

Volunteer / Parent Guide

I am excited to be the Camp Director for the Middle Tyger District Camp again this year! I have been involved in cub scouting for over 5 years. I have completed National Camp School training, EDGE and am on staff for Leadership Outdoor Experience for Cub Scouts. I look forward to making this a memorable and positive experience for everyone.

Most importantly, we could not have a camp without you! As an adult staff member / volunteer we ask that you take the time today to read the guidelines and information below. This guide should answer many questions you may have and provide you with a general overview of what camp is all about.

For many boys, Cub Scout Day Camp is the hands down highlight of the summer. Camp is a great opportunity for Cub Scouts and their adult leaders to enjoy a week in the sunshine, exploring their area, participating in a variety of Scout activities, special events, games and field sports with boys from their community and surrounding areas. This guide has been developed for your pack's leadership who will be preparing for Cub Scouts, their parents, and adults from the pack who will attend day camp. Most questions you and your pack members will have about day camp will be answered as you review these pages, so please read them carefully. I will post updates and answers to questions as needed on the Middle Tyger Day Camp website link and via e-mail.

First and foremost, Cub Scout Day Camp is FUN!!! At the same time, we hope that Cub Scouts learn new things and make new friends. While there are a lot of rules and things to remember, we want to assure you that safety and fun are out top priorities. I look forward to seeing all of you at the 2010 Day Camp!

OUR THEME THIS YEAR: Blast Thru The Past – *We will be celebrating 100 Years of USA Scouting traditions this year*

We will be using everyday items to teach cubs about scouting history through games, arts and crafts, conservation, our natural world and other activities which to reinforce knowledge, critical thinking, and hands-on retention. Camp is fun but can be a great way to learn new things at the same time. Your children will also get plenty of physical exercise at camp, so be sure they get enough sleep each night.

We will have a separate program just for our rising and existing Webelo scouts which will teach them skills they need as they approach the transfer into Boy Scouts.

STAFF /VOLUNTEER REQUIREMENTS

Parents, grandparents and other adults over the age of 21 are welcome to volunteer and work directly or indirectly with the Cub Scouts at day camp. If you are willing, we have a place for you on day camp staff. Registration, nurse or EMT, program area(facilitate or assist) and more! All First Class and higher rank Boy Scouts who are at least 14 are welcome to help as a den chief. Any Boy Scout or girl age 14 and older may assist as a staff program aid. All day camp

volunteers should complete a volunteer application, Youth Protection Training and health form to work at day camp as staff. These records will be used by camp administration or health providers ONLY. Medical forms can be returned to you by written request at the end of camp. These forms are used for contact, attendance, audit, inspection and health emergencies and are required by the BSA. Current BOY SCOUTS who act as registered den chiefs will be able to earn service hours. Volunteer verification letters can be written, upon request, for those who need them.

If you are interested in a position which requires special training (BBs, Archery, Aquatics, etc...) let us know. We can help you get the certifications you need. BB and Archery certifications can be used for other BSA sponsored events during the year (Walnut Grove and registered pack events included!)

If you have a current CPR/First Aid/First Responder certification or you are a licensed LPN, RN or Dr. and plan to volunteer at camp, PLEASE let us know.

If you know of a person who might wish to come and speak or present to the kids during camp, please let us know that, too! Guest speakers are important (weather, scouting history, law enforcement, fire and rescue, and animal handlers would be great for this year's program!)

Of course, if you cannot participate in camp but know a local business owner who would like to donate snacks, food, drinks, water, materials or services to camp, we would love to hear from them. Camp is completely volunteer driven and donations of time, materials and services help us keep the operating costs of camp (and therefore, the registration fees) low. We can make just about any donated item work at camp! Plus, it helps reinforce the ideals of scouting (Thriftiness, Conservation, etc...) and our theme this year!

BSA REGISTRATION REQUIREMENTS

Only registered members of the Boy Scouts of America who will enter grades 1-5 next fall are eligible to participate in Cub Scout Day Camp. Boys in this age group who are not registered members of the Boy Scouts of America may not participate. Boys MAY register with a pack in the summer so that they may attend camp. Registration fees for new "scouts" will be an additional \$10 (to cover paperwork) and require an additional application to be completed at the Council office prior to camp. Contact the camp director for instructions. Non-Scout children or those scouts who do not meet Den Chief requirements but who are children of adult volunteers may attend as a TagALong only on the days the parent is volunteering. Tag-A-Longs pay a small fee to cover program materials and t-shirt cost.

PACK LEADERSHIP IN CAMP

In camp, boys are organized into dens, as they are in their home packs. **The ideal way for any pack to attend Cub Scout Day Camp is by den with den leadership.** Individual campers not associated with a pack may also attend. To comply with BSA'S national policies, each Cub Scout day camp den must have AT LEAST two registered

and trained adult leaders or one official Den Chief at all times. It is the pack's responsibility to ensure 2 or 3 five-day leaders for each pack attending camp. (Except rising Tigers – see below) For consistency of the den leadership and familiarity with the program, having multiple parents take a turn for single day of camp is allowed, but each must attend Orientation, complete Youth Protection Training and be committed to being present on their assigned day. The camp director MUST have a list of the leader's names and date of attendance PRIOR to camp. Once the Cub Scout pack ensures adequate five-day leadership, additional leaders, volunteers, parents and relatives are welcome and encouraged to attend. Additional volunteers from each pack are needed to help staff activity stations.

