

CUB SCOUT RESIDENT CAMP

THURSDAY JULY 6– SUNDAY JULY 9 2017



PARENTS AND LEADERS HANDBOOK

Welcome to the Adventure of Cub Scouting

Where character counts and adventure begins...



Dear Leaders,

Welcome to the Cub Scout Resident Camp! It is our goal that you will experience excitement and fun at every turn during this Resident Camp. This program is designed exclusively for Wolf, Bear Cub Scouts and Webelos.

At the Council's resident camp program, Cub Scouts will expand on the skills learned at their Day Camp and other Cub Scout experiences teaching outdoor and other skills while having fun and that hopefully will create life long memories.

It is the program's intention that you and the other adult leaders will have fun as well. THANK YOU for your investment of time by spending a few days with your Scouts at Buckskin Council's beautiful camps.

The staff is working diligently to bring your Scouts the finest possible summer camp experience. The trained staff at camp is here to provide a high quality and exciting program. If you have any requests or concerns please bring them to my attention as the Staff Advisor, and I will attempt to resolve them. Please read this Camp Leader's Guide carefully and feel free to contact me if there are any questions or if you need additional information.

We look forward to seeing you!

Emergency Contact Information

Camp phone [EMERGENCY ONLY]:

Camp Arrowhead's telephone number is _____. This phone is to be used only in an emergency or when providing a necessary message. There is an additional telephone in the Camp Office and the Camp Dining Hall but it may only be used in case of an emergency or necessity. Adult leaders please see a staff member to access the camp telephone. If a youth has a genuine emergency and must use a telephone, that usage should be done under the watchful eye of a unit adult camp leader present. When a call is received a message will be taken. Due to distances and activities throughout camp it might take some time to locate the person for whom the message is intended. Long distance calls should be made collect or with a credit card.

Here are several other potential useful telephone numbers:

Buckskin Council Service Center (Office/Scout Shop workdays 8:30 am to 4:30 pm 2829 Kanawha Blvd., East; Charleston, WV 25311 304-340-3663 or 1-800-272-6880. Visit us on the Internet at www.buckskin.org

David Leckie, District Executive/Professional Camp Adviser: (Cell) 304-542-5071

Only to fulfill Youth Protection obligations or a camp emergency:

Jeffrey L. Purdy, Council Scout Executive & CEO: 304-935-4063

Larry Wunderly, Asst. Council Scout Executive: 304-545-2178

Other emergency telephone numbers are posted next to the Dining Hall telephone.

Cell phones:

It is discouraged for a youth participant to have a cell phone while in Camp. If a participant seeks to use the phone that may occur during scheduled activities and the person may seek to be alone during that conversation – NOT with a buddy! A youth with issues may contact home or another person and request to be picked up and leave camp without unit leader knowledge.

How to get to Camp Arrowhead: address 4200 Boy Scout Road, Ona, WV 25545:

From Charleston WV:

1. Merge onto I-64 W toward Huntington
2. Take exit 20 for CR-60/89/E Mall Rd toward US-60/Barboursville 0.3 mi
3. Turn left at CR-60/89/E Mall Rd (signs for US-60/Barboursville) 0.3 mi
4. Turn left at Midland Trail/US-60 1.0 mi
5. Turn left at Blue Sulphur Rd/CR-17 1.8 mi
6. Turn right at Boy Scout Camp Rd 0.7 mi

From Huntington, WV

1. Merge onto I-64 toward Charleston
2. Take exit 20B for CR-60/89/E Mall Rd 0.3 mi
3. Turn left at CR-60/89/E Mall Rd 0.1 mi
4. Turn left at Midland Trail/US-60 1.0 mi
5. Turn left at Blue Sulphur Rd/CR-17 1.8 mi
6. Turn right at Boy Scout Camp Rd 0.7 mi

Preparation Information:

Cub Scouts Resident Camp participants can begin registration at 3:00 PM on Thursday, July 6 and are dismissed between 9-11am on Sunday, July 9.

A Wolf Scout has completed the 1st grade; entering 2nd grade in September.

