

**NEGA Council Camps 2023
Staff Resident's Agreement
(must be completed by all staff members)**

Name _____

All staff members (the term "staff member" will refer to all hired staff members as well as C.I.T.'s and volunteer staff) will follow the resident regulations. This document will serve as a housing agreement as well as an extension of the staff agreement and staff manual. All policies and procedures within this agreement will be followed in conjunction with the policies and procedures outlined in the staff manual and the personal staff agreement. The staff member is responsible for knowing and understanding the information within this agreement.

Housing Policies and Procedures

1. All living quarters will be appropriately assigned by the Camp Commissioner and Camp Director.
 - a. Once initial move-in has occurred there will be no moving from cabin to cabin.
 - b. Any requests for reassignment of living quarters must be directed to the Commissioner.
 - c. All requests will be considered on an individual basis.
 - d. Requests must be submitted in writing and approved before moving occurs.
2. Inspections will be completed for all quarters upon moving in or out at any time during the summer. Damage reports/inspections will be completed upon checkout of cabin.
3. There will be no defacing of any furnishings, walls, windows, infrastructure, or personal property. Upon checkout all damages will be assessed.
4. All cabins, tents, porches, and other personal areas will be kept neat and organized at all times. Regular inspections will occur daily.
5. The Staff Lodge, showers, bathrooms, and staff area as a whole will be maintained by assignment. Those assigned will be expected to attend to the common areas as well as their own living quarters and personal space.
6. Taps will be played each night at 10:00 pm (with the exception of staff night out). At this time all employees should retire to their staff area. All stereos, TV's, and cabin lights should be turned off.
7. A mandatory cabin curfew is at 12:00 midnight each night. At this time the staff lodge lights should be turned off and all employees should retire to their personal quarters.
8. Good conduct is expected at all times in the staff area during camp operations. Good conduct is that which follows or adheres to the Scout Oath and Scout Law.

Staff Facilities

1. All male youth employees will be staying in staff cabins. These cabins sleep six to eight individuals each. They are equipped with electrical outlets, a ventilation fan, covered porches, cots with mattresses, open wardrobes, and other furnishings. (NOTE: *some youth employees at Scoutland will be housed in platform tents*). Female youth staff will have similar accommodations in a separate area.
2. Male members are not allowed in the female housing area and female members are not allowed in the male staff area.
3. Some CIT's may reside in platform tents in the staff area. Female staff are housed in a separate cabin facilities area.
4. All employees have access to showers with private bathrooms and shower stalls. Use of these facilities must comply with *Youth Protection* guidelines.
5. It is the responsibility of every employee to keep these facilities clean and sanitized.
6. The Staff Lodge will be available for male employees to relax while they are not on duty. The Staff Lodge is furnished with couches and washers and dryers.

7. Washers and dryers will be available to all employees. Employees will be courteous and respectful of other's property left in the washers and dryers. Employees utilizing the washers and dryers should do so in a prompt and reasonable amount of time.

Electrical Appliances

1. **Refrigerators:** Small refrigerators are recommended to keep drinks and food in the cabin cool. However, each staff cabin is restricted to one refrigerator. Tent platforms are not permitted to have refrigerators.
2. **TVs and VCR/DVD:** One TV and one VCR/DVD player will be permitted for each cabin or platform.
Note: game systems are not allowed.
3. **Fans:** Two fans will be allowed for each cabin.
4. **CD Players and Stereos:** Each cabin or platform will be allowed one portable stereo/CD Player.
5. **Alarm Clocks:** Each cabin or platform needs to have at least one alarm clock.
6. **Cooking Appliances:** Staff members will have some access to the dining hall and Staff Lodge cooking appliances (microwave). **Cooking appliances are not allowed in the staff cabins or individual quarters.**

Damages and Restitution

1. Damage is considered to be any undesirable alteration of cabins, tents, tent platforms, furnishing, or any other property without the expressed permission of the Camp Director, Program Director and the Commissioner. This may include but is not limited to writing, carving, burning, breaking, or painting on any equipment or facilities. This will also include broken windows, lights, appliances, doors, missing or broken fire extinguishers or smoke detectors, broken platforms, or torn tents in addition to any other damage that may occur to camp property.
2. Improvements such as electrical wiring, roofing, painting, addition of permanent fixtures such as ceiling fans or any other alteration made without prior consent of the program director is considered damage.
3. The camp is not responsible for damage to personal property by other persons. Staff members are responsible for securing or locking their own personal property as to prevent damage, theft, loss or misplacement.
4. Any staff member who is found responsible for damage will provide compensation to the camp as follows:
 - a. All repairs and replacement costs for damages may be withdrawn from the responsible staff member's salary.
 - b. If the total repair and replacement costs for damages exceed the available salary of the responsible staff member, the parent of that staff member will take on the responsibility of restitution.
 - c. The entire cabin personnel are responsible for damage not reported before checkout at the end of the summer. Damage will be assessed and costs will be evenly distributed among all cabin members from throughout the summer.
5. Repair and replacement costs will be considered all costs that the camp incurs to return the damaged equipment or facility to its pre-damaged state. If the equipment or facility is damaged beyond repair it will be replaced at the staff members' expense. Further, repair and replacement costs include the purchase price, postage and shipping of those materials (when applicable) and any and all labor costs. The costs for certain items are listed in item 6.
6. Restitution for certain items is as follows:
 - bed frame: \$83.00
 - mattress: \$74.00
 - cot: \$72.00-\$89.00
 - tent repair: \$80.00 minimum
 - tent replacement: \$625.00
 - tree damage: \$120.00 minimum

- improper disposal of trash: \$25.00 minimum
- fire extinguisher: \$30.00
- \$40 charge for staff Cabin not being cleaned up check-out/time off periods

All other damage will be considered on a specific-case basis.

7. If more than one staff member is involved or is responsible for damages, then the repair and replacement costs will be evenly divided among them. If no staff member can be found directly responsible for damages all repair and replacement costs will be divided evenly among the staff members who are assigned to the quarters where the damage took place.
8. Any staff member who damages camp property or equipment will be subject to disciplinary action including any or all of the following:
 - a. Phone call to parent
 - b. Restriction from time off
 - c. Completion of service project
 - d. Counseling with the Camp Administration and Parent
 - e. Release from contract and dismissal from Camp Staff.

I, _____, understand and agree to the above terms and conditions of this agreement. I understand that any and all damages to Camp Property as a result of my actions or neglect will result in repair and replacement costs being withdrawn from my salary. I also agree to help in the maintenance and policing of all staff facilities. I understand that this is an extension of my staff agreement and staff manual. I have reviewed, with my parents, my personal staff agreement, the staff manual and this document, the Resident's Agreement:

Staff Member's Signature _____ date _____

As the parent/legal guardian of _____, I understand and agree to the above conditions for my child's residency as a member of the Northeast Georgia Council Camps/Summer Camp Staff. I also agree that I will make arrangements for restitution for any repair or replacement costs that my son/daughter is responsible for and that exceed his/her salary. I also have read and reviewed this agreement, as well as the staff manual, and personal staff agreement, with my son/daughter and am confident that he/she understands the terms of residency as a staff member for the Northeast Georgia Council and its Camps:

Parent's Name _____

Parent's Signature _____

Phone (home): _____ (work) _____

(cell) _____ (other) _____