

Cub Scout Day Camp 2024

June 14 - 15, 2024

Swan Lake State Park Carroll, Iowa



Leader and Parent Guide

Important Information

All Policies in this packet should be read thoroughly. They are intended to ensure a safe, fun, and informed weekend.

Camp Hosts

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Pre-Camp Information

Camp Date & Location

Summer day camp will be June 14-15, 2024, at Swan Lake State Park, 22676 Swan Lake Trail, Carroll, IA

Registration & Fees

Registration is open to all Registered BSA Cub Scouts and parents. NOT ALL campers must be registered members of the BSA before attending camp. Siblings and friends are welcome as long as they have met the age requirements for Tiger through Webelos (going into 1st grade through 5th grade). However, due to safety issues, only Registered BSA members may participate in the shooting sports. Siblings and friends who are not Registered BSA members will have the option to fill out an application to join Cub Scouts on the day of the event. All registered adults must have taken Youth Protection Training. Pricing is the same whether you come for 1 day or 2 days.

Registration includes program supplies, t-shirt, snack and a patch. Event registration closes June 6, 2024. Adults are free (does not include a t-shirt, but one can be ordered when registering). Adults and/or leaders must attend with their Scouts. See the “Camp Policies” section in this guide for more details on this requirement.

NO WALK INS allowed. Space is limited. You must pre-register to reserve your spot.

Refunds

Part of a Scout or Leader’s fee will be refunded only under one of the following circumstances:

- ❖ Individual illness or injury
- ❖ Death or serious illness in the immediate family
- ❖ Relocation of the family outside of Mid-America Council
- ❖ Leadership decision to cancel camp

The Unit Leader must make such requests by submitting a completed Activities Refund Request form. Refunds may be requested up to two weeks prior to camp. Pre-registration fees for a Scout or Scouter may be transferred to another Scout or Scouter.

BSA Annual Health Forms

All campers, including adults, MUST bring a copy of their BSA Annual Health & Medical Record with parts A & B completed within the past 12 months. **School physical forms cannot be accepted.** Please have these filled out for all attendees prior to arrival. You can download a copy of the BSA health form here. **Please read the entire health form and sign; no over-the-counter medication can be administered without parent consent and signature on the form.** https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf. **There are no waivers or exceptions.**

What to Bring to Day Camp

- Health Form Parts A and B **for all participants (youth and adults)**. You can download forms here. https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf
- Water bottle, canteen or hydration pack; must be carried at all times for proper hydration
- Sack lunch each day
- Camp t-shirt (will receive upon check-in at camp if fully paid by July 8)
- Sweater or light jacket
- Jeans or long pants
- Raincoat or poncho
- Hiking boots or sturdy tennis shoes (no sandals or flip flops)
- Hat or cap
- First aid kit/sunscreen/insect repellent
- Day pack or string bag for carrying gear
- Snacks (individually packaged, healthy items such as granola bars recommended)
- Face Mask, optional
- Any required medications in original bottle (prescriptions must have name clearly displayed)
- Completed health
- Completed Airplane Waiver (must be signed by unit's Committee Chair prior to arrival)
- Bring extra or a change of clothes on Saturday for the activities
- Optional: camera, sunglasses, trash bags, football, frisbee, etc.
- Excitement for Camp!**

What to Expect at Camp

Arrival & Check In Procedures—Subject to change

Please plan to arrive between 8:00-8:40 am on Friday and Saturday. Please park in the designated area and walk to the East Shelter House for check-in. Wristbands will be provided upon arrival for each participant (youth and adult) at camp. T-shirts will be distributed on Friday and Health Forms will be collected and verified at the shelter house.

**Campers who plan to depart early must have a signed permission slip and notify their unit leader and the camp director. For those adults who are not registered campers, the individual's name must be included on the BSA Health Form as an approved adult. Any non-registered individual planning to pick up a scout from camp will need to provide a photo id at the time of pick up.*

Parking

Please park in the designated areas until the end of camp. **Back into the parking spot** to allow for quick exit in case of severe weather. All vehicles must remain parked until departure from camp. Camp Staff are the only individuals authorized to drive during camp.

