

General Summer Staff Information

Travel: All transportation is provided to get you to your destination camps either by ADTS® vehicle or flying, as specified by the office, unless your personal vehicle is more convenient to use (see mileage below). All travel arrangements for camps will be designated by the office and based on your summer residence location. If you cannot depart or return with the rest of the staff, you will be responsible for paying for your own gas or flight.

Lodging: All lodging is provided to staff at no charge. This includes the dormitories at college camps, hotels and/or private homes at private camps. When staying at a hotel, please make sure that your room and tax are the only things that are charged on the company credit card- phone bills, food, movies etc. need to be paid for on your own! You do not have the option to change your lodging arrangements!

Meals: All meals are provided for you for any camps that are away from "home". Home is considered within a 75-mile radius of where your permanent or school/summer residence is. This will include meals at the college cafeteria or per diem if lodging in a hotel/other (this amounts to \$20 per day: \$4 for breakfast, \$7 for lunch, \$9 for dinner). In some cases, the camp manager may purchase meals en route or between camps while on the road in lieu of per diem.

Pay checks: You will receive your checks with any per diem, salary and supplement at the end of a given camp or when supplies are returned. If you have a specific need to be paid in advance of the camp, you must have this cleared through the ADTS® office.

Mileage: You must check with the ADTS® office prior to a camp to see if you will be taking a personal vehicle or a company vehicle. Mileage is paid if you are traveling more than 75 miles one way. You must record your departure and return mileage as well as total miles and you will receive .20 per mile for this vehicle allowance. Please use the [reimbursement](#) forms online. You do not have the option to change your travel arrangements.

Workload: A new instructor can expect to work approximately 2 to 4+ camps. As the summer progresses and the instructor's competence and leadership skills are observed, additional camps can be added and salary upgrades are considered.

Custom routine: Any custom routines that are choreographed for private/commuter camps need to be discussed with the office prior to the camp. We have had several instances where custom routines were added without notification. This causes a problem because the school is not charged for extra routines.

Company vehicles: When using a company vehicle, please be sure to treat it as if it were your own car. Maintenance should be kept up when leaving or returning from a camp, please be sure to check the tires, oil, gas, etc. And put it on the company credit card! If maintenance is needed, please see that it is taken care of immediately.

Shipment of supplies: At most private and junior camps supplies will be shipped or arranged to be picked up through the office with the staff member. After the private or junior camp is over, supplies must be shipped back or brought back to the Salado office by the staff member and not the director. Please call the Salado office on the Monday following your camp to make arrangements for return of supplies (ship or drop off) or look in your camp manager notebook for appropriate labels and forms -use UPS for sending supplies back in all cases.

Private camps: Private or junior camp managers must contact the ADTS® office on the second day of the camp to let the office know how things are going and if additional supplies need to be shipped. For details on procedures and responsibilities at private and junior camps, please see sections on private camps