



# 100 YEARS OF SCOUTING

*Celebrating the Adventure ★ Continuing the Journey*

Dear Unit Leaders,

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](http://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

Richard "Deac" Eakin  
Council Camping Committee Chairman

Chad Rugh  
Day Camp Director



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# French Creek Council Day Camp Camp Leaders Guide

## Table of Contents

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French Creek Council Day Camp .....	3
Mission Statement .....	3
Introduction .....	3
Become Familiar with this Guide: .....	3
Adult Expectations .....	3
Unit Day Camp Coordinators Job Description.....	3
The Group Leader and Walkers—their responsibilities....	4
The Pack Walker—their responsibilities....	4
Change in Den Walker Information .....	4
SAFETY ISSUES.....	5
Alcohol, Illegal Drugs, Fireworks, Tobacco products .....	5
Appropriate Clothing.....	5
General Behavior .....	5
Health Form Requirements for Day Camp.....	5
Medication .....	5
Medical Procedures .....	5
Injuries.....	6
Special Needs .....	6
Emergency Contact .....	6
Emergency Procedures .....	6
Insurance.....	6
Pets.....	6
Arriving at or Leaving Camp .....	6
Your Arrival at Camp .....	6
Check Out (at end of each day).....	7
Leaving Camp .....	7
Transportation and Parking .....	7
Camp Administration .....	7
Lost and Found.....	7
Camp Evaluation .....	7
Problems .....	7
Unit Pictures.....	7
Trading Post .....	8
Successful Pre-Camp Planning .....	8
French Creek Council Day Camp Planning .....	8
January & February .....	8
March & April.....	8
May & June .....	8
June-July.....	8
After Camp .....	8
Langundowi Camperships.....	9
Refund Policy .....	9

# **French Creek Council Day Camp**

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## **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.

## **Introduction**

French Creek Council operates day camps throughout Northwest Pennsylvania. A pack may choose to attend any or all of these camps. 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 Scouts. 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.

## **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. Please review the “Guide to Safe Scouting” prior to coming to 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.** We suggest as a minimum, at least 1 adult for every 8 boys, 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**

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We strongly recommend that your pack select one adult as your Unit Day Camp Coordinator. Their responsibilities include:

1. Collect each Cub Scout’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 Camp Leaders’ Orientation Meeting.
7. **Collect individual registrations and submit them on-line before May 15<sup>th</sup>.**
8. Make sure that a copy of the after camp advancement record is given to a the Den Leader, Cub Master, Pack Advancement Chairman, and the parent/guardian for each boy within the unit following camp.
9. Make sure that all boys who attended a day camp are recognized at the first pack meeting of the year.

## **The Group Leader and Walkers—their responsibilities....**

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The Group Leader 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 & the buddy system.
- Ensure that any Scout that has medication takes the medication to 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.
- 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. (Early departures handled through registration).
- Return the pack folder to the registration area and give it to a registration staff member.
- These are general items. The Program Director will give you more specific instructions at camp.

## **The Pack Walker—their responsibilities....**

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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.

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. 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!
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**

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Any change in adult information should be made before the next day of camp. Remember that every adult leader needs a completed health form and current PA Act 134 clearances on file.

## **SAFETY ISSUES**

### **Alcohol, Illegal Drugs, Fireworks, Tobacco products**

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

### **Appropriate Clothing**

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All campers and adults are to wear proper footwear at all times to prevent stone bruises, cuts, and thorn punctures. Only closed-toe shoes are permitted at camp, including day camp. Day Camp terrain is not suitable for walking sandals and bare feet are not allowed. Any article of clothing with foul language or images will not be permitted. Per national policy, the Confederate flag is inappropriate for the Scouting Program. Female leaders and Pack Walkers should also keep in mind that appropriate dress is required at all times. T-shirts and shorts are considered acceptable wear.

### **General Behavior**

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

### **Health Form Requirements for Day Camp**

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A medical form, less than one-year-old, must be submitted for every youth and adult participating in camp. Only the official BSA form available from the National BSA website or the French Creek Council website, is acceptable. All information must be complete. Please review these forms before you turn them in; this will help reduce problems at check in. Specifically, check for parent signature, immunization dates, insurance information, emergency contact names and numbers, etc.

The new (current) BSA Medical Form #680-001 contains information about prescription medications, OTC Medications, a photo release form, and a hold harmless section. Only the first two parts (A & B) need to be completed. **Each leader must bring a folder of the completed health forms with them to camp and turn all forms in to the health officer on the first day of Day Camp.** **NO HEALTH FORMS ARE TO BE MAILED TO THE MCGARVEY SCOUT SERVICE CENTER.** Be sure your district and Pack number are noted when submitting them. Any scout or leader not having a complete and signed medical form will be **UNABLE** to take part in any activities at camp. These forms will remain on file while the unit is at camp, and returned to the leader upon check out.

### **Medication**

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All prescription medication for Scouts and Scouters **must** be turned in at designated area on check-in day. "Medication must be in the original container, **NO EXCEPTIONS.**" The Camp Health Officer will supervise the administration of the Scouts medication. Inhalers and bee sting kits will be allowed to be carried by Scouts. Scouts may not possess nor administer over the counter medication. Please make sure that all medications are properly labeled including the identification, dosage, Scout's name, and unit number. These medications must be listed on the medical Form.

### **Medical Procedures**

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Medicines are to be monitored by the adult leadership in the unit. Ensure that the Scout and the adult leaders are given the instructions for drugs and medicines. All prescription medications, including those requiring refrigeration, must be stored under lock and key with the health officer and medications should be turned in during medical recheck. If you or any of your Scouts require special medical attention due to religious beliefs, or family concerns, these desires need to be detailed in a signed letter submitted as part of your check-in procedure. This letter will be kept on file in with the health officer and reviewed with the medical staff.

