



MELITA ISLAND LEADERS GUIDE 2025



**Scouting
America**
Montana Council



OUR PRIVATE ISLAND ON FLATHEAD LAKE
WWW.ScoutingMONTANA.ORG



Welcome!

Melita Island, located on Flathead Lake, welcomes your unit to our private island camp experience. While we offer many aquatic activities, we also provide many “on-land” options. We offer archery, STEM (nature and science programs), Fine Arts, Scoutcraft, Waterfront, and Boating areas. We also offer an Advanced Camper Experience (ACE) program for older Scouts (14+). Our adult leader program provides training, networking opportunities, and adult-specific adventure experiences.

Program at Melita Island

A Program Guide listing badges and activities will be available in early Spring and will provide an overview of the schedule and program areas. Merit badge selection will take place in May. Before this, our schedule, pre-requisite requirements, and program fees will be published.

Registration for merit badges and activities must be completed through your unit’s online registration. This system is referred to as BlackPug or scoutingevent.com. Pre-registration for badges and activities ensures your Scouts can attend the program options of their choice.

Please note: Some options fill up quickly (ACE, watersports, motorboating). When preparing for activity registration, please be sure you have discussed alternatives with your Scouts.

Adjustments may be made at camp following the Sunday SPL/ Adult leader meeting.



2025 Dates:

Session 1: July 6 - 12
Session 2: July 13 - 19
Session 3: July 20 - 26
Session 4: July 27 - Aug. 2
Session 5: Aug. 3 - 9

Camp Fees and Payments:

YOUTH \$525 (\$550*) ADULT \$275
*fee will increase if not paid in full by May 15, 2025

- Deposit: \$250 unit deposit plus \$25 per participant due at the time of booking
 - \$100 per participant due by March 1, 2025
 - Remaining balance due by May 15, 2025

2026 Reservation Information

Please visit scoutingmontana.org for information on reservations and deposits.

Cancellation and Refunds

Any unit or individual Scout canceling before June 1st may be able to receive a refund of fees less the \$250 Non-Refundable Deposit and \$25 per participant fee for each Scout and/or adult cancellation.

After June 1st, 2025, no refunds will be issued until after the end of the camping season. Refunds will be determined by the Council Camping Department. Valid refund reasons include death, illness, or military orders such as TDA or PCS. Refund amounts are determined based on refundable monies, excluding food and supplies purchased, as well as other incurred costs.

All fees must be paid on time to hold your campsite. The unit may lose its place if fees are not paid on time.

For cancellations, please contact the Council Service Center in Great Falls.

Camp Scholarships

A limited number of camp scholarships are available for Montana Council Scouts based on financial need. Forms can be downloaded from the council website. A scholarship can be requested for up to half of the camp fees. Scholarship applications are due by April 30, 2025.

Unit Leadership

All adults attending with the unit are asked to read this Leaders Guide before coming to camp. Each unit must have at least two unit-registered adults (21 or older) in attendance at all times. For units with female Scouts, at least one registered adult leader must be a female, age 21 or older. All adults must be registered members of the unit and must have current Youth Protection Training.

Annual Health & Medical Record Form

The Annual Health and Medical Record is required for all youth and adults. The entire form (Parts A, B, and C) is to be completed annually and be valid throughout your time at camp. Parents/guardians of youth must sign all forms. Double-check that all required signatures and information have been completed before traveling to camp. If religious faith prohibits complying with these requirements, individuals must provide written statements from their parents and their practitioner attesting to their health using Scouting America forms. A brief health screening will be conducted with each youth and adult by a qualified staff member following the boat ride to the island. Forms will be collected at that time.

Note: Forms must be printed and valid throughout your time at camp. If Part C is not complete, the unit will be responsible for taking the individual to a local walk-in clinic to complete the form. Please plan accordingly.

