

2010 CAMP TAPICO



STAFF GUIDE

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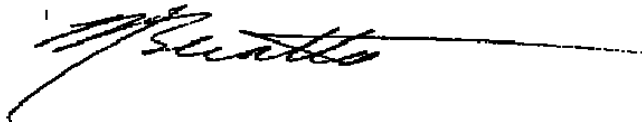
Dear 2010 Camp Tapico Staff,

On behalf of the Scouts, leaders, and camp management team, I would like to congratulate you on becoming a member of the 2010 Camp Tapico Staff. I know from many years of camp experience that serving on staff is a very memorable and occasionally challenging time. As a staff member you will have the opportunity to positively impact approximately 1,000 Scouts and Leaders attending camp this summer. For that reason it is imperative that we come together to provide a positive environment for these campers. Our words and actions must always reflect the Scout Law, Scout Oath, Scout Motto, Scout Slogan, and Outdoor Code.

This summer provides you the opportunity to affect positive change in the lives of scouts as well as your own life. Being a part of camp staff, you are accepting a great deal of responsibility however, the rewards you receive from this experience will far exceed your expectations. I look forward to working with you as we create a memorable summer for our Scouts..

Be sure to sign Appendix 6-A; and return it to the Scout Service Center with your signed contract and other documentation.

Yours in Scouting,

A handwritten signature in black ink, appearing to read "Mike Beratta", with a long horizontal line extending to the right.

Mike Beratta
2010 Camp Tapico Director

THE 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.*

THE SCOUT LAW

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

THE MOTTO

Be Prepared

THE SLOGAN

Do a Good Turn Daily

THE OUTDOOR CODE

*As an American, I will do my best to -
Be clean in my outdoor manners,
Be careful with fire,
Be considerate in the outdoors,
and
Be conservation minded.*

ABOUT THIS DOCUMENT

This staff guide has been updated and reformatted to reflect changes for the 2010 camping season. **After you become familiar with this guide, please sign the acknowledgement form (Appendix 6-A), and return it to the Scout Service Center no later than 2 weeks after receiving your contract.** All staff members under the age of 18 must have a parent read the Staff Guide and sign the acknowledgement form as well. **PLEASE BRING YOUR 2010 STAFF GUIDE TO CAMP WITH YOU.**

CAMP STAFF

Each of you has been hired to work camp because you possess a certain level of skill and experience necessary to complete the job at hand. You will receive a job description, outlining your responsibilities at camp. The 2010 Administrative Team has been hired by the same criteria and each have a specific duty in camp. The (Appendix 1-A) contains a list of the 2010 Administrative Team members and a brief description of their duties.

CONTRACTS

Contracted service agreements are required of all staff and volunteers. You should retain a copy of your contract for reference. Contained within this legal document is the position you have been hired for, contract dates, pay rate, and conditions of employment. In becoming a member of the Camp Tapico Summer Camp Staff, you are an employee of the Tall Pine Council, Boy Scouts of America, and are subject to the rules and regulations of the Boy Scouts of America, the Tall Pine Council, and Camp Tapico. It is imperative that you, and a legal guardian if under 18, become familiar with this agreement. The Tall Pine Council and camp management will be firm in requiring adherence to all rules and regulations. Failure to comply with these policies will result in a reprimand and/or dismissal.

SALARIES AND PAY SCHEDULE

Your housing and meals for your summer camp employment are also considered part of your compensation. Your salary is subject to city, state and federal withholding taxes, as well as Social Security and Medicare. Such deductions will be made from your salary payments in accordance with the provisions of these tax laws. Staff will be paid four times during the summer. **Your first check is contingent upon all contract paperwork being returned before June 1.** Staff is reminded that any outstanding balances due to the camp may be deducted from their paycheck. **It is imperative that all contract financial agreements are to remain confidential.**

COMMUNICATION IN CAMP/ FLOW CHART

Effective communication is an essential component to any summer camp operation. The **Flow Chart (Appendix 7-A)** illustrates the manner in which the staff passes information that is of the “need to know” nature. It is also the way we conduct the day-to-day decision-making in camp. Day to day information, problems and concerns, and many decisions flow up and down the chain, however final say in these matters is to be dispensed only by the camp administrative team. We will make every effort to follow the chain of command at all times. Staff members should expect that the chain of command will be broken in emergency situations and in situations that pose a threat to the health and safety of campers and staff members.

CAMP CALENDAR & SCHEDULES

Camp is quickly approaching and there are some dates that are important to the Camp Tapico Staff. Please review the Important Dates for the 2010 Camp Calendar (**Appendix 2-A**). All day-to-day activities at Camp Tapico are driven by the 2010 Program Schedule. Please become familiar with this schedule, since it will be your schedule for the summer. Within the overall program, there is a specific schedule for the Merit Badge program. Program personnel should become familiar with your area’s schedule prior to camp. Further information may be found by consulting the **2010 Camp Tapico Staff group on Facebook.com.**

ADDITIONAL DUTIES

You have been hired to perform a particular service in camp. However, as indicated in your contract, providing the best possible program to our Scouts means you may be assigned additional duties. For instance, area directors will be asked to complete area books, opening/closing reports, inventories, etc. and supporting staff will be expected to assist in those duties as directed. The following is a list of command performances and duties, where all staff members are expected to participate.

