Lincoln Heritage Council
Scouting America



Unit Leader Planning Guide

Pfeffer Scout Reservation, Benton, KY

Welcome to Haunted Woods!

Prepare for a spine-tingling adventure at our annual Haunted Woods event! This year's Halloween-themed extravaganza promises a thrilling journey through our eerie, haunted trail, where Scouts will encounter a series of spooky and fun-filled activities. Along the trail, enjoy heart-pounding haunted houses, exciting BB and archery challenges, creative crafts, and a variety of ghoulish games. Every Scout who braves the Haunted Woods will earn a special patch and a stash of candy as a sweet reward for their courage and take home a painted or carved pumpkin. Don't miss out on this haunted adventure—come for the frights, stay for the fun!

Directions to Pfeffer Scout Reservation

Address: 1531 Cross Rd, Benton, KY 42025

Phone: (270) 354-8253

Important: Check-in will be at the parking lot. Please obey all speed limit signs in camp.

Unit Preparation for Camp

If your unit follows the steps listed below, the process of preparing everyone for an enjoyable experience at camp should go smoothly.

Upon Receiving the Leaders Guide:

- Inform or remind all Scouts and parents of the camp dates and location
- Recruit two or more adult leaders to attend camp with your unit
- Note payment dates
- Consider unit providing adults to help run the event (please speak with the program director)

Finalizing plans for the outing:

- Give final notice to all Scouts and parents about plans for attending camp
- Collect all Health Forms parts A & B from ALL Scouts AND adults attending camp and bring them to camp for the medical officer
- Arrange for your unit's transportation to and from camp
- Ensure all your Scout families have the camp information (start times, end times, what to bring, locations, important phone numbers, etc.)
- Arrange payments through your unit or each family individually
- Finalize registration online at www.lhcbsa.org. Registration will be through the council registration system. You may choose to have one person from your unit register everyone or each person may be in charge of their own registration.

One week before Camp:

- Review schedules with your Scouts and families
- Double-check medical and health history
- Prepare the unit equipment to bring to camp (canopies, coolers, meals, camp chairs, tent, etc.) • Finalize transportation arrangements to and from camp
- Review the Guide to Safe Scouting and Camp Regulations with leadership

Scouting Policies and Procedures

Anyone participating in this event will be required to follow Scouting America National Guidelines as outlined in the Guide to Safe Scouting.

The Law is the Rule:

Everyone is expected to abide by the Scout Law, Oath, and Slogan.

Buddy System:

Everyone will use the Buddy System pairs for safety. Scouting's buddy system calls for Scouts to pair up with a friend or two for all activities. This helps ensure safety and accountability, and teaches Scouts to have responsibility for others. The buddy system is a key part of Scouting. Adults/Leaders should be notified before Scouts leave a designated area.

Camp Security:

All visitors to the camp must stop at the registration table or other communicated location and check-in. All visitors will receive a wristband to wear while on property. Upon conclusion of their visit, guests will sign out so camp administration will know who is on camp property at all times.

Alcoholic Beverages and Illegal Substances:

Will not be tolerated and are against Scouting America policy. Possession or use will result in immediate dismissal from camp.

Smoking and Tobacco:

Scouting America guidelines require a smoke-free, tobacco-free, vaping-free environment for our Scouts. If you must smoke, vape, or use smokeless tobacco, please do so in the main parking lot, out of sight and smell of youth participants, youth staff, and not inside any buildings. Please "field dress" your butts and dispose of them properly remembering the ever-present danger of forest fires.

Vehicles:

- Participant vehicles are to remain in designated parking areas during the entirety of the camp. Vehicles will be permitted to load and unload, but must then be parked in the designated parking. • When traveling to camp, one person per seatbelt and seat belts must be worn. No riding in truck beds. No ATVs, go karts, or golf carts are permitted. Only Staff carts are permitted.
- Check-in will be at the parking lot. Obey all speed limit signs in camp.

Camp Guidelines:

- Walk, do not run, within the camp lunch area.
- Remember tent stakes and tie-downs.
- Closed-toed shoes must be worn at all times.
- Leave No Trace.
- Trash your trash. It should be removed from all camp areas.
- NO pets are allowed on camp property.
- NO firearms are permitted at camp.

Knives, Hatchets, Axes, or Firearms:

No firearms are permitted at Camp. No fixed blade, sheath or survival knives are permitted. Cub Scouts should not bring their own folding or pocket knives. If Cubs want to earn their knife safety adventure, pocket knives will be provided. Troop patrols should bring their own equipment as necessary.

First Aid:

There will be a medical officer stationed on camp. All medical treatment or emergencies should be directed to the health officer. Minor first aid treatment can be given in session areas where limited first aid supplies are available.

