



Seasonal Staff Handbook

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*“A week of camp life is worth six months
of theoretical teaching in the meeting
room.” - Baden-Powell*

Congratulations and welcome to the Northern Tier staff family! We're delighted to have you join us as we deliver the promise of wilderness adventure to thousands of scouts and scouters.

Together, we have taken on a huge responsibility: to safely provide a seminal scouting experience in a landscape known for its breath-taking beauty and its rugged remoteness.

Your positive attitude is vital to our success. We count on you to be professional: enthusiastic, friendly, cooperative, and flexible. These attributes will contribute to your own happiness, effectiveness, and achievement. You must be willing to provide outstanding service to every person with whom you come in contact, even at the expense of your own needs

Carefully reviewing this handbook (more than once!) will help you better prepare and go a long way toward assuring you have an optimum experience this season. Thank you for joining us as we deliver "Wilderness Adventures that Last a Lifetime"!

Jim

J.S. "Jim" Wilson
Chairman, NT Base Committee

John

John Van Dreesse
General Manager





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.

Northern Tier's Wilderness Pledge

Through good Scout camping,
I pledge to preserve the beauty and splendor
of North America's Canoe Country.
I commit myself to:
A litter and graffiti-free wilderness.
A respect of wildlife.
Conservation and proper use of the forest
Respect for trails and lakes
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

Northern Tier: A Scouting Program

As a member of the seasonal staff at Northern Tier you represent the best Scouting has to offer. If you have been a member for a long time or if this is your first experience in Scouting, it is important you understand the mission, aims, and methods of Scouting.

Aims and Methods of the Boy Scouts of America

Every activity of the Boy Scouts of America is designed to accomplish three major objectives:

- To build character
- To foster a participating citizen
- To develop physical, mental, emotional, and moral fitness

BSA Mission Statement

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.

Northern Tier Mission Statement

The mission of Northern Tier High Adventure Programs is to provide high quality character development experiences for all of Scouting's participants through challenging wilderness adventures - featuring expedition canoeing and extreme-temperature winter camping - in the rugged North Woods of Minnesota, Ontario and Manitoba.

Northern Tier Vision Statement

"Delivering wilderness adventures that last a lifetime."



NORTHERN TIER POINTS OF EMPHASIS

Quality Staff

Someone once said that everything begins with leadership. At Northern Tier 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 importance of their influence on youth.

Values

Northern Tier 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 Northern Tier experience.

Safety

High Adventure implies risks, but it doesn't mean taking unnecessary chances. Safety is paramount in our operations. Safety measures are outlined for all areas of our operation. We need to conscientiously follow these measures, and influence participants to follow them by setting a good example at all times.

Stewardship

The beauty of God's creation, the vision and generosity of men like Charles L. Sommers and Frank A. Bean, 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 a positive experience at one of the bases of Northern Tier.

Teamwork

The Northern Tier staff is a team, even a family. Each staff member, no matter what their job is or where they work, has a very important role to play in the total success of Northern Tier. Everything we do reflects on every other staff member and makes Northern Tier the great place it is.

NORTHERN TIER BASES AND STAFF

Northern Tier is a National High Adventure Program of the Boy Scouts of America.

An operation as large as Northern Tier requires many people. Northern Tier High Adventure Program's chief executive is the General Manager. Working with him are permanent and seasonal staff members who manage Northern Tier's program. Your staff supervisor is part of the Northern Tier management team.

Northern Tier has a committee of volunteer Scouters who work closely with the year-round administrative staff to see that the purposes of the BSA and Northern Tier are pursued diligently.

Northern Tier Program includes three program bases:

- The Charles L. Sommers Wilderness Canoe Base - Ely, Minnesota
- The Donald Rogert Canoe Base - Atikokan, Ontario - Canada
- The Northern Expeditions Base - Bissett, Manitoba - Canada

The headquarters and logistical center for all programs is the Charles L. Sommers Wilderness Canoe Base on Moose Lake about 20 miles Northeast of Ely, Minnesota. The Ely Base is also the home of the Okpik National Cold Weather Camping Program.

Northern Tier's staff is made up of about 200 members; two thirds work out of the Charles L. Sommers Base with the

remainder at Atikokan and Bissett. Every member of the Northern Tier staff has an important and essential position. The year-round and summer Base staff assure that the crews are well fed, outfitted and housed, and help crews plan and prepare for their canoe trip adventure. The following are Northern Tier support functions:

- First Impressions - Provides overall support for Northern Tier operations including office operation, Health Services Chaplains and History Program.
- Food Service - Provides crews and staff at Ely and Atikokan with good meals. In Bissett, Interpreter Staff coordinate the meal service.
- Trading Post – Retail sales, both on-site and on-line.
- Outfitting - Provides all of the trail gear to outfit crews.
- Commissary - Provides all trail meals to crews. Manage special diet restrictions and all food inventory for trail meals.
- Maintenance Service - Provides maintenance on all Base facilities and equipment. This team, with assistance of everyone - staff and canoeing crews included, helps to provide a welcoming, clean appearance for all who enter the base.
- Trail Staff Management - Manages the Interpreter Staff and coordinates the transportation, crew orientation, and trek planning. TSM also manages “Daily Duties.”

- Trail Staff - Interpreters - Interpreters are wilderness program facilitators. The Interpreters are a resource person and role model to both the youth and adults. Interpreters are there to help the crew develop their skills and provide guidance in their decision-making.
- Drivers – Working primarily in our Atikokan operation, transport crews to their entry points and pick them up after their trip.



*"I slept and dreamt that life was joy. I
awoke and saw that life was service. I
acted and behold, service was joy." -
Rabindranath Tagore*

NORTHERN TIER EXPECTATIONS

To work at Northern Tier you are affirming your commitment that while employed by Northern Tier you will conduct yourself at all times, both on and away from the Base, so that you are a credit to yourself, the Boy Scouts of America, and the Northern Tier National High Adventure Program.

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

Northern Tier 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 is an important part of your performance at Northern Tier. You must:

1. Be a registered member of the Boy Scouts of America, Scouts Canada, or International Camp Staff.
2. Subscribe to the Scout Oath or Promise, the Scout Law, and the Declaration of Religious Principle.
3. Fully cooperate with the policies, programs and management of Northern Tier.
4. Participate successfully in the designated staff training and fulfill the job requirements specified by Northern Tier through your supervisor.
5. Maintain yourself in a clean and well-groomed manner both physically and morally, regardless of job assignment.
6. Successfully complete and turn in a physical evaluation during the past twelve months using the form provided by Northern Tier and signed by your doctor.

