Attention Scouters,

Welcome to the 2020 camping season!

We, the staff of Custaloga Town Scout Reservation, and you, the adult leaders, are prepared to make “memories that will last a lifetime” for our youth.

You will notice, as you read through the leader’s handbook, some changes and additions to this year’s schedule. These changes are designed to add fun, adventure, and certainly learning and personal growth for each Scout in our care.

The Leader’s Guide will help you plan for a successful Summer Camp experience. Please use the following leader’s guide as well as the program guide, parent’s guide, merit badge matrix and many other resources found on http://frenchcreek-bsa.org/boy-scouts.php to help plan for your summer adventure. If you still have questions, please contact us the McGarvey Council Service Center. Lastly, we would just like to say thank you! Not just for choosing Custaloga Town, but for your commitment to the Scouting program. Thank you for giving up a weeks’ vacation to make a difference in a life of a Scout.

We look forward to meeting you and your Scouts and helping you enjoy the summer camp experience.

Yours in Scouting,

Cathy Griffey  
Summer Camp Director  

Casey Meyer  
Program Director  

Richard “Deac” Eakin  
Council Camping Committee Chairman

French Creek Council  
BOY SCOUTS OF AMERICA  
1815 Robison Road West  
Erie, PA 16509  
Phone: 814-868-5571  
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Council Website: www.FrenchCreek-bsa.org
# Custaloga Town Scout Reservation

## Camp Leaders Guide

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NEW and OLD TRADITIONS FOR 2020

Camp is for having fun, making memories, earning merit badges, Cub Scout Achievements, and much more! For 2020, we will have some NEW opportunities, but will be bringing back some of the old favorites.

A new Camp Director, Cathy Griffey, a seasoned Scouter has agreed to assume the duties this year.

**Adult Leadership** Each unit will be allowed to register two adult leaders for free. This is to help insure that all units have adequate leadership at camp.

**On-Line Registration** - One leader from each unit can log into the site and register the Scouts for their merit badges, purchase t-shirts, and 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 registration deposit per Scout is the only fee that will be due until the May 15th Early Bird deadline; however, we reserve the right to reallocate campsites as necessary to accommodate as many campers as possible. The best way to secure the site and week is to have the registration deposits submitted as soon as possible. The sooner you commit, the better your chances are of securing the site and week you desire. We do not want any Scout to miss out on the summer camp opportunity.

**Activity Pictures, Memories** - Each unit attending summer camp will receive a CD containing random pictures from the unit’s stay in camp. Feel free to bring any pictures that are taken to the camp office or STEM area, and we will try to add some of them to your unit’s memories disc. Units will receive, at no additional cost, a personalized unit picture for every registered participant.

**Prescription Medication Form** – In response to requests to reduce delays during the check-in process, we are asking units to have the parents complete this Prescription Medication Form, available on the council website or the registration website. Turning in this completed form for all Scouts and Scouters with prescription medication at the medical check station should reduce the amount of time required to record the medications brought to camp.

**Program Guides** – Separate Program Guide sections for specific items related to Scouts BSA Summer Camp or Cub Scout Resident Camp have been added to the publications available on the council website or the registration website. These are smaller more concise guides making it easier to find answers to your questions and concerns.
About Custaloga Town

Custaloga Town Scout Reservation (CTSR) consists of more than 500 acres, located along French Creek near Carlton, Pennsylvania, serving thousands of youth since 1968. A fully trained and BSA accredited staff is eager and willing to help you and your unit make the best of your stay at CTSR. Scouts attending summer camp have many program areas to choose from, including: Rifle Shooting, Archery, Scout Skills, Nature, Aquatics, Climbing, and Zip-line. These, are just a few of the many activities specifically designed to keep Scouts busy during their week at camp, including first-year campers. CTSR has a rich history including George Washington’s visit to Custaloga Town on his way to Fort LeBeouf, Chief Guyasutha, (which history states may be buried on camp grounds), and early settlers, whose families still reside in local communities. Additional information can be found at Custaloga Town’s Heydrick House Museum, open during select times throughout the summer, 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 of the Boy Scouts of America. An accredited camp, CTSR is inspected annually, meeting or exceeding strict quality standards which include, a long-range plan, staff qualifications/training, and health and safety requirements. Copies of the most recent Pennsylvania Health Department or National BSA inspections are available upon request by contacting the McGarvey Service Center.

