

**GRAND COLUMBIA COUNCIL
2010 DAY CAMP LEADER'S GUIDE
"CUBS DOWN UNDER"**



CUB SCOUT DAY CAMP MISSION STATEMENT

Cub Scout Day Camp strives to support the purposes of Cub Scouting by providing each boy the opportunity to experience new things in a safe, outdoor environment, nurturing a spirit of teamwork and belonging, helping Packs provide an exciting summer program and **HAVING FUN!**

DEN LEADER TRAINING

DUTIES OF DEN LEADERS

Most camp dens will be scouts of the same rank from two or more packs and be roughly equal in size to the other dens. Each camp den MUST ALWAYS have two-deep leadership present at all times. There must be one adult den leader for every five scouts, not counting Tiger Cub Adult Partners.

1. **Be Responsible and Respectful:** To the Day Camp Director, Program Director and staffers. We are here to provide the day camp program for your youth.
2. **Must Be Registered:** All people, including den leaders, must have a registration form and health history on file. This is required for insurance coverage and for treating potential health emergencies.
3. **Discipline:** Maintain control of the youth in your den. Report problems you cannot handle to the Camp Director. If the Director deems it necessary the Camp Director will call the boy's parents.
4. **Tee Shirts:** Each youth and adult attending camp must wear the official day camp tee shirt every day for security purposes. This helps staff identify potential intruders in camp.



5. **Buddy System:** On the first day of camp the leaders are to instruct the boys in their den on how the buddy system works and assign buddies.
6. **Two-Deep Leadership:** No leader is to take any boy or group of boys out of the designated areas. Each den must have at least two adult leaders to fulfill the two deep leadership policies at camp. If you cannot provide two leaders, please contact the Camp Director prior to camp. (Tiger Cubs must be accompanied by a parent/designated adult, which are not to be counted as den leaders.)
7. **Check In:** Check-in for Day Camp varies depending on the camp. Please check your camp's start times (go to www.grandcolumbiabsa.org) and be prompt. This is to ensure programs start on time. If you or one of your scouts has not turned in a health form, please bring it before the first day of camp or the first morning when checking in at the latest. **NO EXCEPTIONS.** We must have a signed health form on file for everyone in camp.
8. **Daily Den Information:** Den leaders will be provided a den information package each day. Den leaders are responsible for the package that contains items such as the program map, schedules, attendance sheets, and updates. Den leaders shall turn in the packages at the end of each day of camp.
9. **Attendance sheets:** Need to be turned in daily no later than the end of the opening flag ceremony. If a boy goes missing from your group immediately inform a camp staff member. The day camp administration will then implement the camp's missing boy procedures.
10. **Schedule:** Go over the day camp schedule each morning - it changes daily.
11. **Escort** Pack from station to station and encourage singing/cheers.
12. **Leaders** are expected to provide assistance to staff members in the program areas. Our program is designed and staffed to ensure maximum interaction between the adults and youth members in the dens. Therefore, your assistance is needed in the programs areas to make sure that your boys get proper supervision and the most out of those areas.
13. **Openings and Closing Ceremonies:** Please sign in at your camp's main station if you would like your pack or den to do a flag ceremony. During openings we will have roll call so please be on time. Closing is for special awards.
14. **Check Out:** Scouts may **NOT** be released to anyone who is not listed on their registration form. An adult listed on their registration form **MUST** sign them out at the end of each day. Please make sure parents know they must **SIGN** their children out.

15. **Do not** let boys throw rocks, sticks, walk barefoot, run in station areas, and do not let boys sword fight with sticks or staves.
16. **NO SMOKING** around the cubs or within camp boundaries.
17. **Missing Something:** Lost and found box is at main station.
18. **Station Times:** Please be on time to each station. If you are not, it throws everyone off schedule.
19. **Visitors:** Each visitor must check in at the main station to receive their identification tag and to check out before they leave. VISITORS are for a couple of hours. DEN LEADERS are for a day and den leaders are required to have a t-shirt.
20. **Driving:** No one drives on camp grounds except for Camp Directors and those delivering water, supplies or medical aid. Handicap campers must let us know on the first day of camp and provisions will be made.
21. **Suggestion/Survey Box:** We will have a suggestion/survey box located at the main station for the leaders to submit ways to improve our camp. Please free feel to submit your comments at any time during your time at camp. We will pass out evaluation forms to all unit leaders. These evaluations are another opportunity to voice your concerns or opinions of and suggestion for the 2010 Day Camps.
22. **Problem Resolution:** When a problem occurs during camp, contact the Camp Director or the Program Director. If the problem involves one of our staff, do not discuss the problem with the staff member. The Camp Director and Program Director are there to help you resolve the problem.
23. **What NOT to Bring:** Pocketknives, electronic toys/games, extra persons; or pets. Please do not bring walkie-talkies, the staff uses them to communicate in case of emergency and update information at each station. We cannot guarantee the safety of any personal items left unattended at Day Camp. Leave your personal electronics and valuables at home.
24. **Lunch:** Take your den to your rest area. Have a den member say grace before eating lunch. After lunch, clean around your area and place your trash in the trash containers. Be sure the boys drink plenty of water throughout the day. **AFTER LUNCH SCOUTS WILL PARTICIPATE IN A DESIGNATED CAMP WIDE QUIET TIME TO SUPPORT A CAMP WIDE OR DEN ACTIVITY.**



PACK ITEMS

****PACKS ARE ENCOURAGED TO BRING A TARP OR SHELTER OF THEIR OWN.** Families within your pack may have stuff they can loan you for the week.

