



# LEADERS' GUIDE

## SUMMER 2024

# Knights of Camp Gorton

July 9-13, 2024

Camp Gorton ~ Dundee, NY



FIVE RIVERS COUNCIL  
CUB SCOUT ADVENTURE CAMP

## Mark your Calendar – Dates to Know

Campership Application Due: March 15, 2024

Cub Scout Camp Early Bird Registration Due May 27, 2024	Cub Scout Camp Regular Camp Fee Due June 13, 2024	Cub Scout Camp Camp Fee After June 13, 2024	Cub Scout Camp Leader Fee	Cub Scout Camp Den Chief Fee
\$275.00	\$305.00	\$335.00	\$140.00	\$175.00

### Cub Scout Resident Camp – July 9 –13, 2024

**Pre-Camp Leaders Meeting –July 3, 2023 – 7:00 PM at Camp Gorton or by Zoom on July 2, 2024 at 7:00 PM**

Ian Walruth- Camp Director 607-377-2028 or [campgortondirector@gmail.com](mailto:campgortondirector@gmail.com)

Summer Camp Office at Camp Gorton 607-292-3220 (summer only)

Sending Mail to Campers – Camp Gorton Scout's Name  
Unit Number and/or Campsite Name  
4241 County Route 25  
Dundee, NY 14837

**Camp Gorton is a Nationally Accredited Cub Scout Resident  
Camp Operated by the Five Rivers Council, Boy Scouts of  
America.**

#### **Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

#### **The Vision Statement**

The Boy Scouts of America will prepare every eligible youth in American to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

#### **Scout Oath**

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

#### **Scout Law**

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

## Greetings Scouts & Scouters

Greetings, my friends! I am excited to address you all as the Camp Director as we are all looking forward to a fantastic summer at Camp Gorton in 2024!

2024 is going to be a great summer to be at Camp Gorton! This summer we celebrate 100 summers of Scouting on the shores of Waneta Lake and are thankful that you have chosen to spend your summer with us. Our camp staff is very enthusiastic and looking forward to helping your Cub Scouts have a safe and fun time at camp this summer.

Please, feel free to email me at [campgortondirector@gmail.com](mailto:campgortondirector@gmail.com) with any questions you may have. This document is your guide to everything for Camp Gorton 2024.

Welcome to our summer home. Welcome to America's Finest Scout Camp.

Yours in Scouting,  
***Ian Walruth***  
Camp Director

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## Section 1 – Basic Information

### **Camp Gorton Cub Scout Adventure Camp Session**

**July 9 –13, 2024**

#### **Council Policy**

It is the official policy of the Five Rivers Council, BSA that membership shall be open to all youth and adults without regard to race, religion, disability, or ethnic background. Camp Gorton is owned and operated by the Five Rivers Council, BSA for the primary purpose of serving the young people within its chartered area. The camp is nationally accredited on an annual basis by the BSA and operated within the rules, regulations and guidelines set forth by the New York State Department of Health. Copies of permits and inspections are available for review at the Five Rivers Council business office located at 244 West Water Street, Elmira, NY. The Five Rivers Council and its management directors of Camp Gorton assure, as far as possible, a drug and alcohol free environment. The Five Rivers Council is an equal opportunity employer.

#### **Campsite Assignment Policies**

Every council is responsible to provide the opportunity for as many Scouts as possible to come to camp. This means that sometimes we must place two (or more) units into one campsite to utilize space and leadership. This serves the interests of all Scouts and allows for greater opportunities for more campers.

Units that do not fill at least **80%** of the rated campsite capacity may have another unit assigned to share their campsite. Your cooperation and understanding is greatly appreciated.

Every BSA camp must operate under BSA National Camping Standards, along with State and Federal regulations. The agency that has the stricter standards is the set of standards that we meet. Units can make specific campsite requests, but final placement is at the discretion of camp management. All questions regarding summer camp procedures & policies should be directed to either the [Camp Director or Camp Staff Advisor](#).

#### **Camp Gorton Site Listing and Maximum Capacity**

A camper is defined as either a Scout or an Adult Leader. Per New York State requirements, campsite capacity cannot be exceeded to accommodate more than what is listed. Overflow units in two sites must make arrangements for at least two additional leaders to attend camp. Extra tents cannot be made available to exceed site capacity without Pre-Approval.

#### **Campers with Special Needs**

Scouts or adults who have special needs due to physical or mental challenges will be accommodated to the best of our ability. Please be sure to let the Camp Office know as soon as possible of any special needs that your Scouts, leaders, or parents have and accommodations they may need.

Those with special dietary needs will be accommodated to the best of our abilities. Specific written needs for each camper with allergies are required prior to arrival at camp. A camp menu is available upon request. If an individual's needs cannot be met by the meals provided at camp alternate foods may be sent with the camper.

Storage and preparation must be prearranged with the Camp Cook. Only Camp Kitchen Staff are permitted in the kitchen while a meal is being served for everyone's safety. We appreciate your cooperation in identifying preventative solutions early.

<b>Campsite Capacities</b>	
<i>Hillside Campsites</i>	
Onondaga	40
Blackfoot	30
Oneida	26
Cherokee	28
Andaste	24
Cayuga	32
<i>Lakeside Campsites</i>	
Algonquin	30
Don Cobb	30
Mohawk	30
Iroquois A	40
Iroquois B	20

## **Camp Standards of Conduct**

The law of camp is found in the 12 points of the Scout Law. Unit leaders are responsible for supervision of the Scouts they've brought to camp. We encourage units to set their expectations for Scouts and Leaders before arriving at camp. Having a parent meeting a month before camp to go over these expectations is encouraged.

