

**REDWOOD EMPIRE COUNCIL**  
**Boy Scouts of America**



**CAMP MASONITE-NAVARRO/CAMP NOYO**  
**2012**  
**CAMP STAFF MANUAL**

**1000 Apollo Dr.**  
**Santa Rosa, CA 95403**  
**(707) 546-8137**  
**[www.redwoodbsa.org](http://www.redwoodbsa.org)**

## **A. THANK YOU FOR JOINING THE REDWOOD EMPIRE CAMP STAFF TEAM**

Welcome to the Camp Masonite-Navarro and Camp Noyo Staff! We are happy to have you aboard. It is the responsibility of each staff member to read and understand this booklet. If anything is not clear to you, please ask for an explanation. The Camp retains the sole discretion to modify, delete or add to this handbook, in writing, at any time. When such amendments are made, each staff member will be provided with a written statement of the amendment and will be required to acknowledge they have received and read the amendment. None of these policies or procedures can be amended, altered or modified in any way by oral statements, but can only be altered by written statement issued by authorized management personnel. This handbook replaces and supersedes all previous handbooks and supplements to previous handbooks distributed by the Camp and takes precedence over all memoranda or oral descriptions of the terms and conditions of employment. To avoid confusion, please discard any and all handbooks and manuals you may have.

## **B. PURPOSE OF THE BOY SCOUTS OF AMERICA**

It is the purpose of the Boy Scouts of America to provide for boys an effective program designed to build desirable qualities of character, to train them in responsibilities of participating citizenship and develop in them physical and mental fitness, thus helping in the development of American citizens who:

- Are physically, mentally and emotionally fit;
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage and resourcefulness;
- Have the desire and skills to help others;
- Understand the principles of the American social, economic and governmental system;
- Are knowledgeable about and take pride in the American heritage and understand America's role in the world;
- Have a keen respect for the basic rights of people;
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of the 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.

## **C. THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF**

It is hoped that you will make new friends, enjoy the summer, and above all, contribute some measure to the growth and welfare of the Scouts you will be serving. Each staff member has specific duties and responsibilities, but all staff personnel share in the duties of others whenever and wherever necessary. Remember we are a TEAM! YEA TEAM! The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in Camp. We become the prime motivators in exemplifying this way of life to each Scout in Camp. Many persons have set aside a moment each day to review silently their contributions to their fellow man. This practice is encouraged in every staff member's day. Areas are also encouraged to take 15 minutes a day to review their performances and brainstorm ways to improve.

**A SCOUT IS TRUSTWORTHY** – Through your life as a staff member you will find that trust and success go hand in hand. The Camp has specific requirements outlined for its personnel. The camp director will entrust to you duties and responsibilities related to your assignment. Your attitude in taking on an assignment is directly reflected on the Scouts with whom you deal. (See: A Scout is cheerful).

During your period of employment, your abilities are at the disposal of the Camp. Opportunities for personal recreation and program participation will be available. These opportunities are planned so as not to interfere with the campers' use of the facilities.

Each staff member receives a time-off period weekly. The period you will have off will be determined weekly by the camp director.

**A SCOUT IS LOYAL** – Loyalty to the Camp and to your associates is essential to the requisites for each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the Camp and bring such matters to the attention of the camp director.

**A SCOUT IS HELPFUL** – It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much. A lone scout's problem if observed by you becomes your problem until you have brought it to the attention of his Scoutmaster or the camp director. Every assistance you give is one more guarantee that the Scout will have a happy stay at camp.

**A SCOUT IS FRIENDLY** – As you pass a scout or leader on the trail, even if you've never met, say "HI SCOUT!" A friendly word costs nothing, yet gives so much good will. Be a friend to all and avoid forming cliques. Be a brother to every scout in the fullest sense.

**A SCOUT IS COURTEOUS** – You represent the Boy Scouts of America as you deal with boys, leaders, parents, or the public. In your visits to nearby towns, you represent the Camp; this implies a certain code of personal conduct that will reflect credit upon you, the Camp, the Council, and the BSA. Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure in every duty and responsibility. A chief factor in the personal health and welfare of the staff member is in establishing regular, adequate hours for sleep. **Staff "taps" is at 10:15 p.m. Be courteous to the staff member who needs to go to bed earlier than that.**

**A SCOUT IS KIND** – Kindness is often interpreted in its relationship to animal life. Show boys how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is of even greater importance.

