

**Treasure Island Camp Staff (TICS)**  
**Standard Operating Procedures (SOP)**  
**Camp Staff Positions**

**TICS Weekend Crew Functions (\*6):**

Role/ Function	Check- In Lead	Parking Lot Honcho	Traffic Control Monitor	Barge Operator	Bowman	Unit Guide	Lunch Cook Pick One	Service/Conservation/ Maintenance Project Lead	Program Lead
Crew Chief	X						X	X	X
Crew Member		X					X	X	X
Crew Member			X				X	X	X
Crew Member				X			X	X	X
Crew Member					X		X	X	X
Crew Member						X	X	X	X

(\*6) Minimum number of staff required to run a FTI weekend.

**Camp Staff Position Descriptions:**

**Crew Chief:** Reports to the TICS Director. Responsible for everything that happens or fails to happen during the weekend. Leads, organizes, and trains the TICS weekend crew. Welcomes campers and volunteers. Handles check-in of units and individuals. Reviews unit rosters provided at check for accuracy and completeness. Ensures all units have a Certificate of Insurance. Accounts for all personnel on the island. Assigns duties to crewmembers. Organizes work, service, and conservation projects. Meets with Scouts BSA youth and adult unit leaders on Friday night. Supervises work/service projects following FTI Project Work Plan. Provides Post Weekend After Action Report (PWAAR).

**Crew Member:** Staff for Scouts BSA camping weekends, workdays, and BSA events. All crewmembers are cross-trained to function in any capacity from Parking Lot Honcho, Traffic Control Monitor, Barge Operator, Bowman, Unit Guide, Service/ Conservation/Maintenance Project Lead or Program Lead. Each provides Post Weekend After Action Report (PWAAR).

**ALL:** Try to arrive before 1700 (5:00 PM) as that is when unit check-in begins. With prior coordination with your Crew Chief, you will have a better understanding as to when units plan to arrive for the weekend you are working.

**Friday Night Check in Procedures:**

**Check-In Lead (Crew Chief or designee).** Has a flashlight. Cheerfully greets all Scouts and Scouters.

1. Before check-in:
  - a. Meets with Crew to assign roles and functions and go over check-in procedures.
  - b. Prepares check-in area, paperwork, etc.
2. During check-in:
  - a. Directs TICS.
  - b. Maintains communication with crew as required via radio or phone.
  - c. Moves to check on activities from the parking lot to the dock as needed.
  - d. Meets with the SM and SPL at Ranger House check in area; reviews unit rosters for accuracy and completeness; matches head count with registered numbers of campers.
  - e. Provides map if required.
  - f. Briefs unit on gear movement plan.
  - g. Establishes Friday night leaders meeting time and place.
3. After unit check-in is completed:
  - a. Coordinates with the Traffic Control Monitor to have the unit begin moving their gear down to the barge for transport using the Four (4) Step Gear Movement Process.
  - b. Holds Friday night leaders meeting.

**Four (4) Step Gear Movement Process (The TI Shuffle):**

1. **From the vehicles to the Ranger House:** Unload and move all gear to the Ranger House (vicinity of the manhole cover). If more than one units is moving gear, make sure they have separate piles/areas so gear is not mixed. Don't depend on the Scouts or leaders to not to screw this up. Be direct but friendly.
2. **From the Ranger House to the top of the TI Landing:** Once all the gear is at the Ranger House have the unit move gear safely across River Road and back, dropping all gear on the top of the TI Landing. Control the flow of both traffic and pedestrians.
3. **From the top of the TI Landing to the dock:** Once all the gear is at the top of the TI Landing direct the SPL to have the unit move the gear down the steps and onto the dock.
4. **From the dock into the Barge:** Once all the gear is on the dock the Barge Operator and Bowman directs the loading and unloading of the Barge.

If at any time multiple units move gear simultaneously, adapt this plan to ensure no gear mixes, units stay together, and that the gear on the dock does not impede the movement of people.

**Parking Lot Honcho (one assigned member of the TICS Crew).** Wears a safety vest and has a flashlight. Cheerfully greets all Scouts and Scouters. Reports to and maintains communication with the Check-In Lead as required via radio or phone.

