

Camp Minsi Camp Staff 2025 – CIT/Volunteer

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, PA 18109

- By appointment w/ Brian Dungan, Director of Support Services
(Call or email to schedule) 9 AM – 5 PM
brian.dungan@scouting.org or (610) 465-8557

Camp Minsi, 106 Camp Minsi Rd, Pocono Summit, PA 18346

- Beaver Day Weekend at Camp Minsi
 - Friday May 16, 2025, 7:00PM
 - Saturday May 17, 2025 (Dining Hall) 9:00AM
- OA Spring Weekend at Camp Minsi
 - Friday, May 30, 2025, 6:30PM Dining Hall
 - Sunday June 1, 2025, 10:00AM Dining Hall

All paperwork for employment is due by June 1st, 2025



Prepared. For Life.™

Scouting America

Minsi Trails Council

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](https://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 (need to have lived in PA for 10 years or more)

BSA Online Trainings needed to be completed. Turn in a copy with paperwork. [Minsitrails.org/resources/camp-staff-](https://minsitrails.org/resources/camp-staff-)

☐ Workplace 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 8/31/2025)

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

☐ 2025 BSA Youth Application

OR

☐ 2025 BSA Adult Application (18 and older OR if your birthday falls prior to 8/31/2025)

18 and Over Bringing a Car to Camp

☐ 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.

FINAL STEP:

Prior to your arrival on camp property, you will need to secure a **"staff approved letter"** from Brian Dungan, 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

Pennsylvania Act 15 Clearances

All camp employees must have clearances for employment that are valid within the last 5 years.

Camp Employee Under the age of 18 may submit the attached FBI Waiver for Minors if you have lived in PA for 10 or more years.

You will still need to submit for the other Child Abuse and PA State Police clearances if you have not done it for us in the last 5 years.

Information found here:

www.minsitrails.org/campstaffclearances

We will reimburse the cost for any 2025 clearances. Submit original receipts with copies of clearances.

Clearances must state for Employment, not Volunteering. Clearances are good for 5 years. Your clearances must have been completed between August 31, 2020 through August 31, 2025. If they expire before August 31st then you must submit new clearances.

Did you include a copy of your training certificates?

- Workplace Harassment Prevention Training <http://bit.ly/4caFiY5>
- Youth Protection Training www.my.scouting.org Need to do all 4 sections.
- Hazardous Weather Training www.my.scouting.org

Directions to find Hazardous Weather Training

Go to my.scouting.org and login

Click on the Scouting U picture. This will send you to a different site. You may need to login again with your my.scouting login.

In the search bar of the page type in Hazardous Weather to search for it.

Click visit on the course and take the course. Print out the completed certificate or save as a PDF.

TIP: For the YPT and Hazardous Weather make sure you are using the latest version of Chrome or Edge and also use your browser in incognito mode.

Age 17 and under
complete BSA Youth
Application

or

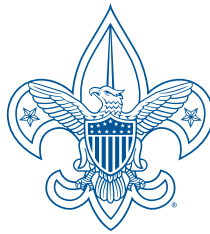
Age 18 and older
complete BSA Adult
Application &
Background Check
Authorization

YOUTH APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.



Cub Scouting



Scouts BSA



Venturing



Sea Scouting

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.

SKU 654574



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2025 Printing



03/2025

Welcome to Scouting America!

Scouting America makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships.

The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of Scouting America. The local and national councils provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

Parent/Legal Guardian Role in Scouting

Scouting uses a fun program to promote character development, citizenship training, leadership, and mental and physical fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

Parent Agreement. I have read the Scout Oath and Scout Law, and I want my child to join Scouting. I will assist them in abiding by the policies of Scouting America and the chartered organization. I will:

- *Serve as an adult partner while my child is a Lion or Tiger.*
- *Help my Scout grow through completion of advancements.*
- *Help the unit with activities and assist as needed.*

Health Information. You should inform your unit leader of any condition that might limit your child's participation. Please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and give it to the unit leader.

Youth Protection Begins With You™. Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, Scouting America continues to create and consistently improve its barriers to abuse.