Scouting Spirit

Northern Tier staff members are employed to serve youth, advisors and crews to ensure that their “High Adventure experience” exceeds their high expectations. Being a Northern Tier staff member means being ready to assist willingly, whenever and wherever needed.

The Scout Oath and Scout Law are the standards by which we are measured. The ideals of Scouting come to life in Northern Tier’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!

Northern Tier participants deserve your best! Each staff member should constantly strive for excellence. Good staff members learn by doing and strive to learn how they can do better as the summer progresses. Each participant expects a great experience - it is the priority of the staff to see that they get it.

Appearance

Developing character in youth by providing a safe, adventure-filled experience is Northern Tier’s primary objective and must be kept at foremost in each staff member’s thoughts. Anything that a staff member does that detracts from this purpose or impedes its achievements is inappropriate. Personal appearance is important since Northern Tier is one of the showcase programs of the Boy Scouts of America. Each staff member reflects not only on himself or herself, but on the entire base and the BSA.

Personal appearance is essential to achieving Northern Tier’s objective. Pride in your appearance, uniforming, 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. Unkempt hair or a visible tattoo may not be distracting for some people but may create a bad impression to others. Taking this into consideration is important to your appearance and job. **Each staff supervisor is responsible for enforcing appearance standards within the department where assigned.**

Approved Northern Tier Uniforms:

Standards for Personal Appearance

You should be aware that Northern Tier is the largest Boy Scouts of America canoe camping program! And the Coldweather Camping Development Center for the boy Scouts of America. Northern Tier has been and continues to be the “pacesetter.” A proper uniform is an important element to the atmosphere and attitude desired with all participants at each base. While on base, wearing of the official Boy Scout uniform, formal Canadian uniform if Canadian, Venturing uniform, Voyageur costume, or staff uniform is required except as noted. Wearing a partial uniform is not acceptable.

- Correct uniform that is clean and properly fitted and not tattered or torn. Wearing a partial uniform is not acceptable (see pages 11 & 12)
- **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 and well-kept, and show evidence of grooming.
- Extreme hairstyles are not allowed. Hair will be kept clean, neatly trimmed and show evidence of good grooming.

These standards apply to every department, including those staff who present interpretive program. If you have any question about these policies, please contact Northern Tier.

- **Northern Tier Staff Summer Uniform:** Arborwear Pants, Navy Polo, BSA belt and Socks
- **Northern Tier Staff Winter Uniform:** Staff shirt and appropriate winter clothing.
- **Official Boy Scout Uniform:** Boy Scout (green) pants, Boy Scout (tan) shirt, BSA belt and BSA socks (green).
- **Official Venturing Uniform:** Venturing (gray) pants, Venturing (green) shirt, Venturing Belt and Venturing (gray)socks
- A BSA or hat with no logo may be worn with any uniform option.
- Staff must wear a nametag at all times. Nametags will be provided upon arrival and cannot be embellished with stickers, markers, nicknames, etc. A \$5 fee will be charged to replace lost, damaged or missing nametags. Nametags are part of our customer service and security plan.
- Staff must wear “closed toe and closed heel” shoes or boots on base and on the trail at all times. Sandals or shoes that expose your feet are not permitted. Flip flops or sandals are permitted to be used in the shower areas. While on trail, Northern Tier requires all staff and participants to follow the following boot policy:

Boot Policy:

All participants and staff are required to wear boots that have full ankle coverage, a rugged stitched or vulcanized sole and drainage at the instep. It is also recommended that boots NOT be waterproof. If you are unsure if the boots you are planning to bring meet this requirement please feel free to contact us prior to your arrival. Crews arriving with inadequate footwear will be asked to purchase boots in the trading post prior to departure on water. The health and safety of our participants is of utmost importance to us, for this reason **there are no exceptions to the boot requirement.**

You will get your boots wet. A pair made from leather and nylon with drain holes at the instep are recommend. They usually cost between \$40 and \$90 a pair. Northern Tier sells the Merrill Moab Ventilator in the Trading Post and you will receive your staff discount on these boots. If you would like to purchase prior to your arrival use code: stfboot. You can visit the trading post here: store.ntier.org.

- **All staff members** will receive two polo shirts, one name tag and a pair of pants; while **new staff** will also receive one web belt. Okpik staff may receive different uniform parts appropriate for the season at the discretion of the Director of Program. The current seasons issued staff shirts will be the only shirts approved for wear as the official Northern Tier staff shirts.
- Interpretive costumes are worn by staff conducting programs within their assigned history or interpreter position. They may not be worn traveling to or from Base. Costumes are to be kept clean. Personal costumes must be approved by Northern Tier management. Northern Tier does not reimburse staff members for providing their own costumes.
- The Sommer's Alumni Association provides all new staff members a \$35 credit in the Northern Tier Trading Posts to spend on uniform supplies or trail equipment.
- The Boy Scouts of America is a uniformed organization and wearing a uniform properly at Northern Tier is part of your job responsibility. The proper uniform is required whenever you leave your housing area, unless you are leaving Northern Tier property. This includes wearing a proper, clean uniform in the **dining facilities regardless of day off, no exceptions**.
- Staff members must bring or buy enough uniform parts to be in correct uniform on a daily basis. (Uniforms are not required to be worn by the Interpreter staff while on the trail) Repeated infractions of the staff uniforming requirements will result in dismissal.

STAFF POLICIES

The policies that follow are important for you to understand as a member of the Northern Tier seasonal staff as well as being part of your agreement to work for Northern Tier. Policies vary from uniforming to personal behavior, but the spirit behind them are the Scout Oath, Scout Law, Northern Tier's Wilderness Pledge and the Leave No Trace – Outdoor Ethics. In all of your dealings while a staff member at Northern Tier keep them at the forefront of your thoughts and actions.

Equal Opportunity Employer

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, 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. 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.

*"How the young respond to nature,
and how they raise their own children, will
shape the configurations of our cities,
homes – our daily lives." - Richard Louv*

Open Door Policy

Northern Tier 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 highest supervisor. If still not satisfied, your concern may be brought to the Director of Program or the General Manager. If your concern involves your supervisor, employees may bypass their supervisor.

