# Custaloga Town Scout Reservation
# Camp Leaders Guide

Cub Scout Resident Camp

**2013**

100 YEARS OF SCOUTING
*Celebrating the Adventure ★ Continuing the Journey*

Dear Unit Leaders,

This manual was developed to help you plan your Unit's week at Custaloga Town Scout Reservation this summer. We are convinced that if you follow the steps listed in this Camp Leaders Program Guide to develop and plan your week at camp, your camp experience will be much more rewarding.

Although there are many ways to measure the success of a week of camp, the real goals are those of the Scouting movement itself; leadership, character, service, environmental stewardship, and achievement. The number of merit badges earned or requirements passed is not an end to itself. Developing confidence, self-reliance, and knowledge; an appreciation of our natural environment, a concern for its survival and ours; teamwork, strong agile bodies, quick and discerning minds, empathy for our more or less fortunate brothers, and an understanding of one's fellow man, are all goals that we strive to achieve at camp. However, the bottom line is that the boy must enjoy himself and have fun.

The Council Camping Committee provides the right atmosphere: the staff will help to make progress toward these goals, but success depends mostly on you the Unit Leader. It depends on your example, imagination, preparation, and planning. The challenge is great, but so are the rewards as Scouting continues to turn boys into men.

So, begin planning today and keep reviewing your plan. Consult your Scouts and find out what they hope to gain by their week at camp. Talk to their parents and find out what they would like their sons to achieve. Finally, talk to us so that we can help to make it happen with you.

We stand prepared to help you do your best.

Yours in Scouting,

Richard "Deac" Eakin
Council Camping Committee Chairman

Kristie Milliren
Summer Camp Director

Prepared. For Life.™

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# Camp Leaders Guide

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# NEW and OLD TRADITIONS FOR 2013

Camp is for having fun, making memories, earning badges and belt loops, and much more! For 2012, we will have some NEW opportunities, but will be bringing back some of the old challenges.

**Relocation of the Quartermaster:** The quartermaster has been relocated to the area below Sci-Tech.

**Continuing renovations to Sci-tech, the Trading Post, and the Parade Field:** Work continues on renovations to these areas. The parking lot has been expanded and access made better to allow for deliveries. Please be sure NOT to park where the delivery trucks will be turning in. Sci-Tech has been expanded. Trading Post and Administration Building renovations are an on-going project.

**Bring Rosters with You:** Please bring three (3) copies of your unit roster listing Name, Address, Contact info, rank, age, and any special notes. Your T-shirts listed on Form 3 will be ready at check-in (if paid on time). Please indicate leaders and when they will be staying. The roster available from Troop-Master is acceptable. One copy will be kept at the camp office, the second at the Health Lodge, and the third is for the unit leader.

**Additional Time at Camp:** As a result of leaders input and the success of last year's program, we have added an extra half day to the Cub Scout Resident camp program. You will check-in earlier and check-out later to gain the extra time. Details of check-in and check-out are included.

**Activities Picture, Memories:** Each unit attending summer camp will receive a CD containing random pictures from your pack's week in camp. This tradition will continue during the 2013 camping season. Feel free to bring any pictures that you take during the week to the Sci-tech area and we will add some of them to your memories disc. Again in 2013, you will receive, at no additional cost, a personalized unit picture for every registered participant.

**On-line Advancement reporting:** Leaders can use the camp internet connection to file advancement reports. The on-line system is now the French Creek Council required method of filing this report. Leaders completing the report on-line will eliminate transcription errors, and allow the leaders to do it as their schedule permits. Be sure you have the information you need prior to coming to camp.

**Coffee and the Local Newspaper:** Coffee and a newspaper will be delivered to your site before breakfast in 2013, as it was a big hit with the leaders. The CTSR Newsletter will also be delivered to your site, informing you of each day's events, menus, and special activities offered for Scouts and Leaders.

The 2012 Camp Staff looks forward to serving you this summer! We hope to see ALL units in the French Creek Council join us sometime during the summer of 2013.

# About Custaloga Town

Custaloga Town Scout Reservation (CTSR) consists of more than 500 acres, located on French Creek in Carlton, Pennsylvania and has been serving thousands of youth since 1968. The fully trained and BSA accredited staff is eager and willing to help you and your unit make the best of your stay at CTSR. Currently there are many programs at CTSR including: Rifle Shooting, Scout Skills, Nature, Aquatics and a program specifically designed for first year campers. Along with all of its programs and energetic staff CTSR is rich with history. Camp history contains the names of George Washington and Chief Guyasuta (which history states may be buried on camp grounds). If you want to learn more just come to camp or log onto the council website.

Custaloga Town is licensed to operate as a youth camp by the Commonwealth of Pennsylvania, the Pennsylvania Health Department, and the National Council Boy Scouts of America. Inspected annually to be an accredited camp, Custaloga Town must meet or exceed a long list of very strict quality standards which encompass everything from long range planning to staff qualifications and training as well as health and safety issues. Copies of the most recent Pennsylvania Health Department or National BSA inspections are available upon request by contacting the McGarvey Service Center.

When attending CTSR you will find a camping program that will meet the needs of every Boy Scout, Cub Scout, and Adult Scouter. Additionally, a wide variety of camping opportunities are offered throughout the year. In the Boy Scout Summer Camp Program a first year camper program (called Guyasutha's Braves) is offered as well as more challenging programs for the experienced Scout. These include canoeing, climbing and rappelling, biking, boating and much more. Custaloga Town provides a shower facility, a fully equipped dining hall, a First Aid building staffed 24 hours a day by certified medical personnel, supervised boating and swimming, a field sports program with bb gun, and archery ranges; a nature building, craft lodge, scout craft area, a climbing tower, the trading post, and much more. Custaloga Town Scout Reservation provides each unit with a campsite, which contains two-man tents on wooden platforms with bunks, picnic tables, bulletin board, flagpole, campfire area, washstand, and a latrine. All sites also have a pavilion with picnic tables available. There are also modern facilities available for adults to use at their leisure.

Remember that the best part of Scouting is the memories of activities enjoyed by the Pack and Den.

# 2013 SUMMER CAMP PROGRAM

## Cub Scout Resident Camp

Because you cannot take the *"outing"* out of Scouting, the aim is to keep *"outing"* strong in every Scout. The Outdoor program is one of Scouting's most appealing features, and a time at Custaloga Town Scout Reservation is a top-notch experience. No young man ever forgets the fond memories and experiences of summer camp and this is the goal of the program at CTSR.

