

# **Girl Scouts of Northern California**

## **Camp Butano Creek: Personnel Policies**

The principals and beliefs of the Girl Scouts U.S.A. govern the actions of all camp staff participating in the camp program of the Girl Scouts of Northern California. The Girl Scout camp program is open to all girls without regard to race, religion, color, or national origin. Camp staff are expected to adhere to the provisions of these policies while in camp and cooperate with the Camp Director in all matters. Camp staff members are expected to adjust personal actions to the customs, personnel practices and goals of the camp and to conduct themselves both in camp and away from camp in a manner that is a credit to the Girl Scout organization.

### **CAMP BUTANO CREEK - RULES AND POLICIES**

#### **CAMPER WELFARE**

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is not permitted. Adults must never be alone with a camper in any building, room or enclosure (i.e. a tent).

#### **FACILITIES**

All staff are responsible for the care of camp's buildings, tents, and equipment. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phone and supplies are for camp business only.

#### **DRINKING AND DRUGS**

Do not possess or use alcohol or illegal drugs on camp property. In addition, staff is not to return to camp under the influence of any of such substances. All medications, whether prescription or over-the-counter, shall be turned into the health center. Usage of such medications shall be by proper dosage and logged in with the nurse.

#### **SEXUAL CONTACT**

Sexual contact on camp premises is not permitted. Actions displaying friendship and/or fellowship during camp operation shall be in good taste and in no way offensive to any campers, staff members, or parents.

#### **SMOKING**

Smoking is NOT ALLOWED at any time on Girl Scout property.

#### **BREAK TIME**

Everyone is entitled to a two-hour break per day, in no less than one-hour increments. A written, posted break schedule is the responsibility of the unit leader. The schedule should be planned out with input from all unit staff. Please use the sign out sheet if you leave camp property and check with a director if possible.

#### **TRAINING**

Butano Creek training is a REQUIRED part of your staffing obligation. To meet Girl Scouts and American Camping Association requirements, you must complete 16 hours plus two days of on-site pre-camp training.

#### **COMMUNITY RELATIONS**

Staff are asked to be sensitive to the communities near the camp and at all off-site program organizations. Each staff member represents the camp in his or her dealings with members of the community.

PETS

No pets are allowed on Girl Scout property.

HEALTH SERVICES

A qualified health professional is on duty at camp and staff members have access to his/her services as needed.

GRIEVANCES

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to the Camp Director(s) promptly.

CONTRACTS

You may not work at camp without a signed contract/Volunteer Services Agreement and Personnel Policies.

I UNDERSTAND THAT VIOLATION OF ANY OF THESE POLICIES IS GROUNDS FOR DISMISSAL FROM CAMP AS INDICATED IN THE STAFF CONTRACT.

ACKNOWLEDGEMENT

I acknowledge receipt of the Butano Creek Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the camp policies.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-awareness, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealings with campers and other staff.

I shall be accepting of the diverse racial, national, religious, and cultural background of my campers, and not seek to impose my own particular views.

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Camp Director Signature \_\_\_\_\_ Date \_\_\_\_\_