

COUNSELOR IN TRAINING
PROGRAM



Camp Merz BSA

Allegheny Highlands Council
5297 West Lake Rd.
Mayville, NY 14738
716.279.6379
www.campmerz.org

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Letter from Camp Management

Hello,

I hope as you read this guide you find it useful in understanding the program that we are offering here at Camp Merz. As part of our program we have added many new aspects for the 2014 season and also brought back some new and old traditions that we hope you will enjoy. If you love adventure, hard work, and great people this is the place for you.

This guide is created to go over in detail the information will need to come to camp this summer as a CIT. Anyone interested in this program must apply and be accepted, but don't worry you seem like a good candidate all ready. This program guide is broken down to allow a full overview in explanations. Please read carefully before you decided that this is the summer you want.

We look forward to seeing you and your fellow scouts this summer.

Yours in Scouting,

Camp Management

Job Details

COUNSELOR IN TRAINING (CIT)

Here at Camp Merz we have carefully constructed a program specifically made for the young scouts who participate in the CIT program, scouts the age of 14. The program is for scouts to participate on staff for two weeks out of the summer as a staff member and learn what it take sto work at a Summer Camp and specifically Camp Merz.

The program is designed for scouts to participate as staff members for two weeks out of our 7 week summer season. Scouts may choose from any of the weeks offered for the program, only 6 CITs will be permitted each week to allow better integration into the camp program and staff. At the end of each week all CITs will be evaluated on their performance as a staff member and a scout including areas of work ethic, cleanliness, attitude, willingness to work, etc. Each week every CIT and Camp Management will make the decision if they should continue in the program.

At the end of their two weeks, the CIT will have a final review including the possibility to extend their stay at camp. The program is a week by week program, if the CIT or camp management feel that it is not working out they may go home at the end of the week; this may not be a reflection on their work performance but may mean they are just not ready to be on staff and will be encouraged to apply for the following season.

Every scout in the program has the ability to earn merit badges while they are participating in the program. As a Boy Scout camp we are authorized to offer all merit badges within our teaching range. **CITs are responsible to ensure they turn in and receive their Blue Cards during the time that they are here. Blue Cards will not be reproduced after the season is completed.**

As a camp, we are very proud to offer the CIT program and allow the young scouts, not old enough to be on paid staff, the ability to join our staff and learn valuable skills along the way. We feel that the program that has been and will always be developing will continue to mold and shape the scouts who participate in it.

CIT Program Weeks Offered

ALL CITs are REQUIRED to attend Beaver Day Orientation on June 21, 2014 from 8AM to 4PM, lunch will be provided; please wear work clothes.

All CITs should report to Dawson Lodge their first day at 9 AM for the weeks that they chose.

CIT WEEKS 1 [2 weeks]

Camp Merz Boy Scout Week 1 and 2

July 6-July 11 (Go home at 9pm)

July 13-July 18 (Go home at 9pm)

CIT WEEKS 2 [2 weeks]

Camp Merz Boy Scout Week 3 and 4

July 20-July 25 (Go home at 9pm)

July 27-August 1 (Go home at 9pm)

CIT WEEK 3 [1 week]

Camp Merz Boy Scout Week 5

August 3-August 8 (Go home at 9pm)

**Each scout looking to apply for the CIT Program should choose ONE CIT WEEK that would be good for them to be on staff. As we only have SIX(6) positions a week they will fill up fast.*

EVERY CIT is will be required to go home on the weekend.

Staff Events

All CITs are invited to join the entire staff for the end of the year Staff Trip and staff Banquet.

Staff Trip

August 12, 2014

Location to be determined

Staff Banquet

August 13, 2014 @ 6:00PM

Camp Merz Dining Hall

CODE OF CONDUCT

TRUSTWORTHY - A Scout tells the truth. He keeps his promises. Honesty is part of his code of conduct. People can depend on him. If it does not belong to you, leave it alone. If you find something, turn it in.

LOYAL - A Scout is true to his family, Scout leaders, friends, school, and nation. Respecting the camp facility, staff and other campers is an expression of that loyalty.

HELPFUL - A Scout is concerned about other people. He does things willingly for others without pay or reward. If you see something that needs to be done, do it if you can. Don't wait to be asked.

