

Topenebee Cub Scout Day Camp
2026 Staff Manual
“Western Roundup”



Camp ToPeNeBee

0377 N Holmesville Rd



Michigan City IN

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A Word from Your Day Camp Directors

Thank you for being a part of this year's Cub Scout Day Camp at Topenebee! We could not host a Day Camp without volunteers willing to give their time and talents for the betterment of our youth. Your participation will help ensure that the Cub Scouts have a great outdoor experience that they will remember for many years to come. For many Scouts, this will be their first major outdoor event in more than a year, and it's all possible because of YOU! Thank you.

In 1975, the National Council added Cub Scout Day Camp to the National Camping School program. Since then, councils have been offering a wide variety of Day Camps across the nation. Day Camp is of great value to those Cub Scouts who may not have the finances or family support to attend resident camps. Day Camp at Topenebee offers a great option for our council's Cub Scouts. Our purpose is to provide meaningful, fun, and advancement-related activities outdoors. We want to provide activities for our Cub Scouts that they cannot experience in the regular den setting.

The purpose of this manual is to provide you with the information you need to help us with our goal to ensure that our Scouts are kept safe, and that Day Camp is a wonderful experience for them. Please take time to familiarize yourself with the information on the following pages. It will help you to make your Day Camp experience a positive one for you and for the Scouts you serve.

Yours in Scouting,

Kris Ballas, Topenebee Day Camp Director

Amanda Angle, Topenebee Day Camp Program Director

Goals of the Topenebee Cub Scout Day Camp

To provide an outdoor program which will deliver adventure, challenge, teamwork opportunities, confidence building, and fun as well as skills development and advancement opportunities.

Achieved by providing an outdoor program which will lead to self-reliance, self-confidence, and leadership and which will enhance the traditional aims of Scouting: citizenship, character development, and mental and physical fitness.

(Goals adapted from the Camping and Outdoor Program Committee Guide, p. 2)

Fulfill the Promise

Youth join a unit because Scouting provides the excitement and adventure of camping in the great outdoors. They want to share that excitement with friends. The key to fulfillment is in the hands of council and district Scouters like yourself. You can unlock the door to adventure so that one day they will say: "It was all that I hoped for and more!"

Day Camp Administration Guide

The Scout Oath

On my honor, I will do my best to do my duty to God and my country and to obey the scout law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight

The Scout Law

A scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

The Outdoor Code

As an American, I will do my best to -

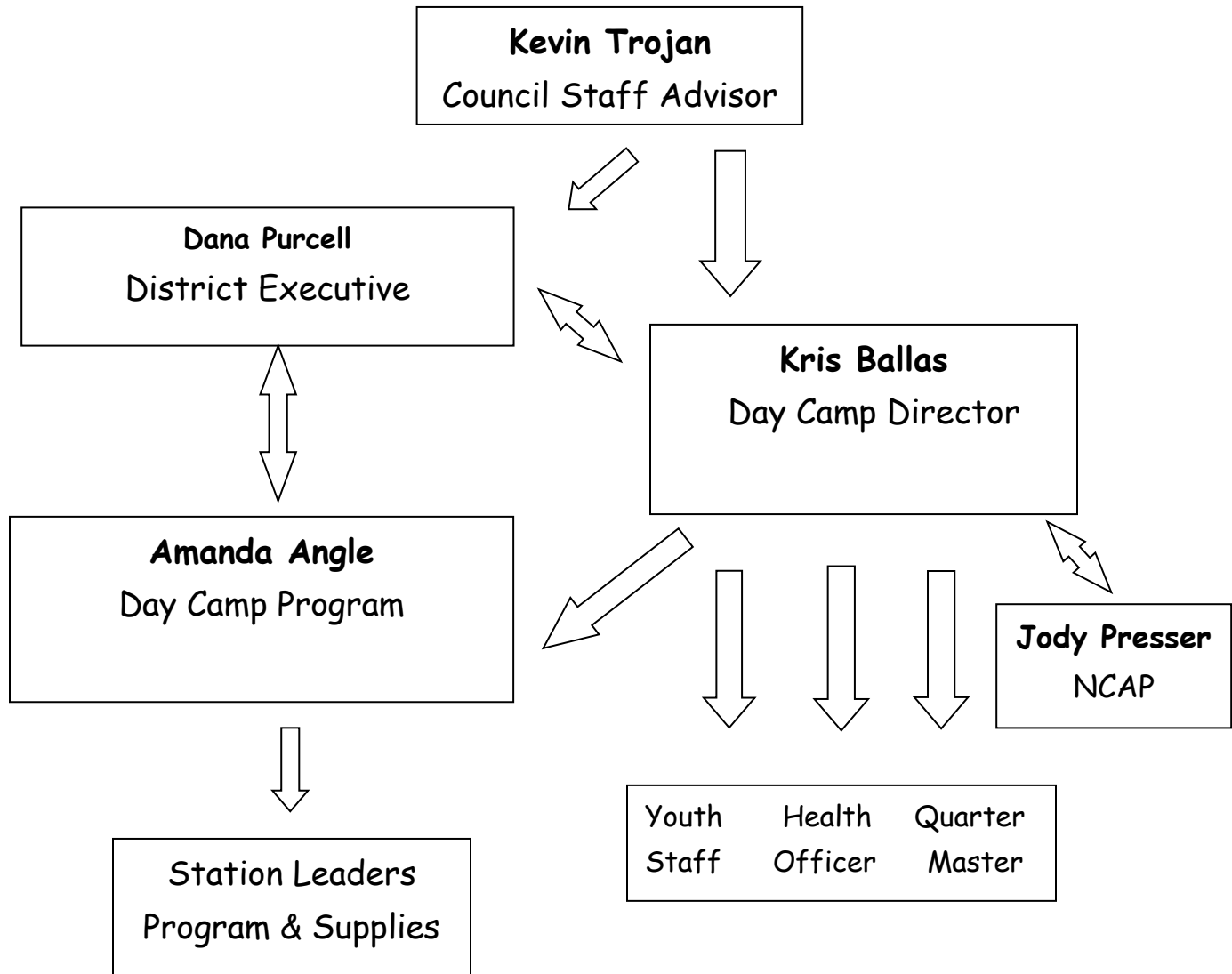
Be clean in my outdoor manners,

Be careful with fire

Be considerate in the outdoors, and

Be conservation minded

Staff Organization Chart - Camp Topenebee Cub Day Camp



Note: Key staff members in supervisory roles are required to complete Unlawful Harassment Prevention Training annually. The following positions are designated as Key Staff: Council Program Advisor, District Executives.