- All flag ceremonies (in the appropriate uniform)
- Scout’s own service
- Campfires
- Camp wide events
- Equipment moves
- Service to the camp, clean-up and repairs
- Tour Guiding
- All other duties assigned by the camp director

STAFF TIME OFF

Time off for staff members will be arranged by the camp director and your supervisor. On Saturdays all members of the staff participate in camp change over for the new week. Once changes over duties are completed staff members are released until 11:30 a.m. Sunday. All staff members are expected to be in attendance for the morning flag ceremony following their time off. A staff check-in and check-out will be maintained in the camp administration building. All staff members must sign-out before leaving camp, and sign-in upon return. Staff members under the age of 18 must provide written permission from their parent/guardian to leave camp on their time off. Staff members under the age of 18 must also secure permission from a camp administrator.

STAFF VISITORS

Visitors of staff members are welcome during your time off, and at the Friday night campfire. Having visitors during work hours is not encouraged. The camp director must approve all arrangements for persons visiting during work hours, in advance. Meals for visitors cannot be guaranteed. Prices for these are available at the clerk's desk. All visitors are welcome to camp, however, visitors are not allowed in any troop campsite, shower house, program area or staff area without advance permission of the camp director or designee. All visitors must check-in and check-out at the Administration Building. **REMEMBER PETS ARE NOT ALLOWED IN CAMP.** Housing or camping is not available without a fee.

HOUSING

Whether you are assigned to a building or a tent, your assigned area must remain neat and clean at all times. Staff members will be expected to maintain the cleanliness of their living quarters. If you are unsure as to what to bring to camp, please refer to the Staff Member Equipment List (**Appendix 3-A pages 1&2**). The personal belongings of staff members are not covered for fire or other risk under the insurance policies of the Tall Pine Council, Boy Scouts of America. Should staff members desire such protection, it is suggested that you contact your personal insurance agent. The camp director or designee will make all housing assignments.

QUIET HOURS

Quiet hours for both staff and campers will begin each evening at 10:30 p.m. Campers must be in their campsites at this time unless they are participating in an after hours program. Quiet hours will be observed throughout camp until reveille the next morning.

MAIL

Mail is received at camp daily. All mail received will be placed in the staff members mailbox that day. Your mail should be addressed as follows:

Camp Tapico
Attn Staffer: Your Name
2408 Camp Tapico Road, NE
Kalkaska, MI 49646-9582

E-MAIL

Camp does not provide e-mail access.

TELEPHONE

Barring extenuating circumstances, Camp Tapico telephones are not authorized for personal/private usage. However, in case of emergency we encourage each staff member to share the camp phone number with their parents/guardians.

Business Phone: **231-258-9302**

Camp Fax: **231-258-0824**

Camp provides an outgoing phone line for staff and campers for collect or prepaid calls. Staff members may use this phone only during none work hours. Campers may only use this phone with permission of their unit leaders. This phone is located on the porch of the Administration Building.

CELL PHONE USE DURING WORKING HOURS IS PROHIBITED.

STAFF MEALS

Our staff cook has a tremendous task to prepare and serve our meals in a timely and tasteful manner. Certain health standards must be rigidly enforced. Therefore, unless specifically authorized by the commissary director and camp cook, staff members are **not permitted in the commissary or kitchen respectfully**. Opinions as to the quality, quantity, or variety of the food should be brought to the attention of the camp director or business manager in private. You will be expected to set the example in conduct and manners. Meals will be available 3 times a day at the following times, Saturday and Sunday meals will be available on an altered schedule:

- 7:30-8:15 a.m. Walk in breakfast
- 12:00 noon Lunch
- 6:00 p.m. Dinner
- Staff members will be provided a cracker barrel from time to time

In the event you are asked to eat a meal with a troop, a 24-hour notice is required to both the camp cook and commissary director.

STAFF EVALUATIONS

The personal growth of each staff member is of the utmost importance to the camp director and supervisors. The performance of each staff member will be evaluated at least twice during the summer, near the end of the second camp week and at the end of camp. A Staff Evaluation Form (**Appendix 4-A pages 1&2**) will be used, and you will be asked to assist in the appraisal. These evaluations will occur in a formal conference with your supervisor.

APPEARANCE OF THE CAMP & STAFF

A clean camp is the objective at Camp Tapico. Staff members are encouraged to pick up trash whenever and wherever they find it as an example to the Scouts. Littering on the part of staff members will not be tolerated.

Appearance of the staff member will set the tone for the appearance of each camper. Hair must be worn in a clean and neat manner. Beards or sideburns may be worn. Staff members will be expected to shower, brush their teeth daily and to keep their clothing clean.

