

Cub Scout Day Camp Leaders' Guide





Dear Pack Coordinator,

Welcome to the French Creek Council Day Camp Program. Day camp promises to provide your Tigers, Wolves, Bears and Webelos with a very exciting and fun-filled program.

You have made a commitment, as their leader, to prepare your pack for camp. This booklet is designed to help you prepare your committee, your parents and your Scouts for this adventure.

A Day Camp Leader Orientation will be held prior to each day camp with dates and locations to be announced as soon as possible. **All adults attending camp with the pack are encouraged to attend this orientation.** 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. The orientation meeting will help prepare adults and give them the opportunity to ask questions concerning camp.

Please find a description for volunteer positions in this guide. Recruiting the right parent or leader to perform these jobs will ensure that your pack has a better camp experience. We look forward to meeting you personally at the Day Camp Leader Orientation.

Sincerely yours in Scouting,

The French Creek Council Day Camp Committee

Bonnie Hubauer
Day Camp Director



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Unit Day Camp Planning Calendar

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 Leaders' Guide.

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
- Go on-line and register your Pack for a Day Camp Session.
- Campership Information available from web site

March & April

- Conduct fundraisers
- Give out parent information
- Line up transportation and adult help
- **Attend Day Camp Leader Orientation.**
- **Campership Applications due April 1st**

May & June

- **May 15 — All Online Registrations and Fees are DUE for Early Fee.**
- **2 weeks prior to start of camp 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.

MISSION STATEMENT:

To nurture the spirit of teamwork and belonging through the ability to experience new things in a safe outdoor environment while encompassing the element of FUN.

Day Camp Welcome and General Information

Introduction

French Creek Council operates day camps throughout Northwest Pennsylvania. A pack may choose to attend any or all of these camps. Remember, attendance at day camp counts as an activity toward earning the National Summertime Pack Award. Outdoor activities are also a requirement to earn the National Quality Unit Award, which may be partially met by attending day camp. Most importantly camp provides an opportunity to put the “**Outing in Scouting**” and contributes to our job of keeping the promise to the families who join cub packs. This guide has been designed to help you as you prepare for camp. If you have specific questions, please contact any of the Program Directors or the Day Camp Director at the phone numbers listed on page 7.

Become Familiar with this Guide

Please review the contents of this guide and become familiar with the policies and procedures. We created this document with the intent of providing you, the volunteer, with enough information to have a **quality** and **safe** day camp experience for you and your scouts.

Pre-Camp Planning

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

1. Plan a camp promotion at your Blue and Gold or Pack Meeting
2. Have a unit committee meeting and select a Unit Camp Coordinator
3. Have parents complete the registration form and the T-shirt pre-order form and turn it into the Unit Camp Coordinator.
4. Have the Unit Camp Coordinator attend the Day Camp Leader Orientation
5. Plan a parent meeting to discuss camp and make concrete decisions.
6. Ask parents to make the commitment to become involved as a group walker, or Camp Coordinator.
7. Make unit copies and mail; or drop off forms to Council office by May 15 for Early Bird Discount
8. Contact Program Director and ask questions.
9. Have parents complete BSA Annual Health and Medical Record (Part A and B). They must take it with them to the day camp on the first day of camp.

Camperships

The Order of the Arrow, Langundowi Lodge, of the French Creek Council has money available for Camperships. Applications are available from the French Creek Council Website (www.frenchcreek-bsa.org). For more details call the French Creek Council at 800-851-2392. Applications are due by **April 1st**. A volunteer committee reviews, approves and notifies the recipients by mail. It is the scout parent’s responsibility to submit this information to the boy’s unit leader.

Cancellations, Dropouts, Transfers

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 days notice except under the following extenuating circumstances:
 - a. Illness of Scout prevents his attendance. (A signed doctor's excuse is required)
 - b. Illness or death in the camper's immediate family prevents his attendance.
 - c. Family relocation makes attending camp impractical.
 - d. 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.
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 \$30.00 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, 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 www.frenchcreek-bsa.org

Day Camp Group Travel, Arrival, and Departure

Check In

Plan on arriving at your day camp location early enough to ensure that all Scouts and adults can check in at the registration area. When the pack is together one leader should register the whole pack while the boys wait with the Pack's other Walkers. Groups will be formed at check in and all health forms will be verified. Medications will be checked into First Aid and all registrations will be confirmed as 'paid in full.' Opening ceremonies begin promptly. In accordance with National Standards, verification of absentees or "no shows" will occur by the camp leadership at check in / registration time.

