

INTERNATIONAL CAMP STAFF PROGRAM



LOCAL COUNCIL GUIDE



BOY SCOUTS OF AMERICA®



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Objectives of the Program

The International Camp Staff program operated by the Boy Scouts of America is a special plan for camp program enrichment. It provides an opportunity for local councils throughout the nation to invite qualified Scouters from other countries to be a part of their Scout camp and/or Cub Scout camp programs. The U.S. State Department has designated the Boy Scouts of America as a sponsor of this program.

The International Camp Staff program provides BSA members and Scouters from other countries an international exchange of mutual benefit. Its aim is to allow members of the Boy Scouts of America to learn firsthand about the country, culture, customs, and Scouting program of a Scout leader from another part of the world. In return, the American Scouts provide the visiting Scout leaders the same opportunities to learn about the Boy Scouts of America and the United States. The program is an in-depth international Scouting experience for Scouts and leaders.

Shared Responsibilities

Some International Department Responsibilities

- Coordinate the program among local councils, other national Scout associations, and International Camp Staff members.
- Purchase accident and illness insurance to cover International Camp Staff members from their time of arrival at camp in the United States until their departure from the camp.
- Coordinate the program with the U.S. State Department.
- Provide documents for counselors to secure a U.S. visa.

Some Local Council Responsibilities

- Pay the BSA the agreed International Camp Staff fee of \$500, due at time of application.
- PAY THE INTERNATIONAL COUNSELOR A SALARY COMMENSURATE WITH WHAT IS PAID AN AMERICAN COUNSELOR WITH SIMILAR SKILLS, EXPERIENCE, AND JOB RESPONSIBILITIES. (See Federal Register 22CFR62.30(f), Participant Compensation.) It is best to offer no less than \$150 per week as participating in this program can be expensive for many internationals.
- Provide the counselor with housing and meals from the time of his or her arrival in the council area until the end of camp; rooms and meals can be at camp or home hospitality. Please note that hosting counselors in private homes is not considered an official Scouting activity and, therefore, homeowners will not be covered under BSA insurance.
- Provide the international counselor a variety of appropriate cross-cultural activities that will ensure the counselor will receive the broadest exposure to American society, culture, and institutions. (See Federal Register 22CFR62.8(d), Cross-cultural Activities.)

- Meet the International Camp Staff member upon his or her arrival in the designated U.S. contact city.
- Immediately contact the International Department when the International Camp Staff counselor arrives, does not report at the appointed arrival time, or leaves camp before the appointed departure time. Even though you may have agreed with your counselor to a later arrival or earlier departure, you must share these agreements with the International Department, as program start and end dates are monitored by the State Department.

Some International Camp Staff Member Responsibilities

- Be available to serve in the assigned BSA camp for the agreed period of time and take part in staff training.
- Live by the morals, culture, and laws of the United States.
- Be able to speak, understand, and read English sufficiently to perform as a camp counselor.
- Be prepared to teach songs, games, and Scouting skills from his or her home country and to inform BSA Scouts about his or her home country.
- Leave the United States by the time his or her temporary visa expires.
- Arrange and pay for transportation to and from the U.S. contact city, and inform the BSA International Department of travel plans.
- Abide by the decision of the camp director as to specific camp staff assignment.
- Adhere to the rules and regulations of the camp as applied to the entire staff and fulfill the job assignment to the best of his or her ability.

Local Council Checklist

Checklist Before Arrival:

- Email or phone your International Camp Staff member as soon as you have submitted the acceptance paperwork to the International Department to introduce yourself.
- Enclose in your email a suggested equipment list (see appendix). Add or delete items to meet your local operation.
- Send general information on your camp, their proposed camp assignment, and your area of the United States. The more information you send, the more secure the counselor will feel.
- Send instructions for taking Youth Protection Training and any other training necessary for those serving as camp staff members at your camp.
- Be sure that the staff member has one or more correct telephone numbers to call upon arrival in case he or she cannot find the contact point or contact person.
- Arrange a host family who would receive the counselor several weekends during the term of service. Ensure that the host family is aware that they are not covered by BSA insurance.
- Solicit the assistance of your council's international representative. They can assist with arrival, home hosting, departure, etc.
- Alert the International Department if the proposed camp dates change, especially if the counselor is arriving more than a week late or you are shortening the program end date, as that affects their visa and grace period.