Camp Contact Information

Mailing Address

Name(s)
Unit Number
Camp Melita Island
34490 US Highway 93
Big Arm, MT 59910

Camp Phone

Camp Season Only
406-250-0746

Council Service Center

Year-round
406-761-6000

Ashley Jerome

Camp Director
406-604-4311
ashley.jerome@scouting.org



Arriving at Camp

Your Arrival Time

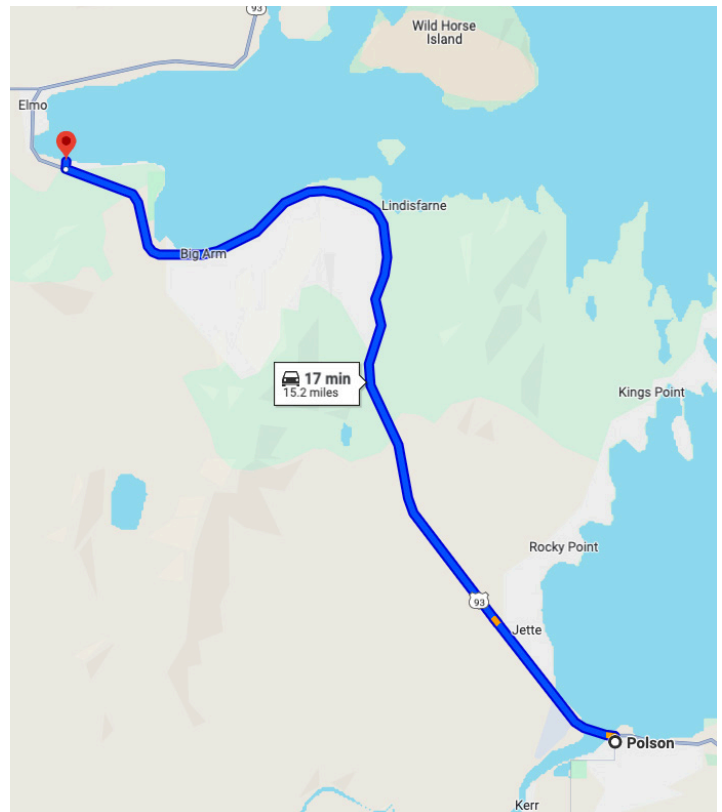
Camp Melita Island's uniqueness as an island requires boat shuttle transportation. Therefore, each unit will be assigned an arrival time. Your unit's camp coordinator will be contacted before camp with your arrival schedule. While we try to accommodate arrival time requests, we ask that you plan your travel to arrive at Melita Island Gateway at your assigned time. Campers will be transported according to their scheduled arrival time. Sunday lunch is not provided. Please plan accordingly.

Getting to Camp: Melita Island Gateway

Our access to camp is from the *Melita Island Gateway*. This is where your vehicles will be parked during the week. If coming from the south, go north on Hwy 93 through Polson approximately 15 miles. Look for mile marker 76. Just past the mile marker is the entrance to Melita Island Gateway. If coming from the north, go south on Hwy 93 through Elmo. Look for mile marker 77. Turn left just before mile marker 76 into the entrance to Melita Island Gateway.

IMPORTANT TRAVEL NOTE: If you use a GPS, please put the exact address in or use Melita Island Gateway. If you put "Melita Island", Google and Apple Maps may take you to "Melita Island Road" which is not our designated parking area.

Use this address: 34490 US Hwy 93, Big Arm, MT 59910.



Early Arrivals

Due to planned construction at Melita Island Gateway during 2025, we cannot accommodate early arrivals for the 2025 season. Please plan accordingly if your unit requires nearby accommodations due to travel times. Due to our proximity to Glacier National Park, many nearby campgrounds fill quickly. Big Arm State Park is approximately 10 minutes from Melita Island Gateway and fills up early.

Documents Needed for Check-In

With the unit leader

- Unit roster of all attendees (Youth and Adult)
- Evidence of current Scouting America registration and valid YPT for all adults.
- **Printed** and completed Scouting America health forms: Parts A, B, & C. No electronic copies accepted.

We Will Verify the Following Information

- Unit roster of Scouts and Adults
- Dietary needs
- Campsite assignment
- Adult membership and YPT

We Will Provide the Following Information

- Camp map
- Identification bands
- Campsite schedules (including Scout merit badge sign-ups)
- Emergency procedures / communication
- List of T-shirt sizes



Arrival to the Island: Troop Guides

Once you arrive at the island, your unit's "Troop Guide" will meet you. This member of camp staff is your contact throughout your stay. Their goal is to ensure camp is everything you expect and more. Your troop guide will direct your unit through the check-in process.

Your troop guide will direct the main adult leader to check in with the Camp and Program Directors and take the remainder of the unit to begin their med checks. The completed health forms should be readily available for the remainder of the unit to begin their med checks. The primary adult leader will need the unit roster of youth and adult attendees and evidence of current Scouting America registration and YPT completion for all adults for check-in. This roster can be found by accessing the unit's my.scouting.org account and printing an adult membership and YPT report. The camp admin team will verify the unit roster, dietary needs, and provide schedules/materials for the week.

Swim Checks & Swim Test Policy

After medical checks, your unit will be directed to change into swimwear and your troop guide will take you to swim checks. Swim checks are required for any individual wishing to participate in activities in the boating and swimming areas, including the Scoutmaster Belly Flop.

NOTE: Due to the colder water temperatures, we do not accept swim tests completed prior to camp. Our camp policy requires all individuals who want to participate in aquatics activities to complete their swim test at Melita Island.

Camper Identification

Each participant, both youth and adult, and guests will be issued a wristband during check-in. This is to be worn at all times during camp. If a wristband is lost, see the office for a replacement. Staff will be readily identifiable. If you see someone without a wristband, please send them to the office to check in and/or notify a staff member.