A Bear Scout has completed the 2nd grade; entering 3rd grade in September.

A Webelos Scout has completed the 3rd grade; entering 4th grade in September or entering 5th grade.

A **"Provisional Webelos"** is a Webelos Scout who desires to participate in Webelos Resident Camp but his Pack is not attending. He will be assigned to another attending Pack during Resident Camp. If there are any Webelos that seek to be Provisional Webelos please contact the Buckskin Council Service Center early so that arrangements can be made to place the Webelos in a Resident Camp Webelos attending Pack. A Provisional Webelos pays the same fee as other Webelos.

A **"Tag(s)"** (Tag-a-longs) are allowed when accompanied by an attending parent(s) or guardian at Resident Camp but no special Tag program is offered. The attending parent or guardian is responsible for their Tag. If possible and age appropriate and there is an opportunity Tags may be included in an event activity. Each Tag fee for Children over 5 is the same as participating scout \$70.00. Tags under 5 years of age are \$40.00. Buckskin Council Resident Camp Fees Schedule

Resident Camp Registration

Please register online at www.buckskin.org/cubsummercamps There is a link for Resident Camp. Payments may be made online, at the Huntington Office or the Charleston Office. They can be mailed to Buckskin Council Service Center: 2829 Kanawha Blvd., East; Charleston, WV 25311. If you pay via a check please print your registration and include the form with your payment. Once registration has been submitted and are complete the applicant will receive a confirmation email. If there are any questions, please contact the Buckskin Council Service Center by phone (304-340-3663)

Camp fees and deadlines are:

Youth	\$70	
Adult Leaders/Den Chiefs*	\$40	
Tag	\$40	
Visitor (per meal)**	\$6	
Extra T-shirt		\$10

*In some instances a Pack may switch a leader during their camp session. In such a case one adult registration fee is required but the adult application must indicate who will be using what portion of the session. The person leaving will surrender their wrist band and the new adult leader will be provided their wrist band.

***Any current Pack Den Chief whose unit is participating who desires to be among the youth staff please contact David Leckie (cell 304-542-5071) to discuss the possibility.

****Visitors**

Parents and families are always welcome at Resident Camp. Visitors please register in the Camp Office or Dining Hall upon arrival and receive a visitor's pass. The Buckskin Council does not allow adults to wander in Camp without knowing their purpose for being there. The campfire held respectively on Tuesday and Saturday night is the best time for visitors. If visitors are going to be in camp and desire to eat a meal(s), the Pack's Camp Leader or other adult can purchase a non-refundable meal ticket(s) at the Dining Hall or Camp Office at a cost of \$6.00 per meal. Meal tickets are non-refundable as the Resident Camp pays for all prepared meals. **Early notice allows obtaining sufficient food materials** so the Camp can ensure there is sufficient seating and food for your guests.

If a Pack will have numerous visitors for the final dinner please register/pay for them in advance to allow for food purchase.

Buckskin Council refund policy:

Camp fees are generally not refundable, but they may be transferred to another Scout coming to the Resident Camp. The only refund given from Resident Camp will be for a medical emergency or family death situation. The written request for refund must include a signed doctor's recommendation (in case of medical emergency), emergency detail, and a letter from the Pack Cubmaster. All letters requesting a refund must be received at the Buckskin Council Service Center or postmarked prior to September 1st, A \$15 reservation portion of the fee is **non-refundable**.

Special Needs/Special Dietary Needs Participants

If there is any person with a "Special Needs" such as dietary, medical, handicapped access, or the need for electricity for medical equipment, or any others, please indicate these needs by making a note in the health concerns section of the registration. In addition when arriving into camp please bring this special need to the attention of the Camp Director.

