

**Day Camp Leader's Guide  
2008**

# Program

Only your imagination can limit the possibilities of this year's program theme. Your Cubs will learn all about the first settlers in the Americas, the great nations of the American Indian. Cubs will participate in FUN, outdoor age-appropriate activities. Some requirements from the Wolf, Bear, and Webelos books will be completed during the camp. However, *Day Camp is not advancement-oriented. It is based on FUN and safety.* The following FUN areas will comprise the primary part of our program:

<b>BB Gun Air Rifle</b>	Learn proper safety and use from a BSA certified instructor.
<b>Archery</b>	A bull's eye is its own reward here.
<b>Crafts</b>	Theme-related...the possibilities are endless.
<b>Science &amp; Nature</b>	How did the Indian live and revere all of creation as we have not learned yet?
<b>Physical Fitness</b>	Active sports and from our Native American brothers and sisters.

Each camp will vary with respect to its location and the creativity of the Program Director.

## Who Should Come?

### Cub Scouts

Day Camp is for all Tiger and Cub Scouts through and including the fifth grade. **Each Incoming Tiger Cub attending camp must be accompanied by an adult partner.**

### Parents/Grandparents/Adult Partners (over 21 years of age)

All parents/grandparents and adult partners (over 21 years-of-age) of the Scouts are welcome to participate either directly with the Scouts in their den or as a part of the program staff. **If you are willing, we have a place for you to help! We need your help!!**

### Boy Scouts

All First Class (or higher rank) Boy Scouts are welcome to help as a Den Chief. Any Boy Scout or girl (generally an older sister of a Cub Scout) 14 years-of-age or older may assist as a Staff Program Aide.

### [Younger] Siblings of Campers w/ Adults

#### Attending Camp

Younger children of adults attending Day Camp may stay in the Tot Lot while parents are at camp. The fee is \$3.00 per child per day which includes insurance, program materials, lunch beverage, and other incidentals.

*We strongly encourage parents to spend at least one (1) day with their Scout at Day Camp. It will be a fun quality outdoor experience not soon forgotten by parent or Scout.*

### **No experience necessary!**

In an orientation program (to be scheduled at a later date), we will instruct you on the finer points of Day Camping. It's no more complicated than getting from Point A to Point B with all of the boys and all of their stuff, on time and in the right place. No Problem!

# Schedule

Day Camps are designed to be held close to home, in the public view, where the site provides easy accessibility for Cubs and their families while showing off the best that Scouting has to offer to an interested public. The following chart lists the area served, camp dates, and locations for each Day Camp in the Greater Western Reserve Council.

<u>Date</u>	<u>Location</u>	<u>Camp Director</u>
June 9-13	Candlelite Knolls (Warren)	Audra Carlson 330-647-9582
June 16-20	Geneva State Park (Geneva) Location TBA	TBA Cathi Johnson 440-942-4696
June 23-27	Geauga County Fairgrounds (Burton) Boardman Township Park (Boardman)	Dave and Shelly Sanshuck 440-543-6743 Ginny Kehoe-Buzas 330-757-1561

**Daily Schedule:** All camps will run from 8:30 am to 3:30 pm on Monday through Thursday. Friday's schedule may vary dependent upon the specific camp.

**Lunch Time Program:** A lunchtime program is provided each day. The program highlights a speaker or demonstration of special interest to both Scouts and adults. Lasting approximately a half hour after lunch, this gives everyone a chance to digest lunch and take a break.

## Registration Fees & Deadline

**“Early Bird”- \$62/Cub Scout participant (if paid in full by April 16, 2008)**

**Late Fee: \$82/Cub Scout participant (after April 16, 2008)**

***Registration forms and fees must be RECEIVED in the Council Service Center by April 16, 2008 to qualify for “Early Bird”.***

All participants will receive a camp T-shirt **if registered by May 19, 2008.**

**Tot Lot Participants-**\$5.00 per day. A T-shirt may be purchased for \$12.00 **if registered by May 19, 2008.**

**REGISTRATION DEADLINE:** The deadline for Day Camp registration in which there is a guarantee for a T-shirt and program supplies is **May 19, 2008**

Adult registration forms **MUST** accompany Scout registration forms.