Camp Headquarters

Camp Headquarters will be at the East Shelter House. Administrative, program, and medical needs will be handled at the headquarters. Headquarters will be staffed each day during the event in case of an emergency. All Camp Staff can be contacted through the camp headquarters. More details at registration.

Health & Safety

Our health station is maintained and staffed with qualified personnel for the health and safety of all campers, at all times. The health officer must check all medications, prescription and non-prescription drugs brought to camp, in accordance with BSA policy. All medications must be brought in the original container. All injuries occurring at camp must be reported to the health officer and registered in the camp's first aid log. Over-the-counter, non-prescription medications cannot be administered without prior parent/guardian approval indicated on the Health Form. Complete the Health Form Parts A & B here:

https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf

Campsites

Overnight camping is available separately from Day Camp programming. You are responsible for registering and paying for your campsite at the self-service kiosk in the park. No reservations can be made ahead of time. Campfires may never be left unattended. Make sure you put out fire when leaving the area and before going to bed. Tent and RV camping are allowed in the designated areas and are a first-come, first-served basis. Please visit the following link for more information:

<https://www.mycountyparks.com/county/carroll/Park/Swan-Lake-State-Park.aspx...>

Garbage

Please help to keep our camp clean. Please pick up all trash and take it to the designated containers. In some instances, trash may need to be packed out of camp.

Showers and Restrooms

Separate restroom facilities will be provided for male and female adults as well as for male and female youth. Please watch for signage. The buddy system should be used. Bathrooms are located in the shelter house. There are no shower facilities available during this event. Cell phones and/or recording devices are prohibited in the bathrooms.

Food

Food included: a snack on Friday and Saturday. Scouts, parents and leaders will need to provide their own sack lunch on each day of the camp. You may bring additional snacks as needed. **Scouts with food allergies: please indicate any food allergies on the Health Form as well as on the event registration and contact the Camp Director to inform of the allergy prior to the event.**

Water

Water is available at headquarters if necessary. All participants should stay hydrated throughout the day. Bring a refillable water bottle and refill frequently.

Photos

Many photos are often taken throughout the event. If you or any members of your unit have objections or privacy concerns, please make sure to indicate this on the Medical forms consent page (part A) and notify the Camp Director so we can honor those wishes. Also, if your unit is willing to share any pictures, please share them on Facebook. To tag our district page, type your description of the event and type **@Ohwahnasee District, Mid-America Council**. We're always looking for photos that capture Scouts and staff in action!

A group photo will be taken in the Camp t-shirt on Saturday so please plan on wearing your shirt that day!

Valuables and Gear

Leaders should ask Scouts to bring as few valuables as possible to camp. All Scout electronic devices should be left at home. Each unit is advised, if possible, to have a leader responsible for their Scout's valuables. **Adult supervision is a MUST.** Scouts should be encouraged to respect their own gear as well as that of all others. Please oversee the behavior of your Scouts to guard against theft or vandalism of camp property.

Emergency Procedures

While camp is in session, the camp will always have someone on duty to help handle any emergency that may arise; including those that may involve the Camp Health Officer. In the event a scout needs off-site treatment, a staff member (along with the scouts' parent, guardian or leader) will take the scout to St. Anthony Regional Hospital, which is located 2.5 miles to the northwest of camp. Should a scout or leader need emergency services on site, the Carroll County Ambulance is located 2.6 miles to the northwest of camp.

Severe Weather/ Storm

- Check the daily weather report at Headquarters or ask the Camp Director as needed.
- The Camp Director will alert unit leaders of impending weather conditions and procedures to follow.
- Whenever a severe storm occurs, everyone in camp should move into the closest secure building.
- Avoid wide open areas (parking lots, open fields, etc) in an electrical or windstorm and avoid ground contact (assume a lightning position if needed).
- The Storm Shelter is located at the Education Building, 22676 Swan Lake Drive, Carroll.

Other Hazardous Weather Conditions

Special Consideration must be given to atmospheric conditions that may affect campers' staff. You will be alerted to any changes in schedule and program when the following conditions exist:

- Extreme temperatures or extreme cold— Headquarters will be available to come in and get cool.
- Severe Weather Warnings—Camp Director will monitor weather warnings and notify as needed.