While attending CTSR you will find a camping program designed to meet the needs of every Cub Scout, Scouts BSA, and Adult Scouter. During the Scouts BSA Summer Camp Program, the first-year camper (called Guyasutha’s Braves) is offered and for the more experienced Scout, a program designed to learn new skills/challenges. including boating, climbing and rappelling, 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 .22 rifle, archery, and shotgun ranges; a nature building, craft lodge, scout craft area, STEM, a climbing tower, (including the 900-foot zip line) the trading post, and much more.

The Cub Scout resident camp program offers age appropriate activities for Cub Scouts. In addition to the swimming, boating, scout skills, crafts, STEM, nature, and archery programs, BB gun shooting, and sling shots are available. The climbing wall is adjusted for Cubs, but the zip-line is only available to leaders. All activities are compliant with the BSA age appropriate guidelines.

Custaloga Town Scout Reservation provides each unit with a campsite, which contains two-man tents on wooden platforms with cots, bulletin board, flagpole, campfire area, washstand, and a latrine. Each camp site includes a pavilion with picnic tables, for eating, working on projects or just hanging out and having fun. Adults attending camp will have access to facilities for leisure time activities.

Additionally, CTSR offers a wide variety of camping opportunities to units during the off-season. These include camporees, Klondike Derbys, as well as weekend opportunities for individual units. More information is available on the council website including the ability to register on-line.
CAMP REGISTRATION INFORMATION

General Information
Detailed information concerning the cost for each program, is included within the appropriate program guide and on the on-line registration site. Links to these, including additional information, are available on the council website under Camping www.FrenchCreek-bsa.org or by calling the service center at 814-868-5571.

Reservation Policy, Dates and Procedures
Units camping at CTSR in 2020 will be required to pay a $25 per Scout deposit in order to hold the reservation. This does not insure that a unit will be in the requested site, though every effort will be made to fulfill requests. The French Creek Council and CTSR reserves the right to move a unit to maximize space for all Scouts attending. Opportunities to sign up for 2021 will be available before leaving camp in 2020!

On-line Registration Notes
Worksheets to assist when entering the needed information are available through the on-line registration system, as well as on the French Creek Council web site under Resources/Forms and under Camping. These include the information for scheduling classes, dietary restrictions, allergies, t-shirt sizes, etc... All required fields must be complete before the system will permit a unit to check-out. Information in the on-line system may be edited by the unit up to 48 hours before arriving at camp. Addition and deletion of participants attending camp must be done within two weeks prior to arrival. Assistance with any of these functions is available by contacting the McGarvey Service Center.

Roundtable Rewards Redemption
Please Note:
➢ This program is only available to French Creek Council units.
➢ Roundtable Reward Coupons are redeemable for one adult leader fee registered with the unit.
➢ Coupons earned as Roundtable Rewards are not transferable.

Roundtable reward coupons, collected by units within the French Creek Council during the program year, must be redeemed prior to the expiration date printed on the coupons. Each District Executive will collect the rewards at the April roundtable and turn them in for redemption. Roundtable Rewards will not be accepted after the date printed on the coupon nor during check-in at camp. Complete guidelines for the program are listed on the council website.
Reservation Dates

Summer Campsite Reservation 2020

➢ The online registration can be accessed by going to the link provided on the council website under camping. Information for the camping coordinator/registration contact and two Scouts are required to book a reservation.
➢ Select a session your unit wants to attend, then select the number of youth and adults that are planning on attending, or if unsure sign up one adult and two youth, more can be added later.
➢ Complete the requested information for each participant, NOTE that some of the information is required fields and you will not be able to check-out until those fields are completed. This is where you will select the campsite desired.
➢ Check Out when all fields have been completed, a payment method is required at this time.
➢ A confirmation email containing a link, to return to the unit’s registration, will be sent to the email address as provided for the camping coordinator/registration contact.
➢ Discounts will be recorded as the conditions of the offers are met, additional payments may be made at any time, either on-line or by contacting the service center.
➢ Additional participants may be added up to two weeks prior to the start of the session selected. Deletions require you to contact the service center; however, you may change the names of participants up to the day prior to arrival.
➢ There are worksheets to gather the information needed available for each program. It is suggested that these be distributed to the unit participants for collecting the information prior to going on-line to make each registration.
➢ Scouts BSA merit badge classes fill on a first come basis and have class size limits.
➢ Dietary, medical, and special needs information need to be completed as soon as possible to ensure that camp is properly prepared. CTSR personnel will contact the unit leadership if there are questions or additional concerns.
➢ Note: If all fees are paid prior to the discount deadline, the discount is automatically applied by the system. Same family discounts MUST have the exact same address at time of booking to be applied automatically.
➢ Questions or problems should be addressed to the council service center.

