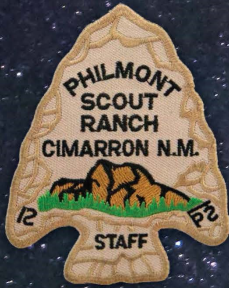


# 2018 STAFF GUIDEBOOK



## **MISSION OF THE BOY SCOUTS OF AMERICA**

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 - PHILMONT SCOUT RANCH**

It is the vision of the 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 insure the preservation of this great asset to serve future generations of Scouts.

## **PHILMONT 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



**PHILMONT SCOUT RANCH**  
17 Deer Run Rd., Cimarron, NM 87714

---

Dear Philmont Staff Member:

Congratulations on your selection to serve at Philmont Scout Ranch for the 2018 season! You will be joining over 1,100 seasonal and regular staff members, all with the objective of delivering wilderness and learning experiences that will last a lifetime.

If you are a first year staff member, you may be a bit overwhelmed, at first, with the enormity of this special place (most of us are). You will soon discover, however, that hard work and dedication lead to tremendous satisfaction and a sense of accomplishment. This is a place that provides a life changing environment and experience for the Scouts who come our way. It also provides that same experience for each of us who serve here.

Whether this is your first season or your fortieth season, prepare yourself by reading this staff guidebook and letter of employment. Revisit the Scout Oath and Law. Anticipate receiving, and expect to deliver, the finest Scouting has to offer.

We look forward to spending the summer with you here at Scouting paradise “delivering wilderness and learning adventures that last a lifetime.”

Yours in Scouting,

Kevin Dowling  
Philmont Scout Ranch  
General Manager

# THE PHILMONT STAFF GUIDEBOOK

## CONTENTS

I. Philmont Points of Emphasis .....	1
II. The Scout Oath and Law .....	2
III. What Philmont Expects of You .....	3
IV. What You Can Expect From Philmont.....	8
V. Preparing for Philmont.....	16
VI. Personal Equipment .....	18
VII. Arrival and Departure .....	22
VIII. Additional Policies .....	26
IX. How Philmont Operates.....	36
X. PTC and CHQ Maps.....	38
XI. Index .....	40
XII. Brief Philmont History .....	43

ALL RULES, REGULATIONS, POLICIES AND PROCEDURES INCLUDED IN THIS GUIDEBOOK APPLY TO ALL AREAS AND LOCATIONS WHERE PHILMONT PROGRAM IS CONDUCTED, INCLUDING, BUT NOT NECESSARILY LIMITED TO: THE BARKER WILDLIFE AREA; THE VALLE VIDAL; THE CHASE RANCH; VERMEJO PARK RANCH; AND KIMBERLIN'S PONIL RANCH.

# I. PHILMONT POINTS OF EMPHASIS

## **QUALITY STAFF**

Someone once said that everything begins with leadership. You start a spiral up or a spiral down. At Philmont everything begins with a quality staff. Great care is used in the selection and training of our staff. Staff attitude, example, and performance set the pace for all those who attend.

## **ADVENTURE**

Our efforts need to be directed toward assuring that every participant has maximum opportunity for physical, mental and spiritual highs. All Scouters should leave with expanded horizons of how 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 doesn't mean taking chances. Safety measures are outlined for all areas of our operation. We need to conscientiously follow them, and by example influence all participants.

## **STEWARDSHIP**

The beauty of God's creation, the vision and generosity of Waite Phillips, the experiences of those who have preceded us, and the lives of those who will attend are in our hands. May we be faithful stewards so that future generations can enjoy and be influenced by an experience at Philmont.

## **TEAMWORK**

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

## II. 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  
and  
Reverent

### 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.

### LEAVE NO TRACE - OUTDOOR ETHICS



Plan Ahead and Prepare  
Travel and Camp on Durable Surfaces  
Dispose of Waste Properly  
Leave What You Find  
Minimize Campfire Impacts  
Respect Wildlife  
Be Considerate of Other Visitors

### III. WHAT PHILMONT SCOUT RANCH EXPECTS OF YOU

In agreeing to work at Philmont you are affirming your commitment that while employed by Philmont you will conduct yourself at all times, both on and away from the Ranch, so that you are a credit to yourself, Philmont Scout Ranch, and the Boy Scouts of America.

Philmont comprises a community of hundreds of people and represents a forefront of the Boy Scouts of America. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance at Philmont.

You must:

1. Be a registered member of the Boy Scouts of America;
2. Subscribe to the Scout Oath, the Scout Law, and Declaration of Religious Principle;
3. Fully cooperate with the policies, program and management of Philmont;
4. Participate successfully in the designated staff training and fulfill the job requirements specified by Philmont through your supervisor;
5. Always maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment;
6. Show evidence of successfully completing a physical evaluation during the past twelve months using the form provided by Philmont.

#### **SCOUTING SPIRIT**

Philmont staff members are employed to serve campers, advisors, Training Center participants, and their families. We need to make sure that the “Philmont experience” exceeds their high expectations. Being a Philmont staff member means being ready to assist willingly, whenever and wherever needed.

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

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

*The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in Philmont's environment. Exemplifying those ideals in your dealings with participants and staff members is one of the best things you can do this summer. Your Scouting spirit will rub off on others - so keep it at its best - it will make the difference!*

### **SHARP APPEARANCE**

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 that a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

A fresh, clean 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.

Personal appearance is essential to achieving Philmont's objective. Pride in your appearance, uniforming, and personal grooming makes you and those around you feel that you are part of a first rate team.

If staff appearance is less than first rate, it implies that staff attitude and performance are less than first rate. Dirty or uncombed hair may not

### **PHILMONT'S STANDARDS FOR PERSONAL APPEARANCE ARE:**

- Correct uniform that is clean and properly fitted, not tattered or torn (see Pages 19-20).
- Personal cleanliness and hygiene are required. Staff must shower or bathe frequently and encourage participants to do likewise.
- 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.
- Extreme hairstyles, such as mohawks and dreadlocks are NOT ALLOWED. Hair must be kept clean, neatly trimmed and show evidence of good grooming.
- Exotic or unusual hairstyles and hair colors, cartilage or facial piercings, tongue studs, offensive tattoos and visible body piercings that *may* be offensive to participants or interfere with job duties and performance are NOT ALLOWED. (Spacers - either clear or flesh colored - may be used in place of unacceptable piercings).

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 Philmont.



seem distracting to some people, but we need to err on the side of being as approachable and as impressive as possible to every participant. Each staff member shares responsibility for how the entire staff is perceived. Each staff supervisor is responsible for enforcing appearance standards across the Ranch, regardless of department.

### **GOOD PHYSICAL CONDITION**

Good physical condition is a must for the strenuous life of a Philmont staff member. Proper diet, health care, and getting enough rest will help you avoid becoming fatigued or ill.

You are responsible for keeping yourself physically fit and alert. Philmont staff members face a variety of demands and emergency situations throughout the summer, so it is important that every staff member remain in top physical condition.

Most staff positions must meet *height/weight requirements*. These are indicated on the Staff Application. Only staff who meet height/weight requirements are allowed hiking privileges in the backcountry. Any exceptions must be approved by Philmont Management. Violation of the height/weight requirements and hiking in the backcountry without management approval could result in termination. Contact the Philmont Infirmary prior to arrival if you have questions about physical requirement.

### **USE OF TOBACCO PRODUCTS**

Smoking and the use of smokeless tobacco and e-cigarettes is prohibited in all Philmont buildings, tents, and vehicles. While on duty, smoking or the use of smokeless tobacco or e-cigarettes is not permitted.

Designated smoking areas are established for both staff members and participants. Those staff members that must smoke are expected to set an example and only use these areas. Do not smoke or use tobacco in view of participants. The Camp Director at a backcountry staff camp will designate a tobacco use area out of view of participants. Staff in trail camps may use tobacco near the fire ring in a vacant campsite, provided it is out of view of participants.

Philmont encourages staff to participate in the Trail of Courage - Right Decisions, Right Now program - a healthy living initiative sponsored by the BSA. Along with emphasizing proper diet and exercise, being tobacco free is a crucial part of the Trail of Courage program.

### **ALCOHOL AND DRUG USE**

Philmont Scout Ranch, BSA 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 on all properties utilized by Philmont. In

accordance with federal law, employees are *prohibited* from using illegal drugs (including marijuana) during their employment at Philmont.

The “ZERO TOLERANCE” policy states that each employee will:

1. Not use, or be under the influence of, alcoholic beverages on Philmont property (*and all property where Philmont program is conducted*) or while in uniform anywhere; not drink and drive; not assist any minor (under age 21) in obtaining alcohol; and, if under age 21, will not seek, obtain or consume alcoholic beverages.
2. Have no association (contact, possession, or use) with illegal drugs; *including marijuana*, drug paraphernalia, or the abuse of prescribed drugs. This policy applies throughout the duration of your employment, both on and off Philmont property.

If concerns exist, Philmont Security or local law enforcement may conduct searches, as allowed by law, including the use of dogs.

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

### **TERMINATION OF EMPLOYMENT**

Trust is important to the members of the Philmont management team. We care about you and the participants we serve and are sensitive to potential violations. 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 related to the following items may result in the termination of your 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.

- Violation of Philmont’s alcohol or drug abuse policies.
- Receiving a DUI citation while employed at Philmont.
- Theft of Philmont, or other person’s property - including food and pilferage of food from the Food Wall.
- Unauthorized or personal use of Philmont vehicles.
- Engaging in horseplay when using two-way radios.
- Violation of the Law, including traffic violations.
- Tardiness or absence from work.
- Failure to perform job duties as described.
- Gross misconduct, Fighting, Insubordination.
- Failure to wear the uniform or maintain acceptable appearance.
- Willful damage to BSA property, including graffiti.
- Soliciting funds, sale of property, or use of BSA facilities for personal gain.
- Personal use of Philmont workstation telephones.
- Use of firearms outside of an established program area.
- Use of fireworks or explosives except where specifically approved by Philmont Management.

