing and regular YPT, along with Hazardous Weather training. Once finished, please print out the confirmation page.

If you've already completed the online training, click on the General tab and click View Certificate to generate a printable copy. Print out and send in the Confirmation Page with the rest of your staff documents.

Note: If you are not a registered member of another BSA unit, select "Washington Crossing" as your council, "Crew" as the unit, and "75" as the number.

If you are having technical difficulties (such as lost log on info), contact the BSA National Help Desk: [1-972-580-2489](tel:1-972-580-2489)

UNLAWFUL HARRASSMENT TRAINING

All Ockanickon Scout Reservation summer staff members are required to complete the online unlawful harassment prevention training prior to arrival at camp.

Click on the following link to access the training classroom:

<http://el.lawroom.com/bsaregistration.aspx>

****Each staff member must log in under their own name and complete the course to receive credit.****

- Using the drop down boxes, enter or select the required information. (Camp Type: **Local Council**, State: **PA**, Council: **Bucks County Council 777**)
- When the required fields have been completed you will be directed to the required training course.
- Complete the training course and print the certificate of completion for your records. (We have access to a master list so there is no need to send your certificate.)

For problems with access to, or functionality of the course contact:

LawRoom 1-800-652-9546 or admin@lawroom.com

- * If your work situation has changed and you need to request a change to your contract, contact James McCabe **immediately** at 215-297-5290 ext. 30.

If you encounter any problems getting these documents, please contact Jack Kelly:

Program@ockanickon.org
(215) 297-5290