### Hawaiian Island Paradise

Cub Scout Resident camp is all about the fun, excitement, awesome activities and the awards! Camp is a very important aspect of Scouting; our staff is dedicated to helping each Cub Scout to make the most of their camping experience, along the journey to becoming a Boy Scouts.

This Years' theme is **Hawaiian Island Paradise, which will include themed decorations** throughout camp and program areas, encouraging everyone to "Get Involved"! You are encouraged to decorate your campsite, wear Hawaiian costumes, prepare a skit or song to share while in the dining hall or at the campfire. Activities Cub Scouts can participate in while at camp can include climbing, cooking, bb gun, archery, swimming, fishing, canoeing, crafts, nature and many more!

Cub Packs will be sleeping in the same tents that are used for Boy Scout camp; therefore, you may be sharing your campsite with another pack. All meals will be served family style in the dining hall. Campfires and activities will be conducted under the supervision of the Custaloga Town staff.

During their stay at camp the Cub Scouts will have the opportunity to earn various achievements, pins, belt loops, and awards. A complete list of the requirements for each will be available to you before arriving at camp. Leaders will be able to participate with their Cub Scouts in creating memories and achievements many young boys didn't think possible. The staff is focused on providing Cub Scouts fun activities and giving Leaders time to enjoy their camping experience along with the boys.Coffee and the local newspaper will be delivered each morning, for your enjoyment.

Custaloga Town's staff is looking forward to seeing you at Cub Scout Summer Camp 2013!

## Do's and Don'ts of Unit Programming

• Set a tone that will give your unit camp real class. Insist on good manners, good fellowship, clean fun, and a clean camp.
• Have enough programs to keep everybody busy - BUT - allow for and suggest some time for Scouts to spend time doing "nothing".
• Keep the "Outing in Scouting" - make use of hikes, and other activities.
• Be sure there are personal achievement, advancement, and fun in your program.
• Bring a camera to record memories to share with new Scouts and parents
• Keep in personal touch with what's happening in the unit.
• DON'T allow too many activities to be scheduled - camp should also be relaxing.

## Advancement at Custaloga Town

There have been some changes made to the advancement requirements for 2013. The staff is prepared for these changes and can help answer any questions you may have. The "Leave No Trace" additions are of special interest to campers at Custaloga Town. Several of the staff members are trained in this program. A "Leave No Trace" awareness workshop will be presented for leaders.

Advancement is a significant part of the Scouting program. This is a measurement of a Scout's ability to accomplish things, to get results, and to persevere toward and attain a personal goal. It is also a recognized mark of the unit's success in carrying on the game of Scouting in the outdoors.

Advancement is not an end in itself. Rather it is a direct result of what happens at camp; therefore, it is important that individual Scouts and their leaders are aware of the method of Scout advancement as it applies in the home, community, and in camp.

When the advancement of individual Scouts is carefully planned with the counseling of the Unit Leader in this manner, the Scout is not only able to meet his objectives in camp, but he also serves his unit well as a true Junior Leader. Disappointments are avoided and achievement is more deeply appreciated because a planned program has been realized.

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## *Reservation Procedures and Fees*

### 2013 Cub Scout Resident Camp Dates

**Session #1 July 28 through 31**

**Session #2 Aug. 1 through 4**

**Session #3 Aug. 5 through 8**

**Session #4 Aug. 9 through 12**

### 2013 Cub Scout Resident Camp Fees

- $175.00 Cub Scout Resident Camp (Paid before 5/15)
- $205.00 Cub Scout Resident Camp (Paid after 5/15)
- $130.00 Cub Scout 2nd additional week of Camp Fee
- $110.00 Cub Scout 3rd additional week of Camp Fee
- $85.00 Cub Scout Leader Fee (one leader attends free)

**2013 YOUTH CAMP SHIRT INCLUDED!!!!!!!!!!**
**WHEN REGISTERED BY 5/15/2013**

## *Reservation Policy, Dates and Procedures*

In order to better serve the many packs who traditionally camp at Custaloga Town during the summer, the policy of giving those packs camped at CTSR will be given the first opportunity**, during their stay**, to reserve that particular week and site for the next year with a $50.00 deposit. This will hold the spot until April 1st upon which a $25.00 per Scout deposit is due. Units that paid the $50.00 deposit but neglected the $25.00 per Scout deposit by **April** 1st risk losing their reservation. Reservations accepted after April 1, 2013 will be honored on a first come, first serve basis.

**The Camp Director reserves the right to move a unit to maximize the site potential**.

## *RoundTable Rewards Redemption*

Many units from the French Creek Council have been collecting roundtable reward coupons over the past year. Redeem these coupons towards your unit's summer camp leaders' fees by returning them before **June 3, 2013** with your reservation to the McGarvey Service Center in Erie. Coupons **will not** be accepted after this date or at camp during your check in.

**Please Note**:

- Round Table Reward Coupons are redeemable for adult leader fees only.
- Round Table Reward Coupons are redeemable only by the unit to which they were issued, and are not transferable.
- Round Table Reward Coupons are redeemable prior to the date period printed on the coupon.

## ***Reservation Dates***

Summer Campsite Reservation 2013

- Sign-up using the appropriate form and submit it to the McGarvey Service Center along with a deposit of $50.00, before April 1, 2013.
- All registration fees apply toward the total camp fees.
- Discounts will be offered for fees paid-in-full on or before May 15th. All fees should be paid at least two weeks prior to your unit's arrival in camp.
- Units registering with less than the minimum number of Scouts and leaders for a desired site may be required to share their campsite with another unit or move to another campsite to maximize camp usage. All campsites are reserved based on double occupancy of all tents.

ALL WALK-INS, INCLUDING NEW SCOUTS, WILL BE CHARGED THE FULL CAMP FEE! The Basic Cub Scout Resident Camp fee is $205.00, and the $175.00 early price remains only for those who pay early, NO EXCEPTIONS. Plan early, no Scout should miss camp because of financial reasons.
**Anyone registering after Early Bird date will be charged the full fee.**

*Same Family Discount*

Each additional Scout attending Custaloga Town Scout Reservation from the same family will receive a $20.00 discount for each week they are attending.