Camp Emergencies:

If there is an emergency, there will be 3 long blasts of the air horn and everyone should rally in a designated area. Once the emergency has passed, campers will be given instructions on where to go next. Campers should remain in the designated area until the "All Clear" signal of 5 long blasts has been given. Leaders should review these procedures with their campers.

Electronics:

Scouts should not bring tablets or electronic game machines to camp.

Trash:

Your trash must be taken to a trash can provided. Any trash collected while family camping must be taken to the dumpster behind the dining hall by someone in your unit. No trash is to be left at the camp site.

Cleanup / Check-out:

When your unit is ready to leave camp we ask that you please clean up your area and leave it the same or better than you found it. Campsites must be inspected. Prior to the inspection, units should pack all gear and clean their site. Unit area must be checked by camp staff prior to departure. Once the inspection is completed, the unit will be permitted to depart. Pack up, pack out, and clean camp by 10:00 am on Sunday.

Youth Protection:

Camp will adhere to all Youth Protection Guidelines. Leaders, parents, and staff are required to adhere to all Youth Protection Guidelines. For more information regarding Scouting's Youth protection policy, go to: https://www.scouting.org/health-and-safety/youth-protection/

Medications:

All Scouts bringing medication to camp must have the medications section of the Annual Health and Medical Form filled out by their parent/guardian prior to arrival at camp. When the Scout checks in with the Health Officer, any specific storage requirements for medications will need to be disclosed. A locked refrigerator is available, if needed. All medication must be in its original container with the original label. There should be no handwritten changes to labels. All medication must be current, and expired medication will not be released to Scouts. All medication must be stored and dispensed through the Health Officer or the Scout's Unit Leader; the only exceptions are Epi-pens, inhalers, and other life-dependent emergency medicine. Use of non-prescription and/or over the counter medication should also be disclosed to the Health Officer. Camp is not the appropriate time to stop taking prescribed medications. Unit leaders are encouraged to turn in health forms in advance to the Camp Director or Health Officer.

Camp Specific General Information

Check-In:

Check-in will be at the parking lot. Upon arrival, have a designated representative from your unit, or parent check-in at the registration area. Children participating in camp will receive a wristband upon arrival. This is how staff will be able to identify kids that are participating in camp. Please obey all speed limit signs in camp.

Check-out:

Parents will sign-out children at the registration area. Units must pack up, pack out, and clean camp by 10:00 am on Sunday.

Uniforms:

Scouting America, unit t-shirts, or activity uniforms are acceptable. All Scouts must wear closed-toed shoes for the entirety of camp. No Crocs, flip-flops, or sandals of any kind are allowed.

Leaders and Staff:

Scouting America, unit t-shirts, or activity uniforms are acceptable for unit leaders attending. Staff will have a program t-shirt to wear. Closed-toed shoes are required. Adult visitors who are not registered leaders are reminded that this is a family event and should dress modestly. Clothing portraying images of drugs, alcohol, tobacco, or other messages inconsistent with the Scout Oath and Law will not be permitted.

Open-Toed Shoes:

Sandals, flip-flops, crocs, etc. are only permitted in the shower house. Closed-toed shoes are required to and from the shower house.

Identification:

Wristbands will be issued to all youth and adults upon arrival at camp for identification of participants or visitors. Wristbands must be worn at all times to properly identify to others that you belong in camp. In order to participate in adventure areas, a wristband is required – no exceptions. In the event a wristband is lost, a replacement is available. Your cooperation, as a leader in enforcing the wristbands and your adult's registration will help the staff make sure your Scouts are in a safe environment.

Refunds:

A refund will be made to an individual or group that cancels program attendance/registration, less a 15% administrative charge as long as a written request is made at least 30 days prior to a council or district program/activity. No refunds will be given to an individual or group that cancels program attendance/registration within 30 days of a scheduled council or district program/activity. Exceptions for medical situations or family emergencies can be made but must be submitted in writing within 7 days after the program/activity. Fees are transferable to other Scouts but not refundable. All requests for refunds must be submitted in writing with a copy of the receipt or canceled check.

Camp Code:

Scouts are asked to be courteous at all times. The Scout Oath and Law are to be your

guidelines.

Pop-Up Scout Shop:

A Pop-Up Scout Shop will be available on Saturday from 9:00 am – 3:00 pm.

Daily Schedule

Units should NOT arrive before the scheduled arrival time. Upon arrival, units need to check in at the parking lot / registration area. All schedules are subject to change before or during the event. This event will be OPEN HOUSE style.

