



# Scouts BSA Summer Camp

A Nationally Accredited Boy Scout Camp

## 2019 Counselor-In-Training Guide

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## Serving as a Counselor-In-Training (CIT)

Welcome to the Horace A. Moses Scout Reservation Counselor-In-Training (CIT) program.

We assume that you will take the Scouting program seriously, living up to its ideals and code of conduct to the best of your ability. The principles of the Scout Oath and Law are what guide the operations at the Moses Scout Reservation, and these same standards are placed upon the staff members and CITs as they carry out their duties.

Serving as a CIT is an unforgettable experience. The friendships that are made can last a lifetime. Tremendous opportunities exist for personal growth since a CIT is placed in a position of responsibility and relative independence and is considered a trusted Scout.

## Mission of the CIT Program

The mission of the Counselor-In-Training (CIT) program is to safely and successfully prepare a Scout for their future camp staff experience through a variety of engaging learning experiences with the current staff.

We accomplish this purpose by providing you with on-the-job training experience needed to be successful.

CITs are brought to camp to learn and to assist in the major program areas of the camp: shooting sports, waterfront, Scoutcraft, Handicraft, Nature, trading post and others. You are not here to replace staff members or to relieve staff members of any of their duties.

## How CITs Function

Each CIT will be assigned to different program activities throughout their first week. During any subsequent weeks, you would be able to request one area in which you would like to spend the entire week. When assigned to a particular program in camp, each area director will give you specific training. Changes will be made at the discretion of the CIT Director. You will also be given the opportunity to work on a merit badge if you so desire.

Your job is to assist and to learn the job of a staff member who acts as your coach. You do not replace them in their primary duties, but support them and add to their effectiveness in carrying out their function.

## Evaluation

As a CIT, you will receive a confidential evaluation from the staff member you work with for each program area of the camp you serve in. Evaluations will cover your ability to learn, leadership potential, team play, skill in accomplishing your assigned work, and appearance in working habits. The CIT Director and the program area director will share the evaluation with you at the end of each session. Also, on two different occasions, the CIT Director will give a potential staff rating during the CIT program and after the completion of the program. We hope both the evaluations and the ratings will help you strive to improve your performance at camp.

## Contract

A contract will be signed by the CIT and their Parent or Guardian upon arrival to camp. There will be a meeting of the CIT Director, Program Director, Camp Director, and the CITs and their parent or guardian their first day of the program. The purpose of the meeting will be to go over the program and to sign the contract.

# Policies and Guidelines for CITs

## **Health History and Medical Examination**

All CITs are required to submit Parts A, B and C of the official BSA Health Form. This is to be completed and signed by your physician. Bring it to camp.

## **Insurance**

CITs are covered by Camper Health and Accident Insurance.

## **Transportation**

CITs are responsible for their own transportation to and from Camp. Car pools are suggested if there is an issue.

## **Time Off**

Time off will consist of 7:00 PM on Friday until 12:00 noon on Sunday each weekend camp is in session. Additional time off will be granted only under extreme circumstances.

## **Lanterns**

Use of gasoline or kerosene lanterns is not permitted by anyone at camp. Propane and battery lanterns are permitted. Only battery lanterns are allowed in tents.

## **Uniforms**

All CITs are required to maintain at least two (2) complete official Boy Scout summer uniforms. Summer uniforms consist of shorts, short-sleeved shirt, socks, official belt (Philmont or Jamboree Belts are also allowed), and Scout related T-shirt for activity periods. Please have enough uniform parts for the summer.

## **Uniform Insignia**

CITs wear current badge of rank, Western Massachusetts Council strip and numerals of youth troop. You may wear the camp patch, OA patch, Jamboree, Philmont, or any other badge you have earned.

## **Laundry**

No laundry facilities are located in camp. Plan to wash clothes at home on weekends. You are expected to keep uniforms clean and respectable at all times. Put your name on all of your belongings.

## **No Smoking**

Smoking, or any other use of tobacco, is not permitted for staff members who are under 18 years old (as per Massachusetts State Law and BSA policy). Staff members who are over 18 years old who use tobacco may do so, but only in designated areas of the camp and NEVER in view of campers.

## **Drugs, Alcohol and Gambling**

No alcohol, illegal drugs, or gambling are permitted in camp at any time.

## **Cars**

Staff members who drive a vehicle can bring it to camp; however, it must be parked at the parking lot when not in use. Only those staff members who are 21 years or older are permitted to transport other staff members in their own vehicles.

## **Reveille**

This is at 6:30 AM. Breakfast is at the Dining Hall. You are required to be on time for all meetings, meals, and flag ceremonies.

## **Taps**

All CITs are expected to be in bed no later than 10:30 PM.

## **Musical Instruments**

Bring them along, if you wish. You are solely responsible for all of your belongings.

## **Meals**

All meals will be in the Dining Hall unless otherwise arranged with the CIT Director.