Provisional Camper Reservations
Provisional Campers are Scouts who wish to attend camp for more than one exciting session, Scouts who wish to attend camp even though their home unit is not, or when the two-deep leadership requirement cannot be met. These Scouts attend camp as provisional campers under leadership provided by another unit.

Scouts interested in being a provisional camper must contact the McGarvey Service Center to make the needed arrangements.

There is no additional fee to be a Provisional Camper; however, all reservation dates and deadlines apply. Acceptance by a host unit is also required.

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/sisters who attend Cub Scout Resident Camp or Scouts BSA Summer Camp. The on-line system will automatically apply the discount IF the exact same address is entered during registration, prior to check out. If there is a problem and the discount does not appear, please contact the McGarvey Service Center.

New Scouts

Webelos/Arrow of Light and other new Scouts who join a Scouts BSA unit during the spring will qualify for the discounted fee up to 2 weeks before the unit goes to camp. The McGarvey Service Center must be contacted to have the discount applied.
**Camp Savings Plan $$$**

Paying for summer camp is always a concern for Scouts and their parents. An important part of Scouting is that the Scout pays their own way and Scouts are encouraged to participate in unit fund-raising activities. Trail’s End Popcorn is a fund-raiser supported by the French Creek Council, along with additional fund-raising projects the unit chooses, help to make paying for camp affordable. It is the responsibility of the unit committee to select an adult to keep track of the camp savings plan material for each Scout and to explain to the Scout and their parents the purpose of the Scout earnings. In addition to raising summer camp funds through fund-raising the Scout should be encouraged to deposit additional money each meeting. Saving throughout the year, enables the Scout to attend summer camp, by making a small final payment rather than one large sum. Units also encourage parents to provide their Scouts with a week at summer camp or partial payment for the camp fee as a birthday present, holiday gift, or other special recognition. Gift certificates are available from the McGarvey Service Center, so the Scout can choose to purchase Scout equipment for camping or use the gift to pay for camp.

**Camperships**

Langundowi Lodge administers camperships for the French Creek Council. Lodge members raise money through various activities, along with donations from dedicated family and friends of Scouting. Campership applications and a fact sheet are available to all units through the roundtable drop boxes, at the McGarvey Service Center, or on the French Creek Council website (www.FrenchCreek- bsa.org ). There are separate applications for each camping program (Scout BSA Summer Camp, Cub Scout Resident Camp, and Cub Scout Day Camp). A Scout’s participation in unit fundraising, a contribution by the unit, and parental support are all part of the campership consideration. There is information that must be completed by the unit leader and committee, the parents, and the Scout. April 1st is the application deadline for consideration. All camperships awarded will be credited to the camper’s on-line registration prior to the May 15th payment deadline, appearing as a credit for the Scout. Camperships are not transferable or refundable and are limited to Scouts attending Custaloga Town.

**Refund Policy**

1. Refund requests must be made on a 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 their attendance at summer camp. (A signed Doctors Excuse is required)
   - Illness or death in the campers’ immediate family prevents their attendance at camp.
   - Family relocation makes attending camp impractical.

2. In the event of an extenuating circumstance, only the CTSR form is acceptable for refund requests. Parents of the Scout MUST submit it to the French Creek Council, at the McGarvey Service Center prior to August 31st. Note: Only one registration per form.
3. No refund requests will be accepted at camp.
4. Requests for refunds must have the Unit Leader’s approval (signature).
5. All requests will be subject to a $30.00 cancellation fee.
6. All refunds will be made back to the unit account.
7. Refund requests will not be processed until after September 30th and could take up to 90 days to process.