Personal Accident

- Administer first aid immediately.
- Report the accident to the Headquarters.
- The Camp Health Officer will administer further first aid and/or make contacts for needed assistance.

Lost Person

- Report the situation to the Camp Director at once who will spearhead operations.

Fire or Flood

- Mobilize Scouts to a safe area. Send someone to Headquarters and report the location of the fire or flood.
- In the event of fire, no units are to fight the fire. In the event of a flood, move to higher ground, stay safe and in a group.
- Emergency Management Personnel and Camp Directors will spearhead operations, Evacuation, if required, will be led by local authorities.

Active Shooter or Threat to Safety

- Notify Headquarters immediately (use the radios or phone, as needed). Give all known facts clearly and carefully.
- If in the vicinity of the threat, RUN-HIDE-FIGHT. Review BSA and DHS training aids for more information.
- Law Enforcement and Camp Directors will spearhead operations. Be patient; the event could last a while.

Sample Day Camp Schedule

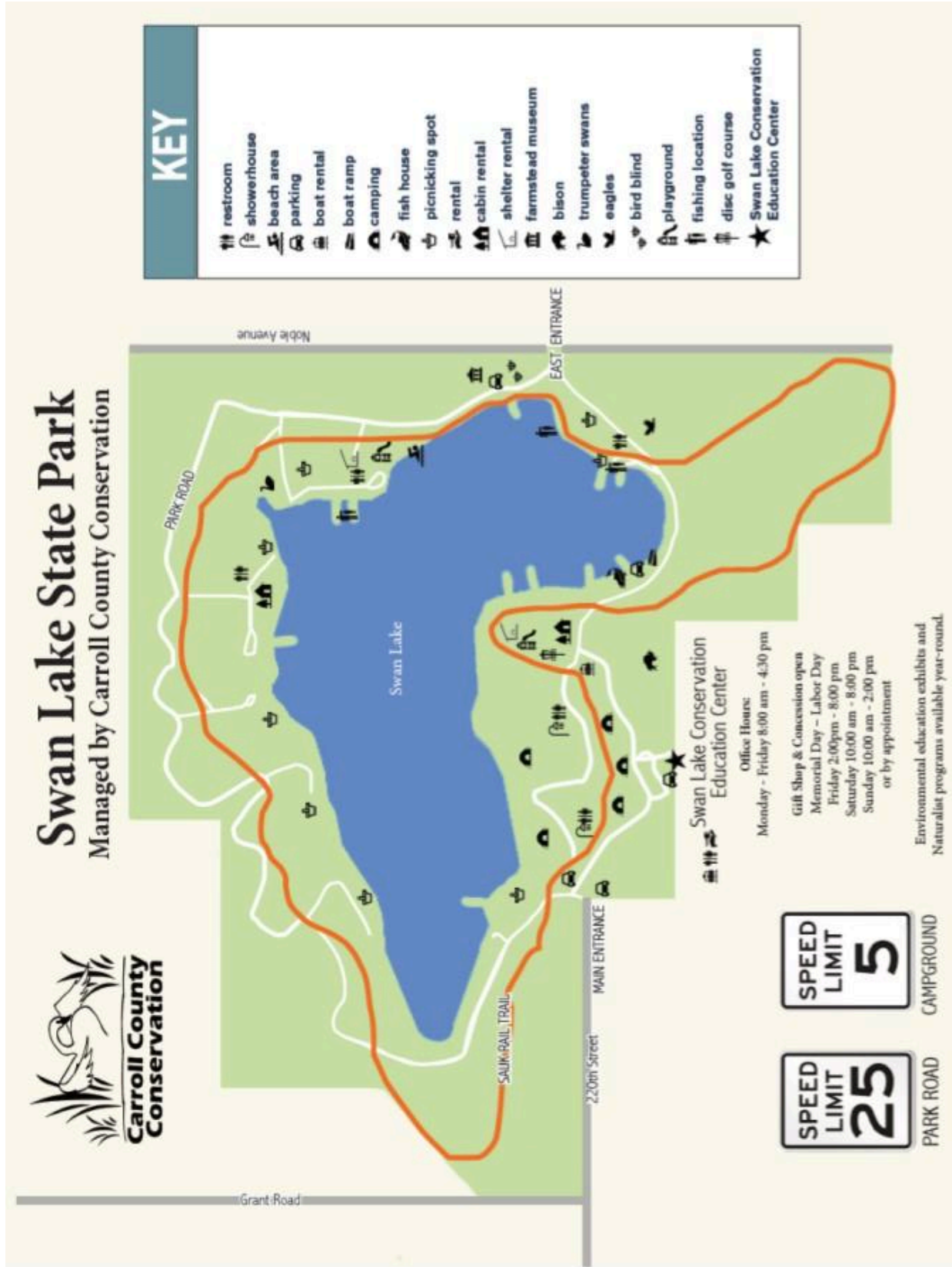
Friday, June 14

8:00 am	Check in
8:45 am	Welcome / Depart for Arthur N. Neu Airport, Carroll
9:00 am	Airport Program
10:00 am	Airport Program
11:00 am	Airport Program
12:00 pm	Return from Airport / LUNCH
1:00 pm	4th Period - Rockets
2:00 pm	5th Period - Additional Rocket Launch
3:00 pm	Surprise
3:30 pm	Depart from Camp

