MISSION OF THE BOY SCOUTS OF AMERICA
The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

A PICTURE OF THE FUTURE FOR SCOUTING’S SECOND CENTURY
In Scouting’s second century, we are building the leaders of tomorrow. Scouting’s dynamic and engaging journey beckons to America’s young people. Our exciting programs and outdoor adventures inspire lives of leadership, character, and service. Relevant and adaptive, we are a trusted advocate for youth. Our adult volunteers and employees are widely admired for their leadership excellence. The Boy Scouts of America is strong and financially secure. True to our mission, Scouting reflects our nation in its ethnic diversity and shapes our nation by developing responsible citizens.

VISION STATEMENT – PHILMONT SCOUT RANCH
It is the vision of Philmont Scout Ranch to continue to positively impact the lives of young people and their Scouting leaders through inspiring and effective delivery of the finest Scouting possible through backcountry adventures and Training Center experiences. It is our further vision that these experiences will be expanded to help meet increasing demands. All future growth must be accomplished with minimal ecological impact on resources to insure the preservation of this great asset to serve future generations of Scouts.

PHILMONT SCOUT RANCH AND TRAINING CENTER
Delivering Wilderness and Learning Adventures That Last A Lifetime

PHILMONTSCOUTRANCH.ORG
Dear Philmont Staff Member,

Congratulations on your selection to serve at Philmont Scout Ranch for the 2019 season! You will be joining more than 1,100 seasonal and regular staff members, all with the objective of delivering wilderness and learning experiences that will last a lifetime.

If you are a first-year staff member, you may be a bit overwhelmed at first with the enormity of this special place (most of us are). You will soon discover however that hard work and dedication lead to tremendous satisfaction and a sense of accomplishment. This is a place that provides a life changing environment and experience for the Scouts who come our way. It also provides that same experience for each of us who serve here.

Whether this is your first season or your fortieth season, prepare yourself by reading this Staff Guidebook and Terms of Seasonal Employment. Revisit the Scout Oath and Law. Anticipate receiving, and expect to deliver, the finest Scouting has to offer.

We look forward to spending the Summer with you here at Scouting Paradise “Delivering Wilderness and Learning Adventures That Last a Lifetime.”

Yours in Scouting,

Roger B. Hoyt
Philmont Scout Ranch
General Manager
# Table of Contents

POINTS OF EMPHASIS .............................................................................................................................. 4  
THE SCOUT OATH AND LAW ...................................................................................................................... 5  
WHAT PHILMONT SCOUT RANCH EXPECTS OF YOU .............................................................................. 6  
WHAT YOU CAN EXPECT OF PHILMONT ............................................................................................... 10  
PREPARING FOR PHILMONT .................................................................................................................... 16  
PERSONAL EQUIPMENT .......................................................................................................................... 17  
ARRIVAL AND DEPARTURE .................................................................................................................... 21  
ADDITIONAL POLICIES .......................................................................................................................... 24  
HOW PHILMONT OPERATES .................................................................................................................. 33  
CHQ & PTC MAPS ................................................................................................................................... 36  
THE PHILMONT STAFF ASSOCIATION ................................................................................................. 38  
PHILMONT HISTORY .............................................................................................................................. 39
POINTS OF EMPHASIS

QUALITY STAFF
Someone once said that 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 the importance of their influence on youth.

VALUES
Philmont has a lifelong impact on a person’s life. Every Scout and Scouter should have their commitment to the ideals of the Scout Oath and Law reinforced 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 those who have preceded us, and the lives of those who will attend are in our hands. May we be faithful stewards so that future generations can enjoy and be influenced by an experience at Philmont.

TEAMWORK
The Philmont staff is a team. Each staff member, no matter what their job or where they work, has a very important role to play in the total success of Philmont. Everything we do reflects on every other staff member and make Philmont the great place that it is. We have many departments, but we are one staff and one Ranch.
THE SCOUT OATH AND LAW

The Scout Oath
On my honor I will do my best,
To do my duty to God and my Country,
And to obey the Scout Law;
To help other people at all times;
To keep myself physically strong, mentally awake, and morally straight.

The Scout Law
A Scout is:
Trustworthy,
Loyal,
Helpful,
Friendly,
Courteous,
Kind,
Obedient,
Cheerful,
Thrifty,
Brave,
Clean,
and Reverent

Philmont’s Wilderness Pledge
Through good Scout camping,
I pledge to preserve the
beauty and splendor of the Philmont Wilderness.
I commit myself to:
A litter and graffiti-free Philmont.
A respect of wildlife.
Conservation and proper use of water.
Respect for trails and trail signs.
Proper use of campsites.

Leave No Trace – Outdoor Ethics
Plan Ahead and Prepare
Travel and Camp on Durable Surfaces
Dispose of Waste Properly
Leave What You Find
Minimize Campfire Impacts
Respect Wildlife
Be Considerate of Other Visitors
WHAT PHILMONT SCOUT RANCH EXPECTS OF YOU

In agreeing to work at Philmont, you are affirming your commitment that while employed by Philmont you will conduct yourself at all times, both on and away from the Ranch, so that you are a credit to yourself, Philmont Scout Ranch, and the Boy Scouts of America.

Philmont comprises a community of hundreds of people and represents a forefront of the Boy Scouts of America. The standards are high and as a staff member you are accountable for complying with these conditions of employment. Adherence to them is an important part of your performance at Philmont.

You must:

1. Be a registered member of the Boy Scouts of America
2. Subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principle
3. Fully cooperate with the policies, program, and management of Philmont
4. Participate successfully in the designated staff training and fulfill the job requirements specified by Philmont through your supervisor
5. Always maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment
6. Show evidence of successfully completing a physical evaluation during the past twelve months using the form provided by Philmont

Scouting Spirit

Philmont staff members are employed to serve campers, advisors, Training Center participants, and their families. We need to make sure that the Philmont Experience exceeds their high expectations. Being a Philmont staff member means being ready to assist willingly, whenever and wherever needed.

Remember that participants do not know if you are working in that area or just passing through, so we need to be ready to assist at any time. For example, if you are on your day off and walking through Camping Headquarters and a family from the Training Center stops you and asks for some help, as a Philmont staff member, you are expected to go out of your way to help this family directly or find an on-duty staff member who could help.

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

The Scout Oath and Law are the standards by which we are measured. 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

Developing character in youth by providing a safe, adventure-filled experience is Philmont’s primary objective and must be kept foremost in each staff member’s thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievement is inappropriate.

A fresh, clean and approachable look ensures every participant feels comfortable. Personal appearance is important since Philmont is the showcase of the Boy Scouts of America and each staff member reflects not only on themselves, but on the entire Ranch and the BSA.
Personal appearance is essential to achieving Philmont’s objective. Pride in your appearance, uniform, and personal grooming makes you and those around you feel that you are part of a first-rate team.

If staff appearance is less than first rate, it implies that staff attitude and performance are less than first-rate. Dirty or uncombed hair may not seem distracting to some people, but we need to err on the side of being as approachable and as impressive as possible to every participant. Each staff member shares responsibility for how the entire staff is perceived. Each staff supervisor is responsible for enforcing appearance standards across the Ranch, regardless of department.

### Philmont’s Standards for Personal Appearance

- Correct uniform that is clean and properly fitted, not tattered or torn
- Personal cleanliness and hygiene are required. Staff must shower or bathe frequently and encourage participants to do likewise
- Beards, if worn, must be clean, trimmed, well-kept, and show evidence of grooming; Philmont is NOT the place to begin growing a new beard or mustache
- Extreme hairstyles, such as mohawks and dreadlocks are NOT allowed; Hair must be kept clean, neatly trimmed, and show evidence of good grooming
- Exotic or unusual hairstyles and hair colors, cartilage or facial piercings, tongue rings, offensive tattoos and visible body piercings that may be offensive to participants or interfere with job duties and performance are NOT allowed (Clear or flesh toned spacers may be used in place of unacceptable piercings)

**THESE STANDARDS APPLY TO EVERY DEPARTMENT**, including those staff members who present interpretive programs. Departments may have additional appearance guideline restrictions due to safety and health codes. All appearance guidelines are ultimately up to management discretion. If you have any questions about these policies, please contact Philmont.

### Good Physical Condition

Good physical condition is a must for the strenuous lifestyle of a Philmont staff member. Proper diet, health care, and getting enough rest will help you avoid becoming fatigued or ill.

You are responsible for keeping yourself physically fit and alert. 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.

Most staff positions must meet Height/Weight Requirements. These are indicated on the Staff Application. Only staff who meet height/weight requirements are allowed hiking privileges in the backcountry. Any exceptions must be approved by Philmont Management. Violation of the height/weight requirements and hiking in the backcountry without management approval could result in termination. Contact the Philmont Infirmary prior to arrival if you have questions about physical requirements.

### Use of Tobacco Products

Smoking and the use of smokeless tobacco is prohibited in all Philmont buildings, tents, and vehicles. While on duty, smoking or the use of smokeless tobacco is not permitted. Designated smoking areas are established for both staff members and participants. Those staff members that must smoke are expected to set an example and only use these areas. E-cigarettes and vaporizers are prohibited across Philmont property, regardless of designated smoking areas and whether on duty or not.
Do not smoke or use tobacco in view of participants. The Camp Director at a backcountry staff camp will designate a tobacco use area out of view of participants. Staff in trail camps may use tobacco near the fire ring in a vacant campsite, provided it is out of view of participants.

Philmont encourages staff to participate in the Trail of Courage – Right Decisions, Right Now program—A healthy living initiative sponsored by the BSA. Along with emphasizing proper diet and exercise, being tobacco free is a crucial part of the Trail of Courage program.