Camp Program

Cub Scout Resident Camp is packed full of swimming, archery, BB shooting, canoeing and much more including fun evening activities. The Cub Scout Program has been developed to add a new dimension to the Scouting program as offered in the Pack and at Day Camp. It is intended to be a unique outdoor camping experience. Camping takes the participants on exciting adventures into the natural world. Cub Scouts learn to live with others in an out-of-door setting, they learn to be a good citizen, and they learn to appreciate their environment around them. Camping is fun, and it's good for their mind, body, and spirit. It helps them learn to rely on their self—on their own skills and knowledge. When a boy goes camping as a Cub Scout, they learn skills they will use later, as a Boy Scout and throughout their life. Scouts and leaders enjoy full Dining Hall service.

Pack Adult Leadership Requirements

Resident Camp Pack leader minimum requirements:

Every Pack is required to have at least two deep adult leaders at all events and meetings. In an event such as a Resident Camp there is added need for adult leaders. In a Resident Camp with many youth participants, the Buckskin Council requires the following minimum number of adult leaders in a Pack per the below chart. There must be at least one registered and trained adult leader at least 21 years of age in camp at all times.

Pack adult leader responsibilities:

- *The Pack's "Camp Leader" or designee is expected to participate in the daily leaders' meeting to receive any schedule changes or other important information. S/he communicates with the Pack's adult leaders any needed information for the day and assigns and coordinates the responsibilities of all Pack adult leaders while in camp.*
- One Pack adult at all times while the Pack is in camp for insurance and liability purposes **MUST** be a currently registered leader of the Boy Scouts of America. A Pack can and should have parents as substitute leaders at camp.
- All Pack "Camp Leaders" at all times while in camp are responsible for maintaining the organization and discipline of their Pack.
- At camp, only activities meeting the standards of the Cub Scout Promise and the Law of the Pack are permitted. Your cooperation and understanding in helping maintain these high standards of morals and personal behavior is appreciated.
- Packs may have part time transient leaders. If possible each should be registered in advance. Those Leaders coming on and going off-site will pay \$5.00 per meal that is shared with Scouts and will receive a meal ticket. Please note above that several leaders may register together to maintain a single Resident Camp term adult registration.

About Youth Protection

Pack leadership youth protection training requirement:

Buckskin Council, BSA adheres to all youth protection provisions of the Boy Scouts of America. At least one Pack BSA registered adult, who has completed the BSA Youth Protection Training, shall be present at all times while the

Pack is in camp. The required Youth Protection Training may be completed in your District or online at <http://www.scouting.org/pubs/ypt/ypt.jsp>. In addition, provisions to provide the adult Youth Protection training will be made while in Resident Camp. It is requested that all adults that have not completed this training do so while in Camp.

In general:

When the activity includes sleeping over leaders and Scouts cannot sleep in the same quarters and mixed genders are not allowed to tent together. Exceptions are a parent/son and/or daughter, or a married couple. Scouts shall be with a “buddy” (the buddy system) whenever they are traveling within camp or in an outdoor activity.

In Camp Food Service

Resident Camp will provide quality food for Scouts and leaders in the Camp Dining Hall. The program may also provide for an in camp cooking experience in which all ingredients will be provided. Encourage your Scouts to eat all of their food.

Family and visitors are highly encouraged to join your Pack for the closing dinner and activities. In the event that you wish to invite guests to dine with your Pack at camp, meal tickets can be purchased at the Camp Office. **It would be a great help if known added meal participants were pre-paid providing the cooks with attendance numbers.** Each guest meal is \$6.00. Regrettably, the meal fee is **non-refundable** as Camp pays in advance for all meals prepared based on expected attendance of campers and guests.

Special dietary needs: The Buckskin Council wants your stay at camp to be enjoyable. If a Scout and leader have need for special meal considerations because of medical dietary restrictions or religious practices, please indicate that participant’s need as an attachment to their Registration Form. Adult leaders there will be a coffee pot in the Dining Hall during the day.

While in the Dining Hall:

These courtesy practices are required in arriving to and while in the Camp Dining Hall.

