

2010 STAFF GUIDE



APPENDIX SECTION

2010 Administrative Team

Camp Director	Mike Beratta
Program Director	Nick Barber
Business Manager	Weston Mitchell
Camp Ranger	Larry Woughter
Camp Chaplain	Richard Sadler
Camp Commissioner	Cassie Kent

Administrative Team Responsibilities

The **Camp Director** is responsible for everyone and everything in camp. The camp director is held accountable for every occurrence in camp, whether they have delegated the responsibility to others or not. The camp director interprets and implements policies for the camp as set forth by the Boy Scouts of America and the Tall Pine Council. All staff members are ultimately responsible to him.

The **Program Director** is responsible for developing and implementing the camp's program. The program director coordinates the efforts of the program departments through their directors and serves as a resource for all the program staff.

The **Camp Ranger** is responsible for camp maintenance, equipment, health, safety, and emergency procedures. These services include the Health Lodge and the Maintenance Center.

The **Business Manager** is responsible for providing support services essential to the efficient operation of the camp. These services consist of the business office, food services (commissary & kitchen), staff dining area, and the trading post.

The **Camp Chaplain** is responsible for conducting regular religious services along with providing spiritual leadership to both staff and campers. The camp chaplain also provides personal counseling to those in need.

The **Camp Commissioner** is responsible for the camp public relations and is the main line of communication within the camp.

2010 Camp Calendar

January 15	Join 2010 Camp Tapico group on facebook.com
January 15	Register as a member of Venture Crew 1950
April 1	Complete all online training and documentation sent to Camp
April 24-25	CPR/First Aid training at Camp Tapico
May 5	Leaders Orientation 7:00 p.m.
May 14-16	Spring Conclave - Order of the Arrow
June 1	All contracts and employment paperwork due
June 16	Cabinet Reports to Camp
June 18	Area Directors Report to Camp
June 20	General Staff Reports to Camp (Complete Field Uniform by 1:00pm.)
June 20-26	Staff Training Week
June 26	Week 1 Early Arrivals
June 27 –July 3	Boy Scout Summer Camp – Week 1
June 29	National Visitation - Boy Scout Summer Camp
July 3	Week 2 Early Arrivals
July 4-July 10	Boy Scout Summer Camp – Week 2
July 10	Week 3 Early Arrivals
July 16	Staff Evaluations
July 11-17	Boy Scout Summer Camp – Week 3
July 17	Week 4 Early Arrivals
July 18–24	Boy Scout Summer Camp – Week 4
July 24	Week 5 Early Arrivals
July 25-31	Boy Scout Summer Camp – Week 5
July 31- Aug 3	Camp Shutdown
Aug 2	Staff Appreciation
Aug 1	Camp Tapico Summer Camp Staff - Final Evaluations
Aug 3	Staff Departs (on/or before)
T.B.A	Michigan Camp Licensing Consultant to inspect camp

Staff Equipment Needs List**Completed** Annual Health and Medical Record Form - With All Signatures

Camp Box / Foot Locker – Each staff member must have a lockable storage container for security purposes.

Sleeping Bag or Linens and Blankets

Personal Gear

Soap	Towel	Toothbrush
Washcloth	Toothpaste	Comb
Razor	Shaving Cream	Hand Lotion
Sun Block	Shampoo	Sunglasses

Uniform Parts

2	Short Sleeve Scout Shirts	2	Scout Shorts
1	Scout Pants	7	Scout Socks
1	Scout Belt	1	Scout Hat
8	Scout T-shirts	1	Sturdy, comfortable Shoes

**Sandals may be worn in Aquatics
and off time only**

Clothes

Pants/Shorts	Shirts
Sweatshirt (hooded is best)	Raincoat/Poncho
Sweater	Light Jacket (windbreaker)
Warm Jacket (30° weather is possible)	Swim Suit (no cut off's, no Bikinis)
Clothes Hangers	Boots
Sneakers/Moccasins	Cotton Socks
Wool Socks	Under Clothing
Handkerchiefs	Watch and Alarm Clock
Laundry Soap	Laundry Bag
Costumes	

Other Items

Paper, Pen, Pencils, Envelopes	Flashlight
Sewing Kit	Handbooks
Pocket Knife	First Aid Kit
Fishing Equipment	Camera/Film
Musical Instrument	Bible/Prayer Book
Long Distance Calling Card	Pillow
2-way radio	

Please Note: Do not have magazine subscriptions, etc. temporally transferred to our camp address.

CERTAIN ITEMS ARE PROHIBITED IN CAMP because they pose a serious health hazard to the campers: BB guns, bean shooters, fireworks (of any type), explosives, alcoholic beverages, illegal non-prescription drugs, pornographic materials, slingshots, and other missile-launching devices. Possession or use of the above-mentioned items is grounds for immediate dismissal. Additional items that constitute a threat to the safety of the camp community will be designated by the camp director and supervisors and removed at once.