**Alcohol and Drug Use**

Philmont Scout Ranch, BSA is committed to providing a safe and wholesome environment for participants and employees. Philmont maintains a *ZERO TOLERANCE* policy for the possession and consumption of alcohol on all properties utilized by Philmont. In accordance with federal law, employees are PROHIBITED from using illegal drugs (including marijuana) during their employment at Philmont.

The ZERO TOLERANCE policy states that each employee will:

1. Not use or be under the influence of alcoholic beverages on Philmont property (and all property where Philmont program is conducted) or while in uniform anywhere; not drink and drive; not assist any minor (under age 21) in obtaining alcohol; and if under age 21, will not seek, obtain, or consume alcoholic beverages.
2. Have no association (contact, possession, or use) with illegal drugs (including marijuana), drug paraphernalia, or the abuse of prescribed drugs. THIS POLICY APPLIES THROUGHOUT THE DURATION OF YOUR EMPLOYMENT, BOTH ON AND OFF PHILMONT PROPERTY.

If concerns exist, Philmont Security or local law enforcement may conduct searches, as allowed by law, including the use of Police dogs.

**VIOLATION OF THE ZERO TOLERANCE POLICY WILL RESULT IN IMMEDIATE TERMINATION AND POSSIBLE REFERRAL TO LOCAL LAW ENFORCEMENT.**

**Termination of Employment**

Trust is important to the members of the Philmont management team. We care about you and the participants we serve and are sensitive to potential violations. Any employee credibly suspected of violating these policies will be suspended, pending an investigation of the allegation. If found not guilty, the employee will be reinstated, retroactively.

Violations of this trust related to the following items may result in the termination of your employment. The severity of the infraction will determine the action taken. All violations will be noted in the individual’s personnel file and may jeopardize chances of future employment with Philmont, other High Adventure Bases, and the BSA.

- Violation of Philmont’s alcohol or drug abuse policies
- Receiving a DUI citation while employed at Philmont
- Theft of Philmont, or other person’s property – including food and pilferage of food from the Food Wall
- Unauthorized or personal use of Philmont vehicles
- Engaging in horseplay when using two-way radios
- Violation of the Law, including traffic violations
- Tardiness or absence from work
- Failure to perform job duties as described
- Gross misconduct, fighting, or insubordination
• Failure to wear the uniform or maintain acceptable appearance
• Willful damage to BSA property, including graffiti
• Soliciting funds, sale of property, or use of BSA facilities for personal gain
• Personal use of Philmont workstation telephones
• Use of firearms outside of an established program area
• Use of fireworks or explosives except where specifically approved by Philmont Management
• Carelessness or deliberate failure to observe safety measures
• Tampering with fire equipment, smoke detectors, fire alarms, fire extinguishers, fire hoses, or search & rescue equipment
• Harassment of any person (male or female); Inappropriate conduct or language, profanity, verbal and/or physical confrontation of guests or staff; This includes inappropriate advances, texting, and online messaging
• Abuse of a child or anyone else including staff members
• Cohabitation by unmarried couples
• Rock climbing or slacklines in unauthorized areas
• Unauthorized entrance into a mine
• Failure to comply with Philmont’s bear and wildlife policy
• Unauthorized hiking or camping in the backcountry
• Trespassing on unauthorized private land and state and federal closed public land
• Inappropriate, unauthorized, or illegal use of internet service

Progressive Discipline
Philmont practices progressive discipline and will escalate discipline as necessary. On a first infraction (if the infraction is not a zero tolerance or severely egregious infraction), a staff member will receive a verbal reprimand. Upon further infractions, staff members may receive a written reprimand in addition to the verbal reprimand. Further infractions will likely lead to termination of employment. The amount of reprimands and how fast the situation escalates is based on the severity of the infractions.

Employment at Will
All employees of the BSA are “employees at will” and as such are free to resign at any time with or without advance notice or reason. Similarly, the National Council may terminate the employment of any individual with or without advance notice or reason. Early resignations may impact future employment.

Equal Employment Opportunity
The BSA is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age (minimum age 18 by start date or age 21 for certain positions required by the BSA), sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition of or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.
Open-Door Policy
Philmont has an open-door policy. After meeting with your supervisor, if you are not satisfied with the handling of a concern, you are free to take your concern to the next higher supervisor. If still not satisfied, your concern may be brought to the Director of Business Operations, Director of Camping, or the General Manager.

WHAT YOU CAN EXPECT OF PHILMONT

Living Quarters
Most staff members are housed in 10’ x 12’ wall tents (two persons to a tent) on platforms with cots, a metal locker, and electrical outlets. A limited number of “roofed housing” units are available for management and/or married staff. Staff members are responsible for providing their own linen, blankets, pillows, and towels.

YOU ARE EXPECTED TO LIVE IN ASSIGNED QUARTERS. Please do not move Philmont furnishings into or out of your quarters without permission. ALL STAFF MUST LIVE AT PHILMONT UNLESS APPROVED BY PHILMONT MANAGEMENT.

Philmont has a very limited amount of roofed housing. It is assigned to seasonal management staff. Married couples should not count on roofed housing or even being housed together.

Most staff members live in close proximity to other staff members and participants thus sanitation and safety in your quarters affects those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating safety hazards such as open flames, overloaded electrical outlets, and food or trash that may attract rodents or bears. Cooking in or around tents is prohibited. Each staff members’ quarters must comply with Philmont’s bear and wildlife policy.

Managers will make occasional check of staff quarters and storage areas. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. Whenever possible, you will be given the opportunity to be present when visits are made.

While electricity is available in staff lodging at Camping Headquarters, Training Center, Cattle Headquarters, Abreu, Cimarroncito, Clark’s Fork, Hunting Lodge, Kit Carson/Rayado, Ponil, and Zastrow, appliances such as large stereos are not recommended. Electrical wiring in these locations is designed for minimal needs.

Backcountry staff cabins are often visited by participants and considered program resource areas and must be kept clean and neat at all times.

Those living in tents may not move platforms, bed, foam pads, lockers, or electric cords from established locations. You are required to conform with the electrical code established for each tent. Multiple outlet plugs may not be used.

You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written in the walls of any Philmont structure is not acceptable. Upon request, boards will be provided to staff cabins to display names.

Your living quarters will have periodic safety inspections during the season. There is also an inspection at the conclusion of your employment. Every effort should be made to leave your quarters clean.
IF STAFF MEMBERS DO NOT CLEAN THEIR LIVING QUARTERS BEFORE DEPARTURE, IT MAY IMPACT FUTURE EMPLOYMENT OPPORTUNITIES AT PHILMONT.

Quiet hours are from 11 PM to 7 AM at Camping Headquarters, and 10 PM to 7 AM at the Philmont Training Center.

Staff need to be aware that their actions are closely scrutinized by Philmont participants while on and off duty—in Base Camp, in the backcountry, and in town. Any impropriety or the appearance of impropriety reflects negatively on Philmont. Members of the opposite sex are not permitted in staff areas of the opposite sex between 11 PM and 7 AM.

- One male and female may be in a tent between 7 AM and 11 PM provided tent flaps are open, and lights are on after dark.
- Disruptive behavior after 11 PM inside and around tents will not be tolerated.

**Family Housing**

Philmont established Family Housing for certain positions that rotate and for individuals that may not otherwise be able to work at Philmont without short-term family housing. Currently, roofed family-style housing is limited to the following positions: Physicians, Infirmary Manager, and Chaplains. Individuals assigned Family Housing may bring their immediate family (spouse and children) but may not exceed the capacity of their housing. Extended family or guests must be approved by Management prior to arrival. Meals through our Dining Hall operations are provided for all family members.

There is no guarantee of employment for spouses or children, and childcare is not provided. Children under the age of 18 must be supervised by a parent. One week of program at PTC will be provided for a spouse or children residing in Family Style Housing, depending on available space during that week.

Any exceptions must be approved by Philmont Management prior to accepting a seasonal contract.

**Food**

You are provided three well-balanced meals a day. If you are at the Training Center or Camping Headquarters, you will eat in the staff dining halls. To-Go meals are available on an emergency basis. In the backcountry, staff share cooking and cleaning responsibilities. When on the trail you are provided trail food. Philmont does not have the facilities to prepare Kosher food or strict vegetarian diets, and alternative choices are limited. You should discuss special diets for medical or religious reasons with the Philmont Food Service Director prior to your arrival at Philmont.

If you plan to hike or backpack on Philmont on your time off, you may draw food from the Food Wall at Outfitting Services; this service is for traveling in the backcountry with a completed Staff Backcountry Access Permit and are not intended as snack food or for supplementing dining hall meals. Trail food will not be provided for trips off Philmont. Do NOT expect to eat with backcountry staff.

**Pay and Pay Day**

Staff salaries are based on a tiered schedule that is linked to position responsibility and Philmont experience. Pay periods end on the 15th and the last day of the month. Pay days are on the 7th and 22nd of the month. If a payday falls on a weekend or holiday you will be paid on the next business day.

**Automatic Payroll Deposit (Direct Deposit)**

All staff are required to use Direct Deposit or a Paycard. Staff are sent a Direct Deposit Authorization form; returning staff only need to submit changes. It may take at least 1-2 pay periods before your paycheck begins
to be directly deposited (during those pay period, you will receive a Paycard). Additional forms are available at the CHQ Personnel Office. The Paycard is not the preferred method of payment but will be utilized in the event that you don’t have a bank account. Employees are responsible for verifying check amount and deposit information.

**Housing Allowance and Banking Services**
Since Philmont provides room and board, the IRS requires that your paycheck include an accounting for this compensation. While it is not paid directly to you, it can affect your worker’s compensation and must be reported on your check.

The International Bank in Cimarron provides full banking services including an ATM. Checks not drawn on an account with the International Bank must have a Philmont endorsement secured from the Administration Office. There is an ATM available at the Tooth of Time Traders Cantina at Camping Headquarters.

