

Philmont



SEASONAL STAFF HANDBOOK

Dedication

“These properties are donated and dedicated to the Boy Scouts of America for the purpose of perpetuating faith, self-reliance, integrity, and freedom—principles used to build this great country by the American pioneer.

So that these future citizens may, through thoughtful adult guidance and by the inspiration of nature, visualize and form a code of living to diligently maintain these high ideals and our proper destiny.”

-Waite Phillips, December 1941-



General Manager's Welcome

17 Deer Run Road
Cimarron, NM 87714
575.376.2281



Dear Philmont Scout Ranch Team Member,

Congratulations on your selection to serve on the Philmont Scout Ranch staff! You will be joining a diverse team of more than 1,000 full time, seasonal and volunteer employees, all with the objective of delivering wilderness adventures and learning experiences that last a lifetime, and all while demonstrating the values expressed in the Scout Oath and Law.

If you are a first-year staff member, you will be a bit overwhelmed with the enormity of this special place. You will soon discover that hard work and dedication lead to tremendous satisfaction and a sense of accomplishment. Philmont provides a life changing environment and experience for all the Scouts, leaders and training center participants who come our way. It also changes the lives of each employee who serves here through an encouraging, nurturing, and inclusive atmosphere, highlighted by servant leaders who are friendly, courteous, and kind.

History will show that last summer was a breakout season. After years of numerous and unforeseen challenges, crew loads eased, and summer staff retention leveled off at 50%, up from a low of 37% in 2021. This allowed the return of institutional knowledge among most summer positions, and we saw the next generation of leadership grow and mature over the summer instead of just react. It also gave full-time employees time to impart their knowledge and train their teams without dealing with the big issues of the past. You will be part of another important year, to build off last season's tremendous success and exceed Philmont Scout Ranch's awesome expectations from our Scouts and Leaders. I expect staff retention to increase to 55% or more as an additional level of commitment and fun has been added back into the summer experience. You will be a most important part of that commitment and fun.

Whether this is your first season, or you have been on staff for fifty years, prepare yourself by reading this Staff Guidebook and the Terms of Seasonal Employment. Specifically revisit the Scout Oath and Law. In addition to being Scouts and acting in such a manner, you are also employees of the Boy Scouts of America, and all employment laws apply. Anticipate receiving, and expect to deliver, the finest high adventure experience Scouting, and the world has to offer.

We look forward to spending this season with you at Scouting's Paradise, "Delivering Wilderness and Learning Adventures That Last a Lifetime."

Yours in Scouting,

A handwritten signature in black ink, appearing to read "Roger B. Hoyt". The signature is stylized and cursive.

Roger B. Hoyt
General Manager
Philmont Scout Ranch

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The Boy Scouts of America

Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Vision Statement

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.

The Scout Oath

*On my honor I will do my best,
To do my duty to God and my Country,
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.*

The Scout Law

*A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind,
Obedient, Cheerful, Thrifty, Brave, Clean, Reverent*

Motto

Be Prepared

Slogan

Do a Good Turn Daily

The Aims of Scouting

*Character Development
Leadership Development
Citizenship Training
Personal Fitness*

The Methods of Scouting

*Ideals
Patrols
Outdoor Programs
Advancement*

*Association with Adults
Personal Growth
Leadership Development
Uniform*

Philmont Scout Ranch

PHILMONT SCOUT RANCH VISION STATEMENT

It is the vision of Philmont Scout Ranch to continue to positively impact the lives of young people and their Scouting leaders through inspiring and effective delivery of the finest Scouting possible through backcountry adventures and Training Center experiences.

It is our further vision that these experiences will be expanded to help meet increasing demands. All future growth must be accomplished with minimal ecological impact on resources to ensure the preservation of this great asset to serve future generations of Scouts.

MOTTO

Change Lives

SLOGAN

Delivering Wilderness and Learning Adventures that Last a Lifetime

PHILMONT SCOUT RANCH CORE VALUES

Quality Staff

At Philmont, everything begins with a quality staff. Great care is exercised in the selection and training of our staff. Staff attitude, example, and performance set the pace for all those who attend, while creating an environment that is safe and inclusive for all.

Adventure

Efforts need to be directed toward assuring every participant has maximum opportunity for physical, mental, and spiritual highs. All Scouters should leave with experiences which will allow them to put adventure in unit, district, and council programs, and with a renewed sense of the importance of their influence on youth.

Values

Philmont has a lifelong impact on a person's life. Every Scout and Scouter should have their commitment to the ideals of the Scout Oath and Law reinforced by the Philmont experience.

Safety

High adventure implies risks, but it does not mean taking unnecessary chances. Safety measures are outlined for all areas of Philmont operations. Staff members need to mindfully follow them, and by example, influence all participants.

Stewardship

The beauty of the land around us, the vision and generosity of Waite Phillips, the experiences of those who have come before us, and the lives of those who will attend are in our hands. May we be faithful stewards so future generations can enjoy and be influenced by the experience Philmont offers.

Teamwork

The Philmont staff is a team. Each staff member, no matter what their job or where they work, has a vital role to play in the total success of Philmont. Everything we do reflects on every other staff member and makes Philmont the wonderful place it is. We have many departments, but **we are one staff and one Ranch.**

PHILMONT HISTORY

Philmont Scout Ranch is a 140,171-acre wilderness area located in the Sangre de Cristo Mountains of northeastern New Mexico. The ranch includes diverse plant and animal communities in elevations ranging from 6,700 to 12,441 feet above sea level. The land that now makes up Philmont Scout Ranch has a rich history which is unique to this corner of the American Southwest; from Dinosaur and megafauna fossils (we are home to the only authenticated T-Rex fossil footprint in the world) to thousands of years of indigenous cultures, Spanish colonization, Mexican settlements, through U.S. expansion and eventually space exploration. During your time as a staff member at Philmont you may come across Native American Petroglyphs, remnants of Puebloan and Athabaskan cultures, Gold Mines, Santa Fe trail ruts, turn of the 20th century logging camps and railroads, sheep and cattle ranching camps... why, you might even walk in same the steps that the Apollo astronauts did as they were preparing to explore the moon.



Petroglyphs in the North Ponil Canyon



Waite Phillips

Most of what now is Philmont was donated to the Boy Scouts of America by Tulsa oilman Waite Phillips and his wife, Genevieve. The Phillips' believed in sharing their wealth with people outside their family. In this spirit, they offered 35,857 acres of their ranch to the Boy Scouts of America in 1938 to serve as a national wilderness camping area. The area was named Philturn Rocky Mountain Scout Camp (derived from Phillips' name and the Scout slogan "Do a Good Turn Daily"). Fees for the first summer were set at \$1 per week per camper, and 196 Scouts from Texas, Kansas, Louisiana, and Oklahoma arrived for the first experience at a national backcountry Scout camp in 1939.

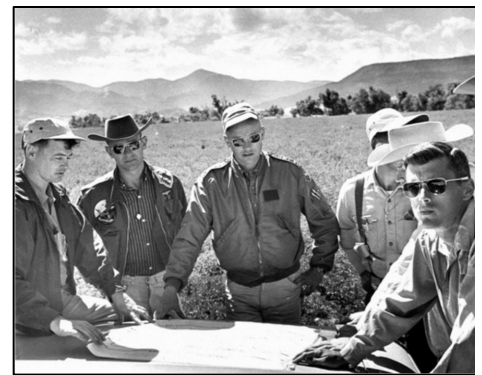
After observing the enthusiastic response of the first Scout campers, Phillips augmented his original gift in 1941 with an additional gift of his best camping land, the Villa Philmonte, and the farming and ranching operation headquarters. The property, now totaling 127,395 acres, was renamed Philmont Scout Ranch. Waite wanted the new Philmont Scout Ranch to be available to all Scouts, however he also knew that developing and maintaining this camp would be expensive, so as part of his 1941 gift he also included the 24-story Philtower Building in Tulsa, Oklahoma with the understanding that the income from that business property would be used to help fund and endow the new Philmont Scout Ranch. In 1977, the BSA sold the building to a group of local investors. This group, The Philtower LLC, is the current owner.

Attendance grew slowly during Philmont's first years, but after the Philmont Training Center, the official National Volunteer Training Center of the Boy Scouts of America, was opened in 1950 attendance jumped to more than 5,200 by 1951.

In 1962, through the generosity of Norton Clapp, vice president of the National Council of the Boy Scouts of America, another piece of the Maxwell Land Grant was purchased and added to Philmont. This was the Baldy Mountain mining area consisting of 10,098 acres.

In 2015, the Cimarroncita Ranch in Ute Park was purchased, adding 2,678 acres to Philmont's central country. Today, the Ranch's total area is approximately 219 square miles.

More than one million Scouts, Venturers, and leaders have experienced the adventure of Philmont. To learn more about these magic mountains and the people who have inhabited them through history, please utilize the resources available at the National Scouting Museum and the Villa Philmonte. The Seton Memorial Library holds an abundance of historical resources and resources for staff, particularly for those who interpret history for our participants.



Astronauts Jim Lovell, Neil Armstrong, Alan Bean, and Roger Chaffee researching at Philmont in 1969

Philmont Museums



The National Scouting Museum

The National Scouting Museum at Philmont Scout Ranch contains artifacts, books, photos, and memorabilia relating to the Boy Scouts of America, Philmont, the Southwest, and natural history. The museum includes a collection that houses the library, art, and natural history items of Ernest Thompson Seton, a founder of the Boy Scouts of America. Books are available to staff members for research or casual reading.

In addition, a gift shop with jewelry, books, and other gifts is located in the museum as well. Seasonal staff members with Staff ID are entitled to a 15% discount on purchases excluding special order items.

Villa Philmonte

Waite Phillips built the Villa Philmonte in 1927 as his family's summer home. Today, it serves as a memorial to Mr. Phillips and his generosity to the Boy Scouts of America. Guided tours are offered each day through the National Scouting Museum. Visit the Villa Philmonte to learn more about the Phillips family and history of Philmont Scout Ranch.



The Kit Carson Museum at Rayado

Located seven miles south of Philmont Camping Headquarters, the Kit Carson Museum is furnished to the time when frontiersman Kit Carson and Lucien Maxwell carved out a wilderness ranch on the Santa Fe Trail at Rayado. Staff lead historical tours and interpretive activities in period dress daily during the main summer season. Visit this museum to learn more about the history of the settlements on and round Philmont and how they were influenced by the Santa Fe Trail, Mexican land grants, and the Mexican American War.



The Historic Chase Ranch

The Chase Ranch is located along the Ponil Creek adjacent to Philmont Scout Ranch. Founded by Manly and Teresa Chase in 1867, the ranch was operated by four generations of family members. When open for the summer season, tours are offered of the Main House, which was constructed in 1871, and the surrounding grounds. Several itineraries hike through Chase Ranch and are serviced by a trailhead near the Main House. All of this is made possible by a special use permit obtained through the Chase Ranch Foundation.



What Staff Can Expect from Philmont

PHILMONT ORGANIZATION & OPERATIONS

Philmont Scout Ranch is owned and operated by the National Council of the Boy Scouts of America and is one of the four national high adventure bases which fall under the BSA's Outdoor Adventures Group. Philmont's top executive is the General Manager. The General Manager's direct reports (often called the GM Cabinet) include the Directors of Business Operations, Camping, Facilities, Museums, and Ranching/Conservation who give leadership to the roughly eighty full-time year-round staff which make up each of their departments. An operation as large as Philmont's also requires a large and high-performing seasonal staff to run smoothly and efficiently. For this reason, over 1,000 seasonal staff and volunteers are brought in each summer (and 50 to 150 in the fall and winter) to help the full-time staff provide life-changing experiences for participants.

The executive leadership of the ranch is supported by the Philmont Ranch Committee, which serves as their advisory board. The Ranch Committee typically meets twice a year on the ranch and is made up of a collection of dedicated volunteers with close connections to the ranch.

Seasonal Staff Departments

Every member of the Philmont Seasonal Staff is vital to the success of Philmont and has an important job. The departments and their summer responsibilities are outlined below. Some but not all these departments continue to operate during the autumn and/or winter seasons:

Activities & Shows – The activities staff put on and perform in the nightly opening and closing campfires at camping headquarters (CHQ), organize and support staff recreation and morale opportunities, and other special events. They also manage and maintain the CHQ staff tent cities, the Silver Sage Staff Activities Center, and the staff Fitness Center.

Backcountry Programs – The backcountry program staff provide programs and support for participants in and around Philmont's backcountry staff camps. Many of these camps include living history programs. These staff members are usually the first responders when illness or injury happens in camp.

Chaplain – The Chaplaincy at Philmont works as a unified body to establish and maintain the religious and spiritual environment among all members of the Philmont community and provides counseling for participants and staff as needed. Worship services are provided by the chaplaincy daily at Camping Headquarters and weekly at the Philmont Training Center and select backcountry locations.

Commissary – This staff distributes food and supply orders to backcountry commissaries, staffed camps, and departments throughout base camp. They also package and distribute trail food.

Conservation – The Conservation Department works to maintain and improve Philmont's recreational infrastructure and ecological health. The Department is responsible for forest restoration initiatives, stream restoration, camper education, invasive species control, trail and camp development, wildlife management, and GIS data. The Conservation Department runs four individual treks: the OA Trail Crew, Trail Crew Trek, Roving Outdoor Conservation School, and STEM Trek

Food Service – The food service staff prepare and serve food for participants and staff in Camping Headquarters and the Philmont Training Center.

Grounds – The grounds staff maintain the lawns, trees, and landscaping located around the Villa Philmonte, Training Center, and Camping Headquarters areas. They are also responsible for snow removal during the winter months.

Housekeeping – The housekeeping staff are primarily responsible for keeping the roofed housing units utilized by participants, faculty, or select volunteer staff at the PTC and CHQ clean and tidy.

Infirmary – The medical staff provide medical rechecks to participants and staff, respond to the medical and mental health needs of individuals throughout the ranch, and manage the Infirmary Tent City.

Logistics – Logistics maintains radio and switchboard communication throughout Philmont, coordinates transportation to trailheads and transportation hubs, and conducts trip planning sessions for each Philmont crew going on a trek.

Mail Room – The Mail Room staff manage, sort, and coordinate the delivery of external and intercamp mail at Philmont for both staff and participants throughout base camp and the backcountry.

Maintenance – Philmont’s maintenance staff ensure the functionality and upkeep of all Philmont’s facilities and vehicles including those in the backcountry, Camping Headquarters, and the Philmont Training Center.

Marketing and Photography Services – The MPS staff publish printed news to participants and staff, take and upload staff and participant photos, and develop marketing materials/collateral for print and digital use. They also oversee and post content to Philmont’s social media channels.

Museum – The museum staff lead tours and maintain the gardens of the Villa Philmonte, operate and support the programs and gift shop at the National Scouting Museum, Chase Ranch, and the Kit Carson Museum at Rayado.

Office Support – The office staff includes registration, IT, accounting, purchasing, personnel and other administrative roles at Camping Headquarters, the Philmont Training Center, and the Philmont Administration Building.

Outfitting Services – The Outfitting Services staff issue trail food, Philmont provided gear, and coordinate gear rental/fuel sales to crews taking part in backcountry treks.

Ranch Department – The horsemen and wranglers in the Ranch Department lead Cavalcades, conduct horse rides, care for livestock, and give leadership to the Ranch Hands program. The ranch department is also responsible for the upkeep of roads, fences, and farmland throughout the ranch.

Rangers – Philmont’s Rangers provide orientation and training for crews during their first few days at Philmont, give leadership to the Rayado individual program, and coordinate field operations for Search and Rescue (SAR) efforts.

Security – The Security team works together to provide protection for people and property on Philmont Scout Ranch. They also coordinate the issuing of lockers and the return of all lost and found items on the ranch.

Tooth of Time Traders – The Tooth of Time Traders staff maintain inventories and conduct the sale of gear and souvenirs in the Trading Post and Cantina in Base Camp as well as Trading Posts and Cantinas in the backcountry. The Tooth of Time Traders also operate the CHQ laundry and soda machines located throughout the Ranch.

Training Center – The Philmont Training Center facilitates conferences, training courses, and programs for the BSA Family Adventure Camp. Family members of PTC Conference attendees and BSA Family Adventure Camp attendees are led in activities (hiking, camping, crafts, tours, shooting sports, etc.) by members of the PTC program staff. The PTC services staff provides material and audio-visual support for training conferences, as well as housekeeping/maintenance of the PTC facilities.

Welcome Center – Welcome Center staff greet new arriving crews and are the first stop for crews at they come off the trail. They manage trailbound and homebound tent cities and provide tent assignments for participants arriving and departing.



FACTILITIES & SERVICES

Staff Living Quarters

Most staff members are housed in 10' x 12' canvas wall tents (two persons to a tent) on platforms with cots, foam pads, a metal locker, and electrical outlets. An electric lantern will be issued to staffers staying in the basecamp tents. A limited number of roofed housing units are assigned to seasonal management staff. All staff members are responsible for providing their own linens, blankets, pillows, and towels. Staff who are assigned roofed housing can expect anywhere from one to three roommates, depending on room configuration and availability. Married couples should not count on roofed housing or even being housed together. **STAFF ARE EXPECTED TO LIVE IN THEIR ASSIGNED QUARTERS.** Philmont furnishings should not be moved into or out of quarters without permission. For those staff members and volunteers that own recreational vehicles, there are several options in Cimarron, including Ponil Campgrounds (ponilcampgrounds.com) and Hikers Cimarron Inn & RV Park (hikerscimarroninn.com).