## ***Camp Savings Plan $$$***

Attending camp is one thing, but helping Scouts get to camp is another. There are many methods to pay for summer camp. Part of Scouting is that a Scout pays his own way. The French Creek Council supports the Trail's End Popcorn sale; this is one way for any Scout and his unit to raise all the money they need for the Ideal Year of Scouting. No Scout needs to miss summer camp because of cost. A systematic saving plan will assure the Scout in your pack a long-term camping experience. A member of the pack committee or another adult should coordinate this effort. The camp savings plan material should be explained to the boys and the parents well in advance of camp. Encourage the Scout to deposit a sum of money each meeting toward their camp fee. Scouts that have most of their fees on deposit by spring are usually able to get the balance and, thus attend camp. The key to have enough money for camp is SAVE NOW! Units with a successful camping program vigorously promote the camp savings plan. Encourage parents to provide their sons with a week at camp or partial payment for the camp fee as a birthday present, holiday gift, or other special recognition. A gift certificate is available from the McGarvey Service Center.

## ***Camperships***

Langundowi Lodge administers the camperships for the French Creek Council. Monies raised by Lodge members through various activities, and from donations by dedicated family and friends of Scouting. Applications are available to all units through the roundtable drop boxes, at the McGarvey Service Center, from the Lodge web site (www.langundowi.org) and a copy is included in this guide. Cubmaster information and a fact sheet are also available in drop boxes and from the web site. A Scouts participation in unit fund raising, a contribution by the unit, and parental support are all part of the campership award application. The application needs information completed by the Cubmaster or pack committee, the parents, and the Scout. The completed application needs to be submitted prior to **April 1st** for consideration. All awards will be presented in the form of a "Campership Voucher" sent to the applying Scout, to be turned in as part of the unit payment. These vouchers will be mailed to the applicant Scout prior to the May 15th payment deadline. It is the Scouts responsibility to turn the voucher into the Cubmaster, and the unit responsibility to submit the voucher to the McGarvey Service Center. Langundowi will make the necessary arrangement for the transfer to funds. Camperships are not transferable or refundable and are limited to Scouts attending Custaloga Town.

## ***Refund Policy***

1. All refund requests must be made by submitting an Official Refund Request Form 30 days prior to your scheduled arrival at camp. No refunds will be granted without 30 day notice except under the following extenuating circumstances;

   - Illness of Scout prevents his attendance at summer camp. (A signed Doctors Excuse is required)
   - Illness or death in the campers' immediate family prevents his attendance at camp.
   - Family relocation makes attending camp impractical.
   - Mandatory attendance at summer school that is verifiable.

2. In the event of an extenuating circumstance, only the official form is acceptable for refund requests. Scout's parents MUST submit it to the French Creek Council, at the McGarvey Service Center Prior to August 31, 2013.
3. No refund requests can be accepted at camp.
4. Requests for refunds must have the Unit Leader's approval (signature).
5. All requests will be subject to a $30.00 cancellation fee.
6. Per boy deposits are non-refundable regardless of circumstance, but are transferable.
7. All refunds will be made back to the unit account.
8. Refund requests will not be processed until after September 30th, and could take up to 90 days to process.

In place of a refund, units should know that camp fees, including deposits, are transferable to another Scout in the unit.

Official forms are available at the McGarvey Service Center, or on the website www.frenchcreek-bsa.org .

## ***Check-in/Check-out times***

With the addition of the extra time at camp, please plan to arrive and leave camp by the following schedule:

- Check-in is between 9:00 and 11:00 am of the first day scheduled. Lunch will be provided in the dining hall.
- Day 1 will included getting settled in, general camp orientation, with organized program starting at 2:00 pm
- Days 2 and 3 will be complete days of programming and activities.
- Day 4 will start with program, but after lunch will become recognition and prepare to check-out. All units should check-out of their campsites and be prepared to head home by 2:00 pm.

## List of Dates and Forms

### ***Prior to Camp:***

End of Camp through April 1st, $50 Site Reservation ..... CTSR Reservation Form #1
Before April 1st, $25 per camper registration ..... CTSR Deposit Form #2
Before April 1st , Camperships..... Campership Application
Before May 15th, Total Fees due, T-shirt sizes .....CTSR Final Payment Form #3
Before May 15th, Special Needs, Dietary, Handicap, etc .....CTSR Special Need Form
Before June 3rd, Roundtable Rewards.....Tokens from roundtable
Pre Camp Swim Check..... CTSR Swim Pre-qualification Form

### ***On Arrival At Camp:***

Pack Roster, 3 copies ..... pack supplied and/or generated
Medial Foms..... BSA Medical Form #680-001

### ***After Camp:***

Refund Request.....CTSR Refund Request Form
Site Reservation for Next Year ..... CTSR Reservation Form #1

## Custaloga Town Staff

### *Venture Crew 67*

Custaloga Town Scout Reservation has a well trained staff of men and women. Area directors have attended the BSA National Camp School as well as additional training on the council level. Junior Staff members are also trained and are responsible to an area director. The camp director, a program director, and a camp commissioner supervise and manage the staff. Many of the staff are over the age of 18 and have previous camp staff experience. Orientation sessions for the staff are conducted each week prior to the unit arrival. The staff will assist and accommodate your unit in every way possible to ensure that your unit has an enjoyable and productive week at camp.

## Camp Commissioners

Camp Commissioners are here to give personal help during your week in camp. These friendly members of staff are there to answer questions and find solutions for problems between the unit leader and the staff, and as a resource to other staff members. The commissioners are also available to provide immediate help in meeting specific needs and urgent problems. Look forward to them providing and guiding inter-unit and camp activities, as well as trying to build spirit and enthusiasm in the units with which they work. Throughout your week in camp, you should be in constant communication with your camp commissioner. The Custaloga Town Commissioners act as the Camp Concierge, assisting your unit in any way necessary, interpreting camp policies, coordinating with the various directors, and finding the resources necessary for your unit to have a great week at summer camp.

## Health & Safety

### *General Safety*

Please review the "Guide to Safe Scouting" prior to coming to camp. Throwing stones and other objects is dangerous and will not be tolerated. Liquid Fuels must be used with care. Only trained adults may fuel or light liquid fuel items (Propane is a liquid fuel). Liquid fuels must be locked up at all times.
Liquid Fuels Training will be offered for adults. Aerosols are not only bad for the environment but damage the waterproofing of the tents and tarps. DO NOT bring them to camp. No flames in tents. Only battery operated lights or glow sticks are allowed in tents.

