

(Sample Letter to send to your key Staff)

First of All Thank You! for going the extra miles and volunteering to be key Staff. Here is what we need to do to be registered for camp. Please try and complete these items ASAP so we can get to work on camp.

Key Staff Needs to:

1. Register online (Adults must pay \$10 for water bottle, Shirt and backpack)
2. All Key Staff must submit a Camp Training Log (10 hours at least) This includes all training, camp meetings, and planning time, File out a job Application, and submit letter of references for Job at camp.
3. All Key Staff must turn in a BSA medical form. Please fill out to the best of your ability. All adult must have taken a Tetanus Shot within 10 years of camp. If you do not believe in shots for personal or religious please fill out exempt No Shot form.
4. ALL key staff are required for all adults! All staff 18 and older must attend one of the following sessions!

Youth Protection Training will be offered: May 14; May 19; May 22; and June 4th

In classroom YPT 9:00 AM Saturday at (location). You will not be allowed to attend camp if your do not have this training. Training good for two years card must expire after June (last Day of Camp), 2017

Regular Staff & Volunteer training follows YPT class on dates listed. Should last about 1 Hour (10:30 - 11:30 AM)

5. All key Staff must take Weather Hazard Training within Two year of camp, American First Aid training within year years of camp, Anti-Harassment Training yearly and attend a new Camp YPT Training that will be given at Staff meeting TBA.