

CIT Manual 2026



Camp Keowa,
Ten Mile River Scout Camps

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The CIT Program at Keowa

Congratulations on being hired to be part of the Camp Keowa staff! This summer, you will have the unique opportunity to experience camp unlike any other. As a CIT, you are in an intermediate role between camper and employee. You will be able to function as a staff member during the summer - with all the benefits and responsibilities that come with that - while also being able to earn merit badges and learn about what it is like to work in the variety of Program Areas across camp. 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.

The CIT Program

CITs have a unique experience on staff, being rotated through multiple Program Areas throughout the summer. Unlike most of the staff, who are hired to a specific area for the entire summer, you'll be able to work in multiple areas, experiencing a new perspective on camp each time. **CITs spend 2 weeks in each area.** You'll get to work with the Staff Director to figure out what Program Areas would be the best fit for each assignment. For more information on the different program areas in camp, see the [Your Program Areas](#) section.

Additionally, CITs have the benefit of earning multiple badges each week. Every CIT will be granted **one period a day to take a merit badge in another area**, as well as **one period a day to take a badge in the assigned area.** CITs may also earn the badges they assist with, provided they complete the requirements. All CIT advancement will be communicated to the Program Director and input into our system.

CIT Stipend

While CITs are not actually on our payroll, all CITs will receive a *\$400 stipend* upon the completion of a successful summer. **They will not be paid in regular intervals.** While most of the camp staff we hire are required to fulfill the entire summer contract, **CITs are allowed to take one week off** during the summer if they have a family trip or Scouting event.

Your Role in Camp

You are expected to report to Camp Keowa on the **morning of Saturday, June 27th between 9am and 11am**. This will be the beginning of Staff Week, a week of setup and training time.

Every two weeks during the summer, you will be assigned a new 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. By the end of the season, you will have learned what it means to be a staff member in multiple Program Areas, allowing both you and camp administration to get a good idea of where you would be most effective as an instructor. Working in different areas will help you see Keowa function from various angles, giving you a "big picture" perspective of camp.

Your Schedule

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

- 7:40 AM: Morning roll call, lineup, and breakfast.
- 9:00 AM: Program begins.
- 12:10 PM: Afternoon roll call and lunch.
- 1:00 PM: Siesta. Usually Program Areas are closed during this time.
- 2:00 PM: Program resumes.
- 5:40 PM: Evening roll call, lineup, and dinner.
- 7:00 PM: Evening program.
- 8:00 PM: Program ends.

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.
- 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 in 2024), will receive **TWO free TMR Staff Polos**. All returning staff who worked in 2024 will receive ONE free TMR Staff Polo. Additional Staff Polos are available for purchase during staff week.

Camp Keowa staff belts will be available staff week. Please contact the Staff Director 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.

Your Program Area

Camp Keowa has many different 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.

Area Directors - staff members who are part of the leadership team - head each Program Area, and are the direct supervisors of the staff in the area. As a CIT, your assigned Area Director works closely with the commissioners to ensure that you are excelling. If you find that you are not working well in a program area, no worries -- we will find a better fit next week!

Please read the [Your Program Area](#) section to read more about each area.

Information for Parents

Pick-up / Visiting Procedure

Keowa's 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 the admin team to work out payment for the meal and to assure any special dietary needs are met.

Saturdays are the best day of the week for a visit with your child. **The staff is off every weekend on Saturday, and must report back on Sunday at 8am.** *Except during the first staff week and last staff week of the summer. During Staff Weeks, the staff is off on **Friday instead.**

If, for any reason, your child will be missing a day or more of this summer, be sure this is communicated to the admin team immediately.

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.

Please pack medication in the *original container* and provide any OTC medications you want to be available for your child.

Admin Team Contact Information

- Camp Keowa Office, Front Desk: (845) 252-2027
- Scott Delloso, Camp Director: sdelloso@tenmileriver.org
- Phill Buhse, Program Director: pbuhse@tenmileriver.org
- Gabe Ryan, Assistant Camp Director: gryan@tenmileriver.org
- Harper McPhee, Staff Director: hlmcphee@outlook.com

The front desk phone number is only functional during the camp season. If you need to contact anyone before or after camp, use the listed email.

Cell Phones at Camp

Staff are permitted to use their cell phones when program is not occurring. This includes some siestas (1-2pm), nearly every night past 8pm, and every

Saturday. 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 through a means besides their own phone (for example, if they are not answering their phone,) the most direct line of contact is through the Keowa Main Office.

Please note that Verizon has little to no service at camp. AT&T does have excellent service with a cell tower nearby, and various facilities in camp have wifi. 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.

Directions to TMR

Take the New York State Thruway (I-87) to exit 16. From here, get on NY Route 17 and travel to exit 104, Monticello Raceway. Take this road, Route 17B, for approximately 6 miles before making a left turn onto White Lake Road (State Rte. 55). This turn is immediately after passing a lake and a fire station on the right hand side. Follow White Lake Road for approximately 4 miles, then make a right turn onto Crystal Lake Road. After about a mile, there is a large stone sign on the right side of the road indicating the turn onto an unpaved road into Camp Keowa.