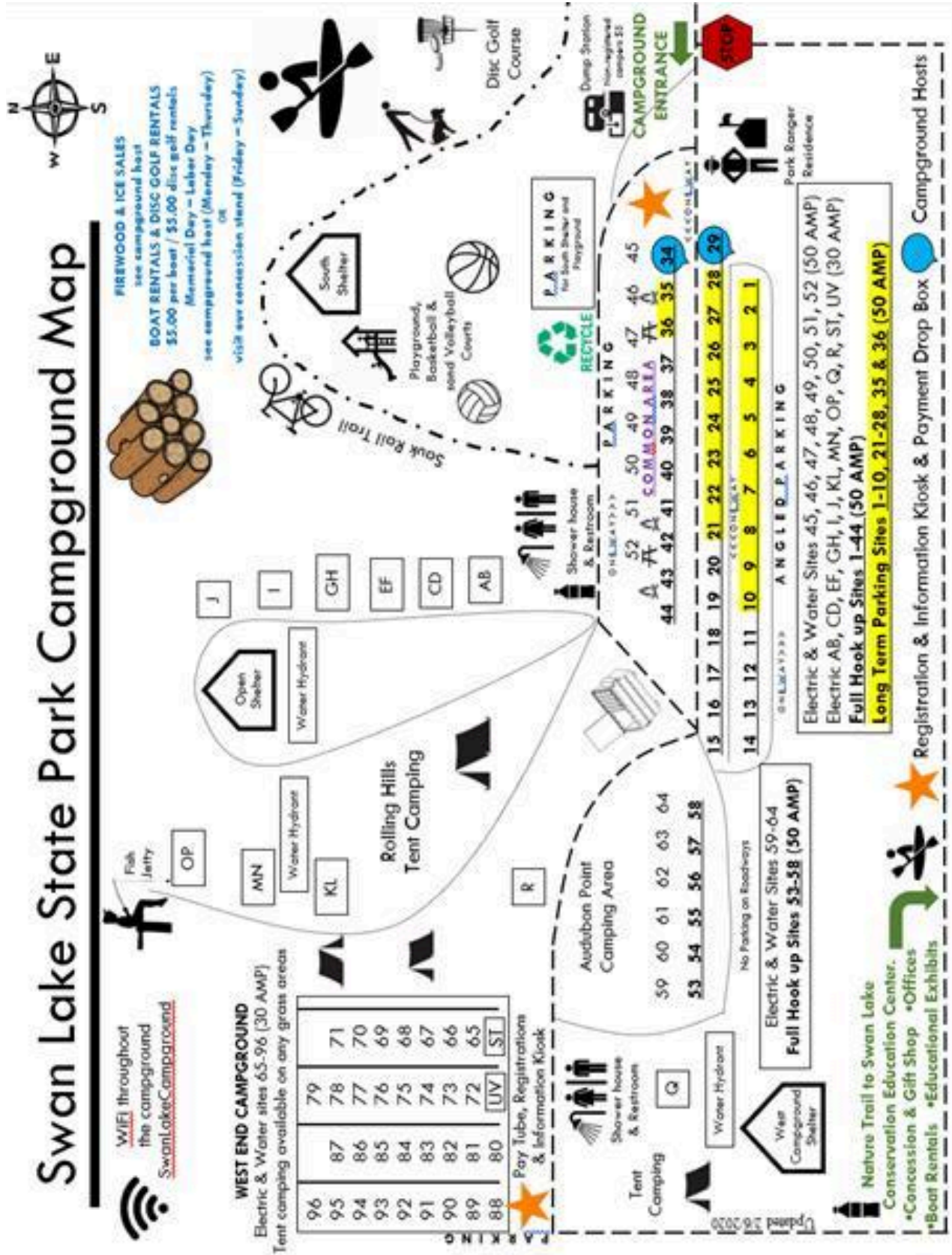
Saturday, June 15

8:00 am	Check in
8:45 am	Welcome
9:00 am	1st Period
10:00 am	2nd Period
11:00 am	3rd Period
11:50 am	LUNCH
1:00 pm	4th Period
2:00 pm	5th Period
3:00 pm	Surprise
3:30 pm	Depart from Camp