Minimum Key Staff

Either the Health Officer or the Assistant Health Officer must be in camp at all times when youth are present. During set-up and tear-down, another key staff member who is Red Cross Certified must be present. At all times, at least two National Camp School Trained staff must be present at the camp. Ranges must always be attended by Range Trained Staff.

Minimum Staff Requirements Policy (See Standard SQ-401)

Minimum Key Staff: (SQ-403) Day Camp Director - 1

(SQ-403) Program Director - 1

(SQ-405) Health Officer – 1

Minimum Program Staff:

(SQ 401): One Station leader per station age 14+ (excluding “den time”)

(SQ-407) One trained range master per range – per 8 youth shooting

(SQ-401) Scouts under 14 must come with a parent/family member/unit leader

OR as Den Chief serving their Den with their local pack

Minimum Den Walkers: Two den walkers per 8 scouts, (HS-502)

All staff are registered members of BSA. (SQ-401) OR, if outside provider, sign agreement per PD-109

Visiting third parties who provide a program (i.e., Dunes National Lakeshore staff) are accompanied by camp staff while present (SQ-401)

Key Staff Positions at Day Camp

Day Camp Staff Advisor: Dana Purcell (District Executive)

Day Camp District Administrator for Topenebee: Dana Purcell, with support from Jason Yoder, The day camp administrator is the professional on the council staff responsible for the planning, promoting, presenting and reporting of Day Camp.

Day Camp Director: Kris Ballas, with support from Jason Yoder, certified Director.

The day camp director is the volunteer on the site conducting the Cub Scout Day Camp. Her responsibilities include:

- Supervise Youth Staff
- Supervise the personnel and operating details of the day camp.
- Recruit, interview and train day camp staff.
- Conduct, in co-operation with the program director, a camp staff training course prior to the opening of camp.
- See that standards for leadership, program activities and health and safety are maintained. Evaluate and report to Camp Administrator.
- Keep accurate records of income and expenses.
- Set-up and maintain the petty-cash account.
- Be a free-lance person at the day camp.

Program Director: Amanda Angle

The program director is the volunteer on site responsible for the day camp program. Her responsibilities include:

- Report to the camp director.
- Help staff carry out a successful day camp through the use of personal coaching, training and program aides.
- Be responsible for program planning and supplies of camp.
- Supervise activity stations during camp, keeping everyone supplied with the resources and help required.
- Promote day camp attendance at roundtables, pack meetings and activities

Health Officer: Mary Esserman

The on-site health officer is a responsible adult holding a current certification required to the position including a current certification in CPR/AED

- Her responsibilities include:
 - Familiarize self with Council Medical Protocols
 - Maintain first aid logs
 - Be available at the First Aid Station located at Health Lodge throughout the hours of day camp
 - Store and dispense prescription/over-the-counter medication
 - Designate a vehicle to be placed in reserve for emergency transportation
 - Oversee and restock, with Director, camp first aid kits

Quartermaster: Casey Ballas

The Quartermaster is responsible for physical arrangements and camp safety.

- The responsibilities include:
 - Supervise and assist with camp set-up and closing
 - Transport equipment stored overnight
 - Supervise traffic during daily opening and closing of camp
 - Be on hand to deal with any supply and set-up needs during the hours of camp operation
 - Be responsible for camp water and ice

Range Supervisor: Matt Ehrstein

The Range Supervisor provides program supervision for the archery and BB gun programs.

- His responsibilities include:
 - Oversee the set-up of the ranges
 - Supervise and train the youth staff
 - Supervise the range staff to ensure Scout safety

Program Station Leaders

- Station Leaders will:
 - Be responsible to the program director
 - Carry out a constructive program with the help of the program director, youth assistants and program aids
 - Supervise housekeeping, sanitation and camper health and safety at individual stations
 - See page 19 for a detailed description of responsibilities
 - All BSA safety regulations to be followed
 - Wood working will wear safety glasses and follow safety rules
 - BB & Slingshot will wear safety glasses and follow all BSA Range Safety rules
 - Archery will follow all BSA Range Safety rules
 - Cooking will wear gloves when needed at the fire and follow safety rules
 - Fishing will use PFDs and follow safety rules

Pixie Camp: Jessy Koartge

The Pixie Camp leader is 21 years old and experienced with young children. Two-deep leadership is required, with one leader female if there are female youth.

Walk-Along Unit Leaders

The Walk-Along Leader must be a man or woman, 21 years of age or older, of well-known good character and ability. Walk-along leaders serve as den leaders during camp.

- Responsibilities of walkers include:
 - Be responsible to the director
 - Supervise the youth in the den
 - Count Scouts on the way in and out of stations
 - Assist in program areas as needed
 - Be concerned for camper safety and security

ToPeNeBee Cub Scout Day Camp

Staff Training Plan

- All staff to complete Youth Protection Training – on-line
- All staff to complete Understanding and Preventing Youth-on-Youth Abuse Training for Camp Staff – Staff Training Day
- All staff to complete Weather Hazards Training – on-line
- Each Range Master must complete Range Training every 2 years.
- Camp Health Officer must complete the one-time self-study for Camp Health Officers. The Camp Health Officer's Training Course is located at: www.scouting.org/health-and-safety/training
- Camp Director and Program Director to complete National Camping School Training
- Professional staff adviser to complete National Camping School training.
- All staff, and others as designated by Camp Director, to attend Staff Training Day.
- Key Staff, as designated in camp standards, to complete Unlawful Harassment Prevention Training. – on-line
- Red Cross Basic First Aid and CPR Training for key staff – to be renewed every two years.