-Roll Call Folder--Provided by Day Camp. Pick up each morning at the Main Station.

THIS NOTEBOOK MUST REMAIN IN CAMP!

-Pack/Den Flag -Brought to camp each day.

-Decorations for your pack's area - - get creative - - let the boys help design and create!

-A cooler to hold cold foods, and keep drinks cold. You must provide you own ice for your cooler. You may leave them at the Den Home Base or take them with you in your cart. Most sites do not have access to a refrigerator.

-Pencils or pens --Scouts will be taking attendance, marking advancements, making notes

-Permanent marker--They DON'T always remember whose craft is whose.

-Extra paper (just a bit)

-Masking tape (you never know...)

-Tote bag or sack for this stuff and for the little things you end up with.

-Zipper baggies for temporary bead storage

-Hammer--To put up tarps on first day, but handy to have for the rest of the week, too.

-A GOOD pair of Scissors or 2 (yes we have scissors, but we also have LOTS of boys...)

-Some rope or twine (you may have to hold someone's pants up or tie a lunch shut. **Do not** tie Cubs to trees.)

-Wagon to take stuff along with you - Decorate your cart for fun!!!

-Extra water bottles for those that may forget.

-Snacks

-Blanket -in case you get to sit.

-Umbrella for shade (or rain) in case you get to sit...

-Wet wipes for grubby hands and wiping things down to avoid allergic reactions and hand sanitizer.

-Extra sunscreen and bug repellent (non-aerosol)

-A deck of cards, dice, paper or other items to occupy boys if there is some down time.

LABEL EVERYTHING!!!!

Clothing and Personal Items

-Camp tee shirt and any hat are the uniform for Cubs

-Sturdy shoes or sneakers and socks--no sandals or Crocs. You will walk, run (when appropriate), and play games.

-Dress comfortably for the weather.

-Lunch every day, everyone, unless told otherwise. Snacks are a good idea, too.

-Back pack for 'stuff'



-Water bottle/clean camp cup - water is available to refill water bottles. Hydration is **EXTREMELY** important.

-Sunscreen/insect/tick repellent -- It is recommended that each Cub bring his own, to avoid allergic reactions (non-aerosol)

-Bandana or handkerchief to tuck under the hat and cover the neck is a nice accessory!

-Poncho -- If there is even a chance of rain

-Necessary medications, epi-pens, inhalers as needed. (check-in info with camp medic)

LABEL EVERYTHING!!!!

PACK HOME BASES

Each pack will have their own home base where the pack will provide an adequate shade shelter for all attending from their pack. It is recommended that the pack also provide a cooler and ice, and chairs for boys and den leaders. Feel free to decorate your pack area with theme-based decorations. Each morning before the official start of Camp, each pack will assemble at their pack sites where parents or guardians will be required to check their boys into their pack leadership (after receiving clearance at the registration table the first morning). The second morning of Day Camp, the parent or guardian will again check their boys in with their pack leadership. Den leadership will then submit their roll call for the morning to the Camp Secretary.

Just prior to closing ceremonies each afternoon, the boys will again assemble at their pack home base and then attend closing ceremonies together as a pack. Each pack will then walk to the check out area. Parents and guardians are **REQUIRED** to sign out their boy with their den leadership. Den leaders are responsible for the safe and secure release of their scouts according to the requirements listed in the "**RELEASE OF CAMPERS**" section of this manual. Each den is responsible to keep clean their home base area at all times.

SONG LEADING TIPS

- ☺ Make sure you know the song before you start leading- a little practice ahead of time.
- ☺ Know your group and plan songs accordingly - look at the size of the group, the ages, ability and energy when you choose songs for any group.
- ☺ Make sure the songs are appropriate and have them approve with someone if necessary.
- ☺ Remember that you are the song leader - don't ask the audience what they want to sing - you pick it and let the crowd/den know.
- ☺ Speak up! The den/crowd will need to hear you- announce the song, loud and clear.
- ☺ Let them know what they need to know: the tune, if not known, words and pitch, tempo or beat possibly some actions.
- ☺ A song is meant to be sung, not shouted. Preserve your sense of humor; you are dealing with young boys.
- ☺ Have more than enough prepared - you can never go wrong with too many.
- ☺ Be enthusiastic and have FUN!!!