**A SCOUT IS OBEDIENT** – A staff member carries out his responsibilities to perfection and responds to direction of supervisors and the camp director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and a loyalty to the camp and the camp director. If you have something on your mind, get it off quickly to the right person — your supervisor or the camp director.

**A SCOUT IS THRIFTY** – Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and resources of the camp. You are in a position to save thousands of dollars that can be used to replace or repair damaged property.

**A SCOUT IS BRAVE** – This summer you represent the largest organization for boys in the world, and you are an employee of one of the finest scout camps in the world. You represent Scouting in all respects. You believe in the Scout Oath and Law. Otherwise you would not be here.

**A SCOUT IS CLEAN** – Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expect to do so prior to breakfast. Get a haircut when needed, and keep your hair clean, neat and combed.

## **D. EMPLOYMENT POLICY – AT WILL EMPLOYMENT**

The camp's employment policy is "at-will." Under the "at will" policy, neither you nor the Camp is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. In deciding to work for the Camp, or continuing to work for the camp, you must understand and accept these terms of employment.

## **E. EQUAL EMPLOYMENT OPPORTUNITY**

Redwood Empire council (Camp Masonite Navarro and Camp Noyo) is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Camp policy prohibits unlawful discrimination based on race, religion, color national origin, ancestry, sex, marital status, age, physical handicap, disability, or medical condition, except where physical fitness is a valid occupational qualification or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

The Camp is committed to complying with all applicable laws providing equal employment opportunities to individuals regardless of race, religion, color, national origin, ancestry, sex, marital status, age, physical handicap, disability or medical condition except where physical fitness is a valid occupational qualification. This commitment applies to all persons involved in the operations of the camp and prohibits unlawful discrimination by an employee of the camp, including supervisors and co-workers. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the camp will make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual with the disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the camp director and request such an accommodation.

The individual with the disability should specify what accommodations he or she needs to perform the job. The camp will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. The camp will identify possible accommodation is reasonable and will not impose an undue hardship; the camp will make the accommodation.

## **F. REQUIREMENTS FOR EMPLOYMENT**

The following are requirements for employment by Camp Masonite-Navarro:

1. Must have a valid Social Security Number;
2. Must complete a W-4 form;
3. Must have completed an employment application;
4. Must assure that you are in physical condition appropriate to perform the job for which you apply and have a completed Class 1 & 2 or Class 3 medical form on file with the camp;
5. Must have appropriate documentation establishing your right to work in the United States in compliance with state/federal law (I-9);
6. Insurability – All employees must remain insurable under Camp Masonite-Navarro’s and Camp Noyo general liability insurance policy. If any employee is declared uninsurable by Camp Masonite-Navarro’s and Camp Noyo insurance company, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated his/her employment as of the date of notification by the insurance company of uninsurability;
7. Prospective employees who will be required to drive Camp vehicles will provide the camp with current and acceptable motor vehicle driving information. Employment and assignment will be conditional pending the receipt of a satisfactory report from the State of California, Department of Motor Vehicles;
8. A valid work permit, for each employee under the age of 18 who has not graduated from high school, must be on file.

## **G. DRUG AND ALCOHOL POLICY**

The camp is concerned about the use of alcohol and controlled substances in, or affecting, the work environment. Use and particularly abuse of alcohol and/or controlled substances on the job adversely affects the employee’s efficiency, safety and health, and therefore impairs his/her value as an employee. In addition, it constitutes a potential danger to the welfare of other persons. For those reasons, Camp Masonite-Navarro and Camp Noyo has adopted a “zero tolerance” policy for drugs and alcohol.

Redwood Empire Council reserves the right to require a random drug test for Camp employees. Failure to comply with random drug testing will result in immediate termination of employment. Zero tolerance calls for the immediate release of any employee who possesses, distributes, sells, offers to sell or distribute, or uses any drug, controlled substance or alcohol in his or her body, or who misuses prescription drugs.

