Cub Scout Day Camp Leaders' Guide

2012

December 2011

Dear Pack Coordinator,

Welcome to the French Creek Council Day Camp Guide for 2012. This year's theme promises to provide your Tigers, Wolves, Bears and Webelos a very exciting and fun-filled program.

Leaders, you have made a commitment, to prepare your pack for camp. This booklet is designed to help you prepare the committee, parents, and Scouts for this adventure.
A Day Camp Leader orientation will be held prior to each Day Camp Session with dates and locations to be announced as soon as possible. Adults planning on attending camp with the pack are encouraged to come to this orientation. Please copy the enclosed pages or download this guide from the French Creek Council Website (www.frenchcreek-bsa.org) and bring it with you to the orientation. Each orientation meeting will provide information about Day Camp and include a question and answer period to help prepare adults for the Day Camp Experience.

Descriptions for each of the volunteer positions can be found within this guide, remember recruiting the right parent or leader to perform each job will ensure that your pack has a great camp experience. We look forward to meeting you at the orientation meeting for the day camp your pack is attending.

Sincerely yours in Scouting,

The French Creek Council Day Camp Committee
Richard "Deac" Eakin – Council Camping Committee Chairman
Mike Cidor - Council Staff Advisor
Kiley Myers - Day Camp Director
Kenda Hoovler - Chief Kiondashawa District Day Camp
Angela Nichol - Washington Trail District Day Camp
TBD - Oliver Perry District Day Camp
Jodie Chittester - Colonel Drake District Day Camp

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French Creek Council Day Camps Planning

In Order to help you prepare for your Pack's week at Day Camp, the following calendar has been compiled.
Please feel free to copy any information from this Leader's Guide for your parents and Scouts.

January & February

- Contact your District Camping Chair for Camping Promotion
- **Request a Day Camp promotion at your Pack's Blue and Gold Banquet**
- Plan necessary fund raisers to support your Day Camp experience
- CAMPERSHIP INFO DISTRIBUTED TO PACK

March & April

- Conduct fundraisers
- Give out Parent Information
- Line up transportation and adult help
- **Attend District Day Camp Leader's Meeting**
- **CAMPERSHIP FORMS ARE DUE APRIL 1st**

May & June

- **May 15 — all Registration Forms and Fees are DUE for Early Bird Fee.**
- **June 1 is the last day to Register for Day Camp - (FULL Fee applies)**

June-July

- Go to Day Camp and have FUN!

After Camp

- Thank all your leaders and parents who helped. Request thank-you letters for employers.

French Creek Council Day Camp Mission

Day Camp Committee's MISSION STATEMENT:

Day Camp nurtures the spirit of teamwork and belonging, through the ability to experience new activities in a safe outdoor environment with the element of FUN.

Introduction

French Creek Council operates Day Camps throughout Northwest Pennsylvania. Each Pack may choose to attend any or all of the camps. Attendance at Day Camp can count as an activity toward earning the National Summertime Pack Award and partially meets the outdoor activities requirements towards earning the National Quality Unit Award. Day Camp puts the **Outing in Scouting** and contributes to providing Cub Scouts an introduction to outdoor adventures. This guide is designed to help prepare for attending Day Camp, if you have specific questions, please contact any of the Program Directors or Day Camp Director at the phone numbers listed on page 7.

Become Familiar with this Guide:

Please review this guide, becoming familiar with the policies and procedures. This document is designed to provide the necessary information for you and your Scouts to have a productive and safe Day Camping experience.

Camp Dates

Camp dates for 2012 are as follows:
SESSION SITE LOCATION & CITY DATES

Oliver Perry
Erie County Technical School
8500 Oliver Road
Erie, PA 16509
June 19 – 22, 2012
Registration Starts: 8:30 am
Program Starts: 9:00 am
Program Ends: 3:30 pm

Colonel Drake
Victory Heights Community League
1033 Victory Church Rd
Franklin, PA 16323
July 10 – 13, 2012
Registration Starts: 8:30 am
Program Starts: 9:00 am
Program Ends: 3:30 pm

Chief Kiondashawa
Transfer Harvest Home Fairgrounds
117 Edgewood Dr. Ext.
Transfer, PA 16154
June 26 – 29, 2012
Registration Starts: 8:30 am
Program Starts: 9:00 am
Program Ends: 3:30 pm

Washington Trail
Pioneer Showgrounds
16601 Highway 198
Saegertown, PA 16433-3317
July 24 – 27, 2012
Registration Starts: 8:30 am
Program Starts: 9:00 am
Program Ends: 3:30 pm