Staff are requested to bring completed training cards to Staff Training Day. If any required training has not been completed, this will be offered at the Training Day.

The Day Camp Director is responsible for keeping copies of completed training cards and for keeping copies of training rosters.

Daily Staff Schedule and Overview of Program

Tuesday -Thursday:

7:30	Arrival and Check-in
8:30 – 9:00	Opening Ceremony (try to be there!)
9:10– 11:20	Stations
11:25 – 12:15	Lunch
12:15 – 3:10	Stations
3:15 – 3:30	Closing Ceremony/Clean up station

Friday:

8:30 – 10:15	Staff Breakfast and Thank yous!
10:30 – 10:40	Camper arrival and Check-in
10:45 - 11:00	Opening (try to be there!)
11:10 – 1:20	Stations
1:20 – 2:00	Lunch
2:05 – 5:00	Stations
5:00	Closing Campfire – skits, songs, awards
7:00	Water Fun!
8:00	Overnight campout begins (units)

Camp Program

The focus of our program is to provide activities which are not easily completed in a den setting, activities that cannot be completed without a large number of participants and advancement-oriented activities.

- The range of activities include those that focus on:
 - Physical fitness
 - Nature Appreciation
 - Team Spirit
 - Care for our World and Environment
 - Life Skills and Knowledge

Staff Arrivals and Departures

All staff members are asked to check in at headquarters (Trng Center) as you arrive each day.

- Sign in – we need to know who is present each day of camp
- Adult leader: pick up your station “box” – it will contain your:
 - Radio
 - Beads
 - Daily schedule
 - Any update needed
- Pick up your program supplies for the day if they have not yet been delivered

Camp begins with an Opening Ceremony at 8.30 a.m. with activity sessions starting at 9:10 a.m. All staff members are **to arrive at 7:30am** to help get everything ready for the scouts. Station leaders will need this time to set up their stations. Jr. Staff are needed to help with Parking. NEED MULTIPLE STAFF ON CARLINE!

Please make an effort to attend the Opening and Closing ceremonies if time allows.

If you will be late arrival or absent, report to the Camp Director as soon as possible.

Kris Ballas 219-728-7204

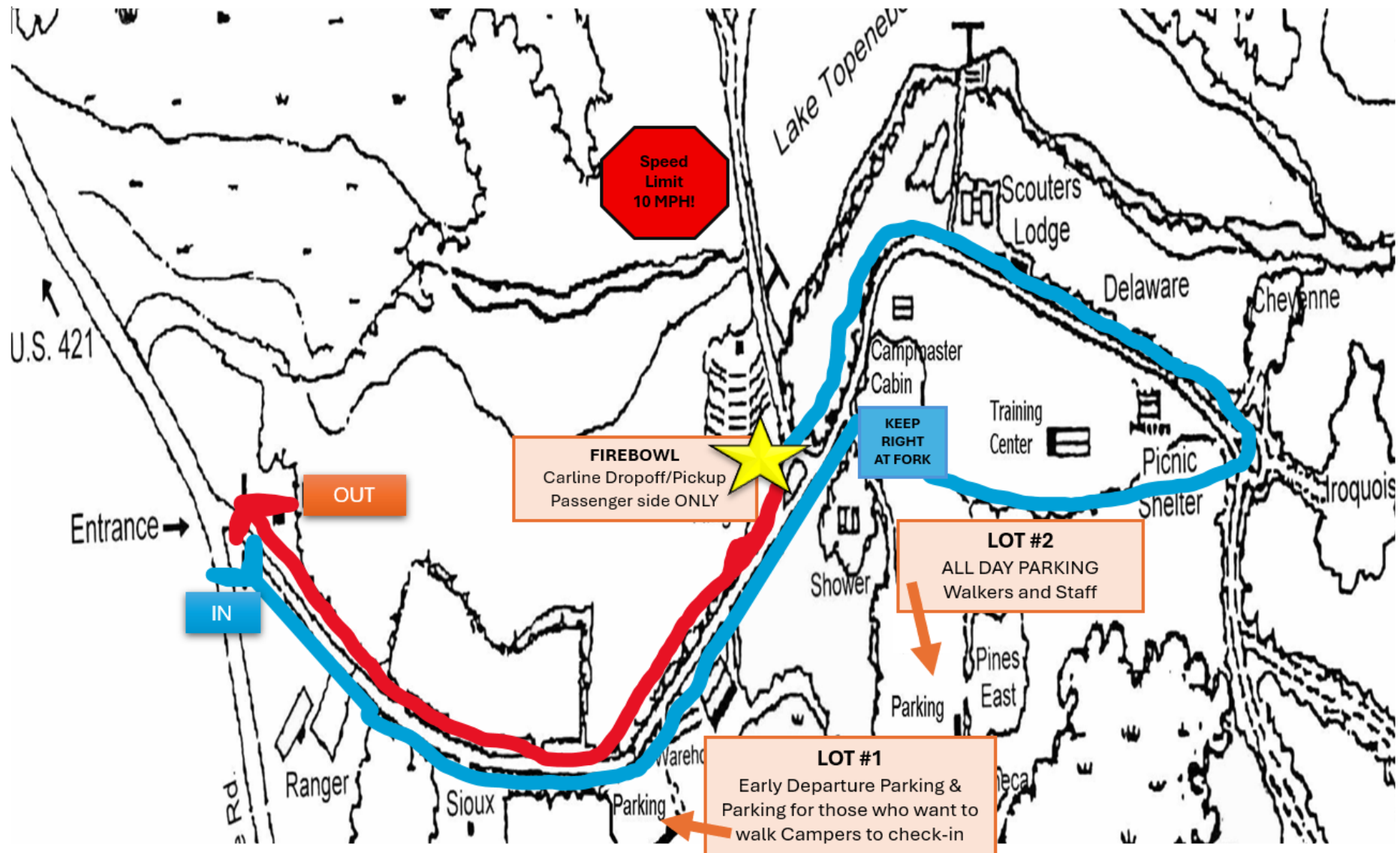
Please have a watch or cell phone so that you can keep track of time and release scouts from your station in a timely manner. DO NOT RELEASE YOUR GROUP EARLY!