Staff Tent City

Most staff members live in close proximity to other staff members and participants and are therefore expected to keep their living area tidy. In addition to maintaining a clean appearance of their quarters, all staff are responsible for eliminating safety hazards such as open flames, overloaded electrical outlets, food, or trash. Each staff members' quarters must comply with Philmont's bear and wildlife policy. Cooking in or around tents is prohibited. A kitchen that can be utilized for cooking is available inside the staff activity center. Any staff member choosing to use the kitchen is responsible for leaving it clean and tidy.

Electricity is available in staff lodging at Camping Headquarters, Training Center, and Cattle Headquarters and within the staff cabins at Abreu,

Cimarroncito, Clark's Fork, Hunting Lodge, Kit Carson/Rayado, and Ponil. However, large appliances are not appropriate. Electrical wiring in these locations is designed for minimal needs.

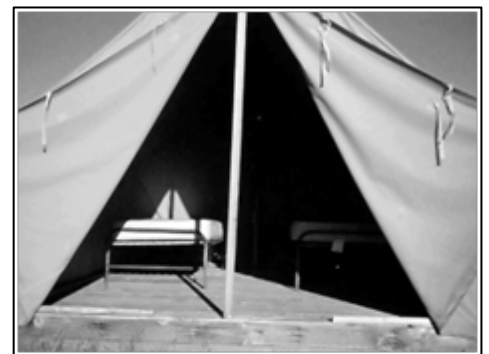
Staff living in tents may not move platforms, bed frames, foam pads, lockers, or electric cords from established locations. You are required to conform with the electrical code established for each tent. Multiple outlet plugs may not be used.

Backcountry staff cabins are often visited by participants and considered program resource areas and must *always* be kept clean and neat.

You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written on the walls of any Philmont structure is not acceptable. Lumber can be provided upon request to develop "legacy boards" for staff cabins and departments.

Managers will make occasional checks of staff quarters and storage areas. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. Whenever possible, you will be given the opportunity to be present when visits are made.

There is also an inspection at the conclusion of your employment by a supervisor in your department. Every effort should be made to leave your quarters clean before you leave the property.



Base Camp Staff Tent Interior - 10'x12' concrete pad, electricity, metal bed frame, foam pad, and locker

ALL STAFF MEMBERS ARE EXPECTED TO CLEAN LIVING QUARTERS TO THE STANDARD LAID OUT ON THE STAFF CHECK OUT SHEET PRIOR TO DEPARTURE. FAILURE TO COMPLETE THIS PROCESS WILL IMPACT FUTURE EMPLOYMENT OPPORTUNITIES AT PHILMONT.

Quiet hours are from 10 PM to 7 AM at Camping Headquarters and the Philmont Training Center. These quiet hours need to be observed by all staff in locations that may cause a disturbance to participants or other staff in their sleeping quarters. This includes tent cities, Baldy Pavilion, and outside of staff lounged. Staff may choose to socialize after 10pm but need to ensure they do it in a location that does not disturb others who may be trying to sleep before hitting the trail early or working early morning shifts.

Staff need to be aware their actions are closely scrutinized by Philmont participants while on and off duty—in Base Camp, in the backcountry, and in town. Any indecency or the appearance of indecency reflects negatively on Philmont. Staff members are not permitted in staff areas outside their assigned housing overnight (between 11 PM and 7 AM).

- Staff members may visit the tents or roofed housing units of others during the day (between 7 AM and 11 PM) with the consent of all of those living in the housing unit (flaps on tents must be open when visitors are present).
- Disruptive behavior after 11 PM inside and around tents or housing units will not be tolerated.

Staff Showers & Restrooms

Separate male and female shower house facilities are provided for staff living in tents in base camp. These communal buildings have shower stalls, toilets, sinks, and mirrors. Most roofed housing units have bathrooms with showers built in. Backcountry shower facilities differ from those in base camp (with many camps not having showers readily available). It is everyone's responsibility to keep these shower facilities clean and tidy for use by others. Staff are expected to clean up after themselves and not to leave personal items in shared facilities.

Staff are visible to participants and other staff as they walk to and from shower houses in base camp and in the backcountry. Staff are always expected to be fully clothed outside their housing unit or shower house.

Family Member Childcare, Housing & Backcountry Access

Philmont has limited family housing for certain positions that rotate and for individuals who may not otherwise be able to work at Philmont without short-term family housing. Currently, roofed family-style housing is limited to the following positions: Physicians, Infirmary Manager, and Chaplains. Individuals assigned Family Housing may bring their immediate family (spouse and children) but may not exceed the capacity of their housing. Accommodation for extended family or guests must be approved by Philmont Management prior to arrival. Meals through the Staff Dining Hall are provided for family members living on-site. **Family members living on-site must be registered with the BSA and Youth Protection Trained if over 18. If hiking or taking part in program in the backcountry, they must be wearing a "Phil-Family" ID Badge and always accompanied by a Philmont Staff Member.**

There is no guarantee of employment for spouses or children, and childcare is not provided for seasonal staff. Children under the age of eighteen must be supervised by a parent. One week of program at PTC will be provided for a spouse or children residing in Family Style Housing, depending on available space during that week.

Exceptions must be approved by Philmont Management prior to the staff member accepting terms of seasonal employment.

Personal Storage

All staff who live in a tent in base camp will have a small locker to store valuables (locks are not provided and are the responsibility of the staff member). A limited number of lockers are available in Base Camp for Backcountry staff who are unable to take all their belongings with them into the backcountry or for brief time periods between seasons. Locker keys are

checked out through the Philmont Security office near [Camping Headquarters](#). Personal items should not be left in housing units between seasons.

Personal firearms must be stored in secured storage through the Seasonal Personnel Office where they will be tagged and recorded and checked-out upon request. A case is required. Firearms are NOT to be stored in personal vehicles or staff housing. Valuables and sensitive documents (e.g., Social Security cards, Birth Certificates, Passports) may also be kept in secure storage in the Seasonal Personnel Office. For more information see the [Firearms & Weapons section](#).

Food Service

Staff are provided with three well-balanced meals a day. Those residing at the Philmont Training Center or Camping Headquarters will eat in the staff dining halls. Staff must be in full uniform while in the dining halls (including socks, belt, and nametag). To-go meals are available for extenuating circumstances and should be called in ahead of time. In the backcountry, staff share cooking and cleaning responsibilities with ingredients ordered from the Philmont Commissary. When on the trail, staff are provided trail meals. Philmont does not have the facilities to prepare strict Kosher, Halal, or vegan meals, and alternative choices are limited. However, vegetarian and gluten free options are available in the dining hall. Staff should enter any medical or religious dietary restrictions in the Philmont Registration Gateway prior to their arrival at Philmont and reach out to the Food Service Director if they have specific questions or concerns.

If staff plan to hike or backpack at Philmont on their time off, they may draw trail meals from Outfitting Services. This service is primarily for traveling in the backcountry with a completed Staff Backcountry Access Permit. Trail food will not be provided for trips off Philmont property. Though some backcountry camps may have food available for expected visitors, not all camps will. Staff should be prepared to cook their own meals when visiting backcountry camps.

Snacks are also available from the Food Wall at Outfitting Services between the hours of 8:00 AM and 5:00 PM. Please be respectful of other staff by following Food Wall policies including taking only the number of items permitted and only when additional food is needed (no hoarding).

Silver Sage Staff Activity Center

The Silver Sage Staff Activity Center (SSSAC) is the recreation center for Philmont staff. The SSSAC was made possible through donations from the [Philmont Staff Association \(PSA\)](#), a non-profit dedicated to supporting current and former Philmont staff. The SSSAC has staff lounges, TV rooms, a computer lab, game room, pavilion, disc-golf course, bouldering wall, a kitchen, and Wi-Fi access provided for your use and enjoyment. Games and recreational equipment are available. All staff members are expected to keep the kitchen and lounges clean and orderly.



The SSSAC (Silver Sage Staff Activities Center)

A variety of activities are planned during the summer by the Activities & Shows Staff (with occasional activities during the autumn & winter). These may include movies, visits to nearby attractions and events, disc golf, volleyball, basketball, bratwurst cookouts, ice cream socials, softball, fitness courses, and open mic nights.

Philmont also maintains a second smaller lounge at the Philmont Training Center (PTC) as well as two weight rooms (one at PTC and one at CHQ) and an aerobic room at CHQ.

Modest and appropriate casual attire with a Philmont ID is acceptable in the SSSAC. However, full uniform and staff ID are always required in Philmont dining facilities, even on days off.

Computer & Internet Access

Philmont maintains computers in the Silver Sage Staff Activity Center and the PTC staff lounge for staff to use during free time and time off. Please be courteous to other staff with your computer usage. A public Wi-Fi network is also available in select areas around Base Camp. Wi-Fi access and usage are monitored; illegal and inappropriate activity will be recorded, and disciplinary action will be taken up to and including termination of employment. Users are expected to respect other users and not abuse this privilege by engaging in illegal or inappropriate online activity (ex: viewing or downloading pornography or any other illegal content). The use of Wi-Fi extenders or boosters as well as plugging any personal devices (including computers, routers, or game systems) into ethernet ports is not permitted. **All workstation computers are to be used for Ranch business only during work hours.**

				
Facebook Page	YouTube Channel	Instagram	LinkedIn	TikTok

Philmont maintains an official website at www.PhilmontScoutRanch.org and accounts on the social media platforms listed above. Only Philmont Management is authorized to speak on behalf of Philmont. Staff members who maintain their own sites are expected to clearly communicate that images, information, and opinions expressed on their site are neither approved nor authorized by Philmont Scout Ranch and/or The Boy Scouts of America.

Under no circumstances may photographs of youth participants or any personally identifiable information be digitally shared, posted, or housed on any page other than official Philmont or BSA official sites or approved storage locations.

Laundry Facilities

Coin-operated washers and dryers are located at both the Philmont Training Center and at Camping Headquarters for use by staff and participants. Laundry detergent and softener may be purchased on site at the Tooth of Time Traders. Staff are encouraged to bring a roll of quarters and dryer sheets to go towards keeping their uniform clean. The cost of one laundry load is approximately \$1.50 - \$2.00. (\$1.00 per wash and \$0.25 per ten minutes of drying).

Medical Support Through the Philmont Infirmary

The Philmont Infirmary is a New Mexico licensed medical infirmary that offers limited free medical care for simple issues that arise during the course of the summer season as well as lab work and transfers to specialty care.

The Infirmary is also a teaching facility for the University of Kansas School of Medicine. Fourth-year medical students earn Pediatric or Family Medicine sub-internship credit for working at Philmont. Physicians volunteer at the infirmary to supervise the medical students and provide direct medical assessments. Patients at the Philmont Infirmary should expect to be seen by medical students as well as physicians. Due to medical protocol limitations, some conditions cannot be supported through the Philmont Infirmary. For example, Philmont cannot provide pre-natal care.

The Philmont Infirmary provides care for participants and employees but is not open to the public and does not provide physical exams. **Staff are required to schedule their own physical exam with their local healthcare provider prior to arrival at Philmont using the [BSA Annual Health & Medical Record](#).** Staff members are also responsible for the purchase and securing of any maintenance drugs required.

Please note that infirmary service is limited to first aid outside of the summer season.



CHQ Laundry Facility

Prescription Medications & Pharmacies

If a staff member needs to refill prescription medications while at Philmont, it is their responsibility to contact their healthcare provider and coordinate the refill with one of the local pharmacies near Philmont. If needed, the Infirmary can store any medicine that requires refrigeration. The local pharmacy will make regular deliveries directly to the Philmont Infirmary:

Mesa Pharmacy

1279 S 2nd St
Raton, NM 87740
(575) 245-6372

Mental Health Support

Mental Health support is limited in rural New Mexico and Philmont does not consistently employ any practicing mental health professionals. Basic support (mostly in the form of a listening ear) can be provided by the chaplaincy or the Seasonal Personnel Office. Staff requiring more advanced support should contact the Philmont Infirmary. The Infirmary can make referrals to those seeking professional mental health support. Please keep in mind these professionals will likely require telehealth appointments or significant travel to larger cities. Rooms are available in the Philmont Infirmary for staff who take advantage of any telehealth appointments. Any associated fees will be the responsibility of the staff member. Additionally, if staff members prefer, the Optum Emotional Support Help Line is free and available to all at 1-866-342-6892 and will connect callers to resources 24 hours a day, seven days a week (Optum Health is a benefit provider for the Boy Scouts of America). Additionally, staff can call 988 (Suicide & Crisis Lifeline) that provides 24/7, free and confidential support for people in distress, and prevention crisis resources for staff or someone they know. Employees who utilize regular mental health support should keep these considerations in mind prior to traveling to Philmont and plan accordingly.

Parking for Personal Vehicles

A staff parking area is provided for personal vehicles at Camping Headquarters and the Training Center (please refer to [maps](#) on page 49). Staff members will obtain their parking permit sticker during Check-In. The designated parking area must be used. Personal vehicles are not to be parked in the paved public parking lot at the PTC, near tents, duplexes, the quad, or the camping dormitory. Staff may be permitted to park on the side of roads adjacent to their housing units while actively loading or unloading personal gear but must promptly move and park in the designated areas. Parking improperly may result in disciplinary action and loss of Philmont parking privileges. Staff ARE NOT PERMITTED to drive or park on grass or lawn areas for any reason. Be prepared to carry items from the nearest parking lot or roadway.

Overnight parking at trailheads is permitted only if the vehicle displays a current Philmont parking sticker. Private vehicles may not be driven beyond designated trailheads. Philmont is not responsible for theft of or damage to personal vehicles. Philmont strongly discourages staff from lending their vehicles to others to drive. Please see the [Driving at Philmont](#) section on page 43 for more information about driving personal vehicles on or around the ranch.

Security

Philmont maintains a security team to protect staff members, participants, ranch property, and personal property. Security personnel maintain close liaison with state and local agencies. However, security is not only the responsibility of the security team but of all staff and participants at Philmont. All staff are expected to assist the security staff by cooperating with investigations and reporting any suspicious or illegal activity.

Firearms and Weapons Storage

Firearms, ammunition, archery equipment, and other weapons are used at Philmont on a tightly controlled basis. Personal firearms, ammunition, and other weapons are not to be used on Philmont property under any circumstance. Philmont

provides storage for Personal firearms for staff who choose to bring them. Firearms must be in a locked case and checked in at the Seasonal Personnel Office upon arrival where they will be tagged, logged, and secured in the CHQ registration building. The owner may then check it out upon request on days off or upon departure from Philmont. Secure storage is provided at CHQ. **DO NOT** store firearms in vehicles! Before traveling, be mindful that in many circumstances Federal and state law restricts the transportation of firearms across state lines.

Retail Purchases – The Tooth of Time Traders
The Tooth of Time Traders (ToTT) is the official store of Philmont Scout Ranch and carries a wide array of outdoor gear, uniform parts, and souvenirs. All the required items (and most of the optional items) on the staff equipment list can be purchased at the ToTT.



The Tooth of Time Traders

Seasonal staff members with a staff ID are entitled to a 15% discount on purchases exceeding \$10 (not including food, sale items, or online purchases). **This discount is for staff members only and does not include family or friends.** Please note Philmont uniform parts are already set at a special price for staff and thus do not receive any additional discounts. Check out the online store at www.ToothOfTimeTraders.com.

Religious Services and Resources

The Boy Scouts of America is absolutely nonsectarian in its attitude toward religious training. Philmont staff are encouraged to practice their particular religious faith, to take part in or host an interfaith service, or explore other faiths while living and working on the ranch. If facilities, time, or other accommodations are required for religious services and traditions, staff members may reach out to their supervisor or the Seasonal Personnel Office for support.

Chaplains reside at Camping Headquarters or the Training Center during the summer who conduct religious services daily in the Catholic, LDS, Jewish, and Protestant faiths. In addition to conducting daily worship services, the chaplains will be happy to visit or consult with any staff member (regardless of faith) upon request. Quiet hours are observed nightly between 7 PM and 8 PM at Camping Headquarters during these worship services. On-site chaplains are not available outside of the summer.

PAYROLL & BENEFITS

Salary & Pay Dates

Staff salaries are based on a tiered schedule that is linked to position responsibility and Philmont experience. The pay periods last two weeks and end every other Friday. **For seasonal staff, pay dates are one week after the end of the two-week pay period on the following Friday (adjusted for holidays when necessary). Please plan accordingly.**

Example Pay Period		
<u>Pay Period Start</u>	<u>Pay Period End</u>	<u>Pay Date</u>
Saturday, May 25 th , 2024	Friday, June 7 th , 2024	Friday, June 14 th , 2024

The InBank in Cimarron provides full banking services including an ATM. They are open Tuesday and Thursday from 8 AM to 4 PM. The InBank in Springer, NM is 34.6 miles away and is open Monday, Wednesday, Friday 9 AM to 5 PM. There are ATMs located inside Rockies Market and Russell’s One Stop in Cimarron. At this time, there is no ATM located on Philmont property.