Camp Fees & Registration

The fee for Cub Scout Day Camp is $85.00, early bird fee if paid on or before May 15, 2012, will be $75.00. Scouts that their Parents are selected to serve on the Day Camp Staff for the entire session may attend Day Camp at a discounted fee of $15. These volunteer positions are limited and selected at the discretion of each Camp Program Director and Council Staff Advisor. Every parent volunteer selected **MUST** attend Day Camp Staff Training on April 28, 2012 and attend setup day (the Monday before camp) in order to receive the discounted attendance voucher for their Scout. If interested please contact the Program Director listed on page 7.

The Pack's registration forms are included in this guide.

HEALTH FORM REQUIRED for all Scouts
Adults are free, but a HEALTH FORM IS REQUIRED.
**Siblings are strongly discouraged and will not be allowed to participate in the program; if siblings must attend they are required to have a HEALTH FORM.

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.

Cancellations, Dropouts, Transfers

1. All refund requests must be submitted on an Official Refund Request Form 30 days prior to your scheduled arrival at camp. No refunds will be granted without 30 days 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 Scouts' 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 September 1, 2012.
3. No refund requests can or will be accepted at camp.
4. Requests for refunds must have the Unit Leader's approval (signature).
5. All requests will be subject to a $20.00 cancellation fee.

6. All refunds will be made back to the unit account.
7. Refund requests will not be processed until after the refund deadline and could take up to 90 days to process.

In place of a refund, fees including deposits are transferable to another Scout in the unit.

Official forms are available at the McGarvey Service Center, or at www.frenchcreek-bsa.org and by clicking on the "Camp" tab.

Day Camp Points of Contact and Policies

Serving on Staff

Anyone interested in serving on Day Camp Staff should contact the Program Director of the Day Camp that they plan to attend.

Day Camp Location	Program Director	Director Phone Number	Email
Erie County Technical School	TBD	814-868-5571	
Transfer Harvest Home Fairgrounds	Kenda Hoovler	724-475-2106	khoovler@windstream.net
Victory Heights Community League	Jodie Chittester	814-676-6735	ohchit@csonline.net
Pioneer Showgrounds	Angela Nichol	814-398-8539	angelstorm3450@yahoo.com

Staff—Easily recognized and Properly Trained

Area Program Directors will organize a staff based on the number of pre-registered Scouts at each camp location. The Program Staff along with the Advisor are all members of the Council Day Camp Committee. This committee meets monthly basis to plan and prepare for the upcoming Day Camp Operation. Camp Staff members will wear a special nametag and Staff Day Camp Shirt, which will easily, identify them as a staff member and someone that has completed an extensive Council training session. These staff members are volunteers, not paid employees, therefore if you encounter a situation with any of the staff members, please bring your concerns to the Program Director before camp ends for the week. French Creek Council is Pro-Active when dealing with issues of any kind.

Day Camp Theme:

Every year, the Day Camp Committee meets and selects a universal theme that all Day Camps use to fulfill the Day Camp Mission Statement. "***Cub scouts...We are out of this world***" is this year's 2012 theme based on exploring Scouting's deep connection with Space travel and history.

Day Camp Program Highlights

Highlights— Each group will be given a schedule to follow throughout the day. Activities listed below will be at most area camp locations. Specific questions or Scouts requiring special assistance with any activity or area, please contact the area Program Director as soon as possible to discuss your situation.

Special Needs— If you have a Scout with Special Needs please inform the Program Director two weeks prior to camp and offer suggestions on assisting the Scout to complete the program to the best of their ability.

Parent Permission for Camp Related Activities— Units should hold their own Camp Orientation meeting for their parents, sharing the contents of this guide and discussing the "Camping Opportunities Guide" which each Scouting family received in the mail. Any activities that the parent does not permit their Scout to participate in should be recorded by the Unit Camp Coordinator and then on the first day of camp they should let the area Program Director know. A Scout and/or his parents have the right to choose not to participate during that program period; however he will still be required to stay with the group until the group's station time is finished. A Scout will NEVER be forced to do an event or activity.

Most Day Camps will include the following activities:

Archery
BB Guns
Crafts
Games
Nature
Scout Skills

Advancement

The major intent of the Day Camp Program is FUN, designed to have Cub Scouts learn new skills and perfecting old ones while enjoying themselves! Day Camp staff does not keep track of advancement while Scouts are at camp. All achievements that may be included within the day camp program are not automatically completed, but are objectives of the program.