**All registration forms and payment must be submitted at the same time.**

# Emergency Phone Number

In the event of a family emergency necessitating contact with your son(s) at camp, please call the Council Service Center at (800) 234-7268. They will get a message to the camp as quickly as possible.

## What to Bring to Day Camp (For Cubs, Adults and Den Chiefs)

- Camp T-Shirt-must be worn everyday (will be given out on Monday)..
- Lunch in a throw-away sack—EVERYDAY!  
**Please-no lunch boxes or “Playmate” type coolers. No MAYONNAISE based foods!**
- WATER WILL BE PROVIDED!!!
- Sports Bottle-given out on Monday
- Backpack or book bag-to CARRY YOUR OWN STUFF each day.
- Sweatshirt or jacket (it may get cool in the shade).
- Rain gear (disposable rain poncho).
- Hat (head shade)
- Sun screen-at least 15 SPF– preferably 20 or higher (skin shade)
- Tennis shoes and socks-NO SANDALS-They give toe ouchy’s!!!
- Camera-optional-for your memories!!!

## Adults to Accompany Cubs

**Two (2) adults must attend all week from each pack. One (1) adult must be a registered leader.**

**ONE (1) ADULT FOR EACH RANK (AGE) LEVEL ATTENDING WITH YOUR PACK WILL BE NEEDED EACH DAY.** Cubs are grouped by rank (age), so each rank needs to have an adult accompany it.

For each additional five (5) Cub Scouts, there must be one (1) additional adult in attendance. **These adults do not have to be a registered leader with the pack.**

### **Adult-to Cub Ratios**

- 1-10 Cubs - two (2) adults**
- 11-15 Cubs - three (3) adults**
- 16-20 Cubs - four (4) adults**
- 21-25 Cubs - five (5) adults, etc.**

# General Information

## Check-In

Den Walkers/Leaders need to arrive by 8:00 am daily (Monday-Friday). Cub Scouts are to meet their Den Walkers at the sign with their Den number on it by 8:20 am. The day's schedule will be discussed with leaders prior to the campers' arrival.

## Check Out

The program will conclude at 3:30 pm daily. DEN WALKERS MAY NOT LEAVE THEIR DEN UNTIL ALL THEIR SCOUTS HAVE BEEN PICKED UP.

If a Cub Scout or volunteer needs to check out early, they must sign out with the Registrar at the First Aid Station. Leaders need to inform the Day Camp Director if they (adults or boys) plan to be absent.

## Visitors

Parents and friends are always welcome at camp. However, they must check-in with the Registrar upon arrival and then check out before leaving.

## Food

All campers bring their own sack lunches. The camp will provide plastic cups and a beverage. Dens should bring their own ice chests and ice to protect the camper's lunches. The coolers will remain at the main area all day. **Please, avoid carrying food with the group as this tends to increase littering.**

NO MAYONNAISE-BASED FOODS!!!

## Emergency Phone Numbers

(330) 898-8474—or—(800) 234-7268

## Tot Lot

The Tot Lot is for the children of Den Walkers (while the Walker is in camp). All non-Scout children under 14-years-of-age must stay with the Tot Lot staff at all times. Tot Lot participants must bring a sack lunch each day as well as a towel to rest upon. A change of clothing is also suggested. Leaders...please refrain from visiting your children in the Tot Lot during the day. **You MUST STAY WITH YOUR DEN!**

## Valuables

The Greater Western Reserve Council and the various day camp facilities/hosts are NOT responsible for lost or stolen items. **PLEASE: DO NOT BRING/SEND VALUABLES TO CAMP!** This includes electronic games & equipment.

## Smoking or Alcohol

The presence of alcohol is not permitted at any activities conducted by the Boy Scouts. **SMOKING IS NOT PERMITTED WHEN CUB SCOUTS ARE PRESENT!**

## **Youth Protection**

The Greater Western Reserve Council, BSA, will not tolerate the abuse of campers or their rights. The following are “external barriers” that must be in place to protect our Scouts, leaders, staff, and any visitors to our Camp.