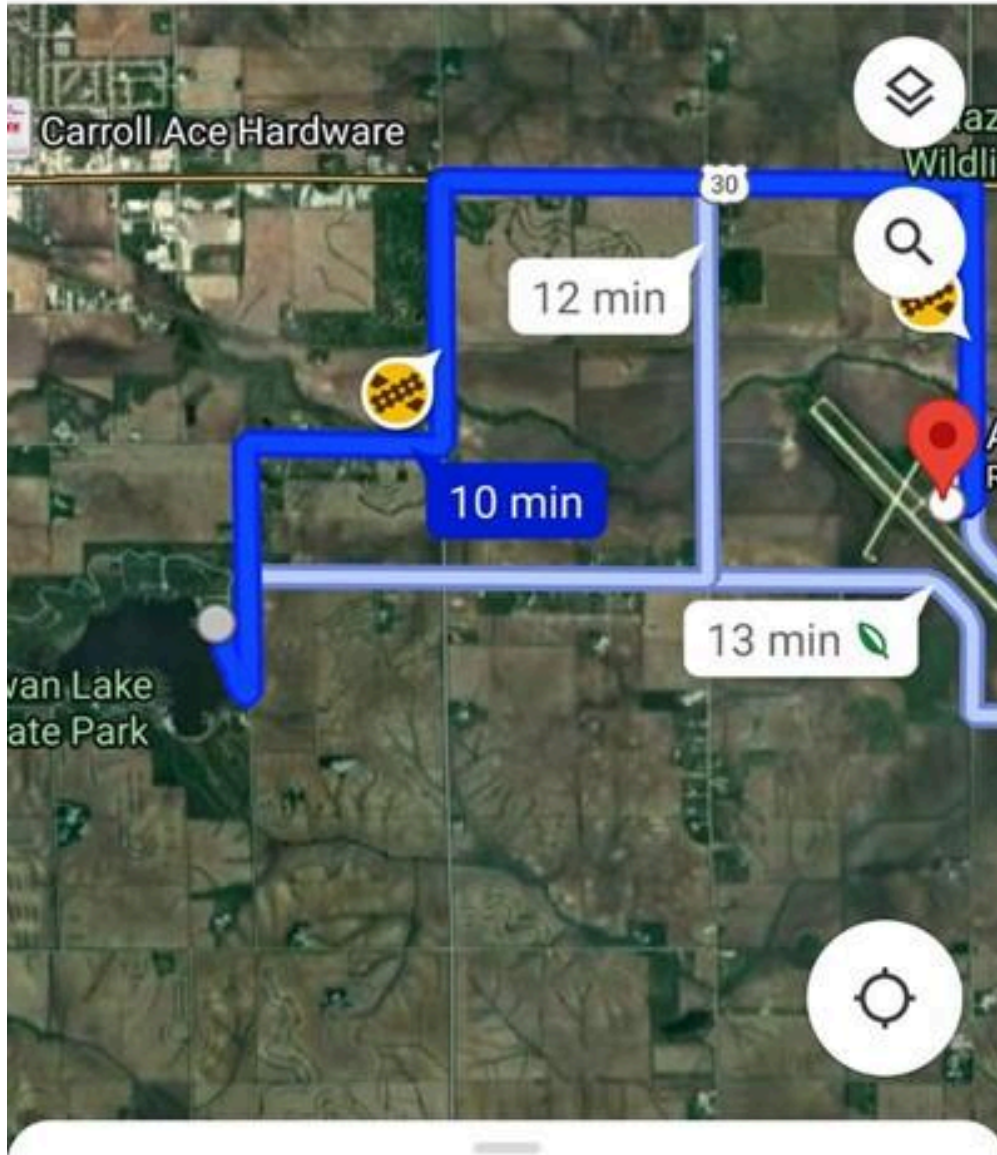
Swan Lake State Park Map



Campground Map



Map to Arthur N. Neu Airport, Carroll



10 min (6.3 mi)

Fastest route

Day Camp Events

Aviation-Friday only

Plan to arrive no later than 8:40 am on Friday. Once you are checked in, we will head to the Carroll airport. Transportation to the airport is by either bus or personal vehicle. We have a bus on loan from a local school district with a qualified driver to help shuttle between the airport and Swan Lake. We ask that if you choose to not use the bus that you make an effort to car pool as best we can.

At the airport we will have aircraft on display as well as the opportunity for the youth campers to experience a plane ride. The planes that will be attending have met the BSA policies for flight involving cub scouts. The participating pilots have amassed an impressive 23,600 hours of flight time. This will be something you don't want to miss.

Rocket launch-Friday/ alternate Saturday depending on weather

While at the airport on Friday we will have Scouts BSA members to assist the campers with building model rockets while waiting for their plane ride. Following the airport portion of the day, the scouts will have time for lunch. After lunch, the program includes a rocket launch to complete the day.

Shooting Sports - Archery & BB Guns

Through experiential learning guided by a knowledgeable adult, Cub Scouts will learn the safe and responsible use of BB guns and archery equipment. The goal is for the Cub Scout to have fun in a safe environment, not to become an expert marksman, range master, or hunter.

Lions, Tigers and Shooting Sports

Lions and their adult partners may participate in archery or slingshot shooting sports activities. Tigers and their adult partners may participate in all Cub Scouting shooting sports activities. The adult partners must be included in all shooting activities. Each Lion/Tiger must be paired with their adult partner before being allowed to shoot.

Conservation Project

The Carroll County Conservation Naturalist will provide information on conservation in the area. A conservation project is being planned for this event. More details will be available closer to the event.

Possible Alternate Activities