- Carelessness or deliberate failure to observe safety measures.
- Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses, or search & rescue equipment.
- Harassment of any person (male or female). Inappropriate conduct or language, profanity, verbal and/or physical confrontation of guests or staff. This includes inappropriate advances, texting, and online messaging.
- Abuse of a child or anyone else including staff members.
- Cohabitation by unmarried couples.
- Rock climbing or slacklines in unauthorized areas.
- Unauthorized entrance into a mine.
- Failure to comply with Philmont’s bear and wildlife policy.
- Unauthorized hiking or camping in the backcountry.
- Trespassing on unauthorized private land and state and federal closed public land.
- Inappropriate, unauthorized, or illegal use of internet service.

**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, the National Council may terminate the employment of any individual with or without advance notice or reason. Early resignations may affect future employment.

**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 to 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**

Philmont has an open door policy. After meeting with your supervisor, if you are not satisfied with the handling of a concern, you are free to take your concern to the next higher supervisor. If still not satisfied, your concern may be brought to the Director of Business Operations, Director of Program, or the General Manager.

## IV. WHAT YOU CAN EXPECT OF PHILMONT

### LIVING QUARTERS

Most staff members are housed in 10' x 12' wall tents (two persons to a tent) on platforms, with cots, metal locker and electrical outlets. A limited number of "roofed housing" units are available for management and/or married staff. Staff members are responsible for providing their own linen, blankets, pillows, and towels.



**YOU ARE EXPECTED TO LIVE IN ASSIGNED QUARTERS.** Please do not move Philmont furnishings into or out of your quarters without permission. **ALL STAFF MUST LIVE AT PHILMONT UNLESS APPROVED BY PHILMONT MANAGEMENT.**

Philmont has a very limited amount of roofed housing. It is assigned to seasonal management staff. Married couples should not count on roofed housing or even being housed together.

Most staff members live in close proximity to other staff members and participants thus sanitation and safety in your quarters affects those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating safety hazards such as open flames, overloaded electrical outlets, and food or trash that may attract rodents or bears. Cooking in or around tents is prohibited. *Each staff members' quarters must comply with Philmont's bear and wildlife policy.*

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.

While electricity is available in staff lodging at Camping Headquarters, Training Center, Cattle Headquarters, Abreu, Cimarroncito, Clark's Fork, Hunting Lodge, Kit Carson/Rayado, Ponil and Zastrow, appliances such as stereos are not recommended. Electrical wiring in these locations is designed for minimal needs.

Backcountry staff cabins are often visited by participants and considered program resource areas and must be kept clean and neat at all times.

Those living in tents may not move platforms, beds, 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.

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. Upon request, boards will be provided to staff cabins to display names.

Your living quarters will have periodic safety inspections during the season. There is also an inspection at the conclusion of your employment; every effort should be made to leave your quarters clean.

**IF STAFF MEMBERS DO NOT CLEAN THEIR LIVING QUARTERS BEFORE DEPARTURE, IT MAY AFFECT FUTURE EMPLOYMENT OPPORTUNITIES AT PHILMONT.**

Quiet hours are from 11 PM to 7 AM at Camping Headquarters, and 10 PM to 7 AM at the Philmont Training Center.

Staff need to be aware that their actions are closely scrutinized by Philmont participants while on and off duty - in Base Camp, in the backcountry, and in town. Any impropriety or the appearance of impropriety reflects negatively on Philmont. Members of the opposite sex are not permitted in staff areas of the opposite sex between 11 PM and 7 AM.

- One male and one female may be in a tent between 7 AM and 11 PM provided tent flaps are open and lights are on after dark.
- Disruptive behavior after 11:00 PM inside and around tents will not be tolerated.

### ***FAMILY HOUSING***

Philmont established Family Housing for certain positions that rotate and for individuals that 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. Extended family or guests must be approved by Management prior to arrival. Meals through our dining hall operations are provided for all family members.

There is no guarantee of employment for spouses or children, and childcare is not provided. Children under the age of 18 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.

Any exceptions must be approved by Philmont Management prior to accepting a seasonal contract.

## **FOOD**

You are provided three well-balanced meals a day. If you are at the Training Center or Camping Headquarters, you will eat in the staff dining halls. To-go meals are available on an emergency basis. In the backcountry, staff share cooking and cleaning responsibilities. When on the trail you are provided trail food. Philmont does not have the facilities to prepare Kosher food or strict vegetarian diets, and alternative choices are limited. You should discuss special diets for medical or religious reasons with the Philmont Food Service Director prior to your arrival at Philmont.

If you plan to hike or backpack on Philmont on your time off, you may draw trail food from the Food Wall at Outfitting Services; this service is for traveling in the backcountry with a completed Staff Backcountry Access Permit and are not intended as snack food or for supplementing dining hall meals. Trail food will not be provided for trips off Philmont. **Do not expect to eat with backcountry staff.**

## **PAY AND PAY DAYS**

Staff salaries are based on a tiered schedule that is linked to position responsibility and Philmont experience. *Pay periods* end on the 15<sup>th</sup> and last day of the month. *Pay days* are on the 7<sup>th</sup> and 22<sup>nd</sup> of the month; if a payday falls on a weekend or holiday you will be paid on the next business day.

## **AUTOMATIC PAYROLL DEPOSIT (DIRECT DEPOSIT)**

All staff are required to use Direct Deposit or a Paycard. Staff are sent a Direct Deposit Authorization form; returning staff only need to submit changes. It may take at least 1-2 pay periods before your paycheck begins to be directly deposited; you will receive a paycard during those pay periods. Additional forms are available at the CHQ Personnel Office. The Paycard is not the preferred method of payment, but will be utilized in the event that you don't have a bank account. Employees are responsible for verifying check amount and deposit information.

## **HOUSING ALLOWANCE AND BANKING SERVICES**

Since Philmont provides room and board, the IRS requires that your pay check include an accounting for this compensation. While it is not paid directly to you, it can affect your worker's compensation and must be reported on your check.

The International Bank in Cimarron provides full banking services, including an ATM. Checks not drawn on an account with the International Bank must have a Philmont endorsement secured from the Administration Office. There is an ATM available at the Tooth of Time Traders Cantina at Camping Headquarters.

## **THE PHILMONT INFIRMARY**

The Philmont Infirmery offers immediate doctor's care, required transportation to area hospitals, and referrals to doctors and specialists for staff members. Philmont does not provide free medical exams. You are responsible for the purchase and securing of any maintenance drugs you may require.



The Philmont Infirmery is a New Mexico licensed medical infirmery that offers limited medical care, lab work and transfers to specialty care. It provides care to Philmont participants and employees, but is not open to the public.

It 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 infirmery to supervise the medical students, and to provide direct medical assessments. Patients at the Philmont Infirmery should expect to be seen by medical students as well as physicians.

Due to medical protocol limitations, some conditions can not be supported through the Philmont Infirmery. For example, Philmont cannot provide pre-natal care.

### **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 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 has not been filled, or may be reassigned to another staff position.

The State of New Mexico provides coverage for injuries received from accidents while on the job through Workers' Compensation. TO QUALIFY FOR THIS BENEFIT, YOU MUST REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY (WITHIN 24 HOURS) to the Infirmery and to your supervisor so you can receive proper care and the benefits from this insurance. An accident report will be submitted for worker's compensation insurance claims.

### **INSURANCE**

Accident and Sickness Insurance provided by Philmont takes care of cost for doctors and hospital expenses as listed in the Camper's Accident and Sickness Insurance Plan booklet (booklet provided with employment packet or CHQ Personnel Office). *The coverage has exemptions such as medical conditions existing prior to coming to Philmont.* It is important that you and/or your parents understand the coverage and its limitations. It is an Excess Insurance Plan, meaning that the Plan pays all those eligible expenses incurred from a covered

accident or sickness not paid by any other collectable insurance or pre-paid health plan in-force for you. 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.

### ***FAMILY MEDICAL LEAVE ACT (FMLA)***

Seasonal employees generally do not meet the requirements for FMLA, which provides unpaid leave for medical and family reasons. Questions may be directed to the CHQ Personnel office.

### ***TRAINING AND GUIDANCE***

More than 1,100 staff members will comprise the Philmont team this summer. All staff members must complete a pre-camp training program that provides orientation and instruction for every job. Expert training is provided for some programs and jobs.

Mature and experienced staff leaders will help you during staff training and with on-the-job training and counseling throughout the summer. Your supervisor is interested in helping you grow and develop. You will have a mid-season and final performance review. At these reviews, your supervisor will talk about your performance, how you can be more effective, and how you can make the best use of your talents.

Late arriving staff must attend staff orientation training upon arrival at Philmont.

### ***PERMANENT FILE***

Philmont regularly confirms employment history for potential employers, but will not share detailed information without your consent. Your personal file is the property of Philmont and is confidential. All policy 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.

### ***LAUNDRY***

Automatic washers and dryers are available. Coin-operated machines are located at the Training Center and at Camping Headquarters.

### ***PHILMONT SECURITY***

Philmont maintains a security program to protect Philmont, staff members, participants, and personal property. Security personnel maintain close liaison with state and local agencies. All staff are expected to assist the security staff by cooperating with investigations and reporting any suspicious or illegal activity.