Types of songs

- 1- **Action songs** - most often remembered. Great openers that get the group moving. They can also inject renewed enthusiasm. Make sure boys are not too close together so actions don't become accidents. Simple action songs (especially "repeat after me" types) are successful with younger children.
- 2- **Rounds and Partner Songs** - These allow for a change of pace in your singing. A round also adds the element of harmony which can provide a sense of achievement in your singers.
- 3- **Spirituals and Folk Songs**- these songs provide a change of rhythm, mood, and change the atmosphere from the pressure of tongue twisters and action songs.
- 4- **Quiet songs**- people consider themselves as singer and we like to hear ourselves singing quiet pretty songs. These songs help people appreciate the fellowship and camaraderie created by group singing.
- 5- **Novelty Numbers**- this category describes all the tongue twisters, nonsense songs, and familiar songs we can't classify into the other four categories. These are the backbone of singing.

DEN FLAG; NAMES AND YELLS

Each Den might be able to select and design a Den Flag (depending on the camp), which will accompany their Den Yell and Den Name. Start pulling together ideas early in the day, as we will be asking for your Den Yell at closing exercises.

Don't be afraid to be creative and original. Anytime you have extra time during the day, use it to work on your Den Yell.

GAMES

Tips for Leaders -

- ** Consider all your factors such as your location, time of day and the size of your group.
- ** Be prepared! Know the game objective, how to play, rules and have all your equipment ready to go.
- ** Keep the instructions simple and demonstrate when possible.
- ** Include everyone, everyone wants to be a part, so let them.
- ** Don't drag out the games; they should be short and fun.
- ** Don't make it too competitive, if there are winners, just announce them briefly.
- ** Be enthusiastic, if you are, they will be.
- ** Have alternative plans prepared.

Types of Games—

- **Warm UP** - Allow people to start feeling comfortable around each other and have fun.
- **Get-To-Know-You**—To have the group learn names and get to know each other
- **Active**—Just silly, fun, rowdy type games
- **Team building**—Opportunity to work as a team and value others in the group
- **Communication**—Allows the group to become better at communicating thoughts, feelings, ideas, and feelings and improve listening skills.
- **Decision Making/Problem Solving**—Lets the group work together using teamwork and communication to overcome obstacles.
- **Warm Down**—Thinking or puzzle type games, usually done at the end of the day or event to slow things down and let everyone participate in a low key activity.



GUIDELINES FOR CUB DAY CAMP

Assembly: There is an opening assembly each day. At assembly there will be a flag ceremony and special instructions for the day will be given at this time. There will be a closing assembly for the entire Camp, check with your Director for closing ceremony times. This will include retiring the flag, songs, Den yells, and any special instructions for the next day.

Attendance: Attendance will be checked and recorded each day by the den leader or assistant. This attendance record is to be turned in to the Camp Secretary at Main Station after assembly before you leave for your first station. It is very important that good records be kept because the Camp Secretary at Main Station needs to know at all times how many boys are at Camp. Den roll call will occur at the end of opening ceremony. Each Den name will be called; a den leader must bring to the Camp Secretary their attendance sheet. Once all the attendance sheets are turned into the Camp Secretary, dens will be dismissed to their first station.

Breaks: The den must NEVER be without two adult leaders. If you need a restroom break, make sure another adult is watching your den and/or station.

Buddy System: The buddy system will be used at all times during Camp. It is to be enforced by all Leaders. No boy may leave his Den without permission and without a buddy.

Camp Area: Please help us keep the Camp area and restrooms clean. The entire Camp must be in excellent condition at the end of Day Camp. Know which areas of your camp are off limits to the boys and adults.

Den Movement: Den movement and the location of your den must be known at all times by the staff at Main Station. Records are kept at Main Station as to the location of all dens. **Please be on time to all your Stations!**

Discipline Problems: At no time will corporal punishment be allowed in Camp. No camper will be handled in an abusive manner, whether verbally or physically. Positive discipline should be the only way to handle inappropriate behavior. In case of continued infractions of the rules by a camper, refer him to the Camp Director.

Expected Behavior: Be respectful of others at all times and "Do Your Best!"

Illness or Injury: There is a Camp Medic on staff to handle all illness and injuries. Report all signs of illness, or injury [no matter how small] to the Camp First-Aid Station located at Camp Headquarters. Please do this immediately. All injuries and bug bites must be reported, both for adults and children. All medications must be dispensed from the First-Aid Station. A buddy, Assistant Den Leader, or Den Chief may accompany a boy to the First-Aid Station for First Aid or medication.

Registration: Only registered Cub Scouts or registered Learning For Life participants will be permitted to attend Day Camp. No youth will be allowed to attend Camp unless they are pre-registered with the Camp. All Den Chiefs must be registered with the Boy Scouts of America and have checked in at Main Station. Anyone not currently registered with the Boy Scouts of America can register before camp in order to attend.