1. No person other than Kitchen Staff is allowed in the Kitchen Area.
2. Each Unit will have an assigned numbered table(s); at least one adult per table.
3. For meals there will be 2 doors for entry. Each Table Group will have a designated Entry Door and each meal there will be an order for each Table to be in line.
4. In advance of entering the Dining Hall all Table Groups will gather together at a designated place.
5. Prior to entering the Dining Hall Grace for the meal shall be offered.
6. When it is time to be served each line will enter the Dining Hall and proceed down the designated serving line.
7. The Participants and Leaders assigned to a Table are responsible for their assigned Table area.
8. Each Table will need to assign for each meal each day 2 “Table Hoppers.”
9. No hats (cook staff accepted) are to be worn while in the Camp Dining Hall.
10. If an individual has a food/drink problem or needs something from the Camp Dining Hall, please ask a Kitchen Worker for assistance and help.
11. There will be people in line with food and drink. The Dining Hall is not a play place; courtesy and respect to each other is required during meal time.

Table Hoppers:

Each Table will rotate among those at that Table the assignment for Table Hoppers. The Table Hoppers for that specific meal need to do the following:

1. Arrive 20 minutes early.
2. Acquire and place on your Table enough cups for each person; adults please obtain a pitcher of Kool-aid [bug juice].
3. After the meal any trash left behind on the Table is to be thrown into a garbage can and the Table is to be wiped clean. Cleaning supplies will be provided.
4. The Table Hopper will sweep under their Table sweeping any debris to the middle of the central walk way aisle. Watch where you walk.
5. Adults, if a trash can is full, please tie the bag and put it out by the back kitchen door. The Staff will put a new bag in the Trash container.

Camp Emergency Procedures

Emergency Orders/Procedures:

The Buckskin Council for its Scout Camps has established procedures to be followed in the event of most emergencies. Emergency procedures are posted throughout the camp and will be reviewed with everyone upon arrival Sunday and Wednesday. During Camp Session a weather radio will be on.

In case of a camp emergency, or potential emergency situation, there will be a continuous ringing of the Camp Bell. No person without authorization is to ring the Camp Bell. When the Camp Bell is continuously rung, all persons within the Camp, unless otherwise directed, are to assemble at the Camp Flagpole. Should a Camp emergency situation occur, adults maintaining calm is vital; do not panic!

1. **FIRE:** Follow directions.
2. **SEVERE WEATHER:** Follow directions. You will be directed to an emergency post and immediately take cover. If you are not in a location to quickly move to the Camp Flagpole, move to the nearest safe locations (i.e. a shower house, shelter house or on the side of a hill away from the danger of falling tree limbs). **AVOID AREAS AROUND STREAMS AND THE LAKE.** When the danger has passed, the bell will once again be rung. Assemble at the Camp Flagpoles with your Pack.
2. **MEDICAL ISSUES OR ACCIDENTS:** Give immediately determined necessary first aid and report to the Health Office. If bodily fluid spills are present, keep individuals away from the area and report to the Health Director who will direct the cleaning of the area.
3. **FATALITY:** Report immediately to the Camp Director; follow directions. Keep onlookers away from the scene.
4. **YOUTH PROTECTION:** Remove victim to a safe location. Notify Camp Director. Follow the procedures above for Youth Protection.
5. **LOST PERSON:** Immediately notify the Camp Director providing all known information about a suspected lost person. If directed assist in the search. Follow directions. The Staff, upon direction of the Camp Director, may implement a lost person "camp sweep."

Suggested Personal Equipment

The following list is provided as an aid to a Pack's planning, but certainly is not all encompassing. Scouts should ask Pack leaders to assist them.

NOTE: Each registered participant and staff member will receive a Camp T-shirt. Extra T-shirts can be purchased at the Trading Post.

