



# OVERNIGHT ADVENTURE CAMP

# LEADERS GUIDE



**SUMMER 2025**  
**GFCSCOUTING.ORG**



## CAMP DIRECTOR

### **Welcome from the Camp Director:**

Greetings, my friends! I am excited to welcome you all to Camp Gorton!

Whether you are returning or this is your first time, 2025 is going to be a great summer to be at Camp Gorton! This will be our 101st year and our camp staff is excited and looking forward to helping your Scouts have a safe and fun time at camp this summer. Please spend some time reading through the Leader's Guide, as some things have changed this year.

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 2025.

Welcome to our summer home. Welcome to Camp Gorton!

Yours in Scouting,  
Ian Walruth  
Camp Director



## CAMP GORTON CHAIRMAN

### **Welcome from the Camp Gorton Resident Camp Chairman:**

Greetings! Camp Gorton has always been one of my favorite places to be. I first attended Camp Gorton in the 1980s and it continues to be a source of joy for my family and me. Ask anyone who's attended Camp Gorton as a Scout or a Scouter (or both) and they'll tell you that there is a kind of Scouting magic here that is unique. Our goal for camp this summer is to provide an experience for Scouts that aides in their training and advancement, while creating memories and friendships that will last a lifetime.

Our staff take pride in our work, providing exceptional Scouting experiences and a wide variety of fun activities and opportunities for our Scouts. Adventures are completed as written, with no changes or substitutions. Completing an Adventure is a rewarding accomplishment, but we want to stress to Scouts, Scouters, and parents that partially completing an Adventure is not a bad thing. We look for Scouts to develop a love for learning and Scouting. If, over the course of their week, a Scout cannot complete an Adventure it does not mean that the Scout, leader, or counselor has failed. It simply means that a Scout has made progress in their learning journey, but more work is required to finish the requirements.

At Camp we will have the same program areas open as we have in years past: Handicraft, Nature, S.T.E.M., Scoutcraft, Range and Target Activities (formerly Shooting Sports), and Waterfront. Your Camp Staff is working hard to be ready to provide the best experience any Scout Camp has to offer. I look forward to seeing you this summer at Camp. We can't wait to see you here and enjoy all of the fun activities we offer at Camp Gorton.

Yours in Scouting,  
Jesse Kernan  
Chairman

# CONNECT WITH



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## CAMP GORTON'S

→ Camp Gorton



← @campgorton

## SOCIAL MEDIA

LIKE AND FOLLOW US TO MAKE SURE YOU GET  
PROGRAM UPDATES, CAMP INFO, AND PICTURES AS SOON  
AS THEY ARE POSTED!

# Camp Planning in Four Easy Steps

- Step 1:** This guide is intended to be a reference guide for Scout leaders attending Camp Gorton. It is written for the leader who is potentially coming for the first time. While we recommend that all leaders review this guide entirely, as each year there are program and procedural changes, experienced leaders may skim certain sections. This guide provides all the latest information.
- Step 2:** Get Organized. Start the planning process with your unit **now** so you can get the information you need in advance of deadlines.
- Step 3:** Ask questions. If you are unsure of anything, please don't hesitate to reach out. Parents' questions should be directed to Unit Leaders to streamline communications with Council.
- Camp Director E-mail: [campgortondirector@gmail.com](mailto:campgortondirector@gmail.com)
  - Telephone: (607) 732-9047 (Elmira Office).  
(607) 292-3220 (Camp Gorton Office) [seasonal: June 25th to Aug. 4th]
- Step 4:** Help us help you. Should there be anything that arises, or somehow we can make your stay at Camp Gorton better, please let us know. We take our reputation as "America's Finest Scout Camp" seriously. Most times, we can address any concerns immediately.

## Summer Camp Backdated or Checklist:

<b>Task:</b>	<b>By Date or Time Frame:</b>
• site reserved	ASAP
• schedule summer camp promotion	Early-Winter Pack Meeting
• Pack leaders who will be attending camp identified	Mid-Winter
• enter contact information and birthdates for all Scouts and leaders into reservation system	February
• Campership Applications (if any) submitted	March 15 <sup>th</sup>
• Scouts and leaders registered and paid online to take advantage of early registration discounts	before May 1st
• attend Pre-Camp Leaders Meeting	May 1st
• final payments made to avoid late fees	before June 1st
• finalize plans including: departure time, Scout schedules, pick-up, etc.	June
• all plans shared with families and leaders	June
• Two Weeks Prior to Arriving at Camp: <ul style="list-style-type: none"> <li>○ BSA Medical Form (parts A, B, and C) collected for ALL participants staying over 24 hours</li> <li>○ Ensure all leaders' dates of birth are accurate in the online registration system.</li> <li>○ Special Needs Accommodation information correct in the online registration system</li> <li>○ any food allergies and dietary needs are correct in the online registration system</li> <li>○ all Scouts have signed up for merit badges in the online registration system</li> <li>○ any early release forms are signed and collected</li> <li>○ Please note: Summer Camp Forms can be downloaded from our website at <a href="https://gfcscouting.org/camping/scouts-bsa-summer-camp/">https://gfcscouting.org/camping/scouts-bsa-summer-camp/</a>. <u>PLEASE make certain parents sign all Scout forms.</u></li> </ul>	
• One Week Prior: Final Check <ul style="list-style-type: none"> <li>○ all forms are collected and submitted (paper copies or online)</li> <li>○ all special Pack activities and advancement registrations are complete online and double checked</li> <li>○ all families know about transportation plans and equipment needs</li> <li>○ all supplies are ready</li> </ul>	