## **Alcohol, Drugs, Fireworks and Tobacco**

These items are illegal for Scouts to possess, and are against BSA regulations for leaders. Anyone caught in possession of any unlawful item will be immediately dismissed from camp and the local Sheriff will be contacted. **Smoking is discouraged, but if necessary, adults are asked to sign out of camp and take their vehicle for a drive in order to smoke.**

## **Discipline and Hazing**

Normally, discipline of a camper is the responsibility of the unit leader in charge at camp. However, all serious discipline problems must be reported to the Camp Director immediately. **Under no circumstance shall a camper be deprived of food, isolated, subjected to corporal punishment, physical exercise, or verbally abused as a means of punishment.** Initiations or hazing of any Scout or adult is strictly prohibited. Raiding of other campsites or program areas is strictly prohibited and will result in those responsible being removed from camp immediately.

## **Den Chiefs at Cub Scout Resident Camp**

Den Chiefs are encouraged to come to camp to assist the Pack leadership in ensuring a positive experience throughout the week. Den Chiefs are Scouts BSA Scouts who stay, but are there to provide support to the Cub Scouts. The fee for a Den Chief is \$175.00.

Den Chiefs are to stay in their own tent or share a tent with another Den Chief. They are able to participate in all activities in camp throughout their stay.

Den Chiefs are not adult leadership and cannot be counted on as an adult leader at any time. We ask they go through Den Chief Training before attending camp with their Cub Pack.

## **Section 2 – Registration Information**

### **2024 Summer Camp Deposit & Fees**

Reservations for the 2024 season require a \$100 deposit. The reservation and deposit must be received and receipted to hold a reservation. Since site deposits are applied to each year's camp fees, a new deposit is required to reserve a week every year. **All reservations are on a first come, first served basis. Reservations and registrations can be accessed at <https://scoutingevent.com/375-cubresidentcamp24>**

### **2024 Summer Camp & Payment Schedule**

The 2024 Cub Scout Adventure Camp Fees are \$275.00 Early Bird Fee, \$305 Regular Fee, and \$335.00 Late Fee. The Early Bird Fee is available to units who have all their camp money turned into the Council Office or online by **May 27, 2024 for the early bird fee or by June 13, 2024 for the regular fee.**

### **Provisional Reservations – Scouts Not attending camp with Unit**

Scouts who wish to attend camp without their unit are usually paired with another pack in camp. Scouts who attend camp provisionally should pay their camp fees individually. Provisional campers pay the same fees under the same timeline as those attending with their Pack. **While this is an option, it is discouraged unless a parent is attending as well.**

## **Camperships**

Any unit, which has Scouts in need of financial assistance in order to attend summer camp, may apply for a Five Rivers Council Campership. Applications are taken at the time of registration through the website.

Be advised, **Camperships are not automatic.** Scouts in need will typically receive 10%-50% of the Early Bird fee from the Council Campership Fund. Campership funding is partially dependent on Friends of Scouting and other fundraising successes.

The 9<sup>th</sup> point of the Scout Law is "A Scout is Thrifty". Scouts are expected to earn some of their summer camp fees by participating in fundraising activities of the unit, like popcorn sales, as well as family support and unit support.

Submit the completed Campership Application online no later than **March 15, 2024.** **Campership requests will not be accepted after this date.** Notification of a Campership award will be sent to the parents and unit leader before the Early Bird deadline with additional instructions and information.

## **Leader Fees**

The Leader Fee is \$140.00 per adult per week. If a leader is not attending for the entire week of camp, but sharing leadership on a day-to-day basis, each will be charged \$28.00 per 24-hour period. If a unit has a parent or leader visiting camp for less than 24 hours, they can pay for their meals at the camp Trading Post. As a reminder all adult leadership must be currently registered in the BSA and be current in Youth Protection Training.

## **Required Unit Leadership**

**Units must maintain the minimum two-deep leadership at all times, and all leaders MUST be youth protection training certified.** Each unit must have at least two adult leaders age 21 or over. All leaders staying overnight must be BSA registered in that Unit, and must be current in youth protection training. Anyone staying in camp for more than 24 hours must provide a medical form (A,B,C) to the Camp Medical Officer. Please note that adult leaders may not bring children other than their paid Scout to camp.

Non-Registered adults who are the Parents/Guardians of a Scout may attend, but must have and have read [How to Protect Your Children from Child Abuse](#)

For answers regarding BSA National Leadership policies refer to the [Guide to Safe Scouting](#) and/or [Youth Protections and Barriers to Abuse FAQ](#). If you still have questions please contact either the [Camp Staff Advisor](#) or [Camp Director](#).

## **Refund Policy**

To minimize the need for refunds, camp fee transfers are highly recommended and encouraged from within the unit. When a refund is approved, it will be refunded in the manner that it was paid and to who paid it. Requests for a refund received after the Early Bird payment deadline will be subject to a cancellation fee. Refund requests after the week of camp are not available, as the fee covers basic food purchasing costs for the week.

The Cub Adventure Summer Camp Cancellation Fee is \$200.00 per Scout. All refund requests must be submitted in writing from the family or Unit prior to the week of camp. Refund requests will not be accepted after this date.

Refund requests can be mailed to the Five Rivers Council Main Office, 244 W. Water St. Elmira, NY 14901, or emailed to the [Camp Staff Advisor](#).



## Section 3 – Preparing for Camp

### Health Forms & Medical Requirements

It is BSA and NYSDOH policy that everyone, youth or adult, who stays overnight at Camp provide a completed Annual Health and Medical Form. Those staying overnight in a Children's Camp in New York State, but less than 24 consecutive hours, must provide Parts A and B completed and signed. Anyone spending more than 24 consecutive hours in camp must also provide a Medical Form with Part C completed and signed by a Physician (As defined on the current Medical form) dated within the last year of the date of the end of your session of camp. A family physicians form may be attached to the BSA Form but does not replace the information needed from the BSA form. All information on the form must be provided. BSA Medical forms are good for 1 year (adult and youth) and are valid through the month.