Fishing and the Conservation Good Turn Award.

Departure from Camp

Campsite Clean-up

Time will be allotted for campers to pack up camp and load vehicles. Remember a scout is clean, please police your campsite and leave it better than when you arrived. Remember to please “Leave No Trace.”

Camper Departure and Check Out Procedures

Campers must sign in and out at the Headquarters. Campers must notify their unit leader and the Camp Director prior to leaving camp. For campers to be released or picked up, permission must be indicated on the medical form and signed by the parent. At the time of departure, an in-camp adult leader must be present to verify all records and that all adults involved are approved.

**Campers who plan to depart early must have a signed permission slip and notify their unit leader and the camp director. For those adults who are not registered campers, the individual's name must be included on the BSA Health Form as an approved adult. Any non-registered individual planning to pick up a scout from camp will need to provide a photo id at the time of pick up.*

Evaluations

Each adult will receive an emailed survey with an evaluation following the conclusion of camp. Please take the opportunity to fill out the evaluation form and return it before you leave camp. Your feedback is valuable to our camp staff. We appreciate your comments, concerns, and opinions.

Camp Policies

Adult Leadership

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Leadership for Cub Scouts is as follows: 1-2 Lion and Tiger Scouts must have at least 1 adult; 1-8 Wolf and Bear Scouts must have 2 adults; 1-10 Webelos Scouts must have 2 adults. Our Day Camp maintains the above ratios of leadership to ensure BSA's National Standard is met. Two registered adult leaders OR one registered adult leader AND a parent or guardian of a scout (one of whom must be 21 years of age) are required for all trips and outings. It is not required that each Scout have their parent/guardian attend for the Scout to attend except for Lion and Tiger Cubs, which do require the attendance of their Lion or Tiger Adult Partner. Adults must have current Youth Protection Training. If you do not have two deep leadership, please contact any of the camp directors and we will combine your units.