## **Personal Quarters**

CITs are assigned to a CIT tent with a cot and mattress. You will be expected to keep your living area clean and neat. It is suggested that you bring a footlocker and padlock for storage of your clothes and personal gear.

## **Personal Health**

Camp CITs are expected to be clean and neat in appearance at all times. Hot showers are available in camp for daily bathing and shaving. Hair is required to be kept neat.

## Why Scouting?

It is the purpose of the **BOY SCOUTS OF AMERICA** to provide for boys and young women an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them personal fitness, thus to help in the development of American citizens who:

- Are physically, mentally, and emotionally fit
- Have a high degree of self-reliance as evidenced by such qualities as initiative, courage, and resourcefulness.
- Have personal and stable values firmly based on religious concepts
- Have the desire and the skill to help others
- Understand the principles of the American social, economic, and government system
- Are knowledgeable to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of world

The BOY SCOUTS OF AMERICA accomplishes this purpose by making its program available in partnership with existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

## Why Camping?

The outdoor program is one method of Scouting. At camp a boy can swim, fish, row a boat, shoot a rifle, and do all kinds of things. In order to achieve the Aims of Scouting, however, there has to be something more.

- In a culture in which often “anything goes”, we foster a specific set of ethical beliefs: the Scout Oath and Law.
- In a culture that says to gratify one’s every impulse, we show the value of responsibility and self control.
- In a society in which young people often seem to count very little, we show each youth that they matter and are important.
- In a culture that says “Get Yours First”, we foster cooperation, teamwork, and service to others.
- In a society in which too much is often done for some young people, we value self-reliance, personal confidence, and leadership.
- In a world that grows more complex each minute, we offer proof that simple ways work and are desirable.
- In a society that does poorly on environmental protection, we teach that even a scrap of paper is offensive to nature.
- In a world that has historically abused religion, our camp shows the wisdom, providence, grace, and majesty of God.

Scout camping is more than fun in the woods. It provides the place, the people, and the program that can achieve the purposes of Scouting. Scout camping can make a difference in Boys, young Women, in Packs, Troops and Crews, in Men and Women, in Communities, in the Nation, and the World.

## Declaration of Religious Policy

*The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God.*

In the first part of the Scout Oath or Promise the member declares, “On my honor I will do my best to do my duty to God and my country and to obey the Scout Law”. The recognition of God as the ruling and leading power in the universe and the grateful acknowledgement of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members.

No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, 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 the organization or group with which the member is connecte shall give definite attention to religious life.

## Working With Adult Leaders

Whether it's your own troop or a unit traveling from a distant point, the boys are there because of one person. Because there's a Adult Leader or Camp Leader who keeps the show on the road during THE YEAR AND BRINGS THE TROOP TO CAMP. Adult Leaders vary almost as much as camp staff members do, and a great deal of flexibility is required for us to meet their needs.

Every year there are Adult Leaders who pose certain problems to the staff. In some cases the Adult Leader's complaint or problem is clearly justified, and the staff member needs to hustle to set situation right. In other cases, the Adult Leader seems to be difficult or unreasonable. But have you ever stopped to think that maybe this Adult Leader:

- is brand new and really doesn't understand summer camp yet?
- has been doing this job for years and is just worn out and unsuccessful in finding somebody to take their place.
- is giving up vacation with their family because nobody else could bring the scouts to camp.
- is in poor health and a week of camping is really a strain.
- really needs staff to help to pull the troop together but is too proud or embarrassed to ask.
- is seriously doubting the camp's and staff's ability to provide the needed service to the troop.

An Adult Leader's attitude toward camp will be directly reflected in the faces of the youth.

Some thoughts:

- Remember that your job exists in large part because of the Adult Leader.
- Don't wait for a Adult Leader to bring you a problem; ask how things are doing. They'll appreciate your interest.
- If you can help solve a problem, offer to help if it's within your ability. If you can't, ask a staff member who can or refer the Adult Leader to that person.
- Avoid putting yourself or supervisor in a corner. Say "NO" only when it is against the rules and policies of the camp or just plain impossible, not merely inconvenient and explain why.
- Avoid putting the Adult Leader in a corner. Enforce camp rules and policies, but do so calmly and courteously. Never do anything that might embarrass a Adult Leader in front of any boys.
- When in doubt, refer to the Camp Director or the Program Director!

## Working With Scouts

As a member of the staff, your main job is to work with scouts. Successful work with scouts requires a variety of specific attitudes and skills. These attitudes and skills, though "natural" to a few people, can be learned, and are discussed below. You need to:

- ❖ Respect and like scouts
- ❖ Be prepared
- ❖ Provide structure and organization
- ❖ Praise and encourage good behavior
- ❖ Ignore or terminate bad behavior
- ❖ Have a sense of humor
- ❖ Set a positive example
- ❖ Kids come to camp to have FUN! Make it Possible.

Scouts are very perceptive. If you really don't like or respect them, it will creep into your work, and you will not be successful. You can still do good staff work, but it will have to be in a support area.

