



BOY SCOUTS OF AMERICA

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JUL 11 1974

COLUMBIA PACIFIC COUNCIL
BOY SCOUTS OF AMERICA

INTRAORGANIZATION COMMUNICATION

July 10, 1974

Mr. Guy P. Miller
Scout Executive
Columbia Pacific Council, No. 492

PERSONAL AND CONFIDENTIAL

Dear Guy:

We have recently received information that Calvin Malone has been hired as a Paraprofessional employee in your council. We find that an individual with this same name is on our Confidential File and it seems to be the same individual.

The information we have on file is not of such nature that we would refuse his employment or registration. We just would like to alert you to be on the lookout for anything that might cause you to have concern about the way this individual conducts himself in his fulfillment of his duties. The original charge concerned the purchasing and use of alcoholic beverages by Scouts who were in association with this man.

If you have further questions concerning this, please call or write to me.

Sincerely,

Paul I. Ernst, Manager
Registration & Subscription Service

cm

cc: Joseph Pacot, SUM # 0105

CPC000017

July 15, 1974

PERSONAL & CONFIDENTIAL

Mr. Paul I. Ernst, Manager
Registration & Subscription Serv.
National Council - B.S.A.
North Brunswick, New Jersey 08902

Dear Paul:

Thanks for your letter of July 10th regarding Calvin Malone. Yes, this is indeed the same Cal that you have record of. Between the time he was apparently placed in your file, and our employment three or four months ago, Cal had been involved with a hitch in the army and came home with a strong desire to make Scouting his career.

A question of the propriety of our hiring him was raised by his former Scout Executive, Frank Buck, with whom we had a long talk. Frank then spent a day with Cal and following this conference came back with a strong recommendation that we give him a chance.

Since joining our staff he has done a magnificent job and we're extremely pleased with his work. We do appreciate your letter and information and we'll be most alert to see that nothing of a similar nature happens again.

Best wishes.

Sincerely yours,

Guy P. Miller
Scout Executive

GPM:dlr
cc

CPC000018

MALONE, Calvin

CPC000019

File

June 13, 1974

Mr. Calvin Wilson
4655 N. E. Killingsworth
Portland, Or 97218

Dear Calvin:

I am pleased to advise that your employment, as a District Aide has been approved by the Executive Board of the Columbia Pacific Council. The duties and responsibilities of this position are detailed in the enclosed job description. You will be paid at an hourly rate of \$2.50 for a forty hour work week and your supervisor is Christopher Hart, District Executive of Big Thunder District.

1. You are to provide and maintain an automobile for use in the performance of your duties. You are to maintain an insurance program with no less than \$250,000/\$500,000 bodily injury liability, and \$50,000 property damage. You should provide the council with a 9-day notice of any change of your coverage.
2. You will receive for use of your car for business 10¢ per mile for operating costs.
3. You will be reimbursed for authorized business expenses within budget limits. Expense reports are to be submitted to your supervisor on the 20th of each month for his review and approval.
4. You will, as a full-time paraprofessional, have an opportunity to receive and participate in the employee benefits program in accordance with those offered staff employees of this council.
5. You may find it necessary to maintain employment other than that with the Boy Scouts of America. This additional employment must not, in any way, affect your work as a paraprofessional in this council.
6. You are not a paid volunteer and your job duties do not reflect those duties normally expected by a volunteer. However, you are encouraged to serve as a volunteer to the same extent as all other employees of the Boy Scouts of America.

CPC000020

Mr. Calvin Malone

-2-

June 13, 1974

7. You will be allowed 5 working days vacation the first year for the purpose of rest and recreation in order that you may be more effective in your job.

8. The Columbia Pacific Council will give you released-time so that you may continue or become involved in a prescribed educational program. This will help make possible promotions and wage increases.

9. Your employment may be terminated at any time, either by you or the local council, upon two weeks written notice by either party to the other. This notice must state the reason for such action.

I congratulate you on this opportunity to serve the people in your community as a member of the Columbia Pacific Council and the Boy Scouts of America.

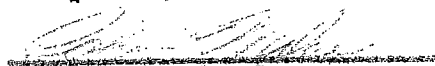
Best wishes and much success.

Sincerely yours,

COLUMBIA PACIFIC COUNCIL
BOY SCOUTS OF AMERICA


Scout Executive

Accepted by:


Paramprofessional

cc: Local council
Regional office
Paramprofessional Personnel Service
P. W. Robins

Attach: Job Description

lto

CPC000021

PREPROFESSIONAL
STAFF POSITION DESCRIPTION

Title: District Aide Title Code No.: 502A
Incumbent: Calvin Malone Date of Employment
in this position: May 15, 1974
Position Reports to: District Executive Date first employed: May 15, 1974
Description
Prepared by: Christopher Hunt Date prepared: June 1, 1974
District Executive
Date approved: _____
Approved by: _____

POSITION CONCEPT:

To serve as a District Aide in the Big Thunder District. A major amount of time and prime concern is in our Portland Model Cities area and Public Housing. Assignments and responsibilities will be coordinated and accountable to Chris Hunt, District Executive.