FRIENDLY - A Scout is a friend to all. He is a brother to other Scouts. He seeks to understand others. He respects those with ideas and customs other than his own. Talk to other campers, staff and leaders. Stop and say "Hey".

COURTEOUS - A Scout is polite to everyone regardless of age or position. He knows good manners make it easier for people to get along together. Remember your manners. Remember good table manners. Nothing is worse than having to eat with someone who does not have good table manners.

KIND - A Scout understands there is strength in being gentle. He treats others as he wants to be treated. He does not hurt or kill harmless things without reason. Be kind to our camp environment and to others around. If you see someone having a hard time, help them along.

OBEDIENT - A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobey them. Follow the camp rules and code of conduct. Our rules are in place for your safety.

CHEERFUL - A Scout looks for the bright side of things. He cheerfully does tasks that come his way. He tries to make others happy. Scout spirit is an incredible thing! Sing a song, laugh, have FUN! You can help brighten the week for everyone.

THRIFTY - A Scout works to pay his way and to help others. He saves for unforeseen needs. He protects and conserves natural resources. He carefully uses time and property. Don't be wasteful... Take only the supplies, food, etc that you will use. Don't take things that you will not use or that will just be thrown away.

BRAVE - A Scout can face danger even if he is afraid. He has the courage to stand for what he thinks is right even if others laugh at or threaten him.

CLEAN - A Scout keeps his body and mind fit and clean. He goes around with those who believe in living by these same ideals. He helps keep his home and community clean. Use the showers. Not only will you be clean, but you will also be KIND to others!

REVERENT - A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others. Attend weekly vespers service. Share your beliefs with other scouts.

Role Model and Behavior

Role Model

As a CIT you will be setting the standard for what a staff member should be and do. Please remember that campers look up to you and will imitate you.

Behavior

Your behavior plays a critical role in our camp program. One person's bad mood could bring the entire group down. We chose you to be a CIT for a reason, please prove to use that you can act the part. As a CIT you need to keep in mind that you are not a camper anymore, but remember that you are part of the staff and cannot always be "buddy, buddy" with campers. There need to be boundaries so that campers will respect and listen to you.

Expectations

Merit Badges

Here at Camp Merz we encourage and require each CIT to earn at least 1 or 2 merit badges a week. We offer 50+ merit badges and awards including many Eagle Requires. Please choose at least 1 to 2 merit badges to work on each week you are here.

Working in Program Areas

While you are helping and working in a program area all task given are by the Area Director of the area the CIT is working in. It is expected that as a prospective staff member CIT will achieve all task given in the time allotted; if the task is unclear please ask for further detail. Area Directors are trained on how the CIT program works and how to properly instruct CITs in task and allow them to succeed. Each week the Area Directors will evaluate the performance of the CIT they had in their area and provide positive comments that will allow them to improve their work habits.

Staff Quarters

CITs will live with other staff members in the Staff Campsite. CITs will have specific tents set aside for them that they will share, two to a tent, with another CIT. CITs will most likely not room with regular staff members due to the constant flux of coming and going each week. While staying in staff site EVERY staff member is expected to keep their living quarters and the surrounding area clean and clear of clutter; Staff Site will be inspected each week for health and safety and any issues will be addressed immediately.

Meal Times

All staff is to attend all meals and participate in the meal time program. This includes sitting with the scouts at the table and setting the example for proper table etiquette. Staff will only be excused from meal times with permission from the Health Officer, Camp Director, or Program Director. Staff may not excuse themselves early from a meal without prior approval from the previous stated individuals.

Termination

Any time that the CIT or Camp Management feel that they are no longer progressing in the program or benefiting from it they may end their time at Camp Merz. This may not reflect their performance as a staff member but might just be the fact that they are not ready or mature enough to work on staff and if this is the case will be encouraged to apply again next year. The entirety of the program is to allow scouts who are not old enough to become paid staff members to explore their options and get a feel for the camp experience as a staff member.

Time Off

CITs are expected to complete all time that they have scheduled to work. Anytime off during the weeks that they are scheduled must be approved by camp management in written form two weeks prior to the dates requested. It is important to realize that the time that the CIT spends at camp reflects their work performance and possible employment for the next season. Although the CIT position is not necessarily paid Camp Merz recognizes it as a “real” job and treat it as such.