TIGER CUBS

ALL Rising Tiger Cubs (those who will begin 1st grade as of Fall 2008) MUST be accompanied by their adult partner at ALL times. This is a 1 to 1 ratio, and there are NO exceptions.

This is a really fun way to spend some time with your son and you'll remember your camp experiences for the rest of your lives. Our camp is entirely volunteer run which is why the fees are inexpensive, so please consult your day camp director for your specific adult staffing requirements. (Heather Muller 864-574-5671 E-Mail: grits29@hotmail.com)

How You Can Help: Take a day (or five) off and spend it with your son! You can help lead your son and his Den throughout the day, guiding them through various activities, projects, and games. Or, you could run an activity center, helping all of the campers learn a skill, complete a project, or gain valuable knowledge. It is a fun and satisfying experience that is well worth your time investment.

Those volunteers who are present as staff members or den leaders for all 5 days of camp receive a free shirt and a 50% registration discount for ONE child per household. (if applicable) ** This does not apply to required adult partners of Tiger cubs.**

Pre-Camp Set Up and Post-Camp Cleanup

Please consider helping us set up prior to camp. We especially need those parents with trucks who can help us get tents, canopies and tables to and from camp. If you have resources (a truck or trailer) and a few hours to give (even if you won't be able to attend), please contact Heather Muller – Camp Director.

All Volunteers

- **You are a valuable resource to your campers.** Be ready to share your enthusiasm, knowledge and skills whenever possible. **BE FLEXIBLE.** Be prepared with discussion topics to be covered, a song, a game, or a joke. These items make great fillers for that lag time during session changes.
- **If you are a den leader or accompanying parent, you are asked to provide assistance and supervision for your den at each station.** Do not expect the session staff member assigned to the area to be able to handle the boys and their projects without your help.
- **Please try to stick to the scheduling as closely as possible.** We will make every effort to have the boys complete their activities in the allotted time
- **Everyone in camp is expected to adhere to the BSA Youth Protection Guidelines. All den leaders and volunteer staff members must complete Youth Protection Training. (The training can be completed online via www.Scouting.org – Please click on Youth Protection. You will be able to print a card to show you have completed the training.**

Keys to Youth Protection:

- **Buddy System:** Make sure no boy goes anywhere alone.
- **2-Deep Leadership:** Never counsel a camper alone. Always be in plain view of other adults.
- **Bathrooms/ Changing Areas:** Adults are NEVER allowed in the bathrooms or changing areas at the same time as the boys.
 - **Do not allow the boys to become physically or verbally abusive to any person in camp.** Report problems to the Camp Director or Program Director immediately.
 - **Report any obvious or suspected signs of abuse to the Camp Director or Program Director immediately.**
 - **BE AWARE of strangers in camp.** All adult staff and Jr. Staff / Den Chiefs are asked to wear camp name badges. Any adult not wearing a badge should be asked to proceed to the registration area for check-in. Immediately report to the Camp Director or Program Director anything that does not look or feel right.
 - **Alcoholic beverages and controlled substances are NOT allowed in camp.**

The Whistle

A whistle will signal change of stations. One short blast indicates the session will end in five minutes. Two blasts means that it is time to change stations in a prompt and orderly manner. Three short blasts indicates an emergency (outlined later in this guide) One LONG blow is the “all clear” signal.

INJURIES OR ILLNESS

All injuries or illness must be handled by the camp medical officer on staff, no matter how minor, and even if it is your child. If you suspect a child is severely injured, do not move him. Call or send for help. We will have a health officer in camp. Parents will be notified at the end of the day if their child required any minor treatment (bumps, minor bruises, blisters, etc...) Parents will be contacted if any medical treatment off-site is needed or the illness/injury requires parent pick-up (fever, vomiting, diarrhea, etc..)

DEHYDRATION

Day camp occurs during the summer months. During this time, each Scout and adult must carry a water bottle, and constantly drink water throughout the day to combat dehydration. Plenty of water will be made available.

CLOTHES

All campers and adults must wear appropriate attire. All Scout staff, five-day leaders and staff members will wear day camp shirts all five days. All other adult leaders must wear appropriate clothing. **No sport bras or biking shorts are permitted. Name badges and applicable wristbands must be worn while at camp.**

LITTER

Den sites are to be kept neat and clean. Garbage bags will be provided to each den to keep litter under control. Den leaders are not maids. It is the camper's responsibility to keep all areas neat and clean. Leaders should direct the boys to take care of their own housekeeping.

