



# 100 YEARS OF SCOUTING

*Celebrating the Adventure ★ Continuing the Journey*

Dear Unit Leaders,

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

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

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

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

We stand prepared to help you do your best.

Yours in Scouting,

Richard "Deac" Eakin  
Council Camping Committee Chairman

Kristie Milliren  
Summer Camp Director

Kevin Jaszemski  
Program Director



**Prepared. For Life.™**

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# Custaloga Town Scout Reservation Camp Leaders Guide

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## **NEW and OLD TRADITIONS FOR 2017**

Camp is for having fun, making memories, earning advancements and much more! For 2017, we will have some NEW opportunities, but will be bringing back some of the old favorites.

**Tiger Cubs can attend Resident Camp:** The latest (Dec 20, 2016) revision to the Guide to Safe Scouting now allows Tiger Cubs to attend a council organized resident camp program with their adult partner or guardian. Another option for Tiger Cubs is the Council Day Camp program.

**On-Line Registration:** 2017 summer camp will again use the on-line registration system. One leader from each unit can log into the site and register the scouts, purchase t-shirts, pay the registration fees and know instantly what is available and what is not available. If you have problems, you can always contact the French Creek Council Office for help. Deposits are already being taken on line.

The \$25 per scout registration is the only fee that will be due until the May 15<sup>th</sup> Early Bird deadline; however, we reserve the right to reallocate campsites as necessary to accommodate as many campers as possible. The sooner you commit the better your chance of securing the site and week you desire. We do not want any scout to miss out on the summer opportunity.

**Activity Pictures, Memories:** Each unit attending summer camp will receive a CD containing random pictures from your pack's session in camp. Feel free to bring any pictures that you take during the session to the STEM area and we will try to add some of them to your memories disc. Again in 2017 you will receive, at no additional cost, a personalized unit picture for every registered participant.

There is also a separate Parent Guide that can be passed out to parents and families to answer many of the common questions.

## **About Custaloga Town**

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

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

When attending CTSR you will find a camping program that will meet the needs of every Boy Scout, Cub Scout, and Adult Scouter. Additionally, a wide variety of camping opportunities are offered throughout the year. These include canoeing, climbing, boating and much more. Custaloga Town provides a shower facility, a fully equipped dining hall, a First Aid building staffed 24 hours a day by certified medical personnel, supervised boating and swimming, a field sports program with bb guns, archery, and sling shots; a nature building, craft lodge, scoutcraft area, a climbing tower, the trading post, and much more. Custaloga Town Scout Reservation provides each unit with a campsite, which contains two-man tents on wooden platforms with bunks, picnic tables, bulletin board, flagpole, campfire area, washstand, and a latrine. All sites have a pavilion with picnic tables available. There are also modern facilities available for adults to use at their leisure.

# **CAMP REGISTRATION INFORMATION**

## **General Information**

### ***Reservation Procedures and Fees***

#### **2017 Cub Scout Resident Camp Dates**

**Session #1 July 27 through 30**

**Session #2 August 3 through 6**

**Session #3 August 10 through 13**

#### **2017 Cub Scout Resident Camp Fees**

- \$200 ..... Cub Scout Resident Camp (Paid before 5/15)
- \$220 ..... Cub Scout Resident Camp (Paid after 5/15)
- \$230 ..... Cub Scout Resident Camp (Late-less than 2 wks)
- \$105 ..... Cub Scout Leader Fee (one leader attends free)

**2017 Youth Camp Shirt INCLUDED!!!!!!!!!!!!**

**When registered by 5/15/20176**

Adults and Extra shirts can be ordered on-line

### ***Reservation Policy, Dates and Procedures***

Units camping at CTSR in 2017 will need to place a \$25 per scout deposit to hold their camp reservation. This does not ensure that a unit will be in the same site but does help with the registration process to know what opportunities will be made available. CTSR reserves the right to move a unit to maximize space for all scouts attending. Opportunities to sign up for 2018 will be available before your leave camp in 2017!

**The French Creek Council and the Camp Director reserves the right to move a unit to maximize the site usage.**

### ***Roundtable Rewards Redemption***

#### **Please Note:**

- Program is only available to French Creek Council units.
- Roundtable Reward Coupons are redeemable for adult leader fees only.
- Roundtable Reward Coupons are redeemable only by the unit to which they were issued, and are not transferable.