The current BSA Medical Form can be found here: <https://www.scouting.org/health-and-safety/ahmr/>

Unit Leaders should review these forms before turning them in. All immunization dates, insurance info and a copy of both sides of your insurance card, and emergency contact names and numbers are required. Please make a copy of all medical forms as they are kept on file in the Health Office during camp. Do not turn in originals! Medical forms are returned to the unit on checkout day, except for Part A. **Part A will be retained by Camp as a part of necessary records.** Please check for the following signatures on each Scouts' Health Form:

- Parent Signature Part A
- Parent and Doctor Signature Part B Page 2 (if bringing medication)
- Examiner's Signature Part C

**All immunization dates must be listed. Insurance info and a copy of both sides of your insurance card, and emergency contact names and numbers must be provided as well.** Make a copy of all medical forms since they are kept on file in the Health Office during camp. **Do not turn in originals!** Medical forms are returned to the unit on checkout day. Please also note the additional form for sunscreen which is on the medical Form C.

### Prescribed Medication

All prescribed medication must be listed on Part B page 2 of 2 on each health form. All prescribed medications must be in their original container with the legible prescription label of dosage, name, doctor and pharmacy. All medication must be brought to the Health Lodge during check-in. During the check in process you will be provided direction and material about the prescription medication in your site. Scouts may not possess or administer any over the counter medication without a doctor's order and signature on their Health Form. Treatment of ailments is available at the Health Lodge as per our Standing Orders. Over the counter medications must be listed on the Health Form Part B page 2 of 2 to be administered. Scouts and Leaders may carry inhalers and epi-pens.

## **Pre-Camp Informational Meeting for Leaders**

Available for adult leaders, this meeting will provide you with all the information your unit needs for final camp planning. Key Staff members will be on hand to answer your questions, and each unit should arrange to send at least one representative to the pre-camp meeting.

**The Pre-Camp in person leaders meeting is on Wednesday - July 3, 2024 at 7:00 PM at Camp Gorton and the Zoom option will be on Tuesday July 2, 2024 at 7:00 PM.**

You're invited to attend the evening meal at 6:00 PM before the meeting. Meal tickets are available at the Trading Post.

Directions to Camp Gorton can be found on our website:

<http://fiveriversbsa.org/camping/camp-gorton-dundee-ny/camp-gorton-directions/>. Please RSVP to the [Camp Director](#) if you're planning on attending on Wednesday night. The Leader's Meeting starts promptly at 7:00 PM. Please bring with you a complete roster of Scouts and adult leaders attending camp. A list of Scouts and leaders with special medical or dietary needs and list of any questions or concerns you might have.

## **Behavioral Outcomes while at Camp**

Scouts will be able to demonstrate living the Scout Oath and Scout Law in an outdoor setting with the other members or their Den for an entire week with the positive influence of other scouts and leaders. Following this experience each Scout should be able to articulate at least one new experience or apply a new skill for each program or activity that they attempted to their parents and friends.



## **Adult Leader Information**

The New York State Health Department mandates that all adults over 18 who are around children at a children's camp in New York State must be processed through the NYS Department of Justice to ensure the safety of all Scouts in our camp. The NYS Health Department requires all adult leaders to provide us their full name and **date of birth at least two weeks** ahead of your arrival at camp to ensure time for the check to go through. We have this through each adult leaders' registration on [Black Pug](#). If you have any questions, please email the [Camp Staff Advisor](#).

## **What to Bring To Camp – Typical Items**

Complete Scout Uniform  
Backpack  
Footlocker/Suitcase/Duffle Bag  
Sleeping bag or sheets, blanket and pillow  
Comfortable walking / hiking shoes and sneakers  
Underwear (shirt & shorts) & socks – 7+ pairs  
Extra clothing (shorts, pants, shirts) – 2 to 3 sets  
Cap or hat  
Cool weather jacket  
Swimsuit, towel (at least 2 towels), & Aqua Socks (recommended) or Swim shoes (**MUST BE CLOSED TOED**)  
Flashlight with extra bulb and batteries  
Canteen / water bottle  
Rain gear  
Bath / hand towel, wash cloth, and shower shoes  
Soap & shampoo  
Toothbrush & toothpaste  
Brush / comb  
Personal First Aid Kit  
Costumes for Knights of Gorton themed Camp  
Spending money for trading post, souvenirs, etc.

**\*\*A packing list is included at the end of this guide**



## **Optional Items**

Fishing gear, camera, bug repellent (non-aerosol), musical instrument, religious literature, battery-powered alarm clock

## **Items to Leave At Home**

Fireworks, ammunition, guns, bows, sheath knives, camouflage and military clothing, valuables, bicycles, pets, radio, electronic mp3/music players, motorized or remote controlled toys, personal CB radios, youth cell phones, and aerosol cans of any type. The camp will not take responsibility for lost or stolen items.

## Section 4 – What to Expect at Camp

### Camp Facilities

Camp Gorton provides a wide range of facilities which include supervised boating and swimming areas, Shooting Sports ranges, Nature Lodge, Handicraft Lodge, Scoutcraft area, and much more. Camp Gorton unit campsites include 2-person wall tents on wooden platforms, bunks with a mattress, a picnic table, bulletin board, flagpole, campfire area and latrines. Cleaning, and campfire tools are also available. Lanterns, wood tools, Unit Flags, Den Flags, “rainy day” program equipment, and other such items may be brought that will make each Unit’s stay at camp more enjoyable for their Scouts. **Any lanterns or stoves must be accompanied by a fire extinguisher.**

### The Camp Commissioner & Assistants

The Camp Commissioner and assistants are the unit’s first resource contact and serve as the liaison between unit leadership and camp administration during your stay at Camp Gorton. They can answer questions, help with scheduling, solve problems, help with site supplies, listen, or just be a friendly face.

### The Camp Staff

The Five Rivers Council provides a trained summer camp staff. However, camp staff members will not assume the leadership or programming role for your unit. Each camp staff works to coordinate the needs of your Scouts and unit, which ultimately becomes the overall camp program.