## CAMP GORTON INFORMATION

### CAMP FEES

**Early Bird Fee  
(by May 1, 2025)**  
\$325.00

**Regular Fee  
(by June 1, 2025)**  
\$355.00

**Late Fee  
(after June 1, 2025)**  
\$385.00

**Den Chief**  
\$225

**Leader's Fee**  
\$160.00 (week)

**Unit Deposit**  
\$100

**Scout Deposit**  
\$50

### CAMP GORTON

**Address**  
4241 County Route 25  
Dundee, NY 14837

**Camp Office Phone**  
607-292-3220

(seasonal)

**Website**  
<http://gfscouting.org/>

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

**Camp Ranger**  
Joe Fountain  
[joseph.fountain@scouting.org](mailto:joseph.fountain@scouting.org)

### IMPORTANT DATES

**Cub Scout  
Adventure Camp**  
Session 1: July 8-12

**Campership Application  
Deadline**  
March 15, 2025

**Early Bird Registration  
Deadline**  
May 1, 2025

**Pre-Camp Leaders'  
Meetings**  
Zoom link will be sent to  
registered leaders

### **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.

### **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.

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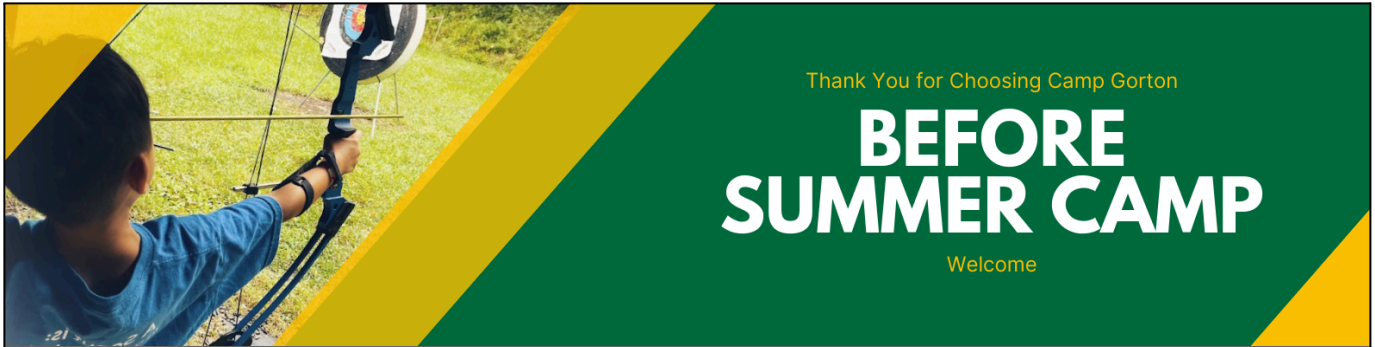
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# UPDATES SINCE LAST YEAR'S GUIDE

## 2025 Updates as of January 1, 2025

- **Updated Sections:**
  - [AED Located at Waterfront](#)
  - [Buddy System Changes](#)
- **New Sections:**
  - [Photography and Video](#)
  - [Drones](#)
  - [Updates to Process of Recording Advancement](#)
  - [Alcohol, Tobacco and Drugs](#)
  - [Swim Attire](#)



Thank You for Choosing Camp Gorton

# BEFORE SUMMER CAMP

Welcome

## About Camp Gorton:

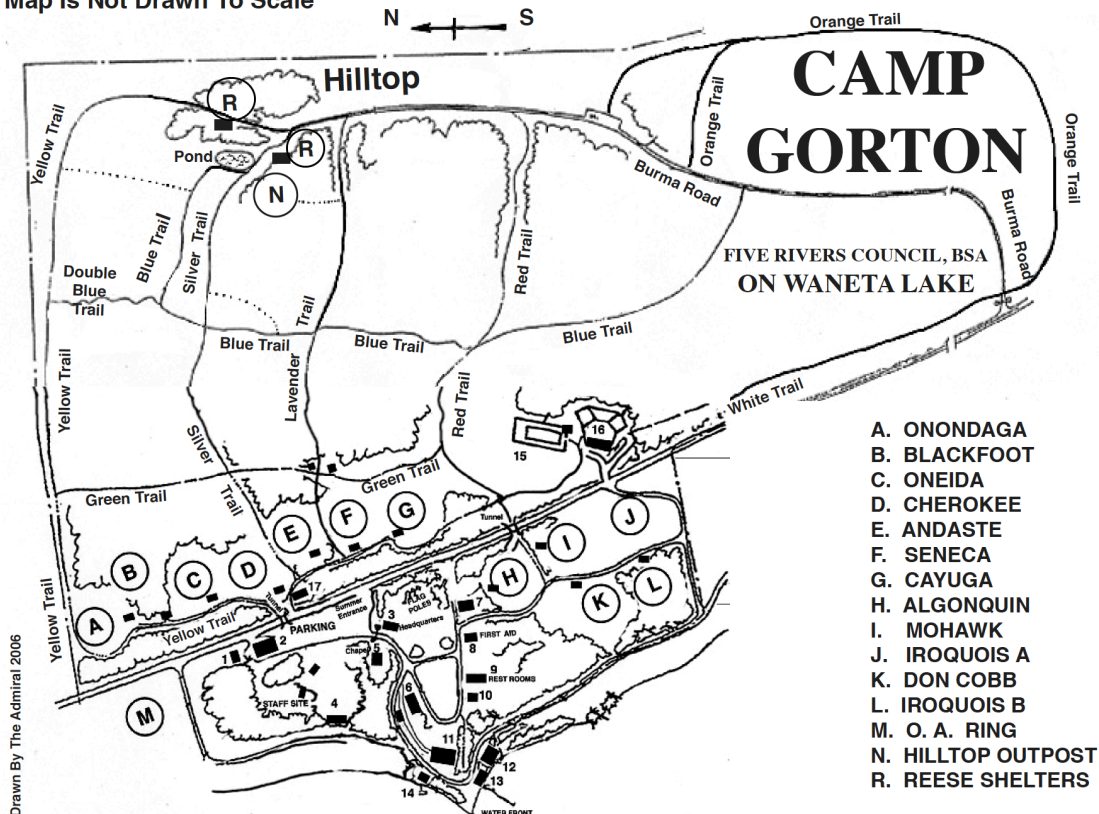
### America's Finest Scout Camp:

