



2023 Francis Scott Key District Cub Scout Day Camp

STAFF REGISTRATION PACKET

Dates: June 26 through June 30, 2023

Location: Thurmont Conservation and Sportman's Club
11617 Hunt Club Road, Thurmont, MD 21788

Camp Day: 7:30 AM to 3:30 PM Monday through Thursday
7:30 AM to Noon on Friday

Theme: OFF TO THE RACES

THANK YOU FOR SERVING AS A STAFF MEMBER AT THE FSK DAY CAMP

WE REALIZE TIME IS ONE OF THE MOST VALUABLE RESOURCES GIVEN BY VOLUNTEERS AT DAY CAMP. BECAUSE OF YOUR SUPPORT, OUR DAY CAMP PROGRAM IS POSSIBLE!

CAMP DATES: Monday, June 26 - Friday, June 30, 2022

LOCATION: The Conservation and Sportsman's Club of Thurmont
11617 Hunt Club Road, Thurmont, MD 21788

CAMP LEADERSHIP

District Executive: Michael Harshman

Camp Director: Bill Desmond, NCS Certified

Program Director: David Bloxsom, NCS Certified

Administrative Director: Ann Roberson

PROGRAM OVERVIEW

Staff Attendance is Sunday through Friday. In addition to camper attendance days, ALL staff are required to assist in camp week set-up on the Sunday June 25 prior to camp. Friday may be a shorter day for campers, but not for staff. ALL staff members are required to assist in breaking down camp with a goal of a 5:00 PM finish time.

Dens: Campers are grouped by rank in dens of up to fifteen youth. An adult Den Walker or Tiger Adult Partner accompanies each den.

Scout Siblings: Siblings entering 1 - 5 grades in the Fall of 2023 can register for the full week of Day Camp.

Siblings are subject to the same registration fees, deadlines, and Den Walker coverage as attending scouts.

Stations: Campers will rotate through eight activity stations on Monday through Thursday: Archery, BB Rifle, Sling Shots, Fishing, Nature, Crafts, STEM and Scout Skills. On Friday, the schedule includes Archery, BB Rifle, Sling Shots, Fishing, and field events.

OPEN POSITIONS

- Program stations assistants
- Administrative assistants
- Quartermaster Corps (youth)
- First Aid (adults)

* Junior Staff must be at least 16 years of age to assist instruction on the ranges per NCS guidelines

SERVICE HOURS AND DISCOUNTS

YOUTH STAFF, 11+ Years: Our program provides the opportunity to guide younger Scouts in a variety of roles that will challenge and develop self-confidence and leadership skills. Volunteering is an excellent way to build a resume while applying 48+ service hours per camp week toward rank advancements, school requirements, club requirements, or application processes, such as National Honor Society or college.

SCOUT STAFF, 14+ Years: Not interested in community service hours? No problem, choose a camp credit instead! NCAC is offering older staff a \$100 voucher to attend one of the following 2024 NCAC camps: Camp Catoctin BSA, Goshen Scout Reservation, or National Youth Leadership Training (NYLT).

ADULTS: This is one of the few opportunities to serve Scouting in a leadership role full of FUN outdoor adventures for a limited time. NCAC offers up to twenty camperships for children of five-day staff members. These are assigned on a first come first served basis. Parents of children who are entering first grade in the Fall (Tigers) are welcome to staff Day Camp, however they still need to provide an adult partner to accompany their Tiger within the den each day of camp.

TRAINING REQUIREMENTS

SAFETY TRAINING, including YOUTH-ON-YOUTH ABUSE TRAINING FOR CAMP STAFF, is mandatory for **ALL** camp staff and must be completed prior to camp start. At this time, it has not been determined whether our training day will be in person or virtual. Stand by for more. This approximately 3-hour training is required by the National Camp School Guidelines.

- Training Dates are TBD, but will be communicated to registered staff, as soon as possible.
- You must receive training prior to camp to be considered trained for camp.

FUN FOR ALL

A few our campers may have special needs while at camp. These include, but not limited to: ADD, ADHD, on the autism spectrum, and PTSD. For many of these campers, it is important to recognize when they may need a break as camp can be very over-stimulating. Staff members must read “**Information for Working with Scouts with Special Needs and Disabilities**” prior to our training day. We will review available options during our camp safety training, but working with these youth include patience, listening, and having a let us turn this into a success moment attitude.

Reading Link:

<https://ablescouts.files.wordpress.com/2019/03/510-071.intro-to-working-with-scouts-with-disabilities.pdf>

POSITION DESCRIPTIONS

Station Staff: Adults and youth work with the Station Leader to develop and execute fun, scout-oriented activities for the week of Camp that are in line with the BSA Tiger, Cub Scout & Webelos Adventure programs. One staff member from each of our stations should be First Aid/CPR/AED certified.