SMOKING

Day camp is SMOKE FREE. Smoking is not permitted in any camp program area, administrative site or anywhere within view of the Scouts. Leaders who smoke are asked to exercise discretion by doing so only in parking lots out of view of Scouts.

If you wish to smoke, first ensure that two other leaders properly supervise your boys, and then proceed to the parking area. Do not light up along the way. Deposit all cigarette butts in a trash receptacle after they have been properly extinguished, and are cool for disposal. Do not drop them on the ground. Littering is contrary to the Outdoor Code, sets a poor example for the boys, and makes a mess for someone else to clean up.

Guidelines for Den Leaders

What do I do?

Pick up your materials, clipboard for your den roster, and anything else designated for your den. Go to your den site, get set up for the day (lunch cooler, den box, etc.). Get ready to greet your boys. Introduce yourself to the boys as they arrive, list them on your

den roster (find out who will be picking them up for the week). Put their lunches into the cooler and get them involved with an activity while waiting for others to arrive. On Monday, when you receive the Cub Scout Tshirts, have them put the shirt they wore to camp into their backpack. If you have a den chief, use him to help supervise the campers. Remember, there will be several leaders at each den site, so don't do everything yourself. Divide up the jobs. Give everyone something to do. Many hands make easy work. When the whistle sounds twice (2 long blows), bring the boys up to the flagpole for the opening ceremony. We will officially open our camp and begin our day's program. Please join us in singing our songs and participate in our silliness. The boys will look to you for guidance. If you don't sing, neither will they. If you stand there like a post, so will they. Relax and have fun. Besides, most of us can't carry a tune either!

At camp, all pack affiliation is dropped. Everyone is part of a new den. We don't have "your boys" or "my boys". They are "our boys". Leaders assigned to a den are responsible for all of the boys in that group. If a boy comes to you for help or a question, please take care of him. Don't tell him to see his own leader. YOU are his leader. Keep your den roster with you at all times. It's a good idea to carry these sheets on a clipboard (we'll provide you with one) and do a head count every time you change sites. Report to your activity sites using the daily schedule provided. Follow the daily rotation schedule. Get your boys to the sites on time.

- **Arrive** at camp at least **15 minutes early** and **SIGN IN EACH MORNING**
- Have the **den box** brought out at Flag to collect lunches, jackets, etc. Have the box taken back to the designated box location until lunch. Return all items in the den box to the boys each day. Pass out any crafts that can go home. Collect all name tags and arm bands from each cub at the end of each day and keep in your den bags. Den bags and folders **MUST** stay at camp. They will be given to Camp Coordinator at the end of each day. We will provide updates, etc..and return the bag to you each morning.
- **Den Chiefs/ Jr. Staff** : Allow these young Scouts and volunteers to assist you. They are not "just one of the boys", they are learning to be leaders. Many will have great stories to tell, games to play, or skills to share. Let them help you help your Cub Scouts.
- **Check-in:** Take roll each morning and at each station change. Report any absences to the Camp coordinator / Registration Staff member for follow-up.
- **Buddy System:** Ensure that boys know about and use the buddy system. When they visit the restroom (port-a-pottys), they must be in pairs. If you have a Den Chief, you may send him with a boy. The Den Chief must wait for and return with the boy.
- **Check-out:** Be aware of the adults who are authorized to pick-up each of your campers. Do not allow a boy to leave with anyone not authorized on the registration form. Send adults not on list to the Camp Director/Coordinator and Registration area for verification.
- **Be aware** of any boy in the den who has **allergy** or **dietary** requirements. The Camp Director has noted this, but advise staff members as necessary.
- Any boys who are **not authorized** to participate at BB's or Archery must not participate. Please check the folder for any notes about this. Non-participants must still wait with their den at the station area.

- **Achievement records:** Every area will have something to check off on the achievement lists. These are very important to mark! (This year, ht eboys will be given PASSPORTS to have achievements checked off...pretty cool!) The Scout will take it home and get these achievements signed off in his handbook. Please encourage boys to complete the activity to the best of their ability. Keep track as you go.

- **Awards:** Cub Scouting is based on instant recognition for tasks tried with a willing heart. Each activity station will have available recognition for each boy when they are finished with their activity in that area. Be sure that every boy gets one and help him place it. DO NOT USE THIS RECOGNITION AS A DISCIPLINARY TOOL.

- **Emergencies:** Adults will NEVER leave the den. Send Den Chief or send two boys (buddy system) to the Camp Director or Program Director if you have a Lost Boy or Medical Emergency. Contact the Camp Director or Program Director immediately. **IF YOU HEAR THREE SHORT WHISTLE BLOWS, MEET AT THE FLAGPOLE, TAKE ROLL, AND WAIT FOR FURTHER INSTRUCTIONS. (ONE LONG WHISTLE MEANS THE EMERGENCY IS OVER.)**

- **PROBLEMS?** Do not hesitate to seek assistance.

EMERGENCY PROCEDURES

THE EMERGENCY ASSEMBLY SIGNAL IS THREE SHORT BLASTS ON A WHISTLE. THE ALL CLEAR SIGNAL IS ONE LONG BLAST.

