

**Girl Scouts of the Desert Southwest  
Resident Camp Staff General Information  
Camp Mitre Peak**

**CAMP NAME** – Camp names are a tradition at most Girl Scout camps. Using camp names began when it was not proper for young girls to call adults by their first names and using Miss or Mrs. at camp was viewed as too formal. Therefore, camp names were created. A camp name does not have to be anything fancy; just something you feel comfortable with all summer and the rest of your life! The name must be decent and something the kids can pronounce. We can help you come up with a name during staff training.

**PHYSICAL EXAMINATION** – A physical examination is required of all camp staff members. A medical form is included which must be completed by a licensed physician. If you have had a physical within 12 months please have your doctor complete and sign the form. If you have not had a physical within 12 months you will need to schedule one with your doctor.

**PRE-CAMP TRAINING** – Staff training will begin at dinner on Friday, June 22, 2012. You must arrive sometime during the afternoon on that day so you can get settled in your cabin. We will begin with dinner at 6:00 p.m. Pre-camp is a training period to get acquainted, develop program and outdoor skills, and prepare for campers. Please arrive well rested. We encourage you to bring resource books that you may have, such as songs, games, nature books, etc. Please mark them well with your name.

**ALCOHOLIC BEVERAGES AND DRUGS** – Alcoholic beverages are not permitted on site at any time. Use of illegal drugs is prohibited. All prescription drugs must be turned into the camp nurse while campers are in camp.

**CARS** – Private vehicles in camp are subject to camp guidelines. Anytime a staff member accepts a ride or borrows a private vehicle, the arrangement is between the staff member and the car owner. The Girl Scouts of the Desert Southwest does not accept responsibility. Private vehicles are not to be driven in camp and must be parked in the designated location when not in use. Junior counselors in training who are under the age of 18 must submit a signed parent permission slip if they plan to drive themselves to camp. If you plan to drive home on your 24 hour time off, you must provide a signed parent permission slip to the Camp Facilitator. Trips to town with other staff members will also require a signed parent permission slip.

**ATTIRE** – Attire must be presentable, comfortable, and chosen with respect to safety, heat, and rainy conditions. Attire must not be too tight, low, high, suggestive or revealing in any way. You will be instructed to change if attire is inappropriate. Please keep in mind that summer weather at the camp is hot and dry. Please avoid black and heavy clothing. You must wear shirts with sleeves (i.e. t-shirts or polo shirts) along with close toed shoes and socks over the ankle. This will protect against sunburn and foot injuries. Please refer to the packing list for a complete listing. Pool staff are encouraged to bring more than one swimsuit. Horseback riding staff must bring extra pairs of jeans and a Camelback to keep hydrated.

**EMPLOYMENT IDENTIFICATION** – You will be required to provide proof of eligibility to work in the United States. Examples of forms that are acceptable are a social security or birth certificate together with a state issued identification card like a state I.D. card, driver's license, or valid school identification card. You may also bring a passport that would be the equivalent of the above documents combined. The decision is yours, as long as you present the correct documentation. You will be required to present the proof in the first 3 days of your employment.

Feel free to contact Patti Gonzalez with any questions regarding the correct documents. You may reach Patti Gonzalez, Human Resources Director at 800-895-7390, ext. 206 or email her at [pgonzalez@gsdsw.org](mailto:pgonzalez@gsdsw.org).

**LAUNDRY FACILITIES** – The laundry facilities for staff are located in the Kiva. During pre-camp we will make a schedule to allow everyone time to do their laundry. Please bring bio-degradable soap to use so it will be environment and septic tank friendly.

**LIVING ARRANGEMENTS** – Your assigned living quarters each session is your home for that session. Please respect other staff living areas and their property. Enter only after you have been given permission to do so.

**MAIL** – Mail is important at camp. Tell your family and friends to write to you at:

Your name (Camp name is great)  
Camp Mitre Peak  
P.O. Box 9680  
Alpine, Texas 79831

**NEW ADDRESS!!!!**

**PAY PERIODS** – Salaries will be paid by direct deposit to a checking account or savings account. Each staff member must attach a voided check or letter from your bank to your direct deposit form so that payment can be processed directly to that banking institution. Bring spending money to last until the first deposit is made. You will need a debit/ATM card to access your money from town. The payroll schedule will be forwarded to you before camp starts.

**TELEPHONE** – One phone line is available in the KIVA to use for personal calls. It is to be used with a phone calling card. The phone number is (432) 364-2314. All calls must be made on your time off. If anyone needs to contact you by phone, it is best if they call and leave a message. Please be respectful of others by limiting telephone calls to a maximum of 10 minutes since this phone number is also the camp fax line. Cell phone reception is limited on the property. The “hike” to locate cell phone reception is limited to during your time off and not in plain view of the campers. The camp office phone, (432) 364-2201, is for **business and emergency use only**.

**SMOKING** – Smoking is only permitted in Miss Effie’s backyard and only on your time off. During a burn ban smoking is prohibited, with **no** exceptions.

**STAFF SHIRT** – A staff shirt will be provided for you. It will be worn during Sunday afternoon check-in dinner. The staff shirt is also worn on any out of camp trips with girls. The shirt will be a polo shirt with embroidery on the left front pocket area and your camp name on the right front pocket area.

**TRADING POST** – The Trading Post (camp store) has all kinds of items for your shopping needs. You can open a trading post account by depositing money with the Camp Mitre Peak Assistant. Your purchases will then be deducted from your account. We sell healthy snack items, flashlights, t-shirts, patches, etc.

**TRANSPORTATION** – We will meet those staff members flying into Midland at the airport and transport you to camp. Staff driving to camp may wish to carpool. If you need a ride, please let the Camp Facilitator know in advance.

**VISITORS** – No camp seasonal staff visitors are allowed unless cleared with the Camp Facilitator prior to their arrival at camp. If visitors are approved, they must visit you on your time off. They **may not** stay overnight at the camp.

**DIRECTIONS** – Camp Mitre Peak is located in the Fort Davis Mountains of southwest Texas, halfway between Alpine and Fort Davis. Take State Highway 118 out of either Alpine or Fort Davis. Turn off on Farm Road 1837 and stay on the paved road. It will end at the camp gate. There is a sign for camp on the highway.

**TIME OFF**- Every staff member will receive two hours off each day. This time must be spent in camp. A staff house is provided for your relaxation. You will have 24 hours off every week. During the 24 hours off, you may leave camp. You will be responsible for your own meals on your 24 hours off. You may wear sandals and sleeveless shirts on your time off. We strongly recommend that you wear shoes at night at all times during your time at camp.