Den Leader: Please let the Camp Director know if there is anything you need. Each day there will be a sheet at Main Station for you to sign to check yourself in and out of Camp.

DAY CAMP RULES

Note to Den Leaders - Please discuss these rules with your den and make sure everyone understands them. This can be a gathering activity on Day 1 while waiting for opening ceremony. In any situation, it is necessary to have rules that need to be followed. The following rules are designed to help us provide a fun, efficient, safe and smooth-running Day Camp.

- 1) All Boy Scouts of America Guidelines and Codes of Conduct are required to be followed at this event by all boys, leaders, staff and volunteers. If you have any questions or concerns, please contact your Camp Director immediately.
- 2) All Cub Scouts and their activities are to be overseen by their den leaders. Two-deep leadership is required at all times.
- 3) Youth **MUST** use the buddy system at all times. Youth not with a buddy will be escorted by camp staff to the main station until they are claimed by an adult leader and their buddy.
- 4) Report **ALL** misconduct - no matter how minor - to the Camp Director.
- 5) Report **ALL** injuries - no matter how minor - to the Camp First Aid Station. This includes injuries to adults as well as to children. This is required by our insurance.
- 6) If you carry an emergency inhaler or emergency shots, you **MUST** notify the Camp Medic that you have these items with you. It is the Camp Medic's job to know of all prescription medications at camp. Dens are responsible for each scout's medications, while adults are responsible for their own medications.
- 7) All camp participants must stay within camp boundaries.
- 8) Anyone entering or leaving camp **MUST** check in/out with the Camp Secretary at the main station.
- 9) Day camp programs are planned and materials purchased for the number of paid, registered Cub Scouts and Learning For Life participants. For planning, health, safety and insurance reasons, non-registered/non-age appropriate siblings and other family members will not be permitted to participate in program activities at any time. Siblings, potty-trained and age 3 years old through 7 years old are welcome in the tag-along program as long as their parent is within the day camp boundaries as an adult volunteer. Cut Scout sisters, ages 8 years old through 11 years old, and who are registered with the Learning for Life Program, are encouraged to enroll in the Girls' Experience. They will be following the same program as their Cut Scout brothers.
- 10) All persons associated with Day Camp (scouts, girls' experience, tag-alongs, den leaders, stations leaders and staff) must wear their camp shirt every day. It is a safety requirement to help us quickly identify potential intruders at camp.
- 11) All persons present should wear appropriate clothing for the weather. Be prepared with sun hats, sunscreen and water for each person in your den, as well as rain gear.
- 12) **Closed-toed shoes** and **socks must** be worn. No open-toed shoes, sandals, Crocs or flip-flops. Persons wearing improper shoes will be sent home to change.
- 13) No Scout may bring a knife or any other weapon. Even if they have their whittlin' chip card, they may not bring a pocket knife to camp.
- 14) No fires, no fireworks, ammunition or fire arms.
- 15) No profanity.
- 16) No smoking within sight of any boy. No smoking is permitted within camp boundaries.
- 17) No alcoholic beverages, drugs or tobacco (including chewing tobacco) are permitted.
- 18) No pets, certified assistance animals will be permitted.
- 19) Maintain our camp site in the same or better condition as we found it. This means - do not litter, no picking grass, flowers, leaves or climbing and/or hanging from trees.
- 20) No climbing on fences, buildings, tables, port-a-potties, vehicles and/or bleachers. Please read these rules to your boys and supervise them during unstructured time.



FACILITIES

Most camps are held on school, local, county or State Park lands. Remind your boys to respect the property. Follow all posted rules for speed limits, parking, off-limit areas, and other regulations.

Water: Water is available at each station at most camp facilities to refill water bottles. If you use a faucet, please shut it off completely when finished. You will be informed if you must bring your own water. Keep the boys hydrated. They should not wait until they are very thirsty to drink. The same applies to all persons in camp.

Restrooms: Please have all campers use the Port-a-Johns stationed at several areas in camp. If your campsite has public facilities, make sure all campers use them neatly, turn off all faucets, and dispose of paper trash properly.



Telephones: Telephone facilities vary by site. Each site will have an emergency phone available. The number will be given out at camp. Many people will have cell phones available. Please remember to not use your cell phone unless it is an emergency. Cell telephone usage during station times is discouraged. As a den leader you need to be available to supervise and to assist the youth in the completion of their projects.

Trash: All dens should keep their assigned area clean and well maintained. A Scout leaves a place better than he finds it. Use waste receptacles. Make sure all trash goes inside the can liners. Take your trash with you when appropriate.

Lost and Found: Camps will maintain a lost and found area, usually at the Main Station. Items may also be brought to the flagpole at opening and closing. Lost and found will only be kept for one week after camp. All lost and found items will be taken to charity.