Scouting America is committed to providing a safe environment for young people. To maintain a safe environment, Scouting America provides parents and adult leaders with numerous online and printed resources and adult leaders must complete Youth Protection Training (YPT) and renew their training as required. Parents who participate in Scouting activities are highly recommended to complete YPT. To learn more about Scouting America's Youth Protection resources, go to www.scouting.org/training/youth-protection/.

Mandatory Reporting

All persons involved in Scouting must immediately 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. No person may abdicate this reporting responsibility to any other person.

Additionally, any known or suspected abuse or behavior that might put a youth at risk must also be reported to the local Scout executive or the Scouts First Helpline (1-844-SCOUTS1 or 1-844-726-8871) if your Scout executive or local council cannot be reached.

All parents must review the *How to Protect Your Children From Child Abuse: A Parent's Guide* booklet in the Cub Scout or Scouts BSA handbooks or at www.scouting.org/training/youth-protection/.

Youth Protection Policies

- Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth.
- One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

These and other key Youth Protection policies are addressed in the training and at www.scouting.org/training/youth-protection/.

To learn about Scouting America's other health and safety policies, please review the online version of the *Guide to Safe Scouting*, the Scouter Code of Conduct, and the SAFE Checklist, which are available at www.scouting.org/health-and-safety.



Scout Life Magazine

For a subscription to a magazine that will help your child grow in the Scouting program, just fill in the *Scout Life* circle on the application and pay the special Scout subscription price.

For details, go to subscribe.scoutlife.org

Who Can Join?

It is the philosophy of Scouting to welcome all eligible youth, regardless of gender, race, ethnic background, sexual orientation, or gender identification, who are willing to accept Scouting's values and meet any other requirements of membership.

Joining Requirements

Cub Scout Pack

Pack membership is open to youth in kindergarten through fifth grade.

***Lion**—Kindergarten (year before first grade) **Bear**—Third grade

***Tiger**—First grade

Webelos Scout—Fourth grade

Wolf—Second grade

Arrow of Light Scout—Fifth grade

****Lions and Tigers must have an adult partner. If the parent is not serving as the adult partner, the parental signature on the application indicates their approval of the adult partner. In addition, if the adult partner does not live at the same address as the Lion or Tiger, an adult application is required.***

Scouts BSA Troop

Youth can be Scouts if they are at least 10 years old, currently in the fifth grade and register on or after March 1; OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18.

Venturing Crew/Sea Scout Ship

Venturing and Sea Scouting are for young men and women at least 13 years old who have completed the eighth grade, or are age 14 and not yet 21. **Applicants age 18 and older must complete a Scouting America adult application.**

Excerpt From the Declaration of Religious Principle

Scouting America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of Scouting America shall be entitled to certificates of membership.

THE ANNUAL NATIONAL REGISTRATION FEE IS NONREFUNDABLE.

For general questions, contact your Scouting America local council or visit www.scouting.org for current policies.

SCOUTING AMERICA YOUTH MEMBER APPLICATION—Must be completed by the youth's parent or legal guardian

YOUTH INFORMATION

First name (Full legal name)	Middle name	Last name	Suffix	Preferred nickname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Home address	City	State	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Date of birth (mm/dd/yyyy)	Grade	Ethnic background:	Gender:
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	Black/African American Caucasian/White Hispanic/Latino	Male <input type="checkbox"/> Female <input type="checkbox"/>
			Native American Pacific Islander Other	
School	Youth email address	<input type="checkbox"/> Scout Life subscription		
<input type="text"/>	<input type="text"/>			

PARENT/LEGAL GUARDIAN INFORMATION

☐ Mark here if address is same as above. ☐ Mark here if you are the Lion or Tiger adult partner.

☐ Mark here if the Lion or Tiger adult partner is not the parent or legal guardian. Have the adult partner complete and attach an adult application and indicate their relationship below.

Select relationship: ☐ Parent ☐ Legal Guardian

First name (Full legal name)	Middle name	Last name	Suffix	Preferred nickname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	Home address	City	State	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary phone	Date of birth (mm/dd/yyyy)	Occupation	Employer	Gender:
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Alternate phone	Ext.	Previous Scouting experience		
<input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>	<input type="text"/>	<input type="text"/>		

I have read the attached information for parents and approve the application. I affirm that I have or will review *How to Protect Your Children From Child Abuse: A Parent's Guide*.