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 affect future employment. . Employees who voluntarily resign should give as much notice as possible (hopefully at least two weeks). All employment at Northern Tier is at-will. That means that the employment relationship can end at any time, for any reason (except unlawful reasons).

Good Public Relations (“PR”)

Your “PR” with your fellow staff members and participants is important. Teamwork is key to success at Northern Tier. 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 Northern Tier 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 Northern Tier” 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 Northern Tier’s friendship with neighboring towns. Every community, large or small, has community pride, and this is true of our neighbors in Ely, Atikokan, and Bissett. We can do

much to show our consideration for the local communities and to make them proud that Northern Tier is a neighbor. When you are friendly and considerate to Northern Tier's neighbors, you generate the same spirit in them. Be aware that in small towns such as Ely, Atikokan, and Bissett; it is obvious who is not a year round resident and Northern Tier staff members are easily identified. When you wear the BSA or Northern Tier uniform in town your behavior reflects on the BSA and Northern Tier.

Gratuities and Commercial Enterprise

Staff members are prohibited from accepting gifts, gratuities, money or favors in return for service rendered as a member of the Northern Tier staff. (Staff may receive crew t-shirts or patches.) Under no circumstances should staff members solicit any of the above considerations. Contact or negotiations with purveyors or companies must be cleared in advance with the General Manager or Director of Program. Northern Tier logos, insignia, and letterhead may not be used without permission.

Care of Equipment

You have some responsibility for material supplies and equipment purchased for use in the Northern Tier 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.

Fundraising

Fundraising for charitable causes on a Northern Tier Base may only be done with advance approval from either the General Manager or the Director of Program.

Firearms

Firearms, ammunition and other weapons are used on Northern Tier Bases on a closely controlled basis by properly trained staff. Personal firearms, ammunition and other weapons must be left at home.

Personal Property Security

Northern Tier is not responsible for the loss of personal belongings. It is recommended that items of value be left at home. If you can bring a footlocker and padlock, you will have extra storage and security. All trail staff will be provided a locker to store their gear. You must provide your own lock.

No Pets

Seasonal staff may not have pets on the Northern Tier Bases. If you bring a pet, you will have to send it home or put it in a boarding kennel, and risk additional disciplinary measures.

Non-Discrimination and Harassment.

Every staff member has the right to his or her dignity and to be respected by other people. Each of us wants to be treated with respect as we do our job, as well as during our time off. Thus, pursuant to applicable federal, state, and local laws, Northern Tier enforces a policy 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 necessarily limited to, race, color, national origin, religion, age, sex, 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 because of a protected class. Each of us needs to increase our sensitivity toward what may be perceived as offensive or unwelcome to other people with who we come into contact. Everyone on the Northern Tier staff is expected to strive to ensure that our interaction with other people is positive in every respect. The Boy Scouts of America and Northern Tier National High Adventure Program prohibits language or behavior that belittles or puts down members of the opposite sex, unwelcome

advances, racial slurs, chastisement for religious or other beliefs, or other actions or comments that are derogatory of any people. Each supervisor has the responsibility to maintain a work atmosphere free of any form of harassment.

All offenses should be reported directly to the General Manager, Director of Program, Associate Director of Program, or the Base Director. Each complaint will be investigated promptly and in an impartial and confidential manner. Repeated or serious offenses will result in disciplinary action or termination of employment. NO staff member who reports a complaint in an appropriate manner will be subjected to reprisal or retaliation in any form. Actions that may constitute sexual harassment include profane, degrading or suggestive language, touching a person when that person does not wish to be touched, making unusual requests, propositions or advances, using pornography or gestures that disturb others. Sexual harassment is any form of inappropriate, abusive, threatening or mean words or actions of a sexual nature which are unwanted, unwelcome and/or personally offensive to the recipient and/or other people present.

Americans with Disabilities Act

Northern Tier complies with the Americans with Disabilities Act (ADA) and applicable state and local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis.

An employee needing reasonable accommodation should inform his or her manager and their local Human Resources representative. On receipt of an accommodation request, the BSA will engage in an interactive process with the employee to view possible reasonable accommodation options consistent with the ADA. Reasonable accommodations that do not result in an undue hardship on the operation of the BSA, and do not pose a direct threat to the health or safety of an individual, will be considered for all employees with physical or mental

disabilities where their disabilities affect their ability to perform the essential functions of their job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual.

Know and Follow Youth Protection Policies

The Boy Scouts of America and Northern Tier enforce specific youth protection guidelines. During staff training, a session will be dedicated to discussing the youth protection issue. The issues of child abuse, sexual exploitation, sexual molestation and the overall BSA youth protection guidelines will be defined and thoroughly discussed. The procedures for reporting youth protection violations will be outlined and the importance for confidentiality in reporting will be stressed.

Policies have been implemented to create barriers and to strive to eliminate the opportunities for an abuser to abuse and/or exploit young people. These policies include, but are not limited to the following points:

- One-on-one situations between youth and adults are unacceptable. There must be a minimum of three people (two Scouts and one adult or one Scout and two adults) while doing any activity. Youth crew participants are not to be on base without supervision by at least two adults. Interpreters and crew advisors should not go into town for dinner, etc. leaving the youth members unsupervised.
- There will be no showering by adults and youth together. Each base has separate shower accommodations for adults and youth. All users of sauna are required to wear shorts or swimsuits. Please adhere to base specific rules and schedules.
- Adults and youth members (under 18) must be housed in separate tents while on the trail.
- Females and males must be in separate tents unless they are a married couple.

- There is absolutely no nudity allowed on the bases or on the canoe trips. Skinny dipping and sleeping nude are not acceptable activities. All staff and participants are required to wear underwear both on bases and on the trail.

Use of Base Resources and Property, Including Technical Resources

The National Council's information systems and other technical resources—including telephones, handheld e-mail devices, voice-mail system, facsimile machines, duplicating machines, desktop, laptop, and other portable computers, computer network, modems, electronic mail (e-mail) system, and Internet access—are to be used exclusively for the National Council's business operations, except as provided in the last paragraph under this heading. All materials created, stored, transmitted, or received using the National Council's technical resources are business records of the National Council. The National Council reserves the right, at all times and without notice, to review and monitor all such materials whenever, at the National Council's discretion, there is a business need to do so. Employees should not create, store, or transmit personal or non-National Council business information, messages, or images using the National Council's technical resources, and they have no right of privacy as to any information, messages, or images created, stored, transmitted, or received via the National Council's technical resources.