## **H. DRESS CODE**

### **1. Full Uniform**

- Uniforms should be clean and neat at all times. Staff members should have two complete uniforms. They must be official BSA uniforms (Boy Scout or Venturing) and display the following patches:
  - American Flag – Right Sleeve
  - Local Council Patch – Left Sleeve
  - Rank Patch – left pocket or appropriate square knots above the left pocket
  - World Crest emblem
  - Silver Tabs
  - O.A. Flap – for members
- Pants are to be official BSA Scout summer shorts or pants. Venture uniform compatible shorts and pants will be accepted per Camp Directors approval. Socks are BSA style socks. Shoes may be any type except sandals or thongs.
- Redwood Empire Council jackets may be worn in cold weather.
- There is no required headgear.

### **2. Activity Uniform**

- Current camp T-shirts (two are provided by the camp) are to be worn along with the shorts, socks and shoes describes above.

### **3. Other**

- There may be special event/dress up days. Staff members will be expected to dress accordingly. Those unable to dress as such, must wear the activity uniform.
- Costumes may be worn at other times with the permission of the camp and program director. Waterfront staff may wear appropriate swim attire only while operating the waterfront.
- Male employees may not wear earrings at any time.

### **4. Dress Times**

- Full Uniform – uniforms are required at Flag Raising, Breakfast, Retreat, Dinner, Campfires and any other time designated by the program or camp director.
- Activity uniform is to be worn during program times and during lunch. The Camp jacket may be worn with the activity uniform.

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### **5. Hygiene**

- This is a professional working environment. Staff members must maintain a clean appearance at all times.
  - a. Shower daily and brush your teeth regularly.

## **J. TERMINATION, LAYOFFS AND RECALLS**

If an employee is terminated, quits, or is laid off and later reappplies and is accepted, he or she will be treated like a new employee and will have to again start their accrual of time.

Camp staff needs are based on camp attendance. The camp reserves the right to reduce staff due to lack of enrollment, or any reason, including epidemics, fires, accidents, etc.

Layoff and Recalls will be made on the basis of the employee's ability, attendance, production, nature of employee's work, seniority and needs of the Camp.

Employees who quite, or who are terminated for disciplinary reasons, must vacate Camp property as soon as transportation allows.

## **K. SAFETY**

Your safety is a major concern to Camp Masonite-Navarro. The camp feels that a clean, safe, and healthy environment should be provided for all employees. Every reasonable precaution is taken to provide you with a safe place to work. Accident prevention, however, is largely an individual responsibility and employees are expected to do their part to work safely.

The following guidelines must be observed:

1. Study your job and the safety equipment and the possible hazards. If you are uncertain as to the safest way to do the job, ask your supervisor before you begin.
2. The camp will supply safety equipment whenever it is needed. You must, at all times wear required safety equipment and observe all posted rules and regulations.
3. If you become ill or are injured on the job, tell your supervisor at once. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform your supervisor. The supervisor will have a list of available doctors and medical facilities in the area.
4. Report defective equipment or possible hazardous conditions to your supervisor. Feel free to make any safety suggestions.
5. Employees are also required to review the Camp's Injury and Illness Prevention Program (IPP) and be familiar with its contents.

## **L. 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."

### **Charters and Bylaws of the Boy Scouts of America, Article IX, Section 1**

The Boy Scouts of America

1. Expects a member to accept the religious principles stated in the Charter and Bylaws, the Scout Oath or Promise and Law, the Cub Scout Promise, The Explorer Code, and on the application for membership;
2. Does not define what constitutes belief in God or the practice of religion. Religious instruction is a function of the parents and of the religious institution of which a member may belong;
3. Does not require membership in a religious organization or association for enrollment in the movement, but does prefer, and strongly encourages, membership in the religious programs and activities of a church, synagogue, or other religious association;
4. Respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in organized religious institutions.

The religious institutions of America have commended the Boy Scouts of America for encouraging youth to participate in organized religious activities. However, these same institutions reject any form of compulsion to enforce conformity to established religious practice.

Scout vespers are provided once a week in the chapel. Staff is encouraged to participate. In addition, denominational services may be provided on request.

## **M. LIVING QUARTERS AND HOUSEKEEPING**

All employees are expected to assist in the general housekeeping around camp.