Appearance, both in and out of the camp is a reflection of the individual staff member, as well as the Tall Pine Council, Boy Scouts of America. If you have specific questions about grooming, please consult the camp director and/or your supervisor.

SHOWER FACILITIES

Camp Tapico has 2 shower facilities, one located across the parade field from the administration building, and the other located on the main trail near Frontier campsite. Typically staff uses the showers near the Administration Building. There is a male and female side of the building and shower times are divided between youth and adults. Shower times may be found in (**Appendix 5-A**).

UNIFORMS

At camp you are required to be in the appropriate uniform at all times. During staff week you will learn which uniforms are indicated for any and all camp activities. See page 33 of the 2010 Boy Scout Handbook for appropriate uniforming.

Clothing advocating tobacco, alcohol, drugs, and other inappropriate content will not be permitted on camp.

LAUNDRY SERVICES

Washing clothes is one of those necessary evils of camp life. Every effort will be made to maintain the washing and drying facilities located at the main shower (near the Administration Building). For staff usage there are clothes lines available in front of the main shower. Please obtain instructions on how to properly wash and dry your clothes. **If there are clothes in the washer move them to the dryer, if there are clothes in the dryer, fold them.**

RECREATION & STAFF ADVANCEMENT

Recreation is important in the life of each staff member. You are “on call” 24 hours a day, but work is not all there is to do at Camp Tapico. You will have spare time, and you should be prepared to take advantage of this. Advancement by staff members is expected. Generally, only those merit badges appropriate for summer camp will be offered. However, if an approved merit badge counselor for non-camp merit badges is on staff, you may work on these and other advancement activities in your spare time, remembering that your primary responsibility is to the campers.

VEHICLES IN CAMP

Transportation to and from Camp Tapico Summer Camp is the responsibility of each staff member. You must be 18 years of age or older to transport another staff member in your vehicle. Those staff wishing to bring a vehicle must have a current driver’s license, certificate of insurance. Staff under the age of 18 who will not have a vehicle in camp will be required to have a Parental Permission Slip to ride with another staff member. A specific area on camp will be designated “**Staff Parking.**” All speed limits must be obeyed. **At no time is any staff member allowed to borrow and use another staff member’s vehicle. Youth protection guidelines must be followed at all times.**

COMMAND PERFORMANCES:

- Events or activities that require **all staff** to participate in full uniform (except for those with pre-approved time off). These include:
- Sunday - Check-in, vespers and opening campfire.
- Monday – Friday - Camp wide activities or program.
- Friday - Closing campfire.
- Saturday - Check-out, equipment moves.
- All flag ceremonies.
- The camp director reserves the right to adjust this list as necessary.
- **If a troop invites you to a meal and you accept the invitation, you need to make sure that you are there.**
- C.I.T.’s cannot leave camp during their time at camp. However, parents may come Saturday afternoon and pick-up their son and take him off camp. C.I.T.’s must be back by 11:30 a.m. Sunday.
- Punctuality will be expected of each staff member. Staff members are to be on time for all appointments, instructional periods, and flag ceremonies.

STAFF LOUNGE

A staff lounge will be set aside for “leisure time” activities such as letter writing, relaxing, etc. The staff lounge will be under the direction of the staff mayor.

COUNSELOR IN TRAINING PROGRAM (C.I.T.)**Purpose of having Counselor-in-training at camp:**

- To train and help develop qualified Scouts to become members of the camp staff.

Objectives of the C.I.T. Program: Through his service at camp, we empower each C.I.T. to:

- Demonstrate the ability to work in groups.
- Participate in camp programs as a staff member.
- Participate in multiple program areas.
- Demonstrate a responsible nature in the completion of all tasks.
- Completion of two merit badges or other Scouting awards during the training period.
- Demonstrate an understanding of the overall operation.
- Demonstrate effective communication and teaching strategies.
- Will be trained and demonstrate effective communication with staff and Scouts alike.
- Demonstrate the ability to learn from and become stronger through service, recognition and constructive criticism.
- Have fun and feel a part of the camp staff.

RULES AND REGULATIONS

Tall Pine Council's Camp Tapico is operated under the rules and regulations of the National Council, Boy Scouts of America, the State of Michigan, and Kalkaska County. If at any time you would like to "know, why", we will do our best to explain the regulations and the purpose behind them. Please direct your questions to the camp director.

NATIONAL STANDARDS

There are National Standards by which the Boy Scouts of America evaluate camps each year. As a staff member, you should be aware of these National Standards, and any other standards pertinent to your area in camp.

STATE LAWS

The State of Michigan requires children's camps, under Public Act 116, to provide written procedures for Behavior Management, Child and Adult Protection Plans, and Health Service Policy. These written procedures are to be provided to every staff member and troop leader.

Public Act 116**Pertaining to all Staff members and Troop Leaders**

Public Act 116 of 1973 provides for the licensing of children's camps.

Administration rules adopted by the joint legislative committee on administrative rules on April 17, 1984 require written procedures on the following items be provided to every staff member and troop leader.