Camp T-Shirts

Camp T-shirts are included with your registration fees. Every camper (youth and adult) will receive a camp T-shirt. T-shirts will be available in adult sizes small through 4XL. Size information will be required when a unit registers online. T-shirt size must be selected by the order deadline. Late orders/sign-ups cannot guarantee the requested size. Shirts will be available for pick-up upon arrival.





Campsite Facilities

Each campsite is equipped with two picnic tables and benches, a sunshade, electricity, and drinking water. All campsites have 10x12 canvas tents with concrete platforms and steel pipe frames. Units should NOT bring their tents as shuttle space to the island is limited. While axes are permitted, they must be used only in your unit's axe yard. Please do not cut down any standing trees. It is recommended that units bring a plug strip/extension cord to power any personal electronics or CPAP machines. We request that units refrain from hanging hammocks to any part of the tent frames or cots as it causes damage to the frames.

Unit Equipment

Units need to bring personal camping equipment, such as sleeping bags, sleeping pads, and personal hygiene items. Melita Island provides tents and cots on a platform for all campers, and a sunshade and picnic tables in each site.

Please do not bring extra gear such as cook stoves, water coolers, patrol boxes, Dutch ovens, etc., to the island. The camp can provide these items for any unit that may need them. All materials/gear must be transported by boat. Leaving these items behind cuts down on space and labor.

Trading Post

The Trading Post will have camp-branded merchandise, T-shirts and other apparel, camping and outdoor survival items, toiletry items, craft items, snacks, and beverages. Trading Post hours will be posted. The Trading Post accepts cash, credit/debit cards, and Montana Council Scout Bucks.

NOTE: Our Trading Post sells pocket knives to Scouts who have a Totin' Chip card. A Scout can also purchase a knife with the permission of an adult leader. If a parent or unit does not want their Scout(s) to purchase knives, that expectation must be communicated to the Scouts directly. Our staff will not be responsible for policing an individual unit policy or parent wishes regarding pocket knife purchases.





Showers

Each campsite is located near one of the two shower house facilities. Each shower house features both restrooms and restroom/shower combination rooms. Each room is individual and locking. Unless medically necessary, there is no reason for more than one person to be in a restroom at any time.

There are two handicap-accessible showers in each shower house. A sink at the end of the building accommodates handwashing, bottle filling, and other sink-only needs. It is expected that the privacy and safety of everyone be respected while using these facilities.



Trading Post

Laundry

There are no laundry facilities open to units during the week. Scouts should bring enough clothing to get through the week. In extreme situations, a unit may be permitted to use the staff laundry. If this is necessary, contact the Camp Director.

Telephone/Internet Service

There is no landline phone service on the island. Cell service is usually adequate. The camp phone (406-250-0746) can be made available for emergency purposes. Limited WIFI access is available in the lodge and is reserved for use by adult leaders.

Ice/Water Coolers

An ice machine is available in the corner of the lodge by the kitchen. Scoops can be found on the shelf next to the machine. Water coolers can be found on the back porch of the lodge and one is available for each site. Please have your SPL or an adult leader grab the cooler. Feel free to fill your cooler up with ice. Water in your campsite is potable so it can be filled with water there.



Food Service

We provide three meals a day during camp. We prepare all of our food on-site and offer a main menu, plus a variety of options for those with dietary concerns. Our goal is to provide the best possible food service to all our campers.

Food Allergies/Dietary Restrictions

Our Food Service staff can accommodate food allergies and special dietary requirements with proper notice at least 14 days before you arrive at camp. We will make every effort to accommodate reasonable dietary requirements. Additional costs may be charged to the unit or camper for significant specialty food items. Campers are also welcome to bring their own required alternative food items and we will provide cold/dry storage for those items. This should be communicated in advance to the Camp Director. It is unreasonable to arrive at camp and expect personalized dietary accommodations without prior communication. A dietary request form will be available on our website before camp. If you have any questions, please contact the council office.

Dining Hall Procedures

For breakfast and dinner, Scouts will assemble by unit at the flag ground. For lunch, camp will line up in front of the dining hall. At this assembly, grace will be offered. Serving will normally be cafeteria-style and Scouts should sit with their units.

Meals in camp include dinner on the first night through breakfast on the last day. The cost for a guest meal is \$10 per meal. Meal tickets should be purchased at the trading post for guests eating in the dining hall before the meal. Unit leadership must notify the Camp Director of any guest meals so we can keep the kitchen staff informed. Special dietary requirements of guests cannot be accommodated.

Trash Separation/Disposal

All trash and garbage must be incinerated or hauled off the island for disposal. Therefore, we need your cooperation to ensure that we keep trash and garbage to a minimum and separate it for disposal. Outside the dining hall, near the pavilion, you will find our trash separation station. Following meals and whenever you have trash, place your items in the appropriate part of the station. Please help us to maintain a clean camp.