If you're going to instruct a class, know what you are going to say and do. Will they sit or stand? Where? Are there enough axes or ropes to go around? What will you say? What are you trying to accomplish? What will the scouts be doing? How will they learn?

KNOW WHAT YOU ARE GOING TO SAY AND DO. HAVE YOUR AREA, MATERIALS, AND LESSON READY. HAVE A PLAN "A" AND A PLAN "B". DO ALL THIS BEFORE THE SCOUTS ARRIVE. Once you begin the session, use structure. You have **AUTOMATICALLY ELIMINATED 95% OF ALL DISCIPLINE PROBLEMS.**

Scouts do not learn by example. When a scout or group has learned something, or has been pleasant and cooperative, you should reward this. Warm verbal praise and encouragement is a powerful tool.

If a scout is being disruptive, first try to ignore this behavior. Be on the lookout for good behavior and praise this. If this doesn't work, directly tell the troublemaker to stop and proceed with the session. If this doesn't work, separate the scout from the immediate problem. Remove the scout from the area only as a last resort; and make sure to tell your area director why. **YOU ARE NOT ALLOWED TO STRIKE (AND ARE ADVISED NOT TO TOUCH) A DISRUPTIVE SCOUT.**

## Working With Others

At summer camp, friendships are made that may last a lifetime; this is as true for staff as for campers. Some thoughts:

Friends are made...

- ...when each person pulls his/her own weight, united in a common cause.
- ...by recognizing and complimenting the worthwhile achievements of others.
- ...when we overlook the minor differences or weaknesses we all have.
- ...when we help someone to overcome the major problems they may have.
- ...when we support one another.

We cause problems....

- ...when we don't do our job.
- ...when we criticize others in public or make negative criticism.
- ...when we make an issue of each other's minor differences.
- ...when we fail to help others with their problems.
- ...when we embarrass others or talk about them behind their backs.

It is not unusual for problems to arise between and among staff members. This is because we work under difficult conditions, are all different, and, most of all, because we are human. Problems can be avoided or solved. Some thoughts:

- ...meeting your own needs (consistent with policies)
- ...accepting the situation and living with it
- ...discussing the problems with the person involved, your department head, Program Director, or Camp Director



# Camp Regulations, Administration, and General Information

## Directions to the Horace A. Moses Scout Reservation

Take the Mass Pike to Exit 3 Westfield.

Turn RIGHT off the exit onto Route 10/202 South and drive toward the center of town.

Turn RIGHT onto Route 20 West.

Follow Route 20 to Route 23. Turn LEFT up the hill.

Take your first LEFT onto General Knox Road.

The camp entrance is on your RIGHT on Birch Hill Road.

Drive slowly (speed limit is 15 mph) up the hill to the parking area in the Parade Field on the right.

## Camp Office

The Camp Office is located on the first floor of the Manor House. At all times, there shall be a staff member assigned to the office. During regular business hours, this person shall be the Camp Clerk. During off-hours, an over 18 staff member shall man this position. Please report any emergencies, direct any questions, or check in and out of camp at the office.

## Signing In and Out of Camp

**Everyone (including CITs) who enter or leave the camp must sign in/out of camp at the Camp Office.** You may sign in/out 24 hours a day, 7 days a week.

Occasionally, it is necessary for a CIT to leave the reservation during the camp session. **Only the individuals listed on the medical form are authorized to pick up a CIT from the camp.** We are required to confirm the identity of each adult who is removing a child from camp (a driver's license is preferred) for any reason. Please give **at least 1 day's notice** for a boy to leave camp for a non-emergency.

## Telephone: (413) 568-0211

In case of emergency, parents may contact the camp office. Please advise parents that it is not possible to immediately contact their child to get them to a phone. Please leave a message with the person answering the phone, and your son or leader will be contacted as soon as possible. **Campers are NOT allowed to have beepers or cell phones in camp.**

## Mail and Correspondence

Scouts love to get mail and care packages from home. Please inform parents of the below address. Keep in mind that if you are sending something, please send it out no later than Tuesday. This will insure that items are received before the Scouts return home.

CIT's Name  
Moses Scout Reservation  
310 Birch Hill Road  
Russell, MA 01071

## Medical Checks

Each person in camp must be checked in by the Camp Health Officer upon arrival. All Scouts and adults registered in camp MUST have a completed medical and immunization form signed by their family doctor. Anyone without these records cannot remain at camp. The necessary forms are available at the Council Service Center. Due to state law and BSA requirements, **NO OTHER FORMS CAN BE ACCEPTED. PLEASE SUBMIT YOUR COMPLETED MEDICAL FORMS FOR ALL SCOUTS AND ADULTS COMING TO CAMP BY JUNE 1.**

### ***Notes on the medical form:***

- \* Requires physical exam within 24 months (updated yearly); tetanus shot within the past ten years.
- \* Completed and signed by a doctor or licensed health-care practitioner.
- \* Signed by a parent or guardian.
- \* Adults over 40 require a yearly physical.