Smoking: Den Leaders and Station Leaders can not smoke at Day Camp. There is no smoking within camp boundaries. You may not for any reason smoke in view of the Cub Scouts.

Station leaders will be trained in their station content.



SAFETY PROCEDURES

Release of Campers

As a den leader, it is your responsibility to monitor the boys in your den. No scouts are to be left without two-deep adult supervision, at any time. It is the den leader's job to remain at camp until all boys are picked up by their parents or guardians. Again, a boy must be SIGNED OUT by an adult that was authorized on their registration paper. The adult MUST sign by their written name each day, NO EXCEPTIONS.

As a den leader, please speak to each boy's legal guardian so you are aware of any person restricted from picking up a boy from camp. Boys will not be allowed to walk or ride to or from Day Camp without a legal guardian escort.

If a person other than the legal parent or guardian will be picking a boy up from camp at the end of the day, that information should be provided IN WRITING to the Den Leader in the morning when the boy is checked in by their parent or guardian. If the boy is not checked in by a parent or guardian, it will be necessary that the parent both speak with the den leader and provide a written authorization naming a specific person who is authorized to pick up their son.

**** If there is any question whether a boy is to leave with the adult there to pick him up, the parent or guardian shall be contacted by the den leader and the parent or guardian's instructions must be additionally confirmed by one staff member (Camp Director, Program Director or Camp Secretary) to insure proper authorization, and then immediately documented and reported to the Camp Director as such. ****

Camp Security

The security of our campers is paramount to us. Because of our need to keep our camp safe and secure for all persons, we ask the following of our den leaders:

1. All boys and their den leaders will be provided with camp tee-shirt. The tee-shirts are also used so that staff will, at all times, be able to identify persons belonging in the camp. In order to assist us in the process, we ask that you and your boys wear your tee-shirts while present in camp.
2. If, at any time, you have questions or concerns about someone in camp, please contact the Program Director or Camp Director.
3. If, at any time, you have concerns about the safety of campers or any person in camp, please notify the Program Director or Camp Director.
4. Remember, it is always better to be safe than sorry.

EMERGENCY PROCEDURES

**** ONLY THE SCOUT EXECUTIVE SHOULD BE SPEAKING TO MEDIA IN ANY EMERGENCY SITUATION ****

Don't know who to call in an emergency?

1- Camp Director _____

2- Your District Executive _____

3- Scout Executive (the Directors will have this number)

Injury or Sickness

Note: All injuries no matter how small must be reported to the camp medic

1. Give proper first aid to injured person.
2. Excuse all other boys and adults from area leaving two responsible adults in charge of boys. Contact the station leader or Main Station if another adult is needed.
3. Get to Camp Medic for treatment if movement does not increase risk of further injury.

Serious Illness or Injury (*Follow steps 1-3 above)

4. Call emergency help if necessary - Camp Medic will determine a 911 call.
5. Camp Director or Program Director will notify Scout Executive immediately.
6. If injured person is taken to the hospital, the person's individual health/insurance form will go with them, it will be on file with the Camp Secretary at the Main Station.
7. **Only the Scout Executive should contact parents and talk to the media or to the authorities.**
The Scout Executive will notify parents or other emergency contact and make arrangements to meet at the hospital. Do NOT contact the parents yourself.

Lost Boy Plan

1. If a boy is missing from a den, the den leader shall send another leader or den chief to check the restrooms, First Aid Station and Den Home Base Area first.
2. If the missing boy is not located in these areas, the adult looking for the boy shall immediately contact the Camp Director quietly. The Camp Director shall gather information from the den leader concerning the missing boy and thereafter send selected staff to search the Camp.
3. If possible, the den is to continue their regularly scheduled activities. The boys are not allowed to help search and should be kept busy. Do not make a fuss, it will only upset the den and disrupt the Camp.
4. If a general search of the Camp, including checking other dens for an "extra" boy has not turned up the missing boy, the Camp Director shall notify the Scout Executive. The Scout Executive will then notify the boy's parents and local law enforcement agencies.

Fire/Natural Disaster Plan

1. Any fire or major problem at camp shall be reported immediately to the Camp Director.
2. The signal for a fire or any other emergency situation shall be three long blasts of an air horn.
3. Upon hearing the signal, den leaders shall have their boys form buddy lines at their present location. Take a quick, thorough, check whether everyone is present in your den, you should use your attendance sheet for this.
4. Den leaders shall calmly walk their boys to the designated gathering location and await further instructions.
5. A staff member shall check with each den leader for any "missing" boys. Staff shall conduct a check of the restrooms, etc., and the boys returned to their leaders.
6. If the Camp Director determines the camp should be evacuated, den leaders shall calmly walk their boys to the location designated by the Camp Director at that time. If necessary, additional arrangements shall be made to move the boys from any dangerous situation.
7. Den leaders shall remain in charge of their boys until instructed otherwise by the Camp Director, or released to their parents in the event of camp closure. Parents must still sign out for their children.
8. Extra adult volunteers shall follow the above directions, assisting the Camp Director as needed.