The District Aide will perform duties requiring initiative and independent action similar to that of a Scouting professional. He will be responsible for assuring proper lines of communication between Scouting headquarters, local adult groups (King Center) and the general Model Cities community.

Job Title: District Aide (Model Cities)

Supervision: The services of the District Aide will be under the supervision of the District Scout Executive responsible for the Project Area.

Job Rationale: Field Service in the Model Cities area demands a close staff attention to detail and intensive community relationships. Current professional, District Scout Executive, work load generally does not permit this necessary attention to detail and relationships. Some of this detail and some of these relationships can best be performed by a preprofessional.

With the merger of the Two Rivers and the Lewis and Clark Districts into one major district serving both north and northeast Portland, the need for a representative from the Scouting headquarters to concentrate his efforts in the Model Cities area increases. The Associate District Scout Executive is more than likely to assume greater and more detail responsibilities than before, thus, the assignment of a District Aide for the Project Area will bridge any gap created by the increased responsibilities of the present representative.

PREPROFESSIONAL STAFF POSITION DESCRIPTION - Page 2

Calvin Malone

PRINCIPAL RESPONSIBILITIES:

1. Give leadership to community level inter-unit activities involving the Inner-City (Model Cities Area).
2. Provide training in program skills for unit personnel as assigned by the Associate District Scout Executive.
3. Act as a substitute adult leader for unit activities whenever necessary.
4. Serve as a liaison representative between the Scouting program and the low income community. Also, to serve as a community resource development specialist for both the Scouting headquarters and the Model Cities area units.
5. Recruit boys and adults to participate in the Scouting program. Organizes new units to provide Scouting for the youth of his area.
6. Assist local adult groups, Community Action Agency, in planning and evaluating youth programs and activities to meet the growing needs of the Model Cities area youth.
7. Assist in planning and directing Scouting activities in our service area. Examples:
 - A. Open House for Scouting and School Night for Cubbing
 - B. Supervision of Scoutmobile
 - C. Fund raising projects and activities
 - D. Program OUTREACH (Provisional Program)
8. To assume and carry out other duties as assigned by the District Scout Executive.

OPTIONAL RESPONSIBILITIES:

1. Give leadership to the Order of the Arrow.
2. Conduct a Scout and non Scout Olympics program.
3. Coordinate a non Scout activity or block party in the Model Cities Project Area to introduce the youth to those activities that are part of the on-going Scouting program.

POSITION QUALIFICATIONS:

The District Aide should have experience with working with Inner-City youth and youth programs and activities. He must be familiar with the "life-style" of the youth of the area. He must also be able to work with all segments of the community.

CAREER OPPORTUNITIES:

Based on his effectiveness on the job and his completion of additional educational opportunities, District Assistant will have the opportunity for a professional or professional-technical position with the Boy Scouts of America.

He may also have the opportunity for other types of jobs at his current job level.

CPC000023

SEPARATION NOTICE

URGENT! Please mail two copies to regional office immediately after decision/agreement is reached.

Date March 14, 1975

Region Western Council No. 492 Headquarter's city Portland, Oregon

WE HAVE RECEIVED THE RESIGNATION OF

Name Calvin E. Malone Title Preprofessional District No. _____

Current home address 2333 S.E. 12, Portland, OR 97214

Date off payroll Mar. 14, 1975 Current salary 2.75 per hr. Position classification _____

Reason for separation:

- | | | |
|---|--|---|
| <input type="checkbox"/> 1. Promotion or transfer | <input type="checkbox"/> 4. Military service | <input type="checkbox"/> 7. Work unsatisfactory |
| <input type="checkbox"/> 2. Returned to school | <input type="checkbox"/> 5. Health (explain) | <input checked="" type="checkbox"/> 8. <u>Dishonesty, Financial Mismanagement</u> |
| <input type="checkbox"/> 3. Died or retired | <input type="checkbox"/> 6. Another job | |

He should ☐ should not ☒ be placed in transition.

He should ☐ should not ☒ have consideration for reemployment at a future date.

If reason for separation was No. 5, 6, 7, or 8, please answer the following questions.

Was he doing a satisfactory job? Explain Yes - on job assignments . No - In pursuing his education

Was he lacking in ability? Explain No

Was he lacking in motivation? Explain No - job related. Yes - In pursuit of educational requirements

Was he getting adequate guidance and supervision? Explain Yes

What in your opinion was the basic reason he left Scouting? Over a period of 6 months we have attempted to work with Calvin in the resolution of his personal financial problems which included unauthorized expenditures for his personal use charged to the CPC in excess of \$1,000. Calvin's continual lack of honesty in dealing with these matters became totally unacceptable for future effort.

Regional Comments: _____

Signature _____ Title _____ Date _____

This resignation creates a vacancy ☐ No - Will be filled locally

The position held by this man has been dropped ☐

We would prefer: ☐ a new man ☐ an experienced man.

Is this a matching funds position? ☐ Yes ☐ No

Salary range council is prepared to pay \$ 2.50 to 3.50 per to \$ hr.

Scout executive's signature Phillip W. Dolina Date March 14, 1975