Checklist Upon Arrival

- Meet and greet the staff member at the airport or bus station.
- Call or email the International Department (972-580-2405 or international@scouting.org) to announce that your International Camp Staff counselor has arrived.
- Once the counselor's arrival has been reported to the International Department, wait **at least three business days** to bring the counselor to your local Social Security office to apply for a Social Security card.
- Brief the staff member on your council and camp, camp community, staff policies, and procedures.
- Reaffirm the salary to be paid and how it will be paid. Assist in cashing paychecks. Arrange a tour of the campsite, pointing out all facilities the counselor will be using during his or her stay.
- Explain the counselor's full job responsibilities and introduce him or her to the rest of the staff.
- Be sure to include tours of the surrounding area, local museums, amusement parks, etc., to provide the international counselor the broadest exposure to American society, culture, and institutions.

Checklist Following Camp

- Provide any needed assistance for the counselor to confirm return transportation.
- Arrange any needed post-camp local home hospitality for the counselor.
- See that the counselor has transportation to the departure terminal.
- Remind the camp counselor to complete the personal evaluation survey that will be emailed to them by the International Department.
- Complete your evaluation survey of the camp counselor via the email that will be sent to you by the International Department.

General Information

Advance Communication

It is required that you properly orient your International Camp Staff counselor before camp season to help relieve any anxiety he or she may have about a camp assignment or traveling to a country with different customs and culture, and often, different language. (See Federal Register, 22CFR62.30(d), Participant Orientation.)

Be sure to email or call your staff member. Include the following information in your communication (see appendix for a sample).

- Tell him or her about the camp and the camp assignment; general information about climate (please keep in mind that most internationals will use Celsius temperature readings); and general information about housing.
- Give information about the council—its location, major community, etc.
- Let him or her know that any special religious or dietary needs will need to be reported to the camp before arrival.
- Advise him or her about the best method of travel to your council (especially if you do not have an international airport).
- Inform him or her whom to meet upon arrival, where the meeting point is located in the terminal, and how they will travel to camp.
- Include a camp brochure, a staff manual, and related merit badge pamphlets.
- Send instructions for taking Youth Protection Training and any other training necessary for those serving as camp staff members at your camp.
- Send a suggested equipment list (see appendix) specific to your camp.

As soon as your staff member is assigned and you have called or emailed, consider contacting your staff member on Facebook or through WhatsApp to introduce yourself. All of these options would be a good investment! Experienced camp directors have found that maintaining communication in different ways will help break the ice, reduce the new staff member's anxiety, initiate a positive relationship between camp director and camp counselor, and help reduce last-minute dropouts. We especially urge you to try all the previously mentioned ways of communication if you have not heard anything from your counselor and camp is due to open within the next two weeks.

BSA Coordination

The International Camp Staff program of the Boy Scouts of America is administered and coordinated by the International Department. All communication should be directed to:

International Department, S340
Boy Scouts of America
1325 West Walnut Hill Lane
P.O. Box 152079
Irving, TX 75015-2079
Telephone: 972-580-2405
Fax: 972-580-2413
Email: international@scouting.org

Civic Group Appearances

International counselors can help exemplify the concept of the world brotherhood of Scouting by appearing as a guest at local civic and service organizations during their stay. Local civic organizations or businesses often can be sold on underwriting the cost of having an International Camp Staff counselor. However, be sure not to schedule your international counselor's time so it detracts from his or her camp staff responsibilities.

Counselor Camp Assignments

Every camp assigns counselors differently. The types of assignments include camp commissioner, provisional Scoutmaster, and Scoutcraft, aquatics, or field sports staff. *Major assignments upon which camp standards requirements hinge should not be assigned to international counselors.* Some camps give the counselor a roving assignment working with Scouts and leaders in troop sites and different program areas. All camps should include opportunities for the international counselor to highlight Scouting and life in his or her country through participation in campfires, dining hall features, or special programs. Note that qualified counselors may serve as staff in shooting sports programs, but it is not recommended that they hold the position of director of shooting sports.