Fire Drill Procedures

1. A fire in an activity area is to be reported immediately by the director of that area.
2. Each camper at the beginning of camp will be assigned a buddy, and instructed that he should always know where his buddy is. No one goes anywhere without his buddy.
3. Fire extinguishers will be kept in a specified place.
4. Each camper will be informed about the fire signal (three quick blasts on an air horn) and where to form a line with their buddy. Campers will be told to stand alone in line if the buddy is absent and not to take another partner.
5. The den leader will make certain that all of the boys in their den are accounted for, please use your attendance sheet. If there is someone missing, they will inform the Camp Director immediately.
6. The Camp Director and Program Director will instruct the staff and the boys on what to do next and where to go for safety.
7. If there are missing boys or staff, the Camp Director will assign a party to search for them as quickly and safely as possible.
8. At no time should the boys and Den Chief's be left alone, they are our primary concern at Camp!

Intrusion Policy:

1. According to BSA National Camp Standards, a policy and procedures must be in place to address possible intrusion of unauthorized persons onto the camp property.
2. In the event of a possible intrusion, notify the camp or program director immediately.
3. In order to identify campers, leaders, and staff, camp t-shirts will be issued for easy identification. Visitors will be issued a temporary ID badge, to be worn at all times when on camp property. All leaders should be aware of any persons in or around the camp boundaries that appears to be an intruder.

Procedures

- 1) All visitors must report to the camp office to sign-in and out.
- 2) All visitors will wear an identification badge.
- 3) If an unauthorized person is suspected, report that person to the nearest program staff.
- 4) The area director will immediately contact the camp director. While waiting, the area staff will begin to take notes observing the possible intruder - a description of the individual.
- 5) The camp director will proceed to the area with the camp ranger and another adult.
- 6) In the case of an emergency situation, the local state police and sheriff will be contacted immediately. If the person in question flees, local authorities will be notified of the intrusion regardless.
- 7) Camp program will continue unless a camp-wide emergency is warranted. In this case the camp air horn will sound and procedures for an emergency should be followed.
- 8) An assessment will be made as to the severity of the problem in collaboration with the Scout Executive and local authorities.
- 9) All situations of possible intrusion will warrant a "Report of Intrusion" by the camp director and be filed in the camp office.
- 10) All adult leaders should train their scouts to follow the above procedures and report strangers/intruders to the nearest staff member/adult.
- 11) The Buddy System is to be followed at all times.

DISCIPLINE POLICY

FIRST OFFENSE: The den leader or adult volunteer will warn the camper, in private, that he will have to stop the inappropriate behavior or be excluded from the den for the remainder of the rotation. (He will be taken to the Main Station where he will remain quietly seated.)

SECOND OFFENSE: The camper will be taken to Main Station for the remainder of the rotation. He will also be warned that any further inappropriate acts will result in expulsion from camp. The parents will be informed of these actions. The camper and his parents will be notified this is his last chance.

THIRD OFFENSE: The parents will be called to pick up their camper and the camper will not be allowed to return to camp.

Helpful Suggestions to Avoid Discipline Problems

INSIST ON ATTENTION WHEN TALKING. Den activity should stop and everyone should wait if there is inattention. Campers who want to get on with the activity will help quiet the noisy ones.

DO NOT SHOUT OR YELL. Teach the campers to respond to the Cub Scout sign. Make this a game to see how quickly your Den responds.

PRAISE IN PUBLIC, CRITICIZE IN PRIVATE. Honey catches more flies than vinegar. Public criticism causes resentment.

GIVE THE CAMPERS RESPONSIBILITY. They like to do big things. Troublemakers are often motivated by a need for attention. When they have responsibility, they do not need to show off to get attention.

ENCOURAGE CAMPERS TO WEAR UNIFORMS. A uniformed group has better discipline. Leaders should set a good example. The camp tee-shirt is the official uniform for Day Camp.

GET TO KNOW EACH CAMPER. Discover their personality. If dealing with discipline problems talk with each camper alone but within the sight of another adult (remember youth protection guidelines). Ask the campers to help in making their den succeed.

BE IMPARTIAL IN DEALING WITH CAMPERS. Do not play favorites.

ALWAYS SAY WHAT YOU MEAN AND MEAN WHAT YOU SAY.

BE FIRM IN A FRIENDLY MANNER.



GUIDELINES ON YOUTH PROTECTION

(From Boy Scouts of America's Camp Leadership Publication #34227A)

Day Camp is an important part of the program of the Boy Scouts of America. It is in the camp atmosphere and in the outdoor program that the character building and citizenship purposes of the Scouting program are best taught. It is also at camp that the responsibility for caring for the Cub Scouts becomes a constant duty.