If you use a cell phone or GPS to navigate to Keowa, the address is **240 Crystal Lake Rd., White Lake NY**. *Inputting the mailing address below directs you to Headquarters, a different point in Ten Mile River Scout Camps than Camp Keowa.* Once you get onto Crystal Lake Road, follow the large stone signs. They are marked with the directions to Keowa.

Searching for "Camp Keowa Main Office" on Google Maps should also get you here. Just be sure not to use the mailing address.

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 since mail sent to camp needs to be sorted by our ranger staff, as all mail gets delivered by the USPS to TMR Headquarters, you should add 1-2 days to the expected date your child receives the mail.

Life on Staff

One of the fantastic things about Camp Keowa is the culture shared among the staff and campers. This summer, you'll get an experience like no other. The family environment that exists among the staff carries through to the offseason, and friendships made on staff are more often than not lifelong. Keowa is a place where you will grow into a more genuine version of yourself and make memories that will last a lifetime.

Staff Site

Your tent is your home for the summer. You'll be staying in a standard BSA canvas tent, with a wood platform and spring bed. You will also have a tentmate. Your tent will be located in Staff Site, the campsite where the staff lives. Staff Site features a fire pit in the middle, single-stall showers and bathrooms, and an indoor lounge with TVs, couches, tables, chairs, and a refrigerator.

The staff lounge is a great place to spend time with friends when program isn't occurring. If you wish to bring any personal items, such as movies, consoles, or board games, we recommend doing so! However, **bring these items at your own risk.** is not responsible for items lost or broken in staff lounge.

Although we do not recommend it, any staff who wish to bring a personal tent to stay in for the summer may do so. **If you choose to bring a personal tent, it may NOT be larger than a 4-person tent.** Tents larger in size create safety hazards and issues with space in Staff Site.

Staff Fellowship

The Keowa staff is a tight-knit family. During the summer, you'll make dozens of close friends and many unforgettable memories. Throughout the summer, many staff fellowship activities occur. There's Festivus, our summer winter holiday with a secret Santa gift exchange, and even a Fourth of July celebration. There are weekend activities, such as bowling, kayaking, and trips to the county fair. In-camp events, like staff-only rock climbs and shotgun shootouts, are also common occurrences. If you have any ideas for staff events, the commissioners would love to hear them!

K-Coins

During the summer you will have the opportunity to participate in our staff incentive program. At Keowa, you can collect K-Coins and trade them in for certain prizes or experiences, such as a free slushie, or an ice cream trip for you and some

friends. You can earn K-Coins for exceptional performance, receiving them from either a troop or a member of admin.

Days/Nights Off

The staff is off all day Saturday, reporting back for work at 8am Sunday.

*Except during the first week of the summer. During Staff Week, the staff is off on **Friday instead.**

You will also have one "night off" each week; this will be coordinated with the Staff Director and your Area Director. Nights off begin after dinner lineup, but they are contingent on your reporting to Staff Site and doing a quick cleanup job with everyone else who has the night off beforehand.

On days/nights off, with parental permission, you will have opportunities to go on trips with the staff to Walmart, the movies, bowling, or other destinations nearby. The Off Camp Permission slip is attached to the end of this guide. You may return it to your Camp Director upon your arrival at camp, or choose to submit the [digital version](#).

Hygiene

Keowa has a laundry room with washers and dryers. This room is available solely for staff use and is locked with a combination lock to keep campers out. Laundry can be done during any free time you have. Please do NOT leave laundry in the machine for extended periods of time, as it can hold up the machines or cause your clothing to grow mold. **You must bring your own laundry detergent and dryer sheets to camp with you.**

There are a series of showers in Staff Site. They are all single-stall and each have a locking door. **It is required that you keep both your body and clothing clean.**

Bullying, Hazing, and Harassment

The admin team makes it their personal business to ensure that all the experiences in Keowa are safe for all staff members. We hope to enable personal growth and allow self-expression without negative interference from others. All members of administration and medical staff will be happy to listen to any work or personal concerns you have. Bullying, hazing, and other forms of abuse or harassment have a zero-tolerance policy at Camp Keowa; 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 many different 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.

Area Directors - staff members who are part of the management team - head each Program Area, and are the direct supervisors of the staff in the area. As a CIT, your assigned Area Director works closely with the commissioners to ensure that you are excelling. If you find that you are not working well in a program area, no worries -- we will find a better fit next week!

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.)

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 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.

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 lab and STEM center. This Program Area has merit badges such as public speaking, game design, and digital technology, and working in this area gives CITs the opportunity to develop their communication skills in many ways, from giving speeches to designing their own games.

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 usefulness of basketry, and the art of media production.

Range and Target Activities

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.

Scout Skills

Scout Skills is one of the areas that turns a plain summer camp into a Scouts *Scout* Camp. With just a passing glance at the area, it is apparent that the most expert 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 fire building, knot-tying, first aid, and wilderness survival, this area is where CITs will develop those skills.