## **TIME OFF**

A reasonable schedule of time off is provided for each staff member. Normally it is six (6) days on, two (2) days off or nine (9) days on, three (3) days off. Time off will be arranged with your supervisor so it does not jeopardize the operation or program. Three (3) days is the maximum number of days off that may be taken at one time. *Your last five (5) days at Philmont must be working days.* Staff members are not permitted to use time off to leave early. All days off must be taken before August 14, 2018.

Before leaving on time off you must inform your supervisor of your itinerary so that you can be reached in an emergency. If hiking in the backcountry, you *must* comply with the Staff Backcountry Access Permit process (available at Logistics, Mail Room, PTC Office.)

Seasonal employees are not eligible for insurance, vacation or paid holidays.

## **TOOTH OF TIME TRADERS - THE OFFICIAL STORE OF PHILMONT**

The Tooth of Time Traders (TOTT) carries a wide array of outdoor gear, uniform parts, and souvenirs. All of the items listed on page 18 under "Personal Equipment" can be purchased at the TOTT as well as most of the optional items.

Seasonal staff members with Staff ID are entitled to a 15% discount on purchases exceeding \$10, with the exception of sale items and online purchases. Also note that uniform parts are already set at a special price for staff and thus do not receive any additional discounts. Check out our online store at [www.ToothOfTimeTraders.com](http://www.ToothOfTimeTraders.com).

## **RELIGIOUS SERVICES**

Chaplains of the Catholic, LDS, Jewish, and Protestant faiths reside at Camping Headquarters or the Training Center during the summer. In addition to conducting daily worship services, the chaplains will be happy to visit or consult with you on request. (Quiet hours are observed nightly between 7:00 and 8:00 PM at Camping Headquarters during worship services).

## **SILVER SAGE STAFF ACTIVITIES CENTER (STAFF LOUNGE)**

The Silver Sage Staff Activities Center (SSSAC) is the recreation center for Philmont Staff. The SSSAC was made possible through donations from the Philmont Staff Association (PSA). The SSSAC has staff lounges, TV rooms, computer lab, game room, pavilion, disc-golf course, bouldering wall, and WiFi access provided for your use and enjoyment. Games and recreational equipment are available. All staff members are expected to keep the lounges clean and orderly.

A variety of activities are planned each summer by the Activities Staff. 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 lounge at PTC, as well as two fitness rooms (1 at PTC and 1 at CHQ), and a aerobic room at CHQ.

Appropriate staff uniform is required in the Silver Sage Staff Activities Center during the day. Appropriate casual attire with a Philmont ID tag is acceptable after dinner in the SSSAC.

### **INTERNET COMMUNICATIONS**

Philmont maintains a number of computer stations in the Silver Sage Staff Activities Center, PTC staff lounge, and secure wireless internet access for your personal use. WiFi is not available in all basecamp areas, and high-bandwidth and adult-content sites are blocked. Users are expected to be courteous to other users and not abuse this privilege by engaging in illegal or inappropriate activity (ex: downloading pornography or any other illegal downloading). *All workstation computers are to be used for Ranch business only.*



[facebook.com/PhilmontScoutRanch](https://facebook.com/PhilmontScoutRanch)



[@philmontscoutranch](https://@philmontscoutranch)



[@philmont](https://@philmont)



[youtube.com/PhilmontScoutRanch](https://youtube.com/PhilmontScoutRanch)

Philmont maintains an official website at [PhilmontScoutRanch.org](https://PhilmontScoutRanch.org) and at the social media sites listed above. Only Philmont Management is authorized to speak on behalf of Philmont. Staff members maintaining 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 personally identifiable information be posted on any page other than Philmont’s official sites listed here or on BSA official sites.

### **CRISIS COMMUNICATIONS**

In the event of an emergency, ALL external communication (with affected family members, home council, social media, email, text messaging, etc.) are handled by Philmont Management. Staff members receiving requests for information should direct inquiries to the Management Spokesperson and, under no circumstances, initiate contact with family or media.

However well intended, incorrect or incomplete information further complicates situations and is a disservice to our participants and their families.

### **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 Philmont Museum.

## **NATIONAL SCOUTING MUSEUM AT PHILMONT SCOUT RANCH**

The National Scouting Museum at Philmont Scout Ranch contains artifacts, books, photos, and memorabilia relating to the Boy Scouts of America, Philmont, Southwest, and natural history. The museum includes a library that houses the library, art, and natural history collections of Ernest Thompson Seton, a founder of the Boy Scouts of America. Books are available to staff members for research or casual reading. The National Scouting Museum at Philmont Scout Ranch will operate through late Spring and early summer in the Hardesty Casa Central at CHQ. During the summer of 2018, the new museum will officially open to participants, staff and public. At that time all museum operations will shift from the Hardesty Casa Central to the new facility.

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.

## **KIT CARSON MUSEUM / RAYADO**

Located seven miles south of Philmont 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.

## **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. Tours are offered of the Main House, which was constructed in 1871, and the surrounding grounds. Several itineraries hike through the Chase Ranch and are serviced by a turnaround near the Main House. All of this is made possible by the special use permit obtained through the Chase Ranch Foundation.

## V. PREPARING FOR PHILMONT

### **YOUR LETTER OF AGREEMENT**

You are responsible for **READING** and **UNDERSTANDING** the contents of your Letter of Agreement before signing it. Your signature indicates your approval of all conditions. If for any reason you cannot, or do not, expect to accept all terms contained in the Letter, *including the specified beginning and ending dates* or those terms in this guidebook, please check with us by calling, writing or emailing your hiring manager as soon as possible. **YOUR LETTER OF AGREEMENT MUST BE RETURNED IMMEDIATELY** - a prepaid envelope has been included for your convenience.

Philmont Management reserves the right to transfer an employee to another assignment at any time if it is felt he or she is better suited to that position or that a change would better serve the participants or Philmont.

### **BSA MEMBERSHIP, YOUTH PROTECTION TRAINING, HARASSMENT PREVENTION TRAINING**

All Philmont seasonal employees must be registered as **ADULTS** with the Boy Scouts of America and as a member of the National Camp Staff. If you are registered with your local troop, you must send a copy of your current registration card and complete the enclosed application, there is no fee incurred in this instance. New registration with Philmont is pro-rated to \$22 for staff arriving in May. Please make sure the Disclosure Form and Application form is complete. Returning staff registered at Philmont/National Camp Staff need to complete the renewal form (enclosed) and submit the \$22 fee.

To complete the required national Youth Protection Training course, go to [My.Scouting.org](http://My.Scouting.org) and print the certificate to include with your paperwork. All new and returning staff must also attend a required Philmont Youth Protection overview during Philmont staff training.

To complete the required Harassment Prevention Training, go to [el.lawroom.com/bsaregistration.aspx](http://el.lawroom.com/bsaregistration.aspx), complete the training and print the certificate and include it with your paperwork prior to your arrival.

### **CERTIFICATIONS**

Are you certified in the NRA? First Aid? CPR? WFR? EMT? If so, please bring your card to verify your qualifications, as well as any other certification you hold. All staff should try to obtain CPR and Wilderness First Aid certification before arriving at Philmont.

### **EQUAL EMPLOYMENT OPPORTUNITY SELF-IDENTIFICATION FORM**

To help Philmont support a diverse staff, every employee will complete and submit the EEO Self-Identification Form upon arrival at Philmont.

**YOUR JOB DESCRIPTION AND OBJECTIVES**

Carefully read the job description enclosed with your Letter of Agreement. Prior to coming to Philmont, give some thought to how you will accomplish each task or principal responsibility.

If there is training or research that you can accomplish prior to your arrival (to help fulfill or better prepare you for your job) you are encouraged to do so.

**HEALTH AND MEDICAL RECORD**

You must submit a current BSA Annual Health and Medical Record – parts A, B, C and the Philmont Supplemental Information completed and signed by a physician within the last 12 months. Completed forms are valid to the last day of the 12<sup>th</sup> month from the day it was administered. It must be current upon your arrival, or you will be required to submit another medical to stay current. You must get a physical exam prior to your arrival at Philmont. Should your medical record not be completed on arrival, you can be examined at local clinics for a reasonable fee.

**I-9 DOCUMENTATION**

Part 1 must be completed and submitted with your contract. You must satisfy Part 2 on arrival with the required documents (such as a valid driver’s license and social security card or passport.) Staff members not satisfying I-9 documentation will be required to complete a Volunteer Staff Agreement and work without pay, or leave the property until the I-9 is complete.

**EMPLOYEES WITHHOLDING CERTIFICATE**

Fill out the W-4 form enclosed in your employment packet and mail it to Philmont so there is no delay in getting you on the payroll. Staff will not receive pay until the W-4 form is completed and processed.

**PROFESSIONAL SCOUTING AS A CAREER**

You will have an opportunity to meet with a BSA Human Resources representative during the summer. If interested in a professional Scouting career, you may attend one of the professional Scouting receptions held during the summer at the Philmont Training Center.

**OTHER JOB OPPORTUNITIES**

Philmont hosts job fairs and information sessions related to jobs with the federal government (most notably the United States Forest Service) and winter outdoor recreation opportunities such as ski resorts and conservation associations. Staff interested in these opportunities should keep an eye out for the events as they are announced in the early part of the summer.

## VI. PERSONAL EQUIPMENT

Use the following list as a guide in deciding what to bring. If you are working in Base Camp you can plan for hot weather during the day (80's to 90's) with cool nights (40's to 70's). It can be much cooler in the higher elevations of the backcountry.

Consult the personal equipment list in the Philmont *Guidebook to Adventure* if your job includes backpacking, or if you plan to day hike or backpack during free time. Informal dress is appropriate for days off if you plan to leave Philmont property.