Additional Information

Advancement Reporting

All advancement reporting will be completed through the online registration system. Before departure, units will receive an advancement report reflecting completed and partial merit badges. This report is also accessible by unit leadership through your summer camp registration and is available after camp by returning to the online registration. If you notice inconsistencies or errors in a Scout's records, please see the Camp or Program Director. If errors are noted after camp has ended, please contact the council office.

UNITS DO NOT NEED TO PROVIDE BLUE CARDS. BLUE CARDS WILL NOT BE USED AT MELITA ISLAND.

Reports accessible through online registration:

- Individual and unit summary merit badge schedules
- Advancement summary and detail
- Scoutbook upload advancement file
- Blue cards for completed and partial badges

Unit SPL

The Senior Patrol Leader (SPL) is essential for camp communication. Units need to have a designated SPL for their week at camp. If a unit's SPL is a participant in the ACE program, the unit should select an ASPL. During the week, the ACE program is off-island and may miss an SPL meeting. When this occurs, the ASPL should attend in their place.

Adult Leader/SPL Meeting

A unit leader and SPL meeting will be held Sunday evening following dinner. At this meeting, the camp admin team shares camp policies, emergency procedures, schedule overviews, volunteer opportunities, and additional information. A Camp Duty Roster will be explained at this meeting. Camp duties include morning flag ceremonies, saying grace for meals, lodge clean up following meals, and evening flag ceremonies. Completion of these duties not only helps the camp but also provides a service opportunity for Scouts.

In addition to this meeting, there will be a leader meeting each morning. All leaders are encouraged to attend, however we do recommend a minimum of one leader be in attendance each day. SPLs will also meet each day in the early afternoon. If your SPL cannot attend, please send an ASPL or unit representative in their place.

Supporting Scouts with Special Needs

Some Scouts may require additional support while attending camp. This may mean your unit requires an additional adult to provide this support and assistance for your Scout(s). If this is needed and is above our allowed unit adult ratio, please contact the Camp Director. While our staff strives to meet all needs, the unit's leadership is primarily responsible for support and supervision. If you wish to discuss any special needs or accommodation requests, please contact the Camp Director.



Camp Policies

Uniforms

Our Scout uniform promotes group spirit and designates equality. At camp, the official Scout uniform is appropriate at any time. Staff wear their activity uniform for the morning flag ceremony, breakfast, lunch, and throughout the day. The field uniform is worn for the evening flag ceremony, dinner, and other ceremonies. It is each unit's discretion when to require a uniform be worn.

Appropriate Clothing, Footwear, & Swimwear

At all times, participants and staff must wear clothing and swim-wear that is considered Scout-appropriate. It is the responsibility of the unit to determine and monitor the dress code and swimwear of their Scouts and adult leaders. If an adult leader has concerns with a Scout's attire, this should be addressed with the unit leader directly, not the Scout. Closed-toe shoes must be worn throughout camp. The waterfront at Melita has a rocky shore, so it is highly recommended that participants bring and wear water shoes for aquatic activities.

Restricted Items

Personal handguns, rifles, ammunition, slingshots, wrist rockets, archery bows/arrows, and fireworks of any kind are prohibited in camp. All Scouts who wish to carry a pocketknife are required to have a Totin' Chip. Those who do not already have one may earn it in camp. Alcoholic beverages and drugs are NOT PERMITTED at Montana Council Camps. Smoking/vaping is allowed only in specified smoking areas away from the Scouts.

NOTE: Scouting America does not permit the possession or use of marijuana or marijuana/THC/CBD products, even if medically prescribed.

Off-Limits Areas

The sawmill yard and eagle preserve are off-limits. The staff campsite area and individual unit campsites are a group's homes for their time at camp. Permission to enter should be requested and received before entry. The rest of the island is free to explore, though we ask you follow the Buddy System and practice Leave No Trace guidelines. This helps preserve the property for future generations. Swimming is not permitted off of campsites.

Discipline

Discipline in camp is primarily the responsibility of the unit leadership. The rules of camp are the Scout Oath and Law. The unit leadership and Camp Director will deal with infractions of camp rules and policies. Serious infractions may lead to the offending person being sent home. It is the responsibility of unit leaders to provide a way to return them home.





Fire Pits

Fires must never be left unattended. Please review the fireguard plan with all campers and post the completed fireguard chart on the campsite bulletin board. Each Scout and leader is responsible for ensuring all fires are properly extinguished or attended to by a qualified member of the unit. If state or local fire restrictions occur, the camp will operate within those restrictions.



Wildlife

Please respect the wildlife around camp by not feeding, approaching, hindering, or otherwise harassing the animals in the area. Please do not leave food on the ground in your campsites as it may attract animals. We have an active fox family visiting campsites. Be sure to keep your possessions tidy (they've been known to run off with stray socks/shoes)!



Fishing

Per Montana Fish, Wildlife, and Parks, fishing around the south end of Flathead Lake requires a Tribal Reservation license for ages 12 and up. Visit our website and view the fishing flyer for more information on how to get this license. Licenses must be purchased before arrival. Due to tribal restrictions, these licenses cannot be purchased at camp. Fishing gear is available on the island.