The U.S. State Department prohibits the assignment of international counselors to office work, kitchen or custodial jobs, or other jobs that are basically menial labor. The department's policy states that the intent is principally one of cultural exchange and is not intended for staffing purposes or to provide an inexpensive labor pool. (See Federal Register 22CFR62.30(a), Introduction.)

Counselor's Role in Camp

Experience has shown that maximum satisfaction for both the camp administrator and the International Camp Staff counselor is obtained when the counselor's activities are related to Scout and leader program development that directly assists unit leaders with troop and patrol activities.

Camp assignments should include events that are focused upon the international Scouting theme. Use your counselor in International Days, World Friendship Campfires (with World Friendship Fund collections), and in general visits to individual troops in camp.

Your counselor has been told to be prepared with a repertoire of games, stunts, songs, and campfire stories. One of his or her ongoing functions in camp will be talking with Scouts and leaders about his or her country and the world brotherhood of Scouting. In most cases, the counselor will also have special camping or Scouting skills to share with Scouts.

See the suggested International Day activities and the suggested World Friendship Campfire Program in the appendix.

Cub Scout Day Camps and Resident Camps

International counselors can be used in Cub Scout day camp and Cub Scout resident camp as well as in summer Scout camp. Some counselors have a background of Cub Scouting in their own country that they can contribute to the Cub Scout camp program in addition to providing international enrichment.

Cultural Experience

The international counselor will be eager to experience as much U.S. culture as possible. Every effort should be made to provide many varied experiences of American culture while in camp and during time off. (See Federal Register 22CFR62.8(d), Cross-cultural Activities.)

Evaluation Reports

Camp directors are asked to complete the evaluation survey of their International Camp Staff via the email that will be sent to them from the International Department.

Each International Camp Staff member should be reminded to complete their evaluation survey when it is emailed to them by the International Department.

Financial Cost to Council

The local council pays a \$500 registration fee per international counselor to participate in the International Camp Staff Program. This fee will be refunded if an international counselor does not arrive for some reason. Additional costs to the council for the international counselor consist of room and board, cross-cultural activities, and a salary commensurate to that of the American counselors with similar skills, experience, and job responsibilities. This salary should be no less than \$150 per week as participating in this program can be expensive for many internationals.

The amount shown on the J-1 Visa Form DS-2019, which the counselor receives to obtain the visa, is only the value of services provided to the counselor. This should not be confused with the amount of salary paid. This is explained thoroughly in the counselor's information guide.

Financial Investment by Counselor and Camp

Your counselor has been asked to recognize that the camp has invested a considerable sum of money on his or her behalf for participation in the International Camp Staff program. The camp should recognize that the counselor also has invested a considerable sum of money in the program, including travel costs, a physical, and personal expenses.

Flag of International Counselor's Nation

Counselors are encouraged to bring a flag of their nation, if available, approximately 3-by-5 feet or smaller. If they do bring a flag, the following will be helpful:

- U.S. Code: Title 4, Chapter 1—The Flag, section 7(g) states:
“When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.”

This information will help you avoid offending Scouts from the United States as well as from other nations. If you do not have outdoor flagpole facilities to display more than one flag, display the counselor's national flag indoors.

Health and Accident Insurance

International Camp Staff counselors must acquire health and accident insurance for their stay in the United States. The International Department obtains this insurance and will pay for it. This coverage will apply from the time of arrival at a camp in the United States to the time of departure from the camp as long as the counselor is in camp or is participating in a camp-sponsored activity. Travel will be covered only if the counselor goes immediately to camp after entering the United States and goes immediately home after camp. *Travel during touring is not covered. Personal liability insurance is not included, and recurring illnesses predating arrival to the United States are not covered.*

Any out-of-pocket costs, like prescriptions, must be paid by the council and submitted for reimbursement. If your counselor is injured or becomes ill and requires medical assistance, please send a description of how the counselor became injured or ill and request that the medical provider submit all charges on a standard HCFA or UB04 claim form. These items should be sent promptly by email to the International Department for claim processing. The department's email address is international@scouting.org.

Home Hospitality

A host council must be prepared to provide hosting for the counselor during time off from camp. Many local Scouting families as well as fellow staff members will welcome an opportunity to provide home hospitality (room and board) for your international counselor, with advance arrangements, but be sure the host family is aware that they are not covered by BSA insurance.