### REQUIRED

All of these personal items are available at the Tooth of Time Traders. Please limit the amount of personal gear you bring. Living quarters can become very cramped and security can become a problem.

- At least two complete Scout or Philmont staff uniforms (see pg. 19-20)
- Three blankets and sheets or sleeping bag, and pillow
- Rain jacket and pants
- Rubber soled shoes
- Lightweight hiking shoes or boots
- Flashlight
- Laundry bag
- Duffel bag or pack
- Sweater and jacket
- Underwear, socks, sleeping clothes
- Toiletry and sewing kits
- Towels and handkerchiefs
- "T" shirt and shorts
- Long pants
- Watch
- Non-electric alarm clock
- Supply of personal medications to last through employment

### OPTIONAL

- Camera
- Musical instrument
- Footlocker with lock
- Wide brim hat or cap
- Bible, testament or prayer book
- Notebook, pen, pencil
- Sunglasses
- Sun screen
- Western clothing (required for wranglers/horsemen)
- Fishing gear (New Mexico fishing license required)
- Pocket knife
- Sandals - only for use in Base Camp or backcountry camps (Sandals are not for hiking; socks must be worn with sandals to provide protection)

If desired, Rangers will be furnished a trail tent for the season's use at no cost.

A footlocker or trunk is best for shipping. Be sure yours is equipped with a hasp and padlock or built-in lock to safeguard your gear. Metal wardrobe lockers are provided for staff in Base Camp. They can be locked with a standard gym padlock which you must provide.

**STORAGE LOCKERS**

A limited amount of lockers are available in Base Camp for staff who are unable to take all their belongings with them into the backcountry. The lockers are checked out through CHQ Security.

**PHILMONT STAFF UNIFORMING 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 your housing area, unless you are leaving Philmont property. This includes wearing a proper, clean uniform in the dining facilities regardless of day off.

Staff members must bring or buy enough uniform parts to be in correct uniform on a daily basis. *Repeated infractions of the staff uniforming requirements will result in dismissal.*

Picture ID tags will be provided and must be worn by all staff while in uniform. ID tags are to be worn on the right pocket flap or collar of the Scout or staff shirt where it can easily be seen. ID tags must not be embellished with stickers, markers or nicknames, etc. A \$5 fee will be charged to replace lost, damaged or missing tags. Name tags are an important part of our customer service and our security plan.

Appropriate staff uniform is required in the Silver Sage Staff Activities Center during the day. Appropriate casual attire with a Philmont ID tag is acceptable after dinner in the SSSAC.

**APPROPRIATE UNIFORMS (3 Options)**

**Option 1:** (Full BSA field uniform)

- BSA Tan Shirt, short or long sleeve
- BSA Olive Green Shorts, Pants or BSA Convertible Pants
- BSA Olive Socks with shoes
- Shoulder Tabs (color of your primary BSA registration)
- BSA Belt or Philmont belt
- ID Name Tag

**Option 2:**

- BSA Venturing Shirt, short or long sleeve
- BSA Venturing Shorts or Pants **OR** BSA Olive Shorts or Pants **OR** Philmont Gray Shorts/Pants **OR** Philmont Driftwood shorts or pants
- BSA Gray Venturing Socks or BSA Olive Socks with shoes
- Green Shoulder Tabs
- BSA Belt or Philmont Belt
- ID Name Tag

**Option 3:**

Current color Philmont Staff Shirt (in good condition)  
BSA Olive Green Shorts, Pants or Convertible Pants  
BSA Venturing Shorts or Pants  
Philmont Khaki Hiking Shorts, Pants or Convertible Pants  
Philmont Gray Shorts/Pants **OR** Philmont Driftwood shorts or pants  
Athletic White, Black, Tan, or Gray Socks or Hiking Socks with shoes  
BSA Belt or Philmont Belt  
ID Name Tag

Socks must be worn at all times, even with sandals. “Five Finger” type footwear are only appropriate as campsite shoes and are not allowed for hiking. Shirts must be worn tucked in at all times.

If you choose to wear a hat or cap it must be official BSA, Philmont or current-year Philmont staff hat or an acceptable cowboy hat. A wide brim backpacking hat or bandanna may be worn in the backcountry. Philmont will issue one staff cap to every employee.

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. Wranglers/Horsemen must wear appropriate western wear while on duty and at breakfast and lunch. Wranglers/Horsemen must wear one of the above three options at dinner in the Camping or Training Center Dining Halls.

Interpretive costumes (one or more sets provided by Philmont) are 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. Costumes are to be kept clean. Personal costumes must be approved by Philmont Management. Philmont does not reimburse staff members for providing their own costumes.

Military personnel on temporary assignment at Philmont may wear the uniform of their respective services or one of the three options described.

Hazardous or temporary job conditions may require special clothing. A supervisor will make these decisions depending on the scenario. A Philmont Search and Rescue is one example.

ID Name Tags must be worn by all staff unless they are in interpretive costumes, actively working with animals, or it poses a safety hazard. ID Name Tags are required for any staff member wishing to eat in a dining hall or for access to the Silver Sage Staff Activity Center and staff activities.

*Selling or trading a staff uniform shirt or staff patches to non Philmont staff is grounds for immediate dismissal.*



New staff members will receive three (3) new uniform shirts (color is green for 2018). These shirts are made with an antimicrobial wicking fabric. The current Philmont staff shirts are the only shirts approved for wear as the official Philmont staff shirts. Each staff member receives one (1) staff cap.

Each returning staff member will receive one staff polo and a \$25 voucher to be used for purchasing approved uniform parts from the Tooth of Time Traders. You will receive a uniform voucher when you check in.

“Carhartts”, jeans and other apparel not specifically listed on the previous page are not allowed.

## **PERSONAL PROPERTY SECURITY**

Philmont is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you provide loss coverage for your personal effects. This may be included on your parents’ homeowners’ policy. If you can bring a foot locker and padlock, you will have extra storage and security.

Philmont is not responsible for theft of, or damage to vehicles, bicycles or personal property. Damaged or stolen items will not be replaced by Philmont.

## **THE ESSENTIALS FOR HIKING AT PHILMONT SCOUT RANCH**

- **Map & Compass\*** - additionally, 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 4 quarts of treated water is essential in the Southwest.
- **Rain Gear & Extra Clothing** - preferably a breathable rain suit with jacket and pants. Daytime temperatures can drop to 40° F during the summer; nighttime temperatures can drop below freezing. Wool and/or polypro or other 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, boosting morale, or signaling for help.
- **Pocket Knife\*** - a Swiss army knife with several tools is recommended.
- **Watch\*** - an inexpensive 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 items to be shared with a buddy.*

## VII. ARRIVAL AND DEPARTURE

### ***PLANNING YOUR ARRIVAL AND DEPARTURE DATES AT PHILMONT***

There are four important dates to think about regarding your arrival and departure plans at Philmont. Examples of dates are in parenthesis below.

1. **Arrival Date** (example May 27) - Make your travel plans for this day (flights, trains, shuttles, bus, etc.). If driving personal vehicles, plan to arrive at Philmont before 3:00pm to begin the check in process. We will however, be prepared to welcome staff members arriving on shuttle services after 5PM. The arrival date is specified in your Letter of Agreement. No provisions (housing, meals or salary) are made for you before your scheduled arrival day. If you *must* arrive early, you must have prior Philmont Management approval (in writing) and you will be required to sign a volunteer staff agreement through your official start date of your Letter of Employment.
2. **Start Date** (example May 28) - This is your first day of work.
3. **Last Working Day** (example August 21) - Staff are required to work until 3:00PM on their last working day. At 3:00PM, you will begin the check out process at CHQ Registration. Do not schedule flights, trains, shuttles or other commercial travel on this day. Check out, eat dinner, and stay the night.
4. **Departure Day** (example August 22) - Get some rest! Spend your last working day and night on Philmont property. Prepare to leave by noon and begin your trip home on your departure day. Shuttles to airports begin departing at 6:00AM.

*All Philmont Policies and Procedures apply until you have departed the Ranch.*

### ***WHERE TO ARRIVE***

Raton, New Mexico is the nearest terminal for AMTRAK. Colorado Springs, Albuquerque, and Denver are the nearest major airports from which you will need to make bus connections to Raton. Greyhound provides bus service to Raton. Submit "Arrival Plans Card" to Philmont once you have determined your travel plans. Shuttle service information from Denver, Colorado Springs, and Albuquerque is provided in your employment packet. Please note that these shuttles do not run daily so plan accordingly.

### ***ARRIVAL PLANS CARD***

Philmont provides scheduled transportation from Raton (\$10 one way). Use the Arrival Plans Card to advise us of mode of travel, time of arrival, and if a shuttle is needed. It may be necessary for you to wait until the next scheduled transportation. You may need to stay overnight in Raton. Several motels are available. Information on shuttle services from Denver, Colorado Springs and Albuquerque is provided in your employment packet.

## **SHIPPING**

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 regular mailing address as shown on page 24 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 Mail Room at CHQ or the PTC office for your convenience.

## **STAFF CHECK IN PROCEDURE**

There are a few clerical details that must be taken care of when you arrive.

The following are mandatory and required for employment and must be completed and available when you arrive:

- BSA Annual Health and Medical Record – parts A, B, C and Philmont Supplemental Information
- Verification of current BSA membership
- Verification of current Youth Protection training
- Certificate of completion of BSA Harassment Prevention Training
- Verification of identity and employment eligibility such as a copy of your social security card and valid driver's license or US Passport
- Any other forms not mailed

## **FIRST, ALL STAFF MUST GO TO THE PERSONNEL OFFICE IN CAMPING REGISTRATION OFFICE - LOCATED AT CAMPING HEADQUARTERS (CHQ)**

- Sign in at the personnel desk in the Camping Registration office and complete any missing paperwork.
- Receive information on assigned housing.
- Receive a staff training schedule.
- Register your vehicle or bicycle and affix the identification sticker. Know your vehicle license plate number before checking in.
- Follow instructions on your arrival routing card for completing check-in.