Camp Gorton is located on Waneta Lake nestled in the Finger Lakes Region of Upstate New York. In 1922, Scouts began camping on Waneta Lake at the property of Dr. William Gorton. This area can be seen from our Waterfront by looking across the lake and slightly to the south. After two years of successful summer experiences, Dr. Gorton and several other local leaders came together to purchase the first section of land which would grow into the Camp Gorton we know and love today. Starting in 1924 and continuing to this day, Camp Gorton has allowed thousands of Scouts of the Steuben Area Council, Great Falls Council, and from all throughout the country and world come to experience the magic of summer camp and the solace of year-round camping.

Camp Gorton provides a year-round camping program that is well-suited for Scouts of all ages. During the summer season, Camp Gorton is recognized as a leader in excellent programming in outdoor skills, aquatics, shooting sports, nature, STEM, and crafts. Each year, the summer programs receive national accreditation, and its leadership team is certified by the National Camping School. Welcome to the Camp Gorton Family.

## Camp Gorton Map:

Map Is Not Drawn To Scale





# CAMP PROGRAM AREAS

## Program Areas:

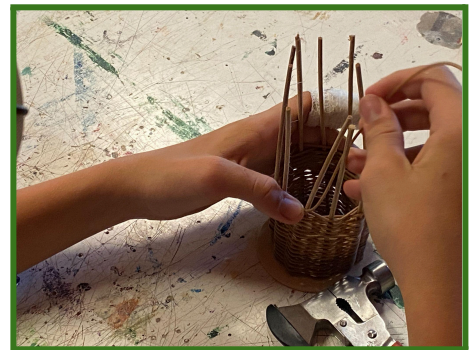
### **Field Sports & Team Building:**

This area lets you test your agility, endurance and learn some new games to play with your Pack or Den. Play some GaGa ball, test your team work or try some disk golf! You never know what we will be playing when you come to visit!



### **Handicraft:**

Our handicraft lodge offers a variety of arts, crafts, and Adventures. Make a prop for the week, create souvenirs to remember camp or just come be creative! Please see the Handicraft Director to set up any specific Pack activities.



### **Nature:**

The Houghton Nature Lodge is the oldest building at Sunny Camp Gorton. This beautiful area is on the shores of the lake, north of our Waterfront. The Nature staff does its best to fully immerse Scouts in the world around them and hope to spark a passion for ecology and conservation in each Scout in camp. Many ecology and conservation based merit badges are offered throughout the week at camp. Fishing is available during most open areas, as well as an assortment of activities, games, and hikes.



Polar Fishing is Wednesday through Friday at 7:00 AM. Poles and bait are provided for those who need them.

Cubs can work on learning The Outdoor Code and Leave No trace skills as well as plant identification!



**Scoutcraft:**

Basic outdoor skills are a central part of the Scouting program. Our Scoutcraft area focuses on these basic skills like cooking, fire building and using a map and compass.

Our hilltop program also runs out of the Scoutcraft area. Webelos and Arrow of Light Scouts can spend Thursday night on an overnight outpost at our Hilltop location. They will hike up the hill, cook dinner, and have a campfire while putting all of their new skills to work.

A suggested packing list for Webelos/AOL Scouts is included in our Individual Equipment Checklist.



**Target Ranges**

Our target ranges offer Archery, BB Gun Shooting, and slingshot Adventures. Scouts and leaders MAY NOT bring bows, arrows, guns, or ammunition for use at camp. All materials needed for these activities are provided. Please see the Shooting Sports Director to schedule a Pack shoot for the week. Extra supervision from Adults and leaders on the ranges is always appreciated. Please see the target range staff to discuss any help you may be able to offer.