In lieu of a refund, 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.
Custaloga Town 2020 Forms

These forms are available on the French Creek Council website (www.FrenchCreek-bsa.org) or by contacting the McGarvey Service Center 814-868-5571.

Registration
All registration and merit badge sign-up, schedule, and program forms are on-line. They are located under the Resources/Forms area of the home page, and under the program areas of the Camping section.

BSA Medical Form
EVERYONE must have a completed BSA Medical Form #680-001 (Parts A, B, and C) valid through the dates that the camper is attending camp. Medical Forms are valid for one year from date of physician signature. Please make sure that the parent has signed in all locations and provided a copy of the front and back of the insurance card as instructed. Leaders should BRING them to registration during camp check-in. DO NOT mail these forms to the McGarvey Service Center or Custaloga Town.

Prescription Medication Form
Used to assist the medical officer with logging and dispensing all prescription medication while the unit is in camp. Each parent should complete the form and the unit leader should turn it in during the medical check at camp. Leaders should ensure that the camper has all medications listed prior to the medical check. Completion of this form will keep the registration process efficient and not delay the Scouts start to an exciting camping experience.

CTSR Swim Test Prequalification Form
Completed prior to arrival at camp this form will save your unit the time of taking the swim qualification tests at check-in; however, 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 at the McGarvey Service Center so information can be completed prior to arrival.

Camp Fee Refund Request Form
Should be submitted as soon as a situation arises; the form must be completed and submitted NO later than August 31st.

Campership Fact Sheet
An informational sheet explaining the Langundowi Campership Program.

Campership Applications
Available for each camping program. Information from the unit, the parents, and the Scout is required.
Health & Safety

General Safety
➢ Please review the current “Guide to Safe Scouting” prior to coming to camp.
➢ Throwing stones and other objects is dangerous and will not be tolerated.
➢ Only trained adults may fuel or light liquid fuel items (Propane is a liquid fuel); Liquid fuels must always be secured and used with care.
➢ No flames are permitted in tents.
➢ Only battery-operated lights or glow sticks are allowed in or near the tents.

Health Forms
Every camper must submit a BSA Medical Form #680-001 (parts A, B, and C) available from the National BSA website or the French Creek Council website, no other medical forms will be accepted. The form requires EVERYONE to have a physical annually, all prescription medications listed, a hold harmless, a photo release, along with instructions on copying the front and back of your insurance card. Information on this form must be reviewed and complete, specifically check for parent/doctor signatures, immunization dates, insurance information, emergency contact names and phone numbers etc. The unit leader will turn in all completed forms to the CTSR medical staff during the medical check at summer camp and will be returned to the unit leader upon check-out. Any camper not bringing the completed and signed medical form will be UNABLE to participate in any activities at camp.

NO HEALTH FORMS ARE TO BE MAILED TO EITHER THE McGARVEY SCOUT SERVICE CENTER OR TO CUSTALOGA TOWN SCOUT RESERVATION

Medication
➢ All prescription medications for campers must be turned in at the designated area upon check-in.
➢ Medication must be in the original container, NO EXCEPTIONS.
➢ Medication must be labeled with the drug name, Scout’s name, unit number/campsite, dosage, and time/amount to be administered.
➢ Medications in camp must be listed on the Prescription Medical Form and will be turned in during check-in.
➢ CTSR medical officer will supervise the administration of medication.
➢ Campers will be allowed to carry Rescue inhalers and EpiPen’s provided that the camper has left a duplicate in the Health Lodge.
➢ Campers may not possess nor administer over the counter medication, any treatment for minor ailments can be obtained by visiting the Health Lodge.

This is the policy of CTSR and the French Creek Council, though this might be an inconvenience for some adults, the safety of everyone at camp is French Creek Council’s first priority.

Injuries
All injuries, including those treated by the unit leadership, must be reported to the Health Officer and logged. In the event 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 are trained to handle the situation.