## **THEN, REPORT TO YOUR STAFF SUPERVISOR**

He or she will tell you when and where you are expected to begin your assignment. Upon successful completion of staff training you will be given your Philmont Staff Patch. Wear it proudly! It shows that you are one of a very select group of people.

**PARKING AREA FOR YOUR VEHICLE**

A staff parking area is provided for personal vehicles at Camping Headquarters and the Training Center. You will obtain your parking permit sticker at check-in. The designated parking area must be used. Personal vehicles are not to be parked in the regular (paved) PTC parking lot, near tents, duplexes, the quad, or the Camping dormitory. After unloading or loading of personal gear, all staff must park in the designated areas. Parking illegally may result in disciplinary action and loss of Philmont parking privileges. *Do not drive or park on grass or lawn areas to unload or load your personal belongings.* Be prepared to carry them from the nearest parking lot or roadway.

Overnight parking at bus turnarounds is permitted only if the vehicle displays a current Philmont parking sticker. Private vehicles may not be driven beyond locked gates. Philmont is not responsible for theft of or damage to personal vehicles. Philmont strongly discourages staff from lending their vehicles to others to drive.

**YOUR PHILMONT MAILING ADDRESS**

Your summer mailing address is as follows (Please limit to three lines):

Your Name, (Your Camp or Department)  
47 Caballo Rd.  
Cimarron, NM 87714

**EMERGENCY TELEPHONE - (575) 376-2281**

Leave this number at home for emergency calls. Wherever you are located, you can be reached within a few hours to return emergency calls. Explain to relatives that you may be away from the Camping Headquarters or Training Center area, and you cannot be reached immediately.

A few pay telephones are located at Camping Headquarters and the Training Center for your convenience. Mobile phone service can vary depending on your carrier. Check with your provider for coverage and out of network fees you may incur.

**CHECK OUT PROCEDURES**

Your last working day is specified on your *Terms of Seasonal Employment*. You should plan to check out at the CHQ Registration Office at 3:00 PM on your last working day and depart Philmont on the following morning, your departure day.

To check out, you must secure a Staff Check Out Procedure Card from the CHQ Registration Office. It will direct you to necessary places to complete all responsibilities of forwarding addresses, return of checked out items, paying all outstanding obligations, turning in keys, having your living quarters inspected, etc.

**EXTENSION OF EMPLOYMENT**

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.

Philmont does offer “Second Season” employment opportunities in support of conferences, Autumn Adventure and Winter Adventure programs. Applications for those positions are accepted from late-June through mid-July each summer. In addition, a clean-up crew is employed to assist in close down operations. This usually runs about two weeks past the closing of camp, up to Friday of Labor Day weekend.

**EMPLOYMENT DATE CHANGES**

As mentioned on page 16, know and understand your arrival, start, end, and departure dates of your Letter of Agreement. If for any reason you need to change your dates, let your hiring manager know as soon as possible. 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 contract short, this puts a bind on the remaining staff and managers who need help to close up camp and deliver top quality programs, facilities, and services to our customers. End date changes resulting from scheduling conflicts that should have been caught earlier will result in resignation. Unreasonable date changes will be taken into account in future hiring decisions.

**TRESPASSING**

Staff members remaining at Philmont without approval are considered trespassers and may be criminally charged.

**NEARBY TOWNS**

**Cimarron** - a city of 800, elevation 6,430 ft (1,960 m) – is about five miles north of Philmont Headquarters. The major industries are ranching and tourism. Gas stations, motels, variety and gift stores, art galleries, a coin laundry, a grocery and convenience store, churches, restaurants, a museum, and a library are located here.

**Raton** - a city of 6,336, elevation 6,680 ft (2,036 m) - is about 45 miles 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.

**Springer** - a town of about 1,124, elevation 5,797 ft (1,767 m) - is 25 miles southeast of the ranch and is similar to Cimarron.

**Taos** - a city of about 5,545, elevation 6,950 ft (2,118 m) - is about 50 miles west of Philmont. Taos is a very famous art and Native American community with lots of shopping opportunities.

## VIII. ADDITIONAL POLICIES

The policies that follow are important for you to understand as a member of the Philmont seasonal staff. During your staff training period these, and others, will be discussed in varying detail.

### **PHILMONT DRIVING AGREEMENT**

From May through August, more than 1,100 seasonal staff members join the Philmont Scout Ranch community. The majority of these staff members have valid driver's licenses.

Some staff members by nature of their job description are allowed to drive Philmont Vehicles with a current Philmont Driving Permit. In order to obtain a Philmont Driving Permit a staff member must:

- Obtain a copy of their Driving Record prior to arrival at Philmont.
- Complete a Driving Permit Application
- Attend a Driver Training Class
- Successfully Complete a Driving Test

The majority of staff members will not attend a Driver Training Class and will not obtain a current Philmont Driving Permit, however, they may have occasion to drive or park private vehicles on Philmont property. It is necessary that all Philmont Staff Members become aware of the dangers of driving or parking around the Philmont area.

The roads around Philmont Scout Ranch can be very dangerous, no matter what weather conditions may exist. They are different than most, wet or dry.

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

**Recently, in a three year period, several private vehicles have been totaled** on Philmont dirt roads between the pavement and turnarounds or on the dirt highway to Ponil. Many of the accidents have been with someone other than the owner of the car behind the wheel. Thankfully, no one has been seriously injured! **DO NOT LOAN YOUR VEHICLE!**

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 that privilege, come responsibilities:

- All private vehicles must be registered at Camping Headquarters 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

turnarounds across the Ranch: Abreu, Zastrow, Rayado, Lovers Leap, Cimarroncita, Cimarroncito, Harlan Gate, Maxwell, Ponil, Six Mile Gate, Ring Place or Whiteman Vega Parking Area. (Unauthorized vehicles in CHQ or the Training Center, not parked in designated staff parking areas, will not be tolerated.)

- Philmont is not responsible for theft, vandalism, floods (1 vehicle was totaled because it was parked too close to the stream), flying rocks, hail, trees, animals or other manmade or natural occurrences that can cause damage to a vehicle.
- Speed and inattention are our enemies. Most accidents were 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.

## **NON-HARASSMENT POLICY**

Pursuant to federal law and applicable state law, it is the policy of the BSA 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 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 of 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, the following:

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 toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and 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 who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her manager and Employee Relations so that an investigation of the complaint can be undertaken. If an employee's complaint concerns his or her manager, the employee does not have to report to his or her manager and should immediately report any concerns to Employee Relations. A complaint may also be filed with Ethics Point by calling 866-ETHICSP (866-384-4277) toll-free in the U.S. and Canada or on the internet at [secure.ethicspoint.com](http://secure.ethicspoint.com). After the online report is completed, a unique code called a "report key" will be assigned. It is crucial that this report key and password be written down and 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.

Any employee who observes conduct by another employee that he or she believes to be harassing, retaliatory, or discriminatory must report such condition as outlined above. Reports may also be submitted in writing to the following address:

Boy Scouts of America  
EthicsPoint  
P.O. Box 230369  
Portland, OR 97223

Reports will be treated as confidential to the extent possible, without impeding the ability of the BSA to conduct a discrete and thorough investigation. A representative of Employee Relations will notify the complaining party of the outcome of the investigation. Any person employed by the BSA who is found to



have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any employee 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 for reporting harassment or complaining about harassment is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any employee 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 employees will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment. Each employee is required to take the BSA Harassment Prevention Training. Managers are required to take the supervisor version.

## **FIREARMS AND WEAPONS**

Firearms, ammunition, archery equipment, and other weapons are used at Philmont on a closely controlled basis. Personal firearms, ammunition, and other weapons are not to be used on Philmont property under any circumstance. If you cannot avoid bringing a firearm, it must be in a locked case and checked in at the registration office when you arrive, and checked out when you depart Philmont. Secure storage is provided at CHQ; do not store firearms in vehicles.

Federal and state law restricts the transportation of most firearms across state lines so be sure you comply. Sheath knives (fixed blade) and hatchets are not allowed, except as part of an interpretive costume.

## **YOUTH PROTECTION GUIDELINES**

Every adult leader and BSA employee is required to follow and support the Youth Protection Training (YPT) Guidelines of the Boy Scouts of America. All staff members are required to maintain current (within two years) YPT certification, and several guidelines that are particularly applicable due to the nature of our operations that are covered in staff training on an annual basis.

There are several forms of abuse: neglect, physical abuse, emotional abuse, and sexual abuse.

### Scouting's Barriers to Abuse

**Two-deep leadership on all outings required.** A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult are required for all trips and outings. One of these adults must be 21 years of age or older.

**Patrol Activities.** There are instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to patrol leadership training and guidance. With proper training, guidance, and approval by troop leaders, the patrol can conduct day hikes and service projects.

**Adult Supervision/Coed Activities.** Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA.

**One-on-one contact between adults and youth members prohibited.** In

situations requiring a personal conference, such as a Scoutmaster's conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

**Two-deep leadership and no one-on-one contact between adults and youth members includes digital communication.** Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

**Age appropriate and separate accommodations for adults and Scouts required.**

**Tenting.** When camping, no one is permitted to sleep with a person of the opposite sex or an adult other than his or her own spouse, parent, or guardian. Assigning youth members more than two years apart in age to sleep in the same tent should be avoided unless the youth are relatives.

**Shower Facilities.** Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted. The Buddy System should be used at all times.