R400.11113 Behavior Management.

- Rule 113
- (1) A camp shall have and follow a written camper behavior management policy.
 - (2) A camp shall include in the policy methods for the positive behavior management of campers.
 - (3) A camp shall include in the policy a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.
 - (4) A camp shall furnished a copy of the policy to all staff members and troop leaders.

R400.11115 Child and Adult Protection Plan.

- Rule 115
- (1) A camp shall develop and follow a written plan to assure compliance with 1975 Act No. 238 MCL722.621, and known as the Child Protection Law, and section 11 to 11f and 14 of PA No. 280 of MCL 400.11 to 400.11f and 400.14, and known as the Adult Protection Law.
 - (2) The plan shall cover all of the following areas:
 - (a) Reporting responsibilities.
 - (b) Confidentiality.
 - (c) Isolation of an alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

R400.11119 **Health Service Policy.**

- Rule 119
- (1) A camp shall have and follow a written health service policy that is appropriate to the population served and the environment of the campsite.
 - (2) A camp shall establish the health service policy in consultation with, and reviewed annually by, a licensed physician.
 - (3) A camp's health service policy shall cover all of the following subjects:
 - (a) Procedures for campers health screening.
 - (b) Arrangements for on-call health care consultation services.
 - (c) Arrangements for emergency health care services and emergency transportation to an emergency health care facility.
 - (d) First-aid and health care supplies.
 - (e) The storage and administration of prescription and nonprescription drugs and medications.
 - (f) Medical procedures for camper trips away from a campsite.
 - (g) Procedures for daily observation of each camper is physical state.
 - (h) Procedures for prompt and responsive notification of the camper is authorized person.
 - (i) Health officer staffing.
 - (j) Procedures for preventing disease transmission universal precautions equivalent to the procedures in the American Red Cross manual number 655107, which is adopted by reference in R400.11103.

STAFF POLICIES RELATED TO RULES 113,115 and 119

- R400.11113 See pages 18-23 on behavior management policies. No camper shall be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to ridicule, threat, corporal punishment, excessive physical exercise or excessive restraint.
- R400.11115 It is mandatory that any staff member or volunteer report to the camp director any actual or suspected case of child abuse or neglect immediately. The camp director, who if after investigation finds abuse or neglect shall immediately by phone report to the Department of Human Services and file a written report within 72 hours. "THIS IS THE RESPONSIBILITY OF ALL STAFF MEMBERS AND VOLUNTEER LEADERS."
- R400.11119 Each staff member and volunteer leader must be alert at all times to each camper's physical state. Any observed change should be reported to the camp director for the appropriate action. This can easily be done at swim time (cuts, bruises, etc.) and at mealtime for behavioral patterns.

12. M-4 The camp administration has written procedures in practice to address possible intrusion of unauthorized persons onto the campsite. These procedures include;
- Periodic review of security concerns regarding the site
 - A method for easily distinguishing visitors from participants (campers, leaders, staff members)
 - Training for staff, and campers when appropriate, about steps to take in such instances. A written plan is developed to insure that resident youth and adult guests, including family members, are identified, have supervision, and interact with campers and other staff members following council policy.
 1. Wristbands will be used to identify campers and visitors.
 2. Staff members are provided with identification badges
13. M-5 There are written procedures in practice regarding:
- Release of campers who are minors to a parent or to persons other than the legal parent or guardian.
 - Verification of absentees or “no-shows” with the camp leader at check in/registration time.
 1. Release of campers will follow the procedure outlined on the wall chart in the administration building. Proof of identification will be required.
 2. Absentees or “no-shows” will be verified against the camp roster with the troop leader upon check-in.

Tall Pine Council
Boy Scouts of America
Policy Statement

Section: Health and Safety
Policy 1

Subject: Camper Behavioral Management

Date Adopted: December 17, 2008

Issued By: Council Executive Board

Responsibility: Camp Director

Review: Annually

References: Department of Human Services
Division of Child Welfare Licensing
Children's and Adult Foster Care Camps
Part 1-General Provisions
R400.11113(Rule 113)

- Rule 113**
- (1) A camp shall have and follow a written camper and staff member behavior management policy.**
 - (2) A camp shall include in the policy, methods for the positive behavior management of campers and staff members.**
 - (3) A camp shall include in the policy a statement that camper's and staff members shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.**
 - (4) A camp shall furnish a copy of the policy to all staff members.**

Section A

1. All campers shall have the Camp's behavioral and program policies discussed with them on opening day by the staff in the particular area and on the first day of program in that area. Emergency procedures will be given to the unit adult leadership to share with their Scouts and the entire camp will be briefed on the siren sounding procedure during orientation.

