

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 whispr'ing 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



Cover printed
on 100%
recycled

Philmont

Staff Guidebook



P2

12

Dear Philmont Staff Member,

Your selection as a staff member is a result of careful screening and much deliberation. Your abilities, personality, appearance and housekeeping talents will be observed by thousands.

We want this year's staff to be remembered for its friendliness to all participants and for its demonstrated ability in fulfilling the requirements of the job.

This Staff Guidebook is your Philmont compass for the summer. Read it carefully, especially the part about what Philmont expects of you. The guidebook will lead you to a full and rich experience as you become part of the Spirit of Scouting and Philmont.

We welcome you to Philmont and are delighted to have you as a member of the Staff.

Sincerely,

PHILMONT MANAGEMENT TEAM

THE PHILMONT STAFF GUIDEBOOK

CONTENTS

PHILMONT POINTS OF EMPHASIS	1
WELCOME TO THE PHILMONT STAFF	2
PREPARING FOR PHILMONT	5
WHAT YOU CAN EXPECT OF PHILMONT	10
WHAT PHILMONT EXPECTS OF YOU	19
STAFF CHECK IN – CHECK OUT	35
CHARTS AND MAPS	38
INDEX	40

Please Read Thoroughly - Follow Directions - Bring With You.

**SPECIAL NOTE CONCERNING ARRIVAL AT PHILMONT:
PLAN TO ARRIVE DURING THE AFTERNOON ON THE
DATE SPECIFIED IN YOUR LETTER OF AGREEMENT.
EARLY ARRIVALS REQUIRE PHILMONT APPROVAL.**

PHILMONT POINTS OF EMPHASIS

Quality Staff

Someone said “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 importance of their influence on youth.

Values

The purpose or aims of Scouting are character building, citizenship training and personal fitness. These aims are accomplished by using the methods of Scouting. The Philmont adventure embodies several of the methods. From experience we know that Philmont has a life-long impact on a person's life. Every Scout and Scouter should have their commitment to the ideals of the Scout Oath and Law re-enforced 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 all those who have preceded us and the lives of those who will attend are in our hands. May we be faithful stewards that future generations will be able to enjoy and be influenced by a unique experience at Philmont.

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

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.

Office Services - Supports the overall Training Center operation.

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

Handicraft Lodge - Operates the book and literature store in support of conference needs.

CAMP HEADQUARTERS

Some 200 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.

Headquarters Activities - Provides opening and closing campfires for participants and promotes recreational and program activities for all staff members at the Training Center and Camping Headquarters.

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 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.

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.

Tent City Managers - Provide organization and supervision for staff and Health Lodge tent cities.

MUSEUMS

Several 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 Philmont Museum and Seton Memorial Library, Kit Carson Museum and Villa Philmonte.

MOUNTAIN STAFF

Some 200 staff members serve in the backcountry. They comprise more than thirty 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 gives expert care to the livestock.

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

Conservation Department Staff - Provide leadership and expertise to Trail Crews and Expeditions; work to build or improve the great network of Philmont trails.

RANGERS

There are about 200 Philmont Rangers. Rangers greet their crews and prepare them for the trail; on the trail their job is to insure that each crew has 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-round staff is employed. Philmont's top executive is the General Manager. Working with him are department heads who manage Philmont's program, maintenance, ranching and administrative functions. The Philmont Camping Department, Training Center and Museums comprise the Philmont program group.

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.

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

YOUR LETTER OF AGREEMENT

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 agreement (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

The GUIDEBOOK TO ADVENTURE includes 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, use this equipment list. Since this list is made up for a 12-day backpacking trip, you might want to bring more clothing and heavy duty rainwear and jacket.

Philmont's summer weather includes some warm days and chilly nights. Warm bedding, at least three blankets (with sheets and pillowcases) or a good sleeping bag is essential. It can freeze at night in the higher elevations. While the summer Scout 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 and a warm sweater. Uniform parts are available in the Philmont Trading Post at 30 per cent discount.

Choose your footwear carefully - you will be on the go a lot. Lightweight boots or hiking shoes are needed for Philmont's 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. Hiking boots, low cut shoes or tennis shoes are appropriate footwear for safety reasons; sandals and flip-flops are not recommended.

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: If needed, rangers will be furnished a pack for the season's 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 shipping. 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. TNM&O provides service to Cimarron. See "Arrival Plans Card" information.

As insurance against loss, be very careful to place your full name and Philmont's address on all luggage when traveling by public conveyance.