### *Health Forms*

A medical form, less than one year old, must be submitted for every youth and adult staying at camp. Only the official BSA form available from the National BSA web site, the Unit Leaders CD, or the French Creek Council web site, is acceptable. All information must be complete. Please review these forms before you turn them in; this will help reduce problems at check in. Specifically, check for parent and doctor signature, immunization dates, insurance information, emergency contact names and numbers, etc.
The new (current) BSA Medical Form #680-001 requires EVERYONE to have a physical annually. It also contains information about prescription medications, a photo release form, and a hold harmless section. All three pages must be completed and returned to the Scout Leader prior to camp. Parts A, B, & C must be completed and **a Doctors signature is required**. Copies of Insurance information are also required. Each leader must bring a folder of the completed health forms with them to camp and turn all forms in at the health lodge. NO HEALTH FORMS ARE TO BE MAILED TO EITHER THE McGARVEY SCOUT SERVICE CENTER OR TO CUSTALOGA TOWN SCOUT RESERVATION. Be sure your district, troop, and summer camp session are noted when submitting them. Any Scout or Leader not having a complete and signed medical form will be UNABLE to take part in any activities at Camp. These forms will remain on file while the unit is camped, and returned to the leader upon check out.

## ***Medication***

All prescription medication for Scouts and Scouters **must** be turned in at designated area on check-in day. "Medication must be in the original container, NO EXCEPTIONS." The Camp Health Officer will supervise the administration of the Scouts medication. Inhalers and bee sting kits will be allowed to be carried by Scouts provided a duplicate is left in the Health Lodge. Scouts may not possess nor administer over the counter medication. Treatment for minor ailments can be obtained at the Health Lodge under our standing orders from the camp physician. Please make sure that all medications are properly labeled including the identification, dosage, Scout's name, unit number, and campsite. These medications must be listed on the medical Form.

## ***Injuries***

All injuries, even those treated by the unit leadership, must be reported to the Health Officer and logged. In the cases of serious injuries or illnesses, do not move the victim. If you are trained in first aid, begin treatment and have someone contact the nearest staff member. They will handle the situation.

## ***Special Needs***

Scouts or adults who have special needs due to a physical or mental disability, special diets due to medical or religious requirements will be accommodated to the best of our ability. Please be sure to let the McGarvey Service Center office know at the time of registration (May 15th) as to any special needs or equipment, by completing the *Custaloga Town Special Need Form* available from the Unit Leaders CD or the council web site.

## ***Medical Procedures***

A certified medical officer is in camp at all times. All injuries and illnesses which occur at camp, no matter how minor, must be reported to the health lodge. Medical emergencies are to be directed to the health lodge, at any hour of the day or night. In the event of a medical emergency, the health officer can be contacted immediately by radio, located at the trading post, camp office, pool, lake, climbing tower, and rifle range. Medicines are to be monitored by the adult leadership in the unit. Ensure that the Scout and the adult leaders are given the instructions for drugs and medicines. All prescription medications, including those requiring refrigeration, must be stored under lock and key at the health lodge and medications should be turned in during medical recheck. The Health Lodge is prepared to handle camp illnesses and accidents. A licensed medical doctor is under agreement and on call for major illnesses or accidents. A signed release form is required for each Scout before OTC medications can be dispensed by the Health Lodge.
If you or any of your Scouts require special medical attention due to religious beliefs, or family concerns, these desires need to be detailed in a signed letter submitted as part of your check-in procedure. This letter will be kept on file in the health lodge and reviewed with the medical staff.

## ***Emergency Contact***

Parents are requested to leave notice of their whereabouts with the unit leader if they plan to be away from home while their son is at camp. If the parents cannot be reached, it is a wise idea for the Cubmaster to have the name and phone number of another person who can be contacted in case of emergency.

## ***Emergency Procedures***

In case of any emergency, the siren and/or bell will be sounded. Between 6 a.m. and 10 p.m. units are to assemble at the Parade Grounds as they would for any other formation. Unit Leaders are then responsible for taking an inventory of their unit and reporting during a roll call of units. Further instructions will be given at that time. During bad weather: units should report to assigned seats in dining hall. Between the hours of 10 p.m. and 6 a.m. units are to remain in their campsite and a staff member will report to your site with special information or instruction.

## ***Insurance***

Any French Creek Council Scout or Scouter attending Custaloga Town Scout Reservation will be covered under the French Creek Council's Health and Accident Insurance. This does not cover medical bills due to things that happen to your son before he arrived at camp. In order to be covered, you must be a registered Scout or Scouter. Out of council packs must provide the camp with the name of its insurance company and policy number.

## ***Camping with Wildlife***

Custaloga Town is home to many different animals native to Northwestern PA. White-tailed deer, beaver, raccoon, fox, opossum, turkey, owl, hawks, and many other animals are commonly seen on the reservation property. These animals are an intimate part of the outdoor experience. Please remember that they are in fact wild animals and for their protection and for all of those who attend camp, please do not bait or lure any animal. Be careful not to litter as it is the animals home. Be careful not to bring *"smellable"* items into your tent at any time. At no time is intimidating or capturing animals permitted. Some animals may be collected for educational purposes only by the staff of the Nature Program Area.

## Swimming Ability & Evaluation

Swim tests may be completed prior to arrival at camp using the CTSR Swim Pre-qualification Form found with the other camp forms on the CD or web site.

- Swimmer's Test
  1. Jump feet first into water over your head and surface;
     a. Swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl;
  2. Swim 25 yards on your back, using an easy, resting stroke; and
  3. Rest by floating (or, if not buoyant, with just enough motion to stay afloat).
- Beginner's Test
  1. Jump feet first into water over your head, come the surface, level off, swim 25 feet, turn sharply, and
  2. come back to the starting point.
- Non-Swimmer
  1. Anyone who was either unable or does not wish to complete either of the two swimming tests above.
  2. Shallow end only!

## Aerosol Sprays

Due to the damage caused by aerosol sprays to our atmosphere and more specifically to canvas, as well as the safety hazard due to the possible incineration, aerosol sprays are not permitted in camp.

## Alcohol, Illegal Drugs, Fireworks, Tobacco products

Alcohol, illegal drugs and fireworks are prohibited at any Boy Scouts of America facility. Anyone caught in possession of them will be arrested by the local authorities and removed from Scouting. Since Scout camp is hardly the place for a boy to learn to smoke (or to further the habit) troop leaders should not permit any Scout to smoke or use smokeless tobacco. The use of tobacco products by anyone under the age of 18 is illegal. Leaders must confine their smoking to their vehicle in the parking lot, away from the youth of the troops. All facilities at Custaloga Town are "No Smoking". This is in accordance with National BSA policy. Smoking in the troop campsite by adult leaders is prohibited.