Payroll Direct Deposit

All staff will be paid via direct deposit or pay card. Staff are sent a Direct Deposit Authorization form which should be completed via WorkBright prior to arrival (along with photo of a bank letter or voided check). Staff who make late submissions or changes to their direct deposit information should expect 1-2 pay periods for updates to take effect (during which time they will receive a pay card or previous account information will continue to be utilized). The pay card is not the preferred method of payment but will be utilized in the event you do not have a bank account. This card can be utilized to withdraw cash from an ATM or used as a debit card where accepted. **Employees are responsible for verifying check amount and deposit information and are strongly encouraged to check their paystubs through the [ADP Workforce Now self-service portal](#)** (Account set up may require birthday and social security number to verify identity). **Staff should access pay stubs and verify all deductions and taxes before contacting Seasonal Personnel with questions.**

Housing & Food Allowance

Philmont provides room and board to all seasonal staff members as non-taxable compensation (whether or not they utilize it). This food and housing allowance typically will appear on paystubs as a separate, non-taxable portion of earnings as well as a deduction for the identical amount. This is required by the IRS (Internal Revenue Service). While this allowance is not paid directly to the staff member, it can affect worker's compensation and must be reported as a portion of overall compensation. Staff who choose not to utilize the provided food or housing will not be reimbursed for this food/housing stipend.

Retirement & Health Insurance Benefits

Any paid seasonal employee who has logged 1,000 hours of service in their first year of employment or in any calendar year thereafter will be eligible to participate in the BSA Match Savings 403(b) Retirement plan through Fidelity Investments. Additionally, any staff member who works an average of 30 hours a week or more in the 12-month period from November 1st through October 31st will be eligible to enroll in health insurance through United Healthcare during the next annual enrollment period. Those who meet this requirement will be eligible to opt-in the month following their one-year anniversary or the beginning of the next calendar year. Under this plan, once the employee meets the 1,000-hour requirement they will be eligible for these benefits for future seasons they are employed by the National Council of the Boy Scouts of America.

Staff who believe they meet these requirements and would like to enroll should contact the Seasonal Personnel Office. Those enrolled in either of these benefits who have questions should contact the BSA Benefits Center at 1-800-444-4416.

Accident & Sickness Insurance

All Philmont seasonal staff are provided accident and sickness insurance by the Boy Scouts of America. Details about this plan are provided in the *Campers' Accident and Sickness Insurance Plan* booklet that can be found on a staff member's Workbright profile. Physical copies are also available in the Seasonal Personnel Office at CHQ. The coverage has exemptions such as medical conditions existing prior to coming to Philmont. It is important that you and/or your primary insurance holder understand the coverage and its limitations. It is an Excess Insurance Plan meaning the plan pays all those eligible expenses incurred from a covered accident or sickness and not paid by any other collectable insurance or pre-paid health plan in place for the staff member. If no other collectible insurance or pre-paid health plans are in effect at the time of the loss, the plan will pay all eligible covered expenses up to the plan limits. There is no deductible under this plan. This plan may not provide the same coverage as a primary insurance plan.

Workers Compensation

The State of New Mexico provides coverage for injuries received from accidents while on the job through Workers' Compensation. **TO QUALIFY FOR THIS BENEFIT, ALL INJURIES AND ILLNESSES MUST BE REPORTED TO THE PHILMONT INFIRMARY IMMEDIATELY (WITHIN 24 HOURS OR LESS) and to your supervisor so you can receive proper care and the benefits from this insurance. You will be asked to submit an incident report for workers' compensation insurance claims.**

Time Off for Illness or Injury

Seasonal staff members who incur an illness or injury that prevents performance of regular job responsibilities and/or requires a prolonged recovery period may be reassigned to another position or released from employment to recuperate at home at the discretion of Philmont Management in consultation with medical professionals. Upon complete recovery and full release by a physician, employees may return to work. If the position was filled, they may be reassigned to another role. Under the New Mexico Healthy Workplaces Act, employees are eligible for paid sick leave, which will be accrued or frontloaded as laid out in the Terms of Seasonal Employment. To take advantage of this sick leave, employees must contact their supervisor with proof of illness from the Philmont Infirmary or another healthcare provider. The supervisor must then report this to the Seasonal Personnel Office. Seasonal staff typically do not meet the requirements for FMLA-which provides unpaid leave for medical and family reasons.

Networking Events & Job Fairs

The Philmont Seasonal Personnel Office continually works with Human Resources representatives from the Boy Scouts of America and the federal government as well as other local and remote employers to host job fairs and information sessions throughout the summer season. These events are a great opportunity to learn about full-time employment with the BSA or other like-minded organizations or to find other exciting seasonal opportunities for the autumn or winter including ski resorts and conservation groups. Schedules of these events will be published during the summer season.

TIME OFF

A reasonable schedule of time off is provided for each staff member. Specific days off schedules vary by department and may change depending on the needs of the ranch. For example, many food service staff work four days on and three days off, staff at the Philmont Training Center typically work five days on and two days off, while most backcountry staff work nine days on and three days off. Time off will be arranged with a staff member's supervisor to ensure it does not jeopardize the department's operations or program. Three (3) days is the maximum number of days off that may be taken at one time. Staff taking more than the typically allotted number of days off during a pay period will need to be approved for an unpaid leave of absence by their hiring manager.

The last three scheduled days at Philmont must be working days. Staff members are not permitted to use time off to leave early. Seasonal employees are also not eligible for paid vacation or paid holidays. Time off for injuries or illnesses should meet the requirements laid out in the [Time Off for Injury or Illness](#) section above. Questions may be directed to the Seasonal Personnel Office.

Backcountry Hiking

Staff are encouraged to take advantage of the expansive Philmont backcountry on their time off. However, it is imperative they are properly prepared to follow all policies and procedures while hiking and camping in the backcountry. Staff are required to have a hiking buddy, hike in uniform (including their nametag), and properly file a backcountry access permit. Please see the [Backcountry Hiking and Camping Procedures](#) section on page 29 for additional information and the policies that must be followed while hiking on time off.

When hiking in the backcountry on time off, staff must inform their supervisor of their itinerary prior to leaving so that they can be reached in the event of an emergency.

Nearby Towns

Sometimes, staff need to head into town to pick up supplies or to enjoy a simple change of scenery. Philmont provides a free shuttle into Cimarron for staff and participants that runs multiple times a day from mid-June to mid-August. A detailed shuttle schedule will be posted outside the Welcome Center and Logistics at Camping Headquarters during the summer season. The

activities staff typically post a board for finding rides for those without a personal vehicle. Staff social media groups can also be a good place to find rides.

Nearby towns include:

Cimarron, NM www.cimarronnm.com

A village of a little over nine hundred, elevation 6,430 ft (1,960 m) – is about five miles (7-minute drive) north of Philmont Headquarters. The major industries are ranching and tourism. Gas stations, motels, variety and gift stores, art galleries, coffee shops, a park, a coin laundry, a convenience store, churches, restaurants, a museum, a rock shop, and a library are located there.

Raton, NM www.ratonnm.gov

A city of 6,336, elevation 6,680 ft (2,036 m) – is about 45 miles (45-minute drive) northeast of Philmont. In addition to facilities available in Cimarron, it has shoe and watch repair shops, a movie theater, larger stores, and a municipal swimming pool.

Taos, NM www.taos.org

A city of about 5,545, elevation 6,950 ft (2,118 m) – is about 60 miles (1.5-hour drive) west of Philmont. Taos is a community well-known for its Native American culture and artist galleries with lots of shopping opportunities.

Trinidad, CO www.visittrinidadcolorado.com

A city of about 9,096, elevation 6,010 ft (1,832 m) – is about 75 miles (1.25-hour drive) northeast of Philmont. Trinidad has many restaurants, a movie theatre, thrift shops, bowling alley, museums, larger stores, and Trinidad Lake State Park.

Santa Fe, NM www.santafe.org

A large city of around 85,000, elevation 7,198 ft (2,194 m) – is about 165 miles (2.5-hour drive) southwest of Philmont. Santa Fe is the historic capital of the state of New Mexico with a thriving art scene, historic cultural sites, museums, shopping centers, a wide variety of restaurants/grocery stores, and most of the amenities found in other large cities.

Colorado Springs, CO www.visitcos.com

A city of about 479,000, elevation 6,035 ft (1,840 m) – is about 200 miles (3-hour drive) north of Philmont. Colorado Springs sits right along the Front Range of the Rocky Mountains adjacent to [Pike's Peak](#) and the [Garden of the Gods](#). Another large city, Colorado Springs has many modern amenities while also being home to the United States Air Force Academy, the United States Olympic Training Center, [Cheyenne Mountain Zoo](#), and many museums and other attractions.

EMPLOYMENT & REPORTING POLICIES

Equal Employment Opportunity

The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age (minimum age 18 by start date or age 21 for certain positions required by the BSA), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition of or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Open-Door Policy

The Boy Scouts of America's National Council is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with their area/section director.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with their hiring or department manager who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with their hiring or department manager, they may discuss it with the Seasonal Personnel Office or a member of the Philmont GM Cabinet.

Employees may bring issues to the Seasonal Personnel Office or a member of the GM Cabinet at any time.

When a staff member uses this Open-Door policy, they will receive a response. While Philmont may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue they feel needs to be brought to the Philmont's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

A complaint may also be filed with Ethics Point by calling, writing, or visiting the website below. After the online report is completed, a unique code called a "report key" will be kept in a safe place. After five to seven business days, the report key and password can be used to check the report for feedback or questions.

Boy Scouts of America
EthicsPoint
P.O. Box 230369
Portland, OR 97223
866-ETHICSP (866-384-4277) – Toll free in US & Canada
www.ethicspoint.com

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the Boy Scouts of America's National Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. **In keeping with that policy, the BSA will not tolerate harassment of any kind by or towards any employees or applicants for employment.**

"Harassment" is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance.

3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct can include, but are not limited to:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.
2. Written or graphic material that denigrates or shows hostility or aversion towards an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on BSA premises, or circulated in the workplace.
3. Verbal or nonverbal innuendos that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct related toward an individual because of his or her sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal – sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
2. Nonverbal – making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical – touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the BSA. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that they have suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open-Door Policy in this handbook.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant, safe, and enjoyable working environment free of discrimination and harassment. All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees online training.

Use of Tobacco Products

Smoking and the use of smokeless tobacco/nicotine products is prohibited in all Philmont buildings, tents, and vehicles. While on duty, smoking or the use of smokeless tobacco is not permitted. Designated areas are established for both staff members of legal age and participants in base camp and in areas designated by the Camp Director in backcountry camps. Staff in trail camps may use tobacco/nicotine products near the fire ring in a vacant campsite, provided it is out of view of participants and they are of legal age. **These policies include the use of e-cigarettes or vaporizers.**

Alcohol and Drug Use

Philmont Scout Ranch is committed to providing a safe and wholesome environment for participants and employees. Philmont maintains a **ZERO TOLERANCE** policy for the possession and consumption of alcohol and cannabis/THC products on all properties utilized by Philmont. In accordance with federal law, employees are PROHIBITED from using illegal drugs during their employment at Philmont.

The ZERO TOLERANCE policy states during the entire course of their employment, seasonal staff will:

1. Not use or be under the influence of alcohol or cannabis products on Philmont property (and all property where Philmont program is conducted) or while in uniform anywhere; not drive under the influence; not assist any minor (under age 21) in obtaining alcohol, tobacco/nicotine, or cannabis products; and if under age 21, will not seek, obtain, or consume alcohol or cannabis products.
2. Have no association (contact, possession, use, or distribution) with illegal drugs or the abuse of prescribed drugs.

If concerns exist, Philmont Management, Security, or local law enforcement may conduct searches, as allowed by law.

VIOLATION OF THE ZERO TOLERANCE POLICY WILL LIKELY RESULT IN IMMEDIATE TERMINATION AND POSSIBLE REFERRAL TO LOCAL LAW ENFORCEMENT.

Employment at Will

All employees of the BSA are “employees at will” and as such are free to resign at any time with or without advance notice or reason. Similarly, Philmont Scout Ranch and/or the National Council of the BSA may terminate the employment of any individual with or without advance notice or reason. All resignations should be submitted in writing and given to the hiring manager or Seasonal Personnel Office. Resignations, particularly those without advance notice, will be considered in future employment decisions.

Employment Date Changes

As mentioned in the Terms of Seasonal employment, it is imperative for each staff member to know and understand their arrival day, check-in day, first working day, last working day, and departure day. If for any reason a staff member needs to change their dates of employment, they should notify their hiring manager as soon as possible in writing. When staff arrive earlier than expected, food, housing, or work may not be ready for those staff. When staff leave Philmont earlier than expected or cut their service short, this puts a burden on the remaining staff and managers who need help to deliver top quality programs, facilities, and services to our participants. Hiring managers must approve all early leave requests. End date changes of more than two weeks or those resulting from scheduling conflicts that should have been caught earlier will require a resignation. These resignations will be considered in future employment decisions.

A staff member desiring to stay at Philmont beyond the last day specified on the Terms of Seasonal Employment must obtain approval from Philmont Management. A change of assigned quarters may be necessary. A clean-up crew is employed to assist in close down operations at the end of the summer season. This usually runs about two weeks past the closing of camp.

Philmont does offer Second Season employment opportunities in support of conservation work, conferences, Autumn Adventure, and Winter Adventure programs. Find more information at www.philmontscout ranch.org/jobs.

Training, Coaching & Evaluations

During the summer season more than 1,000 staff members will comprise the Philmont team with around one hundred staff supporting each winter and autumn season. Prior to arrival, each of these staff members are required to complete some general staff training as well as position-specific training online prior to arrival. Compensation will be provided for this training after arrival at Philmont.

Upon arrival at the ranch, each staff member will take part in an orientation and/or general staff training session followed by their department-specific training. Make-up orientation training will be provided for late-arriving staff on a weekly basis. Depending on the position, some of this training may take place as formal certification courses lead by third party instructors. However, most training is led by experienced seasonal staff and/or year-round staff who will reinforce concepts through on-the-job training and coaching throughout the season. Every supervisor's focus should include the growth and development of each member of their team.

The best possible training cannot prepare a staff member or leader for every possible situation they may encounter. Philmont staff are selected for their ability to make good decisions and respond to situations that may be outside of their comfort zone.

Staff hired for the summer season should receive a mid-season and final performance review (evaluation) as well as a final recommendation. Second season staff (winter/autumn season) should receive a final performance review (evaluation). Short-term staff and volunteers will typically only receive a final recommendation. **These performance reviews/evaluations are required to be discussed in-person** and are an opportunity for the supervisor to provide the staff member with constructive feedback on their work through an established set of criteria. Sometimes this feedback can be difficult to hear, but all staff are encouraged to see this as an opportunity for growth.

Progressive Discipline

Like many organizations, Philmont and the BSA utilize progressive discipline to maintain a high standard of staff performance. The purpose of this discipline should always be constructive and strive to correct behavior to maintain a functioning work environment. This system utilizes coaching, verbal warnings, written warnings, and in serious instances, performance improvement plans, suspension, and/or termination. Discipline escalates depending on the severity of the initial infraction and/or with repeated infractions. All discipline beyond initial feedback is to be documented and confidentially submitted to the Seasonal Personnel office where it will be added to the staff member's personnel file.

The following is list of some, but not all, actions that would result in disciplinary action:

- Tardiness or absence from work
- Failure to wear the uniform or maintain acceptable appearance (see [Staff Uniform Policy](#) on page 24)
- Inappropriate use of two-way radios (including unnecessary chatter or horseplay)
- Violation of the federal, state, or municipal law, including traffic violations
- Failure to perform job duties as described
- Willful damage to BSA property, including graffiti
- Soliciting funds, sale of property, or use of BSA facilities for personal gain (see [Gratuities, Commercial Enterprise, and Conflict of Interest](#) on page 34)
- Unauthorized use of Philmont workstation telephones
- Carelessness or deliberate failure to observe safety measures
- Tampering with smoke detectors, fire alarms, fire extinguishers, fire hoses, or search & rescue equipment
- Harassment of any person, including inappropriate advances or messages (See [Non-Harassment Policy](#) on page 16)
- Rock climbing in unauthorized areas
- Inappropriate conduct or language, profanity, verbal and/or physical confrontation of guests or other staff
- Intentional or unintentional violation of wildlife procedure and policy
- Violation of company driving training and policy, including speeding on Philmont roads
- Unauthorized hiking or camping in the backcountry (See [Backcountry Hiking and Camping Procedures](#) on page 29)
- Trespassing or unauthorized use of private, state, or federal land (See [Public Relations](#) on page 22)

Termination of Employment

Trust is important between seasonal staff and the Philmont management team. We care about you and the participants we serve and are sensitive to potential violations of policy. Philmont has a few zero-tolerance policies in accordance with our high standards of behavior as a Boy Scouts of America national high adventure base. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If found not guilty, the employee will be reinstated, retroactively.