Signature of parent/legal guardian	Date	Parent/legal guardian email address
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

To be completed by unit

Signature of unit leader (or designee)	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Unit type: ☐ Pack ☐ Troop ☐ Crew ☐ Ship ☐ Lone Cub Scout ☐ Has earned Arrow of Light ☐ Lone Scout

Unit No.: For pack registration select one: ☐ Lion ☐ Tiger ☐ Wolf ☐ Bear ☐ Webelos

If applicant has unexpired membership certificate, registration may be accomplished at no charge by transferring the registration or multiple registering.

<input type="checkbox"/> Transfer application	Enter membership number from unexpired certificate:	<input type="text"/>
<input type="checkbox"/> Multiple application		
Council No.:	Unit type:	Unit No. or district name:
<input type="text"/>	<input type="checkbox"/> Pack <input type="checkbox"/> Troop <input type="checkbox"/> Crew <input type="checkbox"/> Ship	<input type="text"/>

Registration fee \$ Council fee \$

Scout Life fee \$

PAID: ☐ Cash ☐ Check No. ☐ Credit card

ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

MISSION

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.

Your participation in Scouting America can help youth become better citizens.

Adult leaders serve as important role models for youth in Scouting America and this application aids the chartered organization in selecting qualified adult volunteer leaders.

YOUTH PROTECTION TRAINING

All adult applicants are required to take this training in order to complete the adult application process. Go to my.scouting.org to create an account and take the training online, or contact your local council for classroom training. Include a copy of your completion certificate with this application.

CRIMINAL BACKGROUND CHECK*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

EXCERPT FROM THE DECLARATION OF RELIGIOUS PRINCIPLE

Scouting America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of Scouting America shall be entitled to register.

All adult leaders agree to comply with the Scouter Code of Conduct.
<https://www.scouting.org/health-and-safety/guidelines-policies/>

***The three different background check forms must be torn off and each separately given to the applicant.**

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Leader Requirements

Scouting America is open to all who meet the requirements, and leaders are selected based on individual merit. Adult leaders must possess the moral, educational, and emotional qualities that Scouting America deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct. The Scouter Code of Conduct can be found at www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/.
- Subscribe to the precepts of the Declaration of Religious Principle.
- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Youth Protection training (YPT) before application is processed and renew training as required by going to my.scouting.org and creating an account.
- Review the disclosure information related to Scouting America's background check process and complete and sign a Background Check Authorization form.
- Take leader position-specific training at my.scouting.org. Classroom training may also be available through your local council.

It is the philosophy of Scouting to welcome all eligible adults, regardless of gender, race, ethnic background, sexual orientation, or gender identification, who are willing to accept Scouting's values and meet any other requirements of membership.

APPROVAL REQUIRED—UNIT ADULTS

The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative.

Scout executive or designee must approve any adults who answer “yes” to any Additional Information question.

APPROVAL REQUIRED—COUNCIL and DISTRICT ADULTS

Scout executive or designee must accept and approve all council and district adults.

Scout executive or designee must approve any adults who answer “yes” to any Additional Information question.

The adult leader application process will not be complete until Youth Protection training has been completed and a criminal background check has been obtained.

Health information. You should inform your unit leadership of any condition that might limit your participation. Before participating in activities with your unit, please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and provide it to your unit leadership.

Scout Life. Registered adults get a special \$15 rate. For a subscription to a magazine that helps children grow in the Scouting program, just fill in the *Scout Life* circle on the application and pay the subscription price.

THE ANNUAL NATIONAL REGISTRATION FEE IS NONREFUNDABLE.

Scouting America Privacy Policy

Scouting America protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. Scouting America and its affinity groups may use registration information to notify registrants of benefit opportunities.

For general questions, contact your Scouting America local council or visit www.scouting.org for current policies.

What Is the Scouting America Program?

The Scouting America program is outlined in the official publications of Scouting America. Activities that are not in these publications are not a part of the Scouting program. Leaders must not allow youth members or program participants to engage in any unauthorized or prohibited activities.