- Two-deep leadership (see the following policy)
- No one-on-one contact (use the “Buddy System”)
- There are no secret organizations in Scouting.
- Appropriate attire is always worn at camp.
- Hazing is prohibited.

If you suspect a child in camp is a victim of child abuse, the law requires this be reported to your Camp Director immediately! They will discuss your suspicions with you and possibly talk to the child.

Two-Deep Leader Policy: National policy states that each Den must be under the direction of two competent adult leaders (One must be 21 or older. The other must be over 18-years-of-age.) At least one of these leaders must be registered with the BSA.

## **Conservation**

Please remember to leave every location you visit in better condition than you found it. We are in a public park/area and want to leave a good impression as well as exhibit responsible camper conduct. Webelos Dens may want to learn and incorporate *The Outdoor Code* into their day’s events. Cooperation is needed to keep the facilities litter free and undamaged.

## **BSA Registration Required**

All staff members, Scouts and at least one Den Walker per Den must be a registered member of the Boy Scouts of America.

## **Medication(s)**

Campers, adults, and staff must check all medications in with the Health Officer at the Camp First Aid Station. The Health Officer will dispense all medicines while at camp. The exceptions to this are allergenic emergency kits (i.e.-inhalers, epi-pens, etc.)

## **Dress Code/Uniforms**

Appropriate clothing and headgear are essential to personal comfort and safety. Everyone is encouraged to wear the camp T-shirt, dark shorts, and comfortable shoes. SANDALS MAY NOT BE WORN. Do not wear yellow as it attracts bees. Every staff member, Den Walker and Volunteer Helper must wear the camp identification we will provide for you. Anyone not wearing proper identification should be escorted to the Registrar immediately.

## **Program Areas**

Each program area is staffed by volunteers responsible to the Program Director. Program staff is in charge of the area they run. Safety rules should be properly followed by ALL camp participants and will be enforced by the Program Area Director. The Den Walker should keep track of the time to keep everyone on schedule. The Den Walker should also mark the boy’s achievement sheets to be taken home at the end of the week.

## **Beads**

Beads are given out at each program area during the day. Beads are given for simply attending the program in the area. They are not a reward for performance. The Cub Scout motto is “Do Your Best.” Put the beads on the boy’s name tag daily.

### **Den Leader/Walker Responsibilities**

The Den Leader/Walker must be an adult 21-years-of-age or older and of well-known good character and ability. The Den Walker shall. . .

- Be responsible to the Program Director
- Carry out duties as assigned by the Program Director.
- Assist and supervise the boys in his/her Den.
- Assist in program areas as needed so the boys make the most of their opportunities.
- Be concerned for, and observant of, camper safety.
- Be knowledgeable in the Cub and Webelos Scouts programs.

### **Den Chief Responsibilities**

The Den Chief shall be a First Class Scout capable of serving as a Den Chief. He shall assist the Den Walker and carry out duties as assigned.

### **Rainy Day Procedures**

Daily area schedules should be followed in the event of a periodic drizzle or brief downpour. Most areas will continue in their assigned location. In the case of lightning, heavy winds, or a downpour; Den Walkers will be advised as to the appropriate action/location in which to seek shelter.

### **Den Discipline**

The maintenance of discipline should be kept within the Den unit. All disciplinary matters are referred to the Den Walker for attention. Assistance will be provided by the Camp Director as requested or as deemed appropriate by him/her. Follow these simple guidelines and your disciplinary problems will be fewer.

- 1) Be fair.
- 2) Be consistent.
- 3) Teach each boy as an individual.
- 4) Boys are teasers. They will go as far as you let them. SET LIMITS!!! STICK TO THEM!!!
- 5) Don't warn or threaten. Take action.
- 6) Don't try to shout out the boys.
- 7) Stand where the boys can see you and raise your hand in the Cub Scout sign. "When the hand goes up, the mouth goes shut!"
- 8) If you cannot control a boy or the entire Den, please bring him/them to the Camp Director. The problem will be handled according to the situation.

# Emergency Procedures

ALL EMERGENCIES ARE IMMEDIATELY REPORTED TO THE CAMP DIRECTOR!!!

It is important to remember to remain calm and not frighten the Cub Scouts. Den Walkers are responsible for their Cubs and the Program Staff will assist where needed.