Violations of this trust may result in termination of employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual's personnel file and may jeopardize chances of future employment with Philmont, other high adventure bases, and the BSA. Items that may result in termination include, but are not limited to:

- Violation of Philmont's [Alcohol & Drug Use](#) policies (on page 18)
- Receiving a DUI citation while employed at Philmont
- Theft of Philmont or another person's property
- Gross misconduct, fighting, or insubordination
- Unauthorized or personal use of Philmont vehicles (See [Driving at Philmont](#) on page 43)
- Unauthorized entrance into a mine
- Unauthorized hiking in burns scars or other prohibited locations
- Use or possession of firearms outside of an established program area (See [Firearms and Weapons](#) on page 11)
- Use of fireworks or explosives except where specifically approved by Philmont management
- Abuse of a child or anyone else, including staff members (See [Youth Protection Guidelines](#) on page 32)
- Overnight stays in housing not assigned to the staff member (See [Staff Living Quarters](#) on page 7)
- Inappropriate, unauthorized, or illegal use of internet service or network equipment (See [Computer & Internet Access](#) on page 10)

Terminated staff members will still be asked to complete the staff check-out procedures prior to departure. In some cases, the staff member will be asked to leave the property immediately. Terminated staff members are not permitted back on Philmont property without approval by Ranch Management.

Staff members remaining at Philmont beyond the terms of their employment (including following termination) without prior approval are considered trespassers and may be criminally charged.

Personnel Files

All employee personnel files (hard copy or digital) are the property of Philmont Scout Ranch and are confidential. Personnel files typically include application data, employment forms, training records, date/position changes, and evaluations, as well as documentation of disciplinary incidents and/or investigations. Philmont regularly confirms employment history for potential employers (including dates of employment, position, and eligibility for rehire) but will not share detailed information with entities outside the BSA without the individual's written consent. Requests from staff members (current or past) to review personnel records should be submitted in writing and will be reviewed on a case-by-case basis.



What Philmont Expects of Its Staff

By agreeing to work at Philmont, all staff should understand they are committing themselves to the high standard of conduct both on and away from the ranch set forth by the policies and procedures outlined in this handbook as well as the terms of seasonal employment. All staff must remember they not only represent themselves, but Philmont Scout Ranch, the Boy Scouts of America, and a community of hundreds of other staff with the like-minded vision of changing lives. Adherence to these high standards is an important part of staff performance at Philmont.

BSA SCOUTER CODE OF CONDUCT

Any staff member at Philmont Scout Ranch is required to become an adult leader in the Boy Scouts of America and as such must abide by the Boy Scouts of America's Scouter Code of Conduct and follow the policies laid out in the [Guide to Safe Scouting](#). Each staff member is required to acknowledge that they have reviewed and will abide by the policies laid out in these documents.

BOY SCOUTS OF AMERICA SCOUTER CODE OF CONDUCT

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - a. BSA Youth Protection policies and guidelines, including mandatory reporting: www.scouting.org/training/youth-protection
 - b. The Guide to Safe Scouting: www.scouting.org/health-and-safety/gss
 - c. SAFE Checklist: www.scouting.org/health-and-safety/safe/
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:
 - a. Unauthorized fundraising activities
 - b. Advocacy on social and political issues, including prohibited use of the BSA uniform and brand
 - c. Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - a. Any criminal suspicion, 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
 - c. Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons

8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - a. Alcoholic beverages or controlled substances, including marijuana
 - b. Concealed or unconcealed firearms, fireworks, or explosives
 - c. Pornography or materials containing words or images inconsistent with Scouting values
9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

PROFESSIONALISM & CUSTOMER SERVICE

Customer Service

Philmont staff members are employed to serve campers, advisors, Training Center participants, and their families. Staff need to ensure the Philmont Experience exceeds their elevated expectations. Being a Philmont staff member means being ready to assist willingly, whenever, and wherever needed.

Interactions with fellow staff members and with participants are important. Teamwork is a key to success at Philmont. When all staff talents and efforts are blended together, a successful season is assured. Good public relations are important with our customers: The Scouts, Scouters, and families who make Philmont possible. Staff should always keep in mind that they make our jobs possible, and this is their camp.

Staff members should always make others feel welcome. For example, a smile and a “Welcome to Philmont” go a long way to a guest, or where it is necessary to designate a staff facility the sign should read “Staff” rather than “Staff Only.”

Remember, participants do not know if a staff member is working in a particular area or just passing through, so they need to be ready to assist at any time. For example, if a staff member is on their day off walking through Camping Headquarters and a family from the Training Center stops to ask for some help, that Philmont staff member is expected to go out of their way to help this family directly or find an on-duty staff member who could help.

Philmont participants deserve our best. Each staff member should constantly strive for excellence. The best staff members learn by doing and seek out how they can do better as the season progresses. Each participant expects the same top-notch experience, and it is up to the Philmont staff to see they get it.

The Scout Oath and Law are the standards by which Philmont staff are measured. The ideals of Scouting come to life in Philmont’s environment. Exemplifying those ideals in interactions with participants and staff members is one of the best things a staff member can do this season. The Scouting spirit will rub off on others—so keep it at its best—it will make the difference!

Community Relations

Staff members will have the opportunity to strengthen Philmont’s relationship with neighbors, the surrounding community, and beyond. We can do much to show our consideration for the local communities and to make them proud that Philmont is a

neighbor. When staff are friendly and considerate to Philmont's neighbors, they generate the same spirit in those neighbors. Be aware that in a small village such as Cimarron, it is obvious who is not a year-round resident and Philmont staff members are easily identified. Whether or not they wear the BSA or Philmont uniform in town, a staff member's behavior reflects on the BSA and Philmont. This is why it is prohibited to purchase or consume alcoholic beverages or controlled substances while wearing the Philmont uniform, on or off property.

Trespassing on property surrounding Philmont jeopardizes Philmont's crucial neighbor relationships. Violators are subject to prosecution by property owners as well as disciplinary action up to termination of employment. Know and respect the laws and regulations governing the use of public lands. New Mexico State Fishing regulations are in effect on all public lands and private lands. Property surrounding Philmont includes but is not limited to the UU Bar Ranch, Elliott Barker Wildlife Area, CS Ranch (American Creek), Carson National Forest (Valle Vidal Unit), Express Atmore Ranch, Coyote Mesa, the Kimberlin Ponil Ranch, private property in the Ute Park area, or the west side of Baldy Mountain.

Many of the land use agreements put in place during the summer months do not carry over into the autumn and winter seasons. Access to neighboring property may not exist, particularly during hunting seasons. Staff working during these seasons should ensure they have approved access prior to entering property outside of Philmont.

Appearance Standards

Developing character in youth by providing a safe, adventure-filled experience is Philmont's primary objective and must be kept foremost in each staff member's thoughts. Anything a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

A clean, professional, and approachable look ensures every participant feels comfortable. Personal appearance is important since Philmont is the showcase of the Boy Scouts of America and each staff member reflects not only on themselves, but on the entire ranch and the BSA. Pride in appearance, uniform, and personal grooming make staff and those around them feel that they are part of a first-rate team. If staff appearance is less than first-rate, it implies staff attitude and performance are less than first-rate. Dirty or disheveled hair may not seem distracting to some people, but we want to be as approachable and as impressive as possible to every participant. Each staff member shares responsibility for how the entire staff is perceived.

Philmont's Standards for Personal Appearance

- Uniform must be correct, clean, and properly fitted; not tattered, or torn
- Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming; Philmont is NOT the place to begin growing a new beard or mustache
- Hair must be clean and show evidence of regular grooming
- Personal cleanliness and hygiene are required. Staff must shower or bathe regularly and encourage participants to do likewise
- Hairstyles, tattoos, jewelry, and visible body piercings that would be deemed unprofessional or offensive to most participants or interfere with job duties and performance will not be permitted (clear or flesh toned spacers may be used in place of unacceptable piercings). Please note that hoop earrings, loose necklaces, or bracelets may be considered a safety hazard for some positions and may need to be removed or replaced with studs.

THESE STANDARDS APPLY TO EVERY DEPARTMENT, including those staff members who present interpretive programs. Departments may have additional appearance guideline restrictions due to safety and health codes. All appearance guidelines are ultimately up to management discretion. If you have any questions about these policies, please contact the Seasonal Personnel Office.

Staff Uniform Policy

The Boy Scouts of America is a uniformed organization and wearing a uniform properly at Philmont is part of your job responsibility. The proper uniform is required whenever you leave a staff area unless you are leaving Philmont property. This includes wearing a proper, clean, full uniform in the dining facilities regardless of day off. Staff will be told to come back in uniform otherwise.

The uniform serves to make staff members immediately recognizable by participants, visitors, other staff, and year-round leadership. It also creates a sense of belonging and demonstrates a commitment to Philmont's values. Department-specific shirts, hoodies, etc. are not uniform and when worn over the uniform creates divisions within the staff. Additional layers should only be worn when necessary for warmth or personal safety and the ID badge should always be visible on the outermost layer.

Staff members must bring or buy enough uniform parts to be in the correct uniform on a daily basis. Infractions of the staff uniform policy will result in progressive discipline up to and including termination with repeated offenses.

Picture ID nametags will be provided and must be worn by all staff while in uniform. ID nametags are to be worn high up on the uniform or outermost layer, where it can easily be seen (right side preferred).

ID nametags must not be embellished with stickers, nicknames, or other markings. A \$5 fee will be charged to replace lost, damaged, or missing tags. Name tags are an important part of our customer service and security policy.

Appropriate Uniforms (2 Options)

OPTION 1 – Philmont Staff Uniform *(Most common option)*

- Philmont Staff Shirt, tucked in (clean & in good condition)
- Philmont Driftwood Shorts/Pants/Convertibles
- BSA or Venturing shorts/pants/skirts/convertibles
- Athletic/hiking socks, BSA or Venturing socks
- BSA or Philmont Belt
- ID nametag

OPTION 2 – BSA Field Uniform

- Official BSA field uniform shirt, tucked in (Scouts BSA, Venturing, or Sea Scouts)
- Official BSA shorts/pants/skirts/convertibles
- Official BSA socks
- Epaulet loops appropriate for the position patch
- BSA or Philmont Belt
- ID nametag
- Full official uniform requirements can be found in the [BSA Insignia Guide](#)

Shirts **MUST** be tucked in at all times. Socks **MUST** be worn at all times even with sandals.



Option 1 – Philmont Staff Uniform Example



Option 2A – Scouts BSA Uniform Example

Philmont will issue one staff cap to every employee upon use of voucher at the Tooth of Time Traders. The only logos allowed must be licensed BSA, Philmont, Philmont Staff Association, or a plain and appropriate cowboy hat. Hats worn for sun protection in the backcountry must be plain and non-logoed.

Some positions at Philmont will require a deviation from the above uniform options. If your Philmont job requires special protective clothing, the Tooth of Time Traders has specially priced heavy-duty uniform parts available for purchase. A supervisor will make these decisions depending on the scenario. Some examples include Motor Pool staff, Conservation staff, search and rescue, etc.



Option 2B – Venturing Uniform Example



Wranglers/Horseman Western Wear Example

Wranglers/Horsemen must wear

appropriate western wear while on duty and at breakfast and lunch.

Wranglers/Horsemen must wear one of the above two options at dinner in the Camping or Training Center dining halls.

Interpretive clothing (one or more sets provided by Philmont) is worn by staff conducting programs within their assigned backcountry position. They may NOT be worn in base camp or while traveling to or from Base Camp to the assigned camp. Interpretive clothing is to be kept clean. Philmont Management must approve personal interpretive clothing. Philmont does not reimburse staff members for supplying their own interpretive clothing.

All staff must wear ID nametags unless they are in interpretive clothing, actively working with animals, or it poses a safety hazard. ID nametags are required for any staff member wishing to eat in a dining hall or for access to the Silver Sage Staff Activity Center and any staff activities.

Selling or trading a staff uniform shirt or staff patches to non-Philmont staff is grounds for disciplinary action including termination of employment.

Uniform Cost

Seasonal staff will receive a voucher to be used towards the purchase of approved uniform parts (excluding leather belts, buckles, and socks) from the Tooth of Time Traders. Staff may choose any combination of staff shirts, shorts, and pants. A staff hat is included upon redemption of your voucher and does not count against the voucher value. It is highly recommended staff acquire all the uniform parts they think they will need when redeeming their voucher as it may only be applied to one transaction. Sizes may be limited. Volunteers and second season (autumn/winter) staff uniform vouchers may vary.

Below are the estimated costs of each part of the Philmont staff uniform. Please know prices are subject to change.

Philmont Staff Shirts: \$20 (Short sleeved polo); \$27 (Long sleeved ¼ zip)

Philmont Shorts/Pants/Convertibles: \$45-\$60 per pair in several styles

Philmont Webbed Belt: \$17

The estimated cost of two complete uniforms is around \$150 (2 polos, two pairs of pants, and a webbed belt) BEFORE the voucher. Please come prepared. If a staff member has serious concerns about their ability to afford uniforms, they should reach out to the Seasonal Personnel Office as options may be available on a limited basis for those demonstrating need.

In 2022 the Tooth of Time Traders initiated a uniform buyback program. Through this program they will buy back uniform parts and resell them at a highly discounted rate. Staff who have extra uniform parts at the end of the season should consider selling them to the Tooth of Time Traders so that new staff with limited resources can purchase them at a discounted rate.

Staff members also have the option to order official BSA uniform parts through the BSA National Supply Division at www.scoutshop.org or by calling 1-800-323-0736 (discounts may be available to hired Philmont staff but will likely require employment verification).

Personal Self-Expression

Staff and participants travel from all around the country (and sometimes the world) to come to Philmont Scout Ranch. Each of these unique people brings with them their diverse perspectives, values, and backgrounds. In this work environment, the sharing of personal views can sometimes be a respectful exchange of ideas which benefits both sides, but when done incorrectly or without boundaries it can lead to divisiveness and a hostile work environment. For this reason, we expect staff to be mindful of appropriate times and places to engage in political, social, or otherwise divisive communication or actions.

- All discourse with participants (both youth and adult) should be focused on their experience through the lens of the Aims, Methods, and ideals of the Boy Scouts of America (focus on their experience and growth, not yours)
- Flags, posters, clothing, buttons, and other forms of personal expression of views not officially promoted by Philmont Scout Ranch or the Boy Scouts of America should be restricted to personal spaces outside the view of participants (overtly offensive or discriminatory items are not permitted anywhere)
- Discussions or debate around political ideals, social movements, or other related topics should only take place during time off in designated areas with other staff who agree to engage and only if the dialogue can remain respectful

All staff must remember that Philmont Scout Ranch is not a college campus or public square. Its primary purpose is not as a platform for debate or a venue for self-expression. It is a workplace entrusted by parents with the care of their children while delivering life-changing experiences outdoors.

Mobile Phone Use

Mobile phone use, including texting, should not occur during working hours unless for Ranch business or an emergency. Please discuss appropriate mobile phone use with your supervisor. Avoid the use of mobile phones when participants are present to preserve the wilderness experience. Mobile phones are permitted in the backcountry, but many backcountry areas have no cell coverage. There is no opportunity for staff to recharge mobile phones once they have left Base Camp; backcountry camp solar power systems are not allowed to be used for charging phones (though personal solar systems and/or power banks are permitted).

If a mobile phone is used for an emergency, use the following process:

1. Call Philmont Scout Ranch at 575-376-2281. State that this is an emergency call and that you need to speak with Logistics, or the Infirmary if it is a medical emergency.
2. Give your staff position.
3. State who is calling and the Mobile # (if the phone has an indicator of battery life, please state how much battery time you have left. You may be directed to turn off your phone and call back at a specific time to save the remaining battery life).
4. Remain in your current location until the emergency response is activated.
5. Briefly describe the emergency (twenty-five words or less).
6. Accurately state the location of the emergency. Please be prepared with UTM coordinates and an additional bearing for fire sightings.

7. Be prepared with all other emergency information in the list “Sending a Message for Help” located on the Philmont overall and sectional maps.

Social Media Use

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to a staff member’s own or someone else’s blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the BSA or Philmont, as well as any other form of electronic communication. The same principles and guidelines found in the BSA policies apply to staff activities online. Ultimately, individual staff members are solely responsible for what they post online. Before creating online content, staff should consider some of the risks and rewards that are involved. Online conduct that adversely affects staff job performance, the performance of fellow employees or otherwise adversely affects participants, coworkers, or the Philmont’s legitimate business interests may result in disciplinary action, up to and including termination.

When engaging in social media use during the terms of their seasonal employment, Philmont staff should:

- Know and follow the rules

Carefully read these guidelines, the BSA Camp Staff Code of Conduct, the BSA Discrimination and Harassment Policy, and Youth Protection standards. Ensure any postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, up to and including termination.

Refrain from using social media while on work time or on equipment provided by Philmont unless it is work-related as authorized by your manager or consistent with the BSA Equipment Policy. Do not use BSA email addresses to register on social networks, blogs, or other online tools utilized for personal use.

- Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers, or people who work on behalf of Philmont. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, employees, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or BSA policy.

- Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the BSA, Philmont participants, fellow employees, customers, suppliers, and people working on behalf of the BSA.

- Post only appropriate and respectful content

Maintain the confidentiality of all private or confidential information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. Respect financial disclosure laws.

