



NYLT Staff as Camp Staff Onboarding Overview



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NYLT Staff is now “Seasonal Camp Staff”

Welcome to your summer job!

- **NYLT Staff is now considered “Seasonal Camp Staff” in the Denver Area Council.**
 - This helps better align NYLT Staff with National, Council and State of Colorado rules and regulations.
- **This is considered as unpaid, volunteer “employment”.**



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Welcome to the Team

FROM NYLT.ORG

- National Youth Leadership Training (aka NYLT - lovingly known in Colorado as "Big Horn") is an exciting, action-packed program designed to provide all 14 to 20 year old youth members of the Boy Scouts of America with leadership skills and experience they can use in their home units and in other situations demanding leadership of self and others. Leadership, fun, challenge, adventure - NYLT offers all of those and much more.
- **Every NYLT at Big Horn course operates according to Scouting ideals** – those of Scouts BSA and Venturing. Each participant and staff member is welcomed, appreciated, and valued. Each year we select the "best of the best" from the Denver Area Council to be NYLT Staff.

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Important Policies

- **Be a part of the team.**
 - Poor behavior or conduct results in disciplinary action.
- **Staff under 18 must abide by the Transportation Agreement that is signed by parents/guardians.**
- **All staff must follow Youth Protection policies.**
- **There are no overnight accommodations for visitors.**
- **You are here to LEAD and SERVE first and foremost.**

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Zero Tolerance Policies

- Harassment
- Sexual Harassment
- Youth Protection Violations
- Alcohol Use
- Tobacco Use (including vaporizers)
- Drug Use

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Are you REALLY on staff?

- Yes, kind of!
- You've been selected to participate for 2019 BUT ...
- You're (probably) not registered or processed yet
- **Two components**
 - Register via Doubleknot and pay \$50 staff fee
 - Complete WorkBright Onboarding Process

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Doubleknot Registration

- Two Forms – Adult Staff (over 18) and Youth Staff
- Linked from www.nylt.org (or www.nylt.us)

Leadership Positions

Denver Area Council NYLT Staff Store

The store will be back online in 2019.



Youth Staff Registration

All NYLT Youth staff members must complete and submit your registration before being considered part of the leadership team. Registration should be completed before April 1, 2019. After completion you will also need to complete WorkBright Onboarding processes. Both Registration and Onboarding are required to participate on NYLT staff.

You will receive access to Workbright via email, which should arrive two days after completion of this form. If you have not received the email in a timely manner, first check your spam/junk folder, then contact Jason Pettis at jason.pettis@scouting.org

[Access the 2019 Youth Staff Registration](#)

Adult Staff Registration

All NYLT Adult staff members (over 18) must complete and submit your registration before being considered part of the leadership team. Registration should be completed before April 1, 2019. After completion you will also need to complete WorkBright Onboarding processes. Both Registration and Onboarding are required to participate on NYLT staff.

You will receive access to Workbright via email, which should arrive two days after completion of this form. If you have not received the email in a timely manner, first check your spam/junk folder, then contact Jason Pettis at jason.pettis@scouting.org

[Access the 2019 Adult Staff Registration](#)

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Doubleknot Registration

- **Registration is REQUIRED for Youth and Adult Staff**
 - This becomes the formal “staff list” for audit documentation
- **\$50 staff fee collected online at registration**
- **Completion triggers WorkBright Set up**
 - You will receive access to Workbright via e-mail within (about) two working days from registration
 - Check your SPAM folder if you don't get access e-mail
 - Management done by Mr. Jason Pettis, processing by DAC
 - Contact Mr. Pettis at jason.pettis@scouting.org





But, Why??



- **We are a CHILD CARE FACILITY!**
- **Denver Area Council Camps have several agencies that dictate how we operate. These agencies are:**
 - Boy Scouts of America
 - BSA National Camp Accreditation Program
 - State of Colorado, Department of Human Services, Division of Early Education, Office of Child Care Licensing
 - Boulder County Housing and Human Services
 - (Elbert County for Peaceful Valley)
 - Boulder County Health Department
 - (Tri-County for Peaceful Valley)

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What This Means

- Specific paperwork AND training is REQUIRED in order for YOU to be on NYLT Staff.
- Paperwork such as Letter of Agreements, Background Checks, Certifications, and Policy review is required.
- Online training is required to include Weather Hazards, Youth Protection, Unlawful Harassment Prevention and FEMA Multi-hazard Planning for Childcare.
- All staff will get a background check from the CBI, FBI and TRAILS Database.