**STEM:**

The STEM program area will spark imaginations, inspire curiosity and help Scouts build essential STEM (science, technology, engineering and mathematics) skills through collaboration and problem solving. Scouts will explore hands-on challenges and open-ended adventures designed to unlock creativity! Our STEM area includes computers, robots, and much more to inspire future engineers, musicians and actors! We focus on the STEM Adventures and having lots of fun!



**Waterfront:**



Our waterfront consists of an exceptional staff of highly trained lifeguards. They offer an assortment of activities and Adventures as well as a renowned Instructional Swimming program. Any Scouts who do not complete their BSA Swimmer test at the beginning of the week are HIGHLY encouraged to take Instructional Swim.

Our waterfront offers open swim, kayaking, canoeing, sailing, and other activities during their open areas. Please talk to the Waterfront Director upon arriving at camp if you would like to set up any Pack boating activities. Polar Swimming is Wednesday through Thursday at 7:00 AM. Come join us for some wet and wild fun!



## CAMP FACILITIES

### Facilities:

#### Restroom and Shower Facilities

Camp Gorton has central male and female restrooms with Youth/Adult designations with individual warm shower facilities. Shower facilities exist on both sides of the road. The main shower house is located between the dining hall and the first aid lodge. An updated, secondary shower house is located across the road just above the main tunnel.

#### Campsites:

Scouts staying at Camp Gorton are welcome to use our two-person platform tents. These canvas tents are staples to the Scout Camp experience. Each tent contains two bunks with camping mattresses, and room for gear. The tents are weather resistant, and nearly every Scout has room to stand within the tent. Scouts and leaders are welcome to bring their own tent to camp, too. Tents must be made with a flame retardant material.



## JOIN THE GORTON STAFF FAMILY

### Join The Camp Gorton Summer Staff Family:

#### Camp Gorton Staff Members:

Camp Gorton takes exceptional pride in the quality of its camp staff. We hire exceptional teachers, leaders, and Scouters to provide the best summer camp experience possible. We employ roughly 50 Scouts and Scouters. They work tirelessly throughout the year to assemble an exceptional program for each summer. Many of the senior staff (18+) attend training at the Boy Scouts of America's National Camping School in order to further expand the camp program. We promise that our staff will make every effort to ensure that your week is phenomenal and memorable.





### **Interested in joining the summer camp staff?**

In addition to your salary, housing, and meals, members of Camp Gorton's Staff join a family of current and former staff members who share this life changing experience. Many Scouters credit Camp Gorton for skills they use each day in school and their careers. Anyone interested in applying to work at Sunny Camp Gorton should fill out the staff application online at:

<https://gfcscouting.org/camping/scouts-bsa-resident-camp/>. Scouting

experience is recommended, but not required. You must be at least 16 years of age by June 15th.



### **Counselors-in-Training (CITs):**

Each summer, our Counselor-in-Training (CIT) program prepares young scouts to become the next generation of camp staff. CITs are Scouts interested in becoming staff members at Camp Gorton that are 15 years old by June 15th. Each CIT participates in delivering the program with the staff. They will rotate between each program area and begin to get a sense of what it takes to become a staff member.

CITs do not need to be available for each week of program, but are expected to participate in staff week, our Cub Scout session, at least 2 Scouts BSA sessions, and taking down camp at the end of the summer. The CITs schedule can be discussed with the camp director and program director at the time of their interview.

Those interested in becoming a Counselor-in-Training should fill out the staff application online at: <https://gfcscouting.org/camping/scouts-bsa-resident-camp/>. CITs will be interviewed, as would any potential staff member.

## **REGISTRATION INFORMATION**

### **Registration Information:**

#### **2025 Summer Camp Deposit and Fees:**

Reservations for the 2025 season require a \$100 deposit for the Unit. The form and deposit must be received and receipted to hold a reservation. If a reservation for a campsite is made without a deposit, it will be held tentatively for two weeks. After that time is up and no deposit made, the unit will then be notified and removed from that campsite. Since site deposits are applied to each year's camp fees, a new deposit is required to reserve a week every year. Camp leadership reserves the right to change campsites based on camp needs.

The 2025 Cub Scout Overnight Adventure Camp fees are:

\$325.00 – paid in full by May 1, 2025

\$355.00 – paid in full by June 2, 2025

\$385.00 – paid after June 2, 2025

## Leader Fees & Parent/Guardian Attendance

The Leader Fee is \$160.00 per adult per week. 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. All Units require 2 deep leadership throughout the entire week.

**Parents/Guardians** attending camp with their Cub Scouts must take BSA Youth Protection Training, found at [my.scouting.org](http://my.scouting.org). They must upload a copy of the certificate during registration. **Note:** Parents/Guardians cannot be counted or used as Unit Leadership. If there are Scouts in the campsite, there needs to be a registered adult present in the site as well! Anyone staying overnight in camp must provide a medical form to the Camp Medical Officer.

### Deposit Phase:

After February 1, 2025, the deposit phase ends. At this time all registrations will require names. You can also go into your registration and confirm your numbers and add names. For those that paid the \$100 Deposit you will need to allocate that money to attendees. You can either apply the full \$100 to one person or spread it across attendees. It is important to do this part as the system handles each person and their amount due/paid separately. In other words if a Scout had all but \$100 paid, and you had \$100 to allocate, that Scout will incur a late fee. After February 2nd a \$50 deposit is required for each Scout.