You are responsible to provide room and board to your counselor from the program start date until the end of camp.

Letter of Employment

A letter of employment or camp staff agreement may be sent to your counselor for signature.

Order of the Arrow

While the camp staff and campers may mean well by wishing to honor their international counselors, International Camp Staff counselors are *ineligible* for Order of the Arrow membership as well as the "Honorary Member" designation. International Camp Staff counselors are NOT members of the Boy Scouts of America, and including them in an OA callout has, in the past, caused problems when the counselors returned home to their own Scout associations. Please find another way to honor them.

Orientation

Your International Camp Staff counselor should be given orientation *before* his or her arrival in the United States. (See Federal Register, 22CFR62.30(d), Participant Orientation.) Review basic knowledge about the country, its people, and its customs and habits. Emphasize slang and regional language characteristics. Explain the use and denomination of U.S. currency.

Also review the background of your local council and your camp. Inform the counselor fully about the nature of the program in which he or she is participating and general information about the camp. Provide a detailed description of their job in camp.

Send instructions for taking Youth Protection Training and any other training necessary for those serving as camp staff members at your camp. See Orientation Guidelines in the appendix.

Personal Adjustments and Understandings

Your counselor has been given the following guidelines, and you should reinforce and share local details of each.

1. For health and safety reasons, all camps ask counselors not to smoke while working with campers, but special areas for smoking are usually designated for staff use.
2. Alcoholic beverages (beer, wine, and liquor) are not to be used on the campsite, and possession or use of illegal drugs or controlled substances is not permitted at any time. (Council, please note: In many countries, beer or wine is a normal beverage at the dinner table.)
3. Child abuse in any form is not tolerated by the BSA or its camps. Counselors are expected to actively support child abuse prevention. Counselors have taken Safe From Harm, the World Organization of the Scout Movement's youth protection training, but should also be sent instructions for taking the BSA's Youth Protection Training and any other training necessary for those serving as camp staff members at your camp. The camp director should verify counselor understanding of how the counselors should provide youth protection in their role at camp.
4. Meals served in camp will be well balanced, nutritious, and plentiful. The counselor must be prepared to adjust to new types of food. (Council, please note: Any special dietary needs for religious or health reasons must be met.)
5. Life in the United States is somewhat different than what counselors may be accustomed to. Americans are more gregarious and informal than most people around the world. Counselors are not expected to adopt the American way of life but should understand the situation and adjust as necessary for a happy experience.

6. While in the United States, counselors will be expected to abide by the local laws, respect local customs, and conduct themselves in a manner becoming a Scout-trained individual.

Personal Finances

Counselors have been alerted that they will have personal expenses while in the United States such as toiletry articles, postage, gifts, souvenirs, clothing, admissions, and tours. They are responsible for their own spending money to cover such expenses.

The International Department recommends that counselors carry international traveler's checks or reloadable prepaid cards rather than carry large sums of currency. If they have traveler's checks, they may need assistance in cashing them.

The camp director, the BSA local council, and the International Department will not be responsible for loss, breakage, or theft of counselors' personal items.

Recognition Items for Counselors

Upon the counselor's arrival in the United States, he or she will receive two special International Camp Staff emblems to wear on his or her uniform and a certificate, suitable for framing, that can be presented to the counselor on behalf of the Boy Scouts of America.

Room and Board

The host camp must furnish full room and board to the International Camp Staff member while in camp. The staff member is expected to adjust to differences in menus from home; however, any special dietary needs for religious and/or health reasons must be met by the camp.

Social Security Number

The U.S. government requires that International Camp Staff counselors apply for a Social Security number. The International Department will provide the Social Security application for your International Camp Staff counselor. Please assist your International Camp Staff counselor in completing the application and bringing it to your local Social Security office. That office may be located

by calling toll-free 800-772-1213. **Once the International Camp Staff counselor has arrived at the pickup point in the contact city, report the arrival to the International Department. Then wait at least three business days to bring the counselor to your local Social Security office to apply for a Social Security card.**

The counselor must apply in person for a Social Security number and should have his or her passport, J-1 visa, U.S. Immigration document form I-94 (Arrival/Departure Record, which can be downloaded from www.CBP.gov/I94), the second copy of the DS-2019 provided to them in the assignment packet, and a letter of employment from the council on council letterhead.