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**It's As Easy As Swiping Your
Finger On Your Phone!**



workbright

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BOY SCOUTS OF AMERICA®



- Provides you with a list of required items.
- You can sign paperwork after reviewing it using your finger on a phone or tablet or your mouse on a computer.
- Provides the direct links to online training.
- You can upload photos of required documents and certificates via your cell phone's camera.
- Sends you reminder emails to complete paperwork.
- Let's you know immediately what to fix when something is “rejected”.

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Some of the Required Forms



BOY SCOUTS OF AMERICA®
DENVER AREA COUNCIL

NYLT Youth Camp Staff Letter of Agreement

{{Full Name}}

{{Address}}

Date: {{Hire Date}} Camp: {{Location}} Position: {{Position}}

Assigned NYLT Staff Week(s): {{Additional LOA Comments}}

Dear {{First Name}},

We are excited to offer you seasonal employment as a NYLT Staff Member with the Denver Area Council, BSA, at {{Location}}. By accepting, you are agreeing to the enclosed conditions of employment.

To be a member of the {{Location}} NYLT Staff you must be a registered member of the BSA. In doing so, you agree to live by the Scout Oath and Law. Additionally, you must read the Camp Staff handbook, and become familiar with the guidelines. Accepting this offer states your agreement to abide by the policies outlined in the handbook, including uniform policies. You must also complete the following required online training: Hazardous Weather, Youth Protection, Harassment Prevention, the FEMA Multihazard Planning. You may also be required to submit other forms and training related to your position before your report date. Please submit all required forms on your WorkBright profile.

Your position is NYLT Staff ({{Position}}), which is a **volunteer (unpaid)** position and is considered as "employment" as a seasonal NYLT staff member for the Denver Area Council. Your general job duties will be explained to you during orientation. You must abide by, and complete all requirements to be a

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Some of the Required Forms



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DENVER AREA COUNCIL

Attention: {{Full Name}}

Subject: Injury or Illness

Purpose: To ensure that all seasonal, volunteers which includes CIT's (Counselors-In-Training), NYLT Staff and Volunteer Commissioners understand the procedure to follow if an injury or illness occurs.

Policy: Worker's Compensation insurance only covers personnel that are on the payroll and are receiving a paycheck. Seasonal volunteers are not covered under Worker's Compensation, but are covered under the Council Accident and Sickness Insurance. A claim form (or pamphlet outlining the coverage) will be provided to eligible volunteers at the time of an accident or illness is reported to camp health staff. You may seek treatment from your selected physician under your personal insurance plan. Claims must be filed within 6 months of an injury or illness.

This insurance is secondary if you are covered by your own medical insurance or family medical insurance, and primary if you have no other medical coverage.

If you have any questions, or would like to request a claim form, please contact the Council Office Manager, Valerie Villanueba at 720-266-2107 or by email at valerie.villanueba@scouting.org.

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Some of the Required Forms



COLORADO
Office of Early Childhood
Department of Human Services

Background Investigation Unit
1575 Sherman St. 1st Floor
Denver, CO 80203

After July 1, 2018, no
prior version of this
form will be accepted.

FACILITY REQUEST FOR BACKGROUND INVESTIGATION IN THE CONFIDENTIAL CHILD ABUSE/NEGLECT DATABASE

Send this request with a check or money order for \$35 payable to CDHS, BIU, and Records & Reports. Mail completed requests to 1575 Sherman St. 1st floor, Denver, CO 80203. Cash payments will not be accepted. Incomplete, handwritten or unsigned requests cannot be processed and will be returned. Do not send fingerprint cards.

Please indicate the reason for your request: Family Child Care Home ☐ Child Care Center ☐ Preschool ☐ School Age Child Care Center ☐ Day Treatment ☐ Specialized Group Home ☐ RCCF ☐ Adoption (one form per couple) ☐ Foster Care (one form per couple) ☐ and Camp ☐

The following facility information is completed by the Business Officer:

Facility name: Tahosa High Adventure Base **CDHS License#:** 25517
Complete mailing address: 173 County Road 96, Ward, CO 80481
Business officer's name & Title: Dave Whitner, Director of Support Services **Phone:** 303-455-5522
Program email address: camp.tahosa@scouting.org

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Some of the Required Forms

BOY SCOUTS OF AMERICA

REGISTERED CAMP STAFF CODE OF CONDUCT

As a condition of my camp staff registration with the Boy Scouts of America, I agree to comply with the following requirements of the Boy Scouts of America:

