

Yolano District Camp Carswell Cub Scout Day Camp Handbook

June 12 - 15, 2024

**Grasslands Regional Park
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WELCOME

We appreciate that you have chosen Camp Carswell, Yolano District's twilight camp for Cub Scouts. Our goals are to provide a camp experience consistent with the BSA aims of Scouting (character development, citizenship training, leadership, and mental and personal fitness) and to provide lasting memories for Scouts and adults. Our camp's name honors Bruce Carswell, a local Scouter who started multiple units and dedicated himself to serving Scouts. Twilight Camp can be used by Packs toward the National Summertime Pack Award and National Quality Unit Award.

Camp Carswell is run by volunteers! We need many hands to have a quality program and to offer the full suite of shooting sports and other activities. Please consider sharing in this scouting experience by volunteering.

This manual provides the essentials needed to "BE PREPARED" as a camp volunteer or parent/guardian of a camper. If you have any questions or concerns, or suggestions, please contact us. We hope you enjoy camp!

Yours in Scouting,
Janis Cooke

****DATES AND PREPARATION INFORMATION****

Volunteer Training: May 29 and June 2, 7:00 – 8:30 pm via Zoom. The same material will be covered each evening, so volunteers need only attend once. Training will be recorded. Information about meeting and recording access will be sent to emails provided through registration.

All volunteers and staff, including Walk Around Leaders, activity leaders and assistants, and range staff, must attend or watch the recording. Parents are welcome to attend the training.

Camp Dates:

Tuesday, June 11	Evening: Set up ranges and program areas.
Wed. – Friday, June 12-14	5:30 pm: Check-in opens. Camp staff and Walk Around Leaders should arrive by 5:30. Camp Hours are 6:00 pm – 9:00 pm
Friday, June 14	5:00 pm: Webelos and parents staying overnight may arrive early to set up tents (tents may set up later as well). Camp staff will be present by 5:00 pm.
	8:15 pm: Campfire and Flag Retirement. Families are welcome to come early to enjoy the campfire program.
Saturday, June 15	8:00 am: Webelos overnight ends. 8:30 am – 11:30 am Final Camp Session
	Noon - 3:00 pm: Clean up camp. <i>All help is appreciated!</i>

Before Camp:

- All Cub Scout and Webelos campers, volunteers and Tiger Partners must be registered online at <https://scoutingevent.com/047-81625> by June 1
- For Cub Scouts and Webelos, print and provide signed [BSA Medical Forms A&B](#) and [GEC shooting sports consent form](#)
- For Scouts BSA, Venture Crew and adults, print and provide signed [BSA Medical Forms A&B](#)
- Adult Volunteers– provide copy of current Youth Protection certificate or date of completion
- Provide forms to your Pack Coordinator or Camp Registrar (if not associated with a Pack) by June 4, please.



Eat dinner before coming to camp. Each person may bring a snack for his/herself.

**Attire at Camp:**

- Campers and volunteers will each receive a camp T-shirt. Please wear the T-shirt all days of camp. The tee-shirts identify who belongs in camp and are part of our safety plan.
- **Shoes with closed toes and closed heels are required.**
For safety, **NO** sandals, Crocs or flip flops are allowed on the camp grounds.

What to Bring to Camp:

- Everyone: water bottle (refillable ok), insect repellent, hat, and personal snack if desired.
Please put name and Pack # on water bottle, hat, and other personal items.
- Additional Suggestions for Walk-Around Leaders: flashlight, blanket, wagon
- Do NOT to Bring to Camp: Candy, soda, electronics (phone and camera ok; limit use), knives, guns. If you wonder whether you should bring it, leave it at home.

****CUB CAMP POLICIES******1. SAFETY IS OUR TOP PRIORITY**

- If you are ill or had a recent exposure to Covid-19 virus or other infection, do not come to camp.
- If something seems wrong, tell the Camp Director, Program Director, or ANY Staff member
- If something looks dangerous – STOP IT or REPORT IT!
- Except during the Friday night campfire, only children, youth, and adults who have registered to attend camp (includes volunteers) and authorized visitors are allowed in camp. All visitors must check-in and wear a visitor lanyard.
- All adults at camp must have a current BSA youth Protection Training certification.
- Archery, bb guns, and wrist rockets ranges must not be entered without range master permission. Campers and adults need to be aware of range boundaries (marked with caution tape) and not cross a boundary into an unsafe space. Any camper in an off limits area may be sent home.
- No climbing trees. No throwing objects at a person or fighting with rocks or sticks
- Bullying is not tolerated. Inform Camp Director of bullying behavior

2. Use the Buddy System

Scouts need to be with a buddy if apart from the den group, including travel to hand washing or bathroom.

