Minsi Trails Council 2021 Camp Volunteer Documents Checklist Boy Scouts of America

Staff Member Name_____ Today's Date _____Camp _____

Use the check list to complete your paperwork. All forms must be received to be APPROVED.
If Incomplete, ALL will be returned to Staff Member for completion.

Check off

○ Complete/Initial/Sign - Summer Camp Staff Form Part A and Part B - Volunteer

State of Pennsylvania Act 15 Clearances: Info found at Minsitrails.org/resources/paact15

The 14-year-old and older volunteer is responsible for securing clearances. Copies are to be turned in with your camp staff paper work. **NO EXCEPTIONS**

○ PA Child Abuse History Clearance _____

○ Pennsylvania State Police Criminal Record Check _____

○ Federal Criminal Background Check _____

OR

○ Waiver of FBI Background Clearance for Volunteers _____

BSA Online Trainings needed to be completed. Turn in a copy with paperwork. Minsitrails.org/resources/campstaff

○ Unlawful Harassment Prevention Training **(training to be taken every year)**

○ BSA Youth Protection Training – MUST TAKE NEW 4 SECTION COURSE – non-negotiable.

○ BSA Weather Hazard Training (valid for 2 years – expiration not to be before 8/31/2021)

2021 BSA Registration (regardless of your current status - everyone must complete an application)

○ 2021 BSA Youth Application

OR

○ 2021 BSA Adult Application (18 and older OR if your birthday falls prior to 8/31/2021)

FINAL STEP:

Prior to your arrival on camp property, you will need to secure a **"staff approved letter"** from Greg Borowski, Camping Director. The letter will indicate your camp staff paperwork is complete and cleared to be on property. Bring your completed BSA Annual Health and Medical form to camp with your "staff approved letter."

Internal Use: _____
Staff Approved Letter Date

Revised 1/25/2021

Summer Camp Staff 2021 - Volunteer

Regardless of the camp you will be at, the dates below are opportunities for you, as a Minsi Trails Council Camp Staff Member candidate, to turn in your completed paperwork well in advance of your arrival on camp property!

Minsi Trails Council Service Center, 991 Postal Road, Allentown

- By appointment Mondays w/ Greg Borowski, Camping Director
  (Call or email to schedule) 9 AM – 5 PM
  gregory.borowski@scouting.org or (610) 465-8557

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Boy Scouts of America **Minsi Trails Council**

Summer Camp Staff Form Part A - Volunteer

Please Print – Forms must be filled out completely and legible

Name (Last, First, MI) _____ Age as of 6/1/_____

Date of Birth _____ Phone Number _____ Council _____ District _____ Unit # _____

Street Address _____ City, State, Zip _____ County _____

Is hereby accepted for the volunteer position of _____ at _____ and for such other duties as may be assigned by Camp Management.

Dates of volunteer service from _____ to _____ 20_____

Volunteer duties include setting up and taking down camp and training that may be necessary, even if not within above dates, for the volunteer requirements of the position named above. The Council shall be responsible for camp school registration and fees if applicable to your volunteer duties. Termination of your volunteer duties can be terminated by either you or the camp at any time, with or without cause and with or without notice.

As per Pennsylvania Act 15, all camp staff, 14 and older are required to secure and provide Minsi Trails Council prior to your arrival on camp property. Clearances include: Pennsylvania State Police Criminal History, Pennsylvania Department of Human Services Child Abuse Clearance, and FBI fingerprint based Federal Criminal History. Any cost associated with clearances must be paid for by the staff member applicant. My volunteer position is contingent upon a successful background clearance. I understand _____ (initial)

The Camp staff member and Parent or Guardian (for those under 18 years) indicate, by their signatures below, their agreement with the above items listed in Staff Member Agreement-Part A and the items listed on the Mutual Understanding Agreement-Part B. **All items are to be initialed on Part B to indicate your understanding. If under 18 years of age, parent must also initial.**

My shirt size (in adult sizes) (Circle one): S M L XL XXL XXXL

Staff volunteer positions are awarded regardless of race, color, sex, age, national origin, or disability.

Staff Volunteer Signature _____ Date _____ Parent or Guardian* (if under 18) _____ Date _____

Parent Address (if different from above) _____ Home Phone Number _____ Cell Phone Number _____

Camp Director Signature _____ Date _____ Scout Executive Signature _____ Date _____

Forms must be filled out completely.

Revised 2/13/2018

Summer Camp Staff Form Part B - Volunteer

Both Volunteer & Parent (if under 18) must initial each item) if applicable to your camp

IT IS OUR MUTUAL UNDERSTANDING THAT:

1. _____/_____**For summer resident camp volunteer** - you will be expected to wear complete, official, Scout Summer uniform and cap, with no non-Scout clothing added. We recommend two complete summer uniforms. Camp will provide one "Class B" shirt. Failure to wear proper attire may result in disciplinary action, up to and including dismissal.

2. _____/_____**For day camp volunteer**, the day camp class B t-shirt is required.

3. _____/_____Your conduct while as a staff member must be exemplary, both on and off duty. As a staff member you must bring only positive reflection on your actions. Failure to abide by these principles will be grounds for immediate dismissal. Additionally, your Youth Protection, Weather Hazards and Unlawful Harassment Prevention trainings be current

4. _____/_____**For summer resident camp volunteer** - those 18 and over (**only**), wishing to bring a car to a Minsi Trails Council owned property, must secure advance approval from your Camp Director. Any volunteer who brings a car to Camp must have a minimum of $75,000.00 of liability insurance and be able to prove same by providing a "Certificate of Insurance" naming Minsi Trails Council as "additionally insured". This form, and a photocopy of your license, must be given to your Camp Director. **Only drivers 21 and older may take staff passengers off camp property.** Volunteers further agree to follow all requirements of the Driver License and Vehicle Information attached hereto.