1. I have or will complete my camp staff registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will be a model of the Scout Oath and Scout Law and obey all laws.
3. I will respect and abide by the Rules and Regulations of the Boy Scouts of America and BSA-provided training, including but not limited to:
 - a. Youth protection
 - b. Unauthorized fundraising activities
 - c. Advocacy on social and political issues
 - d. Discrimination, bullying, hazing, and harassment of any kind
 - e. Prohibition on all sexual related activity
4. I confirm that I have disclosed fully to the Scout executive or camp director any of the following in which I was the subject:
 - a. Any criminal charges or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - b. Any investigation or court order involving domestic violence, child abuse, or similar matter

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WorkBright Email

Important: Action Required

Denver Area Council, Boy Scouts of America

Hi Example,

The Denver Area Council, BSA, is pleased to be able to offer you a position on our camp staff for this upcoming summer. To view your Agreement Letter (which will have your position, salary, start/end date, etc.), as well as complete the necessary paperwork required for your job, please sign into WorkBright, our employment system. An account has been automatically set up, and you can use WorkBright from your computer or mobile device.

[Click here to sign in](#)

CLICK THIS BUTTON

You will be asked to change your password the first time you login. You can log into your account any time at <http://bsadenver.workbright.com/>

If you have trouble signing in, use our [Forgot Password](#) tool to reset your password.

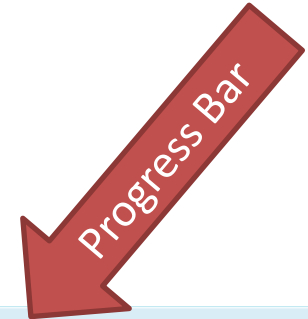




WorkBright Forms List

Welcome, Example

Please fill out the required forms below:



Required Forms			
			0 of 30 forms completed
Form	Due Date	Status	Action
Agreement Letter for 15yo CIT	04/27/2018 (in 15 days)	Not yet received	Start →
Alcohol and Drug Use Policy	05/12/2018 (in 30 days)	Not yet received	Start →
CIT Injury & Illness Statement	05/12/2018 (in 30 days)	Not yet received	Start →
Camp Staff Handbook Acknowledgement	05/12/2018 (in 30 days)	Not yet received	Start →
Child Abuse Reporting Form	05/12/2018 (in 30 days)	Not yet received	Start →
Colorado Background Check Consent (PV)	05/12/2018 (in 30 days)	Not yet received	Start →



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WorkBright Form Signing

Agreement Letter for 15yo CIT

Instructions

Please review the letter of agreement for the parent/guardian. Both the CIT and parent/guardian need to sign in the box to accept the Letter of Agreement. Any questions can be directed to the Assistant Camping Director by email at acamping@denverbsa.org.

Download PDF

Example Scout
10455 W 6th Ave, Denver CO 80215, United States

Date: 04/12/2018 Camp: Peaceful Valley Scout Ranch Position: Counselor-in-Training 15 year old
Reports dates at which camps: [Not Provided]

Dear Example ,

We are excited to offer you seasonal employment as a Camp Staff Member with the Denver Area Council, BSA, at Peaceful Valley Scout Ranch . By accepting, you are agreeing to the enclosed conditions of employment.

To be a member of the Peaceful Valley Scout Ranch Camp Staff you must become a registered member of the BSA. In doing so, you agree to live by the Scout Oath and Law. Additionally, you must read the Leadership Team handbook, and become familiar with the guidelines. Accepting this offer states your agreement to abide by the policies outlined in the handbook, including uniform policies. You must also complete the following required online training: Program Safety (all parts), both Venturing and Boy Scout Youth Protection, Harassment Prevention, the FEMA Multihazard Planning. You may also be required to submit other forms and training related to your position before your report date. Please submit all required forms on your WorkBright profile.

Your position is Counselor in Training, and your general job duties will be explained to you during orientation. Your main objective is to gain the basic knowledge needed to be a great member of the Camp Staff. You will spend a week at the different camps at Peaceful Valley as well as a possible week at Tahosa.

Your employment begins when you report to camp on the date specified above, and ends when you leave camp on your final day, also specified

Electronic Signature

* Print your name

* Draw your signature

Clear

Submit

Cancel

Staff under 18 must ALSO have a Parent/Guardian signature in the box.





WorkBright Optional Forms

- Sign and/or Upload **OPTIONAL** forms only if you have them or they will apply to you.

Optional Forms

If these documents apply to you, please upload them by the specified deadline.

Form	Due Date	Status	Action
American Red Cross Lifeguard Certification	--	Not yet received	Start →
BSA COPE Instructor Level 1	--	Not yet received	Start →
BSA COPE Instructor Level 2	--	Not yet received	Start →
BSA Climbing Instructor Level 1	--	Not yet received	Start →
BSA Climbing Instructor Level 2	--	Not yet received	Start →

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Important to Know

- This applies to **ALL NYLT STAFF! Youth and Adults alike.**
- **All YOUTH must have a parent or legal guardian sign ALL forms together!**

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Reference Forms

- 3 Reference Forms Are **REQUIRED** for each staff member (Youth and Adults)!
- Can be emailed or mailed to the Council Office.