3. Sanitation

There will be hand washing stations and hand sanitizer around the site. Put all trash, and recycling in appropriate containers on site. Please leave camp cleaner than you found it.

4. Check-in and Check-out

Campers must be signed in and signed out by parent or authorized adult.

5. Verify campers' consents for activities, including having photos taken

Don't assume a camper knows permissions granted by a parent/guardian. Check permission forms!

6. Smoking/Vaping

Smoking and vaping are not allowed at Cub Scout Camp

7. Wildlife/Pets

Do not harm or harass wildlife or their homes. With the exception of trained service animals, animals may not be brought to camp.

****WALK AROUND LEADER EXPECTATIONS******ARRIVAL**

- Check-in at the volunteer table by 5:30 p.m, then proceed to your den box and flag. Campers will begin arriving near 5:30.
- **NEW for 2024** – registration volunteers will have parents sign-in and sign-out campers at the front entrance. Walk Around Leaders do not need to sign in campers at den boxes.

CAMPER GATHERING

- Greet each camper in your den. Distribute T-shirts (first day). The den box has a ball and cards for free times.
- Lead your den to the opening ceremony area for 6 pm start of camp. If a Scout arrives late, a registration volunteer will bring the Scout to you.

DURING CAMP

- Guide campers to obey rules at the ranges and elsewhere in camp. Camper safety comes first.
- Campers should not travel alone. Assign buddies for going to the restroom, hand washing, and other places apart from the den. Keep track of campers in your den.
- Support campers in their activity rotations and assist as requested by the activity leader or range master. Please be present for the Scouts (minimize cell phone use).
- You may take and use ball and cards from the den box if there is spare time between stations
- Your attitude sets a tone for campers to stay engaged and have fun. Thank you so much!
- Webelo and AOL dens may perform a skit, song, or jokes at the Friday campfire. You may bring ideas and help your den through planning and practice. Skits should not involve contact between Scouts or inappropriate themes. Theme-based resources from the BSA National Cub Scout program are [available](#) .
- An air horn (single blast) will sound time to transition to the next activity station.
- If a camper needs medical attention, an adult should stay with the camper and either escort to the first aid station (if mild injury) or have Camp Medic summoned (if serious).
- If emergency signal is heard (3 blasts of air horn), lead den to opening ceremony area or other location as directed by staff. Be ready to report attendance of campers and adults in your den to the Camp Director.
- If a camper needs quiet time or whose behavior is too distracting, ask the Cub Master or Camp Director for help.

DEPARTURE

- Lead den from the closing ceremony to the den box area to retrieve any camper belongings and to the camp entrance for sign-out.
- **NEW for 2024** - Registrar will have sign-out sheets for parents to sign. Walk-around leaders may be asked to help direct campers and parents.
- WE CANNOT RELEASE A CHILD TO A PERSON NOT LISTED ON CHILD'S REGISTRATION

****ADULT PROGRAM HELPER EXPECTATIONS****

- Program helpers assist the activity leaders at their assigned activity station to run the activity.
- Assistance may include preparing the station and helping campers participate in the activity.
- If you must leave the station before the end of the rotation, please make sure your task is complete or there is another volunteer to replace you.

****SCOUTS BSA AND VENTURE CREW ROLES****

- Scouts BSA and Venturers are a key part of the Camp Carswell volunteer team.
- Volunteers may serve as Den Chiefs (accompany a single Den to all activities) or with woodworking, leather, ranges, or other activity stations.

****CAMP CARSWELL EMERGENCY PLAN******Emergency Assembly Procedure**

Three blasts on an air horn is the alarm signal. When this signal is heard, all persons should proceed immediately to the area designated for opening ceremony and flags. Walk-around leaders shall call for a buddy check, take roll call, and follow instructions from the Camp Director or Program Director.

Health Emergencies and Injuries

Anyone who develops sickness or an injury at camp will be seen by the Camp Medic. First aid should be administered by a Den leader if absolutely necessary (e.g., help with Epi-pen). An ill or injured person should be taken to the first aid station or, if the person should not be moved, the Camp Medic will move to the person. If a den leader is helping an ill or injured camper, other adults in the area should step in to help manage the den. The Camp Medic and the Camp Director will call for outside help as needed (e.g., ambulance or a ride home). Anyone exhibiting Covid-19 symptoms during camp will be isolated until transported to a medical facility or home.