- Tents and cots are provided
- Pillow
- Sleeping bag or sheets and blanket
- Backpack or duffel bag that can be easily carried to campsite
- Towel (Packed to easily be retrieved when arrive for swim check)
- Plastic bags: 1 for dirty clothes and 1 for wet clothes at end of camp travel
- Scout participant uniform (shirt, shorts/trousers, belt, scarf/slider, cap);
*Scout leaders appropriate leader's uniform (if possible)
- Other clothes: Shorts, Jeans, T-shirts, underwear, extra socks
- Pajamas or sleeping clothes
- Jacket, sweater, or sweatshirt
- Poncho or raincoat
- Athletic shoes or comfortable hiking boots, and one pair of shoes that can get get wet and be worn in the water for canoeing. No open toed shoes. ↑
- Swimsuit (one piece only for females)
- Toilet kit (toothpaste, toothbrush, soap, shampoo, comb, etc.)
- Shower shoes
- Canteen or water bottle
- Notebook and pen or pencil
- Appropriate Scout Handbook(s)
- Suntan (sunscreen) lotion and non-aerosol insect repellent (with DEET)
- Flashlight with extra batteries and an extra bulb
- If you have it (optional) a watch, personal first aid kit, camera, sewing kit
- Optional: work gloves for conservation project

- If use prescription medications (see other notes on medications)

Prohibited items:

Prohibited are personal guns/ammunition and archery items, fireworks of any kind, pets, candles, skateboards, ATV's or RV's, expensive cameras, valuables of anykind.

Also prohibited are Electronics – games, radios, etc.; Cub Scouts should be discouraged from having cell phones

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Secure Your Valuables

Camp Arrowhead does not have facilities to secure any personal valuables. It is unfortunate when someone loses something of value. Certain valuables may be better off left at home. If something of value is to be brought to camp and must be secured, please have a plan for storing the item(s). Please make your arrangements where and when to have the item(s) secured.

LOST & FOUND: While camp is in session, lost and found items will be maintained and secured at the Camp Office. If a person has a lost item please notify a staff member. After camp, lost items will be maintained at the Buckskin Council Service Center.

Leaders should strongly encourage all Scouts and leaders to mark for easy identification all of their possessions with name and Pack number.

Personal Vehicles In Camp

When arriving to Camp Arrowhead please proceed to the designated parking area and check-in at Meachum Hall. Do not unload any gear. As part of the check-in process each Pack will be assigned a campsite. In the check-in process when it is time to move the Pack's personal and Pack gear to your assigned campsite the Driver(s) having gear will be allowed to drive to that campsite. All others are to walk to that site (exemptions for medical issues). If one or more vehicles have only a few items which can be consolidated creating fewer vehicles to the campsite, please do so. Once at the campsite, all gear shall be immediately unloaded. Vehicles having camper gear once unloaded at the campsite are to be parked only in the main designated parking area.

Vehicles, including guest's vehicles, are not permitted to be left parked in campsites. If a unit has an equipment trailer or an excess load vehicle please contact the Camp Ranger for instructions. Thereafter as the schedule permits camp can be set up. **Please note that BSA Policy does not allow any individual to be transported in the back of any pick- up truck or trailer.**

Once unloading has been completed only camp service vehicles and emergency, or vehicles having a handicapped designation are allowed on camp roads during the week. If a Driver has a vehicle handicap designation (sticker, license plate, or window placard) and believes they must use their vehicle during the camp session please contact in advance David Leckie (cell 304-542-5071) to discuss any requested accommodations.

Vehicles allowed within camp will have a Camp Ranger provided card to be visible through the windshield.

Camp Medical Considerations:

First Aid: camp injuries and illnesses:

When there is an injury or an illness while in camp the Camp Health Officer should be immediately contacted. All in-camp injuries and illnesses need to be reported and logged into the Camp Health Log after treatment has been administered by the Health Officer.

MEDICAL EXAM FORMS/EXAMINATIONS REQUIRED: Every youth and adult attending a BSA camping program upon arrival shall provide a completed Personal Health and Medical Record Form (Parts A + B) signed within the past 12 months by the parent or guardian.

Medications:

At Check-in – The Health Officer will review all medications for all Scouts and adults. If a medication(s) requires refrigeration it will be stored in the Health Office in a refrigerator that has a lock on the door. For each camper having one or more refrigerated medications, please have each camper's medications in their own separate zip-

lock bag. For ease of identification, include a 3" x 5" card which clearly indicates the Scouts or adult's name, Pack number, and times medication is normally administered. Medications should be in their original container with the owner's name on the outside, and for prescription medications have a prescription number.