Roundtable Reward Coupons are redeemable prior to the date printed on the coupon. Many units from the French Creek Council have been collecting roundtable reward coupons over the past year. Redeem these coupons towards your unit's summer camp leaders' fees by bringing them to the APRIL Roundtable. Your District Executive will take them to the service center and your leaders will be credited towards their camp fee. Coupons **will not** be accepted after the date printed on the cards or at camp during your check in.

## **Reservation Dates**

### ***Summer Campsite Reservation 2017***

- Sign-up on-line at the link provided from the council website, [www.frenchcreek-bsa.org](http://www.frenchcreek-bsa.org), along with a \$25 per scout deposit anytime following 2016 summer camp.
- Discounts will be offered for fees paid-in-full on or before May 15<sup>th</sup>. All fees should be paid at least two weeks prior to your unit's arrival in camp. There will be a \$10 per person late fee for payments made less than two weeks prior to arrival.
- Units registering with less than the minimum number of scouts and leaders for a desired site may be required to share their campsite with another unit or move to another campsite to maximize camp usage. All campsites are reserved based on double occupancy of all tents.

### ***Same Family Discount***

Each additional scout attending Custaloga Town Scout Reservation from the same family will receive a \$20.00 discount for each week they are attending. This applies to brothers who attend Cub Scout Resident Camp or Boy Scout Summer Camp. The on-line system, will automatically apply the discount IF the exact same address is entered during registration, prior to when you check out. If there is a problem and the discount does not appear, please contact the McGarvey Service Center.

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

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

### ***Camperships***

Langundowi Lodge administers the camperships for the French Creek Council. Monies raised by Lodge members through various activities, and from donations by dedicated family and friends of Scouting. Applications are available to all units through the roundtable drop boxes, at the McGarvey Service Center, from the Lodge website ([www.langundowi.org](http://www.langundowi.org)) or the French Creek Council website ([www.frenchcreek-bsa.org](http://www.frenchcreek-bsa.org)). Scoutmaster information and a fact sheet are also available in drop boxes and from the website. A scout's 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 scoutmaster and troop 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 camper on-line prior to the May 15<sup>th</sup> payment deadline. Langundowi will make the necessary arrangement for the transfer to funds. Camperships are not transferable or refundable and are limited to scouts attending Custaloga Town.

## **Refund Policy**

1. All refund requests must be made by submitting an Official Refund Request Form 30 days prior to your scheduled arrival at camp. No refunds will be granted without 30 day notice except under the following extenuating circumstances;
  - Illness of scout prevents his attendance at summer camp. (A signed Doctors Excuse is required)
  - Illness or death in the camper's 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. A scout's parents **MUST** submit it to the French Creek Council, at the McGarvey Service Center Prior to August 31, 2015.
3. No refund requests can be accepted at camp.
4. Requests for refunds must have the Unit Leader's approval (signature).
5. All requests will be subject to a \$30.00 cancellation fee.
6. Per boy deposits are non-refundable regardless of circumstance, but are transferable.
7. All refunds will be made back to the unit account.
8. Refund requests will not be processed until after September 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) .



## **Custaloga Town 2017 Forms**

These forms are available on the Custaloga Town website, [www.Custalogatown.org](http://www.Custalogatown.org) or by contacting the McGarvey Service Center 814-868-5571.

### ***Registration***

All registrations are on-line.

### ***BSA Medical Form***

This is the new BSA medical form #680-001. EVERYONE needs to have one completed each year. It is only valid for ONE year. Please be sure to have the parent signatures in all places and a copy of the front and back of the insurance card as instructed on page one. **DO NOT** mail these forms to the McGarvey Service Center or Custaloga Town. **BRING** them with you to registration when you arrive.

### ***CTSR Swim Test Prequalification Form***

This form is to be completed prior to arrival at camp. It will save your unit the time of taking the swim qualification tests on Sunday after registration. Camp reserves the right to retest any scout or scouter. Swim tags will be available for French Creek Council units at the June roundtable or can be picked up before then at the McGarvey Service Center.

### ***Camp Fee Refund Request Form***

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

### ***Campership Fact Sheet***

This is an informational sheet explaining the Langundowi Campership Program

### ***Cub Scout Campership***

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

# **Health & Safety**

## **General Safety**

Please review the "Guide to Safe Scouting" prior to coming to camp. Throwing stones and other objects is dangerous and will not be tolerated. Liquid Fuels must be used with care. Only trained adults may fuel or light liquid fuel items (Propane is a liquid fuel). Liquid fuels must be locked up at all times.

No flames in tents. Only battery operated lights or glow sticks are allowed in tents.