Den Leaders and Campers: Immediately upon hearing the emergency assembly signal, boys should make sure their buddy is with them, the den leader should account for all campers, and the den should assemble in the flagpole area unless it is unsafe to do so.

Activity directors and Staff: After completing a search of your assigned areas, report to the Camp Director. Wait for instructions or the all clear signal.

Medical Staff: Stay at First Aid Station or move first aid equipment to a safe area if necessary.

REGISTRATION: Check bathrooms and immediate area for stray boys and direct them to rejoin their dens.

Crafts Staff Member: Check in, between and under all cars in the parking lot. Check craft shack and bathrooms/port-a-pottys. Instruct boys and craft staff to join dens at flagpole.

Shooting Range Staff: Check immediate area then SECURE ALL RANGE EQUIPMENT. Instruct boys and staff to proceed to flagpole area for instructions from Camp Director.

Sports/Games: Check area for Scouts. Check bathrooms, picnic area, etc. Instruct everyone on Sports Field to proceed quickly and carefully to flagpole area.

Nature/Music Staff: Check immediate area and trail. Direct any stray boys and leaders to assemble at flagpole.

Aquatics Staff: Check Pool Area, changing rooms and interior locker rooms and common areas of the club. Instruct boys and staff to flagpole.

- **LOST BOY:** Assemble the den and ask the missing boy's buddy where he is. The den leader should make a quick check of the area. If the boy is not found, notify the Camp Director or Program Director with the boy's name, den number and any other identifying information. If they are not available, notify the CAMP STAFF in the area where the boy was last seen. The Camp Director will have two or three staff members serve as runners and messengers. These people will check the bathrooms and first aid area, parking lot (in, under, and around all the vehicles), and areas around the camp. The next step will be to call an emergency assembly in the flagpole area. If the boy still has not turned up, notification will be made to BSA personnel, the boy's parents, and local authorities.
- **Avoid lost boys by following camp rules! Use the buddy system. Use proper procedures for check-in and release of campers. Advise all visitors to report for check-in and a badge. Stay with your assigned group. Do not take your den outside of the camp boundaries. Do not leave before dismissal, or without permission of the Camp Director.**

EMERGENCY TELEPHONE

There is a telephone available in the Club. It is for Emergency Use Only, and only to be used by adult staff members or the Camp Director. In an emergency, please check with the Director prior to using the phone. Someone may have already notified the appropriate local authorities. Personal cell phones may be used only as necessary and while campers are properly supervised. Please make any necessary calls short. The boys will need your undivided attention.

IMPORTANT PHONE NUMBERS:

Emergency: 911

Westside Club Main Number: 864-587-7106

Heather Muller – Camp Director Home : 864-574-5671

Cell: 864-706-1846

Guidelines for the most likely emergencies.

FIRE: If you spot a fire, notify the Camp Director at once. Call 911 if no one is available to do so. Stay on the line to give all the details. Ensure that someone is sounding the emergency signal. Immediately upon hearing the emergency signal, the den leaders will round up their boys and proceed to the flagpole area.

Den leaders will take roll to ensure all boys and volunteers are accounted for.

Keep boys together. Adult staff members may be assigned to fight a small fire.

WEATHER: . Stay away from trees, which may topple or lose branches in heavy rain and high winds. In the event of thunder or lightning, seek shelter immediately. Stay away from metal objects. Immediately evacuate the sports field and shooting ranges. Stay away from trees. Lightning will strike the highest object available. If lightning is about to strike a person, there is usually a tingling in the fingers, and the hair on arms or head may stand up. Immediately upon

hearing the emergency signal, the den leaders will round up their boys and proceed to the indoor assigned area. Den leaders will take roll to ensure all boys and volunteers are accounted for. Keep boys together. BOYS SHOULD sit quietly until further instruction is given. Please do not allow them to run around the area.

If there is only rain: Activities can continue as planned if there is no wind, thunder or lightning.

If there is rain and thunder, but no lightning: Boys will proceed to the indoor assembly area. Campers cannot return to stations until 30 minutes have passed without a clap of thunder. Rainy day activities will commence.

If there is lightning: Camp Director and Council Executive will decide if camper pickup is necessary. Den leaders will assist with parent/guardian contact to pick up children.

FIRST PROTECT LIVES, THEN PROPERTY.

THE MOST IMPORTANT RESPONSIBILITY OF THE ADULT LEADER IS TO REMAIN CALM AND REASSURE THE CAMPERS.

After any emergency: Check for injuries, safety and damage. Send for emergency assistance, if necessary. Assemble and check attendance. Await instructions. Do not allow campers to go "sightseeing". Only assigned staff members should be checking the areas. Do not move cars. Keep them open for emergency vehicles. Do not use the telephone except for emergencies. Cooperate with Public Safety Agencies. Stay in Camp until told to leave.

DO NOT LET ANY OF THE CAMPERS LEAVE WITHOUT AUTHORIZED RIDES. KEEP A LIST OF CAMPERS LEAVING, WHO THEY LEFT WITH, AND THEIR DESTINATION.