Peaceful Valley Scout Ranch Tahosa High Adventure Base **CAMP STAFF REFERENCE FORM**



NEW STAFF ONLY – THREE REFERENCES REQUIRED

_____ is applying to be a _____, a seasonal position at a Denver Area Council Summer Camp. The staff is responsible for providing quality programs to Scouts and leaders. The success of the camp's operations depends on the maturity, competency, and quality of the staff members.

We greatly appreciate your frank evaluation of this applicant. Please complete and return this form at your earliest convenience. It will be used to help us select our employees. Your response will be held in strict confidence.

How long have you know this applicant? _____ Years _____ Months

How well do you know this applicant? Very well _____ Rather Well _____ Casually _____ Don't know _____

Please place a check under phrase that best describes the applicant's behavior. Your comments are also of the utmost importance.

	One of a Kind	More than Satisfactory	Satisfactory	Less Than Satisfactory
APPEARANCE (Grooming, Dress)				
ATTITUDE				
COMMON SENSE				

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Fingerprinting

- All staff must be fingerprinted prior to camp.
- This will *probably* be done at the Council Office.
- More information to come on dates, times and opportunities for fingerprinting.
- This is how the CBI and FBI background check is completed.



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Required Training

- **Most Online**
 - Youth Protection
 - Weather Hazards
 - Unlawful Harassment Prevention
 - FEMA Multi-Hazard Planning for Childcare
- **Some In-Person**
 - Standard Precautions
 - Youth-On-Youth Abuse

REQUIRED





What if I Don't Complete Everything?

- You get sent home. You cannot be on staff.
- **ALL** required paperwork **MUST** be completed by the indicated deadline on Workbright!
 - We have to submit things like background checks well in advance of camp.



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Medical Forms

NEW

- **Required to be a staff member.**
- **Youth:**
 - BSA Medical Form Parts A, B and C
 - Part C requires a physical from a doctor.
 - Colorado Addendum: Immunizations
 - Colorado Addendum: Additional Information
 - (NEW, will be released soon!)
 - Colorado Addendum: Contract to Carry (if applicable)
- **Adults:**
 - BSA Medical Form Parts A, B and C
 - Part C requires a physical from a doctor.

**MUST BE TURNED IN
PRIOR TO CAMP, AND
RECEIVED BY CAMP
TAHOSA 11 DAYS IN
ADVANCE!**





Benefits of This Paperwork

- Provides consistency across the Council.
- Allows us to be compliant with BSA, Council and State of Colorado Rules and Regulations.
- All online!
- Files are kept, so less work in future years or if you are or will become camp staff at PV or Tahosa!

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Coming Soon: Job Descriptions

- Official NYLT Job Descriptions will be posted to the Camp Staff Website!



Denver Area Council – National Youth Leadership Training



Job Title:	Senior Patrol Leader	Property:	Tahosa High Adventure Base
Camp/Department:	Tahosa, NYLT	Salary Level:	VOLUNTEER
Location:	173 County Road 96 Ward, CO 80481	Staff <u>Supervisor?</u>:	Yes
Reports to:	Scoutmaster	Certifications <u>Req:</u>:	No
Will Certify <u>Applicant?</u>:	Not Required	Driving Required?	No
Job Summary			
Be the key leader of the NYLT session. Lead the youth staff and patrols in daily activities.			
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Run troop meetings, events and activities.• Chairing meetings of the Leadership Council.• Delegate duties and responsibilities to other NYLT youth staff.• Assist the Scoutmaster in staff training			

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Camp Staff Website

- **Links to Training**
- **Camp Leadership Contact Information**
- **Important Documents**
 - Camp Staff Handbook
 - Job Descriptions
 - Medical Forms
 - Reference Form

www.DenverBoyScouts.org/CampStaff



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NYLT Staff Website

- Details on In-Person Training (all-hands, individual week, Lock-in, etc)
- SPL/SM/Registrar Information for each week
- Links to the “I’m on Staff Form”
- Important Documents and other Information

www.NYLT.org/Staff
www.NYLT.us/Staff





THANK YOU

- THANK YOU for your help in this! We really do appreciate it!

*Thank
you*





Questions?

www.DenverBoyScouts.org/CampStaff

www.NYLT.org/Staff

Jason Pettis
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720-515-5793

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