Den Walkers should be prepared to play games, sing songs, or practice skits with their Dens to prevent panic. The Camp Director will decide when to assemble the entire camp or initiate other emergency procedures as appropriate.

## Health & Safety

ALL FIRST AID AND EMERGENCY CASES ARE TO BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE CAMP HEALTH OFFICER who will advise the Camp Director as necessary. Do not attempt to administer emergency first aid unless the situation is life-threatening. All injuries should be logged in the Camp First Aid Log (for Staff as well as campers). The Camp Director should be notified of all serious injuries after the Health Officer is summoned.

## Accident or Illness

- 1) Contact the Health Officer (remember Health & Safety as listed above).
- 2) In "Hurry Cases" capable and trained first aiders should apply their skill to control or assist with the immediate recovery process.
- 3) Please do not move the person. Send a runner to the Health Officer at the First Aid Station.
- 4) The Camp Director will alert the appropriate hospital and provide transportation as needed via "911" emergency transport.
- 5) The Camp Director or his/her designate will collect all information relative to the accident or illness and report it to the Council Program Director.
- 6) Notification of the family or nearest relative will be handled by either he or the Scout Executive.
- 7) The Scout Executive or Camp Director will notify local authorities as dictated by the situation.
- 8) Parents and family will be notified before any news release is made. The single (and only) communications channel is through the Scout Executive.

## Severe Weather Emergency

In Charge: Camp Director

Alternate: Program Director

- 1) The Camp Director (or Program Director) announces a weather warning to Program Area Directors. Instruction will be given to close all areas of the camp and tell campers to either report to the shelter area or take cover according to rainy day procedures.
- 2) Campers follow instructions related to them from the Camp Director.
- 2) Staff closes all areas of camp and reports to the First Aid Station for further instructions.

## **Fire Emergency**

In Charge: Camp Director

Alternate: Program Director

- 1) Person who discovers fire sounds the alarm by yelling, "Fire!"
- 2) Den Walker or Staff Member takes charge of the area. This person makes sure all Scouts and Leaders are removed from the area. At no time should a boy be exposed to danger. Campers should not fight the fire.
- 3) Den Walker sends a Den Chief or runner to notify the Camp Director.
- 4) Camp Director or alternate will notify the program areas by emergency radio and relays the location of the fire as staff answers the radio.
- 5) Camp Director or alternate activates the emergency siren.
- 6) Staff closes all areas of the camp.
- 7) All other campers report to the Flag area, except when the flag is on fire—then report to the parking lot.

## **The Buddy System**

In the event of any emergency, the Emergency Assembly Horn will be sounded notifying Den Walkers to implement the buddy-check system.

- 1) At the beginning of camp, each camper should be assigned a buddy for the week and be instructed to know his buddy's name.
- 2) Each camper will be informed about the emergency assembly signal and the place to form in line with his buddy. Campers will be told to stand alone in line if their buddy is absent, and to not take another partner.
- 3) The Den Walker will devise a quick method of checking the presence or absence of their campers. The Den Walker will send the Den Chief, or an assistant, with the Den attendance report to the Camp Director.
- 4) The Den Chief or assistant (after reporting to the Camp Director) will return to the Den Walker with instructions.

## **"Lost Camper" Procedure**

Den Walkers/Program Directors should be aware of where their Scouts are during the course of each day. If a Scout is unaccounted for, the following should be done:

- 1) Assemble the Den. Obtain the pertinent information about the campers (i.e.-name, age, clothing worn that day, last person to see him, where last seen, and any possible conflicts the Scout may have had that day).
- 2) Contact the Camp or Program Director at once, even if you suspect it may be a false alarm.
- 3) Back track-Send three persons (at least one adult) back to the last place the missing Scout was seen so they can call out for the Scout and check out the surrounding area. Have them report back by messenger as to the situation at their earliest opportunity so the next search steps may be instituted.
- 4) Muster the camp and have a den roll call. Be certain no one else is missing. Keep the group together.
- 5) Under no circumstances should Scouts be sent to look for the lost person.
- 6) The Camp Director will organize search parties and/or call for help as needed.