- **STRANGER IN CAMP:** Since we are in an urban setting, we can expect that strangers will occasionally pass through our camp. We need to be vigilant in making sure that our Scouts remain undisturbed by anyone not involved with our camp. Do not allow campers to walk in areas not designated as part of our camp area.
- **BE AWARE OF STRANGERS.** They will not have a camp T-shirt or name tag. All adult staff whether full week or daily volunteer must wear their name badges at all times.
- **IMMEDIATELY** approach and intervene if any unauthorized person attempts contact with any of our campers. Jr. Staff, Den Chiefs and Aides should not approach a stranger themselves, but must alert an adult immediately
- **POLITELY** introduce yourself and guide the outsider away from our campers.

- **NOTIFY** the Camp Director, Program Director, or Activity Station Leader immediately if these steps fail and the person continues to attempt contact with campers.

Please observe the following guidelines:

- Leave animals alone! Do not allow campers to approach or harass any loose animal, such as dogs, cats, deer, foxes, raccoons, etc.
- Be aware of snakes. Keep campers at a safe distance.
- To avoid ticks and spider bites, stay on trails.
- Notify the Camp Director or Program Director of any stray dog or unusual animal behavior sightings.
- Den Leaders must assure that all garbage from lunch and snack is properly disposed of. Campers are not allowed to feed any animals.
- **POISON OAK: THERE IS POISON OAK/IVY!** Please learn to identify it yourself and have your boys point it out to you when they see it. This helps them remember what it looks like! Avoid rashes by staying on trails, out of unauthorized areas, and off hillsides. Should a camper come in contact with poison oak/ivy, have the child (along with a den chief or available adult) report to the nurses station.

Safety in Camp Activity Areas

Den Leaders Should:

- Encourage boys to “Do Their Best!”
- Be prepared to assist as requested.
- Review these safety rules with the campers:
- **Follow directions.**
- **Ask for scissors, pencils, materials. Don’t Grab.**
- **Pay Attention.**
- **Take Turns.**
- **Keep hands (and feet) to yourself.**
- **Clean up area when done. Return everything to its place.**
- **Don’t run in camp except for sports.**
- **Tools and knives may not be used until safe handling has been discussed. Personal knives may not be used in camp.**
- **Ropes will be for knots and lashing only. Whips and nooses may not be made.**
- **Follow adult direction in shooting sports and aquatics areas.**

Activity & Crafts Directors Should:

- Consider all possible safety factors involved in activity.
- Maintain control over sharp tools.
- Discuss safety and rules at start of activity.
- Provide clear instructions and examples.

- Involve Den Leaders in activity.
- -Insist that boys' help with cleanup.
- Report any unsafe conditions to Camp Director.

Range Master Should:

- Consider all possible safety factors involved in shooting.
- Maintain control of guns, bb's, bows, arrows, targets, etc.
- Discuss safety and rules at start of activity.
- Insist that all boys follow safety rules.
- Remove anyone who disobeys safety rules from the range.
- Report any unsafe conditions to Camp Director.

Sports Field Staff / Aquatics Director Should:

- Help boys play by the rules and play safely.
- Encourage good sportsmanship.
- Involve Den Leaders in activity.
- Take prompt action in cases of physical injury.
- Watch for signs of stress, fatigue or exhaustion due to heat.
- Assist boys who have pre-existing injuries or physical limitations.

HOW TO GET TO CAMP

The Westside Club is located at 501 Willis Rd. Spartanburg, SC 29301 (behind the new Target Store off Hwy 29)

From Woodruff:

Take I-26 West to Spartanburg, Take Exit 21A South toward Greer (Hwy 29) Past IHOP and new Target Store, turn left onto Hadden Rd. Right at Stop sign onto Willis Rd, Club on left.

WHAT TO BRING TO CAMP

A non-perishable bag lunch, snacks and drink with your full name on it.

Swimsuit, towel and pool shoes. You will need to bring sunscreen and any goggles, earplugs, swim vest etc...(no blow up arm floaties, please) All campers and staff are responsible for their own items. Please apply sunscreen to your child before he/she comes to camp. It gets hot and the sun is strong even early in the day.

Your child will be in the sun on and off throughout the day. Please consider sending your child with sunscreen he can easily apply. You may send your child with a hat and sunglasses if you choose.

Closed toe shoes. (No sandals, thongs, crocs or flip flops.) PLEASE NOTE: Crocs, sandals or any open toe shoe are NOT approved footwear for the shooting range. If your child wears non-approved footwear to camp, they will not be allowed on the course. NO EXCEPTIONS!

If possible, send your child with his backpack and water bottle each day. Please mark your child's name on each of these items. Lunches and snacks should be in a heat resistant bag (thermo bag or small cooler is fine). Water frozen in the water bottle will be cold an easy to drink by lunch and can help keep food cold.

Please, no glass containers as they break easily. Names should be clearly marked on all personal items.