Occasionally, it may be necessary to shift or rearrange certain program plans so that we may accommodate the largest number of campers. We will try to keep you informed of all changes. You should refer to our council website frequently for pre-camp changes at [www.fiveriversbsa.org](http://www.fiveriversbsa.org).

### Camp Program Planning for Your Unit

Activities and events exist for Tigers through Arrow of Light Scouts, and everything in between.

### Uniform and Clothing

Each Scout and leader should have a complete uniform for their week in camp, including official BSA pants/shorts, belt, socks, and uniform shirt. Scouts respond best to a good example and leaders are encouraged to set a good example by wearing a full uniform. Scouts and leaders with inappropriate clothing will be asked to change. The uniform is to be worn at the evening flag ceremonies, the evening meal, and when attending a chapel service. All campers are to wear closed-toe footwear at all times. Leaders must enforce this rule in their campsites. Bare feet are not allowed in camp except when on the waterfront beach even though aqua socks or water shoes are required while in the water.



### Restricted Areas and Activities

Swimming is only allowed in the waterfront area, and only when the area is open and under staff supervision. Scouts are not allowed on any activity that is over 6 feet off the ground. Dangerous and off limit areas will be pointed out during the camp tour on check-in day. Please help us ensure your Scouts safety by enforcing these rules.

### Visitors & Signing In and Out of Camp

Visitors are always welcome at camp; however, unit leaders and parents must coordinate their visits to camp, prior to arrival. Anytime a visitor, leader, or camper, enters or leaves camp, they **MUST** sign in or out at the Camp Office, 24 hours a day. Visitors must wear a visitor’s tag while on camp property. At no time may visitors bring their pets to camp. Visitor meal charges are per person and must be prepaid in the Trading Post. **The meals for children under 8 are free.** Meal tickets for anyone over 8 years old are for **\$6.00 Breakfast, \$8.00 Lunch, and \$11.00 Dinner.**

Units with guests and parents planning to attend the closing dinner on the last evening of camp must come to Headquarters on check-in day to purchase additional meals.

Unit leaders must have **written permission** from either the Scouts parent or legal guardian for any Scout to leave camp during their stay. Any Scout leaving early for any reason, including a sporting event, must bring a completed [Scout Early Release Form](#) whether the Scout is returning or not. The Scout Early Release Form can be found in The Forms section of this Guide.

## Section 5 – While at Camp

### Check – In Day

No Scout may be dropped off at camp without a Unit Leader present that will be staying in camp. **Early arrivals are unacceptable, so plan accordingly.** Transportation to and from camp is the responsibility of each unit. Upon arrival to camp, all vehicles must be parked in the main parking lot prior to checking in.

Scouts and leaders may carry their gear to their campsites or wheel barrows and hand carts are available. No one is allowed to ride on trailers or in the back of trucks. Anyone breaking this rule will be asked to leave camp immediately.



Check in is from **1:00 PM-2:00 PM** for Cub Scout Summer Camp the day of arrival. We encourage units to eat their lunch before arrival. Units will not be checked in early! Our camp administration recommends having the Scouts arrive at camp in swimsuits to speed up the check in process.

Check in begins at the table located inside of the gateway next to the Headquarters Building. There you and the Camp Director will verify the following items:

- Finalize Scout and leader counts and set up a time on Wednesday to review all finances
- The names of all scouts and leaders in camp. Each one will be given a wrist band (NYS Mandate)
- The birthdates and full names of any additional adult leaders attending that week (NYS Department of Health Mandate)
- Your campsite guide for the week
- Information about the Leader's Meeting at 4:00PM

Following your unit check in, your campsite guide will take you back to the campsite that you are located in to drop off your personal and pack equipment - and have your Scouts change into their bathing suits. The guide will then take you to either the Dining Hall for your cook's tour and table assignment or to the Health Office for Medical Checks. Please make sure your Scouts have all of their paperwork completed, including their immunization months and dates, parent and health provider signature, as well as the rest of the form completely filled out. Both have to be completed before your unit can have their swim tests at the Waterfront. \*As a reminder, youth or adults cannot participate in Waterfront activities nor can they stay in camp more than 24 hours without a completed medical form.

Following the swim tests, your unit will be escorted back to your campsite with your guide to complete the tent inspections and to unpack personal gear. The site guide will then lead your unit on a cook's tour of the program areas while the Unit Leader is at the 4:00 Leader's Meeting.

### **4:00 PM Leader's Meeting**

At least one adult leader from each campsite is asked to attend a Leader's Meeting in the Memorial Lodge (down by the Waterfront Area). If your unit only has 2 adult leaders, the camp will provide adult leadership to ensure each unit's participation. At this meeting key staff personnel (Camp Director, Program Director, Camp Ranger, Commissioners, and Health Officer) will provide important information to ensure a safe and fun summer camp experience.

### **Emergency Procedures in Camp**

The best defense against any emergency is preparedness. Being prepared by understanding camp policies and practices is the adult leader's responsibility. The health and safety of everyone in camp is our primary concern.

Each leader must know what to do in an emergency. Please become very familiar with the contents of this section.

In an emergency, the following should remain foremost in our minds:

1. Notify the nearest staff member immediately.
2. Do not make any premature decisions or give any instructions or information unless relayed to you by the Camp Director or designee.
3. Above-all, remain calm. Set the proper frame of mind to avoid panic.
4. At camp, a "siren" emergency is only initiated or ended by the Camp Director or designee. Not all emergencies are camp-wide. Only the Camp Director can determine that.
5. Unless it is a life threatening emergency, the Camp Director must be consulted before an ambulance may be called.

Reporting an emergency is critical and the following steps should be followed:

1. Take all steps to ensure that further injury or potentially dangerous situations have been dealt with.
2. Report the emergency to the nearest staff member.
3. Give a very clear and calm report of who, what, where, when, how, etc.