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

### Campsites:

#### How Campsites are Requested and Assigned:

Camp Gorton provides the opportunity for as many Scouts as possible to come to camp. This means that there are times that we must place two (or more) units into one campsite to use available space and ensure proper leadership. This serves the interests of all Scouts and allows for greater opportunities for more campers. Units that do not fill at least 80 percent of the rated campsite capacity may have another unit assigned to share their campsite. Your cooperation and understanding are greatly appreciated.

Camp Gorton meets or exceeds each BSA National Camping Standards, along with State and Federal regulations. If permitting agencies have overlapping requirements, we meet the stricter standards. Units can make specific campsite requests, but final placement is at the discretion of camp management. All questions regarding summer camp procedures and policies should be directed to the [Camp Director or Camp Staff Advisor](#).

**Campsite Capacity:**

A camper is defined as either a Scout or 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.

**Provisional Camping (Scouts Attending Without Their Packs):**

If your Cub Scout would like to come to camp, but your Pack is not attending, then contact the [Camp Director](#) to discuss potential options.

**Camperships:**

Any Scouting unit with Scouts in need of financial assistance in order to attend summer camp may apply for a Great Falls Council Campership. The Campership application is part of the registration process. Once the Unit has named the Scouts the Campership application is part of their information. A Unit can enable [Parent Portal](#) so that a parent can log in and fill out the form and make the request.

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. Individual accounts for each Scout should already be set up in your unit. The 9th 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, as well as family and unit support.

The online completed Campership Application must be completed no later than March 15th. Notification of a Campership award will be sent to the parents and unit leader before April 1st with additional instructions. Once a campership is applied for, the price will adjust for the requested amount. Once given, the amount for the Scout will adjust and reflect the awarded amount. All payment deadlines still apply to Scouts who receive Camperships.

***Campership requests will not be accepted after March 15th.***

**Unit Leadership and Required Supervision:**

**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.

**Note:** Parents/Guardians cannot be counted or used as Unit Leadership. If there are Scouts in the campsite, there needs to be a registered adult present in the site as well!

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.

For Cub Scout Resident Camp, Family Camp, and Scouts BSA Resident Camp registrations, the cancellation fee is based on 15% of the total event registration fee and not the amount of fees paid at the time of cancellation (Site and Bunk Deposits are not Refundable).

Alternately fees paid for Cub Scout Resident Camp, Family Camp, and Scouts BSA Resident Camp may be transferred to another Scout or leader attending. No prorated fees will be given to Scouts wishing to attend a partial week of Cub Scout Resident Camp or Scouts BSA Resident Camp.

Refund requests can be mailed to the Great Falls Council Buffalo Office, 2860 Genesee St. Buffalo, NY 14225, or emailed to the [Camp Staff Advisor](#).



### **Preparing for Camp:**

#### **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 with 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](#).

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

Available for adult unit 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 LEADERS' MEETING WILL BE



Zoom link will be sent to  
registered leaders



## Health Forms and Medical Requirements:

### **General Safety:**

Please review the current "[Guide to Safe Scouting](#)" prior to coming to camp.

### **First Aid Building:**

First aid services are available 24 hours a day by certified medical personnel during the summer camp season.

### **Health Forms:**

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 physician's 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 at:

<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

### ***Prescription 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.

### **Special Needs, Allergies and Dietary Restrictions:**

Scouts or adults who have special needs due to a physical or mental disability, or special diets due to **medical or religious requirements will be accommodated to the best of our ability**. Special needs not specified on-line need to be addressed to the Great Falls Council office or the [Camp Director](#). The sooner this information is available, the better your needs can be met. Please provide special food needs in the online registration. Should a need arise after registration, please contact camp at least two weeks prior to your arrival.

### **Medical Procedures:**

A certified medical officer is available 24 hours a day. Any injuries or illnesses occurring at camp, no matter how minor, must be reported to the health lodge to be logged. In the event of a medical emergency, the health lodge and medical officer can be contacted at any time. Radio contact is available from all program areas, the dining hall, trading post, and camp office.

The health lodge is prepared to handle all illness and injury, with a licensed medical doctor under agreement and on call. Adult leadership should be aware of Scouts medical needs and observant of their activities, realizing that camp activities may affect Scouts differently than routine home life. **All injuries**, including those treated by the unit leadership, must be reported to the Health Officer and logged. In the event of serious injuries or illnesses, do not move the victim. If you are trained in first aid, begin treatment and have someone contact the nearest staff member, they are trained to handle the situation.

AED's are located in the Health Lodge, Waterfront and Dining Hall.



## During Summer Camp:

### Check-In and Day One:

#### Day One Schedule:

Check in will open at 1:00 PM for Cub Scouts Adventure Camp. Our staff will not be available to check units in before that time. If you have arranged to share a campsite with another unit, it is helpful if both units plan to arrive together. Check in begins at the table located inside of the gateway next to the Headquarters Building.

Getting ready for check-in:

- Look for your campsite name
- Have all Scouts and Leaders lineup by campsite name
- Once everyone is present, go to the next steps.