If your child forgets his/her lunch, we will contact the parent. In the event a child does not bring correct shoes, a swimsuit, etc.. the child will not be able to participate in said event that day.

A willingness to have fun, a thirst for adventure, a sense of fair play and spirit of cooperation.

WHAT TO LEAVE HOME:

Pets: Dogs, Cats, Birds, Snakes, etc.

Sisters and Brothers (Unless they are Tag-Alongs)

Knives of any kind

Fire starters of any kind

BB or Archery equipment

Electronic Games, Personal Stereos

Trading Cards, etc.

Anything that will melt. (Crayons, chocolate bars, etc..)

YOUR CHILD WILL BE BUSY...ALL DAY

Daily Activities

Each day at camp we start with the camp assembly and flag ceremony. On some mornings there are special programs at assembly. After assembly, dens start the day with a short gathering period to practice their skit, etc.. Then it's off to the activity stations for Arts, Crafts, Sports, etc...and of course, BB Guns and Archery. Each day's schedule is different, as dens of different ages rotate through appropriate activities. Usually, there will be only one or two dens at each activity. Major activities such as crafts and shooting sports are controlled by adult staff members, some activities are directed by the den adults, and some games and demonstrations are led by Boy Scout Youth staff. Our day ends with an assembly and closing flag ceremony each afternoon.

Special Activities

We will be swimming each afternoon at camp. Campers will be well supervised and divided into groups based on their swimming ability. If you are a parent who does not want your child to swim at all, please communicate this to us and we can make alternative activity arrangements for your child during that time.

CAMP CODE:

In order to have the best possible Day Camp experience, all Campers and Staff members should know, understand, and agree to abide by our Camp Rules. Please review them with your son prior to his first day of camp.

**RESPECT AND OBEY THE AUTHORITY OF ALL ADULTS AND JR.STAFF.
USE THE BUDDY SYSTEM AT ALL TIMES. NO WANDERING ALONE!
KEEP HANDS AND FEET TO YOURSELF.
TEASING, NAME-CALLING, FIGHTING AND BAD LANGUAGE IS NEVER
ALLOWED.
USE ALL RESTROOMS, DRINKING FOUNTAINS, AND CAMP EQUIPMENT
CORRECTLY.
PLAY ALL GAMES ACCORDING TO THE RULES.
NO RUNNING IN CAMP, EXCEPT ON THE SPORTS FIELD.
STAY OFF HILLSIDES and STAY ON TRAILS.
LEAVE ACORNS, ROCKS AND STICKS ON THE GROUND.
NO GUM, KNIVES, FIRE STARTERS, TRADING CARDS, OR PERSONAL
ELECTRONIC DEVICES AT CAMP.
PICK UP LITTER WHEN AND WHERE YOU SEE IT.
HAVE FUN!!!**

Any camper having a persistent problem with any of the above rules will receive a referral from his den leader and be sent to the Camp Director. Referrals will be handled in the following manner.

First: Time out and Camp Director/Cub Scout conference.

Second: Referral slip sent home to be signed by parent and returned the following morning.

Third: Camp Director/Parent conference.

If behavior problems are significant or dangerous to the Scout, other campers or staff members, the parent will be notified for immediate action.

Day Camp Procedures

Check-In: Scouts should plan to arrive at camp between 8:00 and 8:15am. Adult and Boy Scout volunteers should arrive at camp between 8:00 and 8:30am on the day(s) they are volunteering, and must sign-in. Scout check-ins do not start before 8:00am. Daily set up volunteers should arrive NO LATER THAN 7:15 AM. Opening ceremonies start promptly at 8:30 AM.

We have no permanent storage at camp, so canopies and supplies will be packed up each day at the end of camp. Session leaders are responsible for turning in all supplies and canopy before leaving. Supplies and canopy will be picked up each morning for your area. Den Chiefs will assist you!

As Scouts and their guardian enter camp, a member of the Day Camp Staff will greet them and direct them to the registration table on the first day of camp. After checking in at the registration table, the Scout and guardian will be directed to the Den area. The Scout should be presented to the Den Leader(s) and the guardian should sign the Den roster to show the Scout is present in camp that day.

Check-Out: Closing ceremonies end at 5:15pm sharp Monday through Friday, so it is recommended that guardians arrive 15 minutes before the end of camp for the check-out procedure. **Please do not arrive late to pick-up your child.** Any child who is not picked up by 5:15 PM will need to report to the check in/out area with their den leader. The parent will be contacted. If the parent cannot be reached, the camp Director will begin to contact those adults listed on the child's registration/contact form.

If, as a parent, you have an **emergency**, please contact the Camp Director as soon as possible. Please do not call the club's main number to have a message sent to us.

Youth attending Day Camp must be picked up and signed out at their appropriate Den **and** Check-Out area. Camp is being held at a club with members who are not affiliated with scouting. Our procedures are designed to keep everyone safe and accounted for. They are not intentionally meant to inconvenience anyone. Youth are not permitted to go to the parking areas unless accompanied by the designated guardian driving them home. Incoming scouts are not permitted to be "dropped off". The parent or guardian who brings them **MUST** accompany the scout through check-in and to his den each morning. No Scout, Tag-along, or leader is permitted to leave camp without being signed out on the appropriate roster form.