International Camp Staff counselors **DO NOT PAY** Social Security or Medicare taxes, but do have Federal income tax withheld. Please review the Local Council Tax Responsibilities 2-C (included in same mailing with Social Security application) for complete information on how to pay the International Camp Staff counselor.

IT IS IMPERATIVE THAT THE COUNCIL ADVISE THE INTERNATIONAL DEPARTMENT IMMEDIATELY UPON THE ARRIVAL OF THEIR COUNSELOR SO HE/SHE CAN BE VALIDATED IN THE SEVIS DATABASE TO RECEIVE HIS/HER SOCIAL SECURITY NUMBER.

Telephone Calls

ONLY THE CAMP DIRECTOR AND KEY ASSOCIATES CAN CONTROL USE OF THE CAMP TELEPHONE, ESPECIALLY FOR LONG-DISTANCE CALLS. THE SAME CONTROL IS REQUIRED FOR INTERNATIONAL COUNSELORS AS FOR OTHER STAFF MEMBERS. SPECIAL ATTENTION SHOULD BE GIVEN TO BE CERTAIN THAT THE INTERNATIONAL COUNSELOR UNDERSTANDS THE PROCEDURES FOR USING THE CAMP TELEPHONE AND THE METHOD AND RESPONSIBILITY FOR PAYMENT OF LONG-DISTANCE CALLS.

THE INTERNATIONAL DEPARTMENT CANNOT AND WILL NOT ASSUME RESPONSIBILITY FOR LONG-DISTANCE CALLS MADE BY INTERNATIONAL CAMP COUNSELORS.

Time Off/Days Off

The international counselor must be able to leave camp on days off. The camp should assist the counselor with accessible, affordable transportation to and from the nearest town. Allow at least 24 hours off every two weeks.

A minimum of 12 hours should be continuous. Please arrange home hospitality with other staff members, or with other local Scouter families, in their homes during days off. An international counselor should never be left at a camp alone while the rest of the staff leaves camp on the weekends.

Travel Arrangements

The International Camp Staff counselor makes his or her own arrangements and pays for round-trip transportation to the contact city nearest camp as designated by the host council.

Traveling and Touring

Following the completion of their program, the period defined on the Form DS-2019, the United States Citizenship and Immigration Services (USCIS) office allows participants a 30-day travel period commonly referred to as the “grace period.” During this 30-day grace period, participants are no longer in J-1 visa status and are under the jurisdiction of the USCIS. The USCIS grants this period to allow participants to settle their affairs and to prepare to return to their home countries. Program participants may no longer continue and/or complete exchange activities, nor may they work. Although participants may travel in the United States, it is recommended that they do not travel beyond the borders of the United States as they may not be permitted reentry.

Uniforms in Camp

Counselors have been alerted that staff wear uniforms at all times and that they should wear their own association uniform. It has been suggested that they bring two sets.

Visa

Counselors enter the United States with the Exchange Visitors Visa (J-1) under special agreement with the U.S. State Department. Individual counselors are expected to leave the United States on or before the expiration date of their visa unless a different date is designated.

The International Department will not assist attempts by International Camp Staff counselors to extend their visas to a later date or to change the J-1 visa status to another. In addition, International Camp Counselors may not be released early without approval by the International Department first. Federal regulations prohibit these types of activities, except on rare occasions by the U.S. State Department, because exchange visitors are expected to return home following their visit.



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Orientation Guidelines

Under the State Department's regulations (See Federal Register, 22CFR62.30(d), Participant Orientation), sponsors are required to offer orientation to all exchange visitors. The following checklist of orientation points should be covered before the International Camp Staff counselor's arrival in the United States and at your camp. Add other points as they apply to your camp.

