



Walking Leader's Guide

Cub Scout Day Camp is a valuable activity to help individual pack succeed while balancing recreation and educational opportunities that challenge the scouts to Do Their Best!

What to Bring to Camp

REQUIRED ITEMS TO BRING TO CAMP:

1. Health Form
2. Lunch – non perishable – refrigeration is not available
3. Medication (if applicable)
4. Comfortable shoes for walking – no sandals, crocs, flip-flops or open-toed shoes

SUGGESTED ITEMS TO BRING TO CAMP:

1. Sunscreen (non-aerosol)
2. Bug Spray (non-aerosol)
3. Rain Gear
4. Money (for the Trading Post)
5. Coolers to store your Unit's lunch

SUGGESTED ITEMS TO LEAVE AT HOME

1. Electronic Games, radios, MP3 players, etc...
2. Knives or firearms
3. Pets



Your scout will be in the GREAT OUTDOORS all day and might come in contact with poison ivy. You may want to bathe immediately upon arriving home using “**Fels Naptha Soap**”, which is best for removing ivy oils. Washing clothes immediately also prevents ivy from spreading.

Check for chigger bites and ticks daily. Have bathe with ½cup of bleach added to his bath water. Spray him with bug repellent each morning thoroughly around tight places in clothing (socks, waistbands, etc.)

If for any reason your child must be picked up at camp by you or someone you designate, a signed note from home must be sent the morning (or earlier) of the event. Please identify who will be picking up the child and at what time. (Arrangements must be made with the pack for the details of the pick up.) The person (even if it is a parent) will be asked to present picture identification to the camp staff before your child is released.

Any child repeatedly causing problems will be sent home. With your help and cooperation, Day Camp will be a fun experience that will always remember.

8:30 – 9:00 Check-In	Long boat	Build a long boat out of bottles and decorate with foam board
9:00 – 9:20 Camp Opening		
9:20 – 9:30 Travel Time	Thor’s hammer	Build Thor’s hammer
9:30 – 10:15 1st Activity		
10:15 – 10:25 Travel Time	Shield	Round cardboard is provided along with extra card and paint
10:25 – 11:10 2nd Activity		
11:10 – 11:20 Travel Time		
11:20 – 12:05 3rd Activity	Wood working	Everything is provided except a hammer. Depending on the scouts rank depends on the pro-
12:05 – 12:15 Travel Time		
12:15 – 12:45 Lunch	Wrist rockets	
12:45 – 1:30 Noontime Activity ?		
1:30 – 1:40 Travel Time		
1:40 – 2:25 4th Activity	BB guns	Unfortunately, lions are not allowed to shoot bb guns. They will make mini catapult.
2:25 – 2:35 Travel Time		
2:35 – 3:20 5th Activity	Archery	
3:20 – 3:30 Travel Time		
3:30 – 3:45 Closing		
3:45 – 4:00 Check-Out/Leave	Raid Maze	

Dear Walking Leader:

The following information is to assist you in your time at Cub Scout Day Camp.

JOB DESCRIPTION FOR WALKING LEADER

All packs must provide a minimum of two-deep leadership with their Cub Scouts at all-times.

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The role of Walking Leader is to lead a group of Cub Scouts from one Day Camp activity to the next according to the schedule provided. A ratio of one adult to five Cub Scouts is required by BSA national policy. Each Cub Scout who will be a Tiger in the fall must have his own adult partner (one to one ratio). Every effort will be made to keep Scouts from local dens together, but in some cases, scouts from different packs or towns may be grouped together. Please encourage the Scouts from different units to cooperate and work together during activities. As adults, you can take advantage of this opportunity to get to know and share ideas with other leaders. Walking leaders are also expected to assist the Day Camp Staff with activities and behavior management of their group as needed.