Plan to arrive during the afternoon on the date specified in your letter of agreement. No provision is made for you before your scheduled arrival day. **EARLY ARRIVALS MUST HAVE PHILMONT MANAGEMENT APPROVAL.**

BSA MEMBERSHIP

Are you currently registered in Scouting? You must be in order to serve on the Philmont staff. When you arrive, you must be prepared to show your current registration card. If you are not now registered, register and become involved with one of your local units or use the BSA registration form included in your staff kit. Send the form and appropriate fee to Philmont with your letter of agreement.

YOUR JOB DESCRIPTION AND OBJECTIVES

Read thoroughly your 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.

Develop three to six measurable objectives that you will strive for in performing your job. Write them on a piece of paper and bring them with you to Philmont. 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 Rifle? First Aid? CPR? or EMT? If so, please bring your card with you to verify your qualifications, as well as any other certification you hold.

ARRIVAL PLANS CARD (Mail By May 15)

Philmont is counting on you. If your situation changes and you cannot fulfill your agreement, advise Philmont promptly. Philmont will provide transportation from Raton, New Mexico for you. Use the Arrival Plans Card to advise us of your needs. Philmont transportation departs Raton train and bus stations at 1:00 p.m. and 9:30 p.m. each staff arrival day. If you arrive at any other time you must wait until the next scheduled transportation. It may be necessary for you to stay overnight in Raton; several motels are available. Try not to arrive earlier than the date indicated on your letter of agreement. You will be expected to work for your extra meals and lodging.

HEALTH AND MEDICAL RECORD

You are required to submit a completed health and medical record (enclosed), signed by a physician. (This must be completed within the last 12 months). Try to get a physical exam prior to your arrival at Philmont. Should the medical not be complete on arrival, you can be examined at Philmont for the established professional fee of \$80.00.

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 off Philmont property or not related to your job responsibilities. Medical conditions existing prior to coming to Philmont are also not covered. It is important that you and your parents understand 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

(Mail By May 15)

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

POSTMASTER/TRIP PLANNER 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" plus your camp or department.

I-9 DOCUMENTATION

Part 1 was completed and submitted with your application. You must satisfy Part 2 on arrival with the required documents.

EMPLOYEES WITHHOLDING CERTIFICATE

(Mail By May 15)

You should fill out the enclosed form and mail it to Philmont by May 15 so there is no delay in getting you on the payroll.

(BE SURE TO COMPLETE AND MAIL THE ABOVE 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. Housing is provided for some married and senior staff, but most staff will be housed in tents. One electrical outlet is provided for each staff member in the headquarters tent cities. You should limit the number of electrical devices you bring to Philmont. Overloading of electrical outlets creates a fire hazard and will not be permitted.

PERSONAL PROPERTY SECURITY

Your personal property is your responsibility. Philmont is not responsible for the loss of personal effects. It is recommended that items of extreme value be left at home and that you provide loss coverage for your personal effects. This may be included on your parents' homeowner policy. Philmont will provide a locker for you (bring your own lock). If you can bring a footlocker 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 maintains an office centrally located at Camping Headquarters, issues lockers and provides lost and found service. Respect and courtesy towards the Security Staff is expected.

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 provided a non-perishable menu that includes canned food or freeze-dried foods. When on the trail, you will enjoy the convenience of trail food. If you require a special diet for medical or religious reasons, write your needs and send them to Philmont. Food service is supervised by trained and experienced professionals, and menus are well balanced nutritionally.

Staff meal hours for the dining halls will be posted. Staff are 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 16th 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 June 25. Your first pay day will be June 16 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 in Cimarron will provide banking services as you require. Checks not drawn on an account with the International State Bank must have a Philmont endorsement. This can only be done at the Administration office.

TRAINING AND GUIDANCE

Over 700 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. The Philmont telephone number is 505-376-2281. 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. Normally it is one day a week. Time off will be arranged with your supervisor so it does not jeopardize the operation or program. Staff and supervisors are asked **not** to accumulate "time off". Your last three days at Philmont must be working days. Staff members will not be permitted to use time off to leave early. See the staff newspaper and headquarters bulletin boards for suggestions for activities on your days off. If you plan to hike or backpack on Philmont on your time off, you may draw trail food from the initial distribution commissary (IDC). You are not to expect to eat with backcountry staff. Trail bikes and other wheeled conveyances are not permitted in the backcountry.

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. Each staff member hiking in the backcountry must file an accurate itinerary with his or her supervisor before going and then follow it. Rock climbing

is restricted to the approved climbing areas in rock climbing camps under the supervision of the rock climbing staff. No exceptions. Violations of this policy is grounds for dismissal.

It is important that you fully understand the terms and conditions of employment as stated on your letter of agreement. If further explanation is needed, ask your supervisor or write to Philmont prior to your arrival.