Ask your adult leaders to keep track of which boy's complete advancements, and then the pack has the option of accepting these objectives towards the completed advancements.

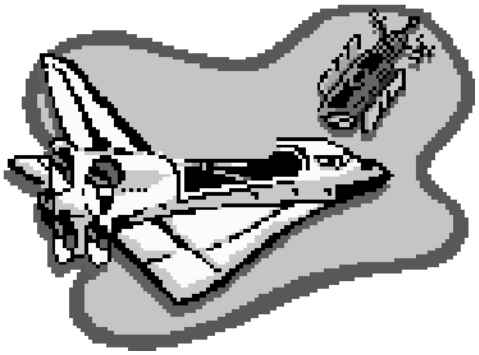
Transportation

Transportation to and from the Day Camp site is the responsibility of the parents and the Pack, car pools are encouraged and can be part of the fun. Boy Scouts of America policy is that everyone riding in a vehicle must have a seat belt and truck beds, trailers, and campers are NOT permitted to transport passengers. The *Guide to Safe Scouting* has a list of acceptable modes of transportation that are permitted, or if you still have questions, call your District Executive. While driving in any BSA sanctioned camps the speed limit is 10 MPH, no exceptions, and parking permitted in designated areas only.

Day Camp Welcome and General Information

National and Local Policies

- ALL Packs are required to have 2-deep leadership (at least one registered leader and either a parent (21 or over) or another registered leader per group per day) while attending Camp.
- All vehicles must be kept in the assigned parking area.
- In compliance with Pennsylvania State Health and Safety Codes, no dogs (other than service animals) or other pets are permitted in camp during the Day Camp session.
- A Pack Leader or member of the Day Camp Registration Staff, or the Camp Director, must verify any Scout that is absent or a no-show.
- Any Scout or adult leader leaving camp at anytime other than the day's end needs to check out at the Day Camp Registration Area prior to departure. Scouts will be released in accordance with French Creek Council Day Camp policy, which is contained in this Leader's Guide.
- Per the National Policy on Transportation of Scouts, these are the necessary guidelines:
    1. All drivers must possess a valid license.
    2. All drivers must be 21 years old or older.
    3. The vehicle must have a valid inspection sticker and currently registered.
    4. A relief driver is a good precaution.
    5. Minimum Liability Insurance of $50,000-$100,000.
    6. Truck beds may not carry passengers.
    7. PA law requires seat belts to be worn. One boy per seat belt is required.
    8. Traffic regulations must be adhered to.
    9. If bus transportation is utilized, proper licensed and certified drivers and insurance verification must be given to the pack leadership.
- Smoking is prohibited in all buildings and program areas of Day Camp locations
- French Creek Council Day Camp and its locations are guided by the **Scout Oath**, **Scout Law** and the **Outdoor Code**.



“Information to Share”

Day Camp

The Information to Share Section
This section will provide answers to those important questions parents might have. Copying the pages with the heading “Information to Share” for the parents, is a good way to begin the Day Camp adventure meeting thus, encouraging parents to send their Scouts to camp.

What to Bring to Camp

Cubs Should Bring:

- Medication in the original container (see pg 12 for details)
- Comfortable Shoes (No open-toed Shoes)
- Sack Lunch and Drink (non-perishables)
- Rain Gear
- Insect Repellent AND SUNSCREEN (No aerosols)
- Camp T-shirt

Uniforms and Other Clothes at Day Camp

It is often easy to forget the simple items and we feel that a few lists might help. Scouts are required to wear the Official Camp Uniform (required by BSA for every registered camper) which consists of: shorts or blue jeans, sneakers or other sturdy shoes and the Day Camp T-shirt. Depending on weather conditions optional items might include a hat, sweatshirt, rainwear or jacket could be appropriate attire for Day Camp. Each registered Scout will receive their T-Shirt on the first day of Day Camp, which must be worn by the camper at ALL TIMES DURING CAMP.

Rain day coats or other additional weather related item may be stored with lunches until needed. Scouts might also like to bring a light backpack for carrying items, and don’t forget $$ for the Trading Post.

Lunch and Beverages at Day Camp

Lunch is scheduled around noon each day and will last approximately 30 minutes, followed by some type of “quiet-time” activity which usually lasts approximately 30 minutes. Station rotations will resume following the quiet activity.