Early Dismissal from Camp/Check out

If you have to leave camp prior to dismissal you **must** sign out at the registration area.

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.** We suggest, as a minimum, at least 1 adult for every 8 boys with a minimum of 2 adults from each pack. If you have difficulty providing adult supervision for your pack please contact the Program Director of the camp location that you plan on attending. Keep in mind that if your pack is sending a large number of boys your pack could be divided into two groups. Adult leaders will be required for each group.

Unit Day Camp Coordinators - Job Description

We strongly recommend that your pack select one adult as your Unit Day Camp Coordinator.

1. Promote a summer cub scout camping experience for every boy.
2. Coordinate fundraisers to reduce camp costs. (If your pack needs this)
3. Arrange transportation and adult leadership for the pack's time at camp.
4. Attend the Camp Leaders' Orientation Meeting.
5. Collect information from each cub attending (Name, Rank, Allergies, Medications)
6. Register the cubs online by June 1st (May 15th for Early Bird pricing)
7. Make payments through the online system (by May 15th for Early Bird pricing)
8. Ensure that all cubs have complete medical forms (Part A and B) to bring to camp.

The Group Leader—their responsibilities....

The Group Leader will be the lead adult for their group while at 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 & the buddy plan.
- Ensure that any Scout that has medication takes it to the First Aid station 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. Control their group for noise, rough play, throwing rocks and 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 the 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 Ranges.
- Conduct group time (if offered). Help to make the den flag and 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....

The Pack Walker’s main responsibility is to assist the Group Leader with the den and help out with the scout’s needs. The Group Leader will handle discipline issues. In cases where the scout that needs discipline is your own; the pack discipline policy still should be upheld.

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!**
2. Stay with your group.
3. Help supervise your group at all program areas.
4. Join in the program whenever possible. In some program areas the staff will appreciate your active involvement in teaching and guiding the boys. Please respect their authority in their area, even if you have expertise in the area too. Talk to them privately if you think you have something to add to their program. Be sure to volunteer for staff next year - we need you!
5. 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 Theme:

Every year, the Day Camp Committee meets and selects a universal theme that all camps use to help fulfill the Day Camp Mission Statement. Theme information can be found on the attached info page.

Day Camp Program Highlights

Each group will be given a schedule to follow and will travel to each program area throughout the day. The activities listed below will be at most area camp locations. If you have a specific question or require special assistance with a certain activity or area, please call the area Program Director and discuss your situation.

Special Needs — If you have a scout with special needs please inform the Program Director by May 15th and offer suggestions to assist the scout in completing as much of the program tasks as he can.

Parent Permission for Camp Related Activities— Units should hold their own Camp Orientation meeting for their parents. Share contents of this guide and discuss the contents of the “Camping Opportunities Guide” that each Scouting family received in the mail. If there is an activity that the parent does not permit the scout to participate in, the Unit Camp Coordinator should make a record of it and let the area Program Director know at the first day of camp. A scout may choose not to participate on his own during that program period. He still will 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	Games	Scout Skills
BB Guns	Trading Post	
Crafts	Nature	

Advancement

The major intent of the day camp program is FUN! Boys will also learn while enjoying themselves! The camp staff does not keep track of advancement at camp. Also, be advised that all achievements that may be included in the day camp program are not automatically completed, but are rather objectives of the program. Ask your adult leaders to keep track of which boy’s complete advancements. Your pack has the option of accepting these objectives as 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 are part of the fun. Everyone riding in a vehicle **must** have a seat belt. Beds of trucks, trailers, and campers are **NOT** permitted to transport passengers. If you are in doubt of what transportation methods are permitted, please check your Guide to Safe Scouting, or call your District Executive. **Driving in camp is 10 MPH. Park only in designated places.**

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. Extra t-shirts and scouting items may be available. The Trading Post will honor “Scout Bucks” at camp, with the same guidelines as the Council Scout Shop. (Change is not given for Scout Bucks.)

CAMP T-SHIRTS:

Every Scout registering for camp will be given a Day Camp Themed T-Shirt at the beginning of camp. The shirt size will be the size selected during the online registration process. Additional shirts may be purchased in advance through online registration. A limited number of shirts will be available for purchase at the Trading Post.