Scouts BSA Den Chiefs

We invite your Den or Pack to bring along any Den Chief that would like to attend Day Camp. A Den Chief is an older Boy Scout, Varsity Scout, or Venturer that is selected by their youth leader and unit leader at the request of the Cubmaster and approved by the Cubmaster and Pack Committee. They must be registered as a youth member of a Troop, Team, or Crew, and be at least 13 years old and have First Class rank to attend camp as Den Chief. They will be able to participate in most programming but should be expected to serve in a leadership role for their Den or Pack. ***Den Chiefs must register for the Day Camp under the pack that they are serving, but are free of charge.*** Den chiefs will be required to participate in staff training prior to the event.

Scouts BSA & Adult Staff *****There are changes to this procedure (see below)*****

For those Scouts BSA who are age 14 and older as well as adults who wish to serve as staff for the Day Camp, each must be currently registered with Scouting America and have a current Youth Protection Training or get it completed prior to camp. Each youth and adult will need to apply for the Camp Staff position, completing the appropriate application (online is easiest but paper copy will be accepted as well). In addition to the Youth Protection Training, all staff must complete the in-person, all day "Youth-on-Youth Training", which will need to be completed a few weeks prior to the camp. Staff can complete the online application and registration here: <https://scoutingevent.com/326-ohdc24> - contact Jeremy Douglas, Day Camp Director at jddivrsq@hotmail.com or Becky Mahoney, District Director at Becky.Mahoney@scouting.org.

Youth Protection

BSA Youth Protection rules are in effect for camp. Refer to the Guide to Safe Scouting.

- Two deep leadership is required in the campsite any time there are youth present.
- One adult leader must be a BSA registered volunteer.
- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately. (Youth Protection and Barriers to Abuse FAQs)
- Spouses may share tents.

Insurance

All adult leaders and Scouts must be registered members of the Boy Scouts of America. The Mid-America Council has purchased the National Boy Scouts of America Council Accident & Sickness Insurance Plan, which will cover all registered Mid-America Council Pack, Troop, and/or Crew members for both accidents and illnesses that manifest during participation in Scouting activities. All out-of-council units will not be covered by the Mid-American Council plan and should bring proof of insurance from their council (BSA Annual Health & Medical parts A & B). **All other non-Registered BSA Members (siblings and/or friends of scouts) attending camp will not be covered by the Mid-America Council insurance plan** and the parent or adult will assume responsibility for any accidents and illnesses at camp for their non-Registered BSA youth.

Special Needs

We work hard to make our camp comfortable and accessible to those with special needs. If anyone in your unit has special dietary, health, or mobility needs, we ask that you please make your needs known as soon as possible to allow time for reasonable accommodations for your requests. **To allow adequate time for arrangements to be made, please email the camp director two weeks before the camp session.**

Peanut Allergy: We recognize that the occasional Scout or Scouter may have a peanut allergy. We are not able to create a peanut-free environment in camp. However, peanut-free tables will be identified in the dining pavilion if needed. It is your responsibility to let camp staff be aware of this need. Please indicate any allergies or medical needs on the event registration.

Staff Responsibilities

Each activity area will have an assigned camp staff member that is familiar with the program, camp layout, and camp policies. He or she will be a registered member of the BSA and will be your group's primary resource for a quality camp experience. This person is to be your support for your program, not to provide adult leadership and discipline. The same holds true for all staff members. Staff will be expected to participate in training prior to the event.

Parking

All vehicles must be parked in the designated lot. Unapproved vehicles will not be allowed beyond the parking area. Please back your vehicles in when parking, if you are able. In case of an emergency, this will allow for easy evacuation.

Camp Behavior

The Scout Oath and law will govern the behavior of all participants during the weekend. Any form of bullying, hazing, ridicule, or fighting is unacceptable and may result in expulsion from camp. Profanity is unbecoming of a Scout or Scouter and is not tolerated at camp. Adult leaders must report any suspicion of abuse to the Camp Director immediately.