Special Needs, Allergies and Dietary Restrictions
Scouts or adults who have special needs due to a physical or mental disability, or special diets due to medical or religious requirements will be accommodated to the best of our ability. When completing the required information on-line (use NA or NONE if not applicable) (PENDING will allow check out; but, must be updated prior to arrival). Special housing, transportation, equipment needs not specified on-line need to be addressed to the McGarvey Service Center or the Camp Director. Medically needed snacks (IE diabetic) need to be provided by the Scout’s family. The sooner this information is available, the better your needs can be met.
Medical Procedures
A certified medical officer is available 24/7, any injuries or illnesses occurring at camp, no matter how minor, must be reported to the health lodge to be logged. In the event of a medical emergency, the health lodge and medical officer can be contacted at any time. Radio contact is available from all program areas, the dining hall, trading post, and camp office.
The health lodge is prepared to handle all illness and injury, with a licensed medical doctor under agreement and on call. The signed release in Part B of the BSA Medical form is required for Scouts to receive OTC (Over the Counter) medications as directed by the camp physician. Adult leadership should be aware of Scouts medical needs and observant of their activities, realizing that camp activities may affect Scouts differently than routine home life.

Emergency Contact
Parents planning to be away from their normal home routine should leave unit leaders with the information of how and/or whom to contact in the event of an emergency. An alternate contact(s) is a recommended option.

Emergency Procedures
In the event of an emergency, the siren and/or bell will be sounded. When this occurs between 6 am and 10 pm all units are required to assemble at the Parade Grounds in formation. Unit leaders will be responsible to report during role call the inventory of their unit. Additional instructions will be provided during this time.

Bad weather emergencies require all units to report to assigned seats located in the dining hall, where leaders will take inventory and report during role call.

Any Emergency occurring between the hours of 10 pm and 6 am require all units to remain in their campsites, where a CTSR staff member will arrive with information and instructions.

Insurance
All registered French Creek Council Scouts or Scouters attending Custaloga Town Scout Reservation will be covered under the French Creek Council’s Health and Accident Insurance. Medical bills due to events that happen prior to arrival at camp will not be covered. Out of council units 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 Pennsylvania. 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; therefore, remember they are in fact wild animals and for their protection, as well as your own, and for all of those who attend camp, please do not bait or lure any animal. Litter and smellable items are invitations for wildlife to visit your campsite and tent. At no time is intimidating or capturing animals permitted, although some animals may be collected for educational purposes by the staff of the Nature Program Area.

Camp Septic System
The septic system at camp is NOT a commercial septic disposal system. The system at camp is comprised of holding tanks and leech fields. The system CANNOT handle foreign materials that will not biodegrade. Please do not put these items in the latrines and toilets at camp. (IE feminine hygiene products, razors, toothbrushes, rocks, firewood, etc).

Transportation
Scouts are not to be transported to the various program area by personal vehicles due to safety concerns of unnecessary traffic. If a Scout has a physical limitation, arrangements should be made with the Camp Director prior to arrival at camp.
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. The Aquatics Staff reserves the right to recheck/verify any evaluation.

➢ 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;
  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,
  2. Swim 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
Custaloga Town prohibits all types of aerosol sprays in camp due to the damage caused by aerosol sprays to our atmosphere and more specifically to tent and tarp canvas, as well as the safety hazard due to the possible incineration.

Alcohol, Illegal Drugs, Fireworks, Tobacco products
BSA prohibits any alcohol, illegal drugs, and fireworks within the boundaries of a Boy Scouts of America facility. Possession of any of these items will result in local authorities arresting the perpetrator and the removal from Scouting. Pennsylvania law prohibits anyone under the age of 18 from using tobacco products, thus smoking, vaping, or the use of smokeless tobacco is forbidden at camp. No one over the age of 18, we be allowed to smoke anywhere on camp property except in their vehicle, located in the parking lot away from the Scouts. All facilities at Custaloga Town are “No Smoking”, in accordance with National BSA policy.

Appropriate Clothing
➢ All campers must wear proper footwear, no open toe shoes, walking sandals, or bare feet are permitted at camp. Shower shoes are acceptable while bathing but are not to be worn in and around camp.
➢ Clothing, including foul language, images in poor taste, or ill-fitting revealing styles are considered inappropriate dress for camp and the Scout will be asked to change into something suitable or removed from camp.
➢ One-piece bathing suits are considered the appropriate attire for swimming at camp.

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” upon check-in, that outlines the fireguard plan to be used. Fighting fires is solely the responsibility of the local fire department; therefore, NO unit, parent, leader or staff member is to engage in firefighting activities.