Friday

Time	Event
4:00 pm – 8:00 pm	Registration / Check-In (Parking Lot)
8:30 pm	Staff Meeting
10:00 pm	Lights Out

Saturday

Time	Event
7:00 am – 9:00 am	Registration / Check-In (Parking Lot)
9:00 am	Opening Flags
9:15 am	Activity Areas Open
9:00 am – 3:00 pm	Pop-Up Scout Shop Open
11:45 am	Activity Areas Close for Lunch
12:00 pm – 1:00 pm	Lunch (Hot Dogs, Tater Tots, Lemonade)

1:15 pm	Activity Areas Open
4:00 pm	Activity Areas Close
4:00 pm – 6:00 pm	Supper in Campsites
6:00 pm	Dance Party
6:30 pm	Campfire & Costume Contest
After Campfire	Movie, Hayride, Haunted House, Trick-or-Treat Street
10:00 pm	Lights Out

Sunday

Time	**Event**
8:00 am	Morning Service

By 10:00 am	Pack Up, Pack Out & Clean Camp

Camping

Pfeffer Scout Reservation offers families the opportunity to stay in a rustic campsite during their stay. Tent camping areas will be provided. Campers should practice low impact camping principles. Units requiring electricity for operation of medical equipment should contact the Council Office in advance to make arrangements prior to arriving at camp.

Curfew and Quiet Time:

Rest at camp will affect the person's ability to function in a cheerful and safe manner. Leaders are expected to set the example by respecting quiet times for the benefit of neighboring campers and themselves. Please keep conversations low and activities to a minimum between the hours of 10:00 pm and 6:00 am.

Contact with Wildlife:

Pfeffer Scout Reservation is a natural habitat for many species of animals. Please keep in mind that these animals make their residence on a year-round basis. If you encounter wild animals while on a hike or in your campsite, do not disturb, injure, or attempt to chase it away. All campers are expected to respect wildlife and subscribe to the Outdoor Code while at camp. If you come in contact with an animal that is behaving strangely (staggering, lying still-not trying to flee, seems sickly, foaming at the mouth, etc.) immediately report it to the Camp Staff. Do the same if you are bitten or scratched by any wildlife. Never pick up or touch an animal that is injured or dead.

Haunted Woods Activities

- Archery Range
- BB Range
- Slingshot / Wrist Rocket Range
- Fishing
- Pumpkin Decorating
- Arts & Crafts
- Face Painting
- Inflatables
- Petting Zoo (if available)
- Nature
- Various Scout Skills
- Haunted House
- Trick-or-Treat Street
- Hayride
- Movie Night
- Costume Contest

Additional evening activities after the campfire may include a movie, hayride, haunted house, and Trick-or-Treat Street. A Dance Party will be held at 6:00 pm prior to the campfire.

What to Bring

Please bring the following items for a successful and fun weekend at camp:

- Costume (for the Costume Contest!)
- Water bottle
- Backpack with the 6 Scout Essentials
- Appropriate clothing for the weather
- Tent
- Sleeping bag / sleeping pad
- Other items needed at camp (see packing list below)

Campout Packing List

Scout Provided

- 6 Scout Essentials: First Aid Kit, Flashlight, Whistle, Sun Protection, Trail Food, Water Bottle
- Shelter (Tent, Tarp, Hammock)
- Waterproof Ground Cloth or Plastic Sheet
- Sleeping Comfort (Sleeping Bag or Blanket, Pillow, Air Mattress, Pad, Cot)
- Cup, Plate, Bowl, Knife, Fork, Spoon (preferably in mesh bag)
- Cub Scout / Scouting Uniform or Activity Uniform

- Rain Gear
- 2 Complete Changes of Clothes + Spare Complete Change of Clothes
- Sleepwear
- Durable Closed-Toed Shoes + Spare Closed-Toed Shoes
- Hat
- Chair
- Toiletry Kit (Toothbrush, Toothpaste, Comb, Soap, Washcloth, Towel)
- Costume for Costume Contest

Optional Scout Provided

- Camera or Phone
- Binoculars
- Sunglasses
- Notebook and Pencil

Meal Note: Saturday lunch is provided (Hot Dogs, Tater Tots, and Lemonade). Camp will also provide water. Bring any additional drinks or snacks your family prefers. Supper on Saturday is in campsites — plan and prepare accordingly.

Things to Remember

1. Two-Deep Leadership (minimum) who are properly trained must accompany each

unit. 2. Bring only the items needed for camp.

3. NO pets are allowed on camp property.

4. NO firearms are permitted at camp.

5. Check-in is at the parking lot — obey all speed limit signs in camp.

6. Closed-toed shoes must be worn at all times (except in the shower

house).

7. Pack up, pack out, and clean camp by 10:00 am on Sunday.

Questions? Contact the following:

District Executive: Adam Wilkey **Email:** Adam.wilkey@scouting.org

Event Chair: Glenna Scott **Email:** glennascoutinglhc@gmail.com