#### ***When the Alarm Sounds***

If you hear an emergency siren from 7:30 AM – 8:30 PM (Daytime) you are to report to the Parade Field, If you hear it from 8:30 PM – 7:30 AM (Nighttime) then you are to report to your campsite.

**If any Scout or leader is not accounted for, then their name and last known location must be noted and reported to the staff member in charge.**

**Note: Due to the remote locations, campers at the Shooting Sports Ranges will be kept at the range/course rather than sent back during an emergency.**

**DO NOT ATTEMPT TO FIND A LOST INDIVIDUAL ON YOUR OWN!**

### **Blood Borne Pathogens**

All units are encouraged to take precautions when it comes to blood borne pathogens. When treating a wound, the first aid responder should wear neoprene gloves. All contaminated materials (gauze pads, clothing, etc.) should be set aside so the Camp Health Officer can properly dispose of them. Surfaces that have been contaminated (tables, cots, etc.) will need to be disinfected by the Health Officer. For more information and training in blood borne pathogens, please talk to the Health Officer when you arrive in camp.

### **Injuries at Camp & Poison Ivy**

All injuries must be reported and logged with the Health Officer. In the case of serious injuries or illness, do not move the victim! If you are certified in First Aid, begin first aid and have someone contact the nearest staff member. Poison Ivy is an annual problem. Please make sure to work with your Scouts so they can identify poison ivy and know how to avoid it. If you would like, a member of the Nature Staff would be glad to work with your unit regarding this matter.

## First Aid Building

Our First Aid facility is staffed 24 hours a day by certified medical personnel during the summer camp operating season.

## Medication Lock Boxes

At camp, each unit will be issued a cable and lock box for use in its campsite as needed. **All medication brought to camp by Scouts and Leaders of a non-refrigerated and non-injection type, must be collected, stored, issued and logged by the unit leader in their campsite.** All medications must first be brought to the Health Lodge. At the 4:00 pm Leader's Meeting, following the training; each campsite will receive their lockbox and cable. The cable must be used to secure the lockbox to the floor of the unit leader's platform. One unit leader is responsible for the daily logging and supervision of medication for Scouts and leaders according to the medication time schedule on the prescription bottle. The lock box, cable and log are to be returned to the Health Lodge on the last day of camp in exchange for the unit's medical forms.



## The Dining Hall

Seating arrangements are assigned with your unit during check-in. Plan to have at least one staff member be a guest at each of your tables every meal. Unit leaders are responsible for the supervision of their tables to ensure the host/waiter system is being correctly used.

Waiters report to the Dining Hall 15 minutes prior to each meal. At that time, they will receive directions from the

Dining Hall Steward. Waiter duty schedules should be set up among all your Scouts attending camp.

**WAITERS ARE REQUIRED TO WASH THEIR HANDS PRIOR TO REPORTING TO THE DINING HALL.**

**EVERYONE IS EXPECTED TO WASH BEFORE MEALS.**

**ALCOHOL BASED HAND SANITIZER PROVIDED AT ENTRANCE**

## Restroom and Shower Facilities

Camp Gorton has central male and female restrooms with individual warm shower facilities. In order to keep these areas clean and neat, units will be scheduled to clean these facilities daily.

## The Camp Trading Post

The Trading Post is open most of the day, except during meals and siesta. We make every effort to provide campers with a stocked Trading Post that contains camp souvenirs, craft projects, ScoutsBSA supplies and of course, snacks!

## Lost & Found

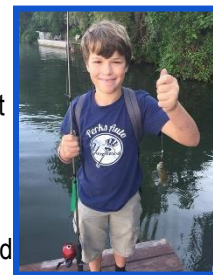
Lost and found articles can be left at, or picked up from, the Camp Office during normal program hours. At the end of the camping season, unclaimed items are kept at the Council office. If they are not claimed by **August 15, 2024**, they will no longer be available. The camp does not take responsibility for lost or stolen items.

## The Buddy System

Scouts should never travel alone in camp! It is every unit leader's responsibility to ensure that everyone in your unit is using the buddy system effectively.

## Vesper Services

An organized non-denominational vesper service is conducted daily following evening colors. All program and business areas of camp will be closed during these services. The chapel is also available for units or individuals who wish to provide their own services during the week.



## **Fishing**

Fishing is a great activity but can also be a dangerous one. Scouts must use the “buddy system” when fishing. Check with the Nature Lodge for approved fishing times and areas in camp.

## **Quartermaster Supplies**

Basic campsite tools and equipment are available for loan to units. Equipment must be returned in the same condition it is lent out in. Respecting the equipment means longer use for future Scouts.

## **Campsite Visitations:**

Several times throughout your stay, campsites will be visited by a member of the camp commissioner staff. In addition to checking in with Scouts and leaders, the commissioner will be making sure the campsite is safe and clean. Specifically, the commissioners will be looking for items such as:

- Latrine cleanliness
- Sleeping area cleanliness and orderliness
- Eating area cleanliness and orderliness
- General campsite cleanliness
- Fireguard plan
- Campcraft - campsite gadgets and activities in camp supporting the Scouting program such as proper ax yards and following Leave No Trace guidelines were able.

Preparing for commissioner visits encourages units to take pride in their campsites. Scouts will need to communicate, plan, and make decisions on how they want their campsite to look. In sites with multiple units, those units will need to work together.

## **Campsite Inspections:**

In an effort to help teach Scouts good camping habits, and to provide for the health and safety of camp, daily [campsite inspections](#) will occur. The campsite with the highest score for each day will receive the spirit stick and the unit with the highest overall average at the end of the week will be presented the spirit stick to take home. A copy of the [inspection scorecard](#) can be found later in the guide.

## **Garbage and Recycling**

**Campsite trash must be brought down to the dumpster every night.** This helps keep unwanted animals out of campsites. Also, please separate the items that can be recycled from your trash (Metal, Plastic, and Aluminum) and place them in the proper bins located by the dumpsters..