Viewing, downloading, distributing, or sending obscene or non-business materials is strictly prohibited and will result in disciplinary action, up to and including termination. Policies regarding courtesy, solicitation, and harassment apply to the use of e-mail and voice mail. Any communication via e-mail or voice mail that may constitute verbal abuse, slander, or defamation or that may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited.

Inappropriate e-mails must be forwarded or sent as attachments to abusemail@netbsa.org.

Similarly, all other property of the National Council (including work areas, desks and other office furnishings, file cabinets, storage facilities, lockers, and vehicles) is to be used exclusively for the National Council's business operations. Employees have no right of privacy as to any information, files, or other materials found to be in or on the National Council's property.

Use of Tobacco products

Smoking and the use of smokeless tobacco is prohibited in all Northern Tier buildings, tents and vehicles. While in BSA Field Uniform and/or on duty, smoking or the use of smokeless tobacco is not permitted. This includes the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems that simulate tobacco smoking. The use of any tobacco products is only permitted in designated areas on base and never in sight of a participant. Staff should support the attitude that they, as well as youth, are better off without tobacco in any form.

Alcohol and Drug Use- Zero Tolerance

Northern Tier High Adventure Programs and the BSA enforce a zero-tolerance drug-free workplace. The purpose of this policy is to ensure the safety, promote productivity, and to provide a wholesome environment for all camp participants and employees. This policy applies to all employees, contractors, campers, guests and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. We reserve the right to inspect our premises for these substances. We may terminate your employment if you violate this policy or provide false information.

Definitions under this policy

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer.

“Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

You are “under the influence” if any substance (1) impairs your behavior or your ability to work safely and productively; and (2) results in a physical or mental condition that creates a risk to your own safety, the safety of others, or company property.

“Scouting premises” include our buildings, grounds, parking lots, and company-provided vehicles.

Rules

You must follow these rules while you are on Scouting Premises, during any Scouting Activity, or during hours of employment:

1. You may not use, possess or be under the influence of alcohol, medical marijuana, or illegal drugs.

You may not assist anyone under 21 with obtaining alcohol.

3. You may not sell, buy, transfer, or distribute any drugs or drug paraphernalia. It is against the law to do so, and we will report such actions to the authorities.

5. You may not use or be under the influence of inhalants.

6. You must follow these rules if you take prescription or over-the-counter drugs on the job.

- You may use a prescription drug only if a licensed health care provider prescribed it for you within the last year;
- You may use prescription or over-the-counter drugs only if they do not generally affect your ability to work safely. You must follow directions, including dosage limits and usage cautions.
- You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles.

Wildlife

Staff must understand and follow the Minnesota Department of Natural Resources, Ontario Ministry of Natural Resources, and the Manitoba Ministry of Natural Resources laws and policies. Additionally, Staff must ensure that participants understand and adhere to these laws and policies. Staff and Participants who see a trapped, sick, injured, etc. wild animal must promptly report to the Base Director and/or your supervisor.

Special Interests and Political Activities

Staff are entitled to have personal opinions, however, promotion of political causes, commercial products or special interests not associated with the Boy Scouts of America is inappropriate. Personal opinions should not be construed as being endorsed by Northern Tier or the Boy Scouts of America. Northern Tier is not affiliated with any political party or interest. In order to avoid confusion, Staff may not display political posters, forms or bumper stickers in or on Scouting Premises, including buildings, trees, poles, etc.

Base Sign Out/ Sign In Procedures

Prior to leaving base, all staff are to complete the Staff Sign-out Roster. This requires listing the date, your name, destination, time out, and expected time of return. Upon your return to the base, you must sign back in, listing your time of arrival back. In order to promote general safety and in case of an on base emergency (such as a fire or severe storm), we must be able to account for each person.

Termination of Employment

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures.

The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this Handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from verbal warning, to written warning, to suspension and/or termination of employment. Nothing in this Handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation. The following violations are considered severe and likely to result in termination.

- Violation of Northern Tier’s alcohol or drug use policies. *Violation of the “Zero Tolerance” policy will result in immediate termination and possible prosecution.*
- Receiving a DUI or DWI citation while operating a BSA owned vehicle or operating any motor vehicle on BSA property.
- Theft of Northern Tier or another person’s property – including food.
- Unauthorized or personal use of Northern Tier vehicles.
- Repeated unexcused tardiness or absence from work.
- Gross misconduct
- Violation of Zero-Tolerance Workplace Violence Policy
- Insubordination.
- Willful damage to Boy Scouts of America property, including graffiti.
- Soliciting funds, sale of property or use of BSA facilities for personal gain.
- Possession or use of firearms outside of an established program area.
- Use of fireworks or explosives except when specifically approved by the Base administration.
- Carelessness or deliberate failure to observe safety measures.
- Tampering with fire equipment smoke detectors, fire alarms, fire extinguishers, fire hoses or search and rescue equipment.
- Abuse of a child, or anyone else, including another staff member.
- Cohabitation by unmarried couples.
- Cliff Jumping.
- Unauthorized hiking, canoeing, or camping in the backcountry, without a permit.
- Trespassing on unauthorized private land and state and federal closed public land.
- Possession on base of obscene magazines, photos or videotapes.
- Improper use of base resources and property.

WHAT YOU CAN EXPECT OF NORTHERN TIER

Living Quarters

Most staff live in close proximity to other staff members and to participants; thus sanitation and safety in your quarters affect those who live around you. In addition to maintaining a clean appearance of your quarters, you are also responsible for eliminating fire hazards (NO SMOKING or OPEN FLAMES), overloaded electrical circuits, or food that attract rodents and bears. Since staff quarters are shared, please respect those who may need quiet and adequate sleeping time to perform their duties. Quiet time is 11:00 pm until 7:00 am.

Male and female staff need to be aware that their actions are closely scrutinized by Northern Tier advisors, guests and participants. Any impropriety or the appearance of an impropriety reflects negatively on the Boy Scouts of America and Northern Tier.

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

Northern Tier 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.