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 in attendance at Camp.
- ✿ All vehicles will 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, at the discretion of 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. Boys will be released in accordance with French Creek Council Day Camp policy, which is contained in this Leaders’ 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

We have created this section as a way to help you provide answers to those important questions parents might have. Feel free to copy the pages with the heading **“Information to Share”** for your parents. It makes a great place to start.

What to Bring to Camp

Cubs Should Bring:

- ◆ Medication in the original container (see pg.14 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. The Official Camp Uniform (required by BSA for every registered camper) consists of: shorts or blue jeans, sneakers or other sturdy shoes. Optional hat and a sweatshirt or jacket is appropriate attire for day camp. Your scout will receive his T-Shirt the first day of day camp. The campers **MUST** wear this shirt at **ALL TIMES DURING CAMP**. Be prepared for rain every day. Items may be stored with lunches until needed. A light backpack for carrying items is recommended. 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 and then be 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. Do not use foods that are prone to spoilage. Please do not plan on cooking, due to time constraints. There are no refrigerators at camp. Your pack may want to bring a cooler to store lunches. Parents, please ask your leader about the cooler. (This is under unit planning.) Please be sure to mark all lunch containers/coolers accordingly. There will be beverages (including bottled water) for sale at the Trading Post. IOU's are not taken, nor unit tabs, at the Trading Post. All campers are required to remain in camp for lunch. There is **NOT** enough time to checkout for lunch at a restaurant. Even if you know the area, this is **NOT** an option. Also, deliveries are not allowed due to time constraints.

Lost and Found

Lost items will be brought to the Trading Post. Items will be shown each day before dismissal and will be returned 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, a note from the parent and proper Photo ID. Random wandering by visitors is not permitted.

Cub Scout Leave No Trace

All campers are expected to clean up after themselves but why not take it one step further? Why not 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.html> 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. Any 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. Although 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. If the discipline is related to a “Special Needs” issue, then the parent or guardian needs 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. In order to keep all scouts safe, here are some Do Not’s that you need review with your scouts and parents PRIOR to day camp.

Cell phones - Scouts should not bring cell phones to 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 - Neither scouts nor adults are permitted to remove any animal or wildlife from the camp.

No matches or lighters

No stick or stone throwing

No alcoholic beverages and illegal drugs— Offenders will be immediately removed from camp upon discovery. NO EXCEPTIONS.

No 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. Anytime scouts travel in camp they must use the “Buddy System.”

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. Remember, if an adult serves on staff for all four days of camp, attends the training session prior to camp, and attends the setup day - their Cub Scout may attend for \$15, based on space availability, and camp director approval.

Staff — Easily Recognized and Properly Trained

The Program Directors at camp organize a staff based on the number of pre-registered scouts. The program staff and advisor are all members of the Council Day Camp Committee. This committee meets monthly to plan and prepare for the upcoming Day Camp Operation. The camp staff will wear a special nametag and staff day camp shirt, which is a different color that easily identifies them. The staff attends an extensive Council training session. Although we call them staff members, these are volunteers, not paid employees. If you encounter a situation with any of the staff members, please bring concerns to the Program Director before that day of camp ends. Our goal is to be pro-active in dealing with issues of any kind.

Health Forms

Anyone participating in Day Camp MUST have a current medical form turned in on the first day of camp. The individual medical form (item number [680-001](#)) sections A and B are required. A medical examination by a physician is not required unless some condition exists or is discovered that merits such an examination. Examinations are 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, IMMEDIATELY (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 boys bring rain gear. If you are unsure if the weather warrants cancellation, please call the Council Office at 814-868-5571 /1-800-851-2392.

Security and Safety

Scouts are required to wear the Camp T-shirt to easily identify them as participants in our program. The shirt is included in the cost of every pre-paid camper. The scout camper also needs to wear his name tag. These procedures will help to ensure a safe and secure environment for our scouts and adults. The Buddy System will also be strictly enforced. All day camp locations go through a rigorous accreditation process consisting of over 60 mandatory standards of operation. These mandatory standards deal with health and safety facility, program operations and camp staff training. A trained visitation team that reviews these standards for compliance visits every camp location. All requests for early dismissal will be placed on an Early Release Form. Any other written form of communication will NOT be honored. Children will only be released to the designee on the Early Release Form. If you are picking up scouts, please carry a form of photo ID that you may be asked to present before a staff member releases the minor. Approval for early release will only be given by the Program Director.