At the end of day, please pack up your station supplies and leave them on a table to be picked up. Please empty your drink (water) cooler to be picked up. If you have a large quantity of trash, leave it with the supplies, for staff to take to the dumpster. BE SURE TO COMMUNICATE ANY STATION NEEDS TO THE PROGRAM DIRECTOR

Vehicles and Parking

Please **do not** drive on the grass areas at camp. If you have a large quantity of supplies to unload, please talk to the Camp Director and we will make arrangements. You must park in a designated parking area. Please observe all speed limit signs while driving in camp.

DO NOT DRIVE THROUGH CAMP WHILE PROGRAM IS GOING ON. Park in Lot 1 to leave before opening/closing – Park in Lot 2 if staying all day. Please review arrival and departure sheets on next page!



Drop off / Pick up Campers

Carline: Please have camper ready to exit passenger side of vehicle. Drivers must stay in vehicle at all times. SPEED LIMIT IN CAMP IS 10 MPH! Post legible sign in window with camper's name and group! Your camper's LEADER will get them out of the car! DO NOT let them exit the vehicle without the leader.

Drop off walk in: Park in Lot 1 & walk to Firebowl if you'd like to discuss anything while signing in your youth with their Unit walker.

Stay All Day (WALKERS AND STAFF): Park in Lot 2. If parked in Lot #2, you may NOT exit until camp is over. There is no driving through camp during camp hours.

Pick up: You may park in LOT 1 and walk up to pick up your camper *OR* you may enter the carline NO EARLIER than 3:30pm. There will be no carline pick up FRIDAY.

Instead, please join us for awards and skits!

Youth must be SIGNED IN and SIGNED OUT by Parent/Guardian EACH day

ToPeNeBee Cub Day Camp *Arrival and Departure Information*

Medical forms **MUST** be turned in **BEFORE** camp. Registration table **will not** be available on the first day of camp. Medical forms are needed from walkers, leaders, adult staff, junior staff, AND pixies. If you are on camp property, we need a form. Please drop off forms at Topenebee Training Center on Saturday, June 6th; Sunday, June 7th; or Monday, June 8th, between 12 and 4:30 pm. Questions or if you need to make different arrangements, please text the Camp Director Kris Ballas at (219) 728-7204.

Adult and Junior staff **MANDATORY** training day is Monday, June 8^h from 9am- to approximately 3pm. Lunch will be provided on Monday only. Bring water, snacks, and any missing paperwork.

Arrival and Departure Times

Please pack lunch and water bottle every day.

All Adult and Junior Staff:

Monday 8th- 9am-3pm Staff training

Tuesday-Thursday

- Arrive at 7:30 am
- Drop off Junior staff at training center
- Park in lot 2 for all day parking
- Park in lot 1 for early departure
- Sign in at the training center, HELP WITH PARKING AND CARLINE. 8:30 am Jr. Staff will do opening flag ceremony
- ALL STAFF must sign out at the training center. Pick up can be where your ride chooses. (carline, lot 2, or lot 1)

Friday

- Same parking arrangements
- Staff breakfast and awards at 8:30 am
- 10:20 am carline drop off begins. Camp Begins at 10:45 am
- 5 pm station cleanup and Closing campfire. **Junior Staff will do a skit or song**
- ALL STAFF must sign out at Training Center
- No carline pickup available. Lot 2 will not be released until the end of the program!
- Pick up can be where your ride chooses after the closing campfire

Walkers and Leaders:

Please arrive early every day, you will oversee the carline drop off for your den

Tuesday-Thursday

- Park by 7:45 am in lot 2 for all day
- Park by 7:45 am in Lot 1 for early departure
- Carline and drop off responsibilities begin at 8 am at top of Firebowl. *Make sure all parents sign in their campers.*
- Camp begins at 8:30 am
- Departure: Pick up begins at 3:30 pm. Make sure all your den campers are signed out. You will oversee the carline pick up!

Friday

- Park by 10 am in Lot 2 for all day
- Park by 10 am in Lot 1 for early departure
- 10:20 am carline drop off begins please make sure all parents sign in their campers. Camp Begins at 10:45 am
- 5 pm closing campfire, skits, songs, awards. Bring dinner. *Make sure all parents sign out their campers.*
- There will be NO CARLINE PICKUP Friday, lot 2 will not be released until the end of the program!

Campers:

Tuesday- Thursday

- Carline drop-off begins at 8 am from passenger side of vehicle at the top of the firebowl.
- No adults may exit the vehicle. Campers must exit on the passenger side only.
- Please wait until your camper's leader walks up to your vehicle and you sign them in.
- If you need to discuss anything with your camper's leader, please park in Lot 1 and walk your scout up to the firebowl. Camp begins at 8:30 am. Make sure they have their lunch, water, and other supplies ready to go!
- Carline may begin lining up at 3:30 pm. **Please have campers name AND den visible in front window.**
- Campers must be signed out

Friday

- 10:20 am carline drop off begins, please sign in your campers. Make sure they have their lunch, water, and other supplies ready to go!
- 5 pm-6 pm closing campfire, skits, songs, awards. Park in Lot 1 and Join the FUN! Bring dinner. Sign out your camper. There will be NO CARLINE PICKUP Friday. Lot 2 will not be released until the end of the program!

