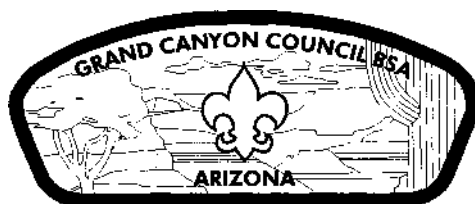


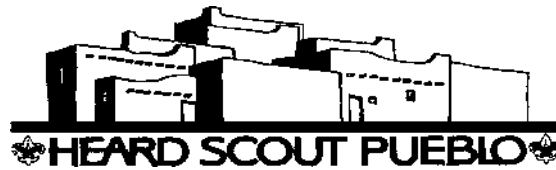
# Cub Scout Day Camp Leader Guide

Heard Scout Pueblo  
1901 East Dobbins Road  
Phoenix, AZ 85042



**Grand Canyon Council**  
2969 N. Greenfield Rd  
Phoenix, AZ 85016  
602-955-7747

# Cub Scout Day Camp



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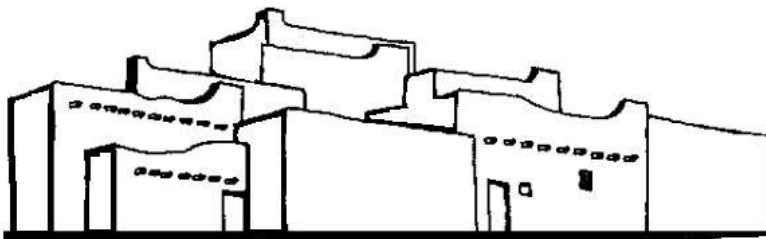
GRAND CANYON COUNCIL INC., BSA

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# Leader Guide

## Day Camp



 **Heard Scout Pueblo** 

### Day Camp Sessions

#### Twilight Sessions

1. May 30-Jun 1 Thurs. – Sat.
2. June 3-5 Mon. – Wed.
3. June 6-8 Thurs. – Sat.
4. June 10-12 Mon. – Wed.
5. June 13-15 Thurs. – Sat.

#### Weekend Sessions

6. June 21-23 Fri. – Sun.
7. June 28-30 Fri. – Sun.

#### Registration

[www.heardscoutpueblo.org](http://www.heardscoutpueblo.org)

#### Camp Times

Program starting time: **3:00 pm**

Closing: Approximately **8:30 pm**

#### Registration Fees

##### Twilight Sessions:

- \$75.00 – Youth before 3/31
- \$90.00 – Youth
- \$10.00 - Adults (3 days)
- \$4.00 – Adults (1 day)

##### Weekend Sessions

- \$95.00 – Youth before 3/31
- \$110.00 – Youth
- \$30.00 - Adults (3 days)
- \$12.00 – Adults (1 day)

### Online Training

The [www.grandcanyonbsa.org](http://www.grandcanyonbsa.org) website is an excellent resource for parents and leaders in Arizona. We encourage all our leaders to be fully trained for their scouting position. The best part about this, for Cub Scout Leaders, is all of the training courses needed are available online!

To begin your training journey, please log onto [www.my.scouting.org](http://www.my.scouting.org) and create your user profile. Once completed, begin with Youth Protection Training, followed by “This is Scouting”. We then encourage you to take Cub Scout Fast Start and your position Specific Training.

For more information on training, please visit the council website at:

<http://www.grandcanyonbsa.org/training>. This is a great resource for your training questions and needs.

Remember, every scout deserves a trained leader!

## **MISSION STATEMENT**

**The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.**

"That the purpose of this corporation, Grand Canyon Council, Boy Scouts of America, Inc., shall be to promote, through organization, and cooperation with other agencies, the ability of Scouts to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by the Boy Scouts of America. "In achieving this purpose, emphasis shall be placed upon its educational program and the oaths, promises, and codes of the Scout program for character development, citizenship training, mental and physical fitness.

Article I, Section 3 in the Charter and by-laws of the Boy Scouts of America

## **NATIONAL STANDARDS**

The Boy Scouts of America has established standards so that each council appraises its facilities, equipment, staff, service and program. We meet all BSA National Camp Accreditation Program Standards and have been accredited every year.

## **WHY CUB SCOUT DAY CAMP?**

Camp participation strengthen packs so their Scouts benefit and grow with a great outdoor experience. The daily program is centered on Cub Scout achievements and electives and Webelos activity requirements as they relate to the outdoor program. What a great experience we are able to provide right here in Phoenix!