LAUNDRY

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

NEARBY TOWNS

Cimarron - five miles north of Philmont Headquarters - has a population of about 800. The major industries are lumbering, ranching, and tourism. Gas stations, motels, variety and gift stores, coin laundry, barber shops, grocery market, convenience store, churches, restaurants, one museum 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, a movie theater, more and larger stores, and a 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 a 30% discount on uniforms and a 20% discount on standard National Supply items. When Campers or Training Center guests are present

you should take your purchases to a clerk and quietly ask to have your discount figured. You may charge items bought at the Trading Post until June 25.

FISHING

New Mexico State resident and non-resident fishing licenses are sold at Headquarters Services. You must have a New Mexico fishing license to fish Philmont waters. During off duty hours, staff members are free to fish non posted areas. Several mountain streams and reservoirs abound with trout. Bag limit is eight trout per day in Philmont streams and two (2) in Webster Lake along with a "catch and release" program. "Catch and release" areas at Fish Camp and Abreu must be respected.

VISITS BY FAMILY AND FRIENDS

If friends or family plan to visit you, you will want to make advance reservations for them at one of the motels or R.V. parks in Cimarron. Philmont has no overnight facilities for visitors during the summer when available housing is at peak use. Guests may not be housed in staff living areas without the approval of Philmont Management.

You may purchase meal tickets at the Registration office or Training Center office for family or friends who would like to eat with you in the dining hall.

The Philmont backcountry is restricted to Philmont participants and staff. Your family and/or friends will not be permitted in the backcountry (on foot or vehicle).

RELIGIOUS SERVICES

Chaplains of the Catholic, Latter Day Saints, Jewish, and Protestant faiths reside at Camping Headquarters or the Training Center 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

Staff lounges with game room, library, stereo, and TV room are provided for your use and enjoyment. Games and recreational equipment are available. Notice of activities for staff are posted in the lounges. All Staff members are expected to keep the lounges clean and orderly. Damage to facilities will not be tolerated.

Departments will be assigned specific days for overall cleaning.

STAFF ACTIVITIES

Staff movies are shown regularly. A news sheet is published weekly with volunteer help from staff members. Staff trips during the summer may include one or two visits to such features as the Santa Fe Opera, Bandelier National Monument, or nearby wilderness areas. Add to this the possibility of nightly frisbee, volleyball, softball games, and a PAR fitness course.

Philmont hosts several activities beginning with the opening staff banquet. The food service department will have a special menu and service for the 4th of July. In addition food service will support staff parties by providing special food items for backcountry camp or base department staff parties during the period of July 20-26. Camp or department parties are to be conducted in such a way that they do not conflict or interfere with service or program for Philmont participants. One guest may be invited for each member of the camp or department staff.

Camp Directors and/or Department Managers should not request or expect commissary, food service, or dining hall personnel to provide favors or assistance with food requests for staff get-togethers at any other time.

PHILMONT MUSEUM AND SETON MEMORIAL LIBRARY

The Philmont Museum and Seton Memorial Library con-

tain artifacts, books, photos and memorabilia relating to the Southwest, Philmont and natural history. You can spend time there learning many interesting things about this area.

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

United Parcel Service (UPS) picks up and delivers packages at the Philmont Administration office. COD's are not accepted. Incoming packages will be delivered to the Post Office at Camping Headquarters for your convenience.

To send a package bring it to the Administration office before 4:30 p.m. on a weekday. To be accepted it must not weigh more than 70 lbs. nor be more than 130 inches in combined length and girth. Each package must be taped and addressed to a street address (not a post office box) for delivery by UPS. Each package is automatically insured for \$100. you may purchase additional insurance if you desire. Payment for outgoing packages must be made when they are mailed. Checks should be payable to "Philmont Scout Ranch".

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 a few 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. Check with your local agent for shipping details and procedures.

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 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 sticker as you check in on your first day. The designated parking areas must be used. Personal vehicles are not to be parked next to duplexes A, B, C, D, E, the quadplex or the camping dormitory. Vehicles are not to be driven past the Camping Chapel area after 7:00 pm. After unloading or loading of personal gear, staff are not to park in or near staff tent areas. All staff must park in the staff parking lot.

Camping Headquarters staff and Training Center staff may park overnight at the bus turn-arounds. This is to assist staff to hike the backcountry on time off. It is important that you leave a copy of your itinerary with your supervisor. Hiking on private property around Philmont is not permitted unless permission is granted by the owner. This applies to the west side of Baldy Mtn., Coyote Mesa, the Atmore ranch and other neighboring ranches.