**The Philmont Infirmary**
The Philmont Infirmary offers immediate doctor’s care, required transportation to area hospitals, and referrals to doctors and specialists for staff members. Philmont does not provide free medical exams. You are responsible for the purchase and securing of any maintenance drugs you may require.

The Philmont Infirmary is a New Mexico licensed medical infirmary that offers limited medical care, lab work, and transfers to specialty care. It provides care to Philmont participants and employees but is not open to the public.

It is also a teaching facility for the University of Kansas School of Medicine. Fourth-year medical students earn Pediatric or Family Medicine sub-internship credit for working at Philmont. Physicians volunteer at the infirmary to supervise the medical students, and to provide direct medical assessments. Patients at the Philmont Infirmary should expect to be seen by medical students as well as physicians. Due to medical protocol limitations, some conditions cannot be supported through the Philmont Infirmary. For example, Philmont cannot provide prenatal care.

**Illness or Injury**
Seasonal staff members who incur an illness or injury that prevents performance of regular job responsibilities and/or requires a prolonged recovery period may be reassigned to another position or released to recuperate at home at the discretion of Philmont Management in consultation with medical professionals. Upon complete recovery and full release by a physician, employees may return to work if the position has not been filled or may be reassigned to another staff position.

The State of New Mexico provides coverage for injuries received from accidents while on the job through Workers’ Compensation. TO QUALIFY FOR THIS BENEFIT, YOU MUST REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY (WITHIN 24 HOURS) to the Infirmary and to your supervisor so you can receive proper care and the benefits from this insurance. An accident report will be submitted for workers’ compensation insurance claims.

**Insurance**
Accident and Sickness Insurance provided by Philmont takes care of cost for doctors and hospital expenses as listed in the Campers’ Accident and Sickness Insurance Plan booklet (provided in Staff Packet or from CHQ Personnel Office). The coverage has exemptions such as medical conditions existing prior to coming to Philmont. It is important that you and/or your parents understand the coverage and its limitations. It is an Excess Insurance Plan meaning that the plan pays all those eligible expenses incurred from a covered accident or sickness and not
paid by any other collectable insurance or pre-paid health plan in force for you. If no other collectable insurance or pre-paid health plans are in effect at the time of the loss, the plan will pay all eligible covered expenses up to the plan limits. There is no deductible under this plan. This plan may not provide the same coverage as a primary insurance plan.

**Family Medical Leave Act (FMLA)**
Seasonal employees generally do not meet the requirements for FMLA which provides unpaid leave for medical and family reasons. Questions may be directed to the CHQ Personnel Office.

**Training and Guidance**
More than 1,100 staff members will comprise the Philmont team this summer. All staff members must complete a pre-camp 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 and with on-the-job training and counseling throughout the summer. Your supervisor is interested in helping you grow and develop. You will have a mid-season and final performance review. At these reviews, your supervisor will talk about your performance, how you can be more effective, and how you can make the best use of your talents.

Late arriving staff must attend staff orientation training upon arrival at Philmont.

**Permanent File**
Philmont regularly confirms employment history for potential employers but will not share detailed information without your consent. Your personal file is the property of Philmont and is confidential. All policy violations will be noted in the individual’s personnel file and may jeopardize chances of future employment with Philmont, other High Adventure Bases, and the BSA.

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

**Philmont Security**
Philmont maintains a security program to protect Philmont, staff members, participants, and personal property. Security personnel maintain close liaison with state and local agencies. All staff are expected to assist the security staff by cooperating with investigations and reporting any suspicious or illegal activity.

**Time Off**
A reasonable schedule of time off is provided for each staff member. Normally, it is six (6) days on, two (2) days off or nine (9) days on, three (3) days off. Time off will be arranged with your supervisor, so it does not jeopardize the operation or program. Three (3) days is the maximum number of days off that may be taken at one time. Your last five (5) days at Philmont must be working days. Staff members are not permitted to use time off to leave early. All days off must be taken before August 14, 2019.

Before leaving on time off, you must inform your supervisor of your itinerary so that you can be reached in an emergency. If hiking in the backcountry, you MUST comply with the Staff Backcountry Access Permit process (available at Logistics, Mail Room, PTC Office).

Seasonal employees are not eligible for insurance, vacation, or paid holidays.
Tooth of Time Traders – Official Store of Philmont

The Tooth of Time Traders (ToTT) carries a wide array of outdoor gear, uniform parts, and souvenirs. All the items listed in the Personal Equipment section can be purchased at the ToTT as well as most of the optional items.

Seasonal staff members with Staff ID are entitled to a 15% discount on purchases exceeding $10 with the exception of sale items and online purchases. Also note that uniform parts are already set at a special price for staff and thus do not receive any additional discounts. Check out our online store at www.ToothOfTimeTraders.com.

Religious Services

Chaplains of the Catholic, LDS, Jewish, and Protestant faiths reside at Camping Headquarters or the Training Center during the summer. In addition to conducting daily worship services, the chaplains will be happy to visit or consult with you on request. Quiet hours are observed nightly between 7 PM and 8 PM at Camping Headquarters during worship services.

Silver Sage Staff Activity Center

The Silver Sage Staff Activity Center (SSSAC) is the recreation center for Philmont staff. The SSSAC was made possible through donations from the Philmont Staff Association (PSA). The SSSAC has staff lounges, TV rooms, a computer lab, game room, pavilion, disc-golf course, bouldering wall, and Wi-Fi access provided for your use and enjoyment. Games and recreational equipment are available. All staff members are expected to keep the lounges clean and orderly.

A variety of activities are planned each summer by the Activities Staff. These may include: movies, visits to nearby attractions and events, disc golf, volleyball, basketball, Bratwurst cookouts, ice cream socials, softball, fitness courses, and open mic nights.

Philmont also maintains a second lounge at PTC as well as two fitness rooms (one at PTC and one at CHQ) and an aerobic room at CHQ.

Appropriate staff uniform is required in the Silver Sage Staff Activity Center during the day. Appropriate casual attire with a Philmont ID is acceptable after dinner in the SSSAC.

Internet Communications

Philmont maintains a number of computers in the Silver Sage Staff Activity Center and the PTC staff lounge for staff to use during free time and time off. Please be courteous of other staff with your computer usage. Do not monopolize computers for longer than needed. A public Wi-Fi network is also available in select areas around Base Camp. Wi-Fi access and usage are monitored; illegal and inappropriate activity will be recorded and disciplinary action will be taken up to and including termination. Users are expected to respect other users and not abuse this privilege by engaging in illegal or inappropriate online activity (ex: viewing or downloading pornography or any other illegal content). All workstation computers are to be used for Ranch business only.
Philmont maintains an official website at www.PhilmontScoutRanch.org and on the social media platforms listed. Only Philmont Management is authorized to speak on behalf of Philmont. Staff members maintain their own sites are expected to clearly communicate that images, information, and opinions expressed on their site are neither approved nor authorized by Philmont Scout Ranch and/or The Boy Scouts of America.

Under no circumstances may photographs of youth participants or personally identifiable information be posted on any page other than Philmont’s official sites listed here or on BSA official sites.

**Crisis Communications**

In the event of an emergency, ALL external communication with affected family members, home council, social media, email, text messaging, etc. are handled by Philmont Management. Staff members receiving requests for information should direct inquiries to the Management Spokesperson and under no circumstances initiate contact with family or media. However well intended, incorrect or incomplete information further complicates situations and is a disservice to our participants and their families.

**National Scouting Museum at Philmont Scout Ranch**

The National Scouting Museum at Philmont Scout Ranch contains artifacts, books, photos, and memorabilia relating to the Boy Scouts of America, Philmont, Southwest, and natural history. The museum includes a library that houses the library, art, and natural history collections of Ernest Thompson Seton, a founder of the Boy Scouts of America. Books are available to staff members for research or casual reading.

In addition, a gift shop with jewelry, books, and other gifts is located in the museum as well. Seasonal staff members with Staff ID are entitled to a 15% discount on purchases excluding special order items.

**Villa Philmonte**

Waite Phillips built the Villa Philmonte in 1927 as his family’s summer home. Today, it serves as a memorial to Mr. Phillips and his generosity to the Boy Scouts of America. Guided tours are offered each day through the Philmont Museum.

**Kit Carson Museum/Rayado**

Located seven miles south of Philmont Camping Headquarters, the Kit Carson Museum is furnished to the time when frontiersman Kit Carson and Lucien Maxwell carved out a wilderness ranch on the Santa Fe Trail at Rayado. Staff lead historical tours and interpretive activities in period dress daily.
Chase Ranch
The Chase Ranch is located along the Ponil Creek adjacent to Philmont Scout Ranch. Founded by Manly and Teresa Chase in 1867, the ranch was operated by four generations of family members. Tours are offered of the Main House, which was constructed in 1871, and the surrounding grounds. Several itineraries hike through Chase Ranch and are serviced by a trailhead near the Main House. All of this is made possible by a special use permit obtained through the Chase Ranch Foundation.

PREPARING FOR PHILMONT

Terms of Seasonal Employment
You are responsible for READING and UNDERSTANDING the contents of your Terms of Seasonal Employment before signing it. 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 including the specified start and end dates or those terms in this guidebook, please reach out by calling, writing, or emailing your hiring manager as soon as possible. YOUR TERMS OF SEASONAL EMPLOYMENT MUST BE RETURNED IMMEDIATELY (a prepaid envelope has been included for your convenience.

Philmont Management reserves the right to transfer an employee to another assignment at any time if it is felt he or she is better suited to that position or that a change would better serve the participants or Philmont.