Managers will make occasional checks of staff quarters. These checks are necessary to maintain health, fire, and safety standards for your protection and to identify maintenance needs. You will have the opportunity to be present when visits are made. While electricity is available in staff lodging at Base, appliances such as televisions and gaming systems are not recommended. Electrical wiring in these locations is designed for minimal needs.

You will be held financially responsible for damaged or missing items from your living quarters. Graffiti or names written on the walls of any Northern Tier structure is not acceptable. Staff need to be aware that their actions are closely scrutinized by Northern Tier participants while on and off duty - in Base Camp, on trails, and in town.

Members of the opposite sex are not permitted in staff areas of the opposite sex. Disruptive behavior after 11:00 pm inside and around tents or cabins will not be tolerated.

Food

You are provided three well-balanced meals a day. If you work on base, you will be eating in the dining hall. In Bissett, staff members share cooking and cleaning responsibilities. When on the trail, you will be provided trail food. ***Northern Tier does not have the facilities to prepare Kosher food, or for strict vegetarian diets. You should discuss special diets for medical or religious reasons with the Director of Program prior to your arrival at Northern Tier.*** If you plan to take a wilderness canoe trip during your time off, you may use trail food from the commissary.

Pay, Pay Days and Banking

Staff salaries are based on an established pay chart that takes into account position responsibilities, tenure, and/or Provincial Law. You'll be paid bi-weekly, payable on the Friday following the end of each pay period.

US citizens will be paid by direct deposit or pay card only. You will need to provide appropriate banking information for direct deposit. If your banking information is incorrect or you do not provide, you will receive a pay card. Receiving a paycheck is not an option.

Canadian Citizens will be paid by direct deposit or paycheck. It is recommended that you choose direct deposit as the paychecks are first mailed to the US for processing and then back to Canada and this can cause a delay in when you receive your check.

Wells Fargo Bank in Ely and Royal Bank of Canada in Atikokan and Pine Falls, provide full banking services, including an ATM.

Visitors

Visitors and family members are welcome at Northern Tier, however, THERE IS NO HOUSING and visitors must check in and register at the Administration Office or Base Office. Family members and visitors are welcome to eat in the dining hall, but you must give Northern Tier Management at least one-week notice.

Insurance

Accident and Sickness Insurance provided by Northern Tier takes care of cost for doctors and hospital expenses as listed in the Camper's Accident and Sickness Insurance booklet. Death benefit insurance is included. The coverage has exemptions such as medical conditions existing prior to coming to Northern Tier. It is important that you and/or your parents understand the coverage and its limitations.

The State of Minnesota and the Provinces of Ontario and Manitoba provide coverage for injuries received from accidents WHILE ON THE JOB through Workmen's Compensation in the U.S. and Worker's Compensation in Canada. TO QUALIFY FOR THIS BENEFIT, YOU MUST REPORT ALL INJURIES AND ILLNESSES IMMEDIATELY (WITHIN 24 HOURS) to the Health Officer and the Base Director so you can receive proper care and the benefits from this insurance.

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 released to recuperate at home at the discretion of Northern Tier management, in consultation with medical professionals. Upon recovery and release by a physician, employees may return to work if the position has not been filled, or may be reassigned to another staff position. Seasonal Staff in need of an accommodation in order to perform the essential job duties, should contact the Director of Programs. Some could be covered by FMLA or ADA – cannot require full-duty release!

Trading Post

The Northern Tier Trading Post carries camping equipment, Scouting items, uniform parts, sundries, and souvenirs. Staff members with staff ID are entitled to a 15% discount on most purchases exceeding \$10, with the exception of sale items, food items and fishing licenses. Check out the official Northern Tier Trading Post at store.ntier.org.

Training and Guidance

More than 200 staff members will comprise the Northern Tier 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 week 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 a staff orientation training upon arrival at Northern Tier.

Alumni Scholarship

The Charles L. Sommers Alumni Association has developed a scholarship program for returning Northern Tier Staff. For staff meeting the eligibility requirements, scholarships for tuition are available. The number of scholarships and the actual amounts depends upon availability of funds.

Laundry

Automatic washers and dryers are available at each base. Staff will need to provide their own detergent.

Religious Services

Regularly scheduled religious services are held in Ely, Atikokan, and Bissett during the summer. Parley's Rock, an outdoor area for thought, reflection, and meditation is available at all times at the Charles L. Sommers Wilderness Canoe Base. A brief daily inter-denominational service is held during the first night orientation at every base during the summer. During the summer the Northern Tier Chaplain is based out of the Charles L. Sommers Wilderness Canoe Base and can offer extra activities, counseling, and spiritual needs.

Time Off

A reasonable schedule of time off is provided for each staff member. Normally it is six (6) days on gets one (1) day off or ten (10) days on gets two (2) 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 Northern Tier must be working days. Staff members will not be permitted to use time off to leave early.

Before leaving your scheduled shift, you must inform your supervisor of your itinerary so that you can be reached in an emergency. If canoeing, you must complete a Trip Itinerary with the Trail Staff Management.



Hiking, Canoeing and Camping by Northern Tier Staff Members on Time Off

Staff members who are using their days off may camp and canoe at Northern Tier within the following guidelines:

1. The rule of four applies. There must always be at least four in a group (2 people per canoe). Coed groups must have at least 2 persons of each gender.
2. Supervisor's approval is required.
3. If canoeing in the BWCAW or Quetico a permit is REQUIRED - one copy filed with the Registrar, one copy carried by staff.
4. Each staff member is expected to comply with the provisions, spirit and intent of the Northern Tier Wilderness Pledge and Leave No Trace principles.
5. Staff camping groups should maintain a non-demanding low profile. Do not interfere with participant's program.
6. Only current staff members are allowed on staff trips.

Staff Lounge

Each base has staff areas where board games, puzzles, etc. are available for staff during free time. Computers for e-mail and internet access are also available. Wireless access is available at Ely and Atikokan.

Crisis Communication

In the event of an emergency, ALL external communication (with affected family members, home council, media, etc.) are handled by Northern Tier's Management. Staff members receiving requests for information should direct inquiries to the Management Spokesperson and, under no circumstances, initiate contact with family or media.