## ***Health Forms***

A medical form, less than one year old, must be submitted for every youth and adult staying at camp. Only the official BSA form available from the National BSA 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 and doctor signature, immunization dates, insurance information, emergency contact names and numbers, etc.

The new (current) BSA Medical Form #680-001 requires EVERYONE to have a physical annually. It also contains information about prescription medications, a photo release form, and a hold harmless section. All three pages must be completed and returned to the scout leader prior to camp. Parts A, B, & C must be completed and a **Doctors signature is required**. *Part D is required for anyone participating in the Summit High Adventure program*. Copies of Insurance information are also required. Each leader must bring a folder of the completed health forms with them to camp and turn all forms in at the health lodge. **NO HEALTH FORMS ARE TO BE MAILED TO EITHER THE MCGARVEY SCOUT SERVICE CENTER OR TO CUSTALOGA TOWN SCOUT RESERVATION**. Be sure your district, troop, and summer camp session are noted when submitting them. Any scout or leader not having a complete and signed medical form will be **UNABLE** to take part in any activities at Camp. These forms will remain on file while the unit is camped, and returned to the leader upon check out.

## ***Medication***

**All prescription medication for scouts and scouters must** be turned in at designated area on check-in day. "Medication must be in the original container, **NO EXCEPTIONS**." The Camp Health Officer will supervise the administration of the scout's medication. Inhalers and bee sting kits will be allowed to be carried by scouts provided a duplicate is left in the Health Lodge. This is the policy of Custaloga Town and the French Creek Council to insure the safety of our scouts. We realize this may be an inconvenience for some adults, but the safety of our scouts is first. Scouts may not possess nor administer over the counter medication. Treatment for minor ailments can be obtained at the Health Lodge under our standing orders from the camp physician. Please make sure that all medications are properly labeled including the identification, dosage, scout's name, unit number, and campsite. All medications, including OTC, must be listed on the medical Form.

## ***Injuries***

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

## ***Special Needs, Allergies and Dietary Restrictions***

Scouts or adults who have special needs due to a physical or mental disability, special diets due to medical or religious requirements will be accommodated to the best of our ability. Please be sure to complete the required information on-line (use NA or NONE if not applicable). The sooner this information is available, the better we will be able to meet your needs.

## ***Medical Procedures***

A certified medical officer is in camp at all times. All injuries and illnesses which occur at camp, no matter how minor, must be reported to the health lodge. Medical emergencies are to be directed to the health lodge, at any hour of the day or night. In the event of a medical emergency, the health officer can be contacted immediately by radio, located at the trading post, camp office, pool, lake, climbing tower, and rifle range. Medicines are to be monitored by the adult leadership in the unit. Ensure that the scout and the adult leaders are given the instructions for drugs and medicines. All prescription medications, including those requiring refrigeration, must be stored under lock and key at the health lodge and medications should be turned in during medical recheck. The Health Lodge is prepared to handle camp illnesses and accidents. A licensed medical doctor is under agreement and on call for major illnesses or accidents. A signed release form is required for each scout before OTC medications can be dispensed by the Health Lodge.

If you or any of your scouts require special medical attention due to religious beliefs, or family concerns, these desires need to be detailed in a signed letter submitted as part of your check-in procedure. This letter will be kept on file in the health lodge and reviewed with the medical staff.

## ***Emergency Contact***

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

## ***Emergency Procedures***

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

## ***Insurance***

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

## ***Camping with Wildlife***

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

## **Swimming Ability & Evaluation**

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

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

## **Aerosol Sprays**

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

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

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

## **Appropriate Clothing**

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

## **Dry Ice**

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

## **Fire Guard Plan**

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

## **Flammables**

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

## **Garbage**

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

## **General Behavior**

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

## **Pets**

Pets are not permitted in camp at any time.

## **Rifle and Archery Equipment**

Only single shot BB guns may be used on the camp range. Archery equipment will be limited to a 35-lb recurve and compound bows. Personal firearms are prohibited. Personal archery equipment is acceptable if it meets BSA Camp Health and Safety regulations at the discretion of the Field Sports Director. Personal equipment must be secured at the range.

## **Shower Facilities**

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

## **Campsite Usage**

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

## **Camera/Phone Usage**

No cameras or other image recording devices (including cell phones) are permitted in or near the restrooms/latrines, showers, and changing areas.