2. At the above mentioned times, consequences for not following expectations will be discussed:

Borrowing without permission

Bullying

Campers seeking revenge

Can't keep hands to self

Destruction of property

Difficulty paying attention

Difficulties with hygiene

Doesn't want to try new activities

Fear

Fear of failure

Fighting

Fights over possessions

Following rules

Going into restricted areas

Hazing

Homesickness

Inappropriate comments to adults (talking back)

Inappropriate touching

Issues of power and control

Leaving things a mess

Lighting matches

Lying

Name-calling and unkind remarks

Pushing and shoving

Refusing to cooperate

Sharing

Smoking

Staying up late

Stealing

Swearing, profanity, talking dirty

Temper tantrums

Testing the limits

3. Acceptable consequences for campers not following expectations are:

A. Time Out

1. A camper will be asked to sit quietly for one to five minutes depending on the severity of the behavior.
2. The camper is asked to think about why he earned the time-out during the quiet time.
3. The staff person will come over and cognitively get the camper off the time-out by asking the camper two specific questions; what did you do to earn the time-out? What can you do differently in that situation to avoid earning time-outs from now on?

B. Restriction of Activity

1. If a camper continues to inappropriately behave after two time-outs, the camper consequence can include sitting out part-time or the whole length of the activity.
2. The camper will be informed as to why he has been restricted before the loss of activity time.
3. The camper will be talked to after the activity to help him cognitively understand, just like a time-out.

C. Clean Appropriate Designated Facility

Instead of losing activity time, the same format as above shall be followed except the camper shall clean a designated area. Area directors must approve this action.

D. Area Director Conference with Scoutmaster

If the behavioral problems continue after instituting the above measures a conference is to be held with the camper's Scoutmaster by the Area Director or his/her designee. The staff member is to become more aware of the camper's background and to try and develop a plan for working with the camper. **NO PART OF THIS PLAN WILL BE IN VIOLATION OF THE POLICIES AND/OR LAWS OF THE TALL PINE COUNCIL, BOY SCOUTS OF AMERICA, MICHIGAN DEPARTMENT OF HUMAN SERVICES, AND ANY OTHER APPLICABLE AGENCY.**

E. Conference with Camp Director

1. If behavioral problems continue and the consequences are not affective, the camper should be sent to the Camp Director.
2. Any major incident such as having contraband (weapons other than a pocket knife, alcohol, drugs, tobacco) refusing to participate in activities or meals, stealing, running away, slander, hostile action towards another person, or inappropriate touching of another camper must be reported immediately to the Camp Director.
3. The camper should be sent directly to the Camp Director, or if the camper refuses to go, the Camp Director will go to the camper. The unit leader will be sent for at this time.
4. The staff member should immediately fill out a Major Incident Report and submit it to the Camp Director or his designee.
5. If the situation warrants, (abuse, legal action, and other reasons as determined) the Camp Director will notify the Scout executive.

Section B

The Area Directors shall inform the Camp Director, or his designee, of all Major Incident Reports immediately, and all other significant behavioral problems with campers.

Section C

Enforce all broken expectations at all times without malice. Be consistent in application.

Section D

Application of all consequences is to be done in a uniform and consistent manner.

Section E

At no time is discipline to include depriving a camper of sleep or food, placing a camper alone without supervision, observation and interaction or subjecting a camper to ridicule, threat, corporal punishment, or excessive physical exercise or excessive restraint, physical, verbal, and/or emotional abuse is not tolerated at any Tall Pine Council camps

Section F

A periodic evaluation of program/staff/camper groups to insure that the camp environment is not contributing to behavior problems will be made.

Section G

GROUP CONSEQUENCE: Group discipline is to be used only when it is apparent that the vast majority of the campers/troop are involved in the infraction. The Camp Director (or designee) is to be informed of any group consequence before it begins. It is far better to keep the violators sitting to one side at the activity than to keep the whole group. **ONLY AREA DIRECTORS MAY INSTITUTE THIS CONSEQUENCE.**

Section H

Physical, Verbal or Emotional Abuse: No child is to be punished in **any** way. This includes striking the child, pushing the child, or directing something, i.e. water, etc. at the child.

Section I

Environmental concerns to minimize behavioral problems:

1. Each tent is well ventilated and protects the camper from the elements.
2. Bunks, with clean mattresses, are provided along with the approved square footage needs for each camper.

Discipline of Campers

DISCIPLINE OF CAMPERS IS THE RESPONSIBILITY OF THE UNIT LEADER. The staff will not become involved in the correction or punishment of Scouts. The staff does have an obligation to bring violators to the attention of their unit leaders, and to report serious offenses to the Camp Director and supervisors. As a rule, the staff will intervene only to preserve life and limb, or to prevent an obvious catastrophe in the absence of the unit leaders.

Disciplinary Procedures for Camp Tapico Staff Members

Camp Tapico's Staff Disciplinary Procedures is as follows:

- 1st Offense will result in a verbal warning.
- 2nd Offense will result in a written warning.
- 3rd Offense will result in dismissal from camp.
- The Camp Director reserves the right to alter the sequence of these events due to the severity of the infraction.