Flammables
CTSR does not provide storage facilities for liquid fuels in the campsites, therefore it is suggested that units bring solid forms of fire starters, as these present minimum safety hazards. All units electing to use liquid fuels must meet the adult supervision requirement and when not in use original containers labeled with the unit’s number must be safely and securely stored under lock and key. DO NOT DISPOSE PROpane CYLINDERS IN THE TRASH.

Bring flashlights or battery powered lanterns as liquid fuel lanterns and tent heaters are prohibited within tents at Custaloga Town.
Garbage
Units are responsible for bringing their garbage from their campsite, in provided plastic trash bags, to the disposal area located at the rear of the dining hall. Do not wait until there is more trash than can be easily transported to the collection site. All garbage should be to the dining hall before evening flags or 6:00 pm. Any evening activity in the campsite that generates excessive amounts of trash should have prior arrangements made with the ranger crew to dispose of it. Units should be observant concerning trash and litter as they walk around camp and to pick it up and place it in the nearest receptacle.

General Behavior
Horseplay can result in injury and damage to equipment. Encourage Scouts to participate in constructive activities. FUN CEASES TO BE FUN WHEN SOMEONE GETS HURT, EITHER PHYSICALLY OR EMOTIONALLY. 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 bolt action, .22 caliber rifles (Scouts BSA) and BB guns (Cub Scouts) may be used on the camp range. Archery equipment will be limited to a 35-lb recurve and compound bows. Personal firearms are prohibited, though at the discretion of the Field Sports Director, personal archery equipment is acceptable, if it meets BSA Camp Health and Safety regulations and must be secured at the range. The French Creek Council is not responsible for any damage or loss of personal equipment.

Bicycles
Cycling merit badge requires Scouts to bring their personal bicycle and appropriate safety equipment, to meet the requirements.

Shower Facilities
“A Scout is Clean” - Every Scout should shower regularly during the week. There are separate shower facilities for youth (under 18 years of age) and adults, both male and female. 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 (mother/daughter). Males and females must be housed separately and in compliance with Youth Protection Guidelines. Youth tent-mates cannot be housed with other Scouts with a two-year age difference. 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. Units have the discretion on the use of electronic devices.

Other Needs and Concerns
These items can be discussed at the Camp Leaders Meeting scheduled for the Spring of 2020 at Custaloga Town. The date and time will be announced and posted on the council web site. 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

**The speed limit in camp is 10 miles per hour. **

Units should plan to arrive at camp on their check-in afternoon between 1:00 and 2:00. DO NOT arrive before 1:00 pm as the staff will not be prepared to check the unit in and you will be required to wait in the lower field (after the bridge). If a portion of the unit need to arrive after 3:00 pm (not recommended), they must check-in at the camp office, and may be rushed to complete all necessary tasks prior to dinner.

The unit will be greeted by a staff member along the road into camp after the bridge and directed where to assemble. Gear needing transported, into the campsite, should be consolidated into one truck or trailer, as only one vehicle will be permitted in the campsite. The staff guide will direct the unit to the upper parking lot when everyone has arrived. The truck/trailer containing the gear will be directed to the campsite, while the unit leader will proceed to the camp office to check-in. Late arrivals, roster changes, and special requests will be verified, and the leader will be free to return to the unit. The guide will direct the unit to their campsite where the equipment should be unloaded as quickly as possible to allow other units to bring their equipment into their sites. Vehicular traffic is maintained to a minimum for the safety of the Scouts coming and going from the campsites. Please be COURTEOUS and unload quickly and return the truck/trailer to the parking lot.

The Scouts will change into swim wear and prepare for the medical check-in and swim check/aquatic orientation. The staff guide will control the rotation among the check-in stations to make the process as efficient as possible. There will be orientation, a brief tour, and procedural instructions at the dining hall, flag plaza, pool, etc. The staff guide will be able to answer questions concerning the unit’s stay at camp. All Scouts and leaders will receive a wristband, for security purposes, to be worn during the stay.

The unit will return to their campsite to settle in, prepare for dinner and flags. There will be a leader’s meeting the first afternoon before the flag ceremony, and a time scheduled to reconcile attendance and fees, if necessary.

Your exciting stay at Custaloga Town has begun.

Anyone arriving late, or on a different day must check-in at the camp office.