Program Stations

Station Leaders do receive a free T-shirt and patch. Feel free to grab a bottled water from the refrigerator marked "STAFF". A trading post, with proceeds to Camp Topenebee Properties, is available for snacks, hot dogs, and drinks.

Station Protocol: When the scout dens arrive at your station, they are to wait with their leaders before entering. Generally, they will leave their bags in a designated area and then line up to request "Permission to Enter" your station. This is a good time to introduce yourself, explain a few rules about your station and have them give their den cheer. There will be a place to put their den flag – remind them to grab it on the way out!

A water cooler and some kind of shelter will be provided at each station. Encourage the scouts to drink some water while at your station. If you need refills, call headquarters on your radio.

Some of you will have youth staff to help at your station – let the Youth Staff Leader (Kris) know if you need more than one helper. You may involve the den walkers as helpers, also.

Your station supplies will be delivered to your station area at the start of the day. Please pack everything up at the end of the day and leave it on a table for collection. Let the Program Director (Peggy) know if you are running short on supplies or have any other supply problems. Let her know at the end of the camp day so she can purchase more for the next day of camp.

Among your supplies will be a container of **beads**. These are recognition beads for completing the activity at your station. Give these to the walker in charge to hand out to the scouts. Beads are hung from their Lanyard. You will also have "special beads" – distribute these at your discretion for a Good Turn, or any reason you feel deems a good deed bead.

Keep your station clean and orderly. If you are painting or gluing, please cover the picnic tables with plastic tablecloths. We are responsible for leaving the shelters and tables in pristine condition.

Archery and BB ranges are to be secured before being left unattended. No one is allowed into the Archery or BB ranges unless there is a range trained staff member present.

Fires are to be attended to at all times. Ask permission to enter or pass-through program areas other than your own.

Cooking and Fishing station: Hand washing facilities will be available.

Pixie Camp – Collect pixies (with signature!) at Opening Flags, disperse (with signature!) at Closing Flags. Parents retrieve their Pixie from Training Center for lunchtime.

Be sure MSD Sheets for any chemicals at the station (Clorox, bug spray, etc)-available @ Training Cntr

Make sure you have a way of keeping track of time – you are responsible for starting on time and for finishing on time. Be ready with some time fillers if your group gets done early. **DO NOT RELEASE SCOUTS EARLY!** Ask Peggy for ideas, if needed.

In the event of light rain, programs will continue. In the event of heavier rain, we may need to switch to Rainy Day Alternatives. See the attached Rainy-Day Program.

Communication

PLEASE – communicate your needs to us! Via text or phone call.

Radios are our first line of communication for Camp Wide Announcements. Each station will be issued with a radio. All radios need to be on **channel 3**. Watch what you are saying and your language – **everyone in camp near a radio can hear you.**

Radios are used at camp for safety issues. All camp emergencies will be broadcast on the radios. Urgent requests to Program for supplies can be on radio OR cell (Amanda (219) 741-5394). Junior Staff should NOT be on radios - Cell phones should be used for Discussions and or to communicate one to one.

Uniforms

All staff will receive a camp T-shirt and name tag. It is important that you wear this uniform every day – it is how you are recognized as being on staff (Standard 804). Please wear sturdy shoes – no sandals, flip flops or bare feet are allowed. Bring rain gear. 'Belts not Boxers'. If wearing shorts, please wear modest shorts – at least finger-tip length as per most local school dress codes.

Walkers must wear a name tag, identifying them as a walker.

Personal Conduct of Staff

All staff members must act in accordance with the Scout Promise and the Scout Law – to do your best and to be “trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent”

All staff members are to keep pranks, practical jokes, and horsing around to a minimum. Youth Staff members are expected to do what they are asked promptly and cheerfully. Under no circumstances are junior staffers to interact physically with the campers (even if it IS your sibling!)

Two-Deep Leadership

The Guide to Safe Scouting states “Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.” (p.1). Day Camp follows the policy of 2-deep leadership. Each den must have 2 walkers – the minimum is 1 adult for every 4 scouts – one of whom is 21 years of age or older.

Each station will have a minimum of 1 leader; the den walker shall be considered the second leader at the station. Always Maintain 2-Deep Leadership.

JUNIOR STAFF – If there are two of you, stay together. If only one at a station, meet up with other jr. staff near you and stay together during “breaks” until a den comes to the station. We MUST follow BSA guidelines concerning YPT.

Early Dismissal

Parents that need to pick up their Scouts early may arrive to the den at your station. They MUST sign out their Scout with that den leader.

Discipline

The walkers are in charge of the scouts from station to station. Station Leaders oversee the activity at their stations. Discipline problems should be handled by walkers first, station leaders second.

“Discipline used in scouting should be constructive and reflect Scouting’s values. Corporal punishment is never permitted” (Guide to Safe Scouting p. 2).

If you are having a problem with a scout not paying attention or being disruptive at your station, you may ask an adult walker to sit that child out for a time – keep it to a minimum – no longer than 5-7 minutes.

The Camp Director is responsible for camp discipline. If there is a problem that you cannot handle easily, contact the director and she will deal with the situation.

If you are having a problem with a walker, contact the camp director immediately and she will handle it.

Remember – swearing and abusive, ‘put-down’ language is not permitted. Raised voices (yelling) is discouraged. No physical punishment is to be used.

Youth staff members are **not** to administer any form of discipline

Suggestions for Reducing Discipline Problems

Initial impression – welcome the youth to your station, be enthusiastic and organized.

Use the scout sign – the youth know that this means be quiet and listen. It works very well!

Give instructions for the activity **before** you hand out materials – it will be easier to keep their attention.

Keep the Scouts busy – use your Youth Staff helper and walkers to make sure each scout gets the individual assistance they need to complete the task without getting frustrated.

If the weather is hot and the Scouts are uncomfortable, make sure they get a chance to drink water and to cool down a little before commencing their activity.