**The camp reserves the right to remove any Scout or leader who might endanger the health of other campers.**

## Health & Safety in Camp

The Health Lodge is well equipped and capably staffed by trained personnel. Please comply with the following points:

- ❖ **All medications (prescription and over-the-counter) must be administered under the supervision of the Health Officer and must come to camp in their original packaging!** Certain medications (such as asthma inhalers and bee sting epi-pens) may be carried by the user after check-in with the nurse.
- ❖ At the first sign of illness or injury, bring the Scout or adult to the Health Lodge.
- ❖ Camp insurance will cover only those claims that are treated by the Health Lodge staff.
- ❖ When serious accidents or illness occur, parents will be notified immediately by camp personnel.
- ❖ In case of emergency, Scouts will be taken to the hospital. Unit leaders may be requested to drive.
- ❖ If a Scout must be confined to bed away from their unit, their parents will be advised to have the scout return home for recuperation.
- ❖ Forms are available for any Scout or leader requesting a Religious Exemption.

## CIT Travel out of Camp

If a CIT requires transportation from camp, the staff will ensure youth protection is followed. On trips away from camp, two adult leaders must be present.

## Unauthorized Persons in Camp

The Western Massachusetts Council takes very seriously the safety of its campers and all involved in the Scouting program. If you happen to notice an individual who looks or acts suspiciously, i.e., emerging from the woods or just wandering around aimlessly, you should do the following:

1. Do not jump to conclusions or take things in to your own hands. Keeping your eye on the individual, send another adult leader to contact one of the following in order of sequence.
  - a. **Camp Director or Camp Ranger;**
  - b. If the above are not immediately available, contact the Program Director or any Area Director, who will contact the Camp Director and/or Camp Ranger.
2. Once the Camp Leadership is notified, they will assess the situation with your assistance and make a determination at that point of what action should be taken.

## Alcoholic Beverages, Smoking, Fireworks, and Pets

No alcoholic beverages are permitted on the Scout Reservation. Smoking is not permitted in the presence of campers, in any camp buildings, or in tents. Leaders are requested to use good judgment regarding when and where smoking is done. Per Massachusetts State Law, persons under the age of 18 will not be allowed to smoke. No fireworks allowed on Scout property. Leave Fido at home... No pets allowed while at summer camp!

## Vehicles In Camp

Leaders are required to park their vehicles in the designated parking lot. Parking regulation will be strictly enforced to ensure right of way for camp and emergency vehicles. **Illegally parked vehicles will receive one warning then are subject to be towed.** All drivers are requested to respect the **15 MPH speed limit on all camp roads.** No passengers are to be transported in the beds of trucks, trailers, or campers for any reason. Mandatory National Camp Standards have been implemented, prohibiting the use of motor vehicles on roads going through campsites and program areas. These roads are for service vehicles only. This rule is in place for your safety. Please abide by it.

## Rifle and Archery Ranges

Only camp rifles and ammunition may be used at summer camp. Only camp bows may be used in camp. Safety and Massachusetts Gun Laws mandate this to promote the safety and well-being of all campers. No other guns, weapons or ammunition are allowed in camp.

# Emergencies In Camp

It is essential that all leaders, campers and staff be familiar with the following Emergency Procedures. Please take a few minutes to review these procedures with your unit.

## ***What to do: Unit Leaders and Campers***

1. When the siren sounds, the program areas will close immediately. **All leaders and campers MUST report to the flagpoles near the Nunes Building.**
2. The Unit Leader will assemble the unit separately from other units and will take a head-count of Scouts. The Camp Commissioner will be present to collect the report. When all Leaders and Campers are accounted for, further instructions will be given.

## ***What to do: Staff***

1. When the siren sounds, the staff will quickly and calmly close their areas and send all Scouts to the flagpoles.
2. In the event of a Lost Bather (continuous signal), the designated staff will proceed directly to the waterfront. All others will proceed to the camp office.
3. In the event of other emergencies (wavering signal), the staff will report to the camp office.

## ***ALL CLEAR!***

When the emergency (or drill) is over, the camp will be dismissed by the Camp Director or Program Director from the parade field flagpole (or appropriate location). Leaders, campers and staff will resume a normal program.

## ***DRILLS***

A camp that is prepared has few emergencies. Should an emergency arise, it is essential that everyone in camp know how to respond. Drills will be held to insure that all persons in camp know what to do and can do so calmly and effectively. Drills are a very serious matter and we expect that all will treat them in that manner.

## **DIRECTIONS FOR SPECIFIC EMERGENCIES**

### **Medical Emergency & Major Accidents**

1. Give the necessary emergency first aid. Do not move an injured person except to prevent further injury.
2. Send two runners to the Health Lodge. Do not call 911. Response time from medical personnel at the camp is ALWAYS FASTER than from emergency services.
3. The runners will report the location and type of medical emergency.
4. The camp nurse will administer necessary care and determine need for further treatment.