Members of the Boy Scouts of America come from all kinds of backgrounds, and they bring their experiences to camp with them. In meeting your leadership responsibilities, you may be confronted with situations that are alien to your experience. You may be unsure how to resolve them. Child abuse is one such situation, and regardless of your background, you are responsible for the physical and emotional safety of those in your care. Be a source of strength and help to the Scouts in your camp.

Reporting Child Abuse and Sexual Exploitation

Child abuse is a crime against youth. Child abuse can involve the mental, physical, and sexual victimization of children.

Most camp staff and unit leaders are not trained to make judgments about whether a child has been a victim of any kind of child abuse. The Boy Scouts of America has made it a policy that the **Scout Executive** of each council, as well as key members of the professional and volunteer staff becomes familiar with child abuse and its various manifestations. It is the responsibility of the **Scout Executive** to identify the reporting requirements in the state(s) in which the council operates and to establish the council's reporting policy accordingly.

If you suspect that a child in camp is a victim of child abuse, you *must* report this to your Camp Director. They will discuss your suspicions with you and possibly talk to the child. It is the Camp Director's responsibility to report the suspected child abuse to the Scout Executive.

Detecting Sexual Molestation

Some forms of abuse may not leave obvious physical evidence. This is especially true of children who have been sexually molested. There are, however, behavioral signs that may indicate abuse. You should be alert to these signs of possible sexual abuse:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying.
- Bed-wetting, nightmares, fear of going to bed, or other sleep disturbances.
- Inappropriate sexual activity or showing an unusual interest in sexual matters.
- Regression to infantile behavior.
- Pain, itching, bleeding, fluid, or rawness in the private areas. These problems should be attended to by a physician or nurse.
- A fear of certain places, people, or activities - especially being alone with certain people.

You should note that some of the behaviors might have other explanations. A child who comes to Day Camp or other outdoor activity is coming to an unfamiliar environment and may experience homesickness or anxieties that can lead to behaviors similar to the signs of sexual molestation. Do not simply discount the behavior as homesickness, however. Immediately bring it to the attention of the Camp Director. Even if the child's behavior is a result of homesickness, his outdoor experience can be much more enjoyable if the cause of the distress is addressed. You are in a position to be a real help to youth placed in your care at day camp.

What to Do.

At some point, a youth in your care may tell you that someone has molested him. If this happens, we want you to be prepared to help the child. Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation:

- **DON'T** panic or overreact to the information disclosed by the child.
- **DON'T** criticize the child.
- **DO** respect the child's privacy. Take the child to the Camp Headquarters, away from other Scouts. It is important that you discuss the child's situation only with the Camp Director, who will discuss the situation with your *District Executive*. It should not become the topic of conversation at camp. Camp is a hard place to keep information confidential. Your Scouts should not become the subject of camp gossip.
- **DO** make sure that the child feels that he is not to blame about what happened. Tell the child that no one should ask him to keep a special secret and that it is okay to talk about what happened with appropriate adults. Try to avoid repeating interviews about this incident. This can be very stressful for the child.

Precautions Against Accusations of Sexual Abuse or Exploitation

Child abuse is a serious criminal offense. As a camp leader with the responsibility for caring for children, you may be placed in sensitive situations making you vulnerable to charges of child molestation. If you take these simple precautions, however, you need not be afraid of groundless accusations.

- Have other leaders present when supervising showers, changing into swimming suits, and other circumstances in which the child may be dressing or undressing.
- Respect the privacy of the child. Do not become intrusive in such areas as bodily functions more than is necessary to monitor the health and safety of the child.
- The child has the right to reject displays of affection if he feels uncomfortable about them. Not every child comes from a background in which affection is openly displayed. Respect the child's wishes.
- Protect your own privacy.

CAMP STAFF RESPONSIBILITIES

Camp Director

- Responsible for the whole Camp
- Directly oversees key staff: Program Director, Secretary, Quartermaster, Medic
- Recruits, trains and supervises staff - mainly den leaders
- Coordinates Camp operation -
- Maintains Camp to National Certification requirements
- Responsible for safety of all campers and staff
- Maintains public relations
- Serves as a resource for program activities
- Directs all meetings
- Puts together Staff Manual

Program Director

- Assists the Camp Director
- Responsible for developing the Program for the Camp
- Acts for the Camp Director in his or her absence
- Maintains Camp to National Certification requirements met
- Assists with training and supervising staff
- Making sure station leaders are trained to teach their activity
- Directs program staff: crafts, cooking, nature, sports.....
- Makes daily schedule for camp program
- Makes a camp achievement sheet for each rank

Camp Secretary/Registrar

- Reports to the Camp Director
- Is responsible for opening day registration
- Hands out, collects and maintains daily attendance records for camp
- Responsible for maintaining Sign In/Sign Out List
- Responsible for maintaining registration and medical forms