## **Injuries**

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

## **Special Needs**

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Scouts or adults who have special needs due to a physical or mental disability will be accommodated to the best of our ability. Please be sure to list all special needs on the registration form on line at the time of registration and no later than May 15<sup>th</sup>. All allergies must also be listed at the time of registration.

## **Emergency Contact**

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

## **Emergency Procedures**

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In case of any emergency, the siren and/or bell will be sounded. Units are to assemble at the Parade Grounds as they would for any other formation. Unit Leaders are then responsible for taking an inventory of their unit and reporting during a roll call of units. Further instructions will be given at that time. During bad weather units should report to assigned area. This will be specified on the first day of Day Camp.

## **Insurance**

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

## **Pets**

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Pets are not permitted in camp at any time.

## **Arriving at or Leaving Camp**

<b>District</b>	<b>Drop Off</b> No Earlier Than	<b>Opening</b>	<b>Closing</b>	<b>Pick Up</b> No later than
Northern (Jun 19-23)	8:15 am	8:30 am	3:30 pm	3:45 pm
Central (Jun 26-30)	8:15 am	8:30 am	3:30 pm	3:45 pm
Southern (Jul 10-14)	8:15 am	8:30 am	3:30 pm	3:45 pm

## **Your Arrival at Camp**

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Please plan to arrive 15-20minutes early on the first day.

You should assemble your group when you arrive at your Day Camp location. Only the group leader should go to registration for your folder and instructions. All special needs and medical forms should be turned in at this time. All medication is to be given to the First Aid Staff upon arriving as well.

All Scouts, walkers, and leaders that are at Day Camp for the week will receive name tags or wrist bands for security purposes.

Persons arriving after check-in must register at the registration table immediately upon arrival at camp.

## **Check Out (at end of each day)**

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Please make sure attendance paperwork is completed prior to check-out. Make sure the day camp site has been policed, making sure all unit and personal gear has been removed. All garbage needs to be picked up. Your adult leader and the camp staff will coordinate your departure. Adult leaders may not depart camp until ALL youth have been picked up. There are NO provisions for Scouts to stay at camp after the unit has left. Your help and cooperation will ensure that the staff has time to ready camp for the next day. Be sure to inform registration of any known changes in attendance for the next day (This includes both Scouts and walkers).

## **Leaving Camp**

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

## **Transportation and Parking**

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

## **Camp Administration**

### **Lost and Found**

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

### **Camp Evaluation**

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

### **Problems**

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

### **Unit Pictures**

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A unit group picture will be scheduled after your check in. A complimentary copy of this personalized unit picture will be made available for every registered camper in your unit. You may be able to pick up your pictures before departure. If this is not possible, they will be sent to your unit leader by way of Roundtable meetings.

## **Trading Post**

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The Trading Post is open most of the day. French Creek Council makes every effort to provide our campers with a well-stocked trading post that contains camp souvenirs, Scout supplies, and of course, snacks that the Scouts expect to find at camp. Leaders may purchase items for their units at the trading post. Scouts should bring spending money for refreshments, and souvenirs. Scouts are responsible for the safe handling of their money. The camp staff will assume no responsibility for lost belongings.

## **Successful 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. The Day Camp Coordinator collects the necessary information to complete the on-line registration.
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 group walker, or Camp Coordinator.
7. Contact Program Director with any questions.
8. Have parents complete BSA Annual Health and Medical Record #680-001 (Part A and B). They must take it with them to the day camp on the first day of camp. **Everyone present at day camp MUST have a medical form on file with the Day Camp Program Director. NO Exceptions.**
9. Collect copies of PA Act 134 clearances.

## **French Creek Council Day Camp 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 Leaders' Guide for your parents and boys.**

### **January & February**

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- Contact your District Camping Chair for Camping Promotion
- **Request a day camp promotion at your pack's Blue and Gold banquet, pinewood derby, or pack meeting**
- 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 website

### **March & April**

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

### **May & June**

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- **May 15 — all Registration Forms and Fees are DUE for Early Discount Fee.**
- **2 weeks prior to start of camp is the last day to Register for day camp - (FULL Fee applies)**

### **June-July**

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- Go to day camp and have FUN!

### **After Camp**

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



## **Langundowi 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 website ([www.langundowi.org](http://www.langundowi.org)). Cubmaster information and a fact sheet are also available in drop boxes and from the website. A Scouts participation in unit fundraising, 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 1<sup>st</sup>** for consideration. All awards will be credited to the campers on-line prior to the May 15<sup>th</sup> payment deadline. *Langundowi will make the necessary arrangement for the transfer to funds.*

## **Refund Policy**

1. All refund requests must be made by submitting an Official Refund Request Form 30 days prior to your scheduled arrival at camp. No refunds will be granted without 30 day notice except under the following extenuating circumstances;
  - Illness of Scout prevents his attendance at summer camp. (A signed Doctors Excuse is required)
  - Illness or death in the campers' immediate family prevents his attendance at camp.
  - Family relocation makes attending camp impractical.
2. In the event of an extenuating circumstance, only the official form is acceptable for refund requests. Scout parents **MUST** submit it to the French Creek Council, at the McGarvey Service Center Prior to August 31, 2016.
3. No refund requests can be accepted at camp.
4. Requests for refunds must have the Unit Leader's approval (signature).
5. All requests will be subject to a \$20.00 cancellation fee.
6. Per boy deposits are non-refundable regardless of circumstance, but are transferable.
7. All refunds will be made back to the unit account.
8. Refund requests will not be processed until after September 30<sup>th</sup>, and could take up to 90 days to process.

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

Official forms are available at the McGarvey Service Center, or on the website [www.frenchcreek-bsa.org](http://www.frenchcreek-bsa.org) .