## Appropriate Clothing

All campers are to wear proper footwear at all times to prevent stone bruises, cuts, and thorn punctures, which may prohibit swimming. Camp terrain is not suitable for walking sandals and bare feet are not allowed. Any article of clothing with foul language or images will not be permitted. Per national policy, the Confederate flag is inappropriate for the Scouting Program. Female leaders should also keep in mind that appropriate dress is required at all times. Only one-piece bathing suits are appropriate. We should all keep in mind the Scout Oath and Law as it pertains to our clothing.

## Dry Ice

Dry Ice is not permitted in camp! No Exceptions! Regular Ice will be available for purchase at the Trading Post.

## Fire Guard Plan

Each Unit will receive a "Unit Fireguard Chart" which outlines the fireguard plan to be used. Fighting fires is solely the job of the local fire department. No unit, parent, leader or staff member is to engage in firefighting activities.

## Flammables

Flashlights or electric battery lanterns should be used for lighting in tents. Adult supervision is required when using any liquid fuel. All liquid fuels are to be used under adult supervision and safely and securely stored under lock and key in original containers and labeled with your unit number. NO EXCEPTIONS. There are no storage facilities for liquid fuels in campsites. DO NOT DISPOSE OF PROPANE CYLINDERS IN THE TRASH. Units should use the solid forms of fire starter. Paraffin-impregnated blocks present minimum safety hazards and are effective and safe for lighting damp wood, charcoal, and ceremonial fires. It is advisable that all units come to camp prepared with these fire starters.

## Garbage

Packs are responsible for emptying the garbage when necessary. A plastic trash bag is provided to bring garbage to the area at the rear of the dining hall. Do not wait until the garbage can is full and the plastic bag heavy and hard for the Scouts to handle, empty it often. Instruct your Scouts to be always on the lookout for paper and trash on the trails and roads as well as in the campsite. Containers are located in various program areas of camp. All garbage is to be brought to the refuse storage beside the Dining Hall daily before evening flags. No garbage is to be left at the dining hall after 6:00 p.m.

## General Behavior

Horseplay can result in injury and damage to equipment. Encourage your Scouts to participate in constructive activities. FUN CEASES TO BE FUN WHEN SOMEONE GETS HURT, EITHER PHYSICALLY OR MENTALLY. The law of the camp is the Scout Law, simple yet all-inclusive. All rules and regulations of year-round camping also apply during summer camp. The Camp Director reserves the right to dismiss anyone from camp for violation of the camp policies and standards.

## Pets

Pets are not permitted in camp at any time.

## Rifle and Archery Equipment

Only single shot .177 cal BB rifles may be used on the camp range during Cub Scout resident camp. Archery equipment will be limited to a 35-lb re-curve and compound bows. Personal firearms are prohibited. Personal archery equipment is acceptable if it meets BSA Camp Health and Safety regulations

## Geocaching/GPS

Geocaching (pronounced geo-cash-ing) is a new high-tech sport using GPS receivers to navigate to the location of a hidden container or "cache". The rules are that once you find a "cache" you sign the log inside and trade evenly for any prizes. Re-hide the "cache" the way you found it for the next player.

Custaloga Town has set up a series of private (non-published) geocaches for the use in training, and enjoyment of the campers. GPS coordinates are also being collected and compiled on several different trails within camp. If you would like to bring your GPS receiver to camp, contact the camp office for a listing of coordinates for the caches and/or trails. New this year: the camp staff will have a few GPS receivers available for units to sign out for a day. Units borrowing GPS receivers will be responsible for any loss or damages to this equipment.

## Shower Facilities

"A Scout is Clean" - Every Scout should shower regularly during the week. There are separate shower facilities for youth (under 18 years of age), women, and for male leaders. Youth and adults are **not** permitted to shower together.

## Campsite Usage

All campsite capacities are based on two persons per tent. Adults and youth may not sleep in the same tent unless they are father and son. Females must be housed separately. All efforts will be made to accommodate your unit in the site requested; however, camp reserves the right to reassign packs to obtain maximum occupancy of all sites.

## Other Needs and Concerns

These items can be discussed at the Camp Leaders Meeting tentative scheduled for April 2, 2013 at Custaloga Town. Any questions and/or concerns not addressed may be brought to the attention of the Camp Director and/or Program Director at this time.

## Gear List

Personal Gear
-Pack or foot locker
-Sleeping Bag/2 Sheets & Blanket
-Full Scout Summer Uniform
-Sturdy Walking/Hiking Shoes
-Underwear (shirt & shorts)- 5 pair
-Extra Clothing
-Sneakers
-Cap or Hat
-Jacket
-Socks- 5 pair
-Swim Trunks
-Rain Gear

Health & Cleanliness
-Bath Towel
-Hand Towel
-Wash Cloth
-Personal first aid kit
-Soap in container
-Toothbrush
-Toothpaste
-Brush or Comb, metal mirror
-Mess Kit and Mug

COMPLETED MEDICAL FORM:
Scouts cannot be admitted to camp without a completed medical form (current doctor's and parent's signatures, vaccination dates).

Special Optional Items
-Flashlight
-Fishing Gear
-Camera and Film
-Bug Repellent
-Musical Instrument
-Bible, Testament or Prayer Book
-Canteen
-Old shoes or water socks for creek hikes

Pack Gear
-Unit advancement records
-Song & stunt books
-Unit first aid kit
-Alarm Clock
-Campfire ideas & materials
-Footlocker (with strong lock)
-Thumbtacks for bulletin board
-American & Unit Flags
-Plastic cover for bulletin board
-Unit sewing repair kit
-Tarp(s) if desired
-Propane lanterns
-Laundry soap
-A Tour Plan if not from French Creek Council

What to Leave Home
Fireworks, ammunition, firearms, sheath knives, valuables, radio boom box or CD players, motorized or remote controlled toys, personal CB radios, and aerosol cans of any type. Valuables that are merely “creature comforts” (radios, tape players, Game Boys etc.) should be left at home. We carry no insurance on personal items.

Additional Items :
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## Dinning Hall Procedures

***Waiters*** - Assign two waiters for each table. Adult leaders or the SPL may help younger Scouts the first time. Waiters should be rotated daily. They should be in the dining hall 15 minutes before each meal to prepare the table. The waiter sits on the end of the table closest to the kitchen. They clean the table, the area under, and around it. Waiters should not leave the dining hall until their table is inspected and approved by the Dining Hall Steward.

***Table Assignments*** - will be given to each unit as part of the Sunday check-in schedule. Ten places are to be set at each table for each meal. Staff members will fill places not filled by the unit. At least one (1) adult Unit Leader must sit at each table assigned to the unit.