Medicines

All prescription and over-the-counter medicines are to be given to the Camp Medic and placed in a locked storage. Exception is made for medications carried by a camper or adult to treat life-threatening conditions, such as include Epi-pen, heart medication and inhalers.

Scouts with Medical Concerns and Special Needs

Camp Carswell aims to be welcoming and accessible. If a Scout has a medical condition that may need to be addressed during camp, the parent/guardian should communicate this information in the Med A&B form. The Camp Medic will review medical forms and may ask for more information from the parent/guardian. The Camp Director may require a parent to accompany the Scout at camp. Per BSA privacy standards, health information is shared on a need-to-know basis. For example, staff other than Camp Medic can be told how to support the Scout but not the specific condition.

Fatality

In the unlikely event of a fatality, notify the Camp Director immediately. Witnesses must remain on the scene to give statements about the event in writing. The unit leader will not notify the family. BSA policy requires the Camp Director to perform actions, including notification of the family.

Lost Scout

Each camper will be assigned a buddy for any time that the camper is apart from the den. As soon as a camper may be missing, an adult will quickly search the area where the camper was last seen and will check with the Scout's buddy. A Walk Around Leader will then alert the Camp Director of missing camper and await further instructions.

Emergency Shelter

Due to limited access to emergency shelter at Grasslands Regional Park, the Camp Director will assess the risks of hazardous weather every day and will cancel the day's camp session if hazardous weather is likely. Cancellation will be communicated to all staff and families using contact information in the camp roster. Should unexpected hazardous weather or other event necessitating emergency shelter occur during a camp session, staff will direct everyone to shelter in the kitchen building, restrooms, and, if necessary, in vehicles.

Fire

A fire shall be reported to the Camp Director immediately. When the emergency alarm sounds, follow the **Emergency Assembly Procedure**. After all campers and staff are accounted for, Camp Director will provide further instructions, including evacuation if necessary. A fire extinguisher is located at the campfire bowl. Water hoses are available on the property and are to be used by adults only.

Evacuation

Camp Director shall determine need for evacuation due to hazardous weather, fire, or other unsafe conditions. Camp Director shall direct Walk-Around Leaders to contact parents using den roster/check-in sheets provided by Registrar. Staff will assist Walk-Around leaders to contact all parents as quickly as possible. Camp Director and Camp Advisor will remain on site until all other campers, staff, and volunteers have left. Camp Director will contact the on-site Park Host to turn off utilities if needed.

Emergency Vehicle

One "Emergency Vehicle" will be available and designated by a sign in the window. Note that medical victims needing emergency transport will be transported by ambulance professionals, not camp staff.

Active Shooter

Prior to camp, the Camp Director will inform the Yolo County Sheriff's office of the camp plans. In the unlikely event of an active shooter, Walk Around Leaders and parents should assist campers to run away from potential danger and out of the shooter's view. Do not wait for the emergency horn to sound. Avoid congregating in one area. Do not run toward the shooting. In our camp's outdoor setting, seek shelter behind trees, dirt mounds, or in tall grass. **DO NOT TAKE FIREARMS or BOWS** from the range, as law enforcement may mistake you for a threat. Wait for law enforcement to secure the area and provide further directions. Avoid pointing, screaming at or quick movements toward police officers.

Intruder

Managing site access is important to youth protection. Staff and adult volunteers will wear recognizable BSA field uniform or Camp T-shirts. Everyone participating in camp must register before camp and check-in daily. All visitors will have an identifying lanyard. All adults and campers should notify the Camp Director immediately if an unauthorized person is on site. Do not approach the person but keep them under observation until the Camp Director arrives. The Camp Director will escort the person away from campers. Law Enforcement will be called if necessary.

Camper Security

All campers must be checked out and released by the Walk Around Leader or designated staff. Only authorized adults may sign a camper out. If an adult's authorization to pick up a child is not known, camp staff will direct the adult to wait and will call the parent/guardian to confirm permission to pick up the child. Campers must use the BUDDY SYSTEM.

An adult may not be alone with a camper out of line-of-sight of other adults.

****BB GUN AND ARCHERY RANGES****

The Boy Scouts of America teaches the safe and responsible handling, care, and use of BB guns and archery equipment in carefully planned and supervised programs. Ranges at Camp Carswell will be supervised by staff with current BSA-required certification and training and will maintain range instructor-to-camper ratios per BSA standards. A Tiger Cub Scout may participate in shooting sports as long as the Tiger adult partner also participates.