UPON ARRIVING AT CAMP

On the first day of camp, please arrive during the predetermined registration time. Late arrivals may miss program activities due to the procedures involved in getting your group ready to go. Park in the designated parking area and proceed with your group to the Check-In Station. Health forms for all youth and walking leaders need to be turned in at this time. Please make sure the health forms are completed in full, and include all

signatures. **If you do not have one, you will not be allowed to participate in the activities.** After checking in,

your group will receive directions on where to assemble next. Go over the Camp Rules outlined in this manual with your Scouts so that they know the **“Do’s and Don’ts”** of

camp. This is also a great time to make a Den Flag and make up a Den Yell. Make sure it is appropriate for Cub Scout Day Camp.

CAMP SURVIVAL 101

What do we bring?

CUBS

- Daily Sack Lunch – it should be nutritionally substantial and not need to be kept cold
- Canteen or water bottle – labeled with name and pack number
- Camp Uniform (day camp t-shirt, you'll get this on the first day of camp)
- Name tag – not permanently attached on shirt
- Hat, with a large brim
- Bug Repellant
- Sun Screen
- Rain Poncho / jacket, watch the weather forecast
- Comfortable shorts or pants
- Towel
- Comfortable Shoes (NO Sandals, Crocs, or Heelies)

LEADERS

- Daily Sack Lunch
- Cooler with Ice for lunches
- Day Camp Walking Leader Guidebook (provided at Camp)
- Canteen or water bottle
- Trash Bags for collecting trash – and emergency rain gear
- Wrist Watch
- Extra bug repellent
- Sun screen
- Sun glasses
- Hat with large brim
- Rain Poncho / jacket
- Quiet time / lunch time activities
- Wagon to haul all these items in
- Cell phone for emergencies (put in a ziplock bag)
- BIG SMILE AND A GREAT SENSE OF HUMOR

CAMP RULES FOR YOUTH CAMPERS

1. Always walk in camp. Never run on trails or other areas except when directed to do so at the Games activity area.
2. Always have your buddy with you. Never go anywhere without your buddy. If you must leave your group, such as to use the restroom, tell your leaders where you are going and take your buddy with you.
3. When hiking between activities, walk on the trail two-by-two with your buddy. There should be a leader in front of the group and a leader behind the group.
4. Special Rules for BB and Archery activity areas:
 - a. Do not cross over or under the ropes that mark the perimeter of the BB and Archery Ranges. use marked entrances and exits.
 - b. Always ask Camp Staff for permission to enter the BB and Archery ranges. Wait for them to give you permission to enter before entering the activity area.
 - c. Camp Staff at the BB and Archery ranges will explain other safety rules specific to their activities as needed.
5. Failure to follow any of these rules will result in a camper or adult being excluded from that activity

CAMP RULES FOR WALKING LEADERS

1. No entering rest rooms with Scouts, even if it is your child.
2. No one-on-one contact with a Scout, even if it is your child.
3. No alcoholic beverages or illegal drugs of any sort are allowed on Camp property.
4. No firearms or explosives are allowed on Camp property.
5. No swearing or abusive language is permitted.
6. If adult leaders must smoke, please do so in the camp parking lot, out of sight of the Scouts.

Place cigarettes in your vehicle ashtray. Be sure that your den is adequately supervised before you leave to smoke.

THANK YOU!!

Walking leaders are the glue that holds the Day Camp program together. Whether you are a trained Den Leader or a parent volunteer, your guidance will ensure that Scouts enjoy all of the activities offered by our Day Camp Staff. We appreciate your generous giving of your time, talents, and effort toward this purpose!

MINIMIZING the DAY CAMP LOST AND FOUND

Lots of things lose their owners at Day Camp. Please ask parents to mark all items – hat, water bottle, jackets, etc. – with the CUB'S NAME and PACK NUMBER so we can help lost items find their owners. There will be a lost and found box at the Administration Station. Please check daily for lost articles.

OPENING AND CLOSING CEREMONIES

Packs have the opportunity to conduct either the opening or closing flag ceremony at Day Camp. Packs interested in doing one of these ceremonies should sign up when the invitation to sign up for Den Home locations goes out or on the first day of Camp when they check-in. Staff will provide the flag ceremony commands for the Pack. If you have any questions please contact the Camp Director or Program Director, they will be happy to help.