### **Lost Person**

1. The troop leadership will conduct a preliminary search of the campsite and immediate area.
2. If unsuccessful, the Adult Leader will report the situation to the Camp Director and will provide a description of the missing person, including where they were last seen.
3. The Camp Director will organize a search party or take other action as needed.

### **Communications**

1. During an emergency, the telephone will be used only for calls pertaining to the emergency.
2. Only the Camp Director or designee will notify the Scout Executive of camp emergencies. Only the Camp Nurse, Camp Director, or their designee will contact the parents of a sick or injured Scout.
3. In the event of an emergency please refrain from making any comment to newspaper or television personnel. Refer all questions to the Camp Director or representative.

### **Hot Weather**

1. During periods of extremely hot weather, we will modify program plans to prevent Scouts from engaging in strenuous activities. We may recommend to leaders that they bring their Scouts to the waterfront to cool off.
2. Water jugs will be dispersed around camp and will be located at the Trading Post.

### **Earthquake & Floods**

1. All leaders and campers must report immediately to the flagpoles in the parade field.
2. Adult Leaders will take a head count and report same to the Program Director.
3. The Camp Director/Camp Ranger will assess the danger and announce further instructions.

### **Lost Bather**

1. A missing buddy tag, an unclaimed buddy tag or similar situation will result in an alarm.
2. The Aquatics Director, or the assistant director, will sound the alarm.
3. The aquatics staff will empty the swim area and call all boats in.
4. Scouts, leaders and staff will follow the standard alarm procedure.
5. The nurse and assigned staff will report to the waterfront.
6. The Program Director and Commissioners will be stationed at the office to remain by the phone, assign staff as needed and gather troop reports.
7. The Aquatics Director will direct the aquatics staff in a systematic search of the swimming or boating areas.
8. When all Scouts, leaders and staff are accounted for, the all clear signal will be sounded.

### **Severe Weather**

1. In the event of a severe storm warning, the alarm will be sounded.
2. Scouts, leaders and staff will follow the standard alarm procedures, except as noted in #3.
3. In the event of sudden and unexpected severe weather, all Scouts, leaders and staff will immediately take cover. **DO NOT** attempt to return to your campsite or send runners until the severe weather has ended.

### **Hazardous Materials Spill**

1. Evacuate the area.
2. Alert the Camp Director immediately.
3. The Camp Director will secure the area and issue further instructions as deemed appropriate by authorities.

### **Rabies**

1. Avoid all contact with wild animals.
2. If an animal is observed acting strangely, act calm and stay away from it.
3. Make a report to the Camp Director immediately, including the type of animal and its location.
4. If bitten by any animal, report **immediately** to the Health Lodge.

### **Child Abuse**

1. The Western Massachusetts Council follows the Youth Protection Guidelines of the BSA. The use of the Buddy System by Scouts is required. Two-deep adult leadership is mandatory.
2. If a case of child abuse is suspected, report it immediately to the Camp Director, who in turn will report it to the Scout Executive.
3. The allegations should be kept strictly confidential with as few people involved and as little discussion as possible.

### **Fire**

1. Evacuate the area.
2. Notify the Camp Director
3. Camp Director or designee calls the Fire Department, which will handle the fire.

# Youth Protection in Scouting

## *How does the BSA prevent child abuse in Scouting?*

The Boy Scouts of America has adopted a number of policies aimed at eliminating opportunities for abuse within the Scouting program. These policies focus on leadership selection and on placing barriers to abuse within the program.

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

Note: Bold type denotes rules and policies.

- **Two-deep leadership.**  
**Two registered adult leaders or one registered leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.**
- **No one-on-one contact.**  
**One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.**
- **Respect of privacy.**  
**Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.**
- **Separate accommodations.**  
**When camping, no youth is permitted to sleep in the tent of an adult other than their own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.**
- **Proper preparation for high-adventure activities.**  
**Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.**
- **No secret organizations.**  
**The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.**
- **Appropriate attire.**  
**Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.**
- **Constructive discipline.**  
**Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.**
- **Hazing prohibited.**  
**Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.**
- **Junior leader training and supervision.**  
**Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.**

## Observe Physical And Behavioral Signs

Children who may be too frightened to talk about abuse may exhibit a variety of physical and behavioral signals. Any or several of these signs may be significant. Staff should assume responsibility for noticing such symptoms including:

- Extreme changes in behavior such as loss of appetite.

- Recurrent nightmares or disturbed sleep patterns and fear of the dark.
- Regression to more infantile behavior such as bedwetting, thumb sucking, or excessive crying.
- Unusual interest in or knowledge of sexual matters. Expressing affection in ways inappropriate for a child of that age.
- Fear of a person or an intense dislike of being left somewhere or with someone.
- Other behavioral signals such as aggressive or disruptive behavior, withdrawal, running away or delinquent behavior, failing in school.

Finally, do not blame yourself. Sexual abuse is a fact in our society. Many individuals who molest children find work through employment and community activities, which give them access to children. The vast majority of abuse occurs in situations where the child knows and trusts the adult. Do your homework well, but remember, a community and national consciousness are needed before we can stamp out sexual molestation in our society.

