

PHILMONT HYMN

Silver on the sage,
Star-lit skies above
Aspen covered hills,
Country that I love
Philmont, here's to thee
Scouting Paradise
Out in God's country - tonight.

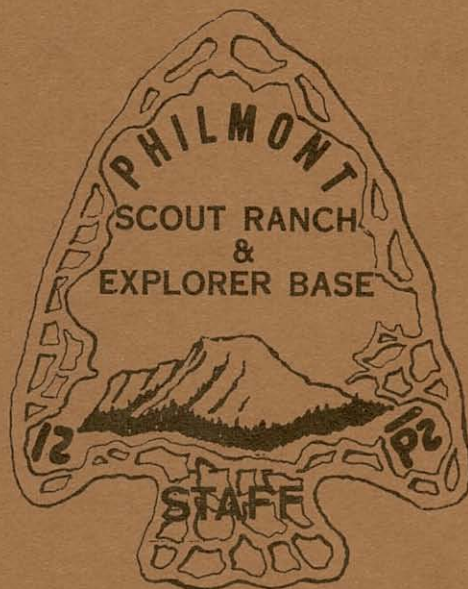
Wind in whisp'ring pines
Eagles soaring high
Purple mountains rise
Against an azure sky
Philmont, here's to thee
Scouting Paradise
Out in God's country - tonight.

PHILMONT GRACE

For food, for raiment,
For life, for opportunity
For friendship and fellowship,
We thank Thee, O, Lord.
—Amen

Philmont

Staff Guidebook



1978

P2

12

Dear Philmont Staffer,

You have been selected to do an important job. Thousands of campers and Training Center participants from all over the United States and several foreign countries will share your personality and talents.

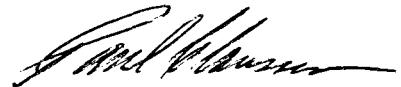
Each year's Philmont Staff develops their own traditions and characteristics. We know that the staff of 1978 will be known for its friendliness, willingness to serve and its job capability.

You are part of a large team - some 500 are serving with you this summer. Staff positions are many and varied, but all have the same responsibility - to serve those who come to Philmont. You and I are hosts, and it is our job to serve our guests.

It will not be possible for you to know everyone on the '78 team, but you will become part of the Spirit of Scouting and Philmont.

We are delighted to have you as a member of this staff, and we welcome you to Philmont.

Sincerely,



Paul D. Claussen
Director and
General Manager

PWC/ts

THE PHILMONT STAFF GUIDEBOOK

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**Please Read Thoroughly - Follow Directions -
Bring With You.**

**SPECIAL NOTE CONCERNING ARRIVAL
AT PHILMONT: PLAN TO ARRIVE DUR-
ING THE AFTERNOON PRIOR TO THE
DATE SPECIFIED IN YOUR LETTER OF
EMPLOYMENT. DO NOT COME EARLIER.**

WELCOME TO THE PHILMONT STAFF

Every member of the Philmont staff has an important job. The major parts of the staff include:

TRAINING CENTER

About fifty summer staff serve in the Training Center area in direct support of conferences, participants and families. Included are:

Training Center Manager - Overall management of the Training Center and its personnel.

Training Center Services - Provides maintenance, Tent City management, housekeeping and physical support for conferences.

Family Program Service - Provides programs for family participation and organized programs by age group, including remote locations, operation of the small fry center, Cub day camp and Rocky Mountain Scout camp, Tours of Villa Philmonte.

Office Services - Supports the overall Training Center operation.

Food Service - Provides staff and conference families with nourishing and pleasing meals.

Trading Post - Supplements the main trading post with items specifically for Training Center families; operates the book and literature store in support of conference needs.

CAMP HEADQUARTERS

About a hundred summer staff members serve

in the Camping Headquarters. They assure that campers are well fed, well outfitted and housed, and help crews plan and prepare for their mountain-top adventure. Some of the functions in Headquarters are:

Headquarters Services - Provides postal service, trail equipment, initial food distribution, laundry, and other services.

Registration and Office Services - Provides support for overall Camping operations.

Food Service - Provides staff and campers with good meals.

Logistics Service - Provides communications, itinerary planning, and efficient transportation of people and supplies.

Program - Supports program features throughout Philmont, provides program for Headquarters area, promotes staff recreation activities.

Chaplaincy Service - Serves the religious needs of the Philmont participants and staff, both Camping and Training Center.

Commissary - Gets the food to where the people are.

Trading Post - Offers a wide line of necessary and convenience items.