For the Scout who doesn’t want to participate in the activity - make it clear that the expectation is to participate (in an encouraging way). Ask why? What can I do to help? Give them a special responsibility or offer an incentive – “If we all get this done, we can play a game, earn a special bead” etc.

Spirit

Young scouts are very serious about things being fair. To them most situations are black and white. Something that you might say in fun, they may take seriously and may not think it is funny. Something that we may say with a hint of sarcasm, no matter how innocently meant, can hurt feelings. Practical jokes should be approached cautiously. Some people are genuinely fearful of snakes, spiders and other bugs. To ensure the best experience for all – think twice.

Wildlife

Have the scouts respect wildlife while at camp. Remind them that they are the visitors. They are not to chase, pick up or throw stones or sticks at any living thing.

If you see an animal that could present a possible problem, please bring it to the director's attention immediately.

Minimizing Threats from Dangerous Wildlife

1. Take precautions to avoid interfering with normal wildlife behaviors.
2. Prevent attracting or unintentionally creating wildlife conflicts or encounters.
3. Know what to do when you encounter wildlife.



The only dangerous wildlife that could possibly be encountered at Topenebee is the Snapping Turtle or the Eastern Massasauga Rattlesnake. Campers should stay on the paths. If a snake is encountered, Stop, allow the snake to escape or walk around it. If bitten, get medical attention immediately. The Health Officer should be called by radio from the closest station or call on her cell phone (219-331-6798) for assistance. Also note the dangers posed by insect borne diseases (Guide to Safe Scouting p.63)

Smoking

The Guide to Safe Scouting states “Leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may **not allow the use of tobacco products at any BSA activity involving youth participants**. All scouting functions, meetings and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants”

At Topenebee Day Camp the smoking policy is:

- No smoking by any Staff under the age of 21
- No smoking in front of the Scouts including in front of Youth Staff, or adult/children participants
- BSA Policy – NO smoking on BSA property. You must go out of the camp entrance.

Contraband

Alcohol, pornography, controlled substances, fireworks, firearms and ammunition including personal BB guns, bows and arrows and slingshots are not allowed. Any violation should be reported to the camp directors.

Anyone caught with contraband will be asked to leave the property immediately.

Campers are not to bring their pocketknives to day camp. If a camper does, please confiscate the knife, give it to a walker to return to the parent at day's end. If jr. staff carries a knife, please have your totin' chip card available.

Lost and Found

Everyone is encouraged to put a name and unit number on all personal belongings.

There will be a lost property area located at Headquarters. An announcement will be made at the end of each day to check for lost items. At the end of Day Camp, lost items will be brought to August and September Roundtables. After that, they will be donated to Goodwill.

Meals

Everyone should come with a lunch for each day. If you forget your lunch or are aware of a scout that has forgotten a lunch, please bring it to the Camp Director's attention. We have no means of refrigeration so plan accordingly. We encourage dens and leaders to bring coolers for storing lunches.

Leaving camp for food is not allowed. Our Trading Post is planning to have hot dogs, along with drinks and snacks.

COVID SAFETY

LaSalle Council, Day Camp directors, Staff and Volunteers want our day camp to be safe for everyone. The following Safety Guidelines have been established:

1. *Please* do not attend if you feel ill or have been exposed.
2. Face masks are optional.
3. Youth may provide their own sack lunch.
4. We will follow CDC guidelines (as of 5-26 LaPorte County had a zero 7-day case average).

EMERGENCY PROCEDURES

Emergency Drill In accordance with National Camp Standard FA-703, a camp wide **fire** drill will be held **within 24 hours of arrival at camp**. Follow the procedure for this drill.

For the purpose of the drill, once the dens have assembled, they will wait for the Director to give the all-clear signal, then everyone may return to their activity stations.

Siren will sound for: – SEVERE WEATHER – TORNADO –

When the emergency siren is blasted – collect your den group at your station and wait for instructions from the Director. Have den walkers take attendance.

Please refer to the colored sheets for emergency procedures. The following is a summary.

FIRE PLAN

Report fire to the Camp Director, giving the exact location of the fire and other details.

Verify that everyone is accounted for in the group and what group it is. Secure equipment and, if directed, move group to designated shelter.

WEATHER

During light rain showers, stations operating outdoors may continue to operate at the discretion of the Staff in charge. In the event of a downpour, Station Staff should move the group under a canopy. Storm shelters at Chippewa and Scouters will be available as well as the Shawnee shelter. We will attempt to continue the program from these locations. PLEASE MOVE ONLY UNDER DIRECTION OF THE DIRECTOR

TORNADO/SEVERE WEATHER PLAN

If a tornado is in the immediate area, the Camp Director will sound the alarm.

All Scouts and adults will take immediate cover. Staff secure equipment and help move den to designated shelter. This must be done in an orderly manner.

After everyone is in their location, a head count of each group must be taken. The staff will notify the Camp Director once all the Scouts are counted.

Report any tornado sightings to the Camp Director IMMEDIATELY.

****All Staff will secure equipment quickly and then report to locations. Jr. Staff is expected to help “entertain” the Scouts while at safe locations.**

SAFETY AND SECURITY

Camp operates on the buddy system – buddies always stay together. If you see a Scout without a buddy, send him/her back to the den to get one.

SAFETY AND SECURITY

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Scouts are not to engage in activities that would lessen the fun or endanger themselves or others such as – hitting, teasing, name calling, foul language, tackling, tree climbing, hitting trees with sticks, throwing stones etc.

Campers and staff have been issued name tags to identify them. All visitors to camp must check in at headquarters to receive a Visitor tag. At no stage should there be adults interacting with scouts who are not wearing camp identification.

Topenebee Day Camp is held at a BSA Camp. Be observant and report any suspicious activity to the Director – Kris Ballas 219-728-7204. Provide a location and a description. Do not attempt to make contact with someone you think is dangerous. The Camp Director will deal with the situation. Please remind the scouts to follow the ‘Leave No Trace’ guidelines, particularly the need to stay on the marked trails. This will decrease their risk of coming into contact with poisonous plants.