- Express only your personal opinions

Never represent yourself as a spokesperson for the Boy Scouts of America or Philmont Scout Ranch. If Philmont is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the BSA or Philmont, fellow employees, members, customers, suppliers, or people working on behalf of the Philmont. If you do publish a blog or post online related to the work you do or subjects associated with the Philmont, make it clear that you are not speaking on Philmont’s behalf. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the BSA.” Finally, do not create a link from your blog, website, or other social networking site to a Philmont website without identifying yourself as a Philmont employee.

- Retaliation is prohibited

The BSA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

PHYSICAL REQUIREMENTS & PERSONAL CARE

Good physical condition and mental health are important to the lifestyle of a Philmont staff member. Proper diet, hygiene, and getting enough rest will help staff avoid becoming fatigued or ill.

Each staff member is responsible for keeping themselves physically fit and alert. Philmont staff members face a variety of demands and stressful situations throughout their season, so it is important every staff member remains in top physical and mental condition.

Most staff positions require meeting the physical requirements for Philmont high adventure as laid out in the [BSA Annual Health & Medical Record](#). Only staff who meet these requirements are granted hiking privileges in the backcountry. Exceptions must be approved by Philmont Management and any violation of these requirements without approval could result in termination. Staff can find more information about medical requirements for hiking at Philmont (which pertain to most staff positions) on the following pages on the Philmont website:

- www.philmontscoutranch.org/philmonttreks/healthform/
- www.philmontscoutranch.org/philmonttreks/trekrequirements/medical/

Contact the Philmont Infirmary prior to arrival if you have questions about health or physical requirements. Call 575-376-1150 or email at Philmont.infirmary@scouting.org.

Annual Health & Medical Record

BACKCOUNTRY HIKING AND CAMPING PROCEDURES

Backcountry hiking at Philmont has inherent risk and Philmont management utilizes procedures to mitigate this risk and ensure staff safety. All staff members entering the Philmont backcountry must use the guidelines outlined below. **Violation of the Backcountry Hiking and Camping Procedures may result in disciplinary action up to and including termination, depending on the severity of the infraction.** Exceptions to these policies may be made for work-related reasons, but only with prior approval from senior year-round ranch management.

The Philmont backcountry generally includes any location past a trailhead or locked gate. Rayado Ridge, Ponil, Beaubien road to the Lovers Leap trailhead, and the pastures surrounding base camp east of Tooth Ridge are not considered backcountry (though traveling with a buddy and communicating plans with others is still strongly encouraged).

Backcountry Access Permits

1. The Buddy System applies. There must always be at least two in a hiking group when hiking from Basecamp or trail heads. Exceptions to this are only made in the following circumstances:
 - a. Rangers leaving their crew to hike into base camp with no other rangers dropping crews in the same area - A Hike-In Form must be filed at the Ranger Office
 - b. Backcountry staff hiking to or from a trailhead (or base camp) for days off when transport is not available
 - c. Backcountry staff hiking to another location on their days off when a buddy is not available - Staff member must submit a backcountry access permit, strictly stick to their itinerary, sign in at all staff camps, and get to their overnight location before sunset
 - d. Any staff member at the direction of Logistics in an emergency
2. Properly check-out with supervisor or manager.
3. Submit a completed Staff Backcountry Access Permit (at Logistics or your Staffed Camp—if backcountry staff member is not returning to base during days off).
4. Notify supervisor, manager, or work location upon return.
5. A proper uniform is to be worn in an acceptable manner. It is your responsibility to set a proper example in the backcountry as well as at base. Do NOT hike in interpretive clothing. A nametag is required.
6. When in a backcountry camp, record your visit in the backcountry camp’s Staff Logbook.
7. If backcountry staff are hiking the Ranch and not returning to base and find they must change their itinerary, they must submit updated information at any staffed camp.
8. Every staff member who plans to hike or backpack in the backcountry must have taken part in the backcountry skills training for the current season.
9. All staff must follow all wildlife policies and procedures. Bear ropes and bags are required.
10. All staff must follow the Wilderness Pledge and principles of Leave No Trace while in the backcountry.
11. All staff must be aware of the Philmont Fire Plan and current fire conditions.
12. Be mindful of weather conditions in planning your trip. All staff must understand the proper actions to follow when the danger of lightning exists.
13. Be sure each member of your group is carrying the Essentials for Hiking at Philmont.
14. Staff members may camp within the confines of staffed camps provided an established area is available as determined by the camp director. **Staff of different genders must have separate sleeping accommodations in each camp. This includes separate areas on porches and in cabins.** Established trail camps may be used if space is available.

15. Staff members going into the backcountry on days off must provide a completed backcountry access permit and draw food from Outfitting Services. Do not plan nor expect to be invited to join the backcountry camp staff for meals.
16. Staff program participation is permitted, but staff should maintain a non-demanding low profile. Participants have priority.
17. Only current staff members and registered participants are permitted to camp overnight in the backcountry. Visiting past staff members are not permitted in the backcountry without single digit approval.
18. Hiking at night is NOT permitted.

The policies are adapted during the autumn and winter seasons (see following section).

Backcountry Hiking During the 2nd Season (Autumn & Winter)

During the Autumn & Winter seasons, current staff are still encouraged to take advantage of backcountry hiking. However, due to the increased hazards and limited medical/rescue resources available during the second season, additional policies apply:

- Any staff (full-time and seasonal) recreating in the Philmont backcountry must sign out utilizing the log in Logistics and must have a properly charged and operational Philmont radio with them at all times in the backcountry. Seasonal employees must always hike with a buddy.
 - Radios and gate keys can be checked out from the Seasonal Personnel Office
 - Personal vehicles should only be parked at designated trailheads
- Any staff (full-time and seasonal) taking part in higher-risk activities must submit a backcountry permit to the officer on duty or a single-digit (who may consult the Chief Medical Officer if necessary). *Approval must be secured 48 hours prior to departing and includes the following:*
 - Staying in the backcountry overnight
 - Traveling more than 9,000 feet above sea level (in winter months)
 - Traveling by human powered means more than an hour from any **accessible** road or trailhead
 - Any other activity which would require a significant rescue operation if an accident were to occur
- Access to Philmont’s backcountry will be restricted or closed completely during hunts.

The Essentials for Hiking at Philmont

- ***Map & Compass** – and the ability to read a map and use a compass.
- ***Sun & Insect Protection** – sunscreen, broad-brimmed hat, sunglasses, insect repellent.
- **Water & Extra Food** – a minimum of four quarts of treated water is ESSENTIAL in the Southwest.
- **Rain Gear & Extra Clothing** – preferably a breathable rain gear with jacket and pants. Daytime temperatures can drop to 40 degrees F during the summer; nighttime temperatures can drop below freezing (especially at high elevations). During the autumn & winter seasons, temperatures may drop well below 0 degrees Fahrenheit. Wool or synthetic fabrics are recommended. Cotton clothing is not suitable for retaining body heat.
- ***First Aid Kit** – adequate to treat common injuries that may occur on a hike, including latex gloves for protection from blood borne pathogens.
- ***Matches** – for building a small campfire, if necessary, for warmth, drying clothing, or boosting morale.
- ***Pocketknife** – a Swiss army knife with several tools is recommended.
- ***Watch** – a watch will help you stick to the scheduled itinerary. This can be attached to your pack or day pack.
- **Flashlight** – for use if darkness overtakes you during your hike or an emergency requires that you hike after dark.
- **Whistle** – a simple whistle for use as a signal to alert others of your location.

The Essentials should be carried on all hikes including side hikes. Once you are ready to go, be sure to tell someone your itinerary and when you plan to return.

*Philmont allows these indicated items to be shared with a buddy.

The Seven Principles of Leave No Trace

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Surfaces

3. Dispose of Waste Properly
4. Leave What You Find
5. Minimize Campfire Impacts
6. Respect Wildlife
7. Be Considerate of Other Visitors

The Philmont Wilderness Pledge

Through good Scout Camping, I pledge to preserve the beauty and splendor of the Philmont Wilderness. I commit myself to:

1. An absence of litter and graffiti
2. Respect for Philmont's wildlife
3. Conservation & proper use of water
4. Respect for trails and trail signs
5. Proper use of campsites

Wildlife Policy

According to New Mexico law, it is illegal for anyone to care for or destroy a wild animal regardless of its condition. Staff recreating or living in the backcountry must be aware of the [New Mexico Game & Fish Department](#) policies and be sure participants understand and adhere to these policies. Should a wild animal be observed that is trapped, sick, injured, etc., it should be reported to the Director of Ranching through Logistics. **DO NOT PICK UP OR TOUCH WILDLIFE.** The collection of wild animals and most wild animal remains requires a state permit and the approval of Philmont Management.

An up-to-date version of Philmont's Bear & Wildlife Policies will be communicated and/or distributed during staff training. Violation of Philmont Wildlife Policy or State Wildlife law will result in discipline, up to and including termination of employment.

Collecting Policy

Philmont is a natural outdoor biological, geological, archaeological, and historical laboratory and museum. Countless varieties of rock, plants, and animals are found here as well as abundant evidence of past human habitation from prehistoric Native Americans (arrowheads, pot shards, grinding stones, etc.). Specimens of plants, animals, or artifacts such as mentioned above are to be observed and left where you discover them, not collected, and removed from Philmont. Reports of discoveries are helpful in learning Philmont's archaeological and historical past. Any information regarding unusual discoveries should be reported to the Director of Museums or Director of Camping. **DO NOT** collect or keep the specimens. As a staff member, you must make campers aware of this policy. By taking only photographs and leaving only footprints, Philmont's cultural and historical heritage will be enjoyed by future generations. *Graffiti of any kind will NOT be tolerated.*

YOUTH PROTECTION GUIDELINES

Every adult leader and BSA employee must follow and enforce the Youth Protection Guidelines of the Boy Scouts of America. All staff members are required to maintain current (within two years) Youth Protection Training (YPT) certification. In addition to this online training requirement, staff will receive an orientation at the beginning of each season explaining how these policies apply to the program and environment at Philmont.



Scouting's Barriers to Abuse

The BSA has adopted the following policies for the safety and well-being of its members.

These policies primarily protect youth members; however, they also serve to protect adult leaders. All parents and caregivers should understand that our leaders are to abide by these safeguards. Parents and youth are strongly encouraged to use these safeguards outside the Scouting program. Registered leaders must follow these guidelines with all Scouting youth outside of Scouting activities. For more information, please visit www.scouting.org/youth-protection.

Registration Requirements

The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders (Seasonal Personnel Office at Philmont). Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal. Adult program participants must register as adults and follow Youth Protection policies.

Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.

All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

- In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
- Private online communications (texting, phone calls, chat, IM, etc.) must include another registered leader or parent. Communication by way of social media (Facebook, Snapchat, etc.) must include another registered leader or parent.

Discipline must be constructive.

- Discipline must reflect Scouting's values.
- Corporal punishment is never permitted.
- Disciplinary activities involving isolation, humiliation, or ridicule are also prohibited.

Responsibility

Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law.

Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies.

- Adult leaders are responsible for monitoring behavior and intervening when necessary.

- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership.

All leaders are required to adhere to the Scouter Code of Conduct.

Accommodations

Separate accommodations for adult males and females and youth males and females are required.

Tenting

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately. (Youth Protection and Barriers to Abuse FAQs see pages 29-30)
- Spouses may share tents.

Lodging/Cabin Accommodations

- Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required. (Youth Protection and Barriers to Abuse FAQs)
- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

Restrooms

- Separate shower and latrine facilities should be provided for male and female adults as well as for male and female youth. If separate facilities are not available, separate times should be scheduled and posted.

Privacy of youth is respected.

- Adults and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp.
- Adult leaders should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.

Program Requirements

- The buddy system should be used.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the Scouting program are open to observation by parents and leaders.
- The BSA does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all activities.

Reporting Requirements

Adult leaders and youth members have a responsibility to recognize, respond to, and report Youth Protection violations and abuse.

Reporting Youth Protection Policy Violations

- Serious Youth Protection policy violations or behaviors that put a youth’s safety at risk must be reported to a Philmont “Single Digit.”
- Alternatively, policy violations may be reported to the Scouts First Helpline when a Philmont “Single Digit” is not available.
- Online reporting is also available at Incident Reporting.

Mandatory Reporting of Child Abuse

- All persons participating in Scouting programs are mandated reporters of child abuse.
- Reports must be made to local law enforcement and child protective services. State law may require additional reporting.
- This reporting duty cannot be delegated to any other person.
- Reporting to a Philmont Single Digit or the Scouts First Helpline ensures that follow-up can occur for the safety of our youth. Scout executives, Philmont Management, and Scouts First coordinate follow-up actions.

Scouts First Helpline 1-844-SCOUTS1 (1-844-726-8871)

- As part of its “Scouts First” approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk.

When to use it:

- Anytime you believe a youth has been harmed or their safety and wellbeing is at risk, and you cannot immediately reach a Philmont Single Digit.
- If a youth is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is unable to resolve the problem.

If someone is at immediate risk of harm, always call 911 or if in the backcountry, call Philmont Logistics (575-376-2281).

CRISIS COMMUNICATIONS & MEDIA CONTACT

In the event of an emergency, ALL external communication with affected family members, friends, local BSA councils, or other stakeholders via social media, email, text messaging, or other methods are handled by Philmont Management. Staff members receiving requests for information should direct inquiries to the Management Spokesperson (generally the Director of Business Operations) and under no circumstances should they initiate contact with media personnel, victim families or other outside sources. However well intended, incorrect or incomplete information further complicates situations and is a disservice to our participants/staff members and their families. Confirmation of well-being to outside friends and family is appropriate.

Non-emergent media inquiries should be directed to Philmont Marketing and/or the Director of Business Operations.

OTHER POLICIES

Gratuities, Commercial Enterprise, and Conflict of Interest

Staff members are prohibited from seeking or accepting gifts, payments, fees, services, privileges, or favors in return for service rendered as a member of the Philmont staff. Contact, negotiations, or orders with purveyors, vendors, or companies must be cleared in advance with the General Manager, Director of Camping, Director of Business Operations, or their designee and processed through the Purchasing/Business Operations department.

Philmont logos, insignia, licensed material, and letterhead may not be used without permission from Philmont Scout Ranch management. All employees must act in such a manner as to avoid even the appearance of a conflict of interest.

Fundraising

Fundraising for charitable causes on Philmont Scout Ranch may only be done with advance approval from the General Manager, Director of Camping, or Director of Business Operations.

Weddings

Weddings on Philmont property are NOT permitted during the summer season. Contact ranch management for inquiries outside of the summer.

Preparing for the Staff Experience

EMPLOYMENT DOCUMENTATION

Upon receipt of acceptable background check results, each staff member will receive an email notification to begin the onboarding process via [WorkBright](#). In Workbright, they will find a profile containing their personal information and a to-do list of documents and training that must be completed/uploaded PRIOR TO ARRIVAL at Philmont:

- Terms of Seasonal Employment
- BSA Adult Application
- *USCIS Form I-9
 - Employee Section
 - Remote Verification ****New in 2023****
- *Form W-4
- *Direct Deposit Enrollment & Account Verification
- Equal Employment Opportunity Self-Identification
- Youth Protection Training
- Weather Hazards Training
- Harassment Prevention Training
- Living the Philmont Brand: Online
- Staff Handbook, Scouter Code of Conduct, and Guide to Safe Scouting Acknowledgements
- Position Specific Online Training Certificates (Food Handlers, Philmont Drivers Training, Wilderness First Aid, Incident Command System, Personally Identifiable Information, Payment Card Industry, etc.)

*Not required for volunteers

Once the Terms of Seasonal Employment are signed, staff will receive access to their profile on the [Philmont Gateway](#). There they should submit the following prior to arrival:

- Travel plans indicating expected time of arrival and method of transportation
- Completed [BSA Annual Health and Medical Record](#) (Parts A, B & C)
- Any dietary restrictions, if applicable

Prior to traveling to Philmont, staff should BRING the following with them for check-in:

- [Original document\(s\)](#) uploaded with USCIS Form I-9 Form (****Only if Remote I-9 verification was not utilized****)
- BSA Membership Fee (if new registrant) – \$25 for a 12-month membership as National Camp Staff beginning at start of employment (proration no longer permitted as of September, 2023).

Questions regarding any onboarding processes should be sent to philmont.staff@scouting.org.

ARRIVAL & DEPARTURE

Planning Your Arrival and Departure

There are four important dates staff should ensure they understand when preparing for their time working at Philmont:

CHECK-IN DAY (ex: May 27) – This is the day that staff begin their check-in at the Seasonal Personnel Office. For most, this is the day immediately preceding the start date listed on their Terms of Seasonal Employment. Staff should arrange to arrive before 3pm on this date, even if this means finding lodging in the region outside the ranch. If traveling via commercial means, arrival before 3pm may not be possible. In this case, staff should arrange to travel one day early (2 days prior to their start date) to ensure they have time to check in and get settled. Meals and lodging will be provided for early arrivals for this circumstance. Ensure that any early arrivals are entered into the [Philmont Gateway](#) for approval by Philmont Management.

START DAY (ex: May 28) – This is the first day of work. Staff will be expected to start work at 8am unless otherwise instructed by their supervisor and should plan accordingly. All onboarding and check-in should be completed prior to this day.