News & Information Service - Keeps the public informed about what's going on at Philmont, provides photo services, and information. Publishes a Staff Newsletter regularly.

Horse Department - Has its base of operations at the Ranch & Cattle Headquarters.

Health Lodge - Doctors and support staff give medical rechecks and provide medical care and treatment for the Philmont participants and staff, both Camping and Training Center.

Welcome Center - Greets incoming groups and individuals, manages incoming and outgoing Tent City.

Security Service - Provides security for people and property, manages lost and found system.

Maintenance Service - Keeps our central area neat and clean - with the help of all of us.

MUSEUMS

About nine summer staff members serve in the museums system. Visits and tours are provided for Philmont participants and the public. Included in the system are the Seton Library and Museum and the Kit Carson Museum.

MOUNTAIN STAFF

Some 150 staff members serve in the back-country. They comprise more than twenty staff teams that operate in the mountain camps and offer unique program opportunities. Camp staff members share many responsibilities including these specialized duties:

Camp Director - Is the leader in charge of a mountain camp and adjacent area.

Program Counselor - Two or more in each staffed camp present Philmont's many varied programs.

Horsemen & Wranglers - Are stationed at three of the mountain camps. They provide horse rides and give expert care of the livestock.

Commissary/Trading Post/Cooks - Provide services in support of backcountry activities.

Conservationists - Provide leadership and expertise to Work Crews and Expeditions; work to build or improve the great network of Philmont trails.

RANGERS

There are about 145 Philmont Rangers. Rangers greet their crews and prepare them for the trail; on the trail their job is to give each crew the know-how to be comfortable, safe and well fed. The Ranger's aim is to get each group off on the right foot for its high adventure experience.

HOW PHILMONT OPERATES

Philmont is owned and operated by the National Council, Boy Scouts of America.

An operation as large as Philmont requires many people. A year around staff is maintained. Philmont's top executive is the General Manager. Working with him are departmental heads who manage Philmont's program, maintenance, ranching and administrative functions. The Philmont Training Center and Camping Departments comprise the Philmont program group and are supervised by the Director of Program.

Philmont has a committee of volunteer Scouters who work closely with the year-round administrative staff to see that Philmont's intended purposes are pursued diligently. The Philmont Ranch Committee relates directly to the Program Division of the National Executive Board.

Your staff supervisor is a part of the Philmont leadership structure.

YOUR LETTER OF EMPLOYMENT

You are responsible for reading and understanding the contents of your employment agreement before signing. 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 of employment (including the specified beginning and termination dates) and in this guidebook, please check with us prior to indicating your acceptance by calling or writing the Philmont representative whose signature appears on your letter.

PREPARING FOR PHILMONT

PERSONAL EQUIPMENT

Pages 14 and 15 of the **GUIDEBOOK TO ADVENTURE** include a list of personal equipment and clothing recommended for Philmont campers. You will need much the same gear in clothing, bedding, toilet articles, and optional items. If your job will keep you on the trail much of the time (rangers and conservationists) or if you plan to do some backpacking, you should use this equipment list. Since this list is made up for a 12-day backpacking trip, you might want to bring more clothing and heavier items of rainwear and jacket.

Philmont's summer weather includes some warm days and chilly nights. Warm bedding, at least three warm blankets (with sheets and pillowcases) or a good sleeping bag is essential. It can freeze at night in the higher elevations. While

the short Scout or Explorer uniform is generally comfortable during the day, you may want at least one long uniform for occasional evening comfort, as well as a good jacket. Uniform parts and wool jackets are available in the Philmont trading post.

Choose your footwear carefully - you will be on the go a lot. Sturdy boots or hiking shoes are needed for Philmont's rugged trails. Ankle high footwear will keep out pebbles and debris. For mountain staff, training center, or headquarters jobs, you may want a comfortable but durable work shoe; the low-quarter cut is fine.

If your job requires considerable backpacking, such as ranger, you should thoroughly review your equipment and take care of personal needs and special desires prior to arriving at Philmont. A limited line of backpacking supplies is available in the Philmont trading post. (Note: Blue Max Packs and cruiser frames are furnished for ranger use at no cost.)

You may also wish to bring a few personal comforts and conveniences for your quarters, such as a mirror, clock, pillow, or a small radio. Although electricity is available in headquarters, the training center, and a few mountain camps, appliances such as stereos are not recommended, since electrical wiring is designed for minimal loads and tent living presents a security problem.

A footlocker or trunk is best for packing. Be sure yours is equipped with a hasp and padlock or built-in lock to safeguard your belongings.