Pets

Pets are not allowed at camp. Scouting America recognizes and permits service animals as defined by the ADA (<https://www.ada.gov/resources/service-animals-faqs/>). A service animal is trained to take a specific action to assist a person with a disability. Emotional support, comfort, therapy, and support animals are not recognized nor permitted at camp.



Lost & Found

If you find an item at camp, please try to find its owner. If you can't, turn the item in at the camp office. If you lose something, check for it in the Lost and Found bin. Have Scouts inventory items they bring to camp and check their equipment before they depart for home. Area directors and staff have been asked to bring items found in their areas to the camp office. Items remaining after camp will be disposed of or donated to charity.

Visitors

We gladly welcome visitors Monday through Friday at Melita! We run boat shuttles each day. All visitors must check in with a member of the camp's admin team in the lodge before exploring the camp. They will be issued a wristband that must be worn throughout their visit. Visitors are asked to check-out before departure. A shuttle sign-up will be posted outside the Camp Director's office. The unit's camp coordinator should help sign visitors up on the shuttle sheet as soon as possible. If no one signs up for a shuttle, the shuttle will not run. There is a fuel fee for visitors (\$10, round-trip) and a meal fee (\$10 per meal). Both can be paid in the trading post. Visitors may not stay overnight. Those staying overnight are considered participants and must be registered with the unit as such.

Shuttles

A round-trip boat ride is included in all participants' registration fees. Additional boat rides to and from the island require a fuel fee of \$10 (round-trip). Be sure to sign up your adult leaders requiring a shuttle in advance. If no one signs up for a shuttle, it will not run. Shuttle times will be communicated to the unit's camp coordinator before camp.



Youth Protection

Current Youth Protection Training is required for all participants ages 18 and above. It is expected that unit leaders be familiar with, follow, and enforce the Scouting America policies regarding Youth Protection. Any violation of Youth Protection Policies must be reported. Please refer to the Guide to Safe Scouting for the most up-to-date policies.

- Two-Deep Leadership: Each unit must have at least two unit-registered adults (21 or older) in attendance. Units with female Scouts must have at least one female adult (21+).
- The Buddy System: The buddy system is used whenever youth members are outside the line of sight of qualified adult leadership. Buddies are two and can also be three to prevent youth members from being alone. A buddy pair cannot be mixed gender. Where appropriate, a third youth must be added (for a buddy group of 3).
- Privacy and separate facilities: Youth sharing tents must not be more than 2 years apart in age. Adults and youth never share a tent unless an exceptional circumstance warrants a parent/legal guardian to share one with their same-gender child. Youth siblings of the same gender may share sleeping accommodations with permission from their parents/legal guardians.
- Campsites must be arranged to separate genders adequately through natural barriers, physical distance, etc. Adults are responsible for establishing the barriers and reminding Scouts that members of one gender must not enter the tent/housing of another.
- Melita Island has individual bathrooms. Adults should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- No one-on-one contact: Interactions between youth and adults must take place within plain sight of others. At no time may an adult be alone (one-on-one) with a Scout.

- All aspects of the Scouting program are open to observation by parents and leaders.
- Scouting America does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all youth and adults for all activities.

Allegations and investigations follow the procedures of Scouting America's Youth Protection policies, including the immediate removal of alleged perpetrators.

Child Abuse Reporting

Any staff or adult leader/volunteer must report any suspected or actual child abuse or neglect immediately. Reporting is mandatory. Suspected or actual abuse or neglect should be reported to the Camp Director and local authorities, such as the police and/or Montana DPHHS Child and Family Services Division (CFSD) at 1-866-820-5437.

Scouts First Helpline

As part of its "Scouts First" approach to the protection and safety of youth, Scouting America has established a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk. 1-844-SCOUTS1 (1-844-726-8871)

When to use it:

- Anytime you believe a youth has been harmed or their safety and well-being are at risk and you cannot immediately reach your Scout Executive or local council.
- If a youth is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is unable to resolve the problem. If someone is at immediate risk of harm, always call 911.



Medical Policies

First aid begins with the unit. Each unit should have a well-stocked first aid kit to provide basic first aid for the unit's Scouts and adults.

Melita Island's health lodge is staffed by a Camp Health Officer trained to handle minor accidents and illnesses. Special arrangements for treating more serious cases have been made with physicians in the towns of Polson and Kalispell. If treatment is required, the camper's parents will be notified and their desires concerning further treatment will be respected. If parents/guardians are not home during the week of camp, please provide where they can be located.

It is the responsibility of the unit's leadership to provide transportation for unit member(s) requiring services from a doctor or hospital. The camp will provide transportation only when a unit has inadequate transportation or if an injury requires medical staff in attendance.

