

CIT Manual

2024



Camp Keowa,
Ten Mile River Scout Camps

Introduction to Keowa

Camp Keowa is part of Ten Mile River Scout Camps, which is owned and managed by the Greater New York Councils. Every week, Scouts come with their troops on Sunday, and leave on Saturday. The Keowa staff strives to impart the values of the Scout Oath and Law to the scouts, fostering character, citizenship, and fitness.

The CIT Program

The CIT program offers a view of camp like no other; while you are a member of the Keowa Staff, you are in an intermediate role between camper and employee. At the same time, however, you have both the responsibilities and benefits of working on camp staff - you eat, sleep, and function as a staff member, working in many of the Program Areas across camp. You also will have the opportunity to attend trainings that will give you insight into camp operations. Our goal is to provide an unparalleled camp staff training experience, enabling you to experience personal growth, transforming you into an invaluable staff member for years to come, and leaving you with a summer to remember.

Additionally, CITs are granted an hour a day to take one merit badge in camp a week. The hour they want to take off/badge they want to take must be coordinated with the area director they are assigned to.

CIT Stipend

While CITs are not actually on our payroll, all CITs who complete a full summer will receive a \$400 stipend at the end of the summer - not at regular intervals. CITs are allowed to take off one week during the summer for family vacation.

Your Role Begins

You are expected to report to Camp Keowa on the **morning of Saturday, June 29th between 9am and 11am**. This will be the beginning of Staff Week, a week of setup and training time.

Your Role at Camp

Every **2 weeks** during the summer, you will be assigned a Program Area based on both your interests and the camp's needs. In the area, you will be an instructional assistant; you will have the opportunities to learn both the specific skills the program area specializes in, and the more general skills required to be an instructor at camp through firsthand teaching experience.

Merit Badges

During the two week time-frame you are in an area, you have the opportunity to earn badges. Coordinating with the director of that area, you may earn the badge(s) that you are helping instruct that week; driven CITs may earn even more.

Additionally, each week, you will be given 1 hour a day to go take 1 badge in one of the *other* areas around camp.

Your Schedule

Every weekday during the summer program, your schedule is as follows:

7:40 AM: Lineup, then breakfast.

9:00 AM: Program begins.

12:10 PM: Lunch.

1:00 PM: Siesta. Usually Program Areas are closed during this time.

2:00 PM: Program resumes.

5:40 PM: Lineup, then dinner.

7:00 PM: Evening program.

8:00 PM: Program ends.

What Parents Need to Know

Required Paperwork

CIT's do **not** need hiring documentation like W4's or working papers.

Bring your [TMR medical form](#) with you to camp. Make sure you have all three parts - A, B, and C - filled out. Part C needs to be completed by a doctor.

Pick-up/Visiting Procedure

Keowa's security policy requires every person who is entering or leaving camp to check in at the main office. If you are planning on spending any amount of time on camp property, make sure you do this when you enter and exit. In addition, if you are interested in staying for a meal, make sure this is communicated to administration to work out payment for the meal and to assure any special dietary needs are met.

The staff is off every weekend for 24 hours on Saturday, and must report back on Sunday at 8am. Saturdays are the best day of the week for a visit with your child. (During Staff Week only, we are off on Friday instead).

Medication

Your child's medical form should indicate what medication your child takes. This will be held by the camp's medical officer and administered dose-by-dose. It is against NY State Law to allow your child to administer his or her own medicine.

Keowa Contact Information

- Camp Keowa Office, Front Desk: (845)252-2027 (*after June 22nd*)
- Scott Dellosso, Camp Director: sdellosso@tenmileriver.org (845)252-2028
- Nayib Altareb, Program Director: naltareb@tenmileriver.org
- Gabe Ryan, Asst. Camp Director: gryan@tenmileriver.org
- Tom Marley, Commissioner: tmalley@tenmileriver.org

Cell Phones at Camp

Staff are permitted to use their cell phones when program is not occurring. If your child does not answer their phone right away, chances are they are busy and will get back to you by the end of the day.

If you have the need to contact your child besides through their own phone (for example, if they are not answering their phone,) the most direct line of contact is through the Keowa Main Office.

AT&T does have excellent service with a cell tower nearby, but Verizon in particular has very bad coverage in our area. Various facilities in camp do have wifi, so online chat services such as Facebook Messenger, WhatsApp, and FaceTime will prove most effective when it comes to contacting your child if they do not have AT&T.

Getting to Camp

Use **240 Crystal Lake Rd. Narrowsburg, NY** for the address to find the Camp Keowa entrance. (The 1481 address is the mailing address, and will take you to TMR's Headquarters, a few miles away from Keowa). When you arrive at Keowa, park in the main parking lot on your left about ½ mile past the entrance.

In recent years, searching for "**Camp Keowa Office**" on **GoogleMaps** should also get you here.