## **Fuel Safety**

**While at camp, liquid fuels must be used with care and only by adults.** All fuels must be locked up at all times except when needed to refuel a lantern or stove. No flames in tents are a standard camp policy. Only battery operated lights or glow sticks are allowed in tents. **Lanterns and Stoves must be accompanied by a fire extinguisher.**

## **Taps-All Quiet**

To be considerate of other campers, observe the camp policy of being in your campsite by 10:00 PM and all quiet by 10:30 PM.



**Mailing Address**

Incoming mail is placed in a unit mailbox located by the Camp Office. **Please make sure that all of your Scouts and their parents know your unit number and/or campsite name.** Incoming mail should be addressed as follows:

Camp Gorton  
Scout's Name  
Unit Number/Campsite  
4241 County Route 25  
Dundee, NY 14837

Outgoing mail should be placed in the mailbox at the Camp Office. Mail received after a unit departs camp will be returned to the sender.





### **The Camp Program**

The Five Rivers Council offers a wide range of program opportunities for all Scouts to enjoy. While Scouting advancement makes up an important part of the summer camp experience, other activities are equally important for Scouts to develop into better adults. As you read through the following pages, please keep these points in mind:

- A camp program is limited only by the unit's leader's encouragement and imagination!
- For a unit to get the most out of summer camp, they need to plan before arriving.

- ***To get the most out of summer camp, weeklong adult leadership is encouraged.***

### **The Campfire Program**

We ask that all scouts assemble at the parade field at 7:45 PM for the Tuesday campfire. When all are assembled we will then all proceed solemnly and quietly to our campfire circle. There will also be a closing campfire on the last day of camp, the time will be announced at the leaders meeting.



## Section 6 – Using Black Pug

We use an event registration software called Black Pug to manage Summer Camp. This covers everything from registrations, payments, camperships, site assignments, and advancement. If you are from out of Council, and your Council uses Black Pug, your login and rosters will work here. You should not create another login.

It is strongly encouraged to login and not sign in as a guest. Logging in will give you easy access to your registration as opposed to using the link emailed as a part of the receipt. If you are a Unit in the Five Rivers Council, you will have access to your Unit's roster and be able to autofill names and select data. This access is default for Committee Chair and Cubmaster, but can be expanded to other members of the unit. If you need/want the access, have either the Committee Chair or Cubmaster email Marc McGrain to request it [mdmcgrain@gmail.com](mailto:mdmcgrain@gmail.com). If you are an out of Council Unit and your Council uses Black Pug, the login credentials you use there will work here. There is no need to create a new login. If you need access to your unit's roster you will need to contact your Council.

On the Five Rivers Council Home page you will find quick links to:

- Account Log In - quick access to your account and all registrations done under it
- Parent Portal - access for parents to make payments, submit camperships, etc (MUST be enabled by the Unit)
- Registration Look Up - access to registration when you don't have the receipt and signed up as a guest.

### Sections:

- Registration/Deposit Phase
- Registration/Naming attendees
- Parent Portal
- Campership
- Payments
- Reports

### Registration/Deposit Phase:

If registering for camp before mid February you will need to give an approximate number of youth and adult attendees and pay \$100 Deposit to secure your spot. You will also be able to make a campsite selection. You can log back in at any time and update the numbers, without having to make a deposit.

### Registration/Naming attendees:

If registering for camp after mid February you will need to give the actual number and names of attendees.

- You will need to check out to lock in the numbers, then it will bring you back to name your attendees.

If your Unit has a roster in the system:

- Upper right, where your name is listed
- Select your Unit
- For each participant there is an Update Information or Autofill
- Select Autofill, then select the person who is attending
- Repeat for each participant
- Select Update Information for each participant and fill in any missing information

- When all done, click green Continue button and check out.
  - You must apply payments to each person
  - If you paid a deposit you need to allocate that money to one or spread it out
- Registration is not confirmed until you have checked out.
- You can go back to registration and complete, if you don't have all the information
- You can always add people. To remove a participant please contact [Tech Support or Camp Director](#)

### **Parent Portal:**

Parent Portal allows a parent/guardian to update information, make payments, and apply for camperships. This must be turned on by the person creating the registration. Once on the access information needs to be shared with the parent/guardian.

Enable Parent Portal:

- Go to your registration
- Under the Registration Contact (first name listed)
- Select the drop down of Additional Actions
- Go to Parent Portal
- Select the options you want
- Export the Credentials
- Share with Parent/Guardian

Using Parent Portal

- Goto Parent Portal (on the Council Home page or <https://scoutingevent.com/?OrgKey=BSA375&reservationFromEmail=true&parentPortal>)
- Enter your credentials (provided by the Unit)
- You can manage multiple Scouts. The system will ask if you want to add more.
- For your Scout select Update Information.
- Fill in any blanks.
- Goto Check Out and make any amount of payment that you want.

### **Campership:**

- Log into registration (main contact or Parent Portal)
- Find the Scout and select update information
- There is an option about Campership
- Select it and fill out the application
- Close the application and the requested amount will be reflected in the box.
- Check out. You will see the requested amount has adjusted the balance owed.
- Once the Campership has been awarded the, amount owed will reflect the awarded amount and not the requested amount.

**Payments:**

- Log into registration (main contact or Parent Portal)
- Go straight to check out
- Enter the amount you want to pay on each person
- Complete check out
- Full payment not made on any Scout by deadlines will result in the next price rate. Price rates are based on completed payments, not registered by date.

For Cash, Check, or Unit Account provide payment to the Main Office along with the Registration Number (it is found on your receipt) and how much to who and we will apply payments.

