

CAMP PERSONNEL CHECKLIST

Date	Initial	
		Each new staff member is a currently registered GS member and has an approved background check on file with council
		Guidelines in the council Camp Director's manual, Risk Management section, regarding camp staff to camper ratio and content of camp staff planning sessions are followed
		Each camp staff member meets the qualifications for the position she/he will have at camp
		Certifications for first aid and waterfront certified staff members and staff members in positions that require very specialized skills have been checked, and copies of their current certification are on file with the Camp Director. Refer to <i>Safety Activity Checkpoints</i> for specific certifications required for specialized skills or high risk activities.
		A current camp health history is on file for each staff member
		Each camp staff member has been given a copy and signed a copy of the position description for her/his position
		Each staff member has been provided with a copy of the Girl Scouts of Virginia Skyline Council Policies (<i>Volunteer Essentials</i>).
		Each staff member has been provided with a copy of the camps' operating procedures and rules
		Each staff member has been provided with a camp staff manual
		The camp staff is provided with at least two planning sessions, one of which should be held at the camp site
		Each staff member signs in on the Training Attendance Record (#2036). The camp director retains copies with a detailed outline of the session attached
		All administrative staff members have received training in the council's crisis team procedures and the onsite crisis team procedures
		Camp staff members complete an evaluation (#2415) at the end of the camp session. They are given an opportunity to talk with the camp director to evaluate their performance and to evaluate the program.
		A plan is in place to thank the staff for their contribution to the success of the camp program. If the budget allows for tokens of appreciation, an appropriate item should be selected and given to camp staff. A personal "Thank You" note written by Camp Director to all volunteers is also appropriate.