Mail

You are encouraged to send your child mail! Receiving a package or letter from home is a satisfying feeling and can raise spirits. Your child's mailing address while at camp is:

[Your Child's Name], Staff
Camp Keowa, TMR
1481 Crystal Lake Road
Narrowsburg, NY 12764

Note that all mail gets delivered by the USPS to TMR Headquarters, and you should add 1-2 days to the expected date your child receives the mail.

Life on Staff

Keowa provides a place for staff and campers alike to be unashamedly themselves, free of judgment and negative attitudes. The family environment that exists among staff creates life-long friendships. Keowa is a place where you will grow into a more genuine version of yourself, unafraid to speak your mind and be proud of who you are.

Living Accomodations

You will be sleeping inside of a standard BSA canvas wall tent attached to a metal frame and wood/composite platform and outfitted with a spring bed and a mattress. You will have a tentmate assigned to you. If any issues occur regarding living arrangements, speak to either commissioner and they will rectify the problem.

Staff site features a large fire pit, single-stall showers and bathrooms (separate for male/female), and an indoor lounge room with televisions, couches, tables, chairs, refrigerator, and a microwave.

Staff who wish to bring a personal tent to stay in for the summer may do so. Personal tents may not be larger than 4-person tents.

Staff Fellowship

During the summer, many staff-specific events occur. We see the fireworks. We have BBQs. We have Festivus in July, a winter holiday in summer with a Secret Santa-style gift exchange. Taco Night is always popular with music, friends, and literally hundreds of tacos from Taco Bell. We have karaoke nights, inter-camp competitions, and so much more.

We also run trips with our camp vans. You can expect trips to the movies, bowling, the legendary Wayne County Fair, wal-mart runs, and more. Permission slips required for under 18 year olds. The Off Camp Permission slip is attached to the end of this guide. You may return it to your Camp Director via email or upon your arrival at camp.

Days Off

During Staff Week, you will be off all day on FRIDAY July 5th.

For the rest of the summer, the staff is off from Friday night after the campfire and all day Saturday, reporting back for work at 8:00 AM Sunday. During this time you may have family visit (must give the Camp Director at least 24 hours notice of visitors) or may be taken out to eat or shop by your family. You may go home as well so long as you return to be ready by 8:00 am Sunday.

Nights Off

You will also have one "night off" each week; this will be coordinated by your commissioner and area director. Nights off begin after line-up for dinner. You may eat in the dining hall or are free to excuse yourself. You also do not have to report for 7-8

Spirit Program or other evening activities.

Your night off is not guaranteed. They are contingent on your reporting to Staff Site at 5:15pm and doing a clean up of staff facilities with everyone else who has the night off. On days/nights off, with parental permission, you will have opportunities to go on van trips that are offered on rotation.

Laundry

Keowa has a laundry room with washers and dryers. They are free to use and not coin-operated. You must bring your own laundry detergent. This room is available solely for staff use and is locked with a combination lock to keep campers out.

Bullying, Hazing, and Harassment

Bullying, hazing, and other forms of abuse/harassment have a zero-tolerance policy; if you experience or see it at any point, say something immediately to any member of administration. The problem will be resolved quickly and professionally.

Your Program Area

Camp Keowa has 13 Program Areas. Before the summer begins, think about which areas interest you, as your preferences are a factor in where you will be assigned every two weeks. As a CIT, your assigned Area Director works closely with the commissioners to ensure that you are excelling.

Aquatics

Situated on beautiful Crystal Lake, Keowa's waterfront is one of the most popular places in camp. CITs spending a week working at Aquatics can expect to receive training in BSA Lifeguard, have an opportunity to go water skiing, and learn how to navigate a sailboat, among other skills. (This Program Area can be very physically demanding. Take this into consideration when considering working there.)

COPE

COPE (Challenging Outdoor Personal Experience) is Keowa's high adventure ropes course. Featuring three climbing walls, a zipline, and various events at all heights, COPE offers CITs a chance to overcome their fears and build teamwork and leadership skills, as well as to receive training in proper spotting, climbing, rappelling, and belaying techniques.

Dan Beard Society

Dan Beard Society is Keowa's program for first-year campers. Designed with younger scouts in mind, DBS is a half day-long program that orients scouts who are new to both summer camp and scouting as a whole. CITs working in this area will get a chance to experience nearly every aspect of camp during the week, and are likely to develop some outdoors skills along the way.

Ecology

Ecology is Keowa's nature center, featuring animal exhibits, an extensive library of field books, and a huge collection of wildlife samples to study. Have you ever wanted to learn more about geology, weather, forestry, or environmental science? This area offers CITs chances to see camp from new perspectives as its classes go on nature hikes, as well as an opportunity to be trained in Leave No Trace.