1. Make certain salary is reaffirmed and method of payment is discussed.
2. Review job description and responsibilities.
3. View return ticket so that confirmations can be made at the appropriate time.
4. Explain to whom the counselor is responsible.
5. Go over personnel policies.
6. Explain policies on time off and regulations for leaving camp.
7. Cover procedures for receiving medical care, medical recheck, medical insurance, and prompt reporting for claims.
8. Discuss the importance of personal hygiene and care of personal gear and quarters.
9. Discuss care of personal valuables. Review petty theft problems in camp and how to protect personal gear and valuables.
10. Explain guidelines for personal dress and regulations regarding staff uniforms.
11. Review where the camp director lives, where the camp nurse (or medical officer) lives, where the immediate supervisor lives, and the location of toilets, quarters, dining hall, etc.
12. Explain meal hours and procedures, menus, and expected mealtime behavior.
13. Verify correct pronunciation of counselor's name and pronunciation of key staff names for counselors.
14. Review the BSA and camp policy on smoking.
15. Review the BSA and camp policy on use of beer, wine, and alcohol on camp property.
16. Review the BSA and camp policy on possession or use of illegal drugs and controlled substances.

17. Review the BSA and camp policy on all types of child abuse. Ensure counselor has taken Youth Protection Training and, if not, provide instructions on how to do so.
18. Conduct a physical tour of camp.
19. Present a briefing on camp community and nearby cities: things to see, things to do, and opportunities for home hospitalities.
20. Review people on camp staff, individually and collectively.
21. Explain special local or state laws of which counselors should be aware.
22. Emphasize policy and procedure on camp telephone calls.
EMPHASIZE RESPONSIBILITY FOR LONG-DISTANCE CALLS.
23. Check songs, stunts, stories, menus, Scout skills, and special features for which the counselor is qualified and/or prepared to offer to camp program. Agree on how and when each can be utilized.
24. Review camp history, camp traditions, camp operating policies, and patterns. Provide instructions for taking any required training for members of the camp staff.
25. Review local culture and features unique to the local area of the United States.
26. Advise how to cash a traveler's check, if necessary, and review denomination of U.S. coins and currency.
27. Explain how to utilize Wi-Fi at camp and the type of plugs and wattage used in the U.S.

Suggested Activities for an International Day at Camp

1. Before one meal, ask the international counselor to lead the troops in a grace from his or her country.
2. Feature a dish or menu from the international counselor's country at one camp meal.
3. Have the international counselor teach one or two songs from his country.
4. Feature the international counselor in a program activity during the day: a special pioneering project, a special camp cooking demonstration, or an audiovisual presentation on counselor's country and/or Scout association.
5. Play a game from the international counselor's country.
6. Stage a special flag ceremony highlighting the history and tradition of the international counselor's national flag.
7. Hold a World Brotherhood Campfire featuring the international camp counselor, and take up a collection for the World Friendship Fund.
8. Have your international counselor perform a song or dance, tell a story native to his or her country, or exhibit and explain an item unique to his or her homeland.
9. Have the international counselor conduct a "Scouting in England" show (or the appropriate nationality) each week.

Suggested World Friendship Campfire Program

Item	Assigned To
<p>1. Opening ceremony and fire lighting Use a traditional camp ceremony or one offered by international counselor.</p>	_____
<p>2. Songs From country of international counselor or other countries. (See <i>Scout Songbook—International Songs</i>)</p>	_____
<p>3. International camp counselor Tell briefly about Scouting in his or her country.</p>	_____
<p>4. Songs</p>	_____
<p>5. World Friendship Fund Briefly explain, using <i>World Friendship Fund</i> brochure for reference; pass containers around campfire giving audience the opportunity to contribute to assist Scouting in other countries.</p>	_____
<p>6. Announcements</p>	_____
<p>7. Scout Vesper Song</p>	_____
<p>8. Scout Oath Have international counselor repeat the Scout oath of his or her country; then have Scouts repeat Scout Oath of the BSA.</p>	_____
<p>9. Closing ceremony Ask everyone to stand and form a complete circle around the campfire; each person grasping the right wrist of his neighbor with his own left hand. The leader reads the following: <i>We have formed a circle. It is round like the world. The earth, sun, moon, stars—and all the constellations above us—are round and represent to us the endless wonder of God.</i></p> <p><i>If the principles of Scouting were accepted and used by the nations of the world, we would soon then realize the one great hope of mankind, of “peace on earth, good will toward men.” Each of you can help bring this about by doing unto others as you would have them do unto you. A Scout is a friend to all other Scouts.</i></p>	_____

Sample Email From Camp Director to Counselor

From: Camp Director/International Representative
To: Robert (International Camp Staffer)
Subject: Welcome to Camp Awesome!

