



2021 CAMP STAFF MUTUAL STAFF AGREEMENT

It is our mutual understanding that:

1. Membership in the Boy Scouts of America is required of all camp staff employees by the National Council. The employee will have accomplished membership registration with the Boy Scouts of America upon acceptance of this employment contract, at his/her expense. If the membership application is rejected by the National Registration Service or for any other reason, this contract will then become null and void.
2. If a position requires a National Camping School or other certification, the employee will attend and complete the required course(s) at a time and location approved by the Camp Director. Alternatively, the employee will provide proof of having the current, required certification(s).
3. While the specific functions defined in the job description for the employee's job title may be his/her chief responsibilities, the employee agrees to forward the entire camp program & objectives of the New Birth of Freedom Council & the Boy Scouts of America, assisting in such manner as assigned now or later by the Camp Director or other supervisory personnel. If the needs of the camp require reassignment of duties, it is understood that the camp director may do so at any time.
4. Compensation is subject to federal and state withholding taxes and Social Security (FICA) tax. Such deductions will be made from salary payments. A social security account number is required from every paid employee, along with the required Internal Revenue Service Form W-4. Compensation covers all pre-camp preparations and training that may be necessary as well as the camp season itself. The Internal Revenue Service Form W-4, as well as the Employment Eligibility Verification Form I-9, **are to be returned to the employer by April 1st.**
5. The Council will cover the employee in its Worker's Compensation policy. Worker's Compensation covers on-the-job injuries only. All injuries must be reported immediately to the Health Officer. Non work-related injuries or sicknesses are not covered and it is the responsibility of the employee to ensure that any incurred bills are correctly processed and promptly paid.
6. The employee will furnish his/her own transportation to and from camp as well as maintain auto insurance as required by state law.
7. The employee will be released after camp closes, when all inventories & reports are completed & all materials are stored, to the satisfaction of the Camp Director.
8. Employees are expected to eat all meals with campers. Meals and tent or cabin lodging are provided by the employer. The employee is obligated to accept meals and lodging on the premises of the camp, during the period of employment, as a matter of convenience to the employer.
9. Unless approved in advance, employees will live on the camp property in such places as designated by the camp director. You will be expected to maintain your quarters, uniform, person, and working area, in an exemplary manner of cleanliness and neatness at all times, abiding by applicable standards. Camp management reserves the right to enter your quarters for inspection at its discretion. Good appearances are paramount to the accomplishment of our assignments.
10. If you are under 18 years of age and have not graduated from high school, you must obtain an application for either a Vacation Certificate or a Transferable Work Permit (option for ages 16 and 17) from your school district, and submit it along with a signed copy of this agreement. Out-of-state minors must obtain such applications from the Northern York County School District in Dillsburg, Pennsylvania or West Perry School District in Elliottsburg, Pennsylvania. If you already have a Transferable Work Permit, please submit it for photocopying with your contract. **You cannot start employment without your actual permit.**
11. The employee agrees to provide and maintain adequate Scout summer uniforms so that a clean and complete uniform can be worn at all times, subject to duties and the advisement of the Camp Director or Program Director.
12. The employee agrees to provide a record of health history and medical evaluation forms provided by the employer. A health history and physical examination completed within the past 12 months are required of each staff member. A copy of the Annual Health and Medical Record Form, properly completed, must be submitted prior to beginning work. A parent or guardian must attest to the validity of the health history and physical examination for those under the age of 18.
13. Minors under 18 years of age may bring motor vehicles to camp for the purpose of travel to and from their homes only with written parental permission, using the form available from the Camp Director. The keys must be labeled and kept in the camp office. If misused, this privilege may be revoked at any time by the Camp Director. Minors will be permitted to leave camp for off-duty evenings with written permission from parents and approval of the Camp Director.
14. Employees' personal property is not covered for fire, flood, theft, or other risks under the insurance policies of the New Birth of Freedom Council, Boy Scouts of America. Furthermore, the employer is not responsible for articles lost or stolen.
15. During the period of employment, the employee's full time is at the disposal of the employer, subject to Child Labor Laws where minors are concerned. Time off will be determined and approved in advance by your supervisor or the Camp Director. Employees entering or leaving the camp at any time must "sign in" or "sign out" at the Camp Office at the time of their arrival or departure.
16. The employer reserves the right to cancel this agreement in full or in part, in the event of unsatisfactory service, personal conduct not in accordance with Scouting standards or which interferes with camp morale, failure to fulfill any assignment given to the employee because of illness, violation of any policy established by the employer or the Boy Scouts of America, or for any unforeseen circumstances which may arise. In the event of termination, the employee will be paid only for the part of the season that was served, calculated on a per diem basis.
17. The employer and employee understand and agree that this employment is seasonal employment, and that the employee's employment will automatically terminate at the closing date of this agreement, unless terminated at an earlier date by spoken or written notice from employer to employee.
18. The employer and employee, and parent(s)/guardian(s) as needed, indicate understanding of and agreement with these provisions and intend to be bound and obligated herein by affixing their signatures below.

Name of Staff Member: _____ Camp: _____

Signature: _____ Date: _____

Full Name of Parent/Guardian: _____
(if Applicant is under 18 years old)

Signature: _____ Date: _____

Signature: _____ Date: _____

(Director of Camps, New Birth of Freedom Council, BSA)