Quartermaster

- Responsible for the Council Supply Trailers
- Keeps an accurate inventory of all camp supplies before and at the end of Camp
- Establishes check-in/out procedures of equipment and supplies
- Maintains trailers in orderly condition
- Makes purchasing of supplies as needed and directs soliciting efforts
- Responsible for supplies and activities in the woodworking area
- Trains and supervises all woodworking station leaders

Camp Medic

- Sets up and operates First-Aid Station
- Provides first aid treatment to campers and staff and determines when campers or staff need further treatment
- Maintains log of all treatments/ injuries/ illnesses in Camp in designated Camp Logbook
- Teaches simple first aid

Station Leaders

- Provides program activities and serves as a resource for dens
- Responsible for activities at assigned station
- Instructs and teaches the listed requirements of the activity
- Set up and take down area daily, make sure area is clean
- Be aware that the activities for each rank are different (Wolf, Bear, Web 1 and Web 2)
- No cell phone use
- Bring your own water jug for personal use and den use.
- An assistant station leader may be age 14 to 18 and will be considered as staff, but may not run a station by themselves.

Archery Supervisor

- Archery instructor is BSA trained
- Directs Archery program in a safe and efficient manner
- Ensures that ranges are properly designated and posted
- Provides qualified supervision and instruction according to BSA and state standards
- Oversees all Archery Range Masters/ instructors
- Keep archery equipment safely stored and lockup up when not in use
- Daily sets up and takes down Archery Range
- Boys must stay in area and not return to den sites

BB Gun Supervisor

- Range Master- instructor is BSA trained
- Directs BB gun shooting program in a safe and efficient manner
- Ensures that ranges are properly designated and posted
- Provides qualified supervision and instruction according to BSA and state standards
- Oversees all BB Gun Range Masters/ instructors
- Keep BB gun equipment safely stored and lockup up when not in use
- Daily sets up and takes down BB Gun Range
- Boys must stay in area and not return to den sites

Den Leaders

- Works with a den of boys, giving them guidance and direction for a meaningful program
- **Takes daily attendance** (makes sure boys get checked in and out with adult)
- Responsible for knowing where their assigned boys are at all times
- Insures buddy system is used
- Escorts boys from activity to activity as a Den
- Builds den spirit with a den yell, song, etc.
- Assists Station Leader in station activity
- Is prepared with songs, games, etc. for slack period (if needed)
- Fills out Advancement Sheets for each boy in your Den
- Observes Scout-like behavior
- No cell phone use

Den Chief/Den Aid

- Works under adult supervision with campers giving them guidance and direction
- Assists den leader or station leader in carrying out activities
- Maintains a positive attitude, help campers have a positive experience
- Den Chief - must be 14 years old and travels with his natural pack
 - Den Aid - is under 14 years old and must work with parent at Camp

STAFF TRAINING/STATION LEADER TRAINING

THIS STAFF TRAINING GUIDE IS DESIGNED TO GIVE YOU, THE CAMP STAFF MEMBER, THE BASIC INFORMATION NECESSARY TO ASSIST YOU IN PRODUCING AN EXCITING, SMOOTH-RUNNING, SAFE CAMP EXPERIENCE FOR OUR SCOUTS.

CAMP STAFF QUALIFICATIONS

- Staff members must be at least 14 years of age or older.
- A Staff member must be a registered member of the Grand Columbia Council, BSA.
- Staff members must have a satisfactory physical condition for the demands of their staff assignment.
- The staff member must be trained in youth protection.
- The staff member will need to be available for one day of program training and, if possible, site set-up the day before camp begins.
- Before the camp set-up day staff members must complete and submit:
 - A contract
 - A health history
 - A membership application
 - A verification of Youth Protection Training

EXPECTATIONS OF CAMP STAFF

- All staff is expected to help set up and tear down the Day Camp site and help repack the equipment at the end of Day Camp.
- All staff members are expected to wear the staff shirt daily.
- All staff members are expected to have their program areas operational by the opening ceremony each day (you need to attend opening ceremony)
- All program staff members are expected to know how to implement the program of their activity area before the opening day.
- All staff is expected to know the security procedures and the emergency procedures and be able to assist in implementing them.
- All staff is expected to bring their own lunch every day and eat on site.
- All staff members are expected to act in accordance with the Cub Scout Promise and the Law of the Pack and set an example for both Scouts and leaders.

Station Leaders

Please check in at least 30 minutes prior to your Station's start time to allow yourself adequate time to get set up. Check in and check out at Camp Headquarters each day that you are assigned to work at Camp. This check-in process is important in helping us know that our Stations are manned and that the safety of the boys is met. Station Leaders are responsible for the cleanliness of their areas so please clean up and return all Camp supplies to the Camp Quartermaster at Camp Headquarters.

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