"There is no teaching to compare with example." - Baden-Powell

PREPARING FOR NORTHERN TIER

Letter of Employment

You are responsible for reading and understanding the contents of your Letter of Employment before signing. Your signature indicates you are willing to abide by all conditions. If for any reason you cannot or do not accept all terms contained in the letter of agreement (including the specified beginning and termination dates), 2010 staff policies, and in this handbook, please check with us prior to indicating your acceptance by calling or writing Northern Tier.

It is important that you fully understand the terms and conditions of employment as stated in your letter of agreement. If further explanation is needed, ask your supervisor or write to Northern Tier prior to arrival.

Membership in a Scouting Organization

You must be registered in the Boy Scouts of America, Scouts Canada, or in the International Camp Staff Program in order to serve on Northern Tier staff. When you arrive, you must show your current registration card or documentation of membership. If you are not currently registered, register through your local council office or you can register with the BSA upon your arrival at Northern Tier and pay the registration fee at that time.

Your Job Description and Duties

Prior to coming to the Northern Tier, read your job description (enclosed with your staff packet) and give some thought to how you will accomplish each task or principal responsibility.

Other Duties

You will notice that your job description states “other duties as assigned”. This means you will most likely be assigned duties on occasion not specifically listed in your job description. The Northern Tier staff operates as a team to provide the best program possible. This requires everyone to pitch in. Your extra duties may include such tasks as dish washing, trail clearing, custodial duties, staffing the emergency radio communications

center (NCC), equipment repair, performing base maintenance projects, working in other areas or other duties as needed.

Health and Medical Record

At check-in you are required to submit a Northern Tier Personal Health and Medical Record which has been completed and signed by a physician within the last 12 months. **You must get a physical exam prior to your arrival at the Northern Tier. Should the medical form not be completed before arrival, you must have a physical exam (at your cost) at a medical clinic prior to employment.**

Vehicle Use Policy

Personal vehicles are not to be loaned to or borrowed by other staff members. If there is an accident or driving violation, the owner of the vehicle is legally liable for any damage or injury, no matter who is driving. Base vehicles may only be used by authorized person(s). Authorized person(s) will receive training and authorization from the Northern Tier Ranger. Minnesota, Ontario, and Manitoba laws as well as Boy Scouts of America's policy dictates seat belts are to be worn at all times, by all occupants of motor vehicles.

Speed limits must be followed at all times. Staff members should be aware that traffic violations and disregard for the law will not be tolerated. Typically, first-time offenders receive a warning from Northern Tier. A second violation may result in dismissal. Habitual violators will not be rehired. We reserve the right to adjust discipline according to the severity of the offense.

Staff bringing a personal vehicle to Northern Tier to drive during the summer must bring the following documentation to check-in:

- Current Insurance Policy
- Current Registration Certificate

Motorcycles and Bicycles

Recreational use of motorcycles and bicycles is not allowed on Northern Tier Base Properties. Neither motorcycles nor bicycles are to be used for Northern Tier business. Staff may store motorcycles and bicycles on Northern Tier property for use during their non-working hours, off-premises.

PERSONAL EQUIPMENT

As a staff member, your personal equipment sets the example. The participants will look to you as the expert. It is essential that you keep your gear clean and in good repair. Interpreters, especially, will be “living out of a pack” for most of the summer. Okpik staff should use the personal equipment list found in the Okpik Participant Handbook.

For All Staff

- ☐ Complete and official BSA Uniform, Uniform of your country's Scouting program, and/or Northern Tier Staff Activity Uniform
- ☐ Work boots or sturdy shoes (with socks).
- ☐ Work clothes that can be used for painting or other “messy” jobs that would stain or ruin your uniform or off duty clothes
- ☐ Clothing for time off (non-work clothes)
- ☐ Toilet kit w/ toothbrush, toothpaste, soap, small towel, wash cloth, comb or brush, small metal mirror
- ☐ Sturdy rain gear, preferably a rain jacket (NOT A PONCHO)
- ☐ Letter writing materials, (paper, envelopes, stamps, pens)
- ☐ Clothes hangers for uniforms and other clothes
- ☐ If you wear glasses or contact lenses, you should bring an extra pair.
- ☐ Summer or compact 3-season sleeping bag or sheets and blankets
- ☐ Pillow
- ☐ Water bottle

Optional:

- ☐ A few books, musical instrument, and other personal items
- ☐ Camera and waterproof carrying case
- ☐ Binoculars
- ☐ Personal sewing kit
- ☐ Voyageur style clothing (optional).
- ☐ Fishing rod, reel, and tackle
- ☐ Personal filet knife and good sharpening equipment

You may also wish to bring a few personal comforts and conveniences for your living quarters, such as a small radio, and a battery powered or wind-up alarm clock.

Base staff may want to bring a footlocker and lock to keep items secure in your cabin.

Trail Clothes (for anyone that will go on trail – required for Interpreters)

- ☐ One pair long pants (synthetic or cotton-poly blend. NO BLUE JEANS!)
- ☐ One long-sleeve shirt (lightweight or synthetic for sun and bug protection)
- ☐ Two T-shirts
- ☐ Minimum of 2 pairs of underwear
- ☐ Minimum of 2 -3 pairs of wool or synthetic socks
- ☐ 1 lightweight fleece jacket
- ☐ Bandana
- ☐ Boots with good ankle support (These will be wet every day. The Northern Tier Trading Post sells the Merrill Moab Mid – which is a great boot for the trail.)
 - ***Staff must follow the Northern Tier Boot Policy (page 13). There are no exceptions to the boot requirement.***
- ☐ Camp shoes (sneakers or moccasins - must be closed toe, closed heel, NO SANDALS)
- ☐ Shorts or a swimsuit. (Staff may not wear revealing bathing suits such as speedos or bikinis.)
- ☐ Rain gear (jacket or pants. NO PONCHOS!)