PACK YELL AND SONG

Make up a simple pack yell or song to sing along the way! Your pack yell might include a phrases that goes along with our Day Camp theme. Whatever your Cub Scouts come up with let's hear it throughout the camp. (During rotation transitions only please, or when asked to recite it).

PACK FLAG

Who are you? Let everyone know with your Pack Flag. You can carry your flag from area to area and show it off or display it prominently at your Pack Campsite. Let your boys use their imagination and be creative to make a flag that represents your Pack Campsite theme.

PROCEDURES @ DAY CAMP

DAY CAMP UNIFORM – VERY IMPORTANT FOR CAMPER SECURITY

CUBS: Current Day Camp T-shirt (not their Cub Uniform) which they will be given on/by the first day of Camp, shorts or jeans, tennis shoes and socks, hat (highly recommended). Rain poncho/jacket when needed. NO SANDALS, FLIP FLOPS, SLIDES, “CROCS,” or WHEELED SHOES – for your safety.

Cubs should wear this shirt each, and every day of Day Camp – clean or not.

Do NOT put a Scout’s name on the outside of their Day Camp shirt. BSA prohibits putting a boys name on the shirt where a stranger might see it after they leave camp. Removable name-tags (labels/masking tape, etc.) are highly recommended. Names can also be written very carefully using a thin tipped Sharpie along the back-collar seam band just above the “tag” area. If you write using a light hand, you can prevent the ink from bleeding through.

WALKING GROUPS (aka Camp Dens)

Packs vary greatly in size. At Day Camp, units will be combined into Walking Groups of approximately 30-35 youth. Walking Groups rotate and attend program areas all together each day of Camp. Typically, we keep Packs together and put 2-3 Packs together to form a Walking Group. Camp staff organizes Walking Groups the weekend before camp, based on registration numbers, to insure even group sizes.

Walking Groups may not be rearranged “on the fly.” Programs throughout the day are set up to be attended by Walking Groups with the number of boys they were assigned. It is unfair to the Cubs and presenters if one hour 75 youth show up to do an activity and the next hour only 15 show up. Stay with the group you are assigned and keep to the schedule you are given.

The Administration Station must know where boys are at all times. It is a major security risk if the administration team does not know where each boy is. If you mix up your Walking Group and/or change your schedule, we will not know where the boys are. If there is a problem with a Walking Group organization, come see ADMINISTRATION and we’ll work to resolve the situation. Do not “team up” or “swap” groups or schedules on your own.

DAILY UNIT CHECK-IN

The ADMINISTRATION STATION will be in the Open Pavilion. Walking Leaders check in to the Administration Station at 8:15am each morning. At Check in you will be given a Pack Bucket filled with all your Administrative Day Camp needs for the day. The Lead Walking Leader is asked stay for a very brief meeting with the Program Director about the day's schedule. The Pack will turn their attendance sheet – attendance sheet only, not the entire walking leader guidebook - back into the Registrar on the way to your first activity rotation. At lunch pick up your attendance sheet for check-out that afternoon.

LATE ARRIVALS

Any Cub arriving at camp after the Unit has completed check-in **must** be checked in at Administration prior to joining his pack. This is a security protocol to insure everyone knows who is and who is not on the property during camp hours. Administration will also be able to quickly get that Cub Scout to the right program area so he can be with his friends and leaders.

EARLY RELEASE FORM and PROCEDURE

Any camper leaving camp early (before closing flag ceremony) will need to follow the early release procedure.

This is a security protocol and there will be NO EXPECTATIONS! Please take the time, to explain the policy to your parents, so there are no misunderstandings at camp. **These rules are for the safety of our Cubs. We don't know every child's parents**



and these rules are to ensure the safety of all our young Cubs.

Every camper leaving camp early must have a signed note from his parent on file with registration. A separate note will be required for each day. This note must contain the time the Cub is expected to leave and who will be picking him up. You will find the early release form in the appendix of this guide and again at Administration at Camp when your pack checks-in each morning, please complete the top portion and turn this note in with your morning paperwork.