BSA Membership, Youth Protection Training, Harassment Prevention Training
All Philmont Seasonal employees must be registered as ADULTS with the Boy Scouts of America and as a member of the National Camp Staff. If you are registered with your local troop, you must send a copy of your current registration card and complete the enclosed application, there is no fee incurred in this instance. New registration with Philmont is pro-rated to $22 for staff arriving in May. Please make sure the Disclosure form and Application form is complete. Returning staff registered at Philmont/National Camp Staff need to complete the renewal form enclosed and submit the $22 fee.

To complete the required National Youth Protection Training course, go to My.Scouting.org and print the certificate to include with your paperwork. All new and returning staff must also attend a required Philmont Youth Protection overview during Philmont staff training.

To complete the required Harassment Prevention Training, go to el.lawroom.com/bsaregistration.aspx, complete the training and print the certificate to include with your paperwork prior to your arrival.

Certifications
Are you certified in the NRA? First Aid? CPR? WFR? EMT? If so, please bring your card to verify your qualifications, as well as any other certification you hold. All staff should try to obtain CPR and Wilderness First Aid certification before arriving at Philmont.

Equal Employment Opportunity Self-Identification Form
To help Philmont support a diverse staff, every employee will complete and submit the EEO Self-Identification Form upon arrival at Philmont.
Your Job Description and Objectives
Carefully read the job description enclosed with your Terms of Seasonal Employment. Prior to Philmont, give some thought to how you will accomplish each task or principal responsibility.

If there is training or research that you can accomplish prior to your arrival to help fulfill or better prepare you for your job, you are encouraged to do so.

Health and Medical Record
You must submit a current BSA Medical Health and Medical Record – parts A, B, C, and the Philmont Supplemental Information completed and signed by a physician WITHIN THE LAST 12 MONTHS. Completed forms are valid to the last day of the 12th month from the day it was administered. It must be current upon your arrival, or you will be required to submit another medical to stay current. You must get a physical exam prior to your arrival at Philmont. Should your medical record not be completed upon arrival, you can be examined at local clinics for a reasonable fee.

I-9 Documentation
All staff need to complete the I-9 form attached to the hiring email. Bring the completed form and the required documentation with you upon arrival. Documentation used for the I-9 needs to be the original document(s), not a photocopy. Staff members not satisfying I-9 documentation will not be allowed to work (or get paid) until the I-9 is complete.

Employees Withholding Certificate
Fill out the W-4 form enclosed in your employment packet and mail it to Philmont so there is no delay in getting you on the payroll. Staff will not receive pay until the W-4 form is completed and processed.

Professional Scouting as a Career
You will have an opportunity to meet with a BSA Human Resources representative during the summer. If interested in a professional Scouting career, you may attend one of the professional Scouting receptions held during the summer at the Philmont Training Center.

Other Job Opportunities
Philmont hosts job fairs and information sessions related to jobs with the federal government (most notably the United States Forest Service) and winter outdoor recreation opportunities such as ski resorts and conservation associations. Staff interested in these opportunities should keep an eye out for the events as they are announced in the early part of the summer.

PERSONAL EQUIPMENT
Use the following list as a guide in deciding what to bring. If you are working in Base Camp, you can plan for hot weather during the day (80s to 90s) with cool nights (40s to 70s). It can be much cooler in the higher elevations of the backcountry.

Consult the personal equipment list in the Philmont Guidebook to Adventure if your job includes backpacking or if you plan to day hike or backpack during free time. Informal dress is appropriate for days off if you plan to leave Philmont property.
REQUIRED
All of these personal items are available at the Tooth of Time Traders. Please limit the amount of personal gear you bring. Living quarters can become very cramped and security can become a problem.

- At least two complete Scout or Philmont Staff uniforms
- Three blankets and sheets or sleeping bag and pillow
- Rain jacket and pants
- Rubber soled shoes
- Lightweight hiking shoes or boots
- Flashlight
- Laundry bag
- Duffel bag or pack
- Sweater or jacket
- Underwear, socks, sleeping clothes
- Toiletry and sewing kit
- Towels and handkerchiefs
- T-shirts and shorts
- Long pants
- Watch
- Battery powered alarm clock
- Supply of personal medications to last through employment

OPTIONAL

- Camera
- Musical instrument
- Footlocker with lock
- Wide brim hat or cap
- Bible, testament, or prayer book
- Notebook, pen, pencil
- Sunglasses
- Sunscreen
- Wester clothing (required for Wranglers/Horsemen)
- Fishing gear (New Mexico fishing license required)
- Pocket knife
- Sandals (only for use in Base Camp or backcountry camps; sandals are not for hiking; socks must be worn with sandals)

If desired, Rangers will be furnished a trail tent for the season’s use at no cost.

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 gear. Metal wardrobe lockers are provided for staff in Base Camp. They can be locked with a standard gym padlock which you must provide.

Storage Lockers
A limited number of lockers are available in Base Camp for staff who are unable to take all their belongings with them into the backcountry. The lockers are checked out through CHQ Security.
Philmont Staff Uniform Policy
The Boy Scouts of America is a uniformed organization and wearing a uniform properly at Philmont is part of your job responsibility. The proper uniform is required whenever you leave your housing area unless you are leaving Philmont property. This includes wearing a proper, clean uniform in the dining facilities regardless of day off.

Staff members must bring or buy enough uniform parts to be in correct uniform on a daily basis. Repeated infractions of the staff uniform policy will result in dismissal.

Picture ID tags will be provided and must be worn by all staff while in uniform. ID tags are to be worn in the right pocket flap or collar of the Scout or staff shirt where it can easily be seen. ID tags must not be embellished with stickers, markers, or nicknames, etc. A $5 fee will be charged to replace lost, damaged, or missing tags. Name tags are an important part of our customer service and our security plan.

Appropriate staff uniform is required in the Silver Sage Staff Activity Center during the day. Appropriate casual attire WITH a Philmont ID tag is acceptable after dinner in the SSSAC.

<table>
<thead>
<tr>
<th>Appropriate Uniforms (3 Options)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPTION 1 – BSA Field Uniform</strong></td>
</tr>
<tr>
<td>BSA Tan Shirt (short or long sleeve)</td>
</tr>
<tr>
<td>BSA Olive Green Shorts, Pants, or Convertible Pants</td>
</tr>
<tr>
<td>BSA Olive Green Socks with shoes</td>
</tr>
<tr>
<td>Shoulder Tabs (color of your primary BSA registration)</td>
</tr>
<tr>
<td>BSA or Philmont Belt</td>
</tr>
<tr>
<td>ID Nametag</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>OPTION 2 – Venturing Field Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA Venturing Shirt (short of long sleeve)</td>
</tr>
<tr>
<td>BSA Venturing Shorts or Pants; BSA Olive Green Shorts or Pants; Philmont Gray Shorts or Pants; Philmont Driftwood Shorts or Pants</td>
</tr>
<tr>
<td>BSA Gray Venturing Socks or BSA Olive Green Socks with shoes</td>
</tr>
<tr>
<td>Green Shoulder Tabs</td>
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<tr>
<td>BSA or Philmont Belt</td>
</tr>
<tr>
<td>ID Nametag</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OPTION 3 – Philmont Staff Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current color Philmont Staff Shirt (clean &amp; in good condition)</td>
</tr>
<tr>
<td>Philmont Driftwood Shorts or Pants; Philmont Gray Shorts or Pants; Philmont Khaki Hiking Shorts or Pants or Convertible Pants; BSA Olive Green Shorts or Pants; BSA Venturing Shorts or Pants</td>
</tr>
<tr>
<td>Athletic or Hiking White, Black, Tan, or Gray socks with shoes</td>
</tr>
<tr>
<td>BSA or Philmont Belt</td>
</tr>
<tr>
<td>ID Nametag</td>
</tr>
</tbody>
</table>
Shirts MUST be tucked in at all times. Socks MUST be worn at all times even with sandals. “Five Finger” type shoes are only appropriate as a campsite shoe and are not allowed for hiking.

If you choose to wear a hat or cap, it must be official BSA, Philmont, or current year Philmont Staff hat or an acceptable cowboy hat. A wide brim backpacking hat or bandana may be worn in the backcountry. Philmont will issue one staff cap to every employee.

Some positions at Philmont will require a deviation from the above uniform options. If your Philmont job requires special protective clothing, the Tooth of Time Traders has specially priced heavy duty uniform parts available for purchase. Wranglers/Horsemen must wear appropriate western wear while on duty and at breakfast and lunch. Wranglers/Horsemen must wear one of the above three options at dinner in the Camping or Training Center Dining Halls.

Interpretive costumes (one or more sets provided by Philmont) are worn by staff conducting programs within their assigned backcountry position. They may NOT be worn in base camp or while traveling to or from Base Camp to the assigned camp. Costumes are to be kept clean. Personal costumes must be approved by Philmont Management. Philmont does not reimburse staff members for providing their own costumes.

Military personnel on temporary assignment at Philmont may wear the uniform of their respective services or one of the three options described above.

Hazardous or temporary job conditions may require special clothing. A supervisor will make these decisions depending on the scenario. A Philmont Search and Rescue is one example.

ID Nametags must be worn by all staff unless they are in interpretive costumes, actively working with animals, or it poses a safety hazard. ID Nametags are required for any staff member wishing to eat in a dining hall or for access to the Silver Sage Staff Activity Center and staff activities.

Selling or trading a staff uniform shirt or staff patches to non-Philmont staff is grounds for IMMEDIATE dismissal.

NOTE: All staff members will receive a $45 voucher to be used for purchasing approved uniform parts (excluding socks) from the Tooth of Time Traders. You can choose any combination of staff shirts, shorts, and pants. A staff hat is included upon redemption of your voucher and does not count against your voucher value.