***Dress*** - All Scouts and leaders are to be "washed and polished" for every meal. Shorts and T-shirts may be worn at lunch, but everyone who has one is expected to be in FULL UNIFORM for the evening meal. Leaders should be examples by correctly wearing the uniform at all meals. Swimsuits are not permitted in the dining hall at any time. Full uniform for breakfast is optional. Please remove all hats prior to entering the Dining Hall! It is a Custaloga Town tradition and just plain polite!

***Supervision*** - The unit leaders at each table are responsible for the conduct, manners, and general supervision of the Scouts at the table. After entering the dining hall, all should remain quiet until after grace.

***Dining Hall Conduct*** - should reflect the habit of courtesy, which is the mark of a Scout. The guidance of the Unit Leader in this respect will do much to make mealtime an enjoyable occasion.

***Kitchen Operations*** - The kitchen, being the busy place that it is, requires certain rules be observed. For sanitation and safety, only kitchen staff will be allowed behind the counter. Enter the "In" door; exit the "Out" door.

***Meal Times*** - are: Breakfast: 8:00 AM Lunch: 12:30 PM Supper: 6:00 PM

***Special Meals*** - If there are dietary restrictions, either for medical or religious reasons, special accommodations can be made. Please be sure to let the McGarvey Service Center office know at the time of registration (May 15th) as to any special needs, by completing the *Custaloga Town Special Need Form* available from the CD-ROM provided each unit, or the camp web site, www.frenchcreek-bsa.org .

## Campsite Cooking

The program at Custaloga Town does not permit units to prepare their daily meals in their campsite. Preparation of campfire snacks, etc. should be done in a manner to insure that the foods are prepared safely. Questions regarding this can be addressed to the commissioner's staff, program director, and/or camp director. Storage of food items in the campsite must be in a safe and secure manner for the protection of both the Scouts and the local wildlife.

## Flag ceremonies

### *Color Guard*

Packs should furnish a color guard that will be responsible for raising the Flags at morning formation or lowering them at retreat during the evening formation. Your Leader can schedule a time for your pack with your commissioner.

### *Flag raising and Retreat Procedures*

A formal retreat will be held every evening prior to dinner. All Scouts and leaders are encouraged to wear the official BSA uniform.

1. Units will begin to assemble 15 minutes prior to the mealtime.
2. Units shall assume the positions assigned at camp check-in.
3. Staff, Unit Leaders, Color Guards, and Bugler will be lined up as explained during check-in.

## Arriving at or Leaving Camp

### ***Your Arrival at Camp***

You will be met by a staff member along the road into camp, when your entire unit has arrived you will be directed to the parking lot, this way the unit leaders can stay with their unit. You will need to inform this staff member of the total number of youth and adults you have coming to camp. You will then be introduced to a staff guide/host who will lead you to your campsite. Please load your gear so that a minimal number of vehicles are required to transport gear to your site. All vehicles must be parked in the designated parking lot after the gear is unloaded. Information regarding a trailer is available from the camp director. Trailers may be parked ONLY in designated areas. Only one vehicle is permitted in each site at a time; therefore, be COURTEOUS and unload quickly and return the car/truck to the parking lot.

The Pack will change into swim wear for a brief tour of camp, a medical recheck, and swim test (if not completed prior to arrival) along with procedural instructions regarding the pool and waterfront. Your guide/host will be able to answer any other questions you may have, or will direct you to the proper person with the answer. There will be a leaders' meeting Sunday afternoon before the flag ceremony. All Scouts and leaders that are in camp for the week will receive wristbands for security purposes.

The unit will return to their campsite and prepare for dinner and flag ceremonies. The unit leader will schedule a time to reconcile attendance and financial records, and your stay at Custaloga Town has begun.

Persons arriving after check-in must register at the Camp Office immediately upon arrival at camp.

### ***Camp Tour***

A camp tour is part of the camp check-in. Questions regarding Custaloga Town may be directed to the camp staff, the program director, the camp director, or your unit commissioner.

### ***Check Out***

Please make sure all paperwork, certificates, bills, etc. are completed prior to check-out. Make sure the camp site has been policed, making sure all unit and personal gear has been removed. All garbage needs to be taken to the dining hall. Your unit commissioner and the camp staff will coordinate your departure. Unit leaders may not depart camp until ALL youth have been picked up. All Scouts and units should have departed from camp prior to 11:00 AM. There are NO provisions for Scouts to stay at camp after the unit has left. Your help and cooperation will ensure that the staff has time to reset any campsites for the upcoming week. All Packs must be checked out of their campsite by an assigned staff member.

### ***Leaving Camp***

Any Scout or Scouter who leaves camp at any time, for any reason, must sign out at the camp office. When returning, he/she must also sign-in. NO SCOUT will be permitted to leave camp without written permission of the parent/guardian indicating times of departure, return, travel arrangements, and with whom the Scout is to be traveling. Persons leaving camp, and/or picking up Scouts, may be required to show their driver's license or other photo ID. This is to insure the protection of our Scouts and Scouters. This policy is so we know your whereabouts in case of an emergency.

### ***Visiting Day for Parents***

Parents are welcome to visit camp at any time, but are required to check in at the camp office.

All visitations should be coordinated through the unit leader. Frequent visits are discouraged, as they tend to interfere with program and advancement. The staff is trained to deal with homesickness.

### ***Transportation and Parking***

Transportation to and from camp is the responsibility of each Scout's parent and should be coordinated through the unit. Please try to car pool, a Scout is conservation minded! Drivers must be at least 18 years old and properly licensed. Vehicles must be registered, insured and inspected. No one is allowed to ride on trailers or in the back of pick up trucks. Drivers who break this rule will be asked to leave camp immediately. Unit leaders who knowingly allow this to happen will risk having their unit dismissed from camp. Please review the "Guide to Safe Scouting".

## Camp Administration

### ***Camp Office Hours***

The camp office will operate from 9:00am to 11:00am and 1:00pm to 3:00pm, Monday through Friday. These are the best times to call and to reach the office manager about camp related questions. Emergency phone contact through the Health Office is manned 24 hours a day. The Business phone number is 814-425-3672.

### ***Mail Service***

Outgoing mail should be deposited in the mailbox located in the camp office. The mail leaves camp at 10:00 a.m. each morning. Incoming mail will be distributed in the campsite mailboxes located in the Administration Building. Incoming mail should be addressed:
Scouts Name
Unit Number and Campsite
Custaloga Town Scout Reservation
7 Boy Scout Lane
Carlton, PA 16311

### ***Lost and Found***

Lost and found articles can be brought to or picked up from the camp office during normal office hours. At the end of the camp season, found items may be claimed at the McGarvey Service Center until September 30th, after which time they will be donated to charity or disposed of.