Everyone (boys, adults and other siblings attending camp) needs to provide his or her own lunch and beverage at Day Camp. Please do not send glass containers, and do not send foods that are prone to spoilage. Due to time constraints you will <u>not</u> be able to cook meals while attending Day Camp, and remember there are no refrigerators at camp. Your Pack is welcome to bring a cooler to store lunches, though this is up to the unit, so please check with your pack leader to see if they are planning to have a cooler at Camp. All lunch containers/coolers should be marked with the Scouts names to make lunchtime distribution easier. Beverages (including bottled water) will be for sale at the Trading Post, so remind your Scouts and Parents to have extra cash. The Trading Post is cash only and will not accept any personal, or unit tabs during Cub Scout Day Camp. All campers are required to remain in camp for lunch, as there is NOT enough time to checkout and check back in during the lunch break. Deliveries will not be allowed due to time constraints, this is NOT an option, even if you know the area.

Lost and Found

Lost items should be turned into the Trading Post, as soon as they are found, then at the end of each day before dismissal Scouts will have a chance to reclaim them upon recognition.

Visitors to Camp

For liability and safety reasons, all visitors must sign in at the camp registration area. In cases of Joint Custody issues—parents must work this out between themselves ahead of time. No youth will be released without a completed Youth Release Form, and if requested a proper Photo ID. Visitors will not be permitted to randomly wander around during Day Camp operational hours.

Cell Phones

Scouts should not bring cell phones to camp.

Cub Scout Leave No Trace

All campers are expected to clean up after themselves but why not take it one step further? Check out the requirements for the Cub Scout Leave No Trace Award? You can find information at this link: http://www.usscouts.org/usscouts/advance/cubscout/leavenotrace.asp or the Council Office.

Open Flame— All sources of flame (lighters and such) are prohibited by non-adults.

Camper Discipline

Parents need to be reminded that when at Day Camp, these "sons" are Cub Scouts first; therefore there will be NO screaming, yelling, grabbing, tugging or hitting of any Scout by any adult including a parent. A camper that does not listen to Staff leadership will receive a verbal warning and if another incident occurs, the camper will be asked to leave the camp. We want every Cub Scout to have a quality experience, discipline is not something that the volunteer staff is trained in, nor has the time to devote to it. Discipline issues are related to a "Special Needs" Scout, the parent or guardian will be required to make alternate arrangements. (Walk with Scout, TSS, etc).

Day Camp No'-No's

The safety of the Cub Scouts and Webelos Scouts is ALWAYS the top priority. To keep all Scouts safe, here are some Do Not's that need review with all Scouts and parents PRIOR to Day Camp.

No firearms, pocketknives, or any weapons.

No glass containers or aerosol cans.

No tobacco products, including chew.

No pocket lasers.

No Pets—with the exception of service animals-

Scouts or adults are NOT permitted to remove any animal or wildlife from the camp.

No matches or lighters

No Stick and Stone Throwing

NO Alcoholic Beverages and Illegal Drugs— Offenders will be immediately removed from camp upon discovery. NO EXCEPTIONS.

No Gameboys, electronics or Bad Attitudes!! This list applies to adults as well as Scouts.

Buddy System and Walking in and around Camp—Scouts are placed into groups with adults and travel together from program location to program location throughout the day. All Scouts must use the "Buddy System" when traveling in camp.

Health Forms

Anyone participating in Day Camp MUST have a current medical form (item number 34605) sections A and B are required to be turned in upon each camp's initial registration day. A medical examination by a physician is not required unless some condition exists or is discovered that merits such an examination, all examinations will be done at the individual's expense.

The Camp Health Officer only provides FIRST AID not Medical Treatment

Medications & Prescriptions at Day Camp

- All Medications must be in their original containers with their original labels.
- All medications need to be put in a Zip Lock type Baggie with the Scouts name and pack number.
- Every person attending Day Camp who requires prescription medications while at camp must **leave** those medications with the First Aid Staff each day. During check-in each day the First Aid Staff collects and confirms the times when dosages are needed in accordance with the prescriptions. Arrangements will be made to bring the Scout to the First Aid area.
- Medications needed for life threatening conditions, including bee-sting or heart medication, inhalers, or for a limited amount of medication approved for use in a first aid kit may be carried by the camper as long as the Pack Leader and the First Aid Staff are aware of the conditions that require its use. **(Note: These "carry-along" medications STILL NEED TO BE RECORDED ON THE Medication Form, with the included dosage.**

If medical personnel are on hand as volunteers or adults, and would like to make their services available, we ask that you let the Day Camp Director know.