1. Before check-in:
  - a. Puts out traffic cones and any other safety gear to mark the entrance of the main lot and pedestrian crossing.
2. During check-in:
  - a. Moves to check on unloading activities from the parking lot to the Ranger House.
  - b. Finds and sends the unit leader and SPL to check-in at the Rangers House.
  - c. Holds all unloading until unit leader and SPL return from check-in.
  - d. Directs all parking and unloading activities in the main lot next to the Ranger House.
  - e. Parks all vehicles “nose in” along the east (river) side of the parking lot first.
  - f. Leaves the west (land) side for vehicles towing unit trailers or large trucks to park alongside the land.
  - g. Parks towed trailers “nose to tail” along the west side of the parking lot.
  - h. Has vehicles park as close as possible to maximize the number of vehicles in the lot.
  - i. Once the lot is full, directs vehicles to the overflow lot, north of the old Ranger House.
  - j. No overnight parking in the Delaware Canal Park Lot.
3. After unit check-in is completed:
  - a. Returns all safety gear to the original storage location.
  - b. Attends Friday night leaders meeting.

**Traffic Control Monitor (one assigned member of the TICS Crew).** Wears a safety vest and has a flashlight. Cheerfully greets all Scouts and Scouters. Reports to and maintains communication with the Check-In Lead as required via radio or phone.

1. Before check-in:
  - a. Puts out traffic cones and any other safety gear to mark the entrance of the main lot and pedestrian crossing.
2. During check-in:
  - a. Moves to check on unloading activities from the Ranger House to the top of the TI Landing.
  - b. Coordinates with Check-In Lead for moving unit’s equipment to the barge.
  - c. Uses the flashlight while controlling traffic along River Road.
  - d. Directs units through the Four (4) Step Gear Movement Process (The TI Shuffle).
  - e. If at any time multiple units move gear simultaneously, adapt this plan to ensure no gear mixes, units stay together, and that the gear on the dock does not impede the movement of people.
  - f. Is direct but friendly.
  - g. Helps direct vehicles to the overflow lot, north of the old Ranger House once the lot is full.
  - h. No overnight parking in the Delaware Canal Park Lot.
  - i. **SAFETY FIRST!**
3. After unit check-in is completed:
  - a. Returns all safety gear to the original storage location.
  - b. Attends Friday night leaders meeting.

**Barge Operator (one assigned member of the TICS crew).** Has a flashlight. Cheerfully greets all Scouts and Scouters. Reports to Check-In Lead. Maintains communication with the Check-In Lead and Traffic Control Monitor as required via radio or phone.

1. Before check-in:
  - a. Fills gas tank, test starts and runs engine, checks all safety gear, lights, and lines; pumps out any rainwater and cleans seats.
  - b. Fills out the BARGE OPERATOR CHECKOUT SHEET and returns to Crew Chief.
2. During check-in:
  - a. Controls equipment loading/unloading.
  - b. Safely operates the barge to transport units and their equipment.
  - c. Supervises the Bowman.
  - d. Coordinates with Check-In Lead for moving unit's equipment to the barge.
  - e. Is direct but friendly.
3. After unit check-in is completed:
  - a. Secures barge.
  - b. Tops off gas tank.
  - c. Returns all safety gear to the original storage location.
  - d. Attends Friday night leaders meeting.

**Bowman (one assigned member of the TICS crew).** Has a flashlight. Cheerfully greets all Scouts and Scouters. Reports to the Barge Operator. Maintains communication with the Barge Operator.

1. Before check-in:
  - a. Assists with filling gas tank, checking all safety gear, lights, and lines; pumps out any rainwater and cleans seats.
2. During check-in:
  - a. Assists with directing units moving equipment to the barge.
  - b. Assists with equipment loading and placement of same/unloading at the direction of the Barge Operator.
  - c. Safely assists with barge operation to transport units and their equipment.
  - d. Is direct but friendly.
3. After unit check-in is completed:
  - a. Assists with securing barge.
  - b. Assists with topping off gas tank.
  - c. Returns all safety gear to the original storage location.
  - d. Attends Friday night leaders meeting.

**Unit Guide (one assigned member of the TICS crew).** Has a flashlight. Cheerfully greets all Scouts and Scouters. Reports to and maintains communication with the Check-In Lead and Barge Operator as required via radio or phone.