Jeans and other apparel not specifically listed on the previous page are NOT allowed.
Personal Property Security
Philmont is not responsible for the loss of personal belongings. It is recommended that items of value be left at home and that you provide loss coverage for your personal effects. This may be included on your parents’ homeowners’ policy. If you can bring a foot locker and padlock, you will have extra storage and security.

Philmont is NOT responsible for theft of or damage to vehicles, bicycles, or personal property. Damaged or stolen items will not be replaced by Philmont.

The Essentials for Hiking at Philmont Scout Ranch
- **Map & Compass** – and the ability to read a map and use a compass.
- **Sun & Insect Protection** – sunscreen, broad-brimmed hat, sunglasses, insect repellent.
- **Water & Extra Food** – a minimum of 4 quarts of treated water is ESSENTIAL in the Southwest.
- **Rain Gear & Extra Clothing** – preferably a breathable rain suit with jacket and pants. Daytime temperatures can drop to 40 degrees F during the summer; nighttime temperatures can drop below freezing. Wool and/or polypro or other synthetic fabrics are recommended. Cotton clothing is not suitable for retaining body heat.
- **First Aid Kit** – adequate to treat common injuries that may occur on a hike, including latex gloves for protection from blood borne pathogens.
- **Matches** – for building a small campfire if necessary for warmth, drying clothing, or boosting morale.
- **Pocket Knife** – a Swiss army knife with several tools is recommended.
- **Watch** – an inexpensive watch will help you stick to the scheduled itinerary. This can be attached to your pack or day pack.
- **Flashlight** – for use if darkness overtakes you during your hike or an emergency requires that you hike after dark.
- **Whistle** – a simple whistle for use as a signal to alert others of your location.

The Essentials should be carried on all hikes including side hikes. Once you are ready to go, be sure to tell someone your itinerary and when you plan to return.

(*) Philmont allows these indicated items to be shared with a buddy.

**ARRIVAL AND DEPARTURE**

Planning Your Arrival and Departure
There are four important dates to think about regarding your arrival and departure plans at Philmont. Examples of dates are in parenthesis below.

1. **ARRIVAL DATE** (ex: May 27) – Make your travel plans for this day (flights, trains, shuttles, bus, etc.). If driving personal vehicles, plan to arrive at Philmont before 3 PM to begin the check-in process. We will be prepared to welcome staff members arriving on shuttle services after 5 PM. The arrival date is specified in your Terms of Seasonal Employment. No provisions (housing, meals, or salary) are made for you before your scheduled arrival date. If you must arrive early, you must have prior Philmont Management approval (in writing) and you will be required to sign a Volunteer Staff Agreement through your official start date of your Terms of Seasonal Employment.

2. **START DATE** (ex: May 28) – This is your first day of work.
3. **LAST WORKING DAY** (ex: August 21) – Staff are required to work until 3 PM on their last working day. At 3 PM, you will begin the check-out process at CHQ Registration. Do not schedule flights, trains, shuttles, or other commercial travel on this day. Check-out, eat dinner, and stay the night.

4. **DEPARTURE DAY** (ex: August 22) – Now that you’ve had a good night’s rest, prepare to leave by noon and begin your trip home. Shuttles to airports begin departing at 6 AM.

*ALL Philmont Policies and Procedures apply until you have departed from Philmont Scout Ranch property.*

**Where to Arrive**

Raton, New Mexico is the nearest terminal for AMTRAK. Colorado Springs, Albuquerque, and Denver are the nearest major airports from which you will need to make bus connections to Raton. Greyhound provides bus service to Raton. Submit your arrival plans through the link in your hiring email in the Philmont Camping Gateway once you have determined your travel plans. Shuttle service information from Denver, Colorado Springs, and Albuquerque is provided in employment email. Please note that these shuttles do not run daily so plan accordingly.

**Arrival Plans**

Philmont provides scheduled transportation from Raton ($10 one way). Use the arrival plans link to advise us of mode of travel, time of arrival, and if a shuttle is needed. It may be necessary for you to wait until the next scheduled transportation. You may need to stay overnight in Raton. Several motels are available. See the shuttle services information included on the Philmont jobs webpage.

**Your Philmont Mailing Address**

Your summer mailing address is as follows below (please limit to three lines):

**Your Name – Camp Name or Department**
47 Caballo Rd
Cimarron, NM 87714

**Shipping**

UPS provides daily (Monday-Friday) delivery to Philmont. If it is necessary for you to ship your baggage, this is the most available service in the Philmont area. Use your Philmont Mailing Address shown in the section below when shipping via UPS. 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]

Incoming packages will be delivered to the Philmont Mailroom at CHQ or the PTC office for your convenience.

**Staff Check-In Procedure**

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

The following are mandatory and required for employment and must be completed and/or submitted when you arrive:

- BSA Annual Health and Medical Record – Parts A, B, and C and Philmont Supplemental Information
- Verification of current BSA Membership
- Verification of current Youth Protection Training
- Certificate of Completion of BSA Harassment Prevention Training
- Verification of identity and employment eligibility according to the I-9 List of Acceptable Documents
□ Any other employment forms not yet mailed in

**FIRST**, all staff MUST go to the Personnel Office in the Camping Registration Office (located at CHQ)

- Sign-In at the personnel desk and complete any missing paperwork
- Receive information on assigned housing
- Receive staff training schedule
- Register your vehicle or bicycle and affix the identification sticker (please know your vehicle license plate number before checking in)
- Follow instructions on your Arrival Routing Card to complete Check-In

**THEN**, report to your staff supervisor. He or she will tell you when and where you are expected to begin your assignment. Upon successful completion on 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.

**Parking Area for Your Vehicle**

A staff parking area is provided for personal vehicles at Camping Headquarters and the Training Center. You will obtain your parking permit sticker during Check-In. The designated parking area must be used. Personal vehicles are not to be parked in the regular paved PTC parking lot, near tents, duplexes, the quad, or the Camping dormitory. After unloading or loading of personal gear, all staff must park in the designated areas. Parking illegally may result in disciplinary action and loss of Philmont parking privileges. DO NOT drive or park on grass or lawn areas to unload or load your personal belongings. Be prepared to carry them from the nearest parking lot or roadway.

Overnight parking at trailheads is permitted only if the vehicle displays a current Philmont parking sticker. Private vehicles may not be driven beyond locked gates. Philmont is not responsible for theft of or damage to personal vehicles. Philmont strongly discourages staff from lending their vehicles to others to drive.

**Emergency Telephone – (575) 376-2281**

Leave this number at home for emergency calls. 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 Camping Headquarters or the Training Center and that you cannot be reached immediately.

A few pay telephones are located at Camping Headquarters and the Training Center for your convenience. Mobile phone service can vary depending on your carrier. Check with your provider for coverage and out of network fees you may incur.

**Check-Out Procedures**

Your last working day is specified in your Terms of Seasonal Employment. You should plan to Check-Out at the CHQ Registration Office at 3 PM on your last working day and depart Philmont on the following morning – your departure day.

To Check-Out, you must secure a Staff Check-Out Procedure Card from the CHQ Registration Office. It will direct you to necessary places to complete all responsibilities of forwarding addresses, return of checked-out equipment, paying all outstanding obligations, turning in keys, having your living quarters inspected, etc.

**Extension of Employment**

A staff member desiring to stay at Philmont beyond the last day specified on the Terms of Seasonal Employment must obtain approval from Philmont Management. A change of assigned quarters may be necessary.
Philmont does offer Second Season employment opportunities in support of conferences, Autumn Adventure, and Winter Adventure programs. Applications for those positions are accepted from late-June through mid-July each summer. In addition, a clean-up crew is employed to assist in close down operations. This usually runs about two weeks past the closing of camp, up to Friday of Labor Day weekend.

**Employment Date Changes**
As mentioned in your Terms of Seasonal employment, know and understand your arrival, start, end, and departure dates. If for any reason you need to change your dates, let your hiring manager know as soon as possible. When staff arrive earlier than expected, food, housing, or work may not be ready for those staff. When staff leave Philmont earlier than expected or cut their contract short, this puts a burden on the remaining staff and managers who need help to deliver top quality programs, facilities, and services to our customers and to close camp. End date changes resulting from scheduling conflicts that should have been caught earlier will result in resignation. Unreasonable date changes will be taken into account in future hiring decisions.

**Trespassing**
Staff members remaining at Philmont without approval are considered trespassers and may be criminally charged.

**Nearby Towns**

**Cimarron**
A village of 800, elevation 6,430 ft (1,960 m) – is about five miles north of Philmont Headquarters. The major industries are ranching and tourism. Gas stations, motels, variety and gift stores, art galleries, a coin laundry, a convenience store, churches, restaurants, a museum, and a library are located there.

**Raton**
A city of 6,336, elevation 6,680 ft (2,036 m) – is about 45 miles northeast of Philmont. In addition to facilities available in Cimarron, it has shoe and watch repair shops, a movie theater, larger stores, and a municipal swimming pool.

**Taos**
A city of about 5,545, elevation 6,950 ft (2,118 m) – is about 50 miles west of Philmont. Taos is a very famous art and Native American community with lots of shopping opportunities.

**ADDITIONAL POLICIES**
The policies that follow are important for you to understand as a member of the Philmont seasonal staff. During your staff training period, these and others will be discussed in varying detail.

**Philmont Driving Agreement**
From May through August, over 1,100 seasonal staff members join the Philmont Scout Ranch community. The majority of these staff members have valid drivers’ licenses.

Some staff members by nature of their job description are allowed to drive Philmont vehicles with a current Philmont Driving Permit. In order to obtain a Philmont Driving Permit, a staff member must:

- Obtain a copy of their Driving Record prior to arrival at Philmont
- Complete a Driving Permit Application
- Attend a Driver Training Class
- Successfully complete a Driving Test
The majority of staff members will not attend a Driver Training Class and will not obtain a current Philmont Driving Permit however they may have occasion to drive or park private vehicles on Philmont property. It is necessary that all Philmont Staff become aware of the dangers of driving or parking around the Philmont area.