When it is time for the Cub to leave:

1. A walking leader from the pack will escort the Cub and the adult picking up at Registration.
2. The person picking up the Cub will be asked to present a photo ID before the Cub will be allowed to leave camp. **This rule will apply to everyone including parents.**



CARPOOLING / AUTHORIZED ADULTS for PICK-UP

The bottom portion of Part A of the Health Form, is also where parents will list those adults authorized to pick up their child from Day Camp. Parents are encouraged to organize carpooling with other parents in their child's den or pack. Parents/Adults come in and personally drop-off and pick-up their child(ren) from Day Camp promptly each day. Make sure each child checks-in and out with the walking leader taking attendance. At the close of camp, walking leaders are responsible for making sure Cub Scouts are only released to go home with an adult authorized on the form.

PHOTO RELEASE

Part A of the Health Form, includes a portion for parents to list any participant restrictions. If a parent does not want their child's photo taken and potentially made public, they need to note this restriction on the medical form. This will be noted on the Daily Day Camp Attendance Sheet. **Please help us keep any Scouts whose parents have refused the photo release out of ALL pictures.**

PERMISSION SLIP

I give permission for my scout _____ to go to the Cub Scout Day Camp held at Big Hill Lake from _____. I understand that he/she will be riding in cars with the adult leaders of Pack _____. I understand that my son must meet the pack at _____ at _____ a.m. and that I will pick him at _____ at _____ p.m. I will notify the Pack Coordinator at _() _____ - _____ if my scouts is unable to attend camp for any reason.

Signed _____

Daytime phone # _____

Dad's Cell Phone # _____ (If applicable)

Mom's Cell Phone # _____ (If applicable)

Woodsy Owl Says: Give a Hoot, Don't Pollute

It's your camp-be proud of it!! Help keep it clean. Please teach scouts a Scout always leaves the "WOODS" better than he found it. Empty your campsite of trash before leaving each night. The trash dumpster at camp is located near the Administrative area or dining shelter. Please do not leave trash in your den camp site. There are many "critters" that will rearrange your camp site overnight for you. Also please take your theme decorations home after the close of camp. Also, in nature animals do die, it is part of the life cycle. If you come across a dead animal leave it alone, nature will take care of it. If it is an area where the boys are supposed to be, please notify camp staff to take care of it.

Cub Scout Shooting Sports Award

Each Cub will be eligible for the Archery, BB Gun, Slingshot Rank Level One award participate in the safety discussions and shoot. The head Walking Leader for each group will be responsible to identify which boys complete the award. No form is required; just have your pack awards chair-

Emergency Procedures

Emergency Signal These emergency signals will be demonstrated at the Opening Flag ceremony on Monday morning.

- **Three Long Blast of an Air Horn:** When this emergency signal has been sounded, it means we have a lost boy or a fire, or a flood is threatening. All Cub Scouts, leaders and staff are to report immediately to the flag mall area. Further instructions will be given at that time.
- **One Continuous Blast of an Air Horn:** When this emergency signal has been sounded, it means a tornado warning has been issued. If you are in an activity area, the adult staff person in charge will give you instructions on shelter to be taken. WALK, DON'T RUN!!! If you are on a trail, go quickly to low ground and follow regular tornado drill precautions – crouch down on your knees, head down, and arms protecting the head. Remain there till the “ALL CLEAR” signal has been given!
- **One Short Blast of an Air Horn:** This means an “ALL CLEAR” has been issued and you can continue as scheduled.
- **If You Spot a Fire** Report the fire immediately to the staff in the Administration Building. Action to be taken will be determined by the administration staff. Do NOT attempt to put the fire out yourself.
- **Tornado Warning before Camp Begins Day Camp** will be delayed in the event a tornado warning is in effect at 8:00 a.m. Camp will begin one hour after the warning has been lifted.
- **In Case of a Severe Thunderstorm** The safest area in a severe storm in an open area is a low-lying group of trees. Options would be under a dining fly in an activity area, in your den home or the pack may leave camp as a group. Remember scouts must be cared for until parents pick them up and the pack must check out of camp if the pack decides to leave early.