Night Outs

CIT receive one night out a week. They are dismissed at 6:00PM after the evening flag ceremony and need to be signed back into camp no later than 11:00PM. CITs are only permitted to leave camp with their Legal Guardian or Camp Management. If you would like to leave with someone other than these designated people you must fill out and turn in the Authorization form found in this document.

Weekends

All camp staff are expected to go home on the weekends as stated on the staff schedule. Times at the end of the week will vary depending on the program. Please make sure to follow the staff calendar. Any special circumstances that need to be made must be approved by the Camp Director at least two weeks in advance.

Cell Phones and Electronic Devices

Any cell phones and electronic devices are not allowed in any program areas or in camp. CITs may use their cell phones in their living quarters and staff lounge. If a CIT is found with their electronic device or cell phone it will be collected and parents will be responsible for retrieving it from the main office.

Authorized Pick-Up and Departure Information

All staff that is under the age of 18 years must complete this form. All information must be accurate and updated when changes occur. We understand that staff under the age of 18 may wish to leave camp without their parents for weekends or nights out. To ensure their safety we ask this form to be completed in full by your legal parent or guardian.

Staff Members Name: _____ Age: _____

Parent/Guardian(s) Name: _____

Home Phone #: _____

Father's Work Phone #: _____ Cell Phone #: _____

Mother's Work Phone #: _____ Cell Phone #: _____

- I authorize only the parent/guardian(s) listed above to sign my child out of camp. He/she may not leave unless I sign them out.
- I authorize for my child to leave camp at the discretion of Camp Management. This includes leaving camp to go to the store or with a group of friends.
- I authorize my child to attend the end summer staff trip. This will include a bus ride to a nearby attraction such as Darien Lake or Splash Lagoon. *[Please note that the cost of the trip including admission to a theme park or recreation location is to be paid by the staff]*
- I authorize only the parent/guardian(s) listed above and the following people listed below to sign my child out of camp. He/she may leave if they are signed out by the following:

Name: _____ Relationship: _____ Cell Phone #: _____

I confirm that this form is correct. Camp Merz and Allegheny Highlands Council will not authorize any pick up unless it is noted on this form and will contact the parent/guardian(s) if an issue arises.

Changes to this form can only be made in written form.

Staff should understand that verbal permission is not allowed under any circumstance and should plan accordingly.

Parent/Gaurdian(s) Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

CIT Daily Schedule*

- 7:30am Staff Meeting in the Dining Hall
- 7:50am Line-Up
- 8:00am Breakfast
- 9:00am – 11:50am Program Area Participation: Each week you will rotate from area to area and participate as a staff member and help teach a merit badge and learn what it is to work in an area.
- 12:10pm Line-Up
- 12:15pm Lunch
- 1:00pm Patrol Duties: Everyday at this time each patrol is assigned a duty for the week, as part of your patrol you will help with either fire crew, cleaning crew, program crew, or service crew.
- 2:00pm – 3:45pm Program Area Participation: Each week you will rotate from area to area and participate as a staff member and help teach a merit badge and learn what it is to work in an area.
- 4:00pm-4:45pm Merit Badge Work for all CITs, they may work on merit badges that are not in the area that they are working in.
- 5:50pm Line-UP
- 6:00pm Dinner
- 7:00pm Various evening program will take place at this time. Participation will depend on the area that they are working in during the week.

**This is a typical day for a CIT Monday-Friday. The Sunday schedule varies.*

What to Bring to Camp*

- Trunk with lock
- Battery alarm clock
- At least 8 pairs of underwear
- Back pack (hard or soft frame)
- Hoodie or sweatshirt
- Lamp
- Multiple pairs of shoes (including shoe suitable for hiking)
- Pillow (mold resistant is recommended)
- Plastic totes for clothes (with lid)
- Power strip and Outdoor Electric Cord (must be orange)
- Rain gear
- Twin sheets and blanket (recommended)
- Sleeping bag for outpost
- Toiletries (including: tooth brush and paste, deodorant, shampoo, body wash, loofah, etc.)
- Water bottle
- Water Shoes
- Swim Suit
- Towels
- Bug Spray
- Money for Trading Post (CITs may put money on a tab in the Trading Post)
- Sunscreen

**This is a suggested list of items to bring.*