The Cubmaster and the [Camp Director](#) will verify the following items:

- Finalize Scout and leader counts and set up a time to review all finances
- The names of all Scouts and leaders in camp. Each one will be given a wrist band for identification purposes.
- Any birthdates and full names of any additional adult leaders attending that week (NYS Department of Health Mandate) that have not been registered at this point.
- Your campsite guide for the week
- Information about the Leader's Meeting at 4:00 PM

Following check in, your campsite guide will take you to your campsite to drop off personal and Pack equipment using wagons/carts provided by camp. Packs are welcome to bring equipment trailers, to leave and use in the parking lot. Then, have your Scouts change into their bathing suits. You will then be taken to the Dining Hall for table assignments and the Health Office for medical checks. Please make sure your Scouts have all 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 taken on a brief tour of camp (Cook's Tour). Even if you have attended camp here before, we ask that you go on the tour, as new Scouts will be unfamiliar with camp. From there, you will go back to your campsite to finish setting up tents, as well as a 4:00 PM Pack Meeting that will be conducted by your site guide. This meeting is for the Scouts and leaders, except for the one attending the Leaders' Meeting.



### **Leaders' Meeting (4:00 PM):**

At least one adult leader from each campsite is asked to attend a Leader's Meeting in the Memorial Lodge (by the Waterfront Area). If your unit only has two 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, Commissioner, and Health Officer) will provide important information to ensure a safe and fun summer camp experience.

### **Visiting the Health Lodge:**

#### ***The Health Lodge Building:***

Our First Aid facility is staffed 24 hours a day by certified medical personnel during the summer camp 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 Leader's meeting, following training; you will receive your lock box and cable. The cable must be used to secure the box 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.

### **Visiting the Dining Hall:**

Camp Gorton uses the family style of distributing and eating food. This consists of tables of eight where the "waiter system" is used in preparation of each meal, to deliver food to table during the meal, and clean up after the meal. 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. You may need to share a table with another unit in order to prevent food waste. The Dining Hall Steward will run each meal and ensure that everyone has a quality dining experience.

***Meal Times - are: Breakfast: 8:00 AM, Lunch: 12:15 PM, Dinner: 6:00 PM***

Waiters will be selected for each meal by the unit. A duty roster will be made available, during check in, for your Pack's planning purposes. Waiters will report to the Dining Hall 15 minutes before the meal.

***Special Meals*** - Requests for special meals to meet medically necessary dietary or religious needs must be requested **prior to arrival at camp**. This can be done in the online registration when asked about dietary restrictions, allergies, and medical concerns.

**EVERYONE IS EXPECTED TO WASH THEIR HANDS BEFORE ARRIVING FOR EACH MEAL.**

**ALCOHOL BASED HAND SANITIZER PROVIDED AT ENTRANCE**



## **Swim Checks:**

**All Scouts and unit leaders are highly encouraged to take the BSA swim test upon arrival at camp.** It is very important that everyone take this test in order for the waterfront staff to be aware of each camper's swimming ability. A few waterfront activities require that Scouts and/or Adults achieve a Swimmer rating. Instructional Swim sessions are available for any Scout that wishes to improve their swimming abilities. Swimming is an essential Scouting skill and our schedule has been revised to accommodate all instructional swimmers.

What is the swim test?:

All persons participating in BSA aquatics are classified according to swimming ability. The classification tests and test procedures have been developed and structured to demonstrate a skill level consistent with the individual's circumstances in the water. There are three ratings (nonswimmer, beginner, and swimmer). For more information regarding swim tests please refer to the [BSA Aquatics Supervision Guide](#).

### **SWIMMER'S TEST:**

Jump feet first into water over the head in depth, level off, and begin swimming. Swim 75 yards in a strong manner using one or more of the following strokes: side stroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy resting back stroke. The 100 yards must be swum continuously and include at least one sharp turn. After completing the swim, rest by floating.

### **BEGINNER'S TEST:**

Jump feet first into water over the head in depth, level off, swim 25 feet on the surface, stop, turn sharply, resume swimming as before, and return to starting place.

Anyone who has not completed the beginner or swimmer tests is classified as a nonswimmer.

## **Swim Attire:**

Swimsuits must be modest. For males, tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed. For females, bikinis are not allowed. Modest tankinis or one-piece swimsuits are appropriate

## **Cook's Tour (A Tour of Camp):**

As part of the check-in and welcome process, each Pack will tour camp. This "Cook's Tour" will include each program area, and other important locations in camp (bathrooms, showers, parade field, etc.). At each program area, Scouts will learn about the merit badges offered at that area, as well as program extras. Leaders can learn about program opportunities for them, and ways to help support the program area. Be sure to inquire about special programs that units can register for during the week (skeet shooting, Pack boat trips, etc.)

### **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. Respecting the equipment means longer use and enjoyment for future Scouts. The Quartermaster is located in the Equipment Building at the entrance to camp.

Supplies available:

- American Flag
- Bow Saw
- Hand tools

### **Photography and Videos:**

The taking of photographs and videos is strongly encouraged. It is a great way for our Scouts to remember all the fun they had at camp this summer. Scout Oath and Law is your guidelines for taking photos and videos.