## **WHAT IS CUB SCOUT DAY CAMP?**

- ⇒ Day camp is an adventure with a purpose.
- ⇒ It provides continuation of the Cub Scout program through the summer.
- ⇒ Helps the Scouts maintain their interest and needs.
- ⇒ Helps provide a pack the opportunity to earn the National Summertime Award.
- ⇒ Assists in recruiting, training, and inspiration of present and future Cub Scout Leadership.
- ⇒ Assists in the progression from Cub Scouting to Boy Scouting.
- ⇒ Day camping is living in a natural environment.
- ⇒ The number one aim is to help packs be successful.
- ⇒ Day camp helps strengthen den and pack organization for better year-round organization.
- ⇒ Most importantly, DAY CAMP IS FUN!

## **ADULT LEADER**

Shall be an adult 21 years of age or older of well-known character and ability.

The den leader shall:

1. Be responsible to the unit leader and camp director.
2. Carry out a constructive day camp program with the advice of the program director and the help of assistants and program aides.
3. Teach an appreciation for the outdoors.
4. Coordinate den activities with the entire camp program.
5. Supervise the unit staff-delegate jobs, guide them in their work, and arrange for coverage during staff absences.
6. Assist and supervise the Scouts in the den.

## **FEES**

The Cub Scouts will be receiving the following items with their registration fees:

- ⇒ Program Shirt, hat, patch
- ⇒ Program Supplies
- ⇒ Certificate
- ⇒ Promotional Information
- ⇒ Staff
- ⇒ Insurance, Environmental fee

The Adult Leaders are required to register and wear a free wristband or purchase a program shirt at Headquarters.

## **IMPORTANCE OF THE UNIFORM**

- ⇒ The Cub Scout Day program shirt and hat is the official uniform for the Cub Scout Day Camp. Properly uniformed Cub Scouts that are seen on the way to, or participating in your Cub Scout summer program will attract other Scouts and help sell Cub Scouting. It also provides a Cub Scout another opportunity to wear their uniform, provides uniformity in appearance, and is a factor in a good program for all the same reasons a uniform is important the rest of the year.

### Sample Schedule-DAY ONE

TIME	BB	Archery	Aquatics	STEM	Crafts	Games	Adventure
3:00-3:15	Opening - Norton Theater						
3:20-4:00	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28
4:05-4:45	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24
4:50-5:30	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20
5:30-5:55	Dinner @ Den Site						
5:55-6:25	Program at Norton Theater						
6:30-7:10	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16
7:15-7:55	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12
8:00-8:40	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8
8:45-9:25	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4
9:30	Closing - Norton Theater						

### DAY TWO

TIME	BB	Archery	Aquatics	STEM	Crafts	Games	Adventure
3:00-3:15	Opening - Norton Theater						
3:20-4:00	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24
4:05-4:45	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20
4:50-5:30	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16
5:30-5:55	Dinner @ Den Site						
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7:15-7:55	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8
8:00-8:40	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4
8:45-9:25	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28
9:30	Closing - Norton Theater						

### DAY THREE

TIME	BB	Archery	Aquatics	STEM	Crafts	Games	Adventure
3:00-3:15	Opening - Norton Theater						
3:20-4:00	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20
4:05-4:45	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16
4:50-5:30	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12
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8:00-8:40	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24	25-26-27-28
8:45-9:25	25-26-27-28	1-2-3-4	5-6-7-8	9-10-11-12	13-14-15-16	17-18-19-20	21-22-23-24
9:30	Closing - Norton Theater						

## ⇒ CUB SCOUT DAY CAMP RULES

The following rules apply to all camps and we request that everyone at camp, including visitors, observe them. Each individual camp will have rules that apply only to that camp and they will be reviewed on the first day of camp. A copy of the rules will be posted in the headquarters area.

1. The buddy system will be in effect at all times. Buddies will be chosen on the first day of camp. Head count will be done on a buddy basis. A Scout should stand-alone if their buddy is missing and should not take another buddy.
2. No Scout is to leave camp during the day without the permission of the Camp Director and will be released only to the person or persons as directed by their parents in writing. Parents/guardians are to check the Scout's out/in at Headquarters if they leave during the program time.
3. Scouts will remain in the registration area at the end of each camp day until their ride arrives, and will check out with their den leader or designated adult before leaving.
4. Camp uniform will be worn by all staff and participants every day. Camp uniform shall consist of program shirt, shorts or one piece swimming suit, hiking or athletic shoes, and the Day Camp hat.
  - a. **ONLY ATHLETIC OR HIKING SHOES ALLOWED!**  
**No Sandals, crocks, or half-shoes, toe shoes, watershoes are allowed for your safety!**
5. Scouts are not to have or use matches unless under the direction of an adult in certain activity areas.
6. Throwing objects is prohibited except as part of planned activity.
7. No swearing, obscene or abusive language.
8. Cell phones are to be used at Headquarters only. Please be aware that we are there to help and our focus is on the scouts.
9. Knives are not allowed except in certain activity areas and then only under the supervision of an adult. Knives brought to camp will be collected at the start of camp and returned at the end of camp that day.
10. Do not climb the rocks and hills for your safety.
11. First Aid is located at Headquarters.
12. Please bring your attendance report to Headquarters by the end of 1<sup>st</sup> rotation. Attendance will be taken everyday for both campers and staff.
13. Leaders are to remain with their dens at all times. If it is necessary to leave the den, have another adult watch the den while you are gone.
14. No smoking in camp, No firearms and No alcoholic beverages.

## DUTIES OF THE ADULT LEADER

1. Be responsible to the Camp Director. Wear your program shirt or wristband.
2. Be on time with your den to opening and closing ceremonies. Use your Den Notebook.
3. Attendance sheets are due at the end of the 1st rotation of each day. Most Dens turn them in before the first rotation. Please turn them in at Headquarters.  
Assign each participant and Den Chief a buddy. Buddy checks will be conducted at every rotation. Do a head count each time the den arrives at a different program area.
6. Follow posted procedure for missing Scouts if count is not correct.
7. Go over the schedule with Scouts at start of each day.
8. Escort your den from place to place. Encourage singing and games such as how many different bugs seen or maybe leaves as you move from one station to another.
9. Assist in program areas as needed so Scouts make the most of the opportunities available.
10. Help Scouts with song and/or skit for opening ceremonies.
11. Be concerned with camper safety. Prevent dangerous actions such as rock throwing, walking barefoot, rock climbing, etc.
12. If minor first aid is needed, escort Cub Scout and their buddy to First Aid located at Headquarters, after the rest of the den has been take care of. For a major emergency, follow posted procedures.
13. Maintain control over the Den. Report any problems you cannot handle to Headquarters and Camp Director.
14. Check each Scout out of camp each day. If you must leave before all of your Scouts left, notify the Headquarters Director.
15. Cell phones are only allowed at Headquarters. Please understand that you are there to monitor and help the Scouts so we ask that you make any emergency calls at Headquarters.
16. Observe Scout-like behavior.
17. RELAX AND HAVE A GOOD TIME.





# Den Activities

- ⇒ Create Den Yell and do it in Headquarters.
- ⇒ Do a skit, song, run-on jokes, or cheer. Sign up at HQ!
- ⇒ Decorate your Den site.
- ⇒ Do Guessing game at HQ.
- ⇒ Break the code each day!
- ⇒ Eat together for fellowship and meeting new friends!
- ⇒ Go on the Nature Trail!
- ⇒ Fill up water balloons and have fun!
- ⇒ Sing a song!
- ⇒ Stay wet!
- ⇒ Have Fun!

## Notes and Reminders

Please look through your leader notebook. It has some helpful ideas for skits, cheers etc. If you have any suggestions we are open to them!!!

All participants and adults need to bring a sack dinner each day. We will provide 2 ice chests and ice per den site each day for the dinners. It is best to arrive early, this way you can get your coolers to your Den sites before the Scouts arrive.

If you have a costume or the Scouts have costumes, wear them!! This will make it a more enjoyable experience for everyone.

Have the Scouts make up a den yell the first day!

Name your Den and don't forget to bring items from home to decorate your area.

Buddy up! Either assign or allow the Scouts to choose their buddy, Have a list of the Scouts and who their buddy is, with you at all times. This will greatly help in the event of an emergency. Enforce the use of the buddy system at **ALL** times. This is for the Scout's safety and is quite helpful also.

No abusive language or swearing will be tolerated. If you have a problem with a Scout, send him to Headquarters, with an escort! Please don't hesitate to come for help if needed or send a Den Chief to get help.

The Scouts at camp are required to have **athletic or hiking shoes (no water, sandals or toe shoes), program shirt, hat, & a one-piece swim suit** (1-piece for adults also). These are to be worn daily; costumes may be worn over camp uniforms.

Water containers- PLEASE make sure all have water containers and are drinking out of them. Have them drink when they get to a program area and as you leave a program area. Dehydration is a serious problem in this kind of weather. Make sure you are drinking enough water also! If you notice a Scout who appears to be getting dehydrated, send him with an escort to the medical staff that is located at the pool or at Headquarters.

If you have any questions at all, please feel free to come to Headquarters or ask a Staff member at any of the program areas. If they can't help you, they will direct you to someone who can. We are here to make your and the Scouts experience an enjoyable one.

Please make sure the appropriate individuals pick up all the Scouts in your den before you leave.

A Lost and Found box is located at Headquarters.

Adults will be asked for assistance from time to time at different program areas.

Don't forget to have your coolers, den buckets, den leader notebook, and flags turned into Headquarters before you leave each day.

## DEN CHIEF RESPONSIBILITIES

- 
- Requirements: Served with their Den during this past year and has a letter signed by the Scoutmaster brought to camp.
- Remember: You are a leader, not a camper. You need to help Scouts who are having difficulty with crafts or rules for games. Set an example for the Scouts in your den. Some day they will be Boy Scouts and will remember the help they received from a Den Chief. Live up to the Cub Scout Promise and the Cub Scout Law.
  - Take roll call every morning. Mark the "IN" box for each Scout in your den. Turn the attendance sheets into Headquarters by the end of the 1<sup>st</sup> rotation.
  - Help your den design a den flag.
  - Help your den make up a den yell or cheer. Encourage your den to answer morning roll call at opening with the den yell.
  - Help your den make up a skit for closing ceremonies.
  - Help your den leader keep track of where every Scout in your den is.
  - Encourage fair play and good sportsmanship - be good winners as well as good losers.
  - If you have any problems at all contact the Headquarters Director.
  - Keep a song or short game ready in the back of your mind in case you have to wait to start an activity. Check at HQ for resource books and materials.
  - At the end of each day, each Scout must be signed out on the roster.
  - Help your den leader clean up the den site at the end of the day. During the day, you should encourage your campers to keep the area clean and to pick up trash around the camp.



## DEN CHIEF SERVICE AWARD



*The Pack may consider purchasing this award from the Scout Shop and presenting the award at both the Pack meeting and Troop Court of Honor.*

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Serve the pack faithfully for one full year.</li> <li>2. Attend a den chief training (if available within year of service) OR be trained by the assistant Cubmaster and den leader.</li> <li>3. Know the purposes of Cub Scouting.</li> <li>4. Help Cub Scouts achieve the purpose of Cub Scouting.</li> <li>5. Be the activities assistant in den meetings.</li> <li>6. Set a good example by attitude and uniforming.</li> <li>7. Be a friend to the Scouts in the den.</li> <li>8. Take part in weekly meetings.</li> <li>9. Assist the den at the monthly pack program.</li> <li>10. Know the importance of the monthly theme.</li> <li>11. Meet as needed with the adult members of the den, pack, or troop.</li> <li>12. Complete FOUR of these projects:</li> </ol> | <ol style="list-style-type: none"> <li>1. Serve as a staff member of a Cub Scout day camp or resident camp.</li> <li>2. Advance one Scout BSA rank.</li> <li>3. Assist three Webelos Scouts to join a troop.</li> <li>4. Recommend to your Scoutmaster another Scout BSA to be a den chief.</li> </ol> |
|--|--|

### **BSA SWIM TEST**

It goes without saying that you must be very safety conscious anytime your pack is holding an event around water. Probably, some of you Cub Scouts are non-swimmers, and it is likely that some who think themselves as swimmers can't swim very far.

Each year, BSA requires everyone who enters the water during a BSA activity to have a BSA SWIM TEST. This is conducted the first day of each session.

### **ARCHERY, BB GUN, SLING SHOT RANGE**

A council desiring to use Shooting Sports as part of the Cub Scout Day Camp program must follow the following policies and guidelines listed here.

Intelligent, supervised use of sporting gear such as archery, air guns and slingshots / wrist-rockets are consistent with our principle of "safety through skill". Approval now has been given for archery, BB gun, sling shot safety and marksmanship programs in Cub Scout Day Camps. Cub Scouts are not permitted to use any other type of handgun or firearm. These shooting sports should not be conducted outside of a Nationally Accredited Camp.

### **SAFETY AND MARKSMANSHIP PROGRAM**

Range safety and marksmanship for programs in use at Cub Scout Day Camp requires a Range Safety Officer (RSO) who has been certified by the local council with the help of a National Camping School certified Field Sports Director or NRA instructor.

# HEAT STRESS



## BE AWARE OF THESE SIGNS AND SYMPTOMS

When the body is unable to cool by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

### **Factors Leading to Heat Stress**

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

### **Preventing Heat Stress**

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources.
- Use cooling fans/air-conditioning; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Wear lightweight, light colored, loose-fitting clothes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

### **Symptoms of Heat Exhaustion**

- Headaches, dizziness, lightheadedness or fainting.
- Weakness and moist skin.
- Mood changes such as irritability or confusion.
- Upset stomach or vomiting.

### **Symptoms of Heat Stroke**

- Dry, hot skin with no sweating.
- Mental confusion or losing consciousness.
- Seizures or fits.

### **What to Do for Heat-Related Illness**

- Call/send for First Aid at Headquarters or the Pool immediately.

While waiting for help to arrive:

- Move the person to a cool, shaded area.
- Loosen or remove heavy clothing.
- Provide cool drinking water.
- Fan and mist the person with water.

If you observe any of your Scouts with one or all of these signs above and they are not perspiring, please spray them down with the spray bottles and send somebody immediately to get help from First Aid. Be alert for the Scouts that want to sit down to rest.

# EMERGENCY PROCEDURES

## LOST SCOUT

In the event of a **LOST SCOUT**, the following search plan will be followed:

1. If at anytime a participant is believed to be missing, Headquarters will be notified and the front gate will be closed. Any Staff or adult leader can report a missing person. If missing person is a youth participant, the adult participant or the Den Leader, should contact HQ with all information. HQ will confirm last known location. Staff will search locations and nearby program areas as a Level I emergency first. If missing person is not found then a Level II Emergency can be started to have each area check for the missing person. If all of the people at a program area are accounted for, the activity may resume.
2. The front gate will be closed and nobody will be allowed to enter or exit until the youth is located.
3. If the roll call does not locate the missing Scout, the camp director will send available staff to continue the search including restrooms, vehicles and camp property.
5. If the missing person has not been located, authorities will be contacted by the Camp Director.
6. The Camp or Program Director will notify the Scout's parents.

## FIRE

1. In the event of a **FIRE**, all camp staff will orderly move all Cub Scouts to the designated area in the parking lot. All staff and Scouts will remain in this area until the Camp Director gives further instructions. The Camp Director will notify the nearest fire department and/or park personnel.
2. Immediately upon arrival at the designated area in the parking lot, den leaders will assemble their dens and conduct a roll call.
3. No vehicles will leave the area with out approval of the Camp Director.
4. All camp staff are expected to help keep the Scouts calm and quiet, and to follow all instructions given by fire and park personnel.
5. The rifle range and East Ramada/HQ area shall exit the camp via the roadway and assemble on the paved parking lot.
6. The pool and pueblo areas shall exit directly north to the paved parking lot.
7. Crafts, games/Webelos and the West Ramada areas shall assemble in the sandy area around the games area. Only move to the paved parking lot if so directed by fire personnel or camp HQ personnel.
8. Fire evacuation routes will be posted at each area.

In case of a **MAJOR ACCIDENT or HEALTH EMERGENCY** involving camp participant and/or staff, the following steps will be taken!

1. Two runners or a call on the radio will be sent to Headquarters. The Camp Director, Program Director and Medic will respond to the area.
2. The program staff will maintain order in their areas and continue with camp activities.
3. If the Medic, Camp Director, or Ranger determines that further emergency personnel or equipment is required, they will call 911 and request appropriate rescue service. One person will be sent to the entrance of the site and will direct emergency personnel to the accident scene.
4. The council office, will be notified by the Camp Director or Program Director of the parties involved and the circumstances surrounding the accident as soon as possible. The council staff will make notification of the parents.
5. If evacuation of the accident victim or victims is necessary, at least one staff member in possession of appropriate medical release forms will accompany the injured to the hospital.
6. The Camp Director will see that an incident report is made of the accident as soon as practical after the occurrence of the accident within 48 hours.
7. If the press becomes involved, only council professionals shall release statements.

We welcome you to

# Cub Scout Day Camp

at the Heard Scout Pueblo!

Check us out on: [www.heardscoutpueblo.org](http://www.heardscoutpueblo.org)

**Questions:**

<b>Ken Pulley</b>	<b>Program Director</b>	<b>602-332-0248</b>
<b>Amy Manke</b>	<b>Camp Director</b>	<b>30-513-5657</b>
<b>Cheryl Linden</b>	<b>Registrar</b>	<b>530-363-2688 text or email</b>
<b>Grand Canyon Council Programs</b>		<b>602-955-7747</b>
<b>Matthew Graham</b>	<b>Staff Advisor</b>	<b>928-246-9376</b>