1. Before check-in:
  - a. Becomes familiar with unit campsite assignments and map of TI.
2. During check-in:
  - a. Controls unit unloading and movement to the assigned site through the unit leadership ensuring no mixing of gear.
  - b. Takes SPL or unit leader to the campsite, showing them the route to the site and the site layout.

- c. Points out locations for tents and any safety hazards.
  - d. Provide blue fire buckets, brush, cleaning supplies, trash can, and trash bags for each unit / site and hand to SPL or other scout for their site ; must be returned Sunday.
  - e. Is direct but friendly.
3. After unit check-in is completed:
- a. Returns all safety gear to the original storage location.
  - b. Attends Friday night leaders meeting.

**Friday Night Leaders Meeting.** Crew Chief goes over the following:

**1. Safety is our primary concern. Please ensure Scouts and leaders follow these rules:**

- a. The Law of the camp is the Scout Law.
- b. All Guide to Safe Scouting rules are in effect.
- c. No alcohol or illegal drugs in camp.
- d. Scouts must use the buddy system at all times.
- e. Stay out of buildings unless directed to enter by the TICS.
- f. No aquatic activities without adult supervision, *River Shoes* (\*), PFDs etc., BSA Safe Swim Defense and Safety Afloat procedures are enforced.
- g. Wearing open toe shoes (*Defined as sandals, or flip-flops*) is a NO-GO in camp. Wear shoes/boots (*any closed toe footwear*) at all times. Recommend boots, especially while working on a service project.
- h. Work gloves for projects are necessary.
- i. Be aware of your surroundings, especially while working.

**(\*) Defined as "any type of closed toe footwear" must be worn in the river when, working, wading or swimming. No exceptions.**

**2. Leave No Trace:**

- a. Use established fire pits.
- b. TICS provides water buckets for fire suppression.
- c. Burn all burnable items.
- d. Take garbage as far away from your campsite as possible and dump it. The forest critters have to eat too.
- e. Pack out all other trash. This means take your trash bags home.
- f. Police your campsite and the trail(s) leading in and out.
- g. Put your campfire out completely. Drown it, stir, and drown it again. Use river water.

**3. Emergency Procedures:**

- a. Weather Issues:
  - i. In the event of a severe weather issue, everyone is to move to the Dining Hall until the all clear is given.
- b. Injuries:
  - i. If required dial 911.
  - ii. Give operator this location: Treasure Island Camp, 575 River Road, Pipersville, PA 18947.
  - iii. Provide first aid.

- iv. Call Crew Chief: (provide phone number).
- v. Provide details.
- vi. If the patient is ambulatory or can be moved, get them to the dock. The barge will take them over to the PA landing to wait on the EMS.
- vii. If the patient is not ambulatory or cannot be moved, we will bring the EMS to you.

#### 4. Barge Runs:

- a. Coordinate with TICS Barge Operator for special needs.
- b. Saturday start at 0730 hrs. (7:30 AM) and run on the hour up to 1700 hrs. (5:00 PM).
- c. Sunday starts at 0800 hrs. (8:00 AM). Plan to depart NLT 1200 hrs. (12:00 noon).

#### 5. Supplies:

- a. Refill water jugs at the Ranger's house on the PA side. Please note Barge Schedule.
- b. We have trash bags, ask TICS.
- c. We have some tools in the QM, ask TICS.
- d. Forgot something? You can get all you need in Frenchtown, NJ, located north of TI, 4.1 miles (8 min). North on Rt 32 (River Road), right at Frenchtown Bridge and your there.
- e. Frenchtown Market (28 6th St, Frenchtown, NJ 08825)
- f. CITGO Gas Station (36 Race St, Frenchtown, NJ 08825)

#### 6. Latrines:

- a. Males or females can use all latrines.
- b. Knock or ask if the latrine is in use before entering.
- c. Respect everyone's privacy.
- d. You need your own TP.

#### 7. Schedule:

- a. Quiet time begins at 2200 hrs. (10:00 PM) and runs until reveille.
- b. Reveille is at 0630 hrs. (6:30 AM).
- c. Gather for Service Projects at the picnic tables at the top of the TI landing steps by the Dining Hall NLT 0800 hrs. (8:00 AM).
- d. Service Projects (\*\*) from 0830 hrs. (8:30 AM) – 1200 hrs. (12:00 noon).
- e. Lunch 1200 hrs. (12:00 noon) – 1300 hrs. (1:00 PM)
- f. Service Projects (\*\*) from 1300 hrs. (1:00 PM) until completed.