Only designated guardians may pick up day camp youth and take them out of camp. The camp director must have a signed permission slip on file for each designated guardian. No child will be released unless this procedure is followed. Parents/ guardians and authorized personas allowed to pick up each child should be prepared to show identification.

Midday Release: Everyone will be checked into camp each morning. If you must leave camp before closing, a designated guardian must sign them out via the den leader **AND** check out area before taking custody.

Camp Stations and Activities: Each day at camp, Scouts will spend their time doing [fun activities](#) at different stations throughout the camp. The activities are designed to be age appropriate, exciting, and many are directly related to achievements the Scouts can earn in their progress toward ranks. Some of the activities include crafts, nature exploration,

archery, wood-working, BB guns, and games. Summer Camp is a great way to get a jump start on next year's Scouting program.

Buddy System: All youth in camp must pair up and travel with a buddy (or two buddies if there are an uneven number of youth). The buddy system is to be used at all times. No exceptions.

Conduct: Campers are expected to be polite and respectful. They should be familiar with the meaning of the Cub Scout sign and listen to leaders during activities. Running, throwing rocks, and wandering into the wooded areas are not allowed at camp.

CLUB RULES

- 1. Scouts must use the designated port-a-pottys in our camp area.**
- 2. Parents and campers are not allowed in the club's tot lot area before, during or after camp.**
- 3. Campers and parents/staff/leaders are not allowed in the pool area unless it is a designated swim time. Please do not use the pool after pick-up UNLESS you are a registered club member. The Westside Club will happily provide interested parents a facility tour after camp ends for the day. They have a lot to offer families.**
- 4. Campers should be respectful of others using the club facilities. When entering and exiting through the club, we ask all campers to use their "inside" voices.**
- 5. Camp problems should be addressed to the camp director. Please do not approach club staff with questions about our camp. We are leasing space from them and they are not camp volunteers or staff members.**

Medications: Medication will not be administered at camp. If your child requires a mid-day dose of medicine, the parent or guardian must make arrangements to visit camp to give the child the medication. If a medication must be kept by the Den Leader for a **potentially life threatening condition**, such as an allergy to bee stings, **all adults in that Den must know where the medication is**. Children with asthma may carry their own inhalers during camp. These are the **ONLY** exceptions.

Emergency Situations: If the camp health officer determines an individual requires medical attention, the individual will be transported to the hospital or emergency clinic either by the emergency vehicle or ambulance. The Scout Executive will notify the individual's emergency contacts.

Visitors: Parents, family members, and friends are welcome to attend the closing ceremonies of Day Camp each day. Parents who expect to participate in any of the other camp activities must have a [registration/health form](#) on file with camp director. All visitors **MUST** check-in and obtain a name tag.

Personal Property: The camp or club does not assume responsibility for damage or loss of any personal property brought to camp by a camper or adult. All personal items should be marked with the owner's name to expedite returns from Lost and Found. Adults are reminded to keep automobiles locked when parked. Designated parking will be advised on the first day of camp (or at orientation).

Weapons: Firearms, fireworks, slingshots and other weapons are not allowed.

Pets: Pets are not allowed.

Scout Achievements: At the end of camp, Scouts will be sent home with a list of all Scout achievements completed during camp. Any patches, belt loops, sports or academics pins earned should be purchased by the Scout's Pack or family, as they will not be provided by day camp.

What to Wear: All Tiger, Cub, and Webelos Scouts, as well as adult volunteers will receive a camp t-shirt to wear at camp. The camp t-shirt will be the official uniform during day camp. Cub and Webelos Scouts should not wear their regular Scout uniforms to day camp. Boy Scouts and Venturing Scouts should wear an activity shirt of their choice. Please wear shorts or pants with shoes and socks (no sandals). Dress for the weather.

Orientation: We will offer day camp orientation and training to all adults participating as den leaders and session / station staff. It is essential that every participating adult in your Pack attend one of these orientation sessions. It simply is not possible to train volunteers in the morning before camp begins (*15 minutes*). A training session will be offered on May 21th (Friday) 6-8PM, June 5th (Saturday) 3-5PM and June 6th (Sunday) 4-6PM at The Westside Club. At each orientation we will cover the camp schedule, activities, safety, and leader responsibilities, as well as take a walking tour of the camp. Each volunteer should RSVP Heather Muller via e-mail at grits29@hotmail.com with the date they will attend orientation. **YOU MUST BRING YOUR YOUTH PROTECTION CERTIFICATION AND ANY OTHER CERTIFICATIONS WITH YOU TO YOUR ORIENTATION.**

[Youth Protection Training](#) is also required for all adult leaders, and there is an excellent training course for this topic online at <http://olc.scouting.org>. It is an excellent training which can be taken in the comfort of your home or office and at your convenience, and as an added bonus, this counts as training for your Pack or Troop. Be sure to print out your certificate once you complete the training and bring it with you to the orientation/training.