Participant retained medications: The participant or their parent/guardian is allowed to retain other medications. The Health Officer will want to be aware of any participant that has a medication that absent having it readily available could place the camper in a life-threatening situation. Examples include bee sting kits, heart medication, or emergency asthma inhalers. These medications should be identified to the Health Officer at check-in.

Medical electricity Needs: Some Scouts and adults have special medical needs, such as electricity to charge a wheelchair, operate a sleep apnea machine, or a nebulizer. Campsites have limited electrical availability. Any Pack requiring electricity for essential medical equipment must inform David Leckie (cell 304-542-5071) at least **two weeks before camp session**. Camp leaders should check in advance with all Pack adult leaders and parents of Scouts to ensure all medical needs are identified prior to arriving at camp. Only those Packs with proven medical needs will have use of electricity.

Temporarily Leaving Camp; Early Departures

If an adult leaves camp, please sign out at the Camp Office. If the person returns then sign in again at the Camp Office. This includes Pack Leaders and Staff.

EARLY DEPARTURE SCOUT CAMPER RELEASE POLICY: Scout campers will only be released early from camp to custodial parents or guardians. Release to others must be communicated in writing in advance, with the Pack's Camp Leader's knowledge. Parent(s) or guardian(s) must indicate in writing that the Scout(s) will be leaving with whom and the day and time of departure. **FOR THE SCOUTS' SAFETY, CAMP LEADERS MUST ESCORT THE SCOUT TO THE CAMP OFFICE AND SIGN THE SCOUT OVER TO AN APPROVED PERSON(S).**

Restroom Courtesy/Requirements

SHOWER FACILITY/LATRINES: The camp shower facility/toilets are located adjacent to the swimming pool.. **Adults and Scouts are responsible for keeping the camp's shower house and restrooms clean and in good order.** Any Pack having a participant(s) responsible for deliberate damage will have that person held responsible.

Adults are not permitted to go into a youth bathroom/shower facility unless no youth are in use of that facility (emergency exceptions). If a youth comes to any adult indicating the facility is unusable please quickly contact the Camp Staff or Camp Ranger. In addition, while at Camp there will be a bathroom/shower facility checking schedule. It is requested that when it is your Pack's turn that you do a sweep inspection of the bathhouse. If there are issues report them to the Camp Staff or Camp Ranger and if there is a need to provide new toilet paper please do so.

Trading Post Operations

The Trading Post will provide a full selection of items for your stay. The following is a list of some of our available items:

- Wolf, Bear, Webelos Handbooks
- Snacks and drinks
- Walking sticks
- Medallions
- T-shirts
- Patches
- Uniform parts: hats, scarves, belts, socks, etc.
- And much more

It is recommended that the Pack's Camp Leader or another adult serve as the "Banker" during the time in camp. When a youth participant needs money, he can check it out from the Pack's "Banker." This keeps the youth from losing his money, and can serve as a method of teaching thriftiness.

In the Camp's Trading Post cash and checks are accepted.

Camp Program In General/Advancement:

Punctuality; Maintaining The Schedule

The Buckskin Council Resident Camp has a full schedule of activities. In addition, it has scheduled rest periods and time to allow for bathroom breaks. Still someone may need to go to the bathroom during an event. Adults please monitor your youth. However we must as far as possible maintain the Program's schedule. It teaches punctuality and time responsibility. In this Leader's Guidebook is a generalized program schedule (subject to some change).

Cub Scout Resident Camp Arrival Day

3-5 pm	Registration and Swim Checks (if you have completed your swim check within the last 12 months please bring the Unit Swim Classification Record)
5pm	Leaders Meeting
615pm	Flag Lowering
630pm	Dinner

Cub Scout Resident Camp Departure Day

730am Check to be sure all scouts have their belongings

750am Flag Raising

800am Breakfast

9-11am Departure Check out will be at Meachem Hall; receive medical forms, medications and camp patches