TRANSPORTATION

Raton, New Mexico is the nearest terminal for

Greyhound bus and AMTRAK. Denver, Colorado Springs, Pueblo and Albuquerque are the nearest air terminals from which you will need to make bus connections to Raton.

Philmont provides transportation from Raton to the ranch. Staff will be picked up at the bus depot and train station at least once daily. Your confirmation card should let us know when you will need transportation.

Plan to arrive during the afternoon prior to the date specified in your letter of employment. **DO NOT COME EARLIER.** No provision is made for you before your scheduled arrival day.

Pick-ups are normally not made in Raton after 10:30 p.m. If you arrive in Raton after that hour, phone the ranch. It may be necessary to stay overnight and be picked up the following day at one of the depots. Overnight lodging is available at the hotel in town or at the several motels in the vicinity.

BSA MEMBERSHIP

Are you currently registered in Scouting? You **must** be in order to serve on the Philmont staff. When you arrive, you should be prepared to show current registration card. If you are not now registered, register and become involved with one of your local units that can use your help. You can register at Philmont by completing the required registration form and paying the standard fee.

YOUR POSITION CONCEPT (Job Description)

Read thoroughly your position concept enclosed with your letter of employment. Prior to coming to Philmont, give some thought to how you will accomplish each task or principal responsibility.

As you give thought to this, consider in each task, "satisfactory performance is attained when . . ." Make notes. Your supervisor will help you refine them during staff training; they will become your set of performance standards for the summer upon which you will be evaluated.

CERTIFICATION

Are you certified as an instructor in First Aid? If so, please bring your Red Cross card with you to verify your qualifications, as well as any other certification you hold.

CONFIRMATION & ARRIVAL PLANS CARD* (Mail By May 15)

Philmont is counting on you for this summer. If your situation has changed, and you will not be able to fulfill your contract, **please** mail the enclosed card indicating that you will not be available so that we may plan accordingly. If you are coming, send the confirmation card to confirm your intent. This card also lets Philmont know your arrival plans and transportation from Raton will be arranged if needed. Please fill it out fully and carefully. This is important. Should you arrive earlier than the date indicated on your letter of employment you will be asked to pay \$1.00 per meal for the extra meals.

HEALTH AND MEDICAL RECORD

You are required to submit a completed health

and medical record, BSA Form 4431, (enclosed), signed by a physician. It is imperative that you have this done prior to arrival. If you do not have the form completed when you arrive, you can be examined at Philmont, and you will be charged the normal professional fee. Upon your arrival, one of the camp doctors will give you a medical re-check.

INSURANCE

Philmont provides limited health and accident coverage as outlined in the Camper's Accident and Sickness Insurance booklet (enclosed with letter of agreement). The coverage has exemptions such as involvement in accidents while off-duty and off Philmont property. It is important that you (your parents) are aware of the coverage and its limitations.

In addition to the aforementioned coverage, Workmans Compensation Insurance is provided to cover accidents incurred on the job.

While you are at Philmont, you must report all injuries and illnesses promptly to the Health Lodge so that you can receive proper care and the benefits of this insurance.

PROFESSIONAL SCOUTING AS A CAREER FOR MEN AND WOMEN* (Mail By May 15)

You will have an opportunity to meet with a BSA Personnel representative and/or a representative of the American Humanics Foundation during staff training week if you desire. If interested, please complete the enclosed card and return to Philmont by May 15.

REGISTRATION CARD* (Mail By May 15)

Please fill out (print or type both) sections of this card completely and mail to Philmont by May 15. Where the card asks for "Expedition No.," write in "Staff - Your Camp or Department."

EMPLOYEES WITHHOLDING CERTIFICATE* (Mail By May 15)

You should fill out either the enclosed "W-4" form or the "W-4E" form and mail it to Philmont by May 15 so there is no delay in getting you on the payroll. Use the W-4 form if you expect to pay income taxes and wish the standard amount withheld from your paycheck. If you think you will not make enough in salaries and wage to pay any income taxes for this year, then you may wish to use the W-4E form so that no taxes will be withheld from your paychecks.

(* - BE SURE TO COMPLETE AND MAIL THESE ITEMS BY MAY 15. WHY NOT DO IT NOW?)

WHAT YOU CAN EXPECT OF PHILMONT

LIVING QUARTERS

Most staff members are housed in wall tents (two persons to a tent) with wooden platforms, cots, and electrical outlets. Available permanent-type housing is provided for some married and senior staff, but most will be housed in tents.

PERSONAL PROPERTY SECURITY

Philmont will provide a locker for you (bring your own lock). If you can bring a footlockker

and padlock, you will have extra storage and comfort.