Emergency Messages and Procedures

If someone needs to reach a camper or staff member during Day Camp hours, you may call the French Creek Council Office at 800-851-2392 and convey the message including (staff or camper, pack number, and a call back number). The Council staff will reach and convey this information to the Day Camp Program Director and/or Day Camp Director.

***Emergency Procedures*: 3 horn blasts—STOP, ASSEMBLE AND GO**
TO THE DESIGNATED SHELTER AREA, IMMEDIATLY (Staff will help you get to this area)
In the event of any emergency that warrants the stopping of camp activities, all campers and adults will assemble by group and proceed to the designated shelter area.

Day Camp Health, Safety and Emergency

Inclement Weather
The weather is one part of camp that we cannot control. We always request sunshine but sometimes it comes in liquid form (rain). Each camp will have its own set of procedures in the event of severe

weather. However, camp will continue in a light rain so please have all Scouts bring rain gear. If you are unsure if the weather warrants cancellation, please call the Council Office at 814-868-5571 or 1-800-851-2392.

Day Camp Store and Memories

Camp Photo

Group pictures will be taken during camp and plan to be distributed the last day of each camp.

Trading Post (Camp Store)

There will be a Trading Post available at all camps for Scouts and adults to purchase candy, chips, snacks etc, and extra t-shirts and Scouting items may also be available. The Trading Post will honor "Scout Bucks" at Day Camp, with the same guidelines as the Council Scout Shop (Change is not given for Scout Bucks'.)

CAMP T-SHIRTS:
T-Shirts Pre-Order Form

Every Scout who is pre-registered by June 1, 2012 will receive a camper shirt, after June 1st, 2012 shirt sizes will not be guaranteed. Parents, adults or siblings that would like a Day Camp Shirt should PRE-ORDER and pay for them before the June 1st deadline, using the enclosed Pre-Order Form in this guide. The pre-order shirt will be the same design and color as the Scout camper shirt; this form can be used by parents wishing to order EXTRA shirts for themselves and their Scouts.

Security and Safety

Scouts are required to wear the Camp T-shirt daily to easily identify them as participants in our program; one shirt is included in the cost of every pre-paid camper. Along with wearing the Camp T-shirt every Scout will be required to wear his name tag and the Buddy System will be strictly enforced. These procedures are designed to help ensure a safe and secure environment for our Scouts and adults. All Day Camp locations go through a rigorous accreditation process consisting of over 60 mandatory standards of operation, dealing with health and safety facility, program operations and camp staff training. A Trained visitations team will visit every Camp location and review these standards for compliance.

Pre-Camp Planning

The key to getting off to a great start is to follow these simple unit steps:

1. Plan Blue & Gold—ask for a camp promotion, have your parents watch for the camp mailer sent to them from Council.
2. Have a unit committee meeting and select a Unit Camp Coordinator.
3. Have parents commit to Day Camp with the Unit Camp Coordinator with check made out to Pack.
4. Have the Unit Camp Coordinator attend the Camp Leader's Meeting TBA.
5. Plan a parents meeting to discuss camp and make concrete decisions.
6. Ask parents to make commitment to become involved as Group Leaders Walkers, or Camp Coordinator.

7. Make unit copies and mail or drop off Unit Roster with Pack check to Council office by May 15, 2012, for Early Bird deadline.
8. Contact Program Director and ask questions.
9. Have Parents complete Health History Form and take it with them to the Day Camp.

Adult Expectations

French Creek Council Day Camps provide a fun and action packed program, however, it is the Pack's responsibility to send an adequate number of adults to supervise the boys as they participate. A minimum of 2 adults is required to meet youth protection standards for Day Camp. Our suggestion is a minimum of 2 adults from each pack, or for larger packs at least 1 adult for every 8 boys. Packs that have difficulty providing adult supervision for your pack, should contact the Program Director of the camp you plan on attending. Larger Packs with a large number of Scouts can be divided into two groups, but still need to have the correct number of adults required for each group.

Unit Day Camp Coordinators Job Description

It is strongly recommend that your Pack select one adult as your Unit Day Camp Coordinator.