Some things to remember:

- Do not let it interfere with program.
- Do not get in anyone's way of seeing or participating
- Delete photos and/or videos when asked
- Do not take close ups of Scouts without permission
- Do not get name tags of Scouts
- No private areas (ie bathrooms, showers, etc)

Please share the photos and videos with your family and friends. We would also like your photos and videos. We use a google shared drive and post a QR code for the drive in various places in camp.

### **Drones:**

The use of drones at Camp Gorton is strictly prohibited without the written approval of the Scout Executive.

If approved, the following rules are in effect:

- Drone use must follow all State, Federal, and FAA rules and laws, when applicable.
- Fly at operators' own risk. The Great Falls Council, camp staff, campers and guests are not responsible or liable for any damage done to the drone.
- Operator is responsible and liable for any damage done by the drone
- Use of the drone will not interfere with any camp operations



# **CAMP GORTON'S PROGRAM**

## **Camp Gorton Program:**

While every bit of information in this leader's guide is important, this is where the magic happens. Camp Gorton prides itself on the top-notch program that we deliver to each and every Scout, parent, and adult leader. Our staff truly believes that we are America's Finest Scout Camp and that is reflected in our program. This leader's guide is simply an introduction to the phenomenal program we offer.

Check the Great Falls Council website, [www.gfscouting.org](http://www.gfscouting.org), and all of our social media sites to stay updated with the newest additions and developments to this year's program.

### **Things to Keep in Mind:**

- The camp program is limited only by a unit's or Scout's participation.
- Planning before arrival helps a unit get the most of their experience.
- The staff can only help when we know what you need. Please ask about extra programming. We are always willing to do whatever possible to help you meet the needs of your Pack, Dens, and individual Scouts.

### **Extra Camp Programs:**

Links to the forms are included. These are for your reference. Printed copies for use during camp are available at Headquarters.

#### ***Early Morning Adventure:***

Those attending 3 or more early morning adventures (Polar Swim, Polar Fishing) will earn an Early Morning Adventure patch.

#### ***Adult Leader Trainings:***

Many different adult leader trainings will be made available over the course of your stay at Camp Gorton. Past courses have included Safe Swim Defense, Basic Adult Leader Outdoor Orientation (BALOO), and many others.

As the summer approaches, the trainings we will be able to offer will be announced through the council website and social media sites. If you or any leaders in your unit have any training that you would like to see offered while you are at camp, please email the [Camp Director or Program Director](#).

### **Camp-wide Activities:**

Monday through Thursday there will be a camp-wide activity period. This is not an open area, but Scouts are encouraged to work on awards or participate in games on the parade field. Past games have included Capture the Flag, Soccer, Ultimate Frisbee, and Scavenger Hunts. Each day's camp-wide game is decided the day before by the Senior Patrol Leaders at their meeting after lunch.

### **Hilltop Outpost: (Optional for Webleos/Arrow of Light ONLY)**

Camp Gorton has a beautiful outpost area at the top of our hill on the far side of the road. Scouts that are Webleos or Arrow of Light will leave at 4 PM on Thursday to cook dinner and spend the night on the hill.

Not only is this open to adults, but adult leaders are needed to participate, particularly female leaders, if female Scouts want to participate. If you are able and willing to participate in this activity please let the [Camp Director](#) know. A suggested packing list for this outpost can be found as a part of the [Individual Equipment List](#).

### **Campfires:**

We have two main campfires throughout the week at Camp Gorton: Opening and Closing.

Opening – Our staff will delight you with songs, skits, stories, and cheers galore in the Council Fire Ring. We welcome you to America’s Finest Scout Camp with a campfire packed full of Scouting fun and comradery.

Closing – On Friday night, our Closing Campfire and Recognition Ceremony will take place in the Council Fire Ring. This campfire is comprised primarily of Scout songs, skits, and cheers. The staff loves to see Scout material, so bring your A game and blow us away.

### **Morning and Evening Colors (Flag Ceremonies):**

Scouts are encouraged to participate in our flag ceremonies each day. Interested Scouts should talk to a staff member prior to the ceremony in which they would like to help. Morning Colors will occur at 7:45 AM and Evening Colors will occur at 5:40 PM. Uniforms are only required for evening colors. Units are highly encouraged to bring the Unit Flag. These can be proudly displayed on the Parade Field during the day.

### **Siesta:**

Each day, following lunch, Packs will return to their campsite for siesta. This resting period runs from 1:00 PM to 1:50 PM, and no camp activities are open during this time. Packs are expected to remain in their campsites and relax to regain energy for the remainder of the day. Quiet, restful activities such as card games, reading, and naps are highly encouraged.

### **Vesper Services:**

A Scout is Reverent. 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. While attendance is not mandatory, all Scouts and Scouters are welcome and encouraged to attend. Once during the camping session, a voluntary collection will be taken to support The [World Friendship Fund](#), an organization that supports the Scouting movement around the world.





# CAMP LOGISTICS

## Camp Gorton Logistics:

### Second Cup of Coffee:

Each day after breakfast, there will be a leaders' meeting at the Chapel. One leader from each unit should attend, as important information and updates will be distributed at this meeting. The camp administrative staff will be there to run the meeting and answer any questions or issues you have. This is the ideal time to share your thoughts on the session so far. What is going well? How could we make your experience better? Your feedback is welcome and important. This, also, is the time the camp leadership will share important information with you.