PHILMONT SECURITY PROGRAM

Philmont maintains a security program to protect persons and property. This security system maintains close liaison with state and local agencies.

Security is also responsible for maintaining an office centrally located at Camping Headquarters, providing lost and found service.

FOOD

You can expect three well balanced meals a day. At the Training Center and Camping Headquarters, you will be eating in the dining halls. In the mountain camps, staff members are on a non-perishable menu that includes canned food or freeze-dried foods. Or if you're on the trail, you will have the trail foods designed to get a crew of hungry Scouts or Explorers through twelve days of rugged activity. Food service is supervised by trained and experienced professionals, and menus are designed for nutritional content.

Staff meal hours for the dining halls will be posted. Staff will generally be served in a separate area of the dining facility.

PAY DAYS AND BANKING

You will be paid semi-monthly, and your check will be available on the 1st and 15th of each month. Be sure to bring enough money to last until your first pay day. You will be able to charge necessary items exceeding \$10.00 total at the

trading post until July 1. Your first pay day should be June 15 or July 1, depending on when you are scheduled to arrive. **Your last pay check will be mailed to you at home**, so don't plan on using it for travel.

The International State Bank of Cimarron makes a summer checking account service available to Philmont Staff members. The cost for a book of ten checks is nominal. This can be arranged through the Camping Registration Office.

TRAINING AND GUIDANCE

About 500 staff members will comprise the Philmont team this summer. All staff members must complete a pre-opening 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 week and with on-the-job training and counseling throughout the summer. Your supervisor is interested in helping you grow and develop. Periodically, the two of you will talk about how you are doing, how you can be even more effective, and how you can make the best use of your talents. This is your performance review. You can help yourself by conscientiously trying to find out where you can improve.

NEWS & INFORMATION SERVICE

Philmont takes pride in having you as a member of the staff. Your home town will be equally proud. The Philmont News & Information Service will write a release to **your** hometown newspaper

if you'll stop in and give them some personal data.

TELEPHONES

Several pay telephones are available for your use. Remind your callers to call person to person; you will have to be contacted to return their calls later. Office phones are provided for conducting Philmont business and not for personal convenience.

TIME OFF

A reasonable schedule of time off is provided for each staff member. Time off will be arranged with your supervisor so it does not jeopardize the operation or program. There is much to do in Philmont's general vicinity, so your days off should make for some interesting new experiences, whether on or off Philmont. If you plan to hike or backpack on your time off on Philmont, you may draw trail food from the initial distribution commissary (IDC). You are not to eat with back-country staff.

Before leaving on time off, you are expected to inform your supervisor of your expected whereabouts so that you can be reached in case of an emergency.

Absence from duty without the knowledge or permission of your supervisor is a serious matter. It is a cause for dismissal.

It is important that you fully understand the terms in your letter of agreement with regard to time on and off the job. If further explanation is needed, ask your supervisor or write to Philmont prior to your arrival.

LAUNDRY

Philmont automatic washers and dryers are available to staff during off duty hours. These are located in each staff lounge and in the self-service laundry facility at Camping Headquarters.

NEARBY TOWNS

Cimarron - five miles north of Philmont Headquarters - has a population of about 1,000. The major industries are lumbering, ranching, and tourism. Gas stations, hotel, motels, variety and gift stores, coin laundry, barber shops, movie theater, churches, restaurants, two museums and a library are located here.

Raton - a city of 7,000 - is about 45 miles northeast of Philmont. In addition to facilities available in Cimarron, it has shoe and watch repair shops, more and larger stores, and municipal swimming pool.

Springer - a town of about 2,000 - is 25 miles southeast of the ranch and is similar to Cimarron.

TRADING POST

The Philmont Trading Post carries an extensive line of camping equipment, Scouting supply items, sundries, and souvenir items. Staff members are entitled to 20% discount on standard National Supply items, including uniforms and equipment. When campers or training center guests are present, you should take your purchases to a clerk and very quietly ask him to figure your discount. You may charge items bought at the Trading Post until July 1, or your first pay check (whichever comes last).

FISHING

New Mexico State resident and non-resident fishing licenses are available at Philmont. You must have a New Mexico fishing license to fish Philmont waters. During off duty hours, staff members are free to fish nonposted areas. Several mountain streams and reservoirs abound with trout that bite on flies or natural bait. Bag limit is eight trout per day. Staff members may purchase licenses at the program office in Camping Headquarters or at the Training Center office.