Training for New Leaders

Scouting America is committed to your success as a volunteer while serving young people. To help you be successful, there are training materials designed for you. Training resources are available through your local council and at my.scouting.org.

What Makes a Trained Leader?

You are considered a trained leader when you have completed leader position-specific training for your position and have current Youth Protection training.

Youth Protection Begins With You™

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. For that reason, Scouting America continues to create barriers to abuse beyond what have previously existed in Scouting.

Scouting America is committed to providing a safe environment for young people. All adult leaders must complete Youth Protection training as part of the registration process and renew their training as required. It is highly recommended that parents who participate in Scouting activities complete YPT. To learn more about Scouting America's Youth Protection resources, go to www.scouting.org/training/youth-protection/.

Mandatory Reporting

All persons involved in Scouting must immediately 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. No person may abdicate this reporting responsibility to any other person.

Additionally, any **known or suspected abuse or behavior that might put a youth at risk** must also be reported to the local Scout executive or the Scouts First Helpline (1-844-SCOUTS1 or 1-844-726-8871) if your Scout executive or local council cannot be reached.

Youth Protection Policies

- Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth.
- One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

These and other key Youth Protection policies are addressed in the training and at www.scouting.org/training/youth-protection/.

To learn about Scouting America's other health and safety policies, please review the online version of the *Guide to Safe Scouting*, the Scouter Code of Conduct, and the SAFE Checklist, which are available at www.scouting.org/health-and-safety/.

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.

SCOUTING AMERICA ADULT APPLICATION

All fields must be completed in order to process your registration.

First name (Full legal name) Middle name Last name Suffix

Country Home Address Date of Birth (mm/dd/yyyy)

City County State Zip Social Security Number (required)

Ethnic background: ☐ Black/African ☐ Caucasian/White ☐ Native American ☐ Hispanic/Latino ☐ Alaska Native ☐ Pacific Islander ☐ Asian ☐ Other Gender: ☐ M ☐ F
Primary phone Alternate phone Extension

☐ Scout Life subscription

Please select your preference of communication: ☐ Email ☐ Phone Call ☐ SMS/Text Occupation

Email address

Are you an Eagle Scout? Yes ☐ No ☐ If so, enter date earned Eagle (mm/dd/yyyy) Employer

All questions MUST be answered. Write NONE if not applicable.

1. Scouting background.

POSITION COUNCIL YEAR

2. Experience working with youth in other organizations.

Please provide contact information for at least two below.

Organization _____

Contact name _____

Phone _____

Organization _____

Contact name _____

Phone _____

Organization _____

Contact name _____

Phone _____

3. Previous residences (for last 10 years).

CITY STATE

4. Current memberships (religious, community, business, labor, or professional organizations).

5. Additional information. (Mark each answer.)

a. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Explain: Yes ☐ No ☐

b. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Explain: Yes ☐ No ☐

c. Has your driver's license ever been suspended or revoked? Explain: Yes ☐ No ☐

d. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Explain: Yes ☐ No ☐

I hereby certify that

1. I have read and affirm that I accept the Declaration of Religious Principle. I agree to comply with the rules and regulations of Scouting America and the local council, including the Scouter Code of Conduct.

2. I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

INITIALS
REQUIRED

Signature of applicant

Date

☐ YPT completion certificate attached and Background Check Authorization form attached

TO BE COMPLETED BY UNIT

Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.

All applications should be submitted to the local council within 5 business days.

APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in Scouting America.

APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in Scouting America.

Signature of Chartered Organization Head or representative or council representative Date

Signature of Scout Executive or designee Date

Unit type: ☐ Pack ☐ Troop ☐ Crew ☐ Ship

☐ New leader ☐ Former leader ☐ Position change ☐ Participant

If applicant has a current registration in another unit or local council, the registration may be completed at no charge by transferring the registration or multiple registering.

Unit No. or District name

Unit No. or District name

Scouting Position Code Scouting Position Title

\$ \$ \$

Registration fee Council fee Scout Life fee

PAID: ☐ Cash
☐ Check No. _____
☐ Credit card

Transferring from Unit/Council:

☐ Transfer application ☐ Multiple application ☐ Pack ☐ Troop ☐ Crew ☐ Ship

Enter membership number from unexpired registration:

Tear off the following pages and provide to applicant separately.