Developmental Characteristics of Children**Seven, Eight, Nine, and Ten Years Olds**

- Usually in second through fifth grades.
- Very enthusiastic, hardly ever bored.
- Not self-conscious; will participate in activities easily, enjoy dramatics, dressing up, story telling.
- Short attention span; ½ hour activities are best; longer projects should be spread over several days or weeks; short sessions in garden and berry picking can be productive.
- Tires quickly and can get easily discouraged.
- Curious; eager to learn about new things and explore; interested in animals, though may be a little frightened.
- Usually have a large number of friends; friendships generally are not long-lasting.
- Beginning to form clubs and groups.
- Usually away from home for the first time; still very tied to parents; insecurity may be expressed in bedwetting or thumb sucking during first few days.
- Seeks out companionship, direction and approval of adults; will seldom take direction from peers; will do almost anything if it is with an adult; usually very helpful.
- Coordination and skill development is primitive; has trouble doing fine muscle or precise tasks.
- Developing self-reliance and self-confidence.
- Learning through roles, observing adults; mimic the actions and roles of adults important to them.
- Easily motivated through the fun approach.
- Restless about bedtimes; often fidgety when first lying down.
- Likes repetition; often enjoy the same songs, foods, and activities.
- Not time conscious; has little conception of them.

- Too much excitement or activity can make them nervous or feel overwhelmed.
- Tends to believe, accept statements, stories as literally true; undeveloped ability to discriminate between fact and fiction; often believe that fantasy characters are real.
- Need close supervision in hygiene and personal appearance.

Eleven, Twelve and Thirteen Year Olds

- Usually in sixth through eighth grades.
- Period of great physiological development.
- Very peer oriented; like their own age group; cluster in same age, same sex cliques; prefer group activities to individual ones.
- Beginning interest in opposite sex; consciousness of dress and grooming, fearful of actual interaction with opposite sex.
- Developing fine motor skills and coordination.
- Secrets and mystery are important; important to be in the “in” group.
- Curious; eager for information; beginning to think logically; can understand the importance and responsibility of being a group member.
- Beginning to be self-conscious about participating in some activities.
- Enjoy physical activities.
- Longer attention span; can concentrate on activities for longer periods; can work on projects individually or with peers.
- Conscious of fairness and equal division of work and adult attention.
- Developing a sense of humor.
- Able to plan and make decisions individually and democratically in a group; enjoy planning and organizing activities such as pow-wows.
- Excited and enthusiastic about learning to care for themselves; enjoy cooking and other small camp activities.
- Need close supervision in hygienic and personal appearance.
- Conscious of privileges of older campers.
- Enjoy talking about themselves, homes and families.

Fourteen to Sixteen Year Olds

- Usually in ninth through eleventh grades.
- Can be tremendous difference between ages.
- Periods of self-exploration-who am I? Where and how do I fit in?
- Peer relationships and acceptance are important- may try to conform to group.
- Interested in learning about relations with opposite sex; sex education.
- Approach to opposite sex done in groups-security in numbers.
- Slow physical pace.
- Can be moody.
- Wants to experience new things; need to do routine things in different ways.
- Wants to be self-reliant and independent; often claim privileges but not ready for or willing to take on responsibilities.
- Able to decide upon, plan, and organize group’s activities.
- Like to socialize, talk with other group members.
- Value peer evaluation over parental/counselor evaluation.
- Want to consider counselors as friends rather than parents; wanting to break away from parents.
- Self-conscious, don’t want to appear as if they don’t know the answer; don’t want to be embarrassed.
- Able to evaluate selves/group/activities.
- Able to participate in extended projects for longer periods of time.
- Concerned with physical appearance, hair, clothes, etc.
- Open to and interested in discussing controversial and moral issues (i.e. marriage, pregnancy, sexuality).
- Tend to think that they can take care of themselves/know what is best for themselves.

YOUTH PROTECTION

All camp staff members are required by state law to be observant for signs of possible child abuse and neglect. Any such suspicions must be reported only to the Camp Director. They are not to be discussed in camp. If the Camp Director feels it to be appropriate, he may isolate the alleged perpetrator and will report the situation to the Scout Executive. The Scout executive must then report it to the Department of Human Services. None of this is to say that we will be scrutinizing unit leader's relationships with their Scouts, but it is sobering to realize that the prevalence of child abuse and neglect in our society suggests that there may be a Scout in your troop who needs help. We are all required, legally and morally, to be ready to help.