**Reports:**

Black Pug provides a variety of reports to help manage your Unit at Summer Camp and after. To access these reports:

- Log in to your registration
- Goto Tab labeled Reports
- Select the report you want

Some reports:

- Roster
- Payment status

## Section 7 – Checklists and Forms

### **Pre-Camp Registration Checklist**

- \_\_\_1. Pay reservation deposit (**\$100.00**) to reserve a camp session for your unit as early as possible
- \_\_\_2. The deadline for completed Campership submissions is **March 15, 2024** online:
- \_\_\_3. Distribute new BSA Health Forms to all Scouts and adults going to camp and inform everyone that your unit will be attending Camp Gorton from \_\_\_ to \_\_\_
- \_\_\_4. Arrange for two adult leaders to be in camp at all times while unit is attending camp
- \_\_\_5. Arrange for adequate transportation of Scouts, adults and their gear to camp and home again
- \_\_\_6. Pay camp registration fees. Early Discount Fee deadline: **May 27, 2024**.
- \_\_\_7. Collect completed BSA Health Forms from all Scouts and adults going to camp and make a second set of copies to be turned in at camp
- \_\_\_8. Collect all reservations and payments for the last day Barbecue and other guest meals
- \_\_\_9. Collect any completed and signed Scout Release Forms
- \_\_\_10. Complete Scout & Adult Roster Form
- \_\_\_11. Have copies of all camp related receipts and forms organized for arrival at camp
- \_\_\_12. Send the Camping Director the list of all adults and their birthdates to: [cakpgortondirector@gmail.com](mailto:cakpgortondirector@gmail.com)

### **At Camp Registration Checklist**

- \_\_\_1. Arrive as a unit at camp by your designated check-in time after 12:30 PM
  - **The Camp Staff is not in a position to handle early arrivals**
  - Wait in the parking lot with your Pack until the whole Pack arrives
  - Unit Check-In begins at 1:00 PM
- \_\_\_2. Check-in with Camp Commissioner and meet your Site Guide
- \_\_\_3. Check-in at the camp office and Be Prepared with the following items:
  - Finalize Scout and leader counts and set up a time on Wednesday to review all finance
  - Updated copy of Scout & Adult Roster Form
  - Verify final campsite assignment
  - Adults and Youth will receive wristbands
- \_\_\_4. Your Site Guide will escort you to your campsite to drop off Pack materials and personal gear
  - Complete site check-in inspection form before Scouts move into tents
- \_\_\_5. All Scouts and adults should change into swimsuits and report to the lake for a swim test
- \_\_\_6. Unit will visit the Dining Hall for table assignments and orientation
- \_\_\_7. Your Site Guide will help you Check-in at the Health Office with the following:
  - Completed and signed BSA Health Forms for all Scouts and adults
  - Prescription medications
- \_\_\_8. Leader's meeting for at least one adult leader of each Pack in the Memorial Lodge at 4:00

## Before you leave Camp Checklist

- \_\_\_1. Pack up all Pack gear to be prepared to load and go on the last day of camp
- \_\_\_2. Attend the Closing Ceremony as a Pack
- \_\_\_3. Meet your Site Guide to go through the site check out process
  - Check out all tents, cots, and tarps for wear or damage
  - Sweep the floors and sweep down walls in the campsite latrine. (Be sure to wash hands afterward)
  - Thoroughly clean off picnic tables
  - Pick up all trash in and around your campsite
  - Return items checked out from the Quartermaster.
- \_\_\_4. Check-out at the Health Office and retrieve the following:
  - BSA Health Forms for all Scouts and Adults
  - Prescription medications and equipment
  - Return lock box
- \_\_\_5. Drop off your Unit Reservation Sheet for Camp Gorton 2025 & turn in any remaining Adult Leader and Youth evaluations at the Office (If you haven't already done so)
- \_\_\_6. Check-out at the trading post to pick-up any last minute mementos
- \_\_\_7. Drive safely and enjoy wonderful memories of another great Summer at Camp Gorton

## Contact Information:

Camp Director: Ian Walruth - [campgortondirector@gmail.com](mailto:campgortondirector@gmail.com)

Staff Advisor: Karl Ziegenfus - [karl.ziegenfus@scouting.org](mailto:karl.ziegenfus@scouting.org)

Camp Clerk: Crystal VanZile - [campgortonclerk@gmail.com](mailto:campgortonclerk@gmail.com)

Tech Support: Marc McGrain - [mdmcgrain@gmail.com](mailto:mdmcgrain@gmail.com)

Kimberly Hedden - [kimberly.hedden@scouting.org](mailto:kimberly.hedden@scouting.org)



# SCOUT EARLY RELEASE FORM

This form is used in the event a Scout will need to leave camp, for any reason, prior to the scheduled end of his session. This should be completed prior to expected pickup date and turned in by your Unit Leader to the Camp Director during Unit Check In.

The below named Scout is authorized to depart camp earlier than scheduled by their Pack or Troop. Additionally, the below named individual is the person authorized to pick up my Scout.

Date and Time of Release: \_\_\_\_\_

Name of Scout: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Pack: \_\_\_\_\_ Council: \_\_\_\_\_

Authorized Release to - Individuals Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Work Telephone No: \_\_\_\_\_

Parent's (Or Legal Guardian's) Printed Name: \_\_\_\_\_

Parent's (Or Legal Guardian's) Signature: \_\_\_\_\_

Parent's (Or Legal Guardian's) Work or Cell Phone: \_\_\_\_\_

Comments: \_\_\_\_\_

\*\*\*\*\* On Site Verification \*\*\*\*\* Before leaving Camp, Scouts must

check-out with their unit leader and the camp office.