Dear Robert:

On behalf of the Takeany Council, I wish to welcome you as a member of our summer camp staff. We are excited about having you as a part of our team to add an international flavor to the camp experience for Scouts in our area.

Your primary position at camp will be Scoutcraft skills director, which will allow you to share the outdoor Scout skills you listed on your application. Also, we will provide you the opportunity to share information on your country with campers each week. You will need to take the BSA's Youth Protection Training by visiting (provide instructions) and send me proof of completion. You will also be expected to take the following trainings: (list any necessary trainings that can be completed ahead of time and the instructions on how to complete them).

Our Camp Awesome covers 1,440 acres, with a 70-acre lake, in upstate New York. Please plan your travel to Albany, New York, where we will meet you on arrival.

You will be part of our 35-member staff family. We begin setting up camp and begin staff training on June 7. The first week with campers begins on June 14. We close our last camper period on August 1, and the staff is released on August 4.

During your stay with us, we will see that you have the opportunity to visit local points of interest and visit in the homes of host families.

Our weather is generally 65 to 90 degrees Fahrenheit (18 to 32 degrees Celsius) during the day and 60 to 70 degrees Fahrenheit (15 to 21 degrees Celsius) at night. It is usually dry, but we do get rain occasionally.

All of our staff and campers live in tents. You will be assigned a tent, 8 feet by 10 feet (2.4 meters by 3 meters), equipped with a wood floor, cot, mattress, and a storage chest for personal belongings.

Enclosed you will find a list of suggested items to bring, plus information on our area. If you have any special dietary or religious needs while you are in camp, please let us know.

I look forward to hearing from you at an early date. Should you have any questions, feel free to ask.

Sincerely,

George P. World
Camp Director

cc: International Department, BSA

Enclosures: Equipment List
Camp Brochures
Staff Guide
State Map of New York

Suggested Equipment List

(Ensure your list is specific to your camp.)

Use the following list as a guide in determining what to bring. Appropriate clothes will be needed for travel to and from the United States, and for six to 11 weeks (*specify exact number of weeks*) of camp life. Plan for hot weather with possible cool nights.

Personal Equipment Required

- Two complete Scout uniforms
- Two blankets or a sleeping bag
- Poncho or raincoat
- Laundry bag
- Rubber-soled shoes
- Towels and handkerchiefs
- Bible, testament, or prayer book
- Dress-up outfit: Shirt, tie, coat, trousers (men) or dress (women)
- Duffel bag or pack
- Sweater or jacket
- Underwear, socks, pajamas
- Bathing suit
- Toiletry and sewing kits
- Flashlight and Scout pocketknife
- T-shirts and shorts

Optional

- Watch, camera, film, notebook, pen, pencil, drinking cup (collapsible), musical instrument, duffel bag lock, air pillow (small), songbook, coin purse or wallet, sunglasses.
- \$200 to \$600 (or more) pocket spending money if you plan to buy souvenirs or go sightseeing. The money should be on a reloadable prepaid card or in the form of traveler's checks to avoid loss or theft.
- International calling card or cellphone with international calling capabilities.
- Gifts are not necessary, but you may wish to carry a few small things with you to give to people whom you visit. These items should be inexpensive, lightweight, and not breakable. You may wish to consider some of the following items of interest from home:
 - Pamphlets of your country
 - Tourist leaflets
 - Postage stamps from your country
 - Small coins (to give as mementos)
 - Picture postcards
 - Scout mementos (patches and neckerchiefs)
 - Small flags



BOY SCOUTS OF AMERICA®
INTERNATIONAL

**INTERNATIONAL DEPARTMENT, S340
BOY SCOUTS OF AMERICA**

1325 West Walnut Hill Lane • P.O. Box 152079 • Irving, Texas 75015-2079

Phone: 972-580-2405 • Fax: 972-580-2413

Website: www.scouting.org/international

Email: international@scouting.org