### ***What should I do if a child tells me that they've been abused?***

How an adult responds to a child when they try to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to them and that you would like to get some help. **Allegations by a Scout concerning abuse at summer camp must be reported to the Camp Director who will then report to the Scout executive.** Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Camp Director, the Scout executive or the child protective services agency about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character.

People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in "good faith." When these requirements are met, all states provide immunity from liability for child abuse reporters.

## Guide for Merit Badge Counseling

While you will not be directly responsible for merit badge counseling as a CIT, you may be called upon to assist with instruction and so it is important that you understand the following guidelines.

### **General Principles**

- A. Moses will provide **counselors** for those merit badges based in an outdoor or camp setting which are not readily or easily available at the Troop level.
- B. Exceptions to the above rule must be approved by the Camp Director and Program Director, in consultation with the council advancement committee. Additional merit badge classes may be offered upon request, when qualified counselors (either volunteers or paid staff) are available without compromising the ongoing program.
- C. The following should be kept in mind regarding Merit Badge counseling:
  1. Requirements for merit badges are as stated in the current edition of the Boy Scout Requirements.
  2. Each Scout should have a copy of the merit badge pamphlet for the merit badge they're working on.
  3. The number of counseling sessions depends on the difficulty of the subject and the preparation the Scout has done. Some requirements can be done in a week of resident camp; others require "favorable circumstances" to complete, e.g. catching two fish, identifying 20 species of birds or having enough wind to sail.
  4. A Scout who has begun a merit badge at another time (has a partial) may complete the necessary requirements at camp. The counselor will honor all completed requirements as shown on the merit badge blue card; however, with some merit badges, it may be necessary to review skills before continuing instruction.
  5. Scouts are always tested individually.

6. A merit badge counselor begins to put the Scout at ease by: asking easy questions, showing them something related to the badge, or getting them to do an easy skill.
  7. The merit badge counselor reviews the requirements so the Scout understands them.
  8. A Scout must do exactly what the requirements call for.
  9. A merit badge counselor should teach the required skills to the Scout.
  10. The most effective way to teach is to get the Scout mentally and physically active while learning.
- D. All staff assigned to merit badge counseling are required to have in their possession the latest copy of the merit badge pamphlet for the merit badges for which they are a counselor and a copy of the current Boy Scout Requirements. For each merit badge class he/she teaches, the counselor is responsible for reading the merit badge pamphlet thoroughly.
  - E. Each counselor is required to have daily lesson plans prepared in advance and to have all needed resources readily available for the Scout to use. Time is provided during staff week to prepare for merit badge instruction. Area Directors and the Program Director are available to assist counselors in preparing for merit badge instruction during staff week and throughout the summer.
  - F. It is of the utmost importance that the counselor be able to do all of those skills related to merit badges. Remember—"you can't teach more than you know"!

## Merit Badge Reporting System

- A. Each staff person who is responsible for instructing merit badge courses shall, EACH EVENING, enter information (attendance and requirements completed) related to the merit badge(s) they are instructing.
- B. The reporting system shall be completed before any responsible staff person leaves for the day off. All completed records are due on Fri. at 4 pm.
- C. If a Scout arrives in camp with a partial, we will enter the information from the existing card into Tentaroo. You will then update the card with any requirements that are completed during camp.

## Merit Badge Record Rules

- A. This year we are introducing the electronic version of merit badge cards that are part of the online Tentaroo system. WE WILL NOT BE COLLECTING OR HANDLING PHYSICAL BLUE CARDS.
- B. Each staff person's records of class enrollment, attendance, completed requirements and program of instruction plans are subject to inspection by your department, Program, or Camp Director on request and without notice during each week in camp.
- C. The purpose of these rules and any others which may be established are not in any way intended as a question of staff ability, but rather as a safeguard against complaints that we may not have upheld the standards of the Boy Scouts of America.

## Scout Participation Records

In addition to records for merit badges and special instructional programs, each instructor is responsible for recording information about participation in afternoon and evening programs such as kayaking, basketry, and star study. This information helps us to maintain and obtain equipment and supplies and/or staff as needed. Unless otherwise instructed, these records should be maintained on paper, at least for this year. Also included in this requirement are records pertaining to other BSA and camp programs such as BSA Lifeguard, Trail's Head, Polar Bear Swim, etc.