LAST WORKING DAY (ex: August 11) – Staff are required to work until 3 PM on their last working day. At 3 PM, they should begin the check-out process. Flights, trains, shuttles, or other commercial travel should not be scheduled on this day. Unless they live locally, staff should plan to check-out, eat dinner, and stay one last night before departing.

DEPARTURE DAY (ex: August 12) – With a good night's rest, staff should plan to leave by noon and begin their trip home on this day. Shuttles to airports begin departing at 6 AM.

ALL Philmont Policies and Procedures apply until staff have departed from Philmont Scout Ranch property.

Travel Plans & Arrival at Philmont

Raton, New Mexico is the nearest terminal for Amtrak trains and Greyhound buses. Colorado Springs, Albuquerque, and Denver are the nearest major airports.

A shuttle from Raton to Philmont is provided by the Logistics staff for a \$20 fee. Shuttles from the three airports listed above are available from third-party commercial services for a fee (and typically between \$120-200 each way). Please note that shuttles do not run daily and are scheduled around standard staff arrival dates. Depending on the mode of travel, it may be necessary for staff to stay overnight in Raton, NM and wait until the next scheduled shuttle. Several motels are available. An up to date list of shuttle dates, times, fees, and registration instructions will be provided on the Transportation and Shuttle Details page in WorkBright or can be found by going to <https://www.philmontscout ranch.org/jobs/hired/arrive/>.

Two weeks prior to arrival, all staff members should receive an email asking them to submit their travel plans via the [Philmont Registration Gateway](#). The arrival plans link should be used to communicate mode of travel, time of arrival, and if a shuttle is required. Please ensure this information is submitted in a timely manner and notify the Seasonal Personnel Office of any changes or delays. While entering travel plans in the Philmont Camping Gateway you can reserve a spot on the \$20 Raton shuttle, however, entering travel plans does not constitute a commercial shuttle reservation from one of the major airports.

Philmont does not cover the cost of travel. However, ***if travel has become a barrier to employment, please reach out to the Seasonal Personnel Office to see what opportunities are available for assistance.***

Staff Check-In Procedure

Upon arrival at Philmont, each staff member must complete all steps of the check-in process. These steps involve visiting a few departments around base camp typically require a few hours to complete. What follows is a brief description of this process.

First, all arriving staff must report to the [Seasonal Personnel Office](#) for check-in. It is located in Camping Headquarters (CHQ) next to Logistics. There the staff members will be given their check-in sheet, a welcome packet with schedules and vital information, and will receive information on assigned housing, their ID Badge, uniform voucher, and parking permit (if applicable). The personnel staff will also take payment for BSA membership (cash preferred), lock up and log any valuables/firearms, and verify that all paperwork has been completed via WorkBright. Staff who have unfinished documents or training WorkBright will not be released until it is completed. Staff are compensated for the time it takes to complete training prior to arrival and **failure to do so may result in missed work and docked pay.**

Voucher _____

SEASONAL STAFF CHECK-IN CARD

INFIRMARY

1. Received COVID-19 Test _____
2. Complete Medical Recheck & Turn in Health Form _____

SEASONAL PERSONNEL DESK

1. Inspect Original Docs or Confirm Remote I-9 _____
2. Employment Forms Completed (Direct deposit/W4) _____
3. All Training Completed _____
4. BSA Membership Fee Paid/Confirm Membership _____
5. Vehicle Permit/Shuttle Payment _____
6. Check in Valuables/Firearms _____
7. Receive Housing Assignment _____
8. Receive Housing Keys _____
9. Leadership Position Keys _____
10. Acquire Staff ID _____

NOTES

- Review and sign for Housing Responsibilities on back
- Next steps: find your housing & get settled, purchase uniform parts at ToTT, and review training schedule. Please do in whatever order time allows.
- Once tasks are completed, turn in Check-In card to your supervisor

NAME (Print) _____

POSITION _____ DATE _____

SUPERVISOR: Please collect ALL Check-In Cards from your staff making sure that all steps have been completed and return to the Seasonal Personnel Desk. Do not forget to check for a signature on the back!

Supervisor Name _____ Supervisor Signature _____

Philmont Housing Responsibilities

1. Stay in assigned housing, tent, or building.
 - a. Notify your supervisor or Tent City Manager of any changes
 - b. Backcountry Staff – Prior to Scatter: Homebound Tent City; After Scatter: Backcountry assignment
2. Bear and Wildlife Safety
 - a. Use metal lockers in tents for ALL smellables
 - b. Dispose of trash in bear-safe dumpsters; do not leave trash unsecured
3. Do not move furniture from one unit to another (including foam mattresses, beds, and lockers from vacant tents).
4. Keep clean! Each assigned housing unit (tent and/or building) should be left cleaner than it was found at check-in. Notify CHQ or PTC Maintenance of any repairs needed. Inspections of tents and/or buildings will be done throughout the summer by Tent City Manager or Department Manager.
5. Avoid driving on grass for any reason (including loading or unloading personal items)! Vehicles must be parked in designated staff parking areas.
6. Respect quiet hours:
 - a. CHQ: 11PM-7AM; PTC: 10PM-7AM
 - b. Chapel: 7PM-8PM daily
7. Respect Backcountry designated tents in CHQ Male and Female Staff Tent Cities. These are for backcountry staff on days off.
8. Inspection of your housing unit is required during staff check-out. Your supervisor or Tent City Manager is required to complete the inspection. This step is required even if you are departing before other staff in your housing unit.

I have read and understand my responsibility for my assigned housing.

Staff Signature

Key Issued (Y/N) _____ Housing/Camp _____

Second, staff should contact their supervisor to let them know they arrived and made it through the steps in the personnel office. The supervisor should tell them when and where they are expected to begin their assignment and may assist with the next steps of the check-in process. If staff members are unsure of how to contact or find their supervisor, they may ask the seasonal personnel staff.

Then, staff should check their welcome packet for the current hours of the following departments and complete the next steps in the most logical order:

- Infirmary: Complete medical recheck – Must be completed within 24 hours of arrival, within business hours
- Tooth of Time Traders: Purchase uniform parts
- Personnel/Activities/PTC Office (depending on position): Receive housing assignment
- Move into staff housing
- Report back to supervisor once all steps are completed

Upon successful completion of staff training, staff will be given their Philmont Staff Patch by their supervisor, which they should wear proudly. It shows they are one of a very select group of people committed to delivering outdoor wilderness experiences to our participants.

Check-Out Procedure

A staff member’s last working day is specified in their Terms of Seasonal Employment. They should plan to check-out at the Seasonal Personnel Desk after 3 PM on their last working day. Staff should be scheduled appropriately to facilitate this. If they are not, they should contact their supervisor. **Staff will not be permitted to begin check-out prior to 3PM on their last working day.** Once they have completed the full check-out process, they are permitted to leave the ranch. However, Philmont strongly recommends staying the night and departing in the morning well rested.

To Check-Out, staff must secure a Staff Check-Out Card from the Seasonal Personnel Office, Ranger Office, Backcountry Warehouse, Mail Room or select other locations. Below is a copy of the 2023 summer version of this sheet. It will direct the staff member to all the necessary places to complete all responsibilities of forwarding addresses, returning checked-out equipment, paying outstanding obligations, turning in keys, having their living quarters inspected, etc.

<p>MUG _____</p> <p style="text-align: center;">SEASONAL STAFF CHECK-OUT CARD</p> <p>BASECAMP</p> <ol style="list-style-type: none"> 1. Confirm Shuttle Transportation with Logistics _____ 2. Check Lost & Found/Return Locker Key to Security _____ 3. Check Mail Room _____ 4. Return gear to Outfitting Services _____ 5. Pick up Medications at Infirmary, if necessary _____ <p>SEASONAL PERSONNEL DESK</p> <ol style="list-style-type: none"> 1. Confirm Last Working Date _____ 2. Verify Mailing Address _____ 3. Confirm payment of Trail Charges at ToTT _____ 4. Return Library Books _____ 5. Retrieve Documents/Firearms _____ <p>HOUSING</p> <ol style="list-style-type: none"> 1. Housing Inspection Completed by <u>Supervisor</u> (see back) _____ 2. Return Housing Key/Lightbulb _____ <p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Complete evals and reports _____ 2. Return department keys and equipment _____ <p>_____ NAME (Print)</p> <p>_____ POSITION DATE</p> <p>SUPERVISOR: The employee named above has completed their Check-Out process and are hereby release by:</p> <p>_____ Supervisor Name Supervisor Signature</p>	<p style="text-align: center;">HOUSING INSPECTION CHECKLIST</p> <p style="text-align: center;">(Select appropriate housing unit for inspection)</p> <p>_____ TENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty & wipe down locker. <input type="checkbox"/> Sweep tent platform. <input type="checkbox"/> Pick up any surrounding garbage. <input type="checkbox"/> Close window and door flaps. <input type="checkbox"/> NO personal items left in tent. <p>_____ ROOFED UNIT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Empty all garbage containers & take bagged trash to dumpster (smellable trash must go to trash compactor). <input type="checkbox"/> Empty & clean mini refrigerator & microwave (inside & <u>out</u>). <input type="checkbox"/> Unplug all electronics (mini fridge, microwave, lamps). <input type="checkbox"/> Thoroughly scrub & clean bathtub and/or shower. <input type="checkbox"/> Clean bathroom fixtures inside & out (toilet, sink, mirror). <input type="checkbox"/> Clean, close, and lock all windows. <input type="checkbox"/> Wipe down all tables, dressers, windowsills & baseboards. <input type="checkbox"/> Remove cobwebs and insects from windows, ceilings & corners. <input type="checkbox"/> Sweep and mop all hard floor surfaces (including bathroom). <input type="checkbox"/> Move furniture and vacuum all carpeted surfaces. <input type="checkbox"/> Submit work order for any required maintenance. <input type="checkbox"/> Remove all personal items, equipment/keys, or decorations. <input type="checkbox"/> Turn off all lights; lock and close all doors <p>_____ OFF-SITE</p> <p>Supervisor, if you have inspected your staff member’s housing unit and approve of the condition it is being left in, please initial the appropriate task on the front of this check-out card. Housing must be move-in ready before staff departure. The supervisor will be responsible for cleaning any units that are not appropriately inspected.</p>
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EQUIPMENT & PACKING INFORMATION

Personal Equipment

Staff can use the following list as a guide in deciding what to bring with them to Philmont. Those working in Base Camp for the summer should plan for hot weather during the day (80s to 90s) with cool nights (40s to 70s). Those working in the backcountry at higher elevations should expect much cooler temperatures (temperature drops 3-5 degrees for every 1,000 feet of elevation gained). Know that during mid to late May the nights can get below freezing with potential for hail and other severe weather in basecamp. Please pack accordingly with warm bedding and clothing. During the winter and fall seasons freezing temperatures are quite common in base camp. Staff should come prepared with winter gear and insulating layers.

Staff should consult the personal equipment list in the [Philmont Guidebook to Adventure](#) if backpacking will be a responsibility of their job or they plan to hike on time off. Staff should not forget to bring casual clothes as they will want to wear them during their time off away from the ranch. Some departments, like Ranching and Conservation, will send out further communication about specific packing lists and department needs. Staff should work with their hiring or department manager if they have packing list questions. For more information on what to bring, please visit:

www.philmontscoutranch.org/jobs/hired/equipment/

Uniforms

During check-in, staff will be issued a voucher to assist with the cost of uniform parts at the Tooth of Time Traders. Philmont recommends three polos, two bottoms, and a belt (See [Staff Uniform Policy](#) section on page 24 for uniform requirements and additional details). Bring extra spending money if you intend to purchase more than the uniforms recommended. Official BSA Field Uniform parts are not typically carried in stock at the Tooth of Time Traders but can be special ordered.

Option 1 – Philmont Staff Uniform	Qty	Comments
Philmont Staff Shirt	3	Clean & in good condition
Philmont driftwood shorts/pants/convertibles	2	Some positions require non-synthetic pants
Pair of hiking socks, BSA or Venturing socks	3+	Any earth-tone hiking sock is appropriate
Philmont, Scouting, or plain belt	1	

Option 2 – BSA or Venturing Field Uniform	Qty	Comments
Official BSA field uniform shirt (long or short sleeve)	1	
Official BSA or Philmont shorts/pants/convertibles	1	
Official BSA socks	1	
Appropriate epaulet loops and patches	1	Patches and loops should match primary position & registration
Scouting or Philmont belt	1	

Footwear

Type	Qty	Comments
Hiking boots/shoes	1	Something well broken in that can get wet/muddy/dirty while hiking or working in the field
Athletic Shoes/sneakers	1	Trail runners, sneakers, etc. (Something comfortable to wear around base or into town)
Sandals	1	Optional; socks MUST be worn with sandals at Philmont
Shower Shoes	1	Flip flops, etc. - A little something between your feet and the communal floor

Clothing

Type	Qty	Comments
Casual Clothing	2-3 sets	T-shirts, shorts, pants, dresses, etc. for days off
Sleep Clothing	1-2 sets	
Western Clothing		Required for Wranglers/Horsemen; Something to wear for dances and PTC western night
Rain jacket	1	Durable, waterproof, with hood; wear over mid-layer for extra warmth
Insulating Layer	1	Wool, fleece, or down pullover/sweater
Outer-layer jacket	1	Synthetic or down recommended for chilly night temperatures
Hat/Beanie	1-2	Staff cap provided; wide-brim hat for sun protection; wool/fleece beanie for warmth
Gloves or mittens	1	Thin gloves good for cold mornings or high elevations
Underwear	6-12	Enough to last between laundry days
Socks	6-12	Combo casual/athletic/hiking socks (liner socks optional) to last between laundry days
Sports bras	3-5	Synthetic material recommended; if applicable

Equipment

Type	Qty	Comments
Sheets (twin size)	1 set	Sleeping in a sleeping bag ALL season can get uncomfortable and smelly
Blankets	1-3	Fleece/wool/down blankets for when it gets cold at night (especially at high altitude camps)
Full-size pillow	1	Be nice to your neck for the season
Towels	1-2	Backcountry staff recommended to have two sets (backcountry & base camp)
Laundry bag	1	Canvas or mesh
Toiletries		Soap, shampoo/conditioner, deodorant, toothbrush, toothpaste, mouthwash, floss, hair ties/clips, comb/brush, lip balm (with SPF), skin care products, razor, shave cream/gel, over the counter medicine (allergy, painkillers, etc.)
Prescription medication		Enough to last duration of employment or make arrangements to refill
Sunscreen	1	You are more susceptible to sunburn at higher altitudes
Sunglasses	1	Polarized strongly recommended
Watch	1	Punctuality
Sewing/Repair kit	1	You never know when you will lose a button or tear a hole in something
Personal First Aid kit	1	Band-aids, moleskin, tweezers, Ibuprofen, etc.
Backpack (50-70L)	1	For backpacking on time off; Pack rentals available to staff (charges for loss or damage)
Tent	1	2-person tents available to borrow from Outfitting Services (charges for loss or damage)
Sleeping bag	1	Rated to 20°F (if you choose to sleep in a sleeping bag all season or backpack on time off)
Sleeping pad	1	Provides padding and insulation from ground (if you choose to backpack on time off)
Flashlight/Headlamp	1	Do not forget extra batteries
Day pack	1	Carrying essentials around camp, day hikes, etc.
Water bottle	2	Durable water bottles, keep hydrated at higher altitude

Creature Comfort Items

Creature Comforts	Qty	Comments
Throw rug	1	Add some comfort to your tent/living area
Camera	1	Batteries/chargers, accessories, etc.
Musical instrument(s)		Supplemental replacement parts; not restricted to music camps/positions
Notebook/Pen/Pencil	1	Take notes during training, journal your experiences, send I-Camps
Religious Text		According to your faith
Roll of quarters	1	For coin-operated laundry machines
Thermos/Travel mug	1	For hot beverage drinkers
Fan	1	Tents get hot in the middle of the day
Personal Lamp/String Lights		For reading or low light options (a simple hanging light is provided)
Games (card/board/tabletop)		Playing cards, Settlers of Catan, Magic: The Gathering, Dungeons and Dragons are popular among some staff

Personal Property Security

Philmont is NOT responsible for damage, theft, or loss of private property, vehicles, or bicycles. Damaged or stolen items will not be replaced by Philmont. It is recommended that items of value be left at home and that staff procure loss coverage for their personal effects. This may be included in a parents' homeowners' policy. If staff can bring a footlocker and padlock, they will have extra storage and security. A small metal locker is provided in each tent (staff member must provide lock).

Equipment Rental & Pro Purchase

If desired, Rangers and Conservation staff will be furnished with a trail tent for the season's use at no cost. All Philmont staff are encouraged to enjoy the backcountry on their days off. Outfitting Services offers free rentals of packs for staff. Rental packs are prioritized for participants and every size may not always be available for staff use.

Some positions which require the use of a personal backpack or other outdoor equipment may be eligible to participate in special direct vendor purchases at below-retail pricing **after you begin employment with Philmont**. Staff should check with their supervisor for more information about these "pro-deal" opportunities which may vary by department and position.