NO PERSONAL GUNS, AMMUNITION AND ARCHERY EQUIPMENT WILL BE ALLOWED AT CAMP, UNLESS YOU HAVE APPROVAL FROM THE CAMP DIRECTOR. ALL EQUIPMENT BROUGHT TO CAMP MUST BE CHECKED IN WITH THE SHOOTING SPORTS DIRECTOR UPON ARRIVAL.

ALCOHOLIC BEVERAGES/NON-PRESCRIPTION AND ILLEGAL DRUGS ARE PROHIBITED ON CAMP TAPICO PROPERTY.

POSESSION OF TOBACCO PRODUCTS BY STAFF MEMBERS UNDER THE AGE OF 18 IS AGAINST THE LAW. STAFF MEMBERS VIOLATING THIS LAW WILL BE DEALT WITH ACCORDINGLY.

ANY INDIVIDUAL CONTRIBUTING TO THE DELINQUENCY OF A MINOR IS IN VIOLATION OF THE LAW OF THE STATE OF MICHIGAN AND WILL BE DEALT WITH ACCORDINGLY.

CAMP TAPICO STAFF EVALUATION FORM

Tall Pine Council, Boy Scouts of America

Staff Member _____ Position _____

Please use the following rating scale for all items listed below:

- 4 – Exceeds Standards
- 3 – Meets Standards
- 2 – Below Standards
- 1 – Unacceptable

Personal Management Skills

- _____ On time for flag ceremonies
- _____ On time for all programs and camp-wide events
- _____ wears the appropriate uniform for all programs and camp-wide events
- _____ Practices good personal hygiene
- _____ Attends and participates in camp-wide events
- _____ Demonstrates initiative
- _____ Accepts constructive criticism
- _____ Shows interest and enthusiasm in their work
- _____ Satisfactorily completes assigned tasks
- _____ Uses their time efficiently
- _____ Performs duties in a safe manner

Teamwork Skills

- _____ Follows direction of supervisor
- _____ Works well with others
- _____ Participates in the team process on equipment moves, campfires, etc.
- _____ Uses the team approach to identify problems and generate solutions
- _____ Has the ability to cope with change

Organizational Skills

- _____ Completes appropriate documentation for their duties in a timely manner
- _____ Delegates duties and responsibilities effectively
- _____ Communicates effectively with Scouts, staff, and adults
- _____ Makes requests for supplies and or needs in a timely manner
- _____ Uses appropriate documentation to make requests

General Skills

- _____ Plans and sets plans and makes schedules for themselves and their staff
- _____ Manages the behavior of staff and Scouts in an effective manner
- _____ Is quick to act to modify a situation that needs immediate attention
- _____ Completes what they have started
- _____ Meets all deadlines
- _____ Constantly strives to improve job performance

SHOWER HOURS

CENTRAL SHOWER

ADULT 6:30-7:30 am & pm
 YOUTH 7:30-8:30 am & pm
 ADULT 8:30-9:30 am & pm
 CLOSED 9:30-10:30 am & pm
 ADULT 10:30-11:30 am & pm
 YOUTH 11:30-12:30 am & pm
 ADULT 12:30-1:30 am & pm
 YOUTH 1:30-2:30 am & pm
 ADULT 2:30-3:30 am & pm
 YOUTH 3:30-4:30 am & pm
 ADULT 4:30-5:30 am & pm
 YOUTH 5:30-6:30 am & pm

OPEN AIR SHOWER (NO FEMALES)

YOUTH 6:30-7:30 am & pm
 ADULT 7:30-8:30 am & pm
 YOUTH 8:30-9:30 am & pm
 ADULT 9:30-10:30 am & pm
 YOUTH 10:30-11:30 am & pm
 ADULT 11:30-12:30 am & pm
 YOUTH 12:30-1:30 am & pm
 ADULT 1:30-2:30 am & pm
 YOUTH 2:30-3:30 am & pm
 CLOSED 3:30-4:30 am & pm
 YOUTH 4:30-5:30 am & pm
 ADULT 5:30-6:30 am & pm

To: Camp Tapico Summer Camp Staff

From: Mike Beratta – Camp Director

Subject: 2010 Camp Tapico Staff Guide

Enclosed is the 2010 Camp Tapico Staff Guide.

To insure that every staff member has received a copy, sign and return the lower portion of this memo. For staff members under the age of 18, a parent or guardian's signature is required.

This is the only staff handbook that will be used this year. Please take the time to read it. If you find any errors or have any questions, please contact me as soon as possible.

Please destroy all previous issued copies. Thank you.

Name of Staff Member _____

Position in Camp _____

I acknowledge receipt of the 2010 Camp Tapico Staff Guide and agree to abide by its contents.

Staff Member Signature _____ Date _____

Parent / Guardian Signature _____ Date _____

Camp Flow Chart