Camp Tour

A camp tour is part of the camp check-in process and will help serve to answer questions, note changes, and help orient new campers and leaders. Anytime during the stay, if a unit has questions or issues, please talk to the Camp Director, the Program Director, or the Camp Commissioner.

Dining Hall Procedures

**Waiters** – Are Scouts within a unit that rotate the assignments throughout the stay at camp and work assigned meals. They are responsible to be at the dining hall 15 minutes before the start of the meal to prepare the table. There is one waiter per table, and they usually set on the corner closest to the kitchen. The Dining Hall Steward will direct the waiters to bring food from the kitchen to their table. Following the meal, the waiter is responsible to take dishes to be washed, cleaning the table and benches, sweeping around and under the table. Once the dining hall is cleared all waiters will be dismissed by the Dining Hall Steward. It is encouraged for adult leaders and/or the Senior Patrol Leader to assist younger Scouts with waiter duties.

**Table Assignments** - will be given to each unit as part of the check-in schedule. Each table contains ten places with CTSR staff members filling in places not filled by the unit. At least one (1) adult Unit Leader must sit at each table assigned to the unit.

**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. Leaders should monitor the food and water intake of their Scouts to make sure they are eating and drinking adequate amounts.
**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 BSA Field 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! Uniform shirts are always worn tucked in.

**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 through the “In” door; exit by the “Out” door.

**Meal Times** - are:
- Breakfast: 8:00 AM
- Lunch: 11:45 to 1:00 PM (buffet)
- 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 as to any special needs, by completing the on-line questions regarding dietary restrictions, allergies, and medical concerns.

**Unit Pictures**
A Unit group picture will be scheduled during check in. A complimentary copy of this personalized unit picture will be made available for every registered camper in the unit. Pictures are provided as a service of Langundowi Lodge and will be available prior to check-out.

**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 ensure 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 Scouts 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, upon returning, they must also sign-in. NO SCOUT will be permitted to leave camp without written permission of the unit leader 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 and knowing the attendance in the event of an emergency.

**Transportation and Parking**
Transportation to and from camp is the responsibility of each Scout’s parent and should be coordinated through the unit. A Scout is conservation minded, so please try to car pool, and remember all drivers must be at least 18 years old and properly licensed, driving properly registered vehicles that are insured and inspected. No one is permitted to ride on trailers or in the back of pickup trucks on camp property, anyone breaking this rule will be asked to leave camp immediately. Unit leaders who knowingly allow this to happen will also 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.
**Service Opportunities**
If your unit would like to perform service work to assist camp, please contact the commissioners’ staff or the camp office. Each unit will be asked to assist in maintaining the cleanliness of general use areas while they are as CTSR.

**Quartermaster**

**Equipment Check-in, Check-out Procedures**
Each campsite is equipped with tents, cots, latrines, and washstands. A checklist of camp-issued equipment will be inventoried and signed for by the Senior Patrol Leader or unit leader and Camp Guide upon the unit’s arrival and departure. Additional equipment may be secured from the Camp Quartermaster or through the trading post.

**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 buildings that are destroyed or damaged will be replaced in whole or part by the council and billed to the Unit’s 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 (~$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 or try not having a fire and observe the many different wondrous things that can happen.

**Camp Evaluation**
Leaders and Senior Patrol Leaders are asked to complete a camp evaluation and turn it in to the Program Director or Commissioner before departure. This information is used to evaluate the current program and make changes and improvements in the future. Unit leadership is encouraged to attend the Leaders Meetings scheduled during their stay, keeping their units informed of updates and changes, and to provide feedback on the camp operation and program.

**Check Out**
Scouts BSA troops are to check-out on Saturday morning before 11:00 AM, with Cub Scout packs checking out Sunday before 1:00 pm. Please make sure all paperwork, certificates, bills, merit badge information, etc. are completed prior to check-out. Make sure the camp site has been policed, making sure all unit and personal gear has been removed and all garbage taken to the dining hall. The camp commissioner and the camp staff will coordinate your departure verifying that all medical forms and medicine has been retrieved from the Health Lodge. Unit 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 as the CTSR Staff needs time to reset any campsites for the upcoming week. Units must be checked out of their campsite by an assigned staff member.
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 are over the age of 18 and have previous camp staff experience. Orientation sessions are conducted each week prior to the unit arrival, preparing to assist and accommodate your unit in every way possible. CTSR Staff works hard 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 week in camp. These friendly members of the staff are there to answer questions and find solutions for problems between the unit leader and the staff, and work as a resource to other staff members. The commissioners are also available to provide immediate help in meeting specific needs and urgent problems. Look for them to provide guiding inter-unit and camp activities, as well as trying to build spirit and enthusiasm in the units. 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 daily 9:00am to 11:00am and 1:00pm to 3:00pm while your unit is in camp. 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, and 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 30th, after which time they will be donated to charity or disposed of.
Order of the Arrow