Care of Ranch Equipment

Each staff member has responsibility for the material supplies and equipment purchased for use in the Philmont program. Diligent care of these materials and equipment is expected as well as ensuring that they are used for their intended purpose. Pilferage of materials or trail foods may result in disciplinary action up to and including termination.

Use of Drones

Philmont does NOT allow the personal use of drones by any staff member or participant on property owned or utilized by Philmont. Drones are utilized by the Philmont and BSA marketing teams as well as by the Philmont Fire Department for professional use by qualified personnel.

Additional information on these precautions can be found in the BSA's Guide to Safe Scouting or on the BSA's Health & Safety website here: <https://www.scouting.org/health-and-safety/gss/>.

EMERGENCY PHONE NUMBER

Prior to leaving for Philmont, staff members should explain to friends, family, roommates, etc. that they may be away from direct communication for days at a time (or longer if working in the backcountry) and set clear expectations about timeframes

for checking in. It is a good idea for staff to provide anyone who may need to contact them during an emergency with the following phone number:

(575) 376-2281

During the summer months this phone number will be routed directly to the switchboard at Logistics. Wherever a staff member is located, they can typically be reached within a few hours to return emergency calls. Mobile phone service can vary depending on the carrier. Staff should check with their provider for coverage and any out-of-network fees that may be incurred.

VISITORS, PETS & SERVICE ANIMALS

Visitors

Visitors and family members are welcome at Philmont and, like the public, may visit the Tooth of Time Traders, museums, and other public areas. If they are walking through any staff or participant areas, the staff member they are associated with must accompany them. Visitors are not permitted to stay the night unless they book housing through the Philmont Training Center. However, during the summer months there is likely **no housing** available for visitors. Hotel, motel, and camping options are available off-ranch in Cimarron and the surrounding communities. Visitor housing may be available at the Philmont Training Center during the second season (autumn/winter). Check availability prior to arrival.

All visitors going beyond public areas must check in and register at the Seasonal Personnel Office or Training Center office where they will be issued a visitor badge. **Visitors are NOT allowed in the backcountry unless accompanied by a member of management and are not permitted to visit staff members in backcountry assignments.** Visitors should plan to see staff members in base camp on scheduled days off. Visitors must purchase a meal ticket from Seasonal Personnel or PTC Office to enter the dining halls and eat meals with staff. Visitor ID badges **MUST** be returned to the PTC Office or Seasonal Personnel Office upon departure. Visitors badges and visitor's housing keys can be dropped off in the drop box outside of the Personnel Office door after business hours. Unreturned visitor's badges cost \$5 to replace.

Pets

Seasonal staff cannot bring a pet to Philmont or acquire one during the season. Seasonal staff members may not have pets in Base Camp or in the backcountry. Disturbance of wildlife, livestock, staff, and participants as well as concerns for the well-being of the pet in a camping environment make this necessary.

Service Animals

In compliance with the provisions of the Americans with Disabilities Act, individuals with disabilities shall be permitted to be accompanied by their trained service animals in approved unrestricted areas of Philmont's facilities (restricted areas typically include any portion of the backcountry or where any livestock are kept). Employees who have a disability and are requesting accommodation for a trained service animal must contact the Seasonal Personnel Office and complete the proper documentation prior to their arrival at Philmont (typically including a certification of training). These requests will be reviewed on a case-by-case basis. In nearly all situations service animals are not permitted in the Philmont backcountry to align with the principles of Leave No Trace and ensure the wellbeing of wildlife, livestock, and the service animal. Generally, emotional support (therapy, comfort, companion, etc.) animals are considered pets, which are not permitted at Philmont Scout Ranch.

SHIPPING & RECEIVING

Personal Mail & Packages

All mail **MUST** include the staff member's full name (no nicknames), staff position/department and/or location and, in the summer, be addressed to 47 Caballo Rd, Cimarron, NM 87714. Mail without these details, or sent to another Philmont

address, may result in significant delays or the mail not being delivered to its intended recipient. Mail may be temporarily forwarded to Philmont Scout Ranch through the United States Postal Service for the duration of the season being worked, but DO NOT use Philmont as a permanent address. Be sure to update forwarding addresses and shipping locations for mail order services (Amazon, etc.) prior to leaving Philmont as sometimes these changes take a while to go into effect. Staff members will be charged for packages which require forwarding after their departure. **Philmont & Mail Room Management reserves the right to open any poorly addressed mail or packages to determine who the intended recipient may be.**

Summer Example	Fall/Winter Example
[Staff Member Name], [Department or Camp] 47 Caballo Rd Cimarron, NM 87714	[Staff Member Name], [Department or Camp] 17 Deer Run Rd Cimarron, NM 87714

Shipping Gear

UPS provides daily (Monday-Friday) delivery to Philmont. If it is necessary for you to ship your baggage, this is the most available service in the Philmont area. Use your Philmont Mailing Address shown in the section above when shipping via UPS. All shipments must be prepaid. You should plan to ship your baggage at least two weeks in advance of your arrival date and mark each parcel: HOLD FOR ARRIVAL [DATE]

Incoming packages will be delivered to the Philmont Mailroom at CHQ or the PTC office for your convenience. While FedEx does deliver to Philmont, they have proved to be significantly less reliable than UPS and USPS.

I-Camps

Staff and participants can utilize intercamp mail (I-Camps) to send letters and packages to staff or departments throughout the ranch, including the backcountry, at no cost. To send an I-camp, print the name of the staff member (no nicknames), their department/location, and the date directly on an envelope, postcard, or package. Drop this item off at the mail room at CHQ, a mailbag in the backcountry, or the designated location in select department offices. It will then be delivered to the desired location with the next available transport.

DRIVING AT PHILMONT

Some staff members, by nature of their position, will be asked to drive Philmont vehicles. However, this may only be done by staff with a current Philmont Driving Permit in their possession. To obtain a Philmont Driving Permit, a staff member must:

- Be 21 years of age or older
- Have no more than two (2) moving violations within the past five (5) years (driving record is verified during background check)
- Complete the Philmont Drivers Permit Application via WorkBright
- Complete and pass the online Philmont Driver Training Course and upload the completion certificate to WorkBright
- Take part in a driving skills assessment with a manager or approved designee
- Receive the final approval of their supervisor and be issued the Philmont Drivers Permit

Ranch Management may make exceptions for those 18-21 or with additional moving violations. These exceptions will likely require restrictions on time/location, proof of defensive driving courses, etc. Those under 21 cannot transport participants (unless approved in an emergency situation).

The majority of staff members will not obtain a Philmont Driving Permit; however, they may have occasion to drive or park private vehicles on Philmont property. They also may be asked to assist with backing or parking a Philmont vehicle as a passenger. It is necessary that all Philmont Staff become aware of all the hazards and risks associated with driving or parking around Philmont.

The roads around Philmont Scout Ranch can be dangerous no matter what weather conditions may exist, wet or dry.

- Dirt roads can be a consistency of slippery mud, loose gravel, wash boarded, curvy, and narrow.
- Paved roads can be slippery when wet, narrow, winding, potholed, and covered with loose material.
- All roads have heavy traffic by Philmont vehicles, private vehicles, and school bus shuttles.

Philmont would like to remind all staff members that driving and parking private vehicles on Philmont property is a privilege which may be revoked. With privilege comes responsibilities:

- All private vehicles must be registered with the Seasonal Personnel Office and have a current permit visible in the rear window.
- Parking is permitted in the designated staff parking lot at Camping Headquarters or the Philmont Training Center and is most secure in these locations. In addition, private vehicles may be parked at designated trailheads across the Ranch: Abreu, Zastrow, Rayado, Lovers Leap, Cimarroncita, Cimarroncito, Maxwell, Ponil, Six Mile Gate, Ring Place, or Whiteman Vega parking area. Vehicles in CHQ or the Training Center not parked in designated staff parking areas may result in revocation of parking privileges, disciplinary action, and/or towing of vehicle.
- Philmont is NOT responsible for theft, vandalism, floods, flying rocks, hail, trees, animals, or any other human-caused or natural occurrences (e.g., lightning) that can cause damage to a vehicle.
- The speed limit when driving around basecamp is 15MPH. The speed limit to trailheads is 25MPH and 15MPH beyond trailheads unless otherwise noted. Speed and inattention are dangerous. Most accidents are a result of excessive speed! **DO NOT SPEED!** Observe the posted speed limits. Sometimes it is necessary to drive below the speed limit in order to be safe.
- Law enforcement will be notified and asked to respond to all accidents and driving violations on Philmont Scout Ranch.

If you have a valid driver's license and you drive a vehicle around the Philmont community, **YOU MUST DRIVE RESPONSIBLY!** If you are the owner of a vehicle, you are responsible for who uses that vehicle and how it is used. Many accidents have taken place with someone other than the owner of the vehicle behind the wheel. **DO NOT LOAN YOUR VEHICLE!** Violation of any policies will result in progressive discipline, up to and including termination.

Bicycles and Motorcycles

Because of heavy vehicular traffic there are a limited number of times and roads where bikes can be safely ridden. They are not to be ridden on narrow pathways and heavily trafficked roads in the Camping Headquarters area or around the Villa Philmonte grounds. They can be used on the Lovers Leap, Abreu, and Cimarroncito roads to go as far as the trailheads during daylight hours after 4:30 PM and before 8:00 AM.

Due to heavy traffic, U.S. Forest Service regulations permit mountain bikes to be used in National Forests only on designated trails and roads. Bicycles, motorcycles, or motorized trail bikes are not permitted beyond locked gates on Philmont property. If you bring a bicycle, you are responsible for securing it outside of your quarters out of the way of foot traffic. Roofed/secured storage is not available.

YOU MUST ALWAYS WEAR A HELMET WHEN RIDING A BICYCLE ON PHILMONT PROPERTY.

Appendix & Resources

FREQUENTLY ASKED QUESTIONS

- **Do I need to wear my uniform in the dining hall (even on days off)?**
Yes! All staff must be in full staff uniform to eat meals in the dining hall. This also includes always wearing socks with any kind of sandals.
- **Why is my paycheck lower than the salary listed on my Terms of Employment?**
Your salary is paid bi-weekly and will be lower than the salary listed on the Terms of Employment because of mandatory federal and state taxes that are deducted from your gross pay. These include federal tax withholding (calculated from form W4 you submitted), Medicare Tax, Social Security Tax, and New Mexico state income tax. These deductions reflect the choices made on form W-4.
- **How do I access my paystubs or W2?**
Employees are responsible for verifying check amount and deposit information and are strongly encouraged to check their paystubs through the [ADP Workforce Now self-service portal](#) (Account set up may require birthday and social security number to verify identity).
- **I have been hired for the season. What do I need to bring?**
Bring the items in the [packing list](#) on page 39 or reach out to your hiring manager for a department specific packing list.
- **What are the options for transportation to Philmont?**
Personal vehicle to Base; Amtrak and Greyhound to Raton (where you will need to book a \$20 Philmont shuttle to Base), or flights into the Denver airport, Colorado Springs airport, and Albuquerque airport (where third-party shuttle services will need to be booked to Base - prices range from \$120-\$185 one way)
- **Will I be able to go off-property during my time on staff?**
Yes, during your days off you are allowed to spend time off property as your schedule, money, and resources allow. Philmont provides a free shuttle into Cimarron for staff and participants that runs four times a day from mid-June to mid-August. You may also seek out rides to neighboring towns from others through social media or ride boards.
- **I really want to explore the backcountry on my days off. How do I do this?**
You will need to get a hiking buddy; fill out a Backcountry access permit and get it approved by a Logistics staff member; give a copy of your permit to your supervisor; show permit to Outfitting Services staff member so they can help you pick out meals you need during your hike; when at a Backcountry camp – sign the staff log (do not expect camps to feed or house you); once back in base – check in with supervisor and pull your permit from Logistics.
- **What is there to do at base camp?**
There are a variety of free activities to staff at Camping Headquarters and the Philmont Training Center. These activities include Staff Night at the PTC Craft Center; Western Night at PTC; Cobbler Night at PTC; various events put on by the CHQ Activities staff (kickball, karaoke, Christmas in July, etc.); SSSAC has movie rooms available for use with 100+ movies options; use of ping pong tables/foosball tables/ pool tables in SSSAC; and other various opportunities to gather with fellow staff members during the summer.
- **Can I get an advanced loan on my paycheck?**
No, Philmont does not offer advancements. If you think there is a problem with your pay, immediately see the Payroll Specialist in the Seasonal Personnel Office.
- **Do I need to bring my passport, social security card, birth certificate, etc. with me to Philmont?**
Only if you do not complete the VERIFICATION of your I-9 remotely using the Remote I-9 function in WorkBright.

UPDATES TO THIS EDITION

The following updates have been made to this document since the last major revision in December 2022:

The Boy Scouts of America – Page 1

- Added BSA Motto and Slogan

Philmont Scout Ranch – Page 2

Philmont Organization & Operations – Page 5

- Department descriptions updated for Chaplains, Commissary, and Security.

Facilities & Services – Page 6

- Staff Quarters: Added language setting roommate expectations and consolidated two statements about housing inspections. **Quiet hours for public areas set to 10pm at both CHQ & PTC.**

Prescription Medications & Pharmacies – Page 11

- Updated information to include only pharmacy that is open in the area

Payroll & Benefits – Page 12

- **Pay period example updated**

Professionalism & Customer Service – Page 22

- Statement added about the purpose of uniforms and expectations regarding additional layers
- Specifics about ID badge location removed/rewritten
- Took specific reference to Scouts BSA and Venturing uniforms out to better include Sea Scouts and others
- Hat policy rewritten

Backcountry Hiking & Camping Procedures – Page 29

- Introduction updated
- Added definition of Philmont Backcountry
- Added “Do not pick up or touch wildlife” to Wildlife policy

Employment Documentation – Page 35

- Updated BSA registration fee and proration details per national policy updates
- Check-In Card & Check-Out Card updated

Arrival & Departure – Page 36

- Updated “Arrival Day” to “Check-In Day” to reflect changes made in the Philmont Gateway to prevent confusion

Equipment & Packing Information – Page 39

- Added cross-reference to uniform section
- Updated uniform packing list to match changes made in uniforming section

Visitors, Pets & Service Animals – Page 42

- Updated language on visitors to clarify public vs. non-public areas, drop box, and fee for lost badges

Shipping & Receiving – Page 42

- Added clarification about autumn/winter mailing address
- Added I-Camp section

Driving at Philmont – Page 43

- Added clarification for special approval for under twenty-one or driving record issues

Appendix & Resources – Page 45

- Updated Frequency Asked Questions
- Updated Updates to This Edition
- Added Philmont Acronyms and Terms Page

Other Updates

- Formatting (fonts, headers, page breaks, etc.)
- Changes to third person voicing
- Addition of links and cross-references with page numbers