# Counselor-In-Training Appraisal

Name \_\_\_\_\_

Camp Position \_\_\_\_\_

Date of First Appraisal \_\_\_\_\_

Date of Final Appraisal \_\_\_\_\_

Note Use (X) in first appraisal  
Use (✓) in final appraisal

1. Outstanding
2. Above average
3. Satisfactory
4. Less than expected
5. Unsatisfactory

	1	2	3	4	5
A. What He/She Is – Personal Initiative					
a. Leadership					
b. Drive					
c. Dependable					
B. What He/She Knows – Knowledge					
a. Assigned job, knows skills					
b. Scouting & camp aims					
c. Development					
C. How He/She Leads – Leadership					
a. Plans, sets goals, schedules					
b. Delegates					
c. Team player					
d. Communicates					
e. Flexibility					
D. What He/She Does – Accomplishments					
a. Quality of work					
b. Quantity of work					
c. Meets Deadlines					
d. Completes the job					

Comments:

\_\_\_\_\_ Appraisal By: \_\_\_\_\_

\_\_\_\_\_ Camp Position: \_\_\_\_\_



# Scouting is Youth Development Through Learning From Experience

## Youth Development

By youth development we mean the patterns in the systematic changes that occur over time, as youth leave childhood and enter adolescence and then young adulthood. Systematic changes in what? In their bodies, their minds, their feelings, their activities with friends and adults. Questions and issues that concern them and that matter to them take on different meanings. The ideas of development should not be strange. This is not just a matter of getting bigger. As youth develop, a task they were unable to do because they weren't yet coordinated may become something they can do now because they're coordinated. This can be anything from shooting a basketball, hammering a nail, lighting a paper match, or climbing a rope, to walking and chewing gum at the same time!

## Scouting Is Youth Development!

Obviously, no parent or Scout Leader, teacher, or minister knows exactly how to guarantee the making of a fine adult. Actually, this is GREAT! Wouldn't it be awful if someone did know all the right moves?

## How Do We Learn?

Adults work at jobs which they have learned to do. When we think about how they have mastered their work tasks or a hobby, we usually come up with an answer such as, "They learned it on the job" or "They just watched some guy do it and caught on" or "The company had a training program" or "They learned it from their dad". Most of their real skills were learned in the real world. They learned practical skills on-the-job. They learned through experience.

## Experiential Learning

Experiential learning is the basic approach of most non-formal, out-of-school educational programs like Scouting.

A simple process can be followed when a need to do something exists:

1. THINK—What are reasonable ways to get this done?
2. PLAN—What are the alternatives, the strategies, the methods?
3. ACTION—Do it!
4. REFLECT—What happened? What are the results?

Regardless of what job you have or problem you have to solve, the process is the same. Learning from experience is learning by doing and reflecting.

## Reflection

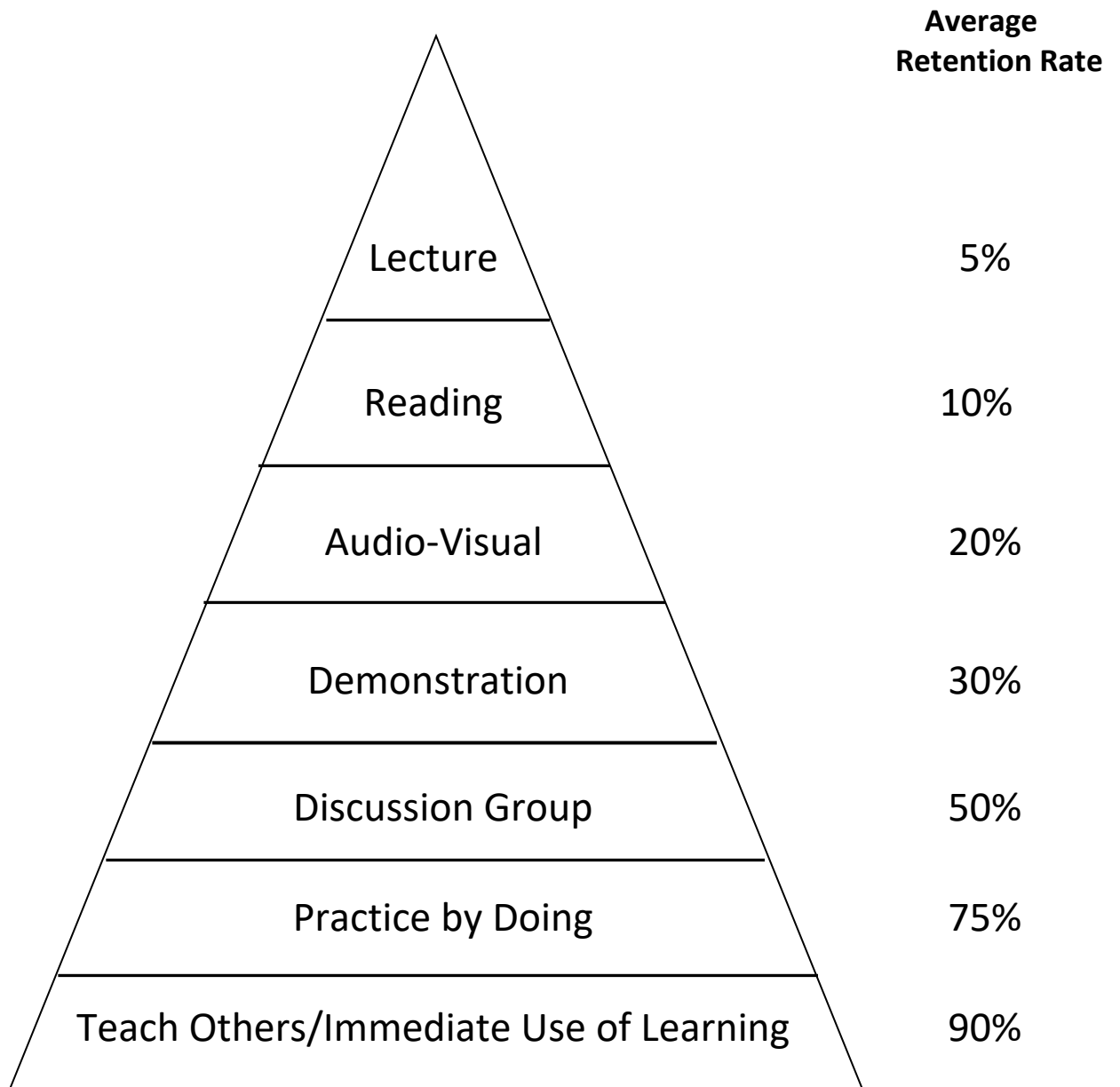
Reflection really includes two processes: Thinking about what occurred and making sense of it. Reflection helps to integrate the experience into life. This is how we learn from experience, and experience only teaches if we know how to listen.