An adult leader from the unit will accompany the unit member(s) requiring services to a doctor or hospital. Per the Guide to Safe Scouting, "no one-on-one contact is permitted between a Scout and a non-parental adult." Therefore, two adults or an additional Scout should accompany a youth to the hospital. The adult leader must obtain the Scout's health record and any insurance forms from the Camp Health Officer before going to the doctor or hospital.

The Camp Health Officer must clear all cases requiring outside medical care. This is an agreement with the local health services facility, insurance company, and claim procedures. Those leaving camp for medical

reasons of any nature should check out with the Camp Health Officer. Upon returning to camp, they should check in with the Health Officer and show documentation of release and any medical restrictions/care. If not returning to camp, notify the Camp Director at 406-250-0746.

Prescription Medication

Unit leaders are responsible for storing, administering, and documenting unit member(s) medications. Scouting America's national standards require that all prescription and over-the-counter medications be stored under lock. The exception is for a limited amount of medication to be carried by a camper for life-threatening conditions, such as EpiPens, heart medications, inhalers, etc. Please bring medication in a locked box to camp.

The camp has a limited supply of over-the-counter medications available for use. ALL medications, including over-the-counter, are to be kept in the original container clearly labeled with the dosing instructions. It is recommended that only the week's supply of prescribed medications be brought to camp.

Refrigeration is available in the health lodge if necessary. Please remember to pick up any medications secured with the Camp Health Officer before departure. Any medications left behind by units will be destroyed.

NOTE: Scouting America does not permit the use of marijuana in any form for any purpose. This includes medical marijuana.



Emergency Procedures

The following instructions are for your guidance in case of emergency. The camp administration reviews these procedures before publication as well as in late June, before the arrival of any participants. Any changes to these procedures will be communicated upon arrival and updated procedures will be posted.

Review these with your unit before coming to camp. The camp will demonstrate the emergency siren on the first evening of camp. We will be conducting a test of your response and this system within 24 hours of your arrival.

In any emergency, the Camp Director and Camp Ranger hold the ultimate decision-making authority. If the media should arrive, all questions should be referred to the Camp Director.

Unit leader and Scout assistance during an emergency is crucial. Please remember to comply with the instructions provided by the camp administration.

Camp Wide Emergencies

1. Any emergency must be reported to the Camp Director, Camp Ranger, Program Director, or an available staff member.
2. The camp administration will sound the siren if deemed necessary. For emergencies requiring a camp gathering in the flag complex, you will hear three short blasts.
3. When the siren is heard, all program areas will close and all staff members will direct Scouts and adult leaders to report immediately to the flag complex. Staff members will report to the lodge steps. No one will return to their campsite for any reason until released.
4. Once units are assembled, each unit will account for their Scouts and adult leaders. The Troop

Guide will receive the unit status and deliver it to the Camp Director. This is to be accomplished as quickly as possible.

5. Once the unit status and headcount have been reported, the Camp Director will issue emergency instructions for the remaining staff members and assembled units. Scoutmasters may be summoned for details of evacuation or other immediate emergencies.
6. Staff members will stand by for any additional instructions or responsibilities.

NOTE: Any of the following emergencies must be reported IMMEDIATELY to the Camp Director.

Severe Weather

High winds, hail, severe thunder/lightning storms, and/or tornadoes are examples of severe weather that might occur at Melita Island.

1. The Camp Director, in consultation with the Camp Ranger, will decide the safest place for the Scouts, leaders, and staff members depending on the severity of the weather. This information will be relayed to the units through the most expeditious means. This may be the digital communication system or a staff member going to each site.
2. If Scouts and leaders need to be assembled in the main building, they will do so in an orderly manner under the direction of the staff and unit adult leaders. Instructions will be relayed to the units concerning any equipment they need to bring with them (e.g. sleeping bags).
3. If necessary, emergency shelter can be taken in any bathroom/shower house building, the main lodge, trading post, etc.





Fire

1. In the event of a small campsite fire, the adult leaders on-site will assume responsibility and start fighting the fire with assistance from the members of the unit using available equipment. If the Camp Director cannot be reached by phone or radio, send two Scouts to report the fire to the Camp Director and/or other adult staff. Additional help will be dispatched to assist.
2. If the fire is in a program area, the program staff will assume responsibility and start fighting the fire with the assistance of Scouts and leaders in the area. If the Camp Director cannot be reached by phone or radio, send two Scouts to report the fire to the Camp Director and/or other adult staff. Additional help will be dispatched to assist.
3. If a fire gets out of control and threatens the safety of the camp, the Camp Director will oversee the evacuation of camp with the assistance of the Camp Ranger and adult staff. Coordination will take place with the local Fire Department through 911.
4. The Camp Director will notify local authorities as necessary.
5. When the situation is under control, the Camp Director will notify the Scout/Council Executive

Lost Swimmer

Notify the Camp Director and Health Officer immediately!