LOST BOY PLAN

Once it has been determined that the boy is not with his group and is nowhere in the general area of the group:

*Immediately notify the Camp Director. Lost boy plan will be reviewed at Training.

WATER ACCIDENTS

The Topenebee Day Camp does not include aquatic activities. At no time should a scout or leader enter the water at Day Camp. If a scout or leader should fall in the water, rescue should be attempted first by reaching for the person or throwing something to them. Only as a last resort should a rescuer go into the water to aid the person.

ILLNESS AND INJURY PLAN

Anyone (Staff, Walker, or Scout) who becomes injured or ill MUST notify the Health Officer. The Camp Health Officer will take care of all minor injuries and illnesses, to be logged in per Standards. Remember the buddy system when sending a youth to the Health Officer (a walker will suffice).

Emergency vehicles will be located at headquarters and the Range. These vehicles will have a sign in the window. Do not park them in.

HEAT STROKE

Make sure the scouts drink water at your station. Headache complaints are usually the first sign of dehydration. Be observant for the signs of heat exhaustion – dizziness and headache, pale skin, shallow breathing, nausea and cold sweat.

MEDICATIONS

All scouts and staff under 18 are to turn in all medications, **except** asthma inhalers, epi-pens, and bee sting kits, to the Health Officer, located at Health Lodge. Medications will be available from the Health Officer as needed during the day

YOUTH PROTECTION

All staff, leaders, and parents have a responsibility to report any incidents of child abuse. Report any incident to:

Day Camp Director: Kris Ballas	219-728-7204
Scout Executive/LaSalle Council:	574-289- 0337
Child Abuse and Neglect hotline	1-800-800-5556

Remember, just a reasonable suspicion is enough for you to make a report. Let the professionals do the investigation.

Time Fillers

Practice den cheer

Practice den skit for Friday

Sing a camp song

Tell jokes

Do a scavenger hunt

Take a bathroom break

Refill water bottles

Attach their beads

Practice the Outdoor Code

As an American, I will do my best to -

Be clean in my outdoor manners.

Be careful with fire.

Be considerate in the outdoors.

Be conservation minded.

Cowboy, Bear, Lady – played along the lines of rock, paper, scissors. Scouts all pair up, standing back-to-back. The leader calls 1, 2, 3. On 3 the scouts quickly turn to face each other making the action for one of the three characters. Lady – one hand on hip, one hand behind head. Bear – two hands raised in threatening bear position. Cowboy – two hands raised pretending to shoot guns. The lady defeats the cowboy, the cowboy defeats the bear, and the bear defeats the lady. The one defeated is eliminated. Winner is the last scout in.

Practice the Scout Law

A scout is:

Trustworthy, Loyal

Helpful, Friendly

Courteous, Kind,

Obedient, Cheerful,

Thrifty, Brave,

Clean, and Reverent.

Play a Game

Land, River, Mountain – need to draw two lines on the ground (or use two pieces of rope) long enough for all the youth to stand along and about 2 ft. apart. The leader calls land, river or mountain. The youth jump to the appropriate place between the lines – as shown below. If they jump to the wrong place or jump on the lines they are eliminated. Winner is the last one in.

Land

Water

Mountain

Freeze Tag

Steal the Bacon

Rainy Day Alternatives

Those stations under cover will continue rain or shine:

Cooking - If the rain is really heavy then the cooking project will change to preparing a food item that does not need to be cooked and completing the discussion part of the activity.

Stations on the field—Scouts will remain under the field shelter and play games or complete a craft from those available—Please note the time filler activities in the back of the staff manual – some of these can be used as rainy-day alternatives.

Archery – will remain under shelter and go through the safety and demonstration part of the activity. If the weather has not improved, they can play game.

BBs – will remain under shelter and go through the safety and demonstration part of the activity. If the weather has not improved, they can stay under shelter and play games.

Nature / Hike – this activity can continue in light rain if everyone has protection. If the rain is too heavy, then the scouts will be re-directed to under-cover games and activities.

Station leaders are directed to continue activity under station Awning.

Rainy-Day Activities

Each member of the camp program staff should be encouraged to collect novel activities or ideas for rainy-day use. Rainy-day programs can be staged any time of the day—for the sudden shower or the all-day rain. Have program resources ready. Use the following ideas and others found in various

BSA publications (see the list on page 32).

Indoor sports events. Award paper or cardboard medals to the winners.

Running Broad Grin. In this activity, contestants keep a continuous grin, with the winner holding it for the longest time. Measure varying lengths of grins in inches. Conclude with a laugh contest for volume, for length of time, or laughing on a signal from the leader.

Shot Put. Contestants throw peanuts into a jug 4 feet away from the contestant. Allow five tries and score for winning den or pack.

Sponge Put. Using correct shot-put form, have contestants throw a dry sponge, a balloon, or an inflated paper bag. Measure the distance from the starting line to the point where the sponge first hits the floor.

Standing Broad Grin. This is a variation of a laughing contest. Line up contestants by dens or packs, solemnly measure each grin in inches, and compute for total inches. Then divide by the number of youth in the group and arrive at an average length of grin. A variation is testing to

see which boy has the broadest grin in the group.

Hammer Throw. Have contestants blow up a paper bag, tie the end, and throw for distance.

Vocal High Jump. Record the lowest and highest notes reached by each boy. Honor the camper who has the widest vocal range from low to high.

YouTube karaoke
Charades

Finish the Disney Lyric

https://www.funtrivia.com/quizzes/for_children/disney_movies_music/disney_finish_the_lyric.html

Three-Minute Storytelling. Ask for volunteers and see what talent you have! Make countdown signs for “3,” “2,” “1,” and “30 seconds” so they know to “wind it down” and finish strong. This is good practice for the campfire. Remember that the biggest problem at a campfire is hearing what storytellers are saying. Teach the youth to project their voices. Assure them that their voices can't be too loud or exaggerated around the campfire.