Reflecting can be a silent, private "conversation" with oneself, or it may include others. It can even be a written process, or all of these. Boy Scouting occurs in small groups, so the reflection with Scouting is a spoken, small group process led by an adult. Leading group reflection is a skill, but one that can be learned easily.

In doing these activities, Scouts share experiences and reflect on them. These activities create opportunities for the mastery of knowledge and skills such as: Working together, or cooperating and problem solving.

It doesn't just happen, however, and the Scout leader has an important role to play. Being a Scout leader is to be a teacher in a non-formal, community education program. As a leader of youth, your primary teaching method is experiential education. You will be helping them to learn what it means to be Scouts and how to be a Scout.

# LEARNING PYRAMID



National Training Laboratories  
Bethel, Maine

## The "Do's" & "Don'ts" for Communicating with People who have Disabilities

1. If you have a question about their disability, be polite and ask first if it is okay to ask your question.
2. Look at the person. Speak directly to the person rather than through a companion or sign language interpreter who may be present.
3. Always remember to identify yourself and anyone who with you when meeting someone with a visual disability. When talking in groups remember to identify the person to whom you are speaking. Ask if you can describe something to a person with a visual disability
4. Offer to shake hands. People with limited hand use or an artificial limb can usually shake hands, and offering your left hand is an acceptable greeting.
5. If you offer to help, wait until the offer is accepted. Then listen or ask for instructions as to what kind of help the person needs.
6. If you are talking to someone in a wheelchair try to sit down so they do not always have to look up at you.
7. Address people with disabilities by their first names, only when extending that same familiarity to all others. Never patronize people in wheelchairs by patting them on the head or shoulders.
8. Do not lean against or hang on someone's wheelchair. Remember that people with disabilities treat their chairs as extensions of their bodies. And so do people with guide dogs and support dogs. Never distract a work animal from their job without the owner's permission.
9. Listen carefully when talking with people who have difficulty speaking and wait for them to finish. If necessary, ask short questions that require short answers, or a nod of the head. Never pretend to understand; instead repeat what you have understood and allow the person to respond.
10. Tap a person who has a hearing disability on the shoulder or wave your hands to get his/her attention. Look directly at the person and speak clearly, slowly and expressively to establish if the person can read lips. If so, try to face the light source and keep hand and food away from your mouth when speaking. If a person is wearing a hearing aid, don't assume that they have the ability to discriminate your speaking voice. Never shout at a person. Just speak in a normal tone of voice.
11. Don't be embarrassed if you happen to use common expressions such as "See you later" or "Did you hear about?" that seems to relate to a person's disability. People with disabilities are people first! Treat them as you would like others to treat you.
12. Relax

## Summary

As a participant in the CIT Program of the Horace A. Moses Scout Reservation, you are responsible for the following:

1. To be neat in appearance and in uniform at all times. To be a leader you must look like a leader.
2. To be punctual and prepared for all classes in which you are to instruct or assist in instructing and for all program activities to which you are assigned.
3. To keep accurate records of attendance and work completed on specific sheets.
4. To follow procedures and keep records as required by the Boy Scouts of America and State and Federal Authorities.
5. To observe the two deep leadership standards, youth protection guidelines and sexual harassment policies at all times while in camp.
6. To maintain all areas in which you live and work so that they are safe and present a clean and neat appearance.
7. To maintain an accurate inventory of all equipment assigned to your area.
8. To assist in running any and all programs and activities to which you are assigned.
9. To check with the Camp Director before leaving camp.
10. Above all, act in a mature fashion and live the Scout Oath and Law!