## **Other Needs and Concerns**

These items can be discussed at the Camp Leaders Meeting tentative scheduled for April 29, 2017 at Custaloga Town. Any questions and/or concerns not addressed may be brought to the attention of the Camp Director and/or Program Director at this time.

# **Arriving at or Leaving Camp**

## **Your Arrival at Camp**

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

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

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

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

## **Camp Tour**

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

## **Dining Hall Procedures**

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

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

**Dress** - All scouts and leaders are to be "washed and polished" for every meal. Shorts and T-shirts may be worn at lunch, but everyone who has one is expected to be in FULL UNIFORM for the breakfast and evening meal. If uniform pants or shorts are not available then jeans are acceptable, please avoid colorful basketball style shorts. Leaders should be examples by correctly wearing the uniform at all meals. Swimsuits are not permitted in the dining hall at any time. Please remove all hats prior to entering the Dining Hall! It is a Custaloga Town tradition and just plain polite! Scout shirts should always be worn "tucked in".

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

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

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

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

**Special Meals** - If there are dietary restrictions, either for medical or religious reasons, special accommodations can be made. Please be sure to let the McGarvey Service Center office know at the time of registration (May 15<sup>th</sup>) as to any special needs, by completing the Custaloga Town Special Needs Form available from the camp website, [www.frenchcreek-bsa.org](http://www.frenchcreek-bsa.org).

### **Unit Pictures**

A Unit group picture will be scheduled on Sunday after your check in. A complimentary copy of this personalized unit picture will be made available for every registered camper in your unit. You will be able to pick up your pictures on Friday. These are provided by Langundowi Lodge #46.

### **Campsite Cooking**

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

### **Leaving Camp**

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

### **Visiting Day for Parents**

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

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

## **Transportation and Parking**

Transportation to and from camp is the responsibility of each scout's parent and should be coordinated through the unit. Please try to car pool, a scout is conservation minded! Drivers must be at least 18 years old and properly licensed. Vehicles must be registered, insured and inspected. No one is allowed to ride on trailers or in the back of pickup 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"

## **Campsite Inspections**

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

## **Quartermaster**

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

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

### **Equipment and Tool Care**

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

### **Tent Care**

In order to maintain the quality and durability of our tents, if rain threatens, loosen tent ropes to protect the canvas. As wet canvas dries, it shrinks and will tear if ropes are too tight. When a tent is wet, hang the flaps at "half mast" to allow air to circulate through the tent and facilitate drying. In dry weather roll flaps neatly and tie. Please report any tears or leaks to the Quartermaster immediately. Do not drive any nails into the tent poles, and do not place hangers over the ridge pole, as these can cause tears and leaks. Damage to canvas will be billed at \$10 per inch up to replacement cost of the tent or tarp (approx. \$600).

### **Tree Damage**

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

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

## **Custaloga Town Staff**

### **Venture Crew 67**

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



## **Camp Commissioners**

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

## **Camp Administration**

### **Camp Office Hours**

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

### **Mail Service**

Outgoing mail should be deposited in the mailbox located in the camp office. The mail leaves camp at 10:00 a.m. each morning. Incoming mail will be distributed in the campsite mailboxes located in the Administration Building. Incoming mail should be addressed:

Scouts Name

Unit Number and Campsite

Custaloga Town Scout Reservation

7 Boy Scout Lane

Carlton, PA 16311

### **Lost and Found**

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



## **Directions to Custaloga Town**

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

### **Directions from the north:**

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

### **Directions from the south:**

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

### **Directions from the east:**

- Follow Route 322 West out of Franklin for 17 miles.
- Turn Left on McCartney Rd.( toward Patterson Wrecking)
- At "T" turn left, follow Cochran Rd (old 322) into Carlton
- After Post office stay right and follow State Rt 1015 across French Creek on New Bridge to Deer Creek Rd (After grain Silos on right and downhill.) Camp Sign in Front Left corner of intersection after bridge.
- Turn left onto Deer Creek Road and travel approximately 2.5 miles to the camp entrance on the left.