Sack Race. Each contestant receives a new paper sack or bag or “poke.” He must not open it until the signal is given. The winner is the one who first blows up the sack and breaks it with a loud report.

Whistling Race. Contestants must whistle a familiar tune after eating two crackers.

Contestants begin eating when they hear a signal. The one who whistles the tune through first is the winner.

Blindfold Race. Two pairs of contestants are blindfolded and kneel facing each other. They feed each other popcorn with a spoon while holding one hand behind the back. The pair that first succeeds in eating all of the popcorn wins.

Lightweight Race. Contestants carry a lighted candle in one hand and a pail of water in the other. If the water is spilled or the candle goes out, the contestant is eliminated.

50-Inch Dash. On one end of 50 inches of string, tie a marshmallow. The object is to gather the string and marshmallow into the mouth without using the hands.

Mile Walk. Walk 100 feet with hobbles on ankles. Hobbles are made by tying a rope loosely above the ankles.

Chicken Relay. Cub Scout holds a balloon between knees and runs to basket for “laying an egg.” The den that finishes first wins.

Long Glum. Player who keeps from smiling longest while the others laugh wins.

Discus Throw. Use paper plates. Contestants should use good form. Measure to the point where the “discus” first touches the floor.

Minute to Win It <https://tinybeans.com/the-best-minute-to-win-it-games-for-kids/>

Stunts, Games, and Projects

Elbow Balance. From a squatting rest position (legs bent and weight on hands and toes—knees turned out), contestants turn the elbows out slightly so that the inside of the legs rests on their arms just above the elbow. Now with their weight resting entirely on their hands, contestants balance forward and pick up an object with their mouths.

Staff or Broomstick Jump. Contestants hold

the staff or stick loosely in hands. Without letting go, try to jump over and back. After this jump becomes easy, try to jump as great a distance with the forward jump as you can.

Back Down and Get Up. Contestants lie flat on their backs, fold their arms on their chests. They try to get up without using their elbows or hands or rolling sideways.

Sock 'Em. Youth lie face down, heads toward each other a forearm's length apart. Each is blindfolded and furnished with a roll of stiff paper. One boy whistles or calls and dodges sideways as the other tries to swat him.

Pull Hand From Nose. Two players work against each other. One places the palm of his hand against his nose and the other tries to pull it away with one hand grasped at the wrist. Do not move feet.

Staff Balance. Contestants try to balance a staff on the shoulder, chin, or forehead. A hat placed on the end of the staff makes this feat easier.

Tent Peg Whittling. Show a whittled tent peg. Have each camper whittle one.

Make Boats. Use a shingle pointed with two masts and wax paper sails.

Green-Stick Whistle. With maple or willow, demonstrate and then whittle a whistle.

Observation Games. Play Kim's Game, using sound, sight, taste, and touch for variations.

Flash Cards. Contestants name a river or state. Youth then name cars, trees, birds, animals, or other objects, varying quickly from one to the other.

Songfest. See the *Cub Scout Songbook*, No. 33222.

Balloon Baseball Slow Motion tag

The Sweet 16 of BSA Safety

As an aid in the continuing effort to protect participants in Scout activity, the BSA National Health & Safety Committee and the Council Services Division of the BSA National Office have developed the "Sweet 16" of BSA safety procedures for physical activity. These 16 points, which embody good judgment and common sense, are applicable to all activities.

1. **Qualified Supervision.** Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced and skilled in the activity to be confident of his/her ability to lead and to teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.
2. **Physical Fitness.** For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health care professional, parent or guardian. Adult participants and youth involved in higher risk activity (e.g. scuba) may require professional evaluation in addition to the health history. The supervisor should adjust all supervision, discipline and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activity for which they are unfit. To do so would place both the individual and others at risk.
3. **Buddy System.** The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person that knows where you are and what you are doing in any outdoor or strenuous activity.
4. **Safe Area or Course.** A key part of the supervisors' responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
5. **Equipment Selection and Maintenance.** Most activity requires some specialized equipment. The equipment should be selected to suit the participant and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine that it is in good condition for the activity and is properly maintained while in use.
6. **Personal Safety Equipment.** The supervisor must assure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires a PFD properly worn by each participant; bikers, horseback riders, and whitewater kayakers need helmets for certain activity; skaters may need protective gear; and all need to be dressed for warmth and utility depending on the circumstances.
7. **Safety Procedures and Policies.** For most activities there are common sense procedures and standards that can greatly reduce the risk. These should be known and appreciated by all participants, and the supervisor must assure compliance.
8. **Skill Level Limits.** There is a minimum skill level requirement for every activity and the supervisor must identify and recognize this minimum skill level and be sure that none are put at risk by attempting activity beyond their ability. A good example of skill levels in Scouting is the venerable "swim test" which defines conditions for safe swimming based on individual ability.
9. **Weather Check.** The risk factors in many outdoor activities vary substantially with weather conditions. These variables and the appropriate response should be understood and anticipated.
10. **Planning.** Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require emergency response or a change of plan.
11. **Communications.** The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.
12. **Permit and Notices.** BSA tour permits, council office registration, government or landowners authorization, and any similar formalities are the supervisor's responsibility when such are required.

Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.

13. **First Aid Resources.** The supervisor should determine what first aid supplies to include among the activity equipment. The level of first aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first aid resources and capabilities than an afternoon activity in the local community. Whatever is determined to be needed should be available.
14. **Applicable Laws.** BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and assure compliance with all applicable regulations or statutes.
15. **CPR Resource.** Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. BSA strongly recommends that a CPR-trained person (preferably an adult) be part of the leadership for any BSA program. Such a resource should be available for strenuous outdoor activity.
16. **Discipline.** No supervisor is effective if he cannot control the activity and the individual participants. Youth must respect their leader and follow his direction.