You are responsible for the cleanliness and upkeep of your cabins/tents during the summer. At the beginning of the summer, you will be assigned a tent or cabin by the camp director. It is your home and other tent or cabins are other's homes. Please respect the cabins as such. It is your responsibility to report any pre-existing damage to the camp ranger/camp director before you move in. The camp director, or designee will conduct a cabin inspection at the end of the summer, and you will be charged for any damage caused during the summer. Cabin assignments are for the entire summer. Switching of cabins will be permitted only if the camp director grants your request for the move. All requests must be in writing and submitted at least 24 hours in advance of the move. Except for emergencies, approved cabin moves may only be made from Thursday noon to Friday noon.

Radios, etc. are not to be heard outside of living quarters. The cabins are subject to inspection by the Camp Director, program director, or camp ranger, at any time with or without notice. The Boy Scouts of America's youth protection policy prohibits minors and adult staff from living in the same cabin.

## **N. STANDARDS OF CONDUCT**

The camp expects employees to observe a standard of conduct, which will maintain an orderly, positive and productive work place. Such a standard of conduct will benefit and protect both the camp and all employees. Behavior that violates this standard of conduct will subject employees to discipline up to and including suspension without pay or discharge. The list of the following unlawful actions, improper actions and work standards rules does not in any way detract from or alter the right of the Camp or the employee to terminate the employment relationship at any time, with or without notice, with or without cause.

1. The seriousness of the incident and the circumstances;
2. The employees past conduct;
3. The nature of any previous incidents; and,
4. The general practice as it relates to the incident.

Although not conclusive, the following list represents kinds of behavior that will be considered improper and unacceptable in the work place, and may subject employees to the above-mentioned discipline:

### **(1) Unlawful Actions**

- a. Stealing private or camp property;
- b. Gambling of any kind, including friendly wagers on camp property;
- c. Willful destruction or defacement of private or camp property;
- d. Possession, sale, use or being under the influence of illicit drugs on camp property at any time;
- e. Violation of traffic or parking regulations while using camp or customer vehicle; and failure to properly report any type of accident involving a camp or customer vehicle.

### **(2) Improper Behavior**

- a. Falsification or misrepresentation of information on any camp form, i.e., time cards, application, camp and personnel records;
- b. Possession, use or being under the influence of alcohol on camp property at any time;
- c. Fighting on camp property;
- d. Immoral or indecent conduct on camp property;
- e. Sleeping during work time;
- f. Using obscene, abusive or threatening language;
- g. Disorderly conduct such as practical jokes, horseplay, etc.

### **(3) Work Standards**

- a. Disregarding instruction of supervisor or proper authority;
- b. Failure to notify your supervisor prior to the beginning of a shift that you will not be reporting to work;
- c. Failure to be courteous and polite at all times;
- d. Leaving work area, job assignment or department during work hours without proper authorization;
- e. Failure to observe work schedules including rest and lunch periods;
- f. Failure to observe safety rules and regulations;
- g. Contributing to unsanitary conditions or poor housekeeping;
- h. Inefficiency, lack of productive effort or any other unsatisfactory work performance;
- i. Unauthorized use of camp time, materials or equipment for personal activities;
- j. Unsuitable or improper attire for the work situation;
- k. Excessive number of absences or tardiness;
- l. Smoking in areas not designated for smoking;
- m. Camp vehicles are only to be used for camp business. Any unauthorized personal use of a camp vehicle, including travel outside of camp work areas, is strictly prohibited.

## O. AUTOMOBILE POLICY

**Camp Masonite Navarro** motor vehicles may only be operated by licensed drivers 16 years of age or older. Unless otherwise approved by the camp director, camp staff is only to operate their own personal vehicle. No vehicles may be operated within the campground or program areas of Camp unless for a specific purpose as approved by the camp director. Vehicles may only be parked in designated areas. Junior staff (17 years of age and younger) may only ride with an adult 18 years of age or older who has been approved, in advance, in writing, by their parents. Only the parent may lift this restriction, in writing. This approval must be submitted within 24 hours of arrival at Camp and must be on file with the camp office. Camp Staff Minors ages 16-17 may bring a vehicle to camp subject to the following conditions:

- Written permission from parent
- Proof of insurance
- Copy of driver's license
- Written statement from parent for use of vehicle during camp. (i.e., only to drive to and from camp; the camp office to keep keys during the week.)
- 16-year-old staff members, as per B.S.A. policies, must have six months driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
- No record of accidents or moving violations.