VISITS BY FAMILY AND FRIENDS

If friends or family should come to visit you, you will probably want to make advance reservations for them at the Kit Carson Motel, the Don Diego Motel, the Cimarron Hotel, the Cimarron Motel, Trailer and Camper Park, or the Ponil Park. Philmont has no overnight facilities for visitors during the summer months when available housing is at peak use.

You may purchase meal tickets at the Registration office or Training Center office for family or friends at the current rate, so they can eat with you in the dining halls.

The Philmont "Back-Country" is restricted to Philmont participants and staff. Your family and/or friends will not be permitted to go into the back-country (on foot or vehicle).

You should schedule visits by family and/or friends to coincide with your normal time off.

RELIGIOUS SERVICES

Chaplains of the Catholic, Jewish, LDS, and

Protestant faiths reside at Camping Headquarters during the summer. The chaplains will be happy to visit or consult with you on request, in addition to regularly scheduled worship services.

STAFF LOUNGE/SNACK BAR

A staff lounge with game room is provided for your enjoyment. Games and recreational equipment can be checked out from the Program office in Camping Headquarters.

STAFF ACTIVITIES

Staff movies are shown weekly. A news sheet is published weekly with volunteer help from staff members. Staff trips during the summer may include one or two day visits to such features as the Santa Fe Opera, Bandelier National Monument, or nearby wilderness areas. In addition, it may be your privilege to participate in the annual Philmont Championship Buffalo Chip Throwing Contest. Add to this the possibility of nightly Frisbee, volleyball, and softball games, not to mention the Philmont Intermountain Relay and the annual Philmont contingent to the Pike's Peak Marathon (a 28 mile foot race up and down Zebulon Pike's magnificent mountain), and you really have a lot to look forward to.

STAFF PARTIES

Philmont will host several staff parties beginning with the opening staff banquet. The food service department will have special meals for the 4th of July and the "Philmont Christmas".

Each Staff Department may conduct its own "party" during the "Philmont Christmas" season.

Buffalo steaks are traditional - however exceptions can and will be made by the commissary.

These staff parties are basically within departments. Guests are limited and require supervisor approval.

Staff parties, Back-Country or at Base, are to be planned and conducted in such a way that they do not conflict or interfere with service and program for Philmont participants.

SETON MUSEUM AND LIBRARY

The Seton Museum and Library contains books and artifacts relating to the Southwest, Indian cultures, and natural things. It can turn your idle hours into interesting ones.

YOUR PHILMONT MAILING ADDRESS

Your summer mailing address will be Philmont, Cimarron, New Mexico 87714. Your camp or department must be indicated. For example:

Your Name
Staff - (Your Camp or Department)
Philmont
Cimarron, New Mexico 87714

YOUR EMERGENCY TELEPHONE NUMBER AT PHILMONT

505-376-2281

Leave this number at home for emergency calls. All calls **must** be person to person.

Wherever you are located, you can be reached within several hours to return emergency calls. Explain to relatives that you may be away from the headquarters or training center area, where

you cannot be reached immediately.

BAGGAGE

United Parcel Service provides daily delivery to Philmont. This is the most available service in the Philmont area and you should plan to use it if it is necessary for you to ship your baggage. Each parcel must weigh less than 50 pounds and you can ship any number of parcels you desire providing the total weight does not exceed 100 pounds on any one day.

Use your regular mailing address as shown above when shipping via United Parcel. 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)

If you travel by bus, double check transfer of your baggage between buses at all transfer points.

PARKING AREA FOR YOUR VEHICLE

Staff parking areas are provided for personal vehicles at the Training Center and at Camping Headquarters. You will need to obtain your vehicle identification tag as you check in on your first day. The designated parking areas must be used. Areas for guest vehicles are not available for staff parking.

Camping Headquarters staff and PTC staff may park overnight at Bus turn-arounds. This is to assist staff to hike the back-country on time off. It is important that you sign out in advance

at Logistics and that your supervisor is aware of your itinerary.

OTHER BENEFITS

1. **Health Lodge:** The Philmont Health Lodge, immediate doctor's care, and ambulance service to hospitals as well as admittance to Raton and other area hospitals and referrals to area doctors and specialists are available to staff members.

2. **Accident and Sickness Insurance:** This takes care of cost for doctors and hospital expenses as listed in the Camper's Accident and Sickness Insurance booklet (enclosed) and covers sickness and accidents as is outlined on page 9 of this guidebook. Death benefits insurance is included.

3. **Workmen's Compensation:** As the State of New Mexico prescribes for injuries received from accidents while on the job.

4. **Staff Discount:** On uniforms and National Supply equipment at the trading post.