F.A.M. - First Aid & Medical

This area allows Scouts to explore opportunities in medicine, first aid, medical professions, and search and rescue. While it is overseen by a real EMT, there is also program staff that teach the merit badges.

Field Sports

Field Sports is centered on Keowa's parade field, and features a basketball court, baseball field, mountain bikes, a fishing dock, and an obstacle course. Are you interested in seeing new parts of the reservation by bike? Do you enjoy leading others in playing games and sports? *Is ball life?* Then Field Sports is for you!

Gottcom

Gottcom, or Gottesman Communications Center, is Keowa's computer and communications hub. This Program Area has merit badges such as public speaking, chess, and digital technology, and working in this area gives CITs the opportunity to develop their communication skills in many ways, from giving speeches to producing short films.

Handicrafts

Keowa's craftiest and most creative area is Handicrafts. Located in a cozy cabin on the hillside, this Program Area gives scouts the opportunity to learn valuable knowledge and skills from the many artistic merit badges it has to offer. All the great artists had a start somewhere, let this be yours! CITs in Handicrafts will learn the complexities of woodcarving, the deep history of American Indian lore, and the usefulness of basketry.

Media Production

Our newest program area, Media Production is offered as a Specialty Camp. It allows Scouts to explore production techniques for all kinds of media like theater, photography, animation, and even movie making.

Scout Skills

Scout Skills is one of the areas that turns a plain summer camp into a Scouts BSA camp. Just a passing glance at the area, and it is apparent that the most expert of Scouting handiwork occurs here -- the entire area is built from wooden spars and rope! Ever wanted a chance to hone your outdoors expertise while you're spending your summer in the woods? Featuring outdoor cooking, fire building, knot-tying, first aid, and wilderness survival, this area is where CITs will develop those skills.

Services

Camp does require highly skilled services and operations teams to keep our facilities running and in top-notch condition. This important team uses the truck for transportation, fix tents and platforms, perform plumbing tasks, and provide support to food services to run the dining hall.

Shooting Sports

There are three ranges in Camp Keowa - one for archery, rifle shooting, and

shotgun shooting. Despite these program areas requiring high levels of discipline and focus, they are some of the most fun areas in camp - few things are as satisfying as hitting your first bullseye with a bow and arrow! CITs in these areas will learn the ins and outs of range safety and learn how to properly handle, clean, and use firearms and bows in a controlled and safe environment.

Trail to Eagle

Trail to Eagle is a Program Area offering merit badges that are required for the rank of Eagle Scout. CITs working in this area not only get an in-depth look into the path towards achieving the rank of Eagle Scout, but also have an opportunity to gain life skills such as being a good citizen and learning to be financially responsible. Ultimately, you will gain an understanding of the path one must travel to reach Eagle Scout, and why Eagle-required merit badges are required in the first place.

Thundermarket

The camp trading post, the Thundermarket, provides an excellent opportunity for experience in retail, marketing, and facilities management.

High Adventure

The High Adventure area encompasses the ATV course as well as the TMR Trek Program. The ATV course is housed in former Camp Kernochan on the other side of Crystal Lake. Troops sign up to use the ATVs for a morning or afternoon period. They will spend time training and then riding the trails.

The TMR Trek has the largest program area of all- 12,666 acres! These staff provide programming for all the camps on TMR that have units to opt into the week long Trek experience. They travel to every camp on the reservation and hike the red dot trail into the wilderness. They are experts in high adventure like rock face rappelling, waterskiing, backpacking, ziplining, rafting the river, and much more!

While CITs unfortunately cannot help run the ATV program, they certainly can request a trek week to see if that high adventure program is something they might be interested in doing in future years!

Staff Expectations

Progressive Discipline

1. Failure to follow these rules on a *consistent basis* will result first in a verbal warning.
2. If the behavior continues, a disciplinary hearing with the Camp Director will follow.
3. If this fails to correct behavior, termination will occur.

-**Never Evers:** Possession or use of: Alcohol, Drugs, Nicotine Products (under 21), Fireworks; Abuse, Theft, Vandalism. **These activities will result in immediate termination.**

-You are in your area at *all times* during program. There is no reason to be in the office, trading post, or visiting other areas unless permission is granted from a member of the Leadership team.

-You must check in with your director every time before dismissing a class.

-CITs must be allowed one period a day to take a merit badge.

-Getting enough sleep is a requirement of this job. If administration believes you are not getting enough sleep to perform your job, this is reason for progressive discipline. Sleeping occurs in Staff Site. You are not permitted to nap anywhere in main camp.

» Staff Curfews: -Quiet Hours: 10pm -Under 18: 11pm -18 to 20: 12am -21+: Flags in morning

-While you are working, or while you are in the presence of scouts (e.g. on a night off or at a troop campfire), you must be in full uniform.

-You should not ever wear any BSA uniform or camp-related clothing when you leave TMR.