**Camp Noyo** motor vehicles may only be operated by licensed drivers 21 years of age or older into and out of camp. Vehicles may only be operated by licensed drivers 16 years of age or older to a designated pick up point and/or the train station. Unless otherwise approved by the camp director, camp staff is only to operate their own personal vehicle. No vehicles may be operated within the campground or program areas of Camp unless for a specific purpose as approved by the camp director. Vehicles may only be parked in designated area between the rifle and shot gun ranges. Junior staff (17 years of age and younger) may only ride with an adult 18 years of age or older who has been approved, in advance, in writing, by their parents. Only the parent may lift this restriction, in writing. This approval must be submitted within 24 hours of arrival at Camp and must be on file with the camp office.

- The road to camp is single lane gravel/dirt that has been proven to be very dangerous. Speed, blind corners, excessive weight, tailgating, traffic are all factors that need to be observed and caution must be used when traveling these road.
- Additional training will be needed for anyone that is approve to access camp by road.
  - Camp Masonite Navarro and Camp Noyo practice the principle of *Leave No Trace* an carpooling is highly recommended. Except for designated vehicles parking near camp will be limited at camp Noyo.

## P. KITCHEN POLICY

The kitchen is for the preparation and service of food only. It is not a staff gathering area. No staff member may enter the kitchen area without the permission of the camp cook. Food will be kept in a separate refrigerator during off-times for those staying in camp.

## Q. POLICY AGAINST HARASSMENT

Redwood Empire Council (Camp Masonite Navarro and Camp Noyo) prohibits harassment of an individual because of that individual's sex, race, religion, national origin, physical handicap, or age. Any individual who believes that he or she has been subject to such harassment should immediately report that harassment to the camp director. Sexual harassment means: unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature (like name calling, suggestive comments, or lewd talk) when any one of the following three factors is met:

1. Submission to that conduct is made either explicitly or implicitly a term or condition of the individual's employment;
2. Submission to sexual activity or rejection of the request for sexual favor becomes a basis for a decision

concerning an individual's employment or;

3. The conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

If any employee believes that he or she is the victim of any type of harassment, including sexual harassment, that employee should immediately report the incident to an immediate supervisor.

If the immediate supervisor is involved in the reported conduct, or, if for some reason the employee feels uncomfortable about making a report to that level, the report should be made to the camp director or council executive. Camp will promptly and clearly inform the employee that he or she has the right to make a claim with 1) the California Department of Fair Employment and Housing, located at 30 Van Ness Avenue, San Francisco, CA (800) 884-1684.

Camp Masonite Navarro and Camp Noyo will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The complainant employee will be informed of the action taken. Camp will also take action to protect the complaining employee and to prevent further harassment or retaliation. Finally, the complainant will be whole, to the extent possible, for his or her losses. Camp clearly does not tolerate harassment on the basis or any of the categories discussed in this policy and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to camp policy may be personally liable in any legal action brought against them.

The Camp encourages all employees to report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the California Department of Fair Employment and Housing or the Equal Employment Opportunity Commission.

## **R. STAFF LOUNGE**

The camp provides a one-room staff lounge for off-times. This is an ideal place for fellowship and playing games. A TV and VCR may be available for the playing of movies, during off-times. The highest rating allowed is PG-13, but movie choices should not reasonably offend anyone wishing to watch a movie, regardless of the rating. Each staff member is responsible for maintaining the cleanliness of the lounge. The lounge will be cleaned daily by scheduled program areas assigned by the program leader.

## **S. ASSEMBLY, RETREAT AND TAPS**

### **1. Assembly**

Flag raising is at 7:45 a.m. at Camp Masonite Navarro and 8:45 a.m. at Camp Noyo every day, but Sunday, and attendance is mandatory. You must arrive in full uniform. The purpose of flag raising is to show respect for the flag and inform the campers of the day's events.

### **2. Retreat**

Retreat is at 5:45 p.m. at Camp Masonite Navarro and 6:45 p.m. at Camp Noyo every day, except Saturday, and is mandatory. You must arrive in full uniforms. It is also a time to show respect for the flag. Retreat should be medium in length and fun.