- **Archery, BB Gun, & Sling Shot Ranges** require BSA Range Master or NRA or USA (NFAA) Archery Instructor Certifications. Junior Staff must be at least 16 years of age.
- **STEM, Nature, Crafts, Fishing, Scout Skills** stations require a general interest in the subject matter to assist in the instructional program. Individual preferences, if any, will be considered in station assignments.

Camp Health Officer: On-site medical personnel, **at least 18 years of age**, who manage minor illness and injuries at camp. The Camp Health Officer assesses issues to determine if additional medical attention is needed beyond our scope of care, and whether a Scout can resume camp activities or will need to leave camp early under parental care. **Qualified Training:** Licensed Physician, Physician Assistant, Nurse Practitioner, Nurse (RN, LPN, or LVN), Paramedic, EMT, Emergency Medical Responder, or nationally Certified First Responder.

First Aid Staff: **Are at least 16 years of age**, and minimally certified in First Aid/CPR/AED training. The First Aider's primary function is to assist the Camp Health Officers in their daily tasks.

Adult Administrative Staff: **Are at least 18 years of age**, assist in camp administration, check-in/check-out processes, camp safety, station rotation warnings, and camper 'timeout' supervision.

Junior Administrative and Program Staff: **Are at least 14 years of age**, serving in positions such as camp photographer/videographer capturing the many FUN camp memories, assisting in basic administrative duties, teaching assigned topics at program stations, and assisting in Quartermaster duties.

Quartermaster: **At least 18 years of age**, provides logistic services camp wide. Supervises the use and maintenance of District and Council supplied equipment. Works with the Camp Director to complete an inventory assessment of all Council supplied equipment upon their arrival and prior to their return. Plays a critical role in camp health by maintaining the ice and water levels of hydration station coolers in camp. The Quartermaster is supported by junior staff members.

Program Aide: **Are 12 or 13 years of age**; assist in daily camp station operations. These Scouts must be under the direct supervision of a parent, guardian, Scouter, or other volunteer, taking direction from the Camp Director. Per BSA policy, Program Aides are unable to lead Cub Scouts in station activities until 14 years of age serving as Junior Staff.

OVERVIEW OF STAFF DAILY PROCEDURES

Staff members should arrive by 7:00 daily. Staff Meetings are held daily at 7:05 AM and 3:45 PM. Administrative staff members maintain camp flow by signaling station rotations and ensuring all paperwork is completed and logged correctly, refer any attendee concerns to the Camp Director, enforce camp security protocols. Program staff set up stations for first rotation or other duties as assigned. Execute program activities as planned, adhering to station schedule times. Any issues

which arise should be reported to the Program Director immediately. Staff departure time is approximately 4:00 PM after the afternoon staff meeting.

ONLINE TRAINING REQUIREMENTS

ALL staff and volunteers, including Den Walkers and Tiger Adult Partners, must be BSA **Youth Protection Trained**, adhering to two-deep leadership protocols in all situations involving interaction with youth during the day. No adult is permitted to be alone with a youth unless it is their own child.

Camp Staff 18+ years of age are required to take the following online trainings:

- Youth Protection Training - must be effective through the last day of camp week.
- Hazardous Weather Training - valid for 2 years.

Camp Staff 14 - 17 years of age are required to take the following online trainings:

- Youth Protection Training - must be effective through the last day of camp week.
- Hazardous Weather Training - valid for 2 years.

Camp Staff 11 - 13 years of age are required to take the following online trainings: Hazardous Weather Training - valid for 2 years.

Fishing staff are required to take the following online trainings:

- Safe Swim Defense - valid for 2 years
- Safety Afloat - valid for 2 years

How to take Hazardous Weather, Safe Swim Defense, and Safety Afloat Training:

- Go to www.my.scouting.org
- Sign onto your account - create one if first time user (be sure to enter your BSA ID number in your account so your training is automatically linked to your registration)
- In the upper left corner select 'Menu'
- Under Menu select 'My Dashboard'
- You are now under Training; in the upper center select 'Training Center'
- Scroll to the bottom of the screen and select 'Expanded Learning'
- On the next screen select 'Program Safety'
- You will be redirected to the "ScoutingU" website
- Scroll down - Under 'Name A-Z' to the words: Program Safety - click on the down arrow to the far right of those words
- Select '+ Add Plan'
- Once the plan has been added, click on the title of the learning plan which opens the course listing ➤ Select the 'Launch Course' button to begin training.

FSK DISTRICT CUB SCOUT DAY CAMP

STAFF REQUIRED DOCUMENT CHECKLIST

- Day Camp Staff Application (see below)
- Youth Protection Training certificate - must be minimally valid through the last day of the camp week.

- Completed training certificates, as noted under “online training requirements.”
- If First Aid/CPR/AED, Wilderness First Aid, or any combination, attach a copy of your training certificate.
- Include any additional training certificates you may hold that would apply at camp even if not to your assigned station, so we know who can be utilized in the event a back-up is needed.
- BSA Annual Health and Medical Record form (AHMR) – Parts A and B (3 pages)
- Attached a copy of your immunization record or enter the dates (month and year) on page 2 of part B of the AHMR. Tetanus immunization is required and must have been received within the last 10 years.
- Attached a copy (front and back side) of your medical insurance card.