BACKGROUND CHECK DISCLOSURE

A consumer report is a background check in which information (which may include, but is not limited to, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you is gathered and communicated by a consumer reporting agency (“CRA”) to Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the “Company”).

The Company may obtain a consumer report on you to be used for employment purposes (in your case, this means for the purpose of evaluating you as a new or existing volunteer).

The consumer reporting agency is **Sterling**, a First Advantage company, with its principal office located at 6150 Oak Tree Boulevard - Suite 490, Independence, OH 44131

Sterling’s website is: <https://www.sterlingcheck.com/>

Sterling’s Data Privacy practices can be found here: <https://privacy.sterlingcheck.com/>

DISPUTES

The candidate may dispute the accuracy or completeness of a consumer report. To initiate a dispute, you are encouraged to call Sterling at 1-888-889-5248. You may also reach out to us via email regarding disputed information on your background check at dispute.resolution@sterlingcheck.com. In general, a CRA has up to 30 days to resolve a dispute, although Sterling generally handles disputes more quickly than this. You will be notified via email of the resolution.

HOW TO GET A COPY OF YOUR BACKGROUND CHECK REPORT

If Sterling has prepared a consumer report or investigative consumer report in your name — as per the FACT (Fair and Accurate Credit Transactions) Act — you are entitled to a free copy of the completed report during each 12-month period. To receive a free copy of the report(s) in your file, please complete our [online contact form](#).

CALIFORNIA
STATE LAW DISCLOSURES
(Non-Credit)

Under California law, an “investigative consumer report” is a consumer report in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through any means. Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the “Company”) may obtain an investigative consumer report (which may include information described above) from an investigative consumer reporting agency (“ICRA”) on you in connection with your status as a volunteer (i.e., for employment purposes under California law). The nature and scope of this investigation includes your character, general reputation, personal characteristics, or mode of living information, including criminal history and driving record.

The ICRA preparing the investigative consumer report and conducting the investigation will be First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004. Information regarding First Advantage’s privacy practices can be found at <https://fadv.com/privacy-policy/>.

Under California Civil Code section 1786.22, you are entitled to a visual inspection of files maintained on you by an ICRA, as follows:

- (1) In person, if you appear in person and furnish proper identification, during normal business hours and on reasonable notice. A copy of your file shall also be available to you for a fee not to exceed the actual costs of duplication services provided;
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. An ICRA complying with requests for certified mailings under California Civil Code section 1786.22 shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA;
- (3) A summary of all information contained in your files and required to be provided by the California Civil Code section 1786.10 shall be provided to you by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charges, if any, for the telephone call are prepaid by you or charged directly to you.

“Proper Identification” as used above, means information generally deemed sufficient to identify you, which includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you pursuant to California Civil Code section 1786.10 and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection under California Civil Code section 1786.22.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION

Additional Disclosures

The state disclosures below are included because state law requires them to be provided in writing. Some of the below rights, notices, or information also may apply to individuals from, applying to, or volunteering in states not listed below. There may be additional requirements, options, or provisions applicable to you and you may have additional rights under applicable law that are not required to be disclosed to you in writing.

Minnesota: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

New York: Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the “Company”) may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with the Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to Scouting America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org

AUTHORIZATION

(Please print)

Name: First _____ Middle _____ Last _____ Suffix _____

List any other names used (nickname, maiden/married last names): _____

Date of Birth: _____ Unit Type and Number: _____

To the extent permitted by applicable law, I hereby consent to and authorize Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the “Company”) to procure consumer report(s) (as defined by federal law) and/or investigative consumer report(s) (as defined by applicable California state law), which in my case means criminal background check(s)/driving record(s), on my background from a consumer reporting agency (“CRA”) or from an investigative consumer reporting agency (“ICRA”), as described in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)** (each of which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. This authorization applies only to criminal checks/driving records and does not allow the Company to obtain credit checks. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)**, as well as these **Additional Disclosures & Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree the Company can procure additional consumer report(s), which in my case means criminal background check(s)/driving record(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with the Company’s local councils and/or chartered organizations for business reasons (e.g., to place me in certain positions, work sites, etc.). I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

☐ **For California, Minnesota, or Oklahoma individuals:** If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that the Company may procure, please check this box.