Services

Those with a drive for hard work and that find satisfaction in fixin' things will find themselves drawn to Services. Rather than teaching merit badge classes, CITs in Services will spend the day working around camp on various service projects and camp maintenance. They will help clean the dining hall between meals and ride around on the truck with the Services Director resolving issues that arise throughout the week. If you are not confident or comfortable with merit badge instruction and would prefer working with your hands, this may be the area for you.

Thundermarket

The Thundermarket is Keowa's premier trading post. CITs working at the Thundermarket will have the opportunity to assist with business-related merit badges, such as Salesmanship and Entrepreneurship, as well as gain experience working in a retail 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.

High Adventure

High Adventure 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! Although CITs don't typically rotate through High Adventure, there could be an opportunity for you to experience a trek during the summer.

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 the 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 (highly 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
- Laundry basket or bag
- Shower shoes/slides

Required Paperwork

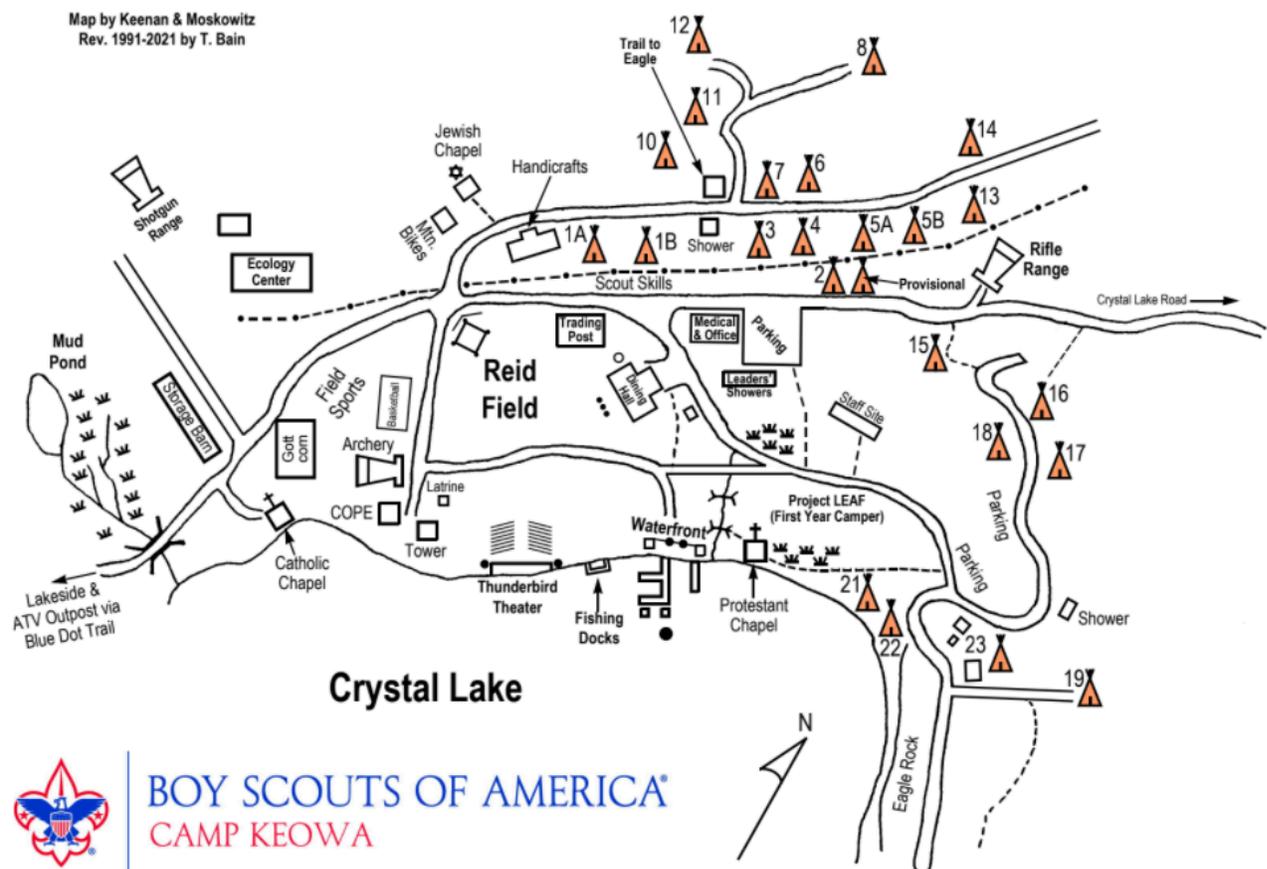
You will have an account made with WorkBright. WorkBright is Greater New York Councils' way of documenting information necessary to employ you, including your contract, working papers, and relevant training information. Prior to camp, you will be receiving (or may have already received) an email from the GNYC office, giving you your WorkBright login information. Follow the instructions therein. Contact the Camp Director for details or if any issues with your account arise.

Also, you will need to 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.

CITs will not be required to have working papers.

If any of your paperwork on WorkBright is not completed, or you do not bring your medical forms with you to camp, you cannot be employed by GNYC, and may be sent home. Camp/council administration will be happy to help you in the process of completing these forms if you have trouble, but it is ultimately your responsibility to complete them!

Map of Camp



Pre-Camp Checklist

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

- Contact the Staff Director 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).



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: _____