**The Buddy System is a safety measure for all Scouting activities.** Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

**Privacy of youth respected.** Adult leaders and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

**Inappropriate use of smart phones, cameras, imaging, or digital devices prohibited.** Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with those devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

**No secret organizations.** The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

**Youth leadership monitored by adult leaders.** Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure BSA policies are followed. Discipline must be constructive.

**Discipline used in Scouting must be constructive and reflect Scouting's values.** Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

**Appropriate attire for all activities.** Proper clothing for activities is required.

**No hazing.** Hazing and initiations are prohibited and may not be included as part of any Scouting activity.

**No bullying.** Verbal, physical, and cyberbullying are prohibited in Scouting.

**Mandatory Reporting of Child Abuse.** All persons involved in Scouting must report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated to any other person.

Immediately notify your manager or a member of the Philmont management team of this report, or of any violation of BSA's Youth Protection policies, so he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

State-by-state mandatory reporting information: [www.childwelfare.gov](http://www.childwelfare.gov)

**All adult leaders and youth members have responsibility.** Everyone is responsible for acting in accordance with the Scout Oath and the Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, or pornography have no place in the Scouting program and may result in revocation of membership. For more information, please see BSA's "Guide to Safe Scouting" and Youth Protection resources.

**Units are responsible to enforce Youth Protection policies.** The head of the chartered organization or chartered organization representative and their committee chair must approve the registration of the unit's adult leaders. Adult leaders in Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

### Camp Staff Conduct

Few employment settings offer such a unique opportunity to serve in a responsible position, teaching Scouts important skills while having tremendous personal growth experiences. Staff members are often only slightly older than campers, yet they must conduct themselves in an appropriate manner at all times. Still, you are a role model for young and impressionable campers.

Technology also affects how staff interacts with campers. Text messages, e-mail, and community and personal Web sites and blogs are all popular forms of communication. However, as a staff member and a representative of the BSA, you must be especially careful how you use these and other forms of communication. Under no circumstance should you discuss or exchange personal or inappropriate information with a camper, leader, or staff member. These forms of communication can be misinterpreted and can be widely dispersed. It is even possible that such postings will resurface many years later, resulting in embarrassment.

Physical contact between adults and youth should be kept to a minimum. Using common sense, it is acceptable to shake hands, pat a boy on the back, touch while demonstrating/teaching a skill such as first aid, or taking action to prevent an accident. Long hugs, wrestling, or giving a massage are examples of inappropriate contact with a child. All members are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or sexual jokes, pornography, demeaning behavior, and drugs and alcohol have

no place in Scouting and may result in discipline up to and including revocation of membership and termination of employment.

## **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 Philmont grounds. They can be used on the Lovers Leap, Abreu, and Cimarroncito roads as far as the turnarounds during daylight after 4:30PM and before 8:00AM.

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. If you bring a bicycle you are responsible for obtaining a registration sticker when you check in and for securing it outside of your quarters.

*YOU MUST ALWAYS WEAR A HELMET WHEN  
RIDING A BICYCLE, ATV, OR UTV ON PHILMONT.*

## **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 Indians (arrowheads, potshards, 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 Program, but no specimens may be collected or kept. As a staff member you must make campers aware of this policy. By taking only photographs and by leaving only footprints Philmont's cultural and historical heritage will be enjoyed by future generations. Graffiti of any kind will not be tolerated.

## **FUNDRAISING**

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

## **GOOD PUBLIC RELATIONS ("PR")**

Your PR with your fellow staff members and with participants is important. Teamwork is a key to success at Philmont. When all staff talents and efforts are blended together a successful summer is assured. Good PR is important with our customers: the Scouts, Scouters, and families who make Philmont possible. We should always keep in mind that they make our jobs possible, and that this is their camp.

Always make them 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."

As a staff member this summer you will also have opportunities to strengthen Philmont's friendship with neighboring towns. Every community, large or small, has community pride, and this is true of our neighbors in Cimarron, Raton, and the surrounding area. We can do much to show our consideration for the local communities and to make them proud that Philmont is a neighbor. When you are friendly and considerate to Philmont's neighbors, you generate the same spirit in them. Be aware that in a small town such as Cimarron, it is obvious who is not a year around resident and Philmont staff members are easily identified. When you wear the BSA or Philmont uniform in town your behavior reflects on the BSA and Philmont.

Trespassing on property surrounding Philmont, including Coyote Mesa, private property in the Ute Park area, or the West side of Baldy Mountain hurts Philmont's relationships. Violators are subject to prosecution by property owners. Know and respect the laws and regulations governing the use of the Valle Vidal. New Mexico State Fishing regulations are in effect on all public and private lands.

### **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 or negotiations with purveyors or companies must be cleared in advance with the General Manager, Director of Program, Director of Business Operations, or their designee. Philmont logos, insignia, and letterhead may not be used without permission.

If seasonal staff orders to outside companies are desired, they must be approved by the General Manager, Director of Program, Director of Business Operations, or their designee and be processed through the Business Department. All employees must act in such a manner as to avoid even the appearance of a conflict of interest. Where a possibility of a conflict of interest or a perceived conflict of interest could occur, employees should seek guidance from Philmont Management.

### **MOBILE PHONE USE AT PHILMONT SCOUT RANCH**

Mobile phones are permitted in the backcountry; but they are not encouraged. Most backcountry areas have no cell coverage. There is no opportunity to recharge a mobile phone once you have left Base Camp; solar systems are not allowed to be used for charging phones. Mobile phone use, including texting, should not be used 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.

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

1. Phone Philmont Scout Ranch: 575-376-2281 to report an emergency. State that this is an emergency call and you need to talk with Logistics.
2. Give Expedition Number or staff information.
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. You may be

directed to turn off your phone and call back at a specific time in order to save the remaining battery life.)

4. Please remain in your current location until emergency response is activated.
5. Briefly describe the emergency situation. (twenty-five words or less).
6. Accurately state the location of the emergency. Please be prepared with grid coordinates.
7. Be prepared with all other emergency information requested in the list "Sending A Message For Help."

### **AIDS TO PRONUNCIATION GUIDE (How to sound like a local)**

Abreu - <i>Uh-bray'-you</i>	Raton - <i>Ra-tone'</i>
Apache - <i>Uh-pa'-chee</i>	Rayado - <i>Ray-ah'-doe</i>
Beaubien - <i>Bo-bee-yen'</i>	Rodeo - <i>Roe'-dee-oh</i>
Bonito - <i>Bo-nee'-tow</i>	Sangre de Cristo - <i>San'-grey day</i> <i>Cree'stow</i>
Costilla - <i>Coe-stee'-yuh</i>	Santa Fe - <i>San'-tuh Fay</i>
Cimarron - <i>Sim'-uh-roan</i>	Taos - <i>Tah'-ose</i>
Cimarroncito - <i>Sim'-uh-roan-see'-toe</i>	Urraca - <i>You-rah'-cuh</i>
Comanche - <i>Coe-man'-chee</i>	Ute - <i>Rhymes with "cute"</i>
Hereford - <i>Her'-ferd</i>	Valle Vidal - <i>Vay'-yuh Vih-doll'</i>
Jicarilla - <i>Hick-uh-ree'-yah</i>	Vermejo - <i>Ver-may'-hoe</i>
Miranda - <i>Muh-ran'-duh</i>	Villa Philmonte - <i>Vee'-yuh Fil-mon'-tay</i>
Moreno - <i>Moe-ray'-no</i>	
Ponil - <i>Poe-neel'</i>	

### **USE OF DRONES**

Philmont does not allow the use of drones for any purpose, unless the approval of Philmont Management has been granted.

### **WEDDINGS**

Weddings on Philmont property are not allowed during summer season.

### **SLACKLINING**

Slacklining is approved as a BSA activity, but it is only allowed with proper equipment, site selection and supervision. Operation of a slackline is only allowed with prior Philmont Management approval.

### **PETS**

Do not bring a pet to Philmont or acquire one during the summer. Seasonal staff members may not have pets in Base Camp or in the backcountry. Problems with harassment of wildlife and livestock, annoyance to neighboring staff members, and sanitary and hygiene problems make this necessary.

### **VISITORS**

Visitors and family members are welcome at Philmont, however, THERE IS NO HOUSING and visitors must check in and register at the Camping or Training Center office. Visitors must purchase a meal ticket to eat. Visitors are NOT allowed in the backcountry unless accompanied by a member of management.

Family members of Philmont Staff and Special Visitors (designated by Philmont Management) may be issued a Visitor ID Badge through the PTC Office or CHQ Office. A person being issued a Philmont Visitor ID Badge is defined as a person being provided a service by Philmont.

Individuals with a Visitor ID Badge are allowed to eat one consecutive day of meals provided by Philmont. Additional meals may be purchased as needed. Visitor ID badges must be returned to the PTC Office, CHQ Office or Welcome Center upon departure.

## **WILDLIFE**

According to New Mexico law it is illegal for anyone to care for or destroy a wild animal regardless of its condition. Staff must be aware of the New Mexico Game & Fish Department policies. Staff must adhere and be sure that participants understand and adhere to the policy. Should a wild animal be observed that is trapped, sick, injured, etc. it should be reported to the Director of Ranching through Logistics. Collection of wild animals requires a State Permit and approval of Philmont Management.