- ☐ Stocking Cap and Mittens/Gloves for cool nights and mornings.
- ☐ Hat with broad brim for sun and rain protection
- ☐ Extra shoe/boot laces or parachute cord

Extra Items for Trail

- ☐ Small guide pack or internal frame pack*
- ☐ 1-person or small 2-person tent*
- ☐ Dry Bag (25-30 Liter)
- ☐ Laundry detergent, etc... for personal laundry needs.
- ☐ U.S. or Canadian (in Canada) Coastguard approved Type III PFD * (Yellow, Orange, or Red recommended)
- ☐ Paddle*
- ☐ Sleeping pad (self-inflating or closed-cell foam)
- ☐ Sunglasses
- ☐ Summer or compact 3-season sleeping bag with stuff sack (compression stuff sack advisable)
- ☐ Compass
- ☐ Headlamp and extra bulb, batteries
- ☐ Field guides/interpretive books or booklets
- ☐ Small fishing hand net
- ☐ Bowl, cup, and spoon
- ☐ Leatherman-type tool (or pliers with wire cutter and pocketknife)
- ☐ Personal first aid kit
- ☐ Sunblock or cream
- ☐ Lip Balm
- ☐ Foot Powder

***Item available for check-out if you do not have your own**

For trail staff a locker will be provided for personal gear. Trail staff will not be allowed to leave items in cabins while on the trail. You should bring your own lock (combination lock recommended). All of your gear must fit into one locker, approximately 4' X 2' X 2'. Do not bring extremely valuable personal items or things that you will not use.



ARRIVAL

Getting to Northern Tier (Ely Base) from the US

There are several ways staff members arrive at the Charles L. Sommers Wilderness Canoe Base in Ely. Many staff members drive their own personal vehicle or are dropped off by family or friends. Some staff members make arrangements to carpool with staff members who are driving or being dropped off. Many staff members take public transportation, be it plane, train or bus to Minnesota. The public transportation option will not get you all the way to the base.

- If you are arriving in Minneapolis-St. Paul by plane, train, bus, or private vehicle; Northern Tier will provide a van from the Minneapolis-St. Paul airport to the Northern Tier base in Ely. The cost of this van service directly to the Ely base will be \$65.00 payable upon arrival at the Ely base. Please schedule your arrival in Minneapolis for no later than 1:30 pm, the shuttle van leaves at 2:00 pm. Shuttles are only available on set dates and this will be communicated to you with your Letter of Employment.
- Shuttle information and registrations must be made here: www.ntier.org/jobs

Getting to Northern Tier (Ely Base) from Canada

Staff needing to get to the Ely Base for training can arrive at the Don Rogert Canoe Base in Atikokan, ON for a shuttle to Ely. Many staff members drive their own personal vehicle or are dropped off by family or friends. Some staff members make arrangements to carpool with staff members who are driving or being dropped off. Many staff members take public transportation be it plane or bus to Thunder Bay, Ontario or Fort Frances, Ontario. The public transportation option will not get you all the way to the base.

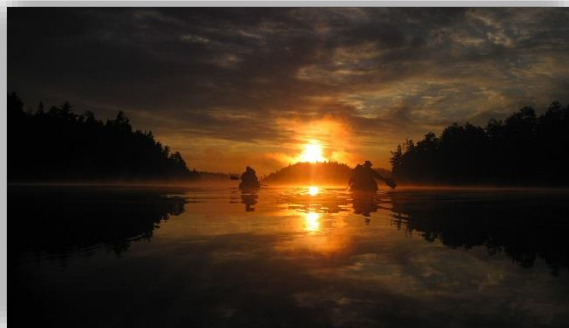
- Staff driving their personal vehicles or those who are being dropped off need to arrive to the Atikokan Base by 5:00 PM on your day of arrival.
- Staff arriving in Fort Frances, Ontario need to arrive by 2:00 PM on your day of arrival. (Fort Frances is serviced

by Caribou Coach Bus lines and Bearskin Airlines.) Northern Tier will provide a shuttle to the Ely Base for a \$50.00 fee that is due upon arrival to the Ely Base.

- Staff arriving in Thunder Bay, Ontario need to arrive by 1:30 PM (Central Time) on your day of arrival. Northern Tier will provide a shuttle to the Atikokan Base for a \$50.00 fee that is due upon arrival to the Ely Base.
- Shuttle information and registrations must be made here: www.ntier.org/jobs.

ALTERNATE TRAVEL ARRANGMENTS CAN BE ACCOMODATED.
PLEASE CONTACT NORTHERN TIER TO COORDINATE PLANS

*“Two roads diverged in a wood, and I...I
took the one less traveled by, and that
has made all the difference.” - Robert
Frost*



Shipping Baggage

The United States Post office does NOT deliver packages to base. UPS provides daily (Monday - Friday) delivery to Northern Tier. If it is necessary for you to ship your baggage, this is the most available service in the Ely area. Use the following format.

Staff Members Name - Staff
NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAM
14790 MOOSE LAKE ROAD
ELY, MN 55731

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. Incoming packages will be delivered to the Administration Building for your convenience.

When to Arrive

Plan to arrive during business hours 8:30 am to 5:00 pm on the date specified in your Letter of Agreement. No provisions (housing or meals) are made for you before your scheduled arrival day. **EARLY ARRIVALS MUST HAVE PRIOR NORTHERN TIER MANAGEMENT APPROVAL AND WILL BE REQUIRED TO SIGN A VOLUNTEER STAFF AGREEMENT EFFECTIVE WITH THE OFFICIAL START DATE OF THEIR LETTER OF EMPLOYMENT.**

Check In

When you arrive, check in at the Administration Building and complete paperwork. (See list on page 21)

Parking Area for Personal Vehicles

A staff parking area is provided for personal vehicles in the staff parking areas. The designated parking area must be used. Personal vehicles are not to be parked in the regular parking lot, near tents or Staff Living Units (SLUs). After unloading or loading of personal gear all staff must park in the staff parking lot. Parking illegally may result in disciplinary action.

Please 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.

Being Prepared for your arrival:

The following pages have a list of paperwork required for employment at Northern Tier.

1. The first list is paperwork that must be completed and returned prior to your arrival. A postage paid envelope has been provided to do this. Please complete this paperwork immediately and return.
2. The second is a list of what you must have when you arrive at Northern Tier. Make sure to have the documents easily accessible and ready when you arrive.