1. All actions in the water will be under the direction of the Aquatics Director. Overall responsibility rests with the Camp Director.
2. Upon suspicion of a lost swimmer, Scouts will be instructed to pair up with their swimming buddy and staff will confirm pairs.
3. After a headcount is taken, the swimmers will be instructed to get out of the water immediately. Swimmers may be instructed to leave the area or to remain while the situation is resolved.
4. The swimmer's buddy will be interviewed concerning the location of the swimmer or possible misplacement of the swimmer's tag.
5. Upon suspicion of a lost swimmer, the Aquatics Director will notify the Camp Director and Health Officer. The Health Officer will respond to the Aquatics Area and stand by until the swimmer is found.
6. Under the direction of the Aquatics Director, the staff members and designated others will search the entire waterfront area. Appropriate water searches will also be carried out by the Aquatics staff and qualified assistants. The Camp Director may request additional staff and assistance.
7. While the Aquatics Director is searching the waterfront area, the Camp Director will initiate the Missing Scouts or Leaders Procedures.



Missing Scouts or Leaders

The buddy system is always in effect!

1. Upon suspicion of a lost or missing Scout/Leader, notify the Camp Director immediately (phone, radio, send two Scouts). Please do not attempt to find a missing Scout without assistance. The problem may be compounded if you delay.
2. The Camp Director will coordinate with the unit's leaders to account for the members of the unit. The missing Scout's buddy will be interviewed as to the possible whereabouts.
3. Program staff will coordinate a search for the lost Scout/Leader in their areas. The waterfront area will conduct a lost swimmer search if necessary.
4. If the missing Scout/Leader is not found in the campsite or program areas, the Camp Director will appoint staff members and adult leaders to conduct a camp-wide search. This search includes showerhouses, the Trading Post, pavilion, lodge, and other common areas.
5. If a runaway is suspected, the search will include identifying if any camp boat was taken and then the search will be extended to include Flathead Lake and all roads leading from camp within a 10-mile radius. The Camp Director will request assistance from the Lake County Sheriff's Department as needed.
6. Upon discovery of the missing Scout, multiple blasts on the camp siren will sound to end the search. A member of the camp administration team will announce an all-clear via radio and digital communication.
7. If the missing Scout is not found in the camp vicinity within a reasonable time, the Camp Director will notify the local County Sheriff's Department and the Scout/Council Executive as needed.

Medical Emergencies

Treat the injury and notify medical personnel and the Camp Director immediately!

1. Upon any injury to a Scout or adult leader, trained staff members at the scene will assume temporary responsibility for the situation and carry out proper first aid measures. If the injury is serious or involves a potential neck/back injury, the victim is only to be moved by trained medical personnel.

2. If the injury is minor, have the person escorted to the Med Lodge for further treatment. If the injured individual must be examined and treated at the scene of the accident, notify the Health Officer and Camp Director immediately (phone, radio, send two Scouts).
3. Upon notification, medical personnel will be dispatched to the accident site and provide additional medical care as required. Upon arrival, medical personnel will assume responsibility from on-scene staff members. Staff members will stand by as necessary to assist.
4. If deemed necessary by medical personnel, and in coordination with unit leaders, arrangements will be made by the Camp Director to transport the victim to the nearest medical facility for further treatment. This transport could consist of a privately owned vehicle from the camp, a camp-provided vehicle, an ambulance, or a request for an Emergency Flight helicopter. Time factors and the severity of the injury will govern the selection of transport.
NOTE: GPS coordinates for Melita Island will be on file with the hospital if an emergency helicopter is required. If an ambulance is required, the injured party will be transported by boat to Walstad Landing. This location will be on file with the hospital/EMS transportation.
5. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities (Local Law Enforcement in the case of any suspected crime). The Scout/Council Executive will be notified of any major accident. In major incidents, the Scout/Council Executive will notify the parents.

Fatality

1. Notify the Camp Director immediately (phone, send two Scouts/an adult).
2. DO NOT MOVE THE VICTIM OTHER THAN FOR APPROPRIATE RESUSCITATION PROCEDURES. This is extremely important in the event the situation becomes a crime scene.
3. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities and the Scout/Council Executive.

NOTE: The Scout/Council Executive will notify the parents in the above cases. Media contact will only be through the Scout/Council Executive or Camp Director.



Child Abuse

1. If there are reasonable suspicions of child abuse, it must be reported to the Camp Director immediately. Do not discuss the situation with anyone else. All Scouting volunteers have the responsibility to report suspicion of abuse and/or violations of Youth Protection Policies. The Scouts First Helpline (1-844-SCOUTS1) is a 24-hour helpline to receive reports of known or suspected behavior that might put a youth at risk.
2. The Camp Director will report the suspicions to the Scout/Council Executive.
3. The four types of child abuse include physical, sexual, emotional, and neglect.
4. Scouting America requires suspicion of child abuse or neglect be reported to the appropriate authorities. Montana Child and Family Services line is 1-866-820-5437

Active Shooter/Aggressive Person See something, Say something.