Except for uniformed law enforcement officers required to carry firearms within their jurisdiction, firearms shall not be brought into the Yolano District's Cub Camp.

****HANDLING STRESS AND MODIFYING BEHAVIOR****

Stress may lead to unintentional negative interactions between campers or volunteers. Volunteers should take a break if needed to manage stress. If leaving a station for a break, please make sure there is a volunteer or camp staff to cover the position. If a camper needs a break to manage stress, the Camp Director, Cub Master, or check-in staff are available to help with a quiet space or alternative activity.

HOW WE DISCIPLINE

- Discipline is used to restore and keep order so that everyone can get the most out of an activity. Discipline is not punishment.
- **An adult will not punish a Scout. Use of force or rough handling of a camper is not acceptable.**
- Never yell or insult a camper or call names.
- Keep a positive attitude
- Boys and girls can be teasers and will test you; set limits and stick to them
- Don't threaten. Clearly state expectations and follow through with fairness and consistency.
- Remind the campers to practice the Scout Oath and Law
- Sincere praise will go much further than a negative comment. Recognize actions showing attentiveness, patience, trying one's best, following directions, and good attitude.

Cub Camp

1. *Warning*

Steps of Discipline:

2. *Time out with Cub Master or Camp Director*

3. *Call for parent/guardian to pick up; camper does not rejoin den*

Tips for Station and Walk-Around Leaders for restoring Scouts' focus:

- **SIGNS UP!** Raise your hand displaying the three-fingers up Scout sign. Say "Signs "Signs Up!" and wait quietly until each camper raises the sign. Don't lower your hand or continue the activity until they are quiet. Scouts should know this from Pack experience.
- Don't try to out-shout the Scouts – you will lose every time.
- Don't smother a Cub Scout. Give him or her mental and physical "space".
- Be prepared with alternate activities such as songs, riddles, or program-themed activity. Examples: nature I-Spy; outdoor-theme word challenges (e.g., name word for each letter of the alphabet or as many words in a one minute); Simon says game.

****REPORTING SUSPECTED CHILD ABUSE****

The Boy Scouts of America does not tolerate any form of child abuse and will report all offenses to the proper authorities. Concern is often expressed over the potential for liability if a report of suspected abuse is found to be unsubstantiated. All states provide immunity from the liability to reporters of suspected child abuse. The only requirement is that the report is made in "good faith". The intent of California law and BSA YPT policies is clear – suspected child abuse must be reported as soon as it is suspected.

Reporting suspected child abuse:

- Den leaders or program staff will inform the Camp Director regarding the situation.
- The Camp Director will notify the Council Scout Executive.
- The Council Scout Executive will contact the proper authorities to investigate the allegation.
- Adults are not to investigate allegations; this will be done by trained investigators.

Have FUN! Thank you for Adventuring Outdoors with Camp Carswell!



****BASIC SCHEDULE******Wednesday -Friday**

	Opening Ceremony	Rotation 1	Rotation 2	Rotation 3		Rotation 4	Closing
Wednesday pm	6:00 - 6:10	6:15-6:45	6:50-7:20	7:25-7:55	break	8:10-8:40	8:45-8:55
Thursday pm	6:00 - 6:10	6:15-6:45	6:50-7:20	7:25-7:55		8:10-8:40	8:45-8:55
Friday pm	6:00 - 6:10	6:15-6:45	6:50-7:20	7:25-7:55		CAMPFIRE!	

Between opening on Wednesday and closing on Friday, each camper will have the opportunity to participate in 11 activities. These include archery, wrist rockets, leather, woodworking, bb guns, and six program activities that are specific to the scout's rank. Rank activities are based on elective adventures in the new Cub Scout, Webelo, and AOL programs issued in 2024. Alternatives are available for scouts who are not participating in the shooting sports.

Families are invited to arrive early on Friday evening to join us for the campfire.

For Webelos and AOL Scouts and their parent or guardian, there is an optional camping overnight between Friday after campfire and Saturday 8 am. To participate, you must register for the overnight as part of registering online for Twilight Camp. Camp will provide late night snack and breakfast. Traditionally, the Davis Astronomy Club sets up several telescopes for those interested in expert guidance on viewing the night sky.

Saturday

Saturday program runs 8:30 – 11:30 am. The morning will consist of rotations through 4-5 stations highlighting the camp's Outdoor Adventure theme. We are excited to welcome a specialist from the California Department of Fish and Wildlife who will share his outdoor enthusiasm and expertise with some hands-on activities.

There may be insects!



CAMP MAP