### ***Camp Evaluation***

Leaders and Senior Patrol Leaders are asked to complete a camp evaluation and turn it in to the Program Director or Commissioner before they depart. This information is used to evaluate the current program and make changes and improvements in the future.

### ***Campsite Inspections***

Sometime during the day, the Quartermaster staff will visit your campsite to inspect for cleanliness, orderliness, and safety related items.

### ***Problems***

Don't let problems grow. Address them to the staff members immediately; or to the commissioner, program director, and/or camp director.

### ***Unit Pictures***

A Unit group picture will be scheduled after your check in. A complimentary copy of this personalized unit picture will be made available for every registered camper in your unit. You will be able to pick up your pictures before departure.

## Trading Post

The Trading Post is open most of the day except during meals and vesper service. CTSR makes every effort to provide our campers with a well-stocked trading post that contains camp souvenirs, craft items, merit badge books, stamps, Scout supplies, and of course, snacks that the Scouts expect to find at camp. Leaders may purchase items for their units at the trading post. Scouts should bring spending money for refreshments, craft materials, and souvenirs. There is no specific amount of money a boy should bring to camp; however, the average spent by Scouts in the past years has been $15 to $20. Credit Card usage is available for orders over $10.

## Quartermaster

### ***Equipment Check-in, Check-out Procedures***

Each site is equipped with tents, cots, latrines, and washstands. A checklist of camp-issued equipment will be inventoried and signed for by the Senior Patrol Leader and Camp Guide upon the Unit's arrival and departure. Additional equipment may be secured from the Camp Quartermaster or through the trading post.

### ***Equipment and Tool Care***

All equipment and other property of the camp is provided and maintained for the benefit of all campers. The Council Camping and Properties committees works hard to maintain and improve the quality of the Custaloga Town facilities. To preserve this quality, equipment and/or buildings that are destroyed or damaged will be replaced in whole or part by the council and billed to the Unit Committee for payment. Units responsible for damage to new items will be charged full cost of said item. Please impress upon your Scouts that it is their obligation to properly care for this property.

### ***Tent Care***

In order to maintain the quality and durability of our tents, if rain threatens, loosen tent ropes to protect the canvas. As wet canvas dries, it shrinks and will tear if ropes are too tight. When a tent is wet, hang the flaps at "half mast" to allow air to circulate through the tent and facilitate drying. In dry weather roll flaps neatly and tie. Please report any tears or leaks to the Quartermaster immediately. Do not drive any nails into the tent poles, and do not place hangers over the ridge pole, as these can cause tears and leaks. Damage to canvas will be billed at $10 per inch up to replacement cost of the tent or tarp.

### ***Tree Damage***

No standing trees are to be cut at any time without specific permission from the Camp Director. A $10.00 per inch of diameter penalty will be enforced.

The BSA is also a low impact "Leave No Trace Organization." We discourage the use of fires on a 24-hour daily basis. Try having an evening fire a few times a week. Try not having a fire and observe the many different wondrous things that can happen.

## Order of the Arrow

Langundowi is the Order of the Arrow lodge associated with the French Creek Council. The Order is known as "Scouting's National Honor Society" and works hard to promote Scout camping, encourage leadership, and provide service to Scouting.

Many members of the staff are Arrowmen and are dedicated to the Scouting program. There are numerous service projects that the lodge has conducted that are a definite improvement to camp. Many of these are identified with the "Pine Tree Pete" brand.

## Service projects

### ***Service Projects***

Units are encouraged to take on a Service Project as a good turn. The camp office will have a list of needed projects in the fields of conservation, maintenance, and camp beautification which can be selected by individuals or units. Other projects may be considered on their merit and approved by the camp director. Some projects could even become a parent and son type project, for there is great merit in a Scout and his parent working side-by-side as they personally gain more than the work they accomplish.

### ***"Adopt a Trail" at Custaloga Town***

The main trails at Custaloga Town have been broken down into segments. Your unit has the opportunity to adopt a segment while you are in camp and keep that part of the trail system clean and litter free. If your unit adopts a trail, it will be inspected as part of your daily campsite inspection. In addition, you will be completing one requirement for your "Honor Pack Award."

### ***Adopt a Brick Custaloga Town Memorial Garden & Recognition Trail***

This is a beautiful way to honor a deceased Scout or Scouter. Or to honor your Eagle Scouts, award winners, Silver Beavers, current Scouters, a Lodge member, your Pack, Pack, Crew, Post, your company or someone special. Purchase a brick as a memento of your time at CTSR. Proceeds of the brick sale directly benefits the program provided to the Scouts of French Creek Council.

# Custaloga Town 2013 Forms

These forms are available on the French Creek Council web site, www.FrenchCreek-bsa.org, and on the CD-ROM distributed to all unit leaders or by contacting the McGarvey Service Center 814-868-5571.

## CTSR 1 – Pack Reservation Form

This form is to confirm that your unit is coming to Custaloga Town and to mark a preference for campsite and week you wish to attend. There is a $50 non-refundable deposit required. This form may be filed at any time after the close of the prior season. This deposit is applied to your total camp fee.

## CTSR 2 - Pack Deposit Form

This form is due April 1st and confirms your units' intent to attend Custaloga Town. A $25 per person deposit is required. Units not completing this form on time may not receive the free T-shirts. After processing of this form, your unit will be confirmed to a particular site and week of summer camp.

## CTSR 3 - Pack Deposit Form

This form is the final payment form prior to your unit arriving at Custaloga Town. It is to be submitted to the McGarvey Service Center before camp starts. The Early Bird registration deadline is May 15th. The total number of Scouts and leaders must agree with the rosters submitted and the totals for T-shirt must be included or they may not be available. All monies, vouchers, etc must be submitted with this completed form.

## BSA Medical Form

This is the BSA medical form. EVERYONE need to have one completed each year. It is only valid for ONE year. Please be sure to have the parent signatures in all places and a copy of the front and back of the insurance card as instructed on page one. **DO NOT** mail these forms to the McGarvey Service Center or Custaloga Town. **BRING** them with you to registration on Sunday of your arrival.

## CTSR Swim Test Prequalification Form

This form is to be completed prior to arrival at camp. It will save your unit the time of taking the swim qualification tests on Sunday after registration. Camp reserves the right to retest any Scout or Scouter.