Pool Info

The Westside Club has graciously allowed us to use the pool area during the latter part of the camp day so our campers (and adults) can cool off. The pool time is not designed for swimming instruction.

There will be Westside Club members in the pool area along with our campers, so the following information is critical to ensuring everyone has a safe and fun time. As a leader, if you are approached by a non-camp member, please direct any questions or issues to the Camp Director/ Assistant who is on duty. If the pool area is closed for ANY reason (weather, health or safety issues), all campers will

report to the Field Sports area for extended activity time. If we are advised of the closing early in the day, we will extend other activity times as needed to compensate for the pool time.

We will separate into 2 groups for swim/field time each day. Dens will be given "prep" time to get to the pool, change and assemble at the pool's edge. Do not let any child enter the pool dressing rooms until an adult leader checks the room to be sure they are vacant (part of Youth Protection). There will need to be 2 adults stationed at the entrance and corner of the dressing room while the kids change. ***You might want to encourage children to come dressed in swim shorts each day to hasten the process of pool prep**** The same guidelines apply for leaders/children when campers exit the pool to dry off and dress to return to the main camp area.

Each camp participant including all adults who will be in the pool) will be tested in the pool Monday. Per BSA guidelines, anyone who will swim or get into the pool MUST take a swim test. Camp Participants will sit on the edge of the pool after dressing EACH DAY. On Monday, each den will be called to have their members enter the pool and swim a length of 25 yards (any forward freestyle stroke without touching sides or bottom of pool) to be considered GREEN. Any Participant who has difficulty meeting said requirements will be deemed RED, depending on observation of swimming skills. All NON SWIMMERS or those who elect not to take the test, will be deemed RED. The pool will be divided into sections for all campers/adults. Color designations will remain in effect for the entire week.

Green Area: Entire Pool

Red Area: Steps to 4 Foot of Water (if child is too small to stand in 4 feet (ie. Tag A Longs), parents are free to bring arm floats or vests, but child MUST be attended to by parents at ALL times)

There is a small "kiddie" pool on site, next to the larger pool. Please be sure your den had appropriate leadership at the main pool before taking your child to the "kiddie pool" area.

Leaders will be notified of their camper's ability level and given an identification bracelet for the child to wear which corresponds to the area of pool they will be in. Leaders will need to denote campers "pool color" on the attendance sheet. Wristbands will be handed out to camper before they enter the pool area each day and gathered after the child leaves the pool. Any camper from your den not in attendance that day at the pool MUST be communicated to the Pool Director BEFORE your group can swim. If you have a child/adult who was not in attendance on test day but who wishes to swim/be in the pool, please let the Director know so a test can be given and a bracelet issued. ALL PERSONS IN THE POOL AREA MUST HAVE IDENTIFICATION BRACELETS ON AT ALL TIMES. This is a BSA requirement for our camp.

All persons in the pool MUST have a "buddy" We will explain this process and "buddy checks" each day before the kids swim. There is no DIVING, JUMPING or RUNNING allowed in the pool area. The pool is less than 6 feet deep, and BSA Aquatics requirements prohibit the above actions based on the pool depth. Pool area participants MUST follow all instructions given by staff and lifeguard employees. If the rules are broken, the camp staff may ask the participant to return to the pool edge for a length of time to ensure the safety of others.

Remember, if there are any any injuries while at the pool, please notify pool area Director immediately. We will notify the health officer. Two adults MUST accompany the child back to the main camp area. If a child gets a nosebleed or has any open cuts or abrasions of the skin, DO NOT allow them in the pool. We will make alternative arrangements for the child during pool time.

Session Staff Members

Each scouts will attend several sessions each day (BB's and Archery, Nature, Music, Crafts, Swimming, Den Skills, Safety and Skits, along with Sports and Games.

Every session leader will be provided with tools and instructions they need to successfully

educate and lead each camper. We encourage each session leader to choose the activity that interests them or they have a particular skill set for. We want happy volunteers!

Some of you have led sessions before and may have equipment and educational tools to add to the program. Great! We want your input and ideas. There are certain things we want each camper to have an opportunity to achieve. But it is your session, and your ideas are invaluable.

If you are new to leadership at cub scout camp, DON'T WORRY! We will make sure you have what you need to perform your duties. We will make sure you have a good idea of what you'll be doing each day and the supplies needed to accomplish your goals. If you have a unique idea or access to certain supplies, please let us know.

If you are interested in a particular session to lead, please contact Heather Muller. I will be happy to review the game plan with you and answer any questions you might have.

We would like to focus on theme-specific sessions from Monday through Thursday, and have a camp wide Scouting Jamboree-type day on Friday. There will be a lot of games, small stations, sports and skits/songs. There will be surprises throughout the week for campers and staff. Camp should be fun for all involved. We want you to leave as excited about next year as your campers will be!