Lost Boy

Report to Administration as soon as possible; the staff will take necessary action. Take a head count before leaving for camp and again in the vehicle before you leave the camp. **USE THE BUDDY SYSTEM**

Animals

Don't go near wild animals that seem to be choking, excited or afraid. Rabid means "sick". Tell a staff member the minute you have seen one.

Alert Your scouts To All Emergency Procedures!

REMEMBER, IN CASE OF AN EMERGENCY, STAY WITH YOUR SCOUTS!! DO NOT PANIC! WALK, DO NOT RUN!!!

First Aid

A first aider or doctor will be on duty during Day Camp hours.

Medications

Walking Leaders will dispense medications! Cub Scouts requiring medications while at camp may leave it with the first aid staff if refrigeration or special administration is required. Minor band aids are allowed and encouraged to be dispensed in other parts of the camp. ASTHMA INHALERS AND BEE STING KITS must stay with the walking group. Health forms must be current!

Injury and Accidents

Injuries if more than minor bring the victim to the First Aid Station. If you feel the person should not be moved, send for help immediately. Report all injuries and accidents to First Aid / Administration – no matter how minor they may be considered.

Insect Stings

Bring victim to the First Aid Station for proper treatment. If victim has a life threatening reaction to bee stings, administer medication from bee sting kit at once.

Fainting

Sit the victim down and place his head down between his legs. Send for the First Aider.

Overheated

Sit the person down in the shade. Contact First Aid / Staff immediately rest at least 15 minutes.

Snake Bite

CARRY the person to First Aid IMMEDIATELY!! Do not attempt to treat victim yourself. Keep the snakebite area lower than the rest of the body. Identify the snake if possible.

Poison Ivy

To help prevent, take a bath immediately upon arriving at home from camp with FelsNaphtha soap. Wash clothes each day to prevent poison ivy rash.

Chiggers You may get them!!!.

Ticks

Spray each scout before coming to camp. Wearing a hat will help. Have parents check the boys for ticks when reaching home. If you find a tick on a boy at camp, please take him to the First Aider. If one is found at home, remove the tick and tape it to a piece of paper and bring it to the First Aider the next morning. We will need to know the scouts name, pack number, and location on his body where the tick was found. ((Tick Beads))

Watch For Sunburns

Don't look at the sun!!! Sunscreen and a hat will help.

Youth Registration and Insurance Coverage

Please remember that ONLY Guest, Cub Scouts, Boy Scouts, and Adult Leaders/ Staff are covered by the Boy Scouts of America's general accident and liability insurance policies. Those visiting Day Camp to sample the Scouting experiences must check-in daily. REMEMBER... Day Camp is a time for the boys to let go! The quality of fun the boys have at Camp will depend on our program PLUS you as a leader or parent. Let the scouts yell, get dirty and most of all HAVE FUN! This is the time for the boys to be free from most restrictions. Have fun with them... you have a chance to be one of the kids again. Plan on getting dirty with them... no one will notice!

Flag Etiquette

The flag will fly each day in Day Camp except during rainy weather. All Cubs, Den Chiefs, and Adult Leaders are expected to be present at flag- rising and lowering ceremonies. The camp salutes the colors when commanded to do so, and the salute is held until the flag reaches the top and the command "to" is given. At retreat, the camp is commanded to salute when the flag starts down and the salute is held until the command "to: is given and the flag is removed from the flag rope.

Commands:

"Camp attention": Each camper stands quietly, hands at side, eyes on color guards.

"Camp salute": Cub Scout salute if in camp T-shirt or scout uniform; civilian salute for others.

"To": Command given when saluted may be dropped.

"Color Guard Advance": Designated person gives this command when the flag has been properly placed and signifies the end of the ceremony.

"Color Guard Retreat": Designated person gives this command when the flag has been properly placed and signifies the end of the ceremony.