5. **Room and Board:** Over and above salary.

6. **Permanent File:** Kept on each person to use as a top reference for future jobs and positions. Philmont staff enjoys a highly regarded reputation.

FOR NOW.

Read this guidebook carefully. It has been designed to help you get ready. Read - and fully understand - the part about what Philmont expects of you. Also read the other materials being sent to you so that you will know what to expect at Philmont.

WHAT PHILMONT EXPECTS OF YOU

SCOUTING SPIRIT

Philmont staff members are employed to serve campers, leaders and training participants and their families - - to make sure that the "Philmont experience" is at least equal to their high expectations. Being a Philmont staff member means being ready to assist willingly, whenever and wherever needed.

Philmont participants deserve your best! Each staff member should constantly strive for excellence. Good staff members learn by doing and strive to learn how they can do better as the summer progresses. The last participants will be expecting the same top-notch experience as the rest, and it is up to the Philmont staff to see that they get it.

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

Personal appearance is important to staff morale. The staff sets the pace by example. Pride in appearance will make you and those around you feel that you are part of a first rate group of people. Your own appearance should be exemplary in terms of cleanliness, grooming and uniform or off-duty clothing. Regular bathing regardless of job, clean and well kept hair, and well maintained uniforming are a must. Your

name tag is to be worn on the right flap of your uniform shirt to make it easier for people to learn your name, and to call you by name when you are working with them only briefly. One tag is furnished to you at no cost and additional tags are available from Camping Trading Post. The staff sets the pace by example.

GOOD PHYSICAL CONDITION

Good physical condition is a must for the strenuous life of a Philmont staff member. It comes through eating right, proper health care, and getting enough rest. In consideration of those living around you, you are asked to go quietly about your activities if you will be up between 11:00 p.m. and 7:00 a.m.

You are responsible for keeping yourself physically fit and alert. If failure to assume this responsibility renders you ineffective as a staff member, then you will be subject to correction of the problem or dismissal. 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.

SUGGESTIONS/INNOVATIONS

Philmont wants the benefit of all of your abilities and insights. Although your primary job responsibilities are your first concern, be alert to other ways that your particular interests and talents can enrich the Philmont experience for others. If you see ways that Philmont operations can be improved or a more efficient way something can be done, by all means make the suggestion to your supervisor.

EMPLOYMENT STANDARDS

Because Philmont comprises a community of hundreds of people and represents a forefront of the Boy Scouts of America, there are several "rules" that each staff member must follow. The standards are high and you as a staff member are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance at Philmont:

- Participate successfully in the designated staff training and fulfill the job requirements specified by Philmont through your supervisor.
- Maintain yourself in a clean and well groomed manner both physically and morally, regardless of job assignment.
- While on Philmont wear the prescribed uniform according to the following statement:

PHILMONT STAFF UNIFORMING POLICY

The Boy Scouts of America is a uniformed organization and wearing the uniform at Philmont is a job related responsibility. Staff members must bring or buy enough parts to be correctly clothed every day. Repeated infractions of the Staff uniforming requirements will result in dismissal.

All staff are reminded that Philmont is the largest camping operation in the U.S.A. Philmont has been and continues to be the "pacesetter". Proper uniforming is an important element to the atmosphere and at-

titudes desired with all participants of Camping and Training Center.

Prescribed uniform and exceptions are as follows:

1. Any complete official uniform of the Boy Scouts of America is acceptable. The Philmont Staff T-shirt and Philmont belt with buckle qualify as prescribed uniform parts for Philmont staff and may be worn in lieu of standard shirt or blouse and belt. A bolo tie may be worn with collared shirt. Rolled shorts are not acceptable.
2. Prescribed footwear includes hiking boots, street shoes or boots and clean sneakers in good condition. Socks must be worn and must be either official uniform apparel or all white or speckled gray hiking socks. (Colored or banded unofficial socks are not acceptable uniform apparel). Female staff wearing the ladies' Scouter uniform will wear the appropriate stockings or socks.
3. Headgear is not necessary; however, if worn, it must consist of either an official cap or hat or an acceptable western style hat.
4. Uniform will be worn by all staff on "Time off" in the back country as well as on regular duty.
5. The only exceptions or alternates to the above requirements are:
 - a. Medical staff members may wear whites while on duty.