Langundowi is the Order of the Arrow lodge associated with the French Creek Council. The Order is known as “Scouting’s National Honor Society” and works hard to promote Scout camping, encourage leadership, and provide service to Scouting.

Many members of the staff are Arrowmen and are dedicated to the Scouting program. There are numerous service projects that the lodge has conducted that are a definite improvement to camp. Many of these are identified with the “Pine Tree Pete” brand.

Service projects

Service Projects
Units are encouraged to take on a Service Project as a good turn. The camp office will have a list of needed projects in the fields of conservation, maintenance, and camp beautification which can be selected by individuals, patrols or units. Other projects may be considered on their merit and approved by the camp director. Some projects could even become a parent and son type project, for there is great merit in a Scout and his parent working side-by-side as they personally gain more than the work they accomplish. Service hours may be able to be credited toward school or church requirements, contact the camp commissioner to coordinate these.

“Adopt a Trail” at Custaloga Town
The main trails at Custaloga Town have been broken down into segments. Your unit has the opportunity to adopt a segment while you are in camp and keep that part of the trail system clean and litter free. If your unit adopts a trail, it will be inspected as part of your daily campsite inspection. In addition, you will be completing one requirement for your “Honor Troop Award.”

Good Turn at Custaloga Town
Each unit will be asked to assist in keeping the shower house clean during their stay at camp. All necessary materials and supplies will be made available. This effort will be coordinated by the camp commissioners.
Gear List

Personal Gear
- Pack or foot locker
- Sleeping Bag/2 Sheets & Blanket
- Scout Field Summer Uniform
- Sturdy Walking/Hiking Shoes
- Underwear (shirt & shorts)
- Extra Clothing
- Sneakers
- Cap or Hat
- Jacket
- Socks
- Swimming suit (one-piece)
- Rain Gear

Health & Cleanliness
- Bath Towel
- Hand Towel
- Wash Cloth
- Personal first aid kit
- Soap in container
- Toothbrush
- Toothpaste
- Brush or Comb, metal mirror
- Mess Kit and Mug

COMPLETED MEDICAL FORM:
Scouts cannot be admitted to camp without a completed medical form (current doctor’s and parent’s signatures, vaccination dates).

For Advancement
- Merit Badge Pamphlets (Troops only)
- BSA Handbook and Fieldbook
- Pens, Pencils & Paper
- Merit Badge Partial (Troops only)
- Merit Badge Projects (proof of pre-req. Started or Completed) (Troops only)

Special Optional Items
- Flashlight
- Fishing Gear
- Camera
- Bug Repellent
- Musical Instrument
- Bible, Testament or Prayer Book
- Canteen
- Old shoes or water socks for creek hikes
- Shower shoes for in shower not walking to shower

Unit Gear
- Unit advancement records
- Song & skit books
- Unit first aid kit
- Alarm Clock
- Campfire ideas & materials
- Patrol axe(s)
- Footlocker (with strong lock)
- Thumbtacks for bulletin board
- American & Unit Flags
- 100 ft of ¼ inch rope for lashing, etc.
- Patrol Flags
- Nylon stocking for soap at latrine
- Plastic cover for bulletin board
- Unit sewing repair kit
- Tarp(s) if desired
- Propane lanterns/Battery lanterns
- Laundry soap
- Extra lantern mantles
- Unit merit badge pamphlets (Troops only)

What to Leave Home
Fireworks, ammunition, firearms, sheath knives, valuables, radio boom box or CD players, motorized or remote-controlled toys, personal CB radios, and aerosol cans of any type. Valuables that are merely “creature comforts” (radios, tape players, Game Boys etc.) should be left at home. We carry no insurance on personal items.

Additional Items:

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**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 Cochranton 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. 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