Signature _____ Date _____

MINSI TRAILS COUNCIL CAMP STAFF

Staff Statement of Understanding and Code of Conduct

Statement of Understanding: All staff members, both youth and adult, are selected based on their qualifications in character, camping skills, physical and personal fitness, and leadership qualities. By signing the letter of appointment, all adult staff members as well as youth staff members and their parents or guardians agree to the conditions of the statement of understanding and code of conduct as a condition of participation, with the further understanding that serious misconduct or infraction of rules and regulations may result in termination and expulsion from camp. Each staff member is responsible for his or her own behavior. **All staff members are expected to abide by the code of conduct as follows:**

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, as well as local and state laws.
2. I will set a good example by keeping myself neatly dressed and presentable.
3. I will attend all scheduled programs and participate as required in cooperation with other staff members and leaders.
4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.
5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will adhere to all camp recycling policies and regulations. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.
6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or misuse of prescribed drugs is prohibited at camp. I understand 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.
7. Serious and/or repetitive behavior violations including use of tobacco, smoking, vaping, smokeless tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing may result in termination or disciplinary action.
8. I understand that gambling of any form is prohibited.
9. I will not possess or distribute pornography or materials that contain words or images inconsistent with Scouting values
10. I will abide by the Council Social Media guidelines and any digital and/or physical media I create for the Minsi Trails Council and Camp Minsi will become the property of Minsi Trails Council.
11. I understand that possession of lasers of any type and possession or detonation of fireworks are prohibited.
12. Neither the camp nor the Minsi Trails Council will be responsible for loss, breakage, or theft of my personal items. I will label all my personal items and check items of value at the direction of staff leaders. Theft on my part will be grounds for termination and expulsion from camp.
13. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
14. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition.
15. I understand that staff members are prohibited from having firearms and weapons in their possession or on camp property, in accordance with U.S., local, and state laws.
16. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines and report all violations that come to my attention.
17. Hazing has no place in Scout camp (e.g. running the gauntlet, belt lines, or similar physical punishment). As a staff member I agree to prevent and stop all hazing activities.
18. I will respect diversity—whether the differences be in physical characteristics or in perspectives.
19. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including 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.
20. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.
21. I will comply with this code of conduct and the Scouters Code of Conduct of the Boy Scouts of America. Any violation may result in expulsion from the camp at my own expense. I understand that all such decisions will be final.

I do hereby acknowledge that I have read and agree to comply with all rules, procedures, and information contained on this form and my contract.

Staff Name: _____ Date: _____

Staff Signature: _____

(If staff is under 18)

Parent's Name: _____ Date: _____

Parent's Signature: _____

This copy to be turned in with your signed employment contract.

Minsi Trails Council - Social Media Policy

We encourage our fans and followers to post, comment and interact with others, and expect that remarks will be respectful of the rights and opinions of others. Please comply with the Scouter Code of Conduct and the Guide to Safe Scouting.

We strive to make our social media community reflective of the values of the Boy Scouts of America, including the Scout Oath and the 12 points of the Scout Law. You are responsible for the content of your comments.

We do not discriminate against any views, but we reserve the right to delete comments that contain any of the following:

- violent, obscene, profane, hateful, or racist comments
- comments that threaten or harm the reputation of any person or organization
- false, inaccurate, or misleading information
- advertisements or solicitations of any kind
- comments that suggest or encourage illegal activity
- multiple off-topic comments or repetitive comments that are copied and pasted
- personal information including, but not limited to, e-mail addresses, telephone numbers, mailing addresses, or identification numbers

Comments by users on this platform do not necessarily reflect the opinions or policies of the Minsi Trails Council or the Boy Scouts of America.

Moderating and responding to comments should only be expected during normal business hours.

Social media usage by Minsi Trails Council employees is expected to comply with all applicable policies.

In short: be nice and add to the discussion.

If you continually violate this policy, we may limit your ability to comment in the future. If you have any questions or comments about this policy, please send an email to questions@minsitrails.org