The roads around Philmont Scout Ranch can be very dangerous no matter what weather conditions may exist. They are different than most, wet or dry.

- Dirt roads can be a consistency of slippery mud, loose gravel, wash boarded, curvy, and narrow.
- Paved roads can be slippery when wet, narrow, winding, pot holed, and covered with loose material.
- All roads have heavy traffic by Philmont vehicles, private vehicles, and school bus shuttles.

Recently, in a three-year period, several private vehicles have been totaled on Philmont dirt roads between the pavement and trailheads or on the dirt highway to Ponil. Many of the accidents have been with someone other than the owner of the car behind the wheel. Thankfully, no one has been seriously injured! **DO NOT LOAN YOUR VEHICLE!**

Philmont would like to remind all staff members that driving and parking private vehicles on Philmont property is a privilege which may be revoked. With that privilege comes responsibilities:

- All private vehicles must be registered at Camping Headquarters and have a current permit visible in the rear window.
- Parking is permitted in the designated staff parking lot at Camping Headquarters or the Philmont Training Center and is most secure in these locations. In addition, private vehicles may be parked at designated trailheads across the Ranch: Abreu, Zastrow, Rayado, Lovers Leap, Cimarroncita, Cimarroncito, Harlan Gate, Maxwell, Ponil, Six Mile Gate, Ring Place, or Whiteman Vega Parking Area. Unauthorized vehicles in CHQ or the Training Center not parked in designated staff parking areas will not be tolerated.
- Philmont is NOT responsible for theft, vandalism, floods (one vehicle was totaled because it was parked too close to a stream), flying rocks, hail, trees, animals, or any other manmade or natural occurrences that can cause damage to a vehicle.
- Speed and inattention are our enemies. Most accidents were a result of excessive speed! **DO NOT SPEED!** Observe the posted speed limits. Sometimes it is necessary to drive below the speed limit in order to be safe.
- Law enforcement will be notified and asked to respond to all accidents and driving violations on Philmont Scout Ranch.

If you have a valid driver’s license and you drive a vehicle around the Philmont community, **YOU MUST DRIVE RESPONSIBLY!** If you are the owner of a vehicle, you are responsible for who uses that vehicle and how it is used.

**Non-Harassment Policy**

Pursuant to federal law and applicable state law, it is the policy of the BSA that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including but not limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the BSA will not tolerate harassment of any kind by or of any employees or applicants for employment.
“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that if his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.
3. Otherwise adversely affects an individual’s employment opportunities.

Examples of harassing conduct can include, but are not limited to:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.
2. Written or graphic material that denigrates or shows hostility or aversion towards an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on BSA premises, or circulated in the workplace.
3. Verbal or nonverbal innuendos that relate to or reflect negatively upon someone because of their race, color, religion, gender, sex, sexual orientation, national origin, age, or disability.

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct related toward an individual because of his or her sex.
2. Making submission to or rejection of such conduct the basis for employment decisions.
3. Creating an intimidating, offensive, or hostile work environment by such conduct.

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal – sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions.
2. Nonverbal – making suggestive or insulting noises, leering, whistling, or making obscene gestures.
3. Physical – touching, pinching, brushing the body, coercing sexual intercourse, or assault.

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the BSA. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her manager and Employee Relations so that an investigation of the complaint can be undertaken. If an employee’s complaint concerns his or her manager, the employee does not have to report to his or her manager an should immediately report any concerns to Employee Relations. A complaint may also be filed with Ethics Point by calling 866-ETHICSP (866-384-4277) toll-free in the U.S. and Canada or on the internet at secure.ethicspoint.com. After the online report is completed, a unique code called a “report key” will be kept in a safe place. After five to seven business days, the report key and password can be used to check the report for feedback or questions.

Any employee who observes conduct by another employee that he or she believes to be harassing, retaliatory, or discriminatory must report such condition as outlined above. Reports may also be submitted in writing to the following address.
Reports will be treated a confidential to the extent possible, without impeding the ability of the BSA to conduct a discrete and thorough investigation. A representative of Employee Relations will notify the complaining party of the outcome of the investigation. Any person employed by the BSA who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any employee who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action up to and including termination. Retaliation or discrimination against an employee for reporting harassment or complaining about harassment is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any employee who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all employees will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment. Each employee is required to take the BSA Harassment Prevention Training. Managers are required to take the supervisor version.

**Firearms and Weapons**

Firearms, ammunition, archery equipment, and other weapons are used at Philmont on a closely controlled basis. Personal firearms, ammunition, and other weapons are not to be used on Philmont property under any circumstance. If you cannot avoid bringing a firearm, it must be in a locked case and checked in at the registration office when you arrive and checked out when you depart Philmont. Secure storage is provided at CHQ. DO NOT store firearms in vehicles!

Federal and state law restricts the transportation of most firearms across state lines so be sure you comply. Sheath knives (fixed blade) and hatchets are not allowed except as part of an interpretive costume.

**Youth Protection Guidelines**

Every adult leader and BSA employee is required to follow and support the Youth Protection Training (YPT) Guidelines of the Boy Scouts of America. All staff members are required to maintain current (within two years) YPT certification, and several guidelines that are particularly applicable due to the nature of our operations that are covered in staff training on an annual basis.

There are several forms of abuse: neglect, physical abuse, emotional abuse, and sexual abuse.

**Scouting’s Barriers to Abuse**

- **Two-deep leadership on all outings required** – A minimum of two registered adult leaders, or one registered leader and a participating Scout’s parent, or another adult are required for all trips and outings. One of these adults must be 21 years of age or older.

- **Patrol Activities** – There are instances, such as patrol activities, when the presence of adult leaders is not required, and adult leadership may be limited to patrol leadership training and guidance. With proper training, guidance, and approval by troop leaders, the patrol can conduct day hikes and service projects.

- **Adult Supervision/Coed Activities** – Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must 21 years of age or older, and one must be a registered member of the BSA.
• **One-on-one contact between adults and youth members prohibited** – In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

• **Two-deep leadership and no one-on-one contact between adults and youth members includes digital communication** – Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

• **Age-appropriate and separate accommodations for adults and Scouts required**
  - **Tenting** – No adult may share a tent with the opposite sex unless he or she is that adult’s spouse. No youth may share a tent with an adult or a person of the opposite sex other than a family member or guardian. Assigning youth members more than two years apart in age to sleep in the same tent should be avoided unless the youth are relatives.
  - **Shower Facilities** – Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted.

• **The buddy system is a safety measure for all Scouting activities** – Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

• **Privacy of you respected** – Adult leaders and youth must respect each other’s privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

• **Inappropriate use of smart phones, cameras, imaging, or digital devices prohibited** – Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

• **No secret organizations** – The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

• **Youth leadership monitored by adult leaders** – Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure BSA policies are followed.

• **Discipline must be constructive** – Discipline used in Scouting must be constructive and reflect Scouting’s values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

• **Appropriate attire for all activities** – Proper clothing for activities is required.

• **No hazing** – Hazing and initiations are prohibited and may not be included as part of any Scouting activity.

• **No bullying** – Verbal, physical, and cyberbullying are prohibited in Scouting.

• **Mandatory reporting of child abuse** – All persons involved in Scouting must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated to any other
person.
Immediately notify the Scout executive of this report, or of any violation of BSA’s Youth Protection policies, so he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

State-by-state mandatory reporting information is available at www.childwelfare.gov.

- **All adult leaders and youth members have responsibility** – Everyone is responsible for acting in accordance with the Scout Oath and Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership. For more information, please see the BSA’s *Guide to Safe Scouting* and Youth Protection resources.

- **Units are responsible to enforce Youth Protection policies** – Adult leaders in Scouting units are responsible for monitoring the behavior of youth members and other leaders and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

### Camp Staff Conduct

Few employment settings offer such a unique opportunity to serve in a responsible position, teaching Scouts important skills while having tremendous personal growth experiences. Staff members are often only slightly older than campers, yet they must conduct themselves in an appropriate manner at all times. Still, you are a role model for young and impressionable campers.

Technology also affects how staff interacts with campers. Text messages, email, and community and personal web sites and blogs are all popular forms of communication. However, as a staff member and a representative of the BSA, you must be especially careful how you use these and other forms of communication. Under no circumstances should you discuss or exchange personal or inappropriate information with a camper, leader, or staff member. These forms of communication can be misinterpreted and can be widely dispersed. It is even possible that such postings will resurface many years later, resulting in embarrassment.

Physical contact between adults and youth should be kept to a minimum. Using common sense, it is acceptable to shake hands, pat a youth participant on the back, touch while demonstrating/teaching a skill such as first aid, or taking action to prevent an accident. Long hugs, wrestling, or giving a massage are examples of inappropriate contact with a youth. All members are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or sexual jokes, pornography, demeaning behavior, and drugs and alcohol have no place in Scouting and may result in discipline up to and including revocation of membership and termination of employment.

### Bicycles and Motorcycles

Because of heavy vehicular traffic there are a limited number of times and roads where bikes can be safely ridden. They are not to be ridden on narrow pathways and heavily trafficked roads in the Camping Headquarters area or around the Villa Philmonte grounds. They can be used on the Lovers Leap, Abreu, and Cimarroncito roads as far as the trail heads during daylight after 4:30 PM and before 8:00 AM.

Due to heavy traffic, U.S. Forest Service regulations permit mountain bikes to be used in National Forests only on designated trails and roads. Bicycles, motorcycles, or motorized trail bikes are not permitted beyond locked gates on Philmont property. If you bring a bicycle, you are responsible for obtaining a registration sticker when you check-in and for securing it outside of your quarters.

