

TO: Boy Scout Resident Camp Leaders

FROM: Russell Etzenhouser
Director of Camping

SUBJECT: Texas Youth Camp Safety Act Compliance Procedures

DATE: May 3, 2006

This memo will set forth immediate procedures to be followed so that all Circle Ten Council camps will be in compliance with the newly approved Texas Youth Camp Safety Act effective June 1, 2006.

BSA Membership

All camp staff members must be registered members of the Boy Scouts of America. A camp staff member is defined as any person, regardless of age, who serves under the direction of a Camp Director in the operation of a youth camp. (This includes all unit leaders and parents who attend any day or resident camp.) Before the above listed individuals have in-camp contact with youth, documentation must be in the hands of Camp Administration. We recommend that this be done at least two weeks prior to the opening of day camps or upon arrival to the Camp Business Office for all resident camps.

The following documents must be on file at the camp and available for inspection, and must be returned to the Professional Staff Advisor at the conclusion of camp:

1. Completed Adult Application (responsibility of staff member and Unit leadership); and
2. Copy of Sexual Offender database check (responsibility of staff member and Unit leadership).

Please highlight staff member names on the official BSA Membership Roster.

Please ensure that the adult application is complete in its entirety. Do not overlook any area of the application. In addition to the top half of the application, each of the six questions must be answered and then signed and dated by the applicant.

Adult applications are available online at <http://www.scouting.org/forms/28-501.pdf> (English) and <http://www.scouting.org/forms/28-502.pdf> (Spanish).

To obtain a Sexual Offender database check at no charge, the individual should go to the Texas Department of Public Safety Criminal Records Service website at:

https://records.txdps.state.tx.us/dps_web/APP_PORTAL/index.aspx.

Enter the Sex Offender database. Search using first name, last name and date of birth. Print out the results. (You may print by highlighting the results page, FILE, PRINT,

check SELECTION box and then PRINT. Print two copies and then attach to the Adult Application.

NOTE: These documents contain sensitive information and will be secured in a locked file on site. Access is to be limited by only those who have a genuine need to know.

Youth Protection Training

All camp staff members, as well as unit leaders, must successfully complete the Boy Scouts of America's online Youth Protection Training before they can have contact with campers at a youth camp. The training course is available at:

http://www.circle10.org/programs/training/youth_protection.html

There are two documents that must be on file at the camp with Camp Administration and available for inspection. These documents are returned to the individual as they depart camp.

1. Copy of the test score page (responsibility of Camp Staff, Unit leadership); and
2. Copy of the Preliminary Certification Card page. (Responsibility of Camp Staff and Unit leadership).

After taking the test, click on SCORE TEST. The next screen reveals your test scores. Highlight the Course Test Results page, FILE, PRINT, check SELECTION box and then PRINT. Print two copies.

The bottom of the Course Test Results page reads "Once you have downloaded those items, click here to report your training to your local council." CLICK HERE and you will be directed to the Course Completed page. Highlight the Course Test Results page, FILE, PRINT, check SELECTION box and then PRINT. Print two copies.

NOTE: In order to meet state requirements and to successfully complete the course, you must score a minimum 70 percent.

In summation, you must have the four referenced documents on file with Camp Administration to be able to participate in a youth camp in the State of Texas.