Raising and Lowering

When the flag is raised in the morning it is spoken of as "Colors". When the flag is lowered at the end of the day it is called "Retreat".

Hoisting

Check the ropes, untangle if necessary. All clasps should be fastened on the flag before it is started upward. At colors one guard may hold the flag as the color bearer attaches it to the rope before raising it briskly to the top. At retreat, the color guard steps forward to catch the flag as it is lowered so that it does not touch the ground. The upper corner of the flag should be in the color bearer's hand before he unfastens the clasps.

Camper Conduct and Salute

Campers should stand at attention, hands at sides, and all eyes on the flag. There should be no talking, giggling or whispering.

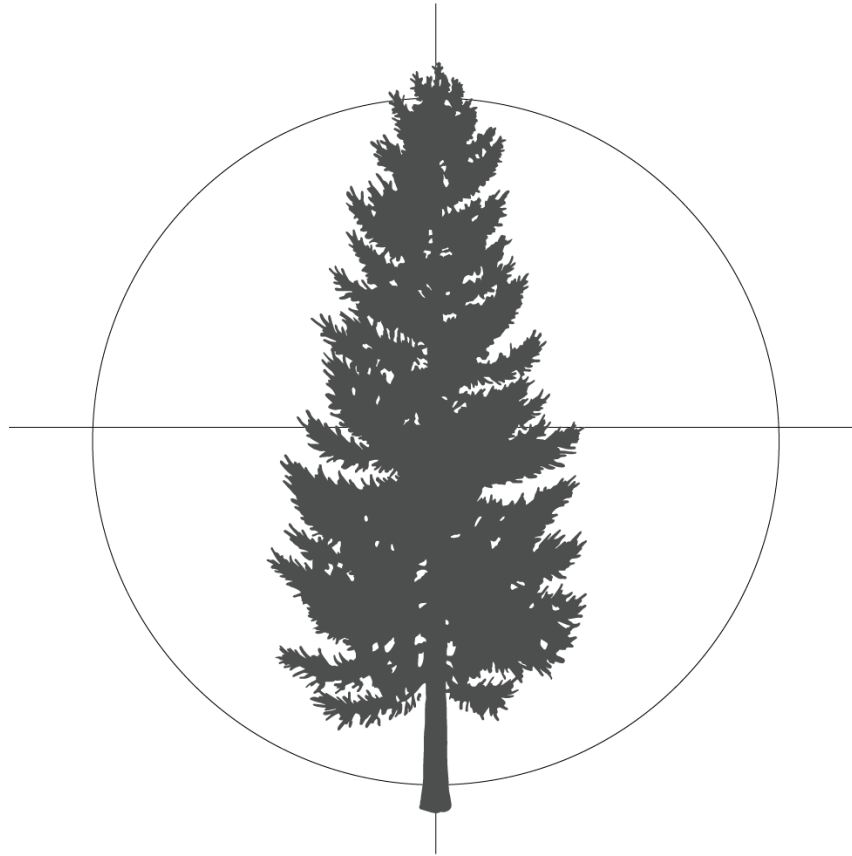
Folding

The Flag is held by the color guard with the blue field nearest the flagpole. The Flag is folded in half lengthwise, and the folded in half again lengthwise so that the blue field is on the outside. Fold the flag in triangular folds beginning at the end away from the flagpole (stripe end). When finished, the Flag will be folded in a triangle with blue showing all the way around. (See the Wolf book for more instruction.) The flag is carried with the point forward. Once folded the flag is given to the Camp Director.

Ceremony:

The “ceremony” takes place after the flag has been raised or before it is lowered. The ceremony itself varies but may consist of the Pledge of Allegiance or any appropriate opening or closing ceremony. The Den Leader or Den Chief of the pack conducting the Flag ceremony should be at the flag pole to assist if needed. A designed Youth Staffer will be available should your Cub Scout have difficulty with Raising or Lowering the flag.

ANY PERSON ANYWHERE ON THE CAMP GOUND SHOULD STAND AT ATTENTION, FACING THE FLAG, DURRING FLAG CEREMONIES.



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