Camp Tapico Guidelines

The following established guidelines are to be followed while you are in camp:

- Personal conduct should always reflect the Scout Oath and Scout Law. Harassment of campers or staff members whether physical, mental, or verbal, will not be tolerated. Swearing or the use of vulgar language, the gross infractions of our staff policies, the violation of any federal state, or local statute, or the disregard for the rights of others will necessitate immediate dismissal.
- No flames in tents or tree houses
- Staff use of program areas and equipment is encouraged for off-duty staff members during normal program hours. All safety rules must be observed, and there must be no interference with the regular camp program. Permission of the area director must be obtained.
- Although Camp Tapico summer staff members are encouraged to explore Camp Tapico and its surrounding wilderness, the nature of some areas requires limited access to them. Special permission is required to enter the following areas:
 - C.O.P.E. and Climbing/Rappelling tower
 - Shooting sports areas
 - Staff housing
 - Waterfront (Beach) and boating
 - Kitchen and commissary areas
 - Individual work areas
- Camp vehicles will be operated by adult staff members specifically authorized by the Camp Ranger. Operation shall conform to the State Laws of Michigan, the policies of the Boy Scouts of America and Tall Pine Council. Such operation shall embrace the following principles:
 - All speed limits must be obeyed. Vehicle speed limit in camp on the main road from Camp Sign to the Ranger House is 25 miles per hour. The speed in camp must not exceed 10 miles per hour.
 - Passengers are never transported in the bed of a truck
 - No more than three people are permitted in a truck cab
 - Safety belts must always be worn

Wildlife and plant life abounds at Camp Tapico and are to be enjoyed by all. They are a natural resource to be protected. The harming of any animal and/or the removal of any animal or plant from camp is forbidden. The cutting down of trees is prohibited without advance approval of the camp ranger.

- Sale of articles by a camp staff member to a camper, either directly or indirectly, is prohibited. Sale of items to other staff members are permitted - provided that fair value is returned for whatever money is received and with prior approval of the camp director.
- Respect the privacy of your neighbors. Do not enter another troop's campsite or a staff member's quarters unless invited.
- Gambling is not permitted in the Boy Scouts of America. The staff will be expected to adhere to this policy and set the example for campers.
- **No "moonlight swimming or boating".**
- Closed toe shoes must be worn at all times to prevent stone bruises, cuts, and thorn punctures. Exceptions: beach & showers.
- It is the responsibility of all adult leaders and staff members to be aware on a daily basis, of each camper's physical condition. Any changes in appearance, appetite, activity level or health habits are to be reported to the camp director.

Camp Tapico Emergency Procedures

In the event of a camp emergency, each staff member must adhere to the following guidelines. The Camp Tapico Emergency Procedures will be reviewed during staff week.

- **All personnel in camp (staff members, leaders, and campers) must be familiar with the Camp Emergency Procedures.**
- **In the event of an emergency, all personnel will immediately respond to the specific situation as outlined in the Camp Tapico Emergency Procedures.**

In the event of one of the following situations, the Camp Tapico Emergency Action Coordination Team will begin emergency procedures.

- Serious Accident
- Fire
- Lost Swimmer / Boater
- Severe Weather
- Lost Camper

In an emergency situation, the Camp Emergency Action Coordination Team will assemble at the camp Administration Building. The team will coordinate actions, issue orders, conduct calls as necessary, and release information to the public, following established Boy Scouts of America and State of Michigan policies. The team will include the following personnel.

- Camp Director
- Program Director
- Health Officer
- Camp Ranger
- Business Manager
- Camp Chaplain

Campers will be notified of an emergency via siren signals or triple air horn blasts.

- | | |
|------------------------------------|------------|
| • Severe weather / tornado warning | One Blast |
| • Fire | One Blast |
| • Lost swimmer / boater | One Blast |
| • Serious accident / lost camper | One Blast |
| • All Clear | Two Blasts |

- **In the event of a power outage or an alarm malfunction, runners will notify you.**

Upon hearing the emergency signal noted above, all staff members will assemble in the parade field along the pine trees by the central shower sign. All campers and leaders are to report back to their campsites.

- **Unit leaders are to take a head count and get their unit roster.**
- **Units are to stay in their campsite until the all clear is sounded.**
- **Staff is to stay along the pine trees until the all clear is sounded.**
- **The camp clerk will take head count.**
- **A staff runner will come to your campsite for a head count.**
- **All camper and adult counts will be conducted only by adult leaders in the campsite and reported immediately to the Tapico staff member who will come to your campsite, and then report to the camp director or designee. Units are reminded that if these procedures become necessary to enact, quick and complete compliance will be insisted upon. Failure to do so could result in your violation of a state law.**

Basic Rules to Follow in the Event of a Serious Accident in Camp

- If a victim cannot walk on his own, **do not** move the victim.
- At least two members (staff, youth, adult) must stay with the victim and perform the following as needed: administer first aid, stop bleeding, administer artificial respiration, administer C.P.R., treat for shock, and make the victim comfortable.
- Reassurance is important too.

- At least two members (staff, youth, adult) must care for the rest of the members and lead the members away from the victim.
- A person must be appointed who acts as the “runner”. This “runner” is dispatched to the Health Lodge to seek help. He needs to be able to relay the following information:

- | | |
|----------------------------|-----------------------------|
| • What Happened? | • When it Happened? |
| • Who it Happen To? | • Where it Happened? |
| • How it Happened? | |

- The health officer will determine whether or not to call for an ambulance and will then proceed to the accident scene. The "runner" must wait for the ambulance (if called) to direct it to the scene.
- Upon arrival of the ambulance, the victim is turned over to the ambulance crew and their instructions must be followed.
- The troop leader, or for staff the camp director or his designee must accompany the victim to the hospital. The victim's health form should also accompany him.
- Upon arrival at the hospital emergency room, the unit leader must call the victim's parents (or guardians) to seek permission for treatment.
 - The camp director or designee must inform the Scout executive of the accident.
 - If in doubt as to the condition of the patient, always treat as an emergency!