(\*\*) *Service hours are appreciated, not mandatory. You can work morning, afternoon, or both. Your call. The TICS and Abiding Warriors (FTI volunteers) will work all day. Lunch provided for TICS and Abiding Warriors. Units camping must provide their own meals.*

#### 8. FTI Volunteer Campaign and Recognition Program Criteria.

- a. FTI encourages all Scouts and Scouters who camp on historic Treasure Island to dedicate a portion of their time toward service projects or other volunteer efforts.

- b. FTI implemented a recognition program to honor the service rendered to restore and maintain Treasure Island.
- c. FTI the unit and attendee track hours.
- d. Service Patch Earning Criteria (Units have this in Welcome Packet).

### **Individual Recognition Program:**

Scouts and Scouters who render five (5) or more hours of service to Treasure Island will receive a FTI Volunteer patch for their service. FTI the unit and attendee track hours. Once a Scout or Scouter has completed an additional ten (10) or more hours, they receive a rocker for their Volunteer center patch denoting "10 Hours of Service".

If a Scout or Scouter has donated 50 or more cumulative hours, they will receive a rocker for their Volunteer center patch denoting "50 Hours of Service". If a dedicated Scout or Scouter has donated 100 or more cumulative hours, they will receive a rocker for their Volunteer center patch denoting "100 Hours of Service".

Scouts and Scouters with an additional "100 Hours of Service" receive rockers as they accumulate that service time at Treasure Island. If a Scout or Scouter achieves a full round of 100 hour rockers, totaling 500 or more hours of service, they will automatically be entered into the Lifetime membership program, and receive a Founder's patch.

The unit leader submits the names Scout and Scouter's. This information should include the following information:

- Date of Service
- Scout or Scouter's Full Name
- Number of Hours Given
- Unit #
- Unit Type
- Council Name

Recognition will either be provided at the end of the work weekend or shortly thereafter by mail to the participating unit.

### **Unit Service Recognition Program:**

Recognition of units providing service on Treasure Island will be via a Service Recognition Board, erected on Treasure Island. This Service Board will look much like a Rank Advancement board found in many Troops and organized in accordance with the metals of Scouting:

**Tin:**           **100+ Hours:** John Voelker once wrote, "...only in the woods can I find solitude without loneliness; because bourbon out of an old tin cup tastes

better out there...” Of course, Treasure Island is an alcohol-free facility during Scouting events, but we can’t help but agree with the sentiment.

- Aluminum: 250+ Hours:** This is one of the most important metals in Scouting! It’s used in pots, pans, pack frames, utensils and even colanders.
- Bronze: 500+ Hours:** Trophies and challenge coins, plaques and statues...all of these come in bronze. Is your unit up to the challenge of 500 hours?
- Gold: 750+ Hours:** Gold is a color integral to multiple levels of Scouting. In Cub Scouts, the two primary colors are Blue and Gold. The blue stands for truth and spirituality, steadfast loyalty, and the sky above. The gold stands for warm sunlight, good cheer and happiness. Every rank in Boy Scouts from Tenderfoot to Life contains Gold.
- Silver: 1,000+ Hours:** Silver is also a color that finds roots in both Cub Scouts and Boy Scouts. From the Silver arrow points that began in the Wolf year to the Silver coins that are minted for special Boy Scout gifts. Silver is also the color used for some of Scouting's highest achievements - Eagle Rank, Silver Palms, Silver Beaver, Silver Antelope and the Silver Buffalo. There was even a Silver Fawn!
- Titanium: 1,500+ Hours:** Titanium has the highest strength to weight ratio of any metal and used in some of the finest gear for high adventure treks when weight constraints play a vital role in the success and enjoyment of the trip. Treasure Island’s rustic setting is the perfect place for a gear shakedown.

Submitting the required information for the Individual Service Recognition Program will supply all of the data needed to track your Unit’s combined service hours to Treasure Island.

Submit your completed FTI Volunteer Service Recognition Tracking Form via email: Bob Gilbert: [rivergazoo@yahoo.com](mailto:rivergazoo@yahoo.com) or hand in at the end of a Camping Weekend.