-PUNCTUALITY. **Always** be in the right place, at the right time. Lateness will not be tolerated.

-You are always on a stage. Scouts are always watching. Do not interact negatively with scouts (cursing, gossiping, showing a lack of respect, etc.). Do not argue with other staff in front of others. Don't be a bystander.

-Report any bullying or possible abuse directly to administration. We are all NY State Mandated Reporters: *Mandated reporters are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment* (nysmandatedreporter.org).

Staff Site:

» Respect the space/property of others. Do not go into others' sleeping quarters uninvited; leave when asked.

» Maintain the cleanliness of Staff Site in general as well as your personal area so that it does not negatively affect others. This includes but is not limited to the showers, bathrooms, refrigerator, and staff lounge, as well as your own personal hygiene.

-All staff must follow chain of command. However, all camp leadership have full authority to ask any staff member to obey rules, such as but not limited to: curfew, timeliness, and other established rules or guidelines.

-Be a role model. Represent the Scout Oath and Law at all times.

Other Information

Packing List

Clothing

- Underwear/undershirts (8-10 pairs recommended; less means you will do laundry more often)
- 1 BSA Field Uniform (“Class A” tan button-down shirt) with appropriate patches and silver shoulder loops (2 uniforms are recommended)
- Scout shorts (minimum 2 pairs)
- 8-10 pairs BSA socks
- Swimming trunks (preferably solid red if you are planning to work at Aquatics)
- A hoodie, coat, or jacket (Nights get cool at camp!)
- Approximately a week’s worth of non-scouting attire to be worn on time off. (Bring mainly clothing you are comfortable getting dirty in, but bring one or two nice outfits, just in case, too.)
- Pajamas

Camping gear

- Backpack (a camping pack is not necessary, a school bag will do)
- Water bottle (make sure it is very durable, you will be using it VERY often)
- Pocketknife
- Rope, 50ft. (paracord works best)
- Waterproof jacket or other rain gear (umbrella not recommended)
- Sunblock

Tent setup

- Sheets and blanket/sleeping bag (sheets recommended)
- Pillow(s)
- Tarp for top of tent (recommended)
- Flashlight/lantern
- A lock and footlocker or other device used to keep valuables private (Please note, GNYC is not liable for broken, lost, or missing items.)
- Anything else that would make a tent cozy (Rugs, folding chairs, etc.)

Toiletries

- 2-3 Towels
- Toothbrush, toothpaste, razor/electric shaving device
- Shower soaps (body wash, shampoo, etc.)
- Deodorant
- Laundry Detergent or tide pods
- Laundry basket or bag
- Shower sandals

Staff Uniform

All camp staff are required to wear the proper camp staff attire whenever on duty or in the sight of campers. This includes:

- Scouts BSA Official Class A shirt (khaki only).
- Scouts BSA Official shorts (Scout pants are not part of the TMR summer uniform).
- Scouts BSA Official socks (any length from short to knee-highs are acceptable)
- Camp Keowa staff belt
- TMR Staff Polos

If you are not a Scout, or if you need to acquire additional uniform pieces, TMR offers a 20% discount on the items labeled as "Scouts BSA Official". Be on the lookout for this order form in future Staff Newsletters.

All new staff (meaning you did not work last summer), will receive TWO free TMR Staff Polos. All returning staff who worked last summer will receive ONE free TMR Staff Polo. Additional Staff Polos are available for purchase during staff week.

Please contact one of our commissioners or a former staff member if you need advice for how many of each item is recommended. It is ultimately your choice, just remember the less you have the more often you will have to do laundry.

Pre-Camp Checklist

Before camp starts, make sure you do each of the following:

- Contact a commissioner via email to inform them that you and your parents have read the CIT Manual, and ask them any questions you may have.
- Check your email consistently, and reply to all emails you get from camp administration. This is imperative for getting your WorkBright information filled out and assuring that all other paperwork for this summer is in order.
- Complete the BSA medical form (all parts). Part C necessitates visiting a medical professional.
- Pack. Double check for all necessary items.
- Complete the Off-Camp Permission Slip (it is the last page of this document). Send to the camp director via email or bring with you for when you check in during staff week.



Camp Keowa
Ten Mile River Scout Reservation
1481 Crystal Lake Rd
Narrowsburg, NY. 12764.

OFF CAMP PERMISSION SLIP

My son/daughter, _____, has permission to leave camp property under the following conditions:

Please check ONE:

By discretion of the Camp Director or his designee with approved drivers over 21.

Never

Only when riding to and from camp with: _____

Per BSA policy, no under 18 Camp Staff member may ride with any driver under the age of 21.

Staff may not leave camp property without permission of the Camp Director or his designee.

The Curfew Policy will apply in all circumstances.

Parent/Guardian signature

Date

Parent/Guardian Phone: _____