NOTE: If taking a prescription medication that will be administered at camp, a doctor’s signature is required on the second page of Part B under Allergies/Medications. If carrying a medical emergency device at camp, such as an epi-pen, inhaler, or diastate, a doctor’s note next to their signature stating the device may be carried on your person is needed. Otherwise, all medications must be maintained in locked container at First Aid. This also applies if you must carry an emergency medication for a Scout sibling attending Day Camp.

Station Specific Training Documents

- Shooting Sports: BSA Rangemaster Training certificate - OR USA Archery Level 1 or higher Instructor certificate (Archery) NRA Rifle Course or Rifle Instructor’s certificate (BB’s or Sling Shot)
- Fishing Skills: If completed, any lifeguard, diving, water rescue or equivalent certifications

STAFF T-SHIRTS: Each camp staff member will receive one staff t-shirt from Council. Additional staff t-shirts can be purchased by completing the order section of your staff application and submitting payment via check or cash made payable to NCAC/BSA.

Francis Scott Key District 2023 Cub Scout Day Camp Staff Application

NAME: _____ DOB: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

EMAIL: _____

- ❖ I am BSA registered in _____ Adult position or Scout rank _____
(Unit #)
- ❖ I am willing to learn and follow all NCAC and BSA rules, regulations, and standards with respect to youth protection and camper safety. _____ (initials)
- ❖ I understand that I must be current in BSA Youth Protection and Weather Hazards Training, provide a copy of my completed BSA Annual Health and Medical Record parts A and B **and** that my participation in other training is required prior to camp. _____ (initials)
- ❖ I am currently trained and certified in **First Aid** and/or **CPR** Trained. YES//NO. If yes, please provide a copy of your training cards.
- ❖ I give permission for my photo/image to be used in NCAC publications, including the Council website. _____ (initials)
- ❖ I have previously served on Staff at FSK Cub Scout Day Camp Yes/No
- ❖ T-SHIRT Size: AS, AM, AL, AXL, A2XL, A3XL (Circle your size)
I would like to purchase an additional T-shirt at \$15 each (\$18 for 2XL and 3XL). Number of additional shirts _____ and size _____. Payment is to "NCAC BSA" and may be turned in at camp.

SIGNATURE: _____

DATE: _____

IMPORTANT: include your Youth Protection and Weather Hazards training certificates of completion, your Annual Health and Medical Record, Parts A and B, and any First Aid/CPR certificates, and copies of any specialized training you have received applicable to your camp position, e.g., Firearms Instructor, Range Safety Officer, Archery Level 1, and the TCSC Hold Harmless Form.

RETURN THIS FORM AND OTHER REQUIRED DOCUMENTS TO THE
CAMP DIRECTOR NO LATER THAN JUNE 1, 2023

THE CONSERVATION AND SPORTSMAN’S CLUB OF THURMONT MARYLAND, INC.

11617 Hunt Club Road, Thurmont, Maryland 21788

HOLD HARMLESS AGREEMENT

(For any non-member use of club properties)

BOY SCOUTS OF AMERICA, NATIONAL CAPITAL AREA COUNCIL, FRANCIS SCOTT KEY DISTRICT, CUB SCOUT DAY CAMP

hereafter referred to as **FSK SCOUTS** shall indemnify, hold free and harmless, assume liability for and defend the Conservation and Sportsman’s Club of Thurmont MD, Inc., its affiliates, agents, servants, employees, officers, and directors from any and all costs and expenses including but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs, and all other sums which the Conservation and Sportsman’s Club of Thurmont MD, Inc., its affiliates, agents, servants, employees, officers, and directors may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the renters use of real or personal property belonging to the Boy Scouts of America, its chartered affiliates, agents, servants, employees, officers, and directors, or by any action or omission by Conservation and Sportsman’s Club of Thurmont MD, Inc., its affiliates, agents, servants, employees, officers, and directors except for the sole negligence or intentional misconduct of the lessor concerning the condition of the property. It is expressly noted in this hold harmless agreement that the Conservation and Sportsman’s Club of Thurmont MD, Inc. is a private facility operated primarily for its membership to practice marksmanship and compete with firearms. That being stated, it is possible that there may be used casings and/or hulls and in rare cases unspent ammunition found. All persons renting/using this property should be made aware of the proper procedures should any live ammunition be found; by placing it in the range “sign in” mailboxes found near each range (or the sign in drawer on the rifle range). All spent casings or hulls may be disposed of by placing them in any blue trash receptacle located throughout the property.

Date of Use: **June 11, 2023 and June 25, 2023 through June 30, 2023**

Organization: **BOY SCOUTS OF AMERICA, NATIONAL CAPITAL AREA COUNCIL, FRANCIS SCOTT KEY DISTRICT, CUB SCOUT DAY CAMP**

Signature

Printed Name

Title

Date