“By failing to prepare, you are preparing to fail.” – Benjamin Franklin

Staff must complete the following paperwork prior to arrival—a postage paid envelope is provided:		
Ely Staff – Summer and Winter	Atikokan and Bissett Staff	
	US Citizens	Canadian Citizens
• Completed and Signed W-4 form	• Completed and Signed W-4 form	• Signed Canadian Direct Deposit Authorization with a voided check.
• Signed Direct Deposit Authorization with voided check	• Signed Direct Deposit Authorization with voided check	• Social Insurance Number
• Copy of Passport if you have one (Summer Interpreters only)	• Copy of Passport	• Copy of Passport
	• R102J Waiver	• Police Record Check
	• T1261 SIN Application or previously issued Social Insurance Number	• Vulnerable Sector Check
		• Driving Record if not included with Police Record Check
All Staff		
• E Certification Certificates:		
	<ul style="list-style-type: none"> Youth Protection Safe Swim Defense Safety Afloat 	<ul style="list-style-type: none"> Weather Hazards Unlawful Harassment Prevention Training
	• Copy of BSA registration or Adult application and appropriate fees	
	• Signed Letter of Employment	
	• Signed Acknowledgment of Staff Handbook	
	• Copy of Driver's License	
	• Copy of Wilderness First Aid, First Aid and CPR certifications (or other applicable certifications) if you have them.	

Staff must have the following ready upon arrival at Northern Tier:			
Ely Staff – Summer and Winter	Atikokan and Bissett Staff		
	US Citizens	Canadian Citizens	
	<ul style="list-style-type: none">I9 – Employment Eligibility VerificationProper ID for I9 form. This is listed on the I9 form. Copies will not be accepted, you must have the original ID upon arrival at Northern Tier.	<ul style="list-style-type: none">I9 – Employment Eligibility VerificationProper ID for I9 form. This is listed on the form. Copies will not be accepted, you must have the original ID upon arrival at Northern Tier.	
All Staff			
<ul style="list-style-type: none">Northern Tier Health and Medical Record FormCopy of your Health Insurance Card or Provincial Health Card (if applicable)			

NORTHERN TIER MAILING ADDRESS

Your summer mailing address will be as follows. Northern Tier strongly discourages packages being sent into Canada due to the large number of problems experienced in the past.

ELY, MINNESOTA:

Your Name - Staff

NORTHERN TIER NATIONAL HIGH ADVENTURE PROGRAM

14790 MOOSE LAKE ROAD

ELY, MN 55731

ATIKOKAN, ONTARIO:

Your Name - Staff

NORTHERN TIER- BSA

P.O. BOX 1677

ATIKOKAN, P0T 1C0

BISSETT, MANITOBA:

Your Name - Staff

NORTHERN TIER - BSA

GENERAL DELIVERY

BISSETT, MB R0E 0J0

Mail for staff should be sent to the addresses listed above using the U.S. Postal Service or the Canadian Postal Service. For shipment of small and large packages please use UPS if delivery is to Ely, or bus or courier services if shipping to Atikokan or Bissett. **Please ensure that packages are shipped to the correct base as it is IMPOSSIBLE to hand carry them across the border.** Bissett mail arrives at the Bissett Post Office on Monday, Wednesday, and Friday only. Post-season mail arriving at any base will only be forwarded at employee's expense. Be advised it can take a week for mail to be delivered.

Emergency Telephone Numbers at Northern Tier

Leave these numbers at home for **EMERGENCY CALLS ONLY!** (No collect calls will be accepted.)

Staff phone lines are available in the staff areas. Cell phones may work at the Ely and Atikokan bases depending on the service provider you use.

Northern Tier National High Adventure Programs Telephone Numbers:

Charles L. Sommers Wilderness Canoe Base, Ely, MN

Phone Number: (218) 365-4811

Fax Number: (218) 365-3112

Don Rogert Canoe Base, Atikokan, Ontario

Phone Number: (807) 597-5822

Northern Expeditions Canoe Base, Bissett, Manitoba

Phone Number: (204) 277-5261

A SPECIAL NOTE TO INTERPRETERS - YOU CANNOT BE REACHED IF YOU ARE ON A CANOE TRIP IN A WILDERNESS AREA. YOU MAY BE AWAY FROM A POINT OF CONTACT FOR UP TO 10 DAYS AT A TIME.

Early Check Out

IF YOU MUST LEAVE EARLIER THAN SPECIFIED IN YOUR LETTER OF AGREEMENT, YOU MUST SECURE APPROVAL AND PROVIDE WRITTEN DOCUMENTATION FROM YOUR SCHOOL OR EMPLOYER. LEGITIMATE REASONS FOR AN EARLY DEPARTURE INCLUDE: EDUCATION, DORMITORY RESPONSIBILITY, SCHOOL ACTIVITY OR JOB.

IF PRIOR APPROVAL IS GRANTED, THIS WILL NOT AFFECT FUTURE EMPLOYMENT AT NORTHERN TIER.

CHECK OUT PROCEDURES

Your last working day is specified on your Letter of Employment. You should plan to check out and leave Northern Tier late that afternoon upon completion of your work assignment or check out and leave Northern Tier the next morning. To check out, you should secure from the Administration Building or the Base Office, a staff Check Out Procedure Card. It will direct you to necessary places to complete all responsibilities of forwarding addresses, return of checked out items, paying all outstanding obligations, turning in keys, etc.

Extensions

A staff member desiring to stay at Northern Tier beyond the last day specified on the Letter of Employment must obtain approval from the Director of Program. A change of assigned quarters may be necessary. Northern Tier does offer “Second Season” employment opportunities in support of conferences, Autumn Rendezvous and Okpik programs. Applications for those positions are accepted from June 15 thru August 20 each summer.

INVITATION TO JOIN THE ALUMNI ASSOCIATION

The Charles L. Sommers Alumni Association invites all staff to join. Some of the alumni objectives are:

1. To preserve and promote wilderness camping, High Adventure, and training opportunities for the Northern Tier National High Adventure Program.
2. To bring relevant needs and suggest programs to the Northern Tier National High Adventure Committee
3. To offer the time, talents, and assets of the corporation's membership to the Charles L. Sommers Wilderness Canoe Base and the Northern Tier National High Adventure Program, and to local councils of the Boy Scouts of America
4. To spread the spirit of "The Far Northland" through Scouting.

Active membership is open to all persons who have served on the seasonal or permanent staff of Northern Tier National High Adventure Program. Applications will be available throughout the summer and upon your departure or on their website www.holry.org. We hope you will choose to join.



WILDERNESS GRACE

For Food, For Raiment,
For Life and Opportunity,
For Sun and Rain,
For Water and Portage Trails,
For Friendship and Fellowship,
We Thank Thee, Oh Lord.
Amen