## Special Needs Form

This form is to be completed and returned with the Pack Deposit form or as soon as possible after a special need is determined. These need include physical and mental handicaps, food and allergy restrictions, religious considerations. One form per Scout or Scouter is required.

## Camp Fee Refund Request Form

This form should be submitted as soon as a situation arises; it must be completed and submitted NO later than August 31st.

## Campership Fact Sheet

This is an informational sheet explaining the Langundowi Campership Program

## Campership Letter to Unit Leaders

This letter is the instructions for the unit leader to follow when submitting a campership application.

## Cub Scout Resident Campership

This is the campership application. It requires information from the unit, the parents, and the Scout.

## Directions to Custaloga Town

Custaloga Town Scout Reservation is located south of Meadville, PA and east of Interstate 79

**NOTE: The bridge over French Creek at Carlton is CLOSED, please plan your travel accordingly.**

**Directions from the north:**

- Exit Interstate 79 at the junction of Route 285 (Exit #141). Follow Route 285 East approximately 7.5 miles to the junction of Route 173.
- Turn right onto Route 173 east, and go approximately 3.9 mile to Carlton Road (on the left) in Milledgeville.
- Turn left on Carlton Road and proceed approximately 2 miles to New Lebanon Road.
- Turn right onto new Lebanon Road and proceed approximately 1 mile to the intersection with Deer Creek Road.
- Turn left onto Deer Creek Road and travel approximately 2.5 miles to the camp entrance on the left.

**Directions from the south:**

- Exit Interstate 79 at the junction of Route 62 (Exit #130). Follow Route 62 North (towards Franklin) approximately 8.5 miles to the intersection with Route 173 in Sandy Lake.
- Follow Route 173 north approximately 9.5 miles to the junction of Carlton Road (on the right) in village of Milledgevillle.
- Turn right onto Carlton Road and follow it for approximately 2 miles to the end where it will join New Lebanon Road at a “T”.
- Turn right on New Lebanon Road and travel approximately 1 mile to intersection with Deer Creek Road.
- Turn left onto Deer Creek Road and travel approximately 2.5 miles to the camp entrance on the left.

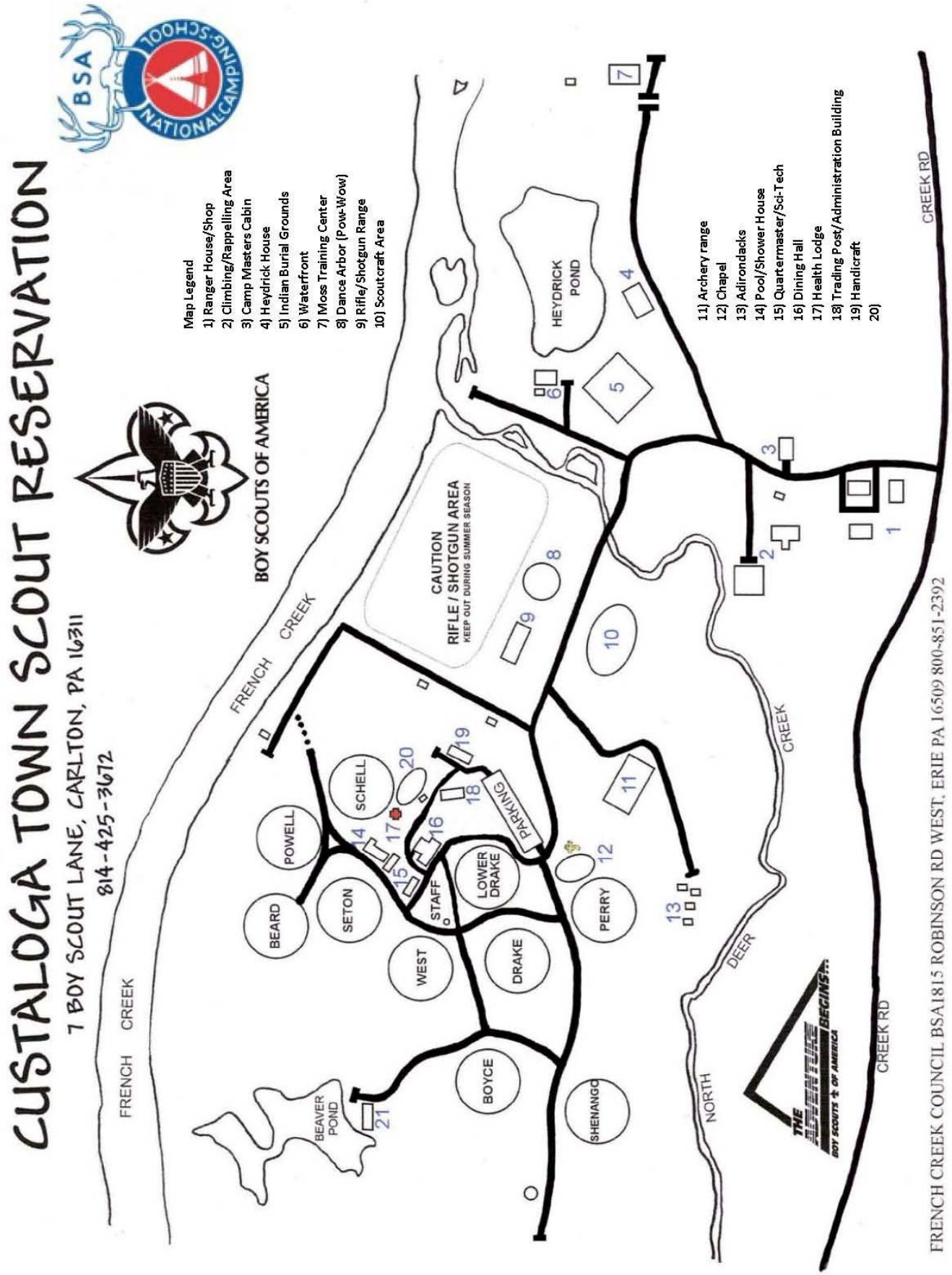
**Camp Address:**

Custaloga Town Scout Reservation
7 Boy Scout Ln
Carlton, PA 16311
Phone: 814-425-3672

**Council Address:**

French Creek Council, BSA
1815 Robison Rd West
Erie, PA 16509
Phone: 814-868-5571

**NOT to Scale**




FRENCH CREEK COUNCIL BSA1815 ROBINSON RD WEST, ERIE PA 16509 800-851-2392