

Quapaw Area Council, Inc. of the Boy Scouts of America

3220 Cantrell Road, Little Rock, AR 72202

Letter of Agreement

Printed Name _____

The signed acceptance of this Letter of Agreement constitutes an understanding and agreement to the following terms of employment:

Duties:

In addition to the principal assignment, additional duties or other assignments may be made by the Camp Director and/or the Program Director.

Period of Employment:

The period of employment will be from 1:00 PM, Sunday, May 29, 2022 through Sunday, July 4, 2022 or until the camp is closed. This is temporary employment and Quapaw Area Council can reduce staff size as necessary due to attendance. Select positions may be asked to start their employment on Wednesday, May 25th, and those employees will be contacted as needed.

Salary:

Salary will be based on weeks worked, subject to pro-ration or deduction for any partial week or day not worked. Social Security and withholding taxes will be withheld from each paycheck as prescribed by law. Note: Salary information is CONFIDENTIAL and should be shared only with the parent or guardian.

Staff Development:

All staff development sessions are required and will be held at either the main camp or the Donald Reynolds Scout Training Center at the Gus Blass Scout Reservation.

Arrival and Departure During Camp:

Camp staff must arrive, store all gear and personal items, park vehicles in the main parking lot, and report for duty in the complete summer camp uniform no later than 11:00 a.m. each Sunday. Camp staff may not depart from camp on Saturdays until released.

Transportation and Vehicles:

Transportation is a personal responsibility. Camp staff under 18 must have written permission from his/her parents or guardian in order to bring a vehicle to camp. All vehicles must be parked in the main parking lot during the week.

(over)

Code of Conduct:

The basis of the program at Gus Blass Scout Reservation is the Scout Oath and Scout Law.

- All staff must set the example by their conduct and appearance at all times.
- All staff should have a minimum of two complete official Boy Scouts of America summertime field uniforms at camp each week.
- The use of tobacco, in any form, is prohibited in or around camp buildings, in or around program areas, or in the presence of campers or camp leaders. Camp staff under the age of 18 shall not possess or use tobacco of any kind, at any time, in accordance with Arkansas Law.
- The possession or use of alcohol or non-prescription drugs is strictly prohibited and shall be cause for dismissal.
- Conduct unbecoming and/or not in accordance with the Scout Oath and Scout Law, local Council and National BSA policies, and local and state laws shall be cause for dismissal.

Note: Quapaw Area Council, Inc., its agents and employees reserve the right to inspect the contents of living quarters, tents, vehicles, and other property as necessary to ensure compliance with this agreement, to ensure safe and lawful operation of the camp, and to ensure proper and acceptable conduct.

Acceptance of Letter of Agreement:

Camp Staff Member Signature

Parent or Guardian Signature (Camp Staff under 18)

Date

Camp Staff Member Email Address (Print Clearly)

T-Shirt Size _____ Small Medium Large Extra-Large 2-Extra Large
 3-Extra Large 4-Extra Large 5 Extra Large Other _____

Note: This signed Letter of Agreement, a completed W-4 Form, completed I-9 Form with accompanying documentation (usually Driver’s License and Social Security Card), and Employee Information Form must be submitted as ***quickly as possible*** to the Council Service Center. A completed BSA health form signed by an authorized health professional is required for all camp staff and must be presented upon arrival at camp for staff week. The BSA health form for a camp staff member under the age of 18 must also be signed by the parent or guardian. Failure to submit any of these forms by the indicated deadline may result in the revocation of this Letter of Agreement.

END OF LETTER OF AGREEMENT