### **Camp Address:**

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

### **Council Address:**

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

NOT TO SCALE

# CUSTALOGA TOWN SCOUT RESERVATION

7 BOY SCOUT LANE, CARLTON, PA 16311

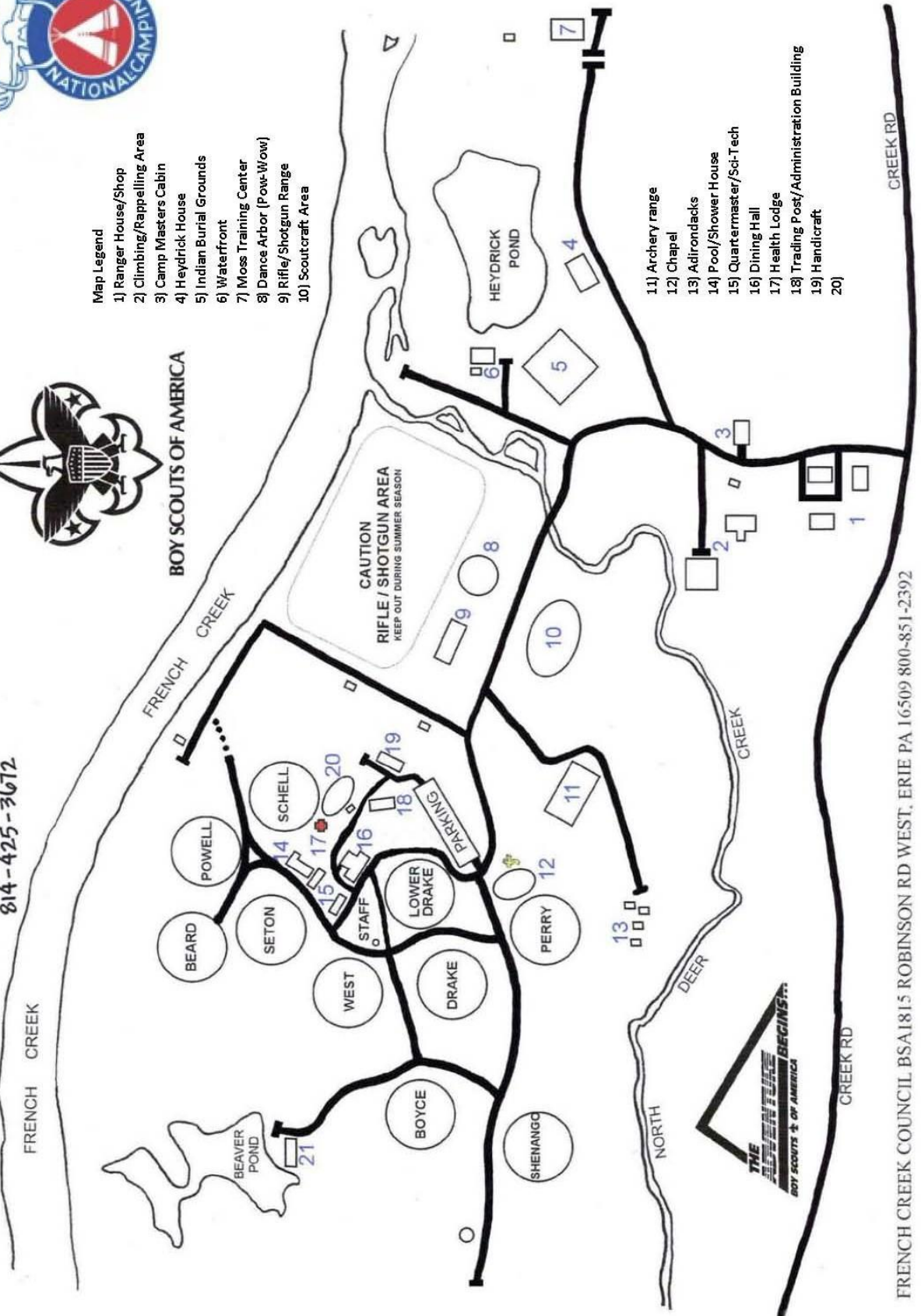
814-425-3672



BOY SCOUTS OF AMERICA

- Map Legend
- 1) Ranger House/Shop
  - 2) Climbing/Rappelling Area
  - 3) Camp Masters Cabin
  - 4) Heydrick House
  - 5) Indian Burial Grounds
  - 6) Waterfront
  - 7) Moss Training Center
  - 8) Dance Arbor (Pow-Wow)
  - 9) Rifle/Shotgun Range
  - 10) Scoutcraft Area

- 11) Archery range
- 12) Chapel
- 13) Adirondacks
- 14) Pool/Shower House
- 15) Quartermaster/Sci-Tech
- 16) Dining Hall
- 17) Health Lodge
- 18) Trading Post/Administration Building
- 19) Handicraft
- 20)



FRENCH CREEK COUNCIL BSA 1815 ROBINSON RD WEST, ERIE PA 16509 800-851-2392