- b. Cooking personnel wear apparel provided by Philmont while on duty. Other food service personnel wear official uniform (Philmont staff T-shirt, official khaki shorts, belt, official socks and name tag preferred). V-neck shirt and neckerchief are not approved uniform at Philmont. All food service and commissary personnel must wear hard toed shoes while on duty. Food handlers not having closely cropped hair must wear full coverage hair nets while on duty in kitchens and dining halls.
- c. Wranglers may wear appropriate western wear while on duty.
- d. Interpretative or period costumes may be worn by staff while conducting programs **within the specific camp environment** as follows:
- Beaubien/Clarks Fork/Ponil - appropriate western wear provided by Philmont.
 - Clear Creek - Rocky Mountain Fur Trapper apparel provided by Philmont.
 - Black Mountain - Mountain man work clothing provided by Philmont.
 - Cypher Mine/French Henry - Miners work clothing provided by Philmont.
 - Pueblano - Lumberjack work clothing provided by Philmont.
 - Crater Lake - Lumberjack work clothing provided by Philmont.
- e. Military personnel on temporary assignment at Philmont may wear the uniform of the respective services.

- f. Security staff wear the badge or emblem with the official uniform while on duty in order to be readily identified in any urgent security matters.
- g. Hazardous or temporary job conditions may from time to time require special clothing. The supervisor will make the determination at the time.
6. The name tag and Philmont staff patch are considered as parts of the official prescribed uniform. Name tags are to include Name and job title only. (No descriptive adjectives).
7. Uniform parts may not be worn in conjunction with non-uniform articles of clothing. Likewise non-official decorations and ornaments are not to be worn in conjunction with the uniform.
8. Staff members are required to be in official uniform whenever using Camping Headquarters and Training Center dining facilities. The only exceptions are as allowed in 4a and e on the preceding page, and above.
- Successfully complete a physical examination using standard BSA form 4431 (provided by Philmont) within the past twelve months and show evidence upon arrival at Philmont.
 - Be a registered member of the Boy Scouts of America.
 - All staff members must conduct themselves in an exemplary manner on or off Philmont, in or out of uniform. Examples of violations of this standard include, but

are not limited to, the following:

- Possession, sale or use of alcoholic beverages on Philmont or in uniform anywhere. New Mexico state law prohibits drinking of alcoholic beverages under the age of 21.
- Possession, sale or use of unprescribed drugs (including marijuana) or misuse of prescribed drugs. Note: Any employee credibly suspected of violation of this policy will be suspended without pay pending a determination of guilt or innocence. If found not guilty, the employee will be reinstated with pay.
- Use of language, references or actions not in keeping with the aims and ideals of the BSA.
- Intoxicated behavior.
- Violation of the law.
- Smoking, chewing tobacco, and other use or display of tobacco products in front of campers, and specifically labeled "no smoking" areas.
- Theft.
- Fighting.
- Willful damage to Boy Scouts of America property.
- Creating a safety hazard.
- Use of fireworks. Use of explosives except where specifically approved by the Philmont Administration.
- Insubordination.
- Gross misconduct.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- Assisting minor staff (those under the age of 21 in New Mexico) obtain alcoholic beverages or providing minors with alcoholic beverages.

- Minors (under age of 21 in New Mexico) seeking or obtaining alcoholic beverages.
- Subscribe to the Scout Oath or Promise, the Scout Law and Declaration of Religious Principle. Fully cooperate with the policies, program and management of Philmont.

POLICY COVERING COMMERCIAL ENTERPRISE

No Philmont staff member shall enter into any commercial agreement in which Philmont participants and/or other staff are represented without the express consent of the Philmont administration. Examples of violations of this policy are sales; soliciting sales, orders or inquiry; representing commercial organizations. Note: Patch trading is a fellowship program primarily for campers. The sale of patches is prohibited.

PETS

Summer staff members may not have pets at Philmont. This has been determined because of past problems with hindrance to game and livestock, as well as annoyance to neighbor staff members. If you bring a pet, you will have to send it home. If you find a stray pet during the summer, tell your supervisor.

Year round staff who reside at Philmont may have pets but they must remain contained or under control.

FIREARMS AND OTHER WEAPONS

Firearms and other weapons are used in the Philmont program on a closely controlled basis.

Personal firearms are not permitted at Philmont. You should not plan to bring a firearm and other weapons, but if it cannot be avoided it must be checked in at the Registration office when you arrive and remain there until you depart Philmont.

WILDLIFE

According to New Mexico law it is illegal for anyone to destroy an animal regardless of its condition. Staff must be aware of the New Mexico Game & Fish Department policy. Staff must adhere and also see that Campers and Leaders understand and adhere to the policy.

Should an animal be observed that is trapped, sick, injured, etc. it should be reported to the Ranch Superintendent - through Logistics.