**YOU MUST ALWAYS WEAR A HELMET WHEN RIDING A BICYCLE, ATV, OR UTV ON PHILMONT PROPERTY.**
Collecting Policy
Philmont is a natural outdoor biological, geological, archaeological, and historical laboratory and museum. Countless varieties of rock, plants, and animals are found here as well as abundant evidence of past human habitation from prehistoric Indians (arrowheads, potshards, grinding stones, etc.). Specimens of plants, animals, or artifacts such as mentioned above are to be observed and left where you discover them, not collected and removed from Philmont. Reports of discoveries are helpful in learning Philmont’s archaeological and historical past. Any information regarding unusual discoveries should be reported to the Director of Museums or Director of Camping. DO NOT collect or keep the specimens. As a staff member, you must make campers aware of this policy. By taking only photographs and leaving only footprints, Philmont’s cultural and historical heritage will be enjoyed by future generations. Graffiti of any kind will NOT be tolerated.

Fundraising
Fundraising for charitable causes on Philmont Scout Ranch may only be done with advance approval from the General Manager or the Director of Camping.

Good Public Relations (PR)
Your PR with 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. Good PR is important with our customers: the Scouts, Scouters, and families who make Philmont possible. We should always keep in mind that they make our jobs possible and that this is their camp.

Always make them feel welcome. For example, a smile and a “Welcome to Philmont” go a long way to a guest, or where it is necessary to designate a staff facility the sign should read “Staff” rather than “Staff Only”.

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 for the local communities and to make them proud that Philmont is a neighbor. When you are friendly and considerate to Philmont’s neighbors, you generate the same spirit in them. Be aware that in a small village such as Cimarron, it is obvious who is not a year-round resident and Philmont staff members are easily identified. When you wear the BSA or Philmont uniform in town, your behavior reflects on the BSA and Philmont.

Trespassing on property surrounding Philmont, including Coyote Mesa, private property in the Ute Park area, or the west side of Baldy Mountain hurts Philmont’s relationships. Violators are subject to prosecution by property owners. Know and respect the laws and regulations governing the use of the Valle Vidal. New Mexico State Fishing regulations are in effect on all public lands and private lands.

Gratuities, Commercial Enterprise, and Conflict of Interest
Staff members are prohibited from seeking or accepting gifts, payments, fees, services, privileges, or favors in return for service rendered as a member of the Philmont staff.

Contact or negotiations with purveyors or companies must be cleared in advance with the General Manager, Director of Camping, Director of Business Operations, or their designee. Philmont logos, insignia, and letterhead may not be used without permission.

If seasonal staff orders to outside companies are desired, they must be approved by the General Manager, Director of Camping, Director of Business Operations, or their designee and be processed through the Business department. All employees must act in such a manner as to avoid even the appearance of a conflict of interest could occur, employees should seek guidance from Philmont Management.
Mobile Phone Use at Philmont Scout Ranch

Mobile phones are permitted in the backcountry, but they are not encouraged. Most backcountry areas have no cell coverage. There is no opportunity to recharge a mobile phone once you have left Base Camp; solar systems are not allowed to be used for charging phones. Mobile phone use, including texting should not be used during working hours unless for Ranch business or an emergency. Please discuss appropriate mobile phone use with your supervisor. Avoid the use of mobile phones when participants are present to preserve the wilderness experience.

If a mobile phone is used for an emergency, use the following process:

1. Phone Philmont Scout Ranch: 575-376-2281 to report an emergency. State that this is an emergency call and that you need to speak with Logistics.
2. Give your Expedition Number or Staff information.
3. State who is calling and the Mobile # (if the phone has an indicator of battery life, please state how much battery time you have left. You may be directed to turn off your phone and call back at a specific time in order to save the remaining battery life).
4. Please remain in your current location until emergency response is activated.
5. Briefly describe the emergency situation (twenty-five words or less).
6. Accurately state the location of the emergency. Please be prepared with UTM coordinates.
7. Be prepared with all other emergency information requested in the list “Sending a Message for Help” located on your map.

Aids to Pronunciation (How to Sound Like a Local)

Abreu ..................................................................................................................................................... Ah-bray-you
Aguila (eagle) ............................................................................................................................................. Ah-ghe-la
Apache .................................................................................................................................................... Uh-pa-chee
Beaubien ................................................................................................................................................ Bow-bee-en
Bonita (beautiful) ................................................................................................................................ Bow-knee-tah
Cimarroncito (little wild one) ................................................................................................ Seam-mar-ron-see-toe
Comanche .......................................................................................................................................... Coe-man-chee
Costilla .................................................................................................................................................. Coe-stee-yuh
Cyphers ....................................................................................................................................................... Sigh-furs
Ewells ............................................................................................................................................................ You-ulls
Jicarilla .............................................................................................................................................. Hic-are-ree-yah
Moreno .................................................................................................................................................. Moe-ray-no
Ponil .......................................................................................................................................................... Poe-kneel
Pueblano (little village) ...................................................................................................................... Pweb-lawn-oh
Raton ............................................................................................................................................................. Ra-tone
Rayado (streaked) ............................................................................................................................ Rey-ah-doe
Sangre de Cristo (blood of Christ) ................................................................................................ San-gray day Cris-toe
Use of Drones
Philmont does NOT allow the use of drones for any purpose, unless the approval of Philmont Management has been granted.

Weddings
Weddings on Philmont property are NOT allowed during the summer season.

Slacklining
Slacklining is approved as a BSA activity, but it is only allowed with proper equipment, site selection, and supervision. Operation of a slackline is only allowed with prior Philmont Management approval.

Pets
Do not bring a pet to Philmont or acquire one during the summer. Seasonal staff members may not have pets in Base Camp or in the backcountry. Problems with harassment of wildlife and livestock, annoyance to neighboring staff members, and sanitary and hygiene problems make this necessary.

Visitors
Visitors and family members are welcome at Philmont however THERE IS NO HOUSING and visitors must check in and register at the Camping or Training Center office. Visitors must purchase a meal ticket to eat. Visitors are NOT allowed in the backcountry unless accompanied by a member of management.

Family members of Philmont Staff and Special Visitors (designated by Philmont Management) may be issued a Visitor ID Badge through the PTC or CHQ Office. A person being issued a Philmont Visitor ID Badge is defined as a person being provided a service by Philmont.

Individuals with a Visitor ID Badge are allowed to eat one consecutive day of meals provided by Philmont. Additional meals may be purchased as needed. Visitor ID Badges MUST be returned to the PTC Office, CHQ Office, or Welcome Center upon departure.

Wildlife
According to New Mexico law, it is illegal for anyone to care for or destroy a wild animal regardless of its condition. Staff must be aware of the New Mexico Game & Fish Department policies. Staff must adhere and be sure that participants understand and adhere to the policy. Should a wild animal be observed that is trapped, sick, injured, etc., it should be reported to the Director of Ranching through Logistics. Collection of wild animals requires a state permit and approval of Philmont Management.

Procedures Governing Backcountry Hiking and Camping
All Staff members may hike and/or camp at Philmont within the following guidelines:

1. The rule of two applies. There must always be at least two in a group. Coed groups must have at least 3 persons.
2. Properly check-out with supervisor or manager.
3. Submit a completed Staff Backcountry Access Permit (CHQ Mail Room, Logistics Distribution Room, or Staffed Camp—if backcountry staff member is not returning to base during days off).
4. Notify supervisor, manager or work location upon return.
5. A proper uniform is to be worn in an acceptable manner. It is your responsibility to set a proper example in the backcountry as well as at base. Do NOT hike in interpretive clothing. Carhartts are not uniform. A nametag is required.
6. When in a backcountry camp, record your visit at backcountry camps in their Staff Log Book.
7. If backcountry staff are hiking the Ranch and not returning to base and find that they must change their itinerary, they must submit updated information at any staffed camp.
8. Every staff member who plans to hike or backpack in the backcountry must have prior orientation by a member of the Ranger staff.
9. All staff must follow bear and mountain lion procedures. Bear ropes and bags are required.
10. All staff must follow Wilderness Pledge and Leave No Trace principles while in the backcountry.
11. All staff must be aware of the Philmont Fire Plan and current fire conditions.
12. Be mindful of weather conditions in planning your trip. All staff must understand the proper actions to follow when the danger of lightning exists.
13. Be sure each member of your group is carrying The Essentials for Hiking at Philmont.
14. Staff members may camp within the confines of staffed camps provided an established area is available as determined by the camp director. Male and female staff must sleep in separate quarters in each camp. This includes separate areas on porches and in cabins. Established trail camps may be used if space is available.
15. Staff members going into the backcountry on days off are to draw food from Outfitting Services. A sign out procedure will be used. Do not plan nor expect to be invited to join the backcountry camp staff for meals.
16. Each staff member is expected to comply with the provisions, spirit, and intent of the Philmont Wilderness Pledge.
17. Staff program participation is permitted, but staff should maintain a non-demanding low profile. Participants have priority.
18. Only current staff members and registered participants are allowed to hike overnight in the backcountry.
19. Hiking at night is NOT allowed.

Violation of the Backcountry Hiking and Camping Procedures may result in disciplinary action and documentation in the violator’s personnel file.

**Staff Pack Rental**

Philmont staff is encouraged to enjoy the backcountry on their days off. We offer free five-day rentals of our packs for staff. Rental packs are prioritized for participants and may not always be available for staff use.

If your Philmont job requires the use of a personal backpack or other equipment, you may choose to participate in special direct vendor purchases at below-retail pricing. Check with your staff leader for more information about these special purchase opportunities.