Camper Discipline

Discipline is the responsibility of the adult leadership attending with the unit. The camp staff is available to help with, but not take over, any discipline problem. Under no circumstances is corporal punishment allowed. Take all serious discipline problems to the Camp Director. The Camp Director reserves the right to remove any person from camp who may present a threat to any camp staff or attendees, or to camp property.

Alcohol and Drugs

There are absolutely no alcoholic beverages or unapproved drugs allowed in, or to be consumed at camp. Anyone violating this policy will be asked to leave immediately and, if applicable, the appropriate law enforcement agency will be contacted. Prescription drugs need to be checked in by the camp's health officer and noted on your health form. Drugs will be dispensed by the camp health officer.

Tobacco Usage

Tobacco usage is not allowed at camp. If it is legal for you to use tobacco and you must do so, you must secure permission from the Camp Director and follow strict directions on where and when it is appropriate to use.

Knives

Scouts must have a "Whittling Chip" or "Totin' Chip" card to use a knife at camp. This card can be earned at camp, so the knife must not be used until it is earned. Blades may not be longer than four inches and must fold. Sheath knives are not permitted.

Shooting Sports Equipment

Personal Shooting Sports Equipment is not allowed at camp. All personal firearms, ammunition, and archery equipment must be left at home. Ohwahnasee District will provide all necessary shooting sports equipment.

Open Water Areas

Proper adult supervision is strictly enforced in the lake area during camp activities.

Pets and Wildlife

No pets are allowed. Do not attempt to touch or feed any wildlife. Report any wildlife that behaves in a strange manner to a staff member. This includes showing no fear of humans, biting, scratching, etc.

Electronic Devices

These devices are not needed in camp. If a radio is needed, it must have headphones. Hand-held video game devices and cell phones are discouraged due to their significant program distraction.

Trading Post

There will be no trading post on site.

Dress Code

Clothing should be appropriate for the weather for all attendees. Scouts can be in either Class A uniform or Class B t-shirt. Open-toe sandals, flip flops and cowboy boots are not permitted in camp. This is for your safety and protection.

Lost & Found

Please mark all belongings with name, city, and troop number. Lost and found items can be found in the main shelter during camp. Items not claimed after the completion of the event will be posted on the district Facebook page and brought to the next roundtable meeting.

Fishing Licenses

All bodies of water are subject to Iowa rules and laws regulating fishing. Anyone wishing to fish who is 16 years of age and older is required to possess an IA Fishing License. Licenses are NOT available at camp. It is the angler's responsibility to understand and adhere to all applicable IA fish and game laws.

Fire Wood

In order to control invasive species, NO Firewood may be brought into county or state parks from off-site. Firewood may be gathered from downed trees and the ground in the park. Please do not cut anything out of living trees.

Preventing Unauthorized Intruders

Camp Staff and volunteer leaders play a primary role in preventing the intrusion for unauthorized volunteers or guests at camp. The following procedures will be implemented at camp to prevent intrusions of unauthorized visitors from escalating to the youth protection issues.

- All leaders and campers are instructed to wear the identification wristband supplied to them upon arrival. Camp staff are identified with appropriate staff brightly colored t-shirt or hoodie.
- Leaders will be instructed to “check in “ at their campsite throughout the day. All units will be encouraged to have a leader remain in the campsite whenever possible.
- All “mobile“ staff members will be trained to watch for unauthorized visitors while traveling throughout camp.

The following procedures will be shared at check-in:

- All visitors must report to Camp Headquarters to sign in and out. The Camp Director keeps a log book of who is in camp at all times.
- If an unauthorized visitor is suspected, notify the nearest program area or volunteer leader. All program area directors will be made aware of the best communication methods available. The program area director should report the suspected intrusion to Headquarters. The program area director should remain available to provide more information. Do not allow the suspected intruder to roam free without supervision or monitoring.
- The Camp Director will proceed to the area with another adult member of the camp staff to question the suspected intruder.
- If the suspected intruder flees, the Camp Director and Camp Staff will determine the best course of action moving forward.
- Program areas should continue as usual unless the Camp Director determines the situation warrants a return of all Scouts and leaders to their campsites. If necessary, the camp will implement the lost scout Emergency procedures.
- The Scout Executive will be notified. An assessment of the situation will be made and, if warranted, the local law enforcement agency will be notified.