Collection of animals requires a State Permit and approval of the Ranch Management.

VEHICLES

Because the headquarters and training center areas have a high level of pedestrian traffic and because a wilderness atmosphere is desirable in the back country, controlled vehicular traffic is a must. Private vehicles are not to be taken into the back country nor into designated tent living areas. For your own protection, you should have adequate liability insurance and should not loan your vehicle to any other person for any reason. You are legally liable for any damage or injury incurred by or with your vehicle. Overnight parking at "bus-turnaround" is permitted for Headquarters staff (Camping and PTC). This provides more access to the back-country on staff time-off. Logistics is to be notified of your parking in advance.

LIVING QUARTERS

Most staff members live in close proximity to other staff members and to participants; thus your concern for matters of health and safety in your quarters may affect those who live around you. In addition to maintaining the clean outer appearance of your quarters, you are also responsible for the elimination of such safety hazards as open flames, overloaded electrical circuits, food bits attracting rodents, and the like. In the interest of the community of people, the Environmentalist, Security and other supervisory personnel will make occasional checks of staff quarters. You will have the opportunity to be present when visits are made. **Note:** Tent dwelling staff may not move tent, platforms, beds, foam pads, lockers and electric cord from established location. You will be required to conform with the "electrical code" established for each tent.

PROCEDURES GOVERNING BACK-COUNTRY HIKING AND CAMPING BY PHILMONT STAFF MEMBERS

Staff members not normally assigned to mountain camp jobs may hike and/or camp at Philmont within the following guidelines:

1. The rule of two applies. There must always be at least two persons in the group.
2. Supervisors' approval is required.
3. Uniform is to be worn in a proper and acceptable manner. It is our responsibility to set a proper example and to maintain our staff role in the back-country as well as at Headquarters.
4. Staff members may camp within the confines of staffed camps provided an establish-

ed campsite is available as determined by the camp director. The assigned campsite must be used, you may not stay with the camp staff.

5. Staff members going into the back-country on a day off are to draw food from Headquarters Services (IDC). They are not to eat the food issued to back-country staff.
6. Established trail camps may be used provided the location is determined prior to departure, and this information is shared with the supervisor.
7. Except for married couples, staff coed camping groups are not permitted.
8. Rangers and back-country staff may hike alone.

ARTIFACTS/COLLECTIONS POLICY

Philmont has a wealth of natural and historical features for all to see. Plants, animals, and artifacts, should be observed, appreciated, and left as they are. Information about unusual discoveries or requests to collect specimens for research projects should be directed to the Program Office. You can help keep Philmont in its natural state by taking only pictures and leaving only footprints.

MATERIALS

You will probably 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 and any other materials is cause for dismissal.

GOOD PUBLIC RELATIONS

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.

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 of their community and to make them proud that Philmont is a part of their community. When you are friendly and considerate to Philmont's neighbors, you generate the same spirit in them. Cimarron, like other surrounding communities, have alcoholic dispensing establishments. If you are under 21, New Mexico law prohibits you from patronage. Those over 21 are urged to use discretion and good judgement. You are a Philmont employee - a member of the B.S.A. and are immediately identified as such. The image of Philmont and Scouting can and will be harmed through abuse.

STAFF CHECK-IN PROCEDURE

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

AS YOU ARRIVE

Have the following completed and carry where you can get to them easily:

1. Medical Record form.
2. Registration card - if you haven't mailed it in.

3. Any other forms not mailed in.
4. Proof of BSA membership (current).

**AT THE TRAINING CENTER OFFICE (For PTC
and Rocky Mountain Scout Camp Staff)**

or

**AT CAMPING HEADQUARTERS WELCOME
CENTER (For all other staff)**

1. Register your vehicle and affix identification sticker.
2. Your housing has been preassigned. A staff member will show you to your housing; permanent for the summer if you work in headquarters or at Training Center; temporary if you are on a mountain camp staff.
3. You can take your gear and move in; place your vehicle in designated parking area.
4. You will be given a routing card, for completing check-in and told where to meet your supervisor.

**TO COMPLETE THE REGISTRATION
PROCESS**

1. Sign in at the office, sign a payroll sheet, and fill out any missing paperwork.
2. Check in any firearms or weapons.
3. Receive a staff training schedule.
4. Turn in your medical blank and have a medical re-check.
5. Pick up any baggage that you had shipped. (Welcome Center and/or Post Office).

**THEN REPORT TO YOUR STAFF
SUPERVISOR**

...and turn in your completed routing card. Find out 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.

WELCOME TO THE PHILMONT STAFF!