**Care of Equipment**

You 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 or any other materials is cause for immediate dismissal.
HOW PHILMONT OPERATES

Philmont is owned and operated by the National Council of the Boy Scouts of America. An operation as large as Philmont requires many people. A year-round staff of more than 80 individuals is employed by the Ranch. Philmont’s top executive is the General Manager. Working with him are staff who manage Philmont’s programs, Training Center, Food Service, Maintenance, Ranching, Museums, and Administrative Operations. The Philmont Ranch Committee consists of volunteer Scouters who work closely with the year-round administrative staff to establish policy and see that Philmont’s intended purposes are maintained.

The Philmont Seasonal Staff

Every member of the Philmont Seasonal Staff is vital to the success of Philmont and has an important job. The major parts of the staff include:

- **Office Support** – The office staff provides the services and support necessary in the offices at CHQ, PTC, and Administration.
- **Food Service** – The food service staff prepares and serves food in the dining halls at CHQ and PTC.
- **Commissary** – This staff distributes food and supply orders to backcountry commissaries and staffed camps as well as the packaging and distribution of trail food.
- **Tooth of Time Traders** – The Trading Post staff maintains inventories and conducts sales of gear and souvenirs in the Trading Post and Snack Bar in Base Camp as well as Trading Posts and Cantinas in the backcountry. The Trading Post also operated the CHQ laundry and soda machines across the Ranch.
- **Purchasing Office/Merchandise Warehouse** – The staff in the Merchandise Warehouse distribute hardware materials and maintain equipment and tent repair supplies.
- **CHQ Outfitting Services** – The CHQ Outfitting Services staff issues food and gear to trail bound crew, packs and tent rentals, and backpacking fuel sales. They also maintain the “Food Wall” for staff.
- **Mail Room** – The Mail Room handles mail at Philmont for staff and participants.
- **Museum** – The museum staff leads tours of the Villa, operates the Gift Shop at the National Scouting Museum at Philmont Scout Ranch, and supports the programs at the Historic Chase Ranch as well as at the Kit Carson Museum at Rayado.
- **Horse Department** – The horsemens and wranglers in the Horse Department lead Cavalcades, conduct horse rides at backcountry horse camps and cattle headquarters, work with stock, and give leadership to the Ranch Hands program.
- **Conservation** – The Conservation staff maintain and build Philmont’s trails and campsites and give leadership to the OA Trail Crew, Trail Crew Trek, STEM Trek, and ROCS (Roving Outdoor Conservation School). They are also responsible for data collections (GIS) and environmental projects.
- **Logistics** – Logistics maintains communication throughout Philmont, provides and controls transportation, and conducts trip planning for treks.
- **Activities** – The activities staff organizes the nightly opening and closing campfires at CHQ, organize and support staff recreation and morale opportunities, and operate the Fitness Center. Activities Staff manage the CHQ staff male and female staff tent city areas.
- **Marketing and Photography Services** – The MPS staff publishes the weekly PhilNews and takes and processes staff and participant photos for CHQ and PTC. They develop marketing materials including print, electronic, and social media outlets. They maintain archival photos of Philmont.
- **Grounds** – Philmont’s grounds staff maintain the exterior appearance of the Villa Philmonte, Training Center, and Camping Headquarters grounds.
• **Maintenance** – Philmont’s maintenance staff maintain the functionality and appearance of the Training Center and Camping Headquarters facilities.

• **Philmont Infirmary** – The medical staff provides for the medical needs of the Ranch, does the medical rechecks for participants, and manages the Infirmary Tent City.

• **Rangers** – Philmont’s Rangers provide orientation and training for crews during their first few days at Philmont, give leadership to the Rayado and Mountain Trek programs, and coordinate field operations for Search and Rescue (SAR) efforts.

• **Training Center Program** – Family members of PTC Conference attendees are led in activities (hiking, camping, crafts, tours, shooting sports, etc.) by members of the PTC program staff.

• **Training Center Services** – The PTC services staff provides material and audio-visual support for training conferences, and housekeeping of the PTC buildings.

• **Backcountry Programs** – The backcountry program staff provide programs and support for participants at Philmont’s 36 staffed camps.

• **Welcome Center** – Dedicated Welcome Center staff greet new arriving crews and are the first stop for crews at they come off the trail.
THE PHILMONT STAFF ASSOCIATION

Membership in The Philmont Staff Association (PSA) is open to all former and current Philmont Staff (including Autumn and Winter Adventure Staffs), Philmont Training Center Instructors (including conference hosts and facilitators) as well as NJLIC and NAYLE Staff for courses held at Philmont.

The PSA is made up of more than 3,000 former staff members like you, who have hiked Philmont’s rugged mountain trails and who care about Philmont’s future. They help provide scholarships, social gatherings, conservation opportunities, and nature preservation support.

Receive HIGH COUNTRY forever! Life Memberships in the PSA receive all the benefits of a Regular Membership, plus a 10% discount on all in-store purchases at Philmont’s Tooth of Time Traders Trading Post and the Philmont Museum & Seton Memorial Library. Life Memberships can be paid all at once or over a 12-month period with an initial $50 installment.

Membership Options

- **Seasonal Staff** = $15 – Includes a year’s electronic subscription to High Country, the PSA membership directory, all additional mailings, an open invitation to all PSA events and a vote in PSA elections. New members receive a gift compliments of the PSA! A 5-year, $60 option is available too.

- **E-Rate Annual** = $20 – Includes a year’s subscription to High Country via electronic delivery, PSA membership directory, all additional mailings, an open invitation to all PSA events, and a vote in PSA elections.

- **Regular** = $32 – Includes a year’s subscription to High Country via paper delivery, the PSA membership directory, all additional mailings, an open invitation to all PSA events, and a vote in PSA elections. New members receive a gift compliments of the PSA!

- **Family** = $47 – For those of you with more than one former Philmont staffer in your household! Includes a year’s subscription to High Country, the PSA membership directory, all additional mailings, an open invitation to all PSA events and a vote in PSA elections. New members receive a gift compliments of the PSA!

- **Life** = $595 – Receive High Country forever! Includes all the benefits of a Regular membership, a 10% discount in Philmont’s Tooth of Time Traders & Museum Gift Shop, a copy of a much-acclaimed CD of Philmont music and a PSA logo patch. You may pay your Life Membership over a 12-month period; see the membership form.

- **Additional Family Life** = $297.50 – For your spouse or family member, who must also be a Philmont staffer. You must be a Life member to take advantage of the special half-price Life Membership for your family member.

For more information, contact the PSA Office at (575) 376-1138 or visit [www.philstaff.com](http://www.philstaff.com).
PHILMONT HISTORY

Philmont Scout Ranch is a 140,171-acre wilderness area located in the Sangre de Cristo Mountains in northeastern New Mexico. Elevation ranges from 6,700 to 12,441 feet and includes diverse plant and wildlife communities. The ranch is rich in history and includes gold mines and homesteads from the 19th century as well as prehistoric petroglyphs and archaeological sites, including the first documented T-Rex fossil footprint in the world.

Most of what now is Philmont was donated by Tulsa oilman Waite Phillips and his wife, Genevieve. The Phillips' believed in sharing their wealth with people outside their family. In this spirit, they offered 35,857 acres of their ranch to the Boy Scouts of America in 1938 to serve as a national wilderness camping area. The area was named Philturn RockyMountain ScoutCamp (after Phillips' name and the Scout slogan "Do a Good Turn Daily"). Fees for the first summer were set at $1 per week per camper, and 196 Scouts from Texas, Kansas, Louisiana, and Oklahoma arrived for the first experience at a national backcountry Scout camp in 1939.

After observing the enthusiastic response of the first Scout campers, Phillips augmented his original gift in 1941 with an addition that included his best camping land, the Villa Philmonte, and the headquarters of the farming and ranching operation. The property, now totaling 127,395 acres, was renamed Philmont Scout Ranch in 1941.

Phillips realized that the cost for maintaining and developing the property could not and should not be derived entirely from camper fees. As an endowment he included in the gift his 23-story Philtower Building in Tulsa, Oklahoma.

Attendance grew slowly during Philmont’s first years, but by 1951, it jumped to more than 5,200 with the establishment of the Philmont Training Center, the National Volunteer Training Center of the Boy Scouts of America, in 1950.

In 1963, through the generosity of Norton Clapp, vice president of the National Council of the Boy Scouts of America, another piece of the Maxwell Land Grant was purchased and added to Philmont. This was the Baldy Mountain mining area consisting of 10,098 acres.

In 2015, the Cimarroncita Ranch in Ute Park was purchased, adding 2,678 acres to Philmont’s central country. Today, the Ranch's total area is approximately 219 square miles.

More than 1,000,000 Scouts, Venturers, and leaders have experienced the adventure of Philmont. Throughout its existence, conscientious attention to low-impact camping techniques have helped maintain the Ranch's wilderness flavor.
VISIT THE OFFICIAL PHILMONT STORE:
ToothOfTimeTraders.com

VISIT PHILMONT ONLINE:
PhilmontScoutRanch.org
facebook.com/PhilmontScoutRanch
instagram.com/PhilmontScoutRanch
youtube.com/PhilmontScoutRanch
twitter.com/Philmont
PHILMONT GRACE
For Food
For Raiment
For Life
For Opportunity
For Friendship and Fellowship
We Thank Thee O Lord

PHILMONT HYMN
Silver on the sage,
Starlit skies above,
Aspen covered hills,
Country that I love.

Philmont here’s to thee,
Scouting Paradise,
Out in God’s Country,
Tonight.

Wind in whispering pines,
Eagles soaring high,
Purple mountains rise,
Against an azure sky.

Philmont here’s to thee,
Scouting Paradise,
Out in God’s Country,
Tonight.

Cover Photos from 2018 Staff Photo Contest
Outside Cover by Robert Chase
Inside Cover by Cheyenne Johnston-Ashton