## 9. Self-Guided Tour.

- a. Books for a self-guided tour are available on request.
- b. The TICS cannot take units on tours unless time and work schedule permits.

## 10. FTI Membership (Units have this in Welcome Packet).

11. Ask for volunteers and encourage units to coordinate with each other to conduct colors, all faith service, campfire, etc. or assign to units.

**Saturday Work, Service, and Conservation Projects.** TICS is responsible for keeping track of all equipment handed out for projects. Ensure to put away all equipment, clean, when work is finished on Saturday. All buildings are to remain locked unless in use.

1. Crew Chief:
  - a. Assigns TICS crewmembers to lead projects IAW the FTI Work Project Plan.
  - b. Divides work force to complete projects.
  - c. Provides safety brief.
  - d. Monitor projects.
2. TICS crewmembers:
  - a. Act as Work Project Leaders.
  - b. Supervises units that are completing service projects.
  - c. Accomplishes work project.
  - d. Assigned Cook prepares lunch for FTI all day workers only. Units responsible to feed themselves.

#### **Check Out.**

1. Crew Chief and TICS crewmembers do everything in reverse to get units off the island depending on their scheduled departure times.
2. Before a unit can load the barge the Unit Guide or designee must go with the SPL or a unit leader to ensure the campsite and trails leading to and from the campsite are free of all trash, and the fire is dead out.

#### **After Units Are Gone:**

1. Walk camp to check buildings and pick up any missed trash.
2. Account for and put away any equipment issued to units' prior unit departure.
3. Put away all camp equipment.
4. Secure all buildings.
5. Back haul any TI generated trash.
6. Secure barge.
7. Remove barge gas tank to storage.
8. Leave keys with gas tank.

#### **Barge Operations:**

1. **The barge motor uses unleaded gasoline.**
2. Whoever buys gas for the weekend keep the receipt for reimbursement from FTI.

#### **Tractor operations (trailer and mow deck):**

1. **The Tractor motor uses diesel fuel.**
2. Whoever buys diesel fuel for the weekend keep the receipt for reimbursement from FTI.
3. Use the tractor and mow deck for the larger paths and the parade field.
4. No person with the exception of the vehicle operator will be on the tractor or trailer while in motion.

#### **DR Mower:**

1. **The DR mower uses unleaded gasoline.**
2. Whoever buys gas for the weekend keep the receipt for reimbursement from FTI.

3. Use the DR mower to mow the camping areas of the sites and the paths to and from said sites as well as to mow around freestanding structures (outhouses, buildings, etc.).

**Post Weekend After Action Report (PWAAR).**

1. The Crew Chief of the weekend with input from the crew is responsible for filling out the after-action report (AAR online form: <https://forms.gle/GYeBB3UbRwm6vG4A8>) within 24 hours of leaving on Sunday.
2. This report must include any incidents, broken/damaged items, projects finished, newly noticed projects worth noting, and any donations made (note the person/unit making the donation. If cash or check note amount).
3. The Crew Chief will handle getting cash or check donations to the FTI Treasurer or designee.

**Lost and Found.**

1. Secure all lost and found items not claimed in the Ranger's House and note in the weekend after-action report.

**Key Control**

1. All keys are the responsibility of the Crew Chief. These include the keys for the barge and all locked buildings on the island.
2. Returns all keys to Ranger house garage location

**Fuel and supplies**

1. Refill fuel cans at the gas station located in Frenchtown, NJ. This is the closest gas station to camp. Obtain receipts for purchases, and reimbursement will follow.

**Trading Post OPS.**

1. To be added at a future date.

**Program Lead:**

To be added at a future date.



## BARGE OPERATOR CHECKOUT SHEET

<b>Barge Operator:</b>	<b>Date:</b>
------------------------	--------------

ITEM	PAR	Actual				BO Initials
<b>Keys</b>	1					
<b>Fuel Level</b>	Full					
<b>Lights Working? (Bow &amp; Stern)</b>	Y					
<b>Horn/Whistle (Present &amp; Working)</b>	Y					
<b>PFD Count</b>	20					
<b>Fire Extinguisher</b>	1		<b>Is it sealed?</b>			
<b>Anchors and throw lines (Untangled &amp; deployment ready)</b>	1					
<b>Lifering Rescue device</b>	1					

**Barge Operator:** Use the below space or back of sheet to note any deficiencies or issues.