5. _____/_____The Camp is not responsible for personal items brought to Camp. There is no insurance coverage, provided by Minsi Trails Council, for personal items, for theft, fire, or other risk. In order to safeguard the Camp and its volunteers, and to help prevent the possession, use, and sale of illegal controlled substances on the Camp's premises, the Camp reserves the right to inspect any package, parcel, purse, handbag, lunch box, or any other possession or article carried to and or from the Camp's property. In addition, the Camp reserves the right to search any volunteer's office, desk, files, locker, tool box, vehicles, or any other area or article on the Camp owned and/or rented premises or brought to the Camp's property. Said inspections may be conducted by the Camp at any time at its sole discretion.

6. _____/_____**For summer resident camp volunteer** - Staff members' living quarters will be designated by the Camp Director. You are required to keep your quarters neat and clean at all times. Bedtime or "taps" will be assigned by your Camp Director and you must be in your assigned area/living quarters at this time. This must be honored by all staff members.

7. _____/_____ An additional **mandatory requirement** for volunteer staff is a completed BSA Annual Health and Medical Form, (resident camp staff Part A, B, C completed) - signed by a physician, (day camp staff Part A, B completed) and your parents signature if you are under 18. You must use the current BSA Annual Health and Medical, which may be obtained at scouting.org. Also, by completing the BSA Annual Health and Medical Form, you agree to the informed consent, release agreement and authorization.

8. _____/_____While you are on camp property accidents must be reported to the Camp Health Officer **immediately**. As a camp staff volunteer you are not covered under workman's compensation. You are eligible for coverage under the BSA Council Accident & Sickness Insurance Plan. Coverage is Excess of All Other Insurance or Healthcare plans in Force. This policy is excess to any and all other available source of medical insurance or other healthcare benefits. You must file your bills through your primary/personal insurance carrier or healthcare plan prior to this policy responding. When your primary insurance company or healthcare plan processes the charges, they will send you an Explanation of Benefits, or "EOB." Please submit copies of their Explanation of Benefits along with your claim to Health Special Risk, Inc. In the event you have no other primary insurance or healthcare plan, this policy with pay as primary subject to the plan limits and terms. If you have any questions, please contact Customer Service from 8:00 AM thru 5:00 PM, Monday – Friday at (866) 726-8870 or via e-mail at boyscouts@hsri.com. You may also forward any documents by fax to (972) 512-5820. Health Special Risk, Inc. 4100 Medical Parkway Carrollton, TX 75007

Summer Camp Staff Form Part B - Volunteer

My or my family's Health Insurance Company is_____

Policy/Certificate # _____

9. _____/_____You will, assist the entire staff in forwarding the program and the objectives of the Boy Scouts of America and Minsi Trails Council. Your primary volunteer position is listed on the Summer Camp Staff Form Part – A. You may however be assigned other duties or be re-assigned to another position at the discretion of the Camp Director.

10. _____/_____ Volunteers will be subject to discipline for failure to adequately perform work duties and/or for violation of any of the Camp's policies or procedures. Such discipline may be in the form of verbal warning, written warning, suspension, or immediate dismissal. The determination of appropriate disciplinary action shall be in the sole discretion of the Camp based upon the facts and circumstances of each infraction. Examples of infractions that may result in disciplinary action include, but are not limited to, the following: A) Use of alcohol by anyone in camp; B) Use of illegal drugs at any time; C) Abuse of over-the-counter drugs; D) Striking a camper, another staff person, or adult leader for any reason, even if you feel justified; E) Continued use of foul or abusive language; F) Lack of attention to job responsibilities or refusing to perform work as directed; G) Falsification of documents and/or records, such as volunteer applications, personnel documents or time-keeping records; H) Unsatisfactory performance of job duties; I) Insubordination or other disrespectful conduct; or J) harassment or other unlawful or unwelcomed conduct. This list is not comprehensive or all-inclusive and does not limit, in any way, the Camp's right to terminate at any time, with or without cause.

11. _____/_____ **I understand and will follow the guidelines and policies of the Boy Scout of America. These include Youth Protection Guidelines, Weather Hazards training, and Unlawful Harassment Prevention training.**

1. _____ / _____ **I understand, prior to my arrival on camp property, I will need to secure a "staff approved letter' from the Minsi Trails Council Director of Support Services. I also understand I will need to bring my approved letter, along with my completed BSA Annual Health and Medical Form with me at check in day.**

<u>This section to be completed only if:</u>

2. _____/_____I have, as a unit/district/council level volunteer previously submitted my **Pennsylvania State Police Criminal History** clearance to Minsi Trails Council.

3. _____/_____I have, as a unit/district/council level volunteer previously submitted my **Human Services Child Abuse** Clearance to Minsi Trails Council.

4. _____/_____I have, as a unit/district/council level volunteer previously submitted my **FBI Fingerprint based Federal Criminal** clearance to Minsi Trails Council.
<u>OR</u>

5. _____/_____I have, as a unit/district/council level volunteer previously submitted my **Minsi Trails Council Disclosure Statement for Volunteers** in lieu of the FBI fingerprint based Federal Criminal History to Minsi Trails Council.

6. _____/_____ I understand my volunteer positon is contingent upon submitted verification of above clearances.