## **PROCEDURES GOVERNING BACKCOUNTRY HIKING AND CAMPING BY PHILMONT STAFF MEMBERS**

All Staff members may hike and/or camp at Philmont within the following guidelines:

1. The rule of two applies. There must always be at least two in a group. Coed groups must have at least 3 persons.
2. Properly check out with supervisor or manager.
3. Submit a completed Staff Backcountry Access Permit (CHQ Mailroom, Logistics Distribution Room or 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. Carhartts are not uniform. A nametag is required.
6. When in a backcountry camp, record your visit at backcountry camps in their Staff Log Book.
7. If Backcountry Staff are hiking the Ranch and not returning to base and find that they must change their itinerary they must submit updated information at any staff camp.
8. Every staff member who plans to hike or backpack in the backcountry must have a prior orientation by a member of the Ranger staff.
9. All staff must follow bear and mountain lion safety procedures. Bear ropes and bags are required.
10. All staff must follow Wilderness Pledge and Leave No Trace principles 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 action 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. *Male and female staff must sleep in separate quarters 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 are to draw food from Outfitting Services. A sign out procedure will be used. Do not plan nor expect to be invited to join the backcountry camp staff for meals.
16. Each staff member is expected to comply with the provisions, spirit and intent of the Philmont Wilderness Pledge.
17. Staff program participation is permitted but staff should maintain a non-demanding low profile. Participants have priority.
18. Only current staff members and registered participants are allowed to hike overnight in the backcountry.
19. Hiking at night is not allowed.

Violation of the Backcountry Hiking and Camping Procedures may result in disciplinary action and documentation in the violator's personnel file.

### **STAFF PACK RENTAL**

Philmont staff is encouraged to enjoy the backcountry on their days off. We offer free five-day rentals of our packs for staff. Rental packs are prioritized for participants, and may not always be available for staff use.

If your Philmont job requires the use of a personal backpack or other equipment, you may choose to participate in special direct vendor purchases at below-retail pricing. Check with your staff leader for more information about these special purchase opportunities.

### **CARE OF EQUIPMENT**

You have some responsibility for material supplies and equipment purchased for use in the Philmont program. Your diligent care and use of such materials is expected, as well as your honesty in seeing that all materials are used for intended purposes. Pilferage of trail foods or any other materials is cause for immediate dismissal.

## **IX. HOW PHILMONT OPERATES**

Philmont is owned and operated by the National Council of the Boy Scouts of America. An operation as large as Philmont requires many people. A year-round staff of over 80 individuals is employed by the Ranch. Philmont's top executive is the General Manager. Working with him are staff who manage Philmont's programs, Training Center, food service, maintenance, ranching, museums, and administrative operations. The Philmont Ranch Committee consists of volunteer Scouters who work closely with the year-round administrative staff to establish policy and see that Philmont's intended purposes are maintained.

### **THE PHILMONT SEASONAL STAFF**

Every member of the Philmont Seasonal Staff is vital to the success of Philmont and has an important job. The major parts of the staff include: (CHQ = Camping Headquarters, PTC = Philmont Training Center)

**Office Support** - The office staff provides the services and support necessary in the offices at CHQ, PTC, and Administration.

**Food Service** - The food service staff prepares and serves food in the dining halls at CHQ and PTC.



**Commissary** - This staff distributes food and supply orders to backcountry commissaries, and staffed camps as well as the packaging and distribution of trail food.

**Tooth of Time Traders** - The trading post staff maintains inventories and conducts sales of gear and souvenirs in the trading post and snack bar in Base Camp as well as trading posts and cantinas in the backcountry. The trading post also operates the CHQ laundry and soda machines across the Ranch.

**Purchasing Office / Merchandise Warehouse** - The staff in the merchandise warehouse distributes hardware materials and maintains equipment and tentage.

**CHQ Outfitting Services** - The CHQ Outfitting Services staff issues food and gear to trailbound crews, pack and tent rentals, and backpacking fuel sales. They also maintain the “Food Wall” for staff.

**Mail Room** - The Mail Room handles mail at Philmont for staff and participants.

**Museum** - The museum staff leads tours of the Villa, operates the Gift Shop at the National Scouting Museum at Philmont Scout Ranch, and supports the programs at the Historic Chase Ranch as well as at the Kit Carson Museum at Rayado.

**Horse Department** - The horsemen and wranglers in the horse department lead Cavalcades, conduct horse rides at backcountry horse camps and cattle headquarters, work with stock, and give leadership to the Ranch Hands Program.

**Conservation** - The conservation staff maintain and build Philmont’s trails and campsites and give leadership to the OA Trail Crew, Trail Crew Trek, STEM Trek, & ROCS (Roving Outdoor Conservation School). They are also responsible for data collection (GIS) and environmental projects.

**Logistics** - Logistics maintains communication throughout Philmont, provides and controls transportation, and conducts trip planning for treks.

**Activities** - The activities staff organizes the nightly opening and closing campfires at CHQ, organize and support staff recreation and morale opportunities, and operate the Fitness Center. Activities Staff manage the CHQ staff male and female staff tent city areas.

**Marketing and Photography Service** - The MPS staff publishes the weekly *PhilNews* and takes and processes staff and participant photos for CHQ and PTC. They develop marketing materials including print, electronic and social medial outlets. They maintain archival photos of Philmont.

**Grounds** - Philmont’s grounds staff maintain the exterior appearance of the Villa Philmonte, Training Center, and Camping Headquarters grounds.

**Maintenance** - Philmont’s maintenance staff maintain the functionality and appearance of the Training Center and Camping Headquarters facilities.

**Philmont Infirmary** - The medical staff provides for the medical needs of the Ranch, does the medical rechecks for participants, and manages the Infirmary Tent City.

**Rangers** - Philmont’s Rangers provide orientation and training for crews during their first few days at Philmont, give leadership to the Rayado and Mountain Trek programs, and coordinate field operations for Search & Rescue (SAR) efforts.

**Training Center Program** - Family members of PTC conference attendees are led in activities (hiking, camping, crafts, tours, shooting sports, etc.) by members of the PTC program staff.

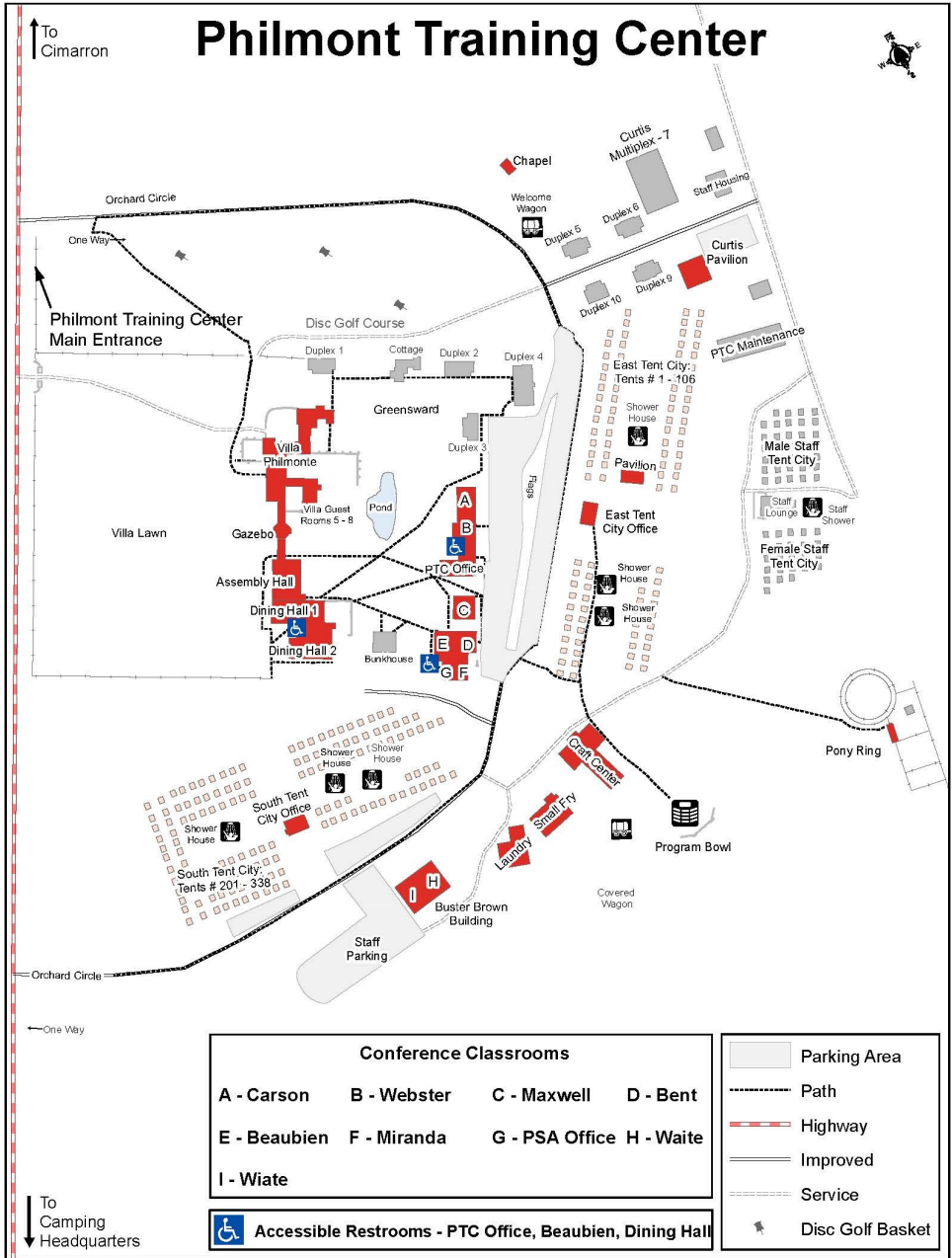
**Training Center Services** - The PTC services staff provides material and audio visual support for training conferences, and housekeeping of the PTC buildings.

**Backcountry Programs** - The backcountry program staff provide programs and support for participants at Philmont’s 36 staffed camps.