Signature of Unit Leader \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Unit# \_\_\_\_\_

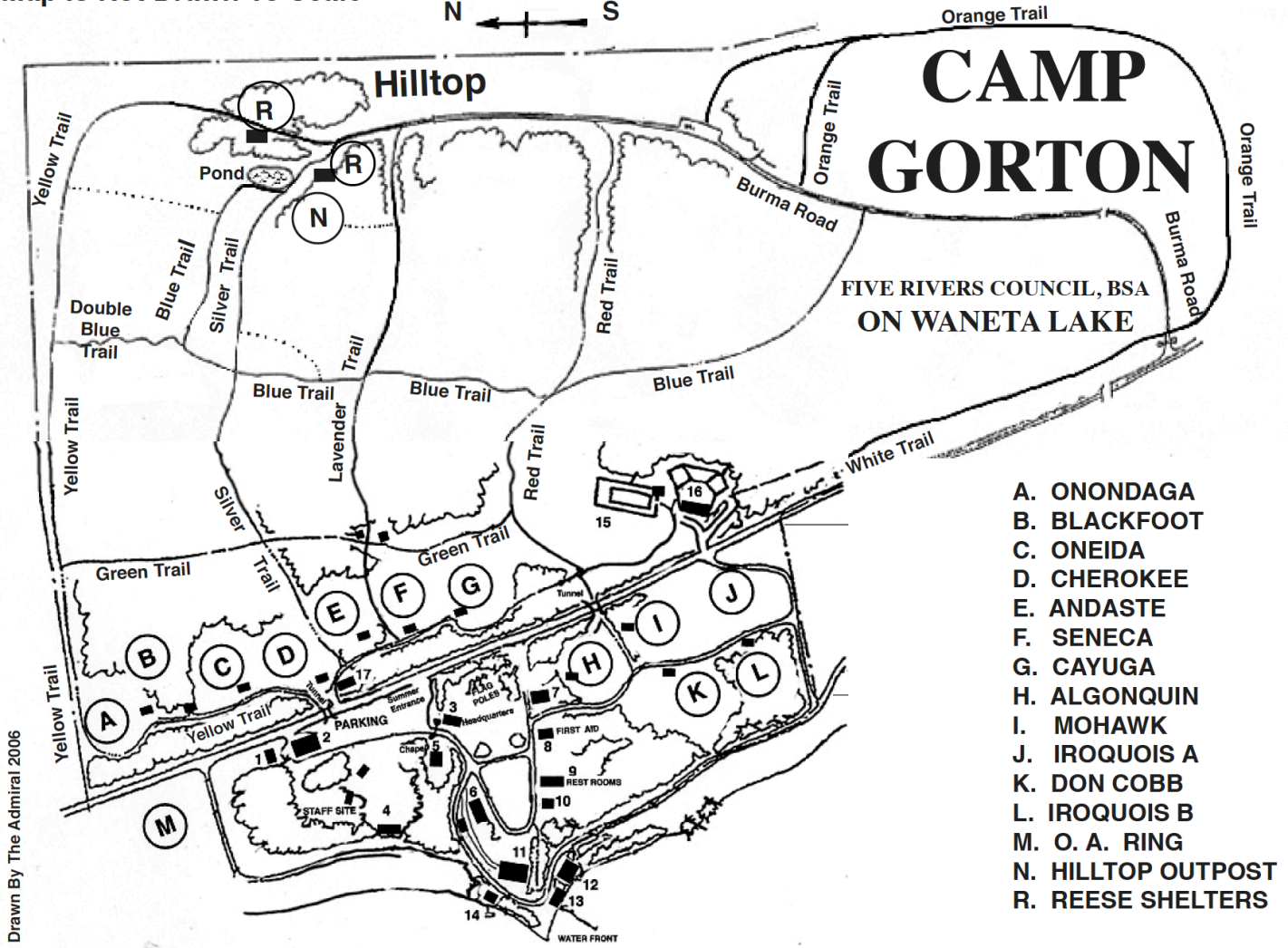
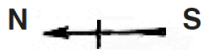
Signature of Camp Director \_\_\_\_\_ Date \_\_\_\_\_

(Keep original for use at time of release. Give authorized individual a photocopy if requested.)



# Camp Gorton Map

Map Is Not Drawn To Scale



Drawn By The Admiral 2006

## Individual Equipment Checklist

\*\*\*Be Prepared. Camp is a 4-day experience, and each Scout and adult leader should pack accordingly. \*\*\*

### Clothing

Complete Cub Scout Uniform  
Field Uniform  
Activity Uniform  
Scout Shorts  
Scout Socks  
Scout Belt  
Scout appropriate T-Shirts  
Shorts  
Long Pants  
Extra Socks and Underwear  
Shoes (extra pair suggested)  
Raincoat/Poncho  
Hat  
Sweatshirt/Jacket  
Swim trunks or one-piece swimsuit  
Water Shoes\*

\*Closed Toe Water Shoes are required in Waneta Lake per NYS Health Department Policies.

### Bedding

Pillow  
Sheets and Blankets or a Sleeping Bag

### WEBELOS/ AOL Scouts

*In addition to regular gear, Scouts will need these items for the Hilltop Experience*

Extra Camping Backpack  
Mess Kit  
Ground Pad  
Tent<sup>@</sup>  
Sleeping Bag

**@ We encourage Scouts to bring one of their Troop's tents that they are familiar with.**

### Personal Items

Completed BSA Medical Form – Parts A, B and C  
Footlocker, plastic tote or duffle bag  
Flashlight  
Extra Batteries  
Water Bottle  
Sunscreen  
Non-aerosol Insect Repellent  
Toiletries

- Shampoo
- Soap
- Towel/Washcloth
- Toothbrush
- Toothpaste
- Comb/Brush

Medication *in original container*  
Pocketknife\*  
Spending Money

**\*With parent/leader permission**

### Electronic Devices

We ask that Scouts only use electronics at appropriate times when at camp. While Camp Gorton does not discourage their use, please ensure that you are fully participating in the program!

### Optional Items

Fishing Gear  
Alarm Clock  
Camera  
Compass  
Religious Literature  
Musical Instrument  
Notebook  
Writing Utensils  
Mosquito Netting  
Clothesline  
Hangers (Must be Plastic)

### Items to Leave at Home

Candles, Radios, Valuable Items, Fireworks, Aerosol Cans, Guns, Ammunition, Bows, Military Clothing, Bicycles, Pets, Open-toed Shoes, Lighters, Sheath Knives