### The Buddy System:

Scouts should never travel alone in camp! Not only is it a NYS Department of Health and BSA requirement that each Scout have a buddy while moving around camp, it is also a really good idea. Scouts don't have to have the same buddy each time, in fact a buddy can change many times during the day. It is just important that Scouts are not alone. Please keep this in mind when scheduling merit badge sessions. It might be a good idea for Scouts to register together, so they have a built-in buddy. Buddies must be of the same gender, unless it is a group of three. It is every unit leader's responsibility to ensure that everyone in your unit is using the buddy system at all times.

Please see the latest updates to Scouting America's Buddy System as found in the Guide to Safe Scouting (<https://www.scouting.org/health-and-safety/gss/gss01/#a>).

### Camp Phone Number and Mail at Camp:

Are there family members who want to send mail to camp?

Camp Gorton  
Scout Name  
Unit Number and Campsite  
4241 County Route 25  
Dundee, NY 14837

Phone Number: 607-292-3220 (seasonal)

### Visiting or Leaving 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 Visitors Badge while on camp property. Visitor meal charges are per person and must be pre-paid in the Trading Post.

### Scouts Leaving Camp:

The parent or guardian who signed the Medical form is the only adult allowed to take their Scout from camp unless there is a completed [Early Release Form](#) completed by the parent / guardian who signed the physical. The Scout Early Release Form is located on our website and in the forms section of this guide.

### **Camp Emergency Procedures:**

The best defense against any emergency is preparedness. As an adult leader, be prepared by understanding camp policies and practices. 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, please follow these steps:

- Notify the nearest staff member immediately.
- Do not make any premature decisions or give any instructions or information unless relayed to you by the Camp Director or designee.
- Remain Calm. Set the proper frame of mind to avoid panic.

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.

Unless it is a life threatening emergency, the Camp Director must be consulted before an ambulance may be called.

When reporting an emergency:

- Take all steps to ensure that further injury or potentially dangerous situations have been addressed.
- Find the nearest staff member.
- Give a very clear and calm report of who, what, where, when, how, etc.

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

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

#### **WHEN THE ALARM SOUNDS**

**Daytime: 7:30 AM – 8:30 PM**

report to the Parade Field quickly and safely and assemble in formation behind your campsite sign.

**Nighttime: 8:30 PM – 7:30 AM**

report to your campsite and wait for a staff member

**Bloodborne 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 protective 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.

**Poison Ivy:**

Camp Gorton has poison ivy, though we work hard to manage it. Scouts who stay on the camp trails and open areas will easily avoid contact. Should they be exposed, have the individual shower with soap to remove the oils. The contaminated clothing should be placed in a plastic bag to avoid spreading the oils. 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.

**Ticks:**

Ticks are becoming more common each year. We highly encourage unit leaders to have their Scouts and leaders complete multiple tick checks throughout the day. Information on ticks is located at the Camp Health Office.

**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 where 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.

**Garbage and Recycling:**

Campsite trash must be brought down to the dumpster every night. Units are not allowed to keep food or beverages other than water in their campsite. 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 dining hall.

**Fuel Safety:**

Most units have completely switched to LED lights and lanterns. However, should you bring fuel-based equipment, while at camp, liquid fuels must be used with care and only by adults. No flames in tents is a BSA national policy. Only battery-operated lights or glow sticks are allowed in tents. Lanterns and Stoves must be accompanied by a fire extinguisher. We encourage units to bring a fire extinguisher for each lantern you bring.

**Lost and 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 left in the camp office. If they are not claimed by the end of the summer camp season they will no longer be available. The camp will not take responsibility for lost or stolen items. Please be sure to check the lost and found for any items that look familiar.

**Taps and Lights Out:**

Days at Camp Gorton are wonderfully full. There are program activities from sunrise to sunset (and beyond). To be considerate of other campers, observe the camp policy of being in your campsite by 10:00 PM and lights out by 10:30 PM.

**The Trading Post:**

The Trading Post, or camp store, is a popular destination for Scout and Scouters alike. Families may want to consider sending along a reasonable amount of spending money. From hundreds of merchandise selections, to snacks and drinks for all tastes, to Camp Gorton merchandise for every season, a National BSA supply selection, uniform parts, patches, insignia, pocket knives, essential Scouting gear, and the ever-popular Slushies, the Trading Post has it all. The Trading Post accepts cash and credit cards.

*"large camp selection, outstanding customer service"*

**Maintenance Issues:**

While we strive to keep Camp Gorton in tip top shape, issues do occur. If you find anything that needs to be repaired or supplies to be restocked, please notify our Camp Office.

**Alcohol, Tobacco & Drugs:**

An important way adult leaders can model healthy living is by following the policies on alcohol, tobacco, and drugs. Leaders should support the attitude that they, as well as youths, are better off without tobacco in any form and may not allow the use of tobacco products at any BSA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.



As outlined in the [Scouter Code of Conduct](#), Scouting activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies: alcoholic beverages or controlled substances, including marijuana.

In addition, the Code of Conduct specifies that if you are taking prescription medications with the potential of impairing any functioning or judgment, you will not engage in activities that would put youth at risk, including driving or operating equipment.



### **Camp Gorton Forms and Checklists:**

[Early Release Form](#)

[Individual Equipment Checklