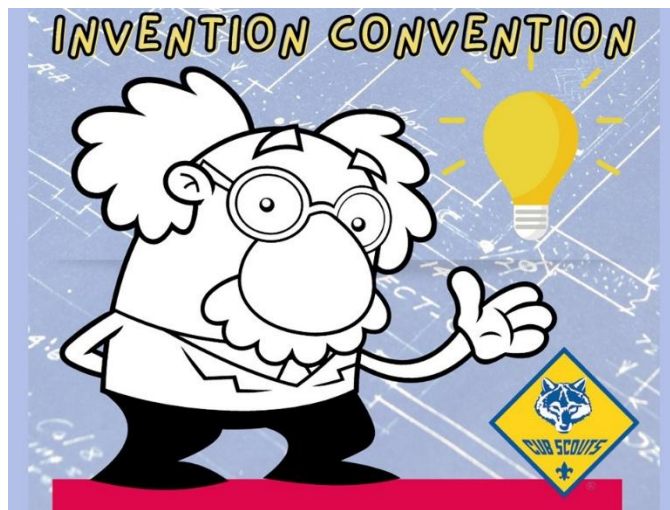


Penngrove Cub Scout Twilight Camp 2026

Staff Handbook



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What's New for 2026?

Welcome to the Penngrove Cub Scout Twilight Camp. This is the first year that the Redwood Empire Service Area of Golden Gate Area Council will be overseeing this camp.

GGAC uses the one-year-ago Cub Scout camp themes from national, so the theme will be Invention Convention. Redwood Empire Council used this theme last year, but there's a lot of things we can do and keep it fresh.

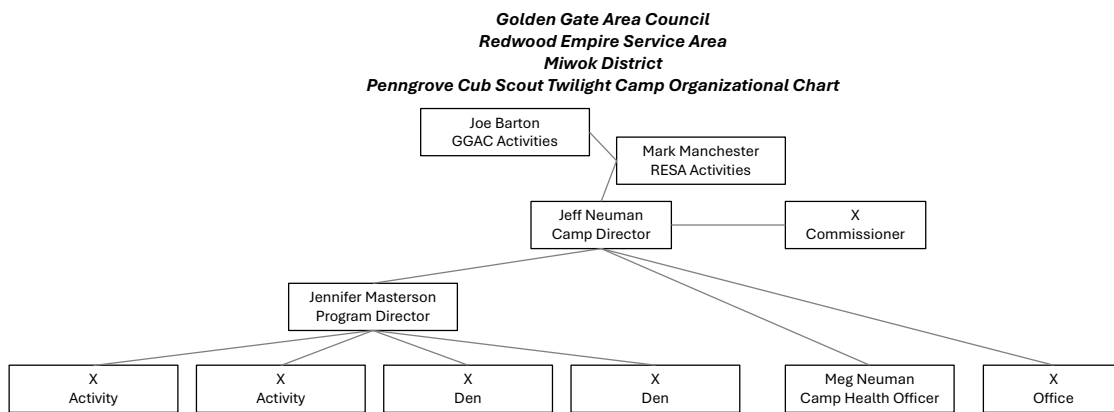
If we have sufficient coverage, there will be staff development for program leaders and den leaders.

We expect all staff to come to camp ready to have fun with the scouts.

Twilight Camp will offer lots of fun with a sprinkling of adventures directly from the cub scout program.

First let's make sure our camp is a safe place for scouting.

Camp Organizational Chart



Twilight Camp Emergency Procedures:

1. Emergency Signal will be 4 blasts on a car horn or handheld air horn.
2. All camp will muster at the flagpole and staff will take counts of attendees and senior staff will take counts of staff. Report to Camp Director.
3. Buddy system will be followed at all times on campus.
4. Leadership plan: Staff will be familiarized with the camp organizational chart. Camp Health officer will be familiar with on-staff and participant medical resources. FRS radios (channel 1 primary, backup-2, no privacy codes) will be used for coordination as needed. Camp Director will be responsible for managing any interaction with outside community, directing to Council staff where possible.
5. Emergency vehicles. Camp has no scouting-owned vehicles. Public Safety emergency resources are very close to campus. Any required transport will be by 911 resources or scout/staff's/family's vehicle.

6. Emergency Phone Numbers
Emergency 911
Penngrove Fire (707) 795-6011
Petaluma Police Non-Emergency Line: (707) 778-4372
Scouting America abuse hotline 844-SCOUTS1 (844) 726-8871
Golden Gate Area Council (925) 674-6100
Camp Leadership
Jeff Neuman Camp Director (281) 703-7571
Jennifer Masterson Program Director (707) 479-9751
Margaret Neuman Camp Health Officer (713) 818-0693
Mark Manchester RESA professional scouter (650) 235-0791
7. Emergency Shelter, muster point will be the flagpole. If shelter is required muster at the gazebo. Other options will be directed by radio.
8. Evacuation: To be determined by camp leadership. GGAC will be notified. Den leaders will coordinate with office staff to contact participant families. Emergency services will be utilized as available and relevant.

Unauthorized Visitors

Intruders or Unauthorized visitors: Report presence to camp leadership directly or by radio. Visitor(s) will be engaged, asked to leave the campus and escorted to the parking area. Law enforcement can be contacted if necessary.

Medical Response:

1. Medications must be submitted to the CHO in a sealed bag with the patient's name and unit, an adult's name and phone number, and specific directions for use. Exceptions are for an adult or a scout's parent or guardian who is on site, in which case medications must be secured on the adult's person or in a locked case or vehicle.
2. All Minor First Aid: Small cuts and scrapes...bring to the Camp Medic at the first aid area (the white gazebo). Only the Camp Medic may treat any minor injury.
3. Bee Stings: All known bee allergies will have already been documented on the medical forms. If a scout gets a bee sting, please take him to the Camp Medic immediately.
4. Questionable Injuries: If a scout says that he does not feel good and he is able to walk, take him to the Camp Medic. If the scout is not able to walk due to any injury then, send two scouts to get the Medic.
5. Fire Drill: The Camp Directors have an emergency horn. If you hear the horn, you and your den are to report immediately to the group area (blacktop basketball courts). Please make sure to do a headcount to make sure that you have all scouts in your den. You will receive instructions once all groups have assembled in the group area. We will have a fire drill on our first camp day to comply with National Camp Standards.
6. Major Earthquakes: Do not panic. Please keep calm and instruct your scouts to get to an open area and sit down until the shaking stops. If you are in an area in which you might

be hit by a falling object (trees etc.), please get your scouts to an open area. When the shaking stops, proceed to the group area immediately. If there are injured or lost scouts, the den leader should report to the Camp Directors immediately.

7. Lost Scout:

- a. Notify the Camp Directors
- b. Question the other scouts as to where the lost scout was last seen. Also, what was the attitude of the scout?...was s/he upset? etc.
- c. The Camp Directors follow the “leads” to find the scout.
- d. If the scout is not found, additional help is enlisted to search. The Camp Director assigns areas and a signal to be used if the scout is found.
- e. If the scout is not found, the police should be notified by the Camp Director.

8. Serious Accident or Illness:

- a. Immediately contact the Camp Medic and Camp Directors and call 911 if necessary. Contact the parent or guardian.
- b. Camp Medic should apply emergency first aid skills as needed.
- c. If scout is transported to a local hospital, his medical form and parental consent should accompany him and the parents should be notified of the transportation arrangements.
- d. Any scout in need of transport to a local hospital should be done by professional EMT or the scout’s parent if appropriate.
- e. In case of serious accident or illness notify the Scout Executive

9. Camp Directors will collect all facts and names of witnesses surrounding the incident resulting in the injury. Health authorities should be notified if a contagious illness is suspected or known.

10. Fatality:

- a. Camp Directors or Scout Executive must immediately notify local authorities. The police or coroner must institute an inquiry to determine the cause of death and whether responsible precautions were taken to prevent the accident. This will also include a decision as to whether or not standard practices were followed at the time of the accident.
- b. Get all facts, including names and statements of all witnesses.
- c. If a person other than the Scout Executive is the first to receive the information, contact the Scout Executive before any further steps are taken. Give the Scout Executive as much information as possible (When?, Where?, What?, How?).

- d. The Scout Executive, Council President and family religious leader or Council Chaplain will arrange a place to meet and jointly proceed to the home of the family of the deceased. NO PHONE CALL IS MADE TO THE FAMILY
A personal visit is the only way the family is notified
- e. The Scout Executive contacts the following: Attorney, Local Insurance Agent, News Media...make sure family and/or next of kin are contacted first.

People on the Twilight Campus:

Penngrove Park is closed to the public during camp hours. All Scouts and volunteers will be wearing camp shirts and/or a badge or a neckerchief or a scout uniform. If you see a dog walker or other non-camp person on the campus, please notify a Key-3 staffer immediately. Den Leaders and Activity Leaders should program our cell phone #'s into their cell phones for communication purposes.

We will also have radios available for all program areas.

Jeff Neuman Camp Director (281) 703-7571

David Carter Program Director (707) TBD

Mark Manchester Scouting liaison (650) 235-0791

Membership

If you are staffing and are not a Scouting America registered adult, you will need to get registered.

1. Go to <https://my.scouting.org/> and take the "Safeguarding Youth" training. Print out the certificate at the end of the course.
2. Take the state-required Mandatory Reporter training at <https://mandatedreportertraining.com/bsa/>. Enter the GGAC zip code 94588 (not your own!). The council name should pop up. Then click on "Connect to Local Council". Choose "Headquarters" for Location and choose "Scouting Volunteers" for Group. Then, enter your email address and submit the form to begin your training.
3. Review the site <https://californiascouting.org/> for information about getting live-scan fingerprinted. Submit the record to Golden Gate Area Council of Scouting America.
4. Submit an adult or youth application <https://www.scouting.org/resources/forms/> to the scout office in Pleasanton or Santa Rosa. They can advise you on the fee.

Safeguarding Youth

The main policy of Scouting America with respect to youth protection is always to have "Two Deep Leadership". You may never be alone with any child except your own. A male adult cannot be with female scouts without a female adult present.

Buddy System:

The Buddy system is a core part of our [youth protection](#). Camp is more fun when shared with a friend. The buddy system is to be used for all activities in camp.

A parent or guardian can always be their scout's buddy, but youth buddies are preferred. Buddies can be 2 or 3 scouts and the age gap must be within 3 years. A pair must be same-gender. A triple can be mixed gender. Youth siblings can be buddies regardless of the age gap.

Scouts should always have a buddy with them in the bathroom and there should never be an adult alone with a scout and/or scouts in the bathroom. There will be signage at the bathroom for adult/youth use. Adjust the sign for usage and check that the bathroom is vacant before adjusting the sign. Porta-potties are also located in the parking lot.

Training

1. **Safeguarding Youth** must be renewed annually. If your training date is more than one year prior to the end of camp, it needs to be refreshed at <http://my.scouting.org>.
2. **Understanding and Preventing Peer on Peer Abuse** (new in 2026) must be completed at my.scouting.
3. **CPR/AED/FA** 50% of our staff must be trained and current. Red Cross or equivalent
4. **Hazardous Weather** must be current, find this at my.scouting.

Dress Code:

1. All campers and volunteers must wear camp issued t-shirt or scout field uniform.
2. Please bring scout-appropriate sweatshirts.
3. Camp issued T-shirts and/or sweatshirt must be the outermost garment. It may cool down in the evening. If you did not purchase a camp sweatshirt, your scout may wear another sweatshirt or long-sleeved shirt UNDER their camp shirt.
4. Long pants are recommended since the campers will be participating in activities on the grass and during camp programs.
5. **Closed toe shoes are required for participants, staff, volunteers.** Scouts will not be allowed to attend camp if the shoe requirement is not met. You will be telephoned to either bring proper shoes or pick up your camper.
No Crocs or sandals please...remember that your camper(s) will be participating in sports activities!
6. Hats, if worn, may only be official Cub Scout/Webelos hats worn with bill forward or a theme related hat.
7. Please label all removable clothing with your scout's name or initials on the inside of the garment. For your scout's safety, no names are to show on the outside of garments.

Daily Check in and Check Out Procedures:

1. Please arrive by 3:45 p.m. on the first day of camp to check in and receive camp shirts.
2. You must walk your scout to his/her den table at the front of camp campus, answer health questions for your scout and sign him/her in each day with the Den Leader. ***No parking lot drop offs!**
3. All vehicles that remain parked at camp during camp hours must be backed into a parking space.
4. If you have **ANYONE** who is **NOT** allowed to pick up your scout (custody issues, etc.) please note the name of the person on the attached consent form and let your scout's camp Den Leader know. Scouts will only be released at the end of the camp day to the pre-authorized people unless other arrangements have been made with the camp Den Leader.
5. You **MUST** sign out your child before you leave each night!

Food, Medication and Other Safety Procedures:

1. Bring a bag dinner, a drink and a container with/for water. No refrigeration is available. Water coolers are available to refill water bottles.
2. Please label lunch boxes and backpacks, but...**FOR THE SAFETY OF YOUR CHILD DO NOT PUT YOUR CHILD'S FULL NAME ON THE OUTSIDE OF HIS T-SHIRT AND/OR SWEATSHIRT.**
3. Please send nutritious food and minimal sweets/candy/cookies
4. No gum chewing at camp.
5. Any medications that are necessary must be self administered by the Scout or administered by the Scout's parent. No medications are to be given by the Camp Health Officer, camp staff, Den Leaders, friends or aides. Inhalers may be self-administered as needed.
6. Do not bring toys or electronic games to camp, including fidget spinners. If the scout has a mobile phone, it should be kept in his/her backpack at all times.
7. Cub Scouts may not bring knives of any kind to camp; even if they hold a Whittling Chip card.
8. Parents or friends who are not registered volunteers at Twilight Camp may not stay on the premises during camp hours, with the exception of the opening and closing ceremonies each day (see details below).
9. All adults and children need to be registered and will need to wear the official camp shirt. Non-scout siblings may accompany their parents during drop-off and pick-up times only. volunteers need to check in with camp directors for appropriate identification which will be an ID Badge.

10. Visitors may ONLY attend the last-day closing campfire this year. Please stay behind the camp chairs so the scouts can fully participate in the opening and closing ceremonies. You may wish to bring a folding chair.

Scouting America Health Form:

All campers and volunteers must provide a current Scouting America [Annual Health and Medical Record](#) parts A and B. Since this event is less than 72-hours, a signed Part C is not required.

Drugs, Alcohol, and Tobacco:

Illicit drugs and alcohol are expressly forbidden at Twilight Camp. This includes any marijuana use. Their presence or use will not be tolerated. Tobacco products are not to be used in the sight of Scouts, buildings, or at any camp activities. Any litter caused by tobacco products is the responsibility of the user and in designated areas only. All tobacco use is limited to the front parking lot. This includes smokeless tobacco and vaping gear.

Behavior

Twilight Camp uses the high ideals of the Scouter [Code of Conduct](#). As an adult attending camp, you are agreeing that you are familiar with the code and will conduct yourself accordingly.

We expect all the scouts to have fun at camp which may involve being loud and goofy at the appropriate times; however, the following guidelines apply regarding camper conduct:

1. Campers will treat other campers with respect.
2. Campers will treat the adult volunteers with respect.
3. If there is a situation that requires intervention (bullying, physicality, and general disrespect) the Den Leaders will let the kids know in a kind and caring manner that the behavior is not appropriate.
4. If there is a behavior problem that cannot be resolved by the Den Leader or a warning from camp leadership, your scout may be removed from camp and camp leadership may determine that the scout may not return for the remainder of the week. No refund will be provided.

Stress Management For Adult Volunteers

1. Gift Certificates for a 10 minute break will be in the Den Boxes if you feel like you need a break. Make sure that you have two adults with the kids and take the gift certificate to the Camp Directors. If you do not have two adults with the scouts, have two scouts bring the certificate to the Camp Directors so we will know to come and relieve you.
2. If you have a scout who is difficult to manage and you feel like he needs a break, please give him a blank white envelope located in the Den Box and ask the scout and his buddy to take the envelope to the Camp Director . We will escort the buddy back to your

station and keep the scout with us for 10-15 minutes while he completes an activity in an effort to re-focus his attention.

3. Have fun...if you are having fun, your scouts will have fun! Feel free to do little extras for your scouts if you have the time. For example wear goofy hats, bring props for your skits, bring a special snack for your scouts if you wish (check on the allergies first) or just make up a special handshake or yell for your den. If you are smiling, your scouts will be smiling!

Den Boxes, Folders and Flags:

Each den table will have the following items at their den table or in their den boxes:

1. Den Flags: You will take them with you as you rotate through activity stations. The Younger scouts like to take turns carrying the den flag and it may help them stay lined up when required. The older scouts do not seem to care about the den flags.
2. Den Folder/clipboard: Daily Check-In & Check-Out Sheets; Daily Schedules; Camp Rules and Procedures.
3. Markers & Drawing Paper
4. Hand Sanitizer & Wipes
5. Neckerchiefs: need to be put in the camper's bag each night. The scouts should write their names on the neckerchiefs and they may decorate them with markers if they want.
6. Necklaces: need to be put in the camper's bag each night.

During den time you will also want to come up with a name for your den and practice den yells for the opening and closing flag ceremonies. Example: "We are the Pterodactyls from Den 8, we have wings and we feel great!"

Twilight Camp Activities:

1. Daily Schedule
 - a. Activities: Each day your den will cycle through different Activities learning the skills of scientists.
 - i. Shooting Sports: We are fortunate enough to have a shooting Sports Director and 3 Scouting America trained range masters this year.
 - ii. Crafts
 - iii. Science
 - b. Opening / Closing Ceremony: each day at camp will begin and end with an opening and closing flag ceremony. Each den will have a chance to participate in a flag ceremony. Den Leaders will be responsible for making sure that their den is seated at the hay bales at the designated ceremony times. Each den should be ready with a den yell.

2. Program Highlights: Each evening after dinner we will have a program highlight which will be either a guest speaker or a special activity for the scouts.

Special (last-day) night Camp Activities and Info

1. Family Dinner: we do encourage each scout and their family to bring a picnic dinner to enjoy before the campfire.
2. Campfire Program: After dinner on (last-day) night, we will have our Twilight Campfire Program during which all dens will participate in skits and sing songs. All will be advised to bring a lawn chair since we will have limited seating.
3. Closing Camp: Each Scout will go home with an envelope which will include a list of achievements, adventures and activity loops or pins earned, as well as a keepsake picture and miscellaneous information. We will need help packing up our camp supplies and loading our cars. Thank You!

THANK YOU FOR YOUR TIME IN HELPING TO MAKE TWILIGHT CAMP 2026 A SUCCESS!

Volunteer Position Descriptions

DEN WALKER

The Den Walker shall be a man or woman 21 years of age or older of well-known good character and ability. The den leader shall:

- Be responsible to the Camp Directors
- Carry out duties as assigned by the Camp Directors.
- Assist and supervise the scouts in the den.
- Assist in program areas as needed so that the scouts make the most of their opportunities.
- Be concerned for camper safety.
- Be knowledgeable of Cub Scout and Webelos program.

CAMP MEDIC

- The on-site health officer is a responsible adult holding a current certification or license as required for the position. (See positions listed on SQ-405 of National Standards for Local Council Accreditation of Cub Scout Day Camps.)

- The health officer must also have current certification in CPR by any recognized community agency.
- There will be an established location for contacting the health officer.
- When the health officer will be out of camp, the Camp Director will be notified and another adult with first-aid training is available or nearby emergency coverage will be provided.

DEN CHIEFS

The **Den Chief** shall be at least 13 years old and a registered Scout capable of serving as a den chief in a Cub Scout Pack. The Den Chief shall be capable of working with younger scouts and being able and willing to follow the directions of the Den Leaders and Camp Directors. Den Chiefs must have completed Den Chief Training and be approved by Mrs. Masterson.

ACTIVITY LEADERS / PROGRAM AIDES

An Activity Leader and/or Program Aide are a volunteer who will be responsible to the Camp Program Director. He/she will work in any area as needed to help provide a good Cub Scout Day/Twilight Camp experience for the campers. Program areas include, but are not limited to, Crafts, Wood Crafts, leather crafts,STEM, Fire Safety, Cooking, Flag Etiquette and Sports.

RANGE SAFETY OFFICERS

Range Safety Officers will be certified in Shooting Sports for Cub Scouts training. The training course will emphasize Cub Scout safety, range command and marksmanship development using Scouting America nationally approved instruction materials including, but not limited to, NRA First Steps, NAA Level One Instructor Manual and Shooting Sports for Cub Scouting BSA. The Range Safety Officers will have knowledge, skills and attitude required to run and operate a safe Shooting Sports Program for Cub Scouts.