If any individual, youth or adult, is acting inappropriately, it is the responsibility of every individual to report the action to staff leadership. If anyone has an uneasy feeling about a visitor, participant, adult leader, staff member, or feels unsafe, they are responsible for sharing this with staff leadership.

In the case of an active shooter or aggressive person:

1. Camp will go into an immediate lockdown. To initiate this, staff identifying the shooter or aggressor will send out a radio call. A member of the camp administration team will send a message via the digital communication system and will initiate continuous blasts on the camp emergency siren.
2. Scouts, adult leaders, staff, and visitors should seek shelter when possible. Getting into the bathroom/shower houses and locking the doors provide a haven for all. If it is not possible to get to the bathrooms or showers safely, seek shelter in the nearest building or find a hiding place in the woods.
3. The Camp Director or Camp Ranger will notify law enforcement. Information will be shared using text messages, email, or our digital communication system. Area Directors

and other radio-equipped staff should keep them low and to their ears. All staff will receive updates through proper communication channels.

4. After the camp is deemed safe, an “all clear” message will be sent out and the horn will sound five times.
5. Once the “all clear” is sent, ALL staff, Scouts, Scouters, and visitors will gather at the flag complex.

Follow all Law Enforcement instructions!!!

Principles of Run, Hide, Fight

Run:

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide:

- Hide in an area out of the shooter’s view
- Block entry to your hiding place and lock the doors
- Silence your cell phone
- Do not open or unlock a door for anyone besides law enforcement officers.

Fight:

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter



Evacuation of Camp

1. Any evacuation contingency will be under the direction of the Camp Director. While the sole responsibility rests with the Camp Director, any evacuation plan will require the complete cooperation of Scouts and unit leaders. Logistically, evacuation can be a difficult process, so instructions must be carried out correctly and without hesitation.
2. The Camp Director or Camp Ranger will sound the siren.
3. When the siren is heard, all program areas will close and all staff members will direct Scouts and adult leaders to report immediately to the flag complex. Staff members will report to the lodge steps. No one will return to their campsite for any reason until released.
4. Once units are assembled, each unit will account for their Scouts and adult leaders. The Troop Guide will receive the unit status and deliver it to the Camp Director. This is to be accomplished as quickly as possible.
5. Once the unit status and headcount have been reported, the Camp Director will issue emergency instructions for the remaining staff members and assembled units. Scoutmasters may be summoned for details of evacuation. Once all Scouts, adult leaders, and staff are accounted for, the Camp Director will oversee the movement of everyone to the evacuation site.
6. If evacuation time allows, personnel may take **ONLY** those items that are necessary and capable of carrying in a backpack, such as clothing, bedding, and first aid supplies. If time does not allow, then evacuation will take place without returning to individual campsites.
7. All Scouts, leaders, and staff must proceed as quickly as possible and in an orderly manner to the evacuation site. This will be accomplished under the direction of the unit leaders, Troop Guides, and designated staff personnel.
8. It is extremely important that groups stay together while evacuating. All Scouts and adults must go no faster than the slowest person in your group. **YOU MUST REMAIN TOGETHER.**
9. The Camp Director will notify the proper authorities before leaving camp.



What to Bring to Camp

Very Important

- ___ Printed Annual Health and Medical Record (parts A, B, & C) for EVERY youth and adult
- ___ Prescription and routine medication in original bottles and in a lockable container

Personal

- ___ Scout Uniform
- ___ Scout T-shirts
- ___ Shorts
- ___ Pants
- ___ Several pairs of socks
- ___ Underwear
- ___ Pajamas
- ___ Sweatshirt/jacket
- ___ Raincoat/poncho
- ___ Hat
- ___ Swimsuit
- ___ OA sash
- ___ Closed-toe shoes (sneakers, hiking boots, etc.)
- ___ Water shoes
- ___ Backpack/Daypack
- ___ Towel (shower/swimming)
- ___ Washcloth
- ___ Soap
- ___ Toothbrush
- ___ Toothpaste
- ___ Chapstick
- ___ Sleeping bag
- ___ Sleeping pad
- ___ Pillow
- ___ Water bottle
- ___ Pocket knife
- ___ Scout Handbook
- ___ Flashlight (extra batteries)
- ___ First Aid Kit
- ___ Sunscreen/Insect repellent
- ___ Sunglasses
- ___ Stationary supplies
- ___ Pencil/notepad

Optional

- ___ Camera
- ___ Spending money
- ___ Fishing gear
- ___ Patches for trading (Council CSPs, event patches, unit patches, etc.)
- ___ Themed apparel (more information in the program guide in the Spring)
- ___ Items required for prerequisites (list in the Spring)

Unit Packing List

- ___ Troop/Unit Flag
- ___ Lockbox for medication
- ___ Unit roster showing proof of membership and completion of YPT
- ___ ACE forms for those signed up for the program