### **3. Taps**

Quiet time begins at 10:00 p.m. and ends at 7:00 a.m. This means that fires in the campsites should be low and boys should be in their tents. Leaders may choose to sit by the fire as long as it is not disturbing others. Please be responsible for yourselves and use this time to get some sleep. Lack of sleep can result in loss of productivity on your part and thus result in disciplinary action. Camp staff must respect this time. Radios must be low enough so as not to be heard outside of living quarters. Conversations must be hushed. Staff may be awake and away from their tents, but must not disturb other staff members.

## **T. SMOKING**

Smoking is not permitted in tents or in any building (including the staff lounge). Smoking is allowed for those over 18 in designated areas only.

## **U. TELEPHONE POLICY**

A pay phone is provided for general use during non-quiet hours. Camp staff may use the phone during any of this time for any legal purpose, provided it does not interfere with the employee's duties. The camp phone number for emergency use only is (707) 895-3181. Cellular calls may be made from camp. Staff will be responsible for their own phones and phone service agreements. Cellular use rules are the same as pay phone use. Camp Noyo there is no regular phone service. A satellite phone will be used for camp business and emergency. If you need to contact the camp Noyo call the Santa Rosa office at 546-8137.

## **V. MAIL POLICY**

Mail is picked up in town on a daily basis, weekend not included. It is delivered to a staff box in the camp office. Staff members may pick up their mail during office hours. Outgoing mail should be placed in the mailbox located outside the camp office. This is picked up along the same schedule as incoming mail and mailed in Navarro. The camp address is:

Staff Name, Staff  
c/o Camp Masonite Navarro

PO Box 346  
Navarro, CA 95463

Camp Noyo mail is delivered by the Skunk Train out of Fort Bragg. Staff members may pick up their mail during office hours. Out going mail should be placed in the camp mail box. The camp address is:

Staff Name/ Staff  
Camp Noyo  
c/o Skunk Train 100 W. Laurel St.  
Fort Bragg, Ca. 95437

## W. VISITORS

**Camp Masonite Navarro** Visitors are permitted so long as they do not interfere with your work, or the work of others.

**Camp Noyo** visitors are permitted pending train, food, sleeping accommodations and prior arrangements. Visitors must check in at the camp office immediately upon arrival.

Visitors may not spend the night in your cabin without the permission of the camp director.

Visitor's meals must be paid for in advance along with sleeping accommodations.

## X. USE OF PROGRAM AREAS

Staff may use program areas as long as it does not interfere with Scout use. Use of program areas are particularly encouraged for junior staff that are working on advancement. The use of program areas by staff is a privilege that can be revoked if abused. The use of individual areas is at the discretion of the program area director.

## Y. TRADING POST

There will be no tabs or accounts for staff members, and there will be no loitering by staff members during hours of operations.

## Z. LEADER'S HANDBOOK

All staff members are responsible for knowing all information included in the leader's handbook. There is no excuse for not knowing the answer to a question if it is outlined in the leader's handbook. If you need clarification on any part of the leader's handbook, please ask your supervisor to explain.

## Suggested Personal Equipment List

### *Personal Equipment*

- Scout Uniform (see item H. Dress Code)
- Swim Trunks
- Wet suit (if spending time in the Noyo River)
- Towel and Washcloth
- Long Trousers or jeans
- Sturdy Boots or Shoes
- Socks (at least 5 pairs)
- Heavy Jacket
- Sleeping bag or other bedding materials. (it gets)
- Pajamas
- Pencil and notebook
- Flashlight
- Toilet Kit including:
  - Toothbrush & toothpaste
  - Soap
  - Comb
  - Shampoo
  - Chap-stick
  - Insect repellent
- Trading post money

### *Miscellaneous*

- Musical instruments
- Camera
- Poncho or rain gear
- Handkerchiefs
- Moccasins or tennis shoes
- Compass
- Pocketknife
- Air mattress
- Water bottle or hydro-pack
- Pillow
- Sewing kit
- First Aid Kit
- OA Sash
- Scout Handbook and Field book
  - Attire for Cub Scout Theme
- Laundry detergent

Miscellaneous costumes and props