Minor Injuries

Administer basic first-aid and transport the victim immediately to the Health lodge. Always inform the Health Officer of the assistance (first-aid, etc.) administered.

Illness

The Health lodge is open for sick calls at the following times:

- 9:00 – 11:45 A.M.
- 2:00 – 5:00 P.M.
- 7:00 – 9:00 P.M.
- Emergencies at any time.

Extreme Heat and Humidity

- In the event of extreme heat and/or humidity, Scouts should restrict their physical activity to cooler times of the day.
- Physical activity should be short in duration with frequent periods of rest.
- Scouts should increase their water intake and take preventative measures to protect their skin.
- Preventative steps for sunstroke and dehydration will be stressed when necessary.
- Limit hiking time to 20 minutes rest as necessary in the shade.

Severe Weather

Severe weather includes heavy thunderstorms, tornado watches (tornado possible), tornado warning (tornado sighted) and lightning.

Severe Storm or Tornado Warning

- The camp ranger or designee will sound the severe storm alarm. Issue verbal instructions to the campers or staff members.
- All campers and staff members are to seek shelter in the immediate low ground areas or the storm shelter attached to the commissary.
- Campers and staff members are to remain in the low ground areas or the storm shelter attached to the commissary, until the "all clear" signal is sounded.
- The camp ranger or designee will sound the "all clear" signal.

- Campers must report to their campsites upon receiving the "all clear" signal and remain there until released by a staff member.
- The staff members must report to the Administration Building upon receiving the "all clear" signal.

Lightning

- Seek shelter in a low-lying area, away from overhead wires.
- Avoid contact with water or metal.
- If you are on the lake with severe lightning:
A "clear the lake" signal will be sounded. Proceed to shore and remove boat from water. Move away from the boat and the water. Seek shelter.
- Avoid contact with metal and overhead wires.

Fire

- The camp ranger or designee will sound the fire alarm. Issue verbal directions to the campers or staff members.
- All campers must report to their campsites.
- The troop leader must conduct a roll call of his/her campers.
- Staff member will come to your campsite to check your roll call.
- The camp ranger or designee will sound the "all clear" signal.
- All of the staff members must report to the Administration Building.
- Campers must remain in their campsites until the "all clear" signal is sounded.

Lost Camper

- Advise the camp office immediately.
- Find out where the lost camper was last seen.
- Check the lost camper's campsite.
- Organize a search party and send a staff member to the outbound areas.
- After sufficient time has elapsed, notify the Sheriff's Department.
- Call the Coast Guard and request helicopter surveillance.
- Continue the search for the lost camper until found.
- After sufficient time has elapsed, notify the lost camper's parents'.
- **The camp director or designee will determine when to notify the lost camper's parents.**

Lost Camper Search Procedure

Once verification of a lost camper is made, the staff will be mobilized. Determination of where the person was last seen is made. The camp ranger will coordinate the lost person searches with the assistance of the camp staff and unit leaders as necessary.

- Search the troop's campsite and the immediate surrounding areas.
- Teams of 3 will be sent to search the campsite areas. Teams leave under the control of adults only.
- Know your destinations, search areas, and the times of return.
- Search teams should carry the following:
Flashlights, canteens, blankets, rope, first-aid kits, and suitable personal clothing.
- Teams should have the missing person's name, troop number, home address, and phone number.
- If recovery is not made quickly, the camp director or designee will request outside assistance.

Lost Swimmer / Boater Verification

- The lost swimmer/boater is identified by name.
- The lifeguard calls for a buddy check and orders all persons out of the water.
- The name of the missing person is called loudly. The changing area and the latrine are checked.
- One person is dispatched to the missing person's campsite for a check there. If the missing person is found, explain the merits of the buddy system to the missing person and his buddy.

Lost Swimmer / Boater Search Procedure

The Aquatics staff immediately enacts their plan for a lost swimmer/boater search. If this is not productive, the camp ranger or designee will sound the siren for a lost swimmer/boater search.

- The siren sounds.
- All adults and campers must return to their campsites. The unit leaders must conduct a head count of their campers and everyone remains in their campsite.
- Report your count to the camp staff member who comes to your campsite.
- All available staff members must report to the waterfront to assist in the search as described by the camp and State of Michigan policies.
- Adults and campers must remain in their campsites until the "all clear" signal is sounded.

Earthquake

In the event of an earthquake, you are to proceed immediately to an open area. The major risk of injury during an earthquake is as a result of falling objects. Be aware of overhead power lines and trees. Exit any buildings if possible.