PHILMONT-SPECIFIC ACRONYMS AND TERMS

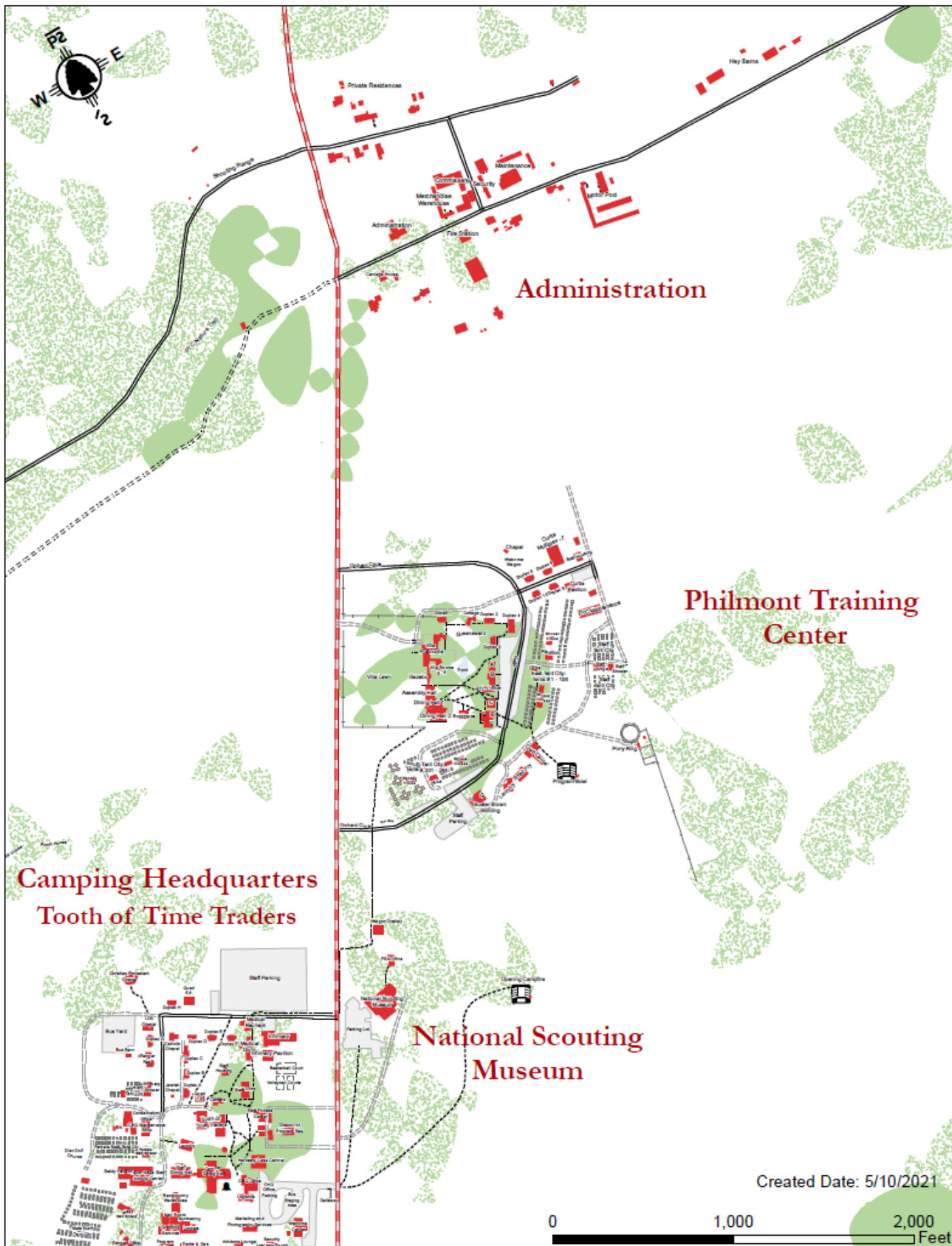
ACR	Associate Chief Ranger
Advisor	An adult participant, responsible for the supervision of youth
BCM	Backcountry Manager
BCW	Backcountry Warehouse
BSA	Boy Scouts of America
Cavalcade	A trek taken on horseback
CD	Camp Director
Chaplains Aide	Youth participant focused on the crew's religious observances and morale
CHQ	Camping Headquarters
Crew Leader	Youth participant in charge of the crew (and primary point of contact for staff)
I-Camp	Intercamp mail
Individual Program	Specialized trek or training program where youth participants attend on their own without adult leadership (formerly Special Trek)
Lead Advisor	Adult participant responsible for all participants in the crew (youth & adult)
MOD	Manager on Duty
MPS	Marketing & Photography Services (department)
OATC	Order of the Arrow Trail Crew
Off (2nd) Season	Philmont's operation outside the primary summer months
Participant	A person who has paid fees to take part in a program at Philmont
PC	Program Counselor
PFA	Philmont First Aid
Phil-Fiesta	A department/camp party providing fellowship near the end of the summer season
Phil-Prom	A western-themed dance typically hosted on the evening of All Staff Day
PSA	Philmont Staff Association
PTC	Philmont Training Center
RO	Ranger Office
ROCS	Roving Outdoor Conservation School
RT	Ranger Trainer
Single Digit	Senior management with low radio unit numbers designated to respond to sensitive or emergent issues
SSSAC	Silver Sage Staff Activity Center (Staff lounge at Camping Headquarters)
TCT	Trail Crew Trek
ToTT	Tooth of Time Traders
Trek	A multi-day backcountry expedition (typically referring to a 7-to-12-day backpacking or horseback trips at Philmont, though there are other individual treks)
Wilderness Pledge Guia	Youth participant focused on the crew's development in outdoor ethics and conservation
YPT	Youth Protection Training

PRONUNCIATION GUIDE

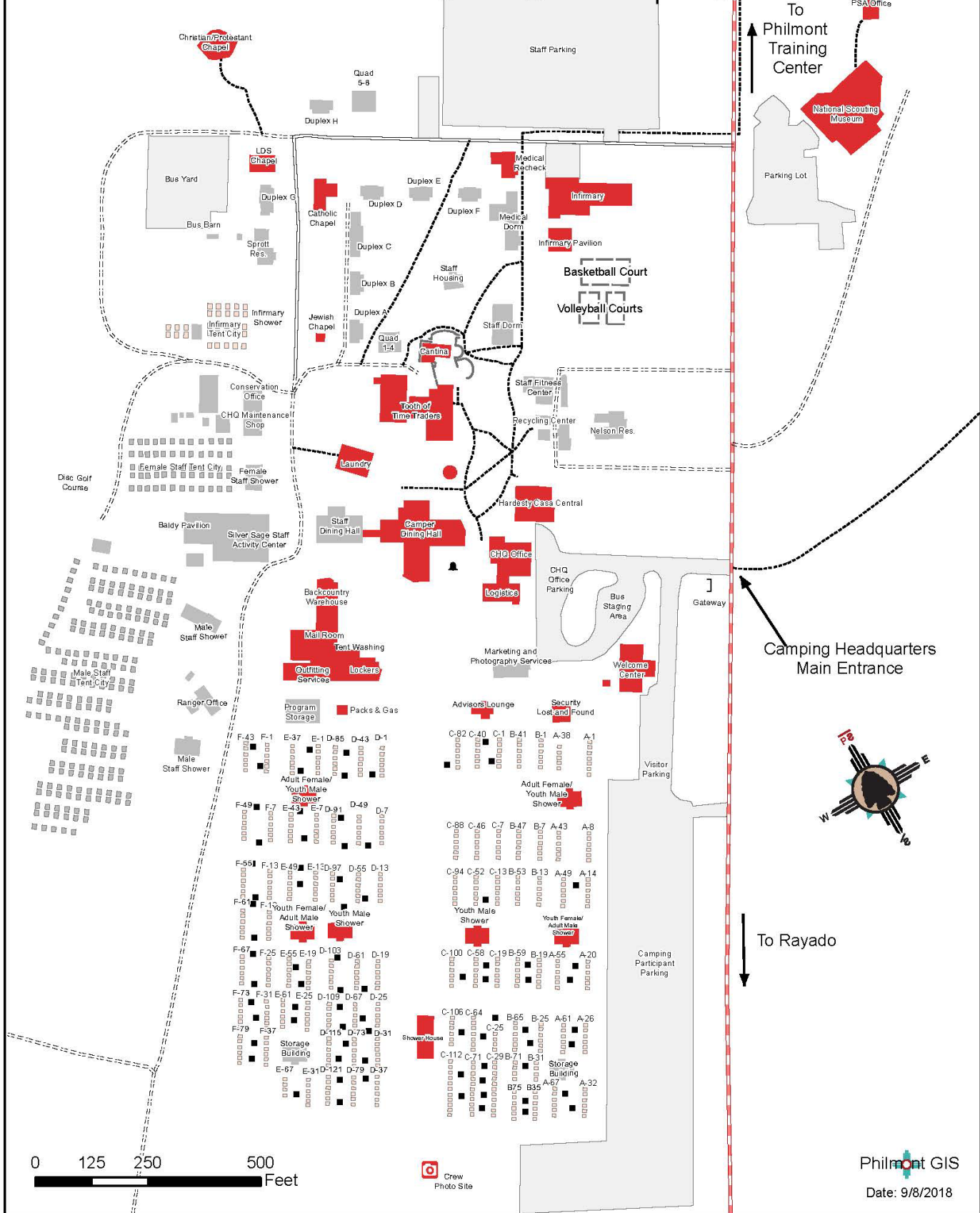
The guide below explains how to correctly pronounce words frequently used at Philmont, many of which have Spanish or Indigenous origins. Derived from a Spanish land grant, Philmont and vicinity is inhabited by many Spanish descendants. New Mexico is by law a bilingual state; both Spanish and English are officially recognized and commonly spoken. Prior to Spanish colonization, the land was utilized by many different Indigenous peoples, most prominently the Jicarilla Apache people.

Abreu (surname)	Ah-bray-yoo
Agua Fria (Spanish – “cold water”)	Ah-wah Free-ah
AgUILA (Spanish – “eagle”)	Ah-ghee-la
Apache (Zuni – “enemy;” Group of Indigenous people, sometimes self-designated as “Ndees”)	Uh-pa-chee
Beaubien (surname)	Bo-bee-en
Bonita (Spanish – “beautiful”)	Bo-knee-tah
Burro (Spanish – “donkey”)	Boo-ro
Caballo (Spanish – “horse”)	Cah-bye-yo
Cimarroncito (Spanish – “little wild one”)	Sim-mar-ron-see-toe
Comanche (Ute -” enemy;” Given name of the nearby <i>ᠨᠢᠮᠠᠨᠴᠢ</i> Indigenous people)	Coe-man-chee
Conejo (Spanish – “rabbit”)	Con-nay-hoe
Costilla (Spanish – “rib”)	Coe-stee-yuh
Cyphers (surname)	Sigh-furs
Ewells (surname)	You-ulls
Guia (Spanish – “Guide”)	Gee-ah
Herradura (Spanish – “Horseshoe”)	Er-rah-doo-rah
Jicarilla (Spanish – “little basket;” Local group of Apache [Ndees] people)	Hic-are-ree-yah
Moreno (Spanish – “brown”)	Moe-ray-no
Ponil (Spanish name for a desert shrub with a five-petalled white flower: Fallugia Paradoxa or Apache Plume)	Poe-neel
Pueblano (Spanish – “little village”)	Pweb-lawn-oh
Pueblo (Spanish – “village;” A settlement or group of Indigenous people)	Pweb-loh
Raton (Spanish – “mouse”)	Ra-tone
Rayado (Spanish – “streaked”)	Rey-ah-doe
Sangre de Cristo (Spanish – “blood of Christ”)	San-gray day Cris-toe
Sombra (Spanish – “shadow”)	Sohm-brah
Taos (Indigenous – “place of red willows”)	Tah-ose
Urraca (Spanish – “magpie”)	You-rock-ah
Ute (Group of Indigenous people, generally self-designated as “ <i>núuchi-u</i> ”)	Yoot
Valle Vidal (Spanish – “valley of life”)	Va-yeh Vee-dal
Villa Philmonté (Spanish - “Philmont Estate/Residence”)	Vil-ah Fill-mon-tay

MAPS



Philmont Camping Headquarters



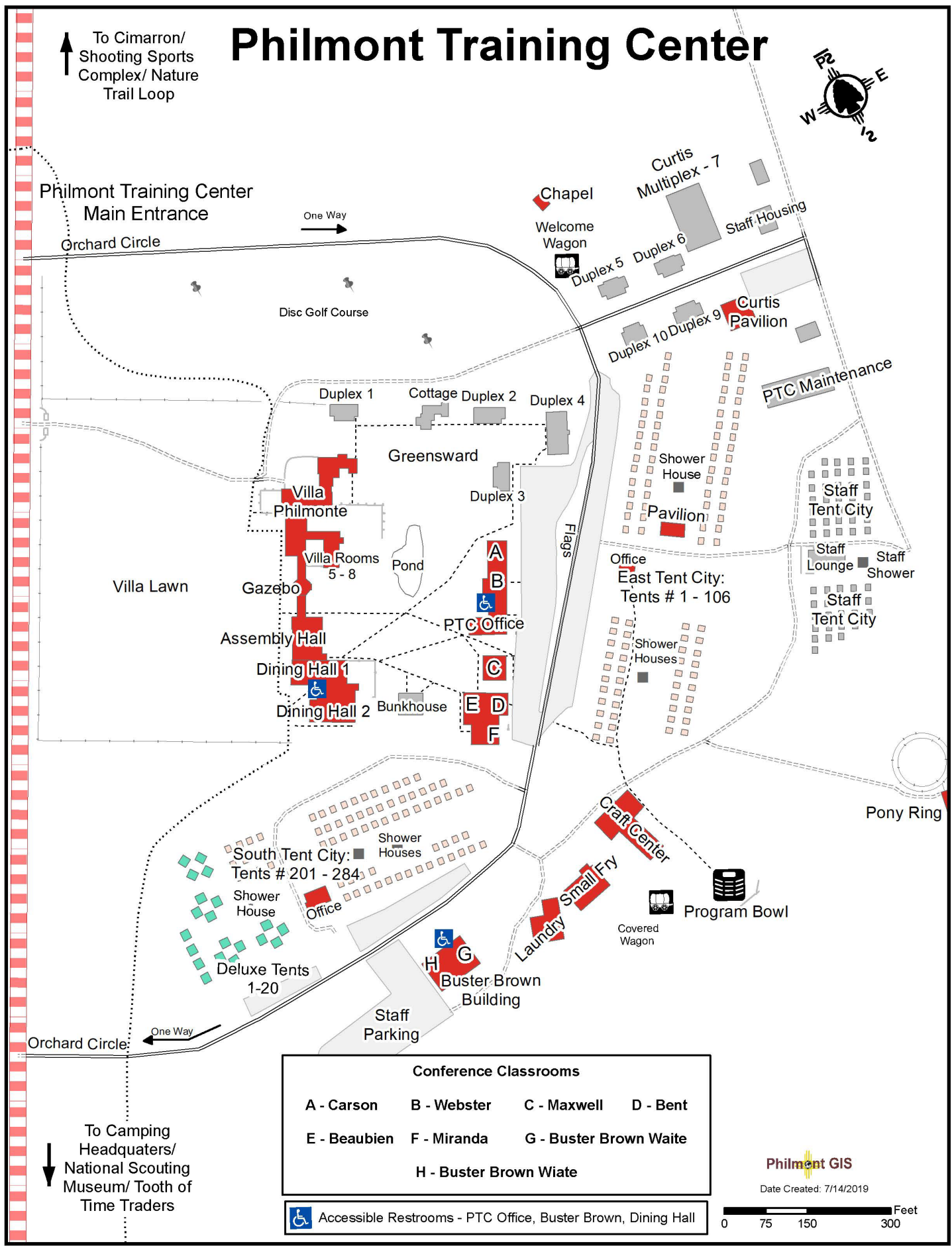
Camping Headquarters Main Entrance

To Rayado

Philmont GIS
Date: 9/8/2018

Philmont Training Center

↑ To Cimarron/
Shooting Sports
Complex/ Nature
Trail Loop

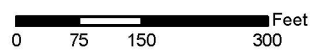


Conference Classrooms			
A - Carson	B - Webster	C - Maxwell	D - Bent
E - Beaubien	F - Miranda	G - Buster Brown Waite	
H - Buster Brown Waite			

Accessible Restrooms - PTC Office, Buster Brown, Dining Hall

Philmont GIS

Date Created: 7/14/2019



THE PHILMONT STAFF ASSOCIATION

Membership in The Philmont Staff Association (PSA) is open to all former and current Philmont Staff (including Autumn and Winter staffs), Philmont Training Center Instructors (including conference hosts and facilitators) as well as NJLIC and NAYLE Staff for courses held at Philmont.

The PSA is made up of more than 4,000 former staff members like you, who have hiked Philmont's rugged mountain trails and who care about Philmont's future. They help provide scholarships, social gatherings, conservation opportunities, and nature preservation support.

Receive HIGH COUNTRY forever! Life Memberships in the PSA receive all the benefits of a Regular Membership, plus a 10% discount on all in-store purchases at Philmont's Tooth of Time Traders Trading Post and the Philmont Museum & Seton Memorial Library. Life Memberships can be paid all at once or over a 12-month period with an initial \$50 installment.



Membership Options

- **Seasonal Staff = \$15** – Includes a year's electronic subscription to *High Country*, the PSA membership directory, all additional mailings, an open invitation to all PSA events and a vote in PSA elections. New members will receive a gift compliments of the PSA! A 5-year, \$60 option is available too.
- **E-Rate Annual = \$20** – Includes a year's subscription to *High Country* via electronic delivery, PSA membership directory, all additional mailings, an open invitation to all PSA events, and a vote in PSA elections.
- **Regular = \$32** – Includes a year's subscription to *High Country* via paper delivery, the PSA membership directory, all additional mailings, an open invitation to all PSA events, and a vote in PSA elections. New members will receive a gift compliments of the PSA!
- **Family = \$47** – For those of you with more than one former Philmont staffer in your household! Includes a year's subscription to *High Country*, the PSA membership directory, all additional mailings, an open invitation to all PSA events and a vote in PSA elections. New members will receive a gift compliments of the PSA!
- **Life = \$595** – Receive *High Country* forever! Includes all the benefits of a Regular membership, a 10% discount in Philmont's Tooth of Time Traders & Museum Gift Shop, a copy of a much-acclaimed CD of Philmont music and a PSA logo patch. You may pay your Life Membership over a 12-month period; see the membership form.
- **Additional Family Life = \$297.50** – For your spouse or family member, who must also be a Philmont staffer. You must be a Life member to take advantage of the special half-price Life Membership for your family members.

For more information, contact the PSA Office at (575) 376-1138 or visit www.philstaff.org.

Change Lives

Philmont Grace

For Food

For Raiment

For Life

For Opportunity

For Friendship and Fellowship

We Thank Thee, O Lord

Philmont Hymn

*Silver on the sage, Starlit skies above,
Aspen covered hills, Country that I love.
Philmont here's to thee, Scouting Paradise,
Out in God's Country, Tonight.*

*Wind in whispering pines, Eagles soaring high,
Purple mountains rise, Against an azure sky.
Philmont here's to thee, Scouting Paradise,
Out in God's Country, Tonight.*

Philmont's Wilderness Pledge

*Through good Scout camping,
I pledge to preserve the
beauty and splendor of the Philmont Wilderness.*

I commit myself to:

A litter and graffiti-free Philmont.

A respect of wildlife.

Conservation and proper use of water.

Respect for trails and trail signs.

Proper use of campsites.