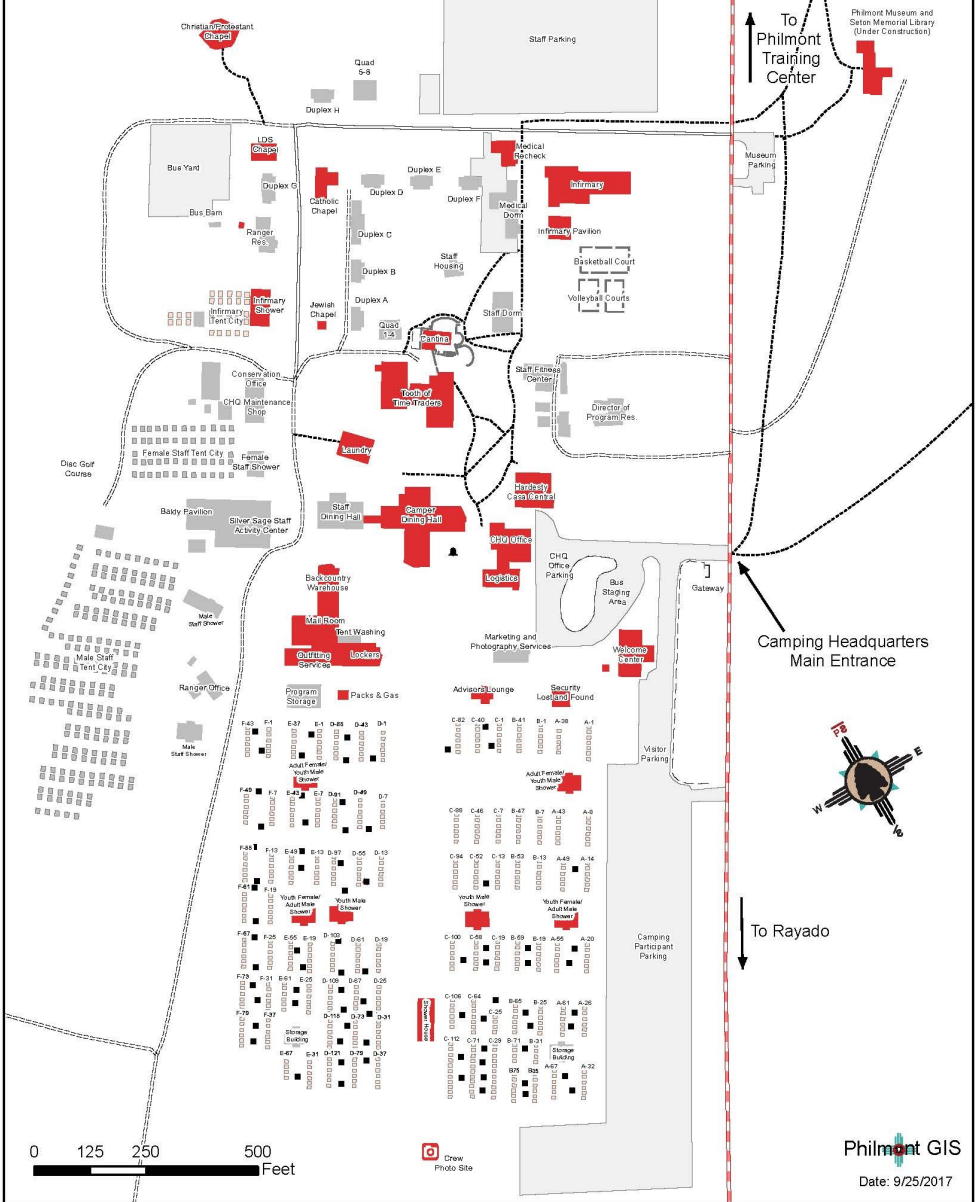
**Welcome Center** - Dedicated Welcome Center staff greet new arriving crews and are the first stop for crews as they come off the trail.

# X. PTC & CHQ MAPS

## Philmont Training Center



# Philmont Camping Headquarters



# XI. INDEX

Abandoned Mines .....	7
Additional Policies .....	26
Aids to Pronunciation .....	34
Alcohol and Drug Use .....	5-6
Arrival and Departure .....	22-25
Arrival Plans Card .....	22
Backcountry Hiking .....	35-36
Beards .....	4
Bicycles .....	32
BSA Membership and Youth Protection Training .....	3, 16, 23
Certifications .....	16
Chaplains & Religious Services .....	13
Check Out .....	24
Collecting Policy .....	32
Crisis Communications .....	14
Drones .....	34
Emergency Telephone .....	24
Employment Date Changes .....	25
Extension of Employment .....	25
Firearms .....	29
Food .....	10
Fundraising .....	32
Gratuities, Commercial Enterprise and Conflict of Interest .....	33
Hairstyles .....	4
Hatchets .....	29
Health and Medical Record .....	3, 5, 17, 23
History of Philmont .....	Inside back cover
How Philmont Operates .....	36-37
ID Name Tags .....	14, 19-20
Illegal Drugs .....	6
Illness or Injury .....	11
Insurance .....	11-12
Internet Communications .....	14
Jewelry .....	4-5
Job Description .....	17
Laundry .....	12
Leave No Trace .....	2
Leaving .....	22-25
Letter of Agreement .....	16
Living Quarters .....	8-9
Lounge — Silver Sage Staff Activity Center .....	13-14
Mailing Address .....	24
Map — Philmont Camping Headquarters (CHQ) .....	39
Map — Philmont Training Center (PTC) .....	38

Medical Infirmary.....	11
Mission Statements.....	Inside Front Cover
Nearby Towns.....	25
Non-Harassment Policy.....	27-28
Open Door Policy.....	7
Parking.....	24
Pay Days.....	10
Permanent File.....	12
Personal Equipment.....	18-19
Pets.....	34
Philmont Grace.....	Back Cover
Philmont Hymn.....	Back Cover
Philmont Staff Association.....	42
Philmont's Wilderness Pledge.....	2
Physical Condition.....	5
Points of Emphasis.....	1
Preparing for Philmont.....	16-21
Professional Scouting.....	17
Public Relations.....	32-33
Quiet Hours.....	9
Religious Services.....	13
Scouting Spirit.....	3
Seasonal Staff.....	36-37
Security.....	12, 19, 21
Sharp Appearance.....	4-5
Sheath Knives.....	29
Shipping.....	23
Slacklining.....	34
Staff Lounge and Activities.....	13-14
Staff Uniforming Policy.....	19-20
Standards for Personal Appearance.....	4
Tattoos.....	4
Termination.....	6-7
The Scout Law.....	2
The Scout Oath.....	2
Time Off.....	13
Tobacco.....	5
Tooth of Time Traders - The Official Philmont Store.....	13
Training.....	12
Trespassing.....	25
Uniforms.....	4-5, 19-20
Vehicles.....	23-24
Visitors.....	34-35
Weddings.....	34
What Philmont Expects of You.....	3
What You Can Expect of Philmont.....	8

# The Philmont Staff Association



Membership in The Philmont Staff Association (PSA) is open to all former and current Philmont Staff (including Autumn and Winter Adventure 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 3,000 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 of 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 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, the 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 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 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 & Philmont Museum & Seton Memorial Library, 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 member.

For more information, contact the PSA office at (575) 376-1138 or visit [www.philstaff.com](http://www.philstaff.com).

## XII. PHILMONT HISTORY

Philmont Scout Ranch is a 140,171 acre wilderness area located in the Sangre de Cristo Mountains in northeastern New Mexico. Elevation ranges from 6,700 to 12,441 feet and includes diverse plant and wildlife communities. The ranch is rich in history and includes gold mines and homesteads from the 19th century as well as prehistoric petroglyphs and archaeological sites, including the first documented T-Rex fossil footprint in the world.

Most of what now is Philmont was donated 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 Rockymountain Scoutcamp (after 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 addition that included his best camping land, the Villa Philmonte, and the headquarters of the farming and ranching operation. The property, now totaling 127,395 acres, was renamed Philmont Scout Ranch in 1941.

Phillips realized that the cost for maintaining and developing the property could not and should not be derived entirely from camper fees. As an endowment he included in the gift his 23-story Philtower Building in Tulsa, Oklahoma.

Attendance grew slowly during Philmont's first years, but by 1951, it jumped to more than 5,200 with the establishment of the Philmont Training Center, the National Volunteer Training Center of the Boy Scouts of America, in 1950.



In 1963, 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 1,000,000 Scouts, Venturers, and leaders have experienced the adventure of Philmont. Throughout its existence, conscientious attention to low-impact camping techniques have helped maintain the Ranch's wilderness flavor.



## Philmont Hymn

Silver on the sage,  
Starlit skies above,  
Aspen covered hills,  
Country that I love.

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, here's to thee,  
Scouting Paradise,  
Out in God's country,  
tonight.

## The Philmont Grace

For Food  
For Raiment  
For Life  
For Opportunity  
For Friendship and Fellowship  
We Thank Thee O Lord

Cover photo by David Brinkman

*2017 Staff Photo Contest, entry*

Back cover photo by Evan Winter

*2017 Staff Photo Contest, entry*

[TWITTER.COM/PHILMONT](https://twitter.com/PHILMONT)

[FACEBOOK.COM/PHILMONT](https://facebook.com/PHILMONT)

[YOUTUBE.COM/PHILMONTSCOUTRANCH](https://youtube.com/PHILMONTSCOUTRANCH)

575.376.2281

[PHILMONTSCOUTRANCH.ORG](https://philmontscoutranch.org)

[PHILSTAFF@PHILMONTSCOUTRANCH.ORG](mailto:PHILSTAFF@PHILMONTSCOUTRANCH.ORG)