1. Collect each Cub's registration form and make sure that it is filled out correctly and completely.
2. Promote a Summer Cub Scout Camping Experience for every boy.
3. Keep list of sign-ups of Scouts and Adults.
4. Coordinate fundraisers to reduce camp costs. (If your pack needs this)
5. Arrange transportation and adult leadership for the pack's time at camp.
6. Attend the Pre-camp Leader's Meeting.
7. Collect individual registrations and turn them into the French Creek Council offices with a deposit made out to the French Creek Council by due dates.
8. Make sure that a copy of the after camp advancement record is given to a parent/guardian for each boy within the unit following camp.
9. Make sure that all boys who attended a Summer Camping Experience are recognized at the first Pack meeting of the year.

The Group Leader—their responsibilities….

Group Leaders will be the lead adult for their group while in Day Camp.
Daily expectations that will help the day camp staff are as follows:

• Arrive at camp early and get the pack folder at registration, wait for campers, take attendance and immediately report any missing campers or walkers to the Program Director.
• Assign walkers for small groups of campers; remember 2-deep leadership & Buddy Plan.
• Ensure that any Scout that has medication takes the medication to First Aid as required.
• Help walkers keep the campers at the program station; remind campers to be polite, courteous and kind to staff in the program areas; also control their group for noise, rough play, throwing rocks, sticks etc.
• Observe "Leave No Trace" by picking up trash and refuse, whether it's **yours or not.**
• Ensure that campers use designated toilet facilities between program stations. There is approximately a 10 minute break between stations to visit restroom and trading post.
• Assist the staff at each station by helping all the Scouts accomplish the activity. (Note: encourage the walkers to also assist at stations).
• Be especially watchful at the BB and Archery Range.
• Conduct Group Time help (if offered) to make the den flag, practice cheers, yells, and skits/songs.
• Ensure that Campers drink water at every station.

• Ensure that each Scout that has medication goes to First Aid and signs out his medication before leaving for the day.
• Check off each scout and adult as they depart.—Campers are ONLY to be released from the Registration Station.
• Return the pack folder to the Registration area and give it to a staff member.
These are general items. The Program Director will give you more specific instructions at camp.

The Pack Walker—their responsibilities….

Pack Walker's main responsibility is to assist the Group Leader with the den and help out with the Scout's needs. Group Leaders will handle discipline issues, when the Scout that needs discipline is your own. Discipline issues involving other Scouts within the pack will be discipline under the Pack policy.

The Pack Walker should:
Daily:
1. Have FUN and encourage the Cub Scouts to have fun also!
2. Have Cub Scouts at the assembly area on time for opening and closing ceremonies each day.
3. Help Day Camp run on a smooth schedule by arriving and leaving the program areas ON TIME!
4. Stay with your group.
5. Help supervise your group at all program areas.
6. Join in the program whenever possible. The staff will appreciate your active involvement in teaching and guiding the boys, but please respect their authority, even if you have expertise in the area. Each program area has been designed under BSA guide lines, but if you have something to add, please talk to the staff privately, don't interrupt the teaching process. BSA is always looking for staff volunteers every year; please let us know if you can help.
7. Take a head count at every program area. If a person is lost, notify the Camp Program Director IMMEDIATELY. DO NOT CONDUCT A SEARCH ON YOUR OWN. A search plan exists to help you.

Change in Den Walker Information

Any change in adult information should be made before the next day of camp. Remember that every adult leader needs a completed health form on file.

Day Camp Group Travel, Arrival and Departure

Check In and Check Out

Plan on arriving at your Day Camp check-in location early enough to ensure that all Scouts and adults arrive in time to check-in at registration. At check-in Groups will be formed and all health forms will be verified, and any medications will be checked into First Aid. Opening ceremonies begin promptly, for exact check-in/departure times, contact the area Program Director.

Check In - Packs should gather together in one area, once the Pack is together, one leader should register everyone with the Pack while the boys wait with their other leaders.

According to National Standards, verification of absentees or "no shows" will be conducted by the camp leaders at check in/registration time. **Registrations WILL NOT BE ACCEPTED AT THE AREA Camp, All participants MUST be PRE-REGISTERED.** If you are planning to do a spring recruitment, please take this into consideration, as this policy will be enforced. Program Directors need time to prepare your unit's Day Camp and everyone must follow the pre-registration policies.

Early Dismissal from Camp/Check out

Anyone leaving camp prior to dismissal **must** sign out at the Registration area. Requests for early dismissal will require an Early Release Form, any other written note or form of communication will NOT be honored. Scouts will not be released to anyone not designed on the Early Release Form and they must have a form of photo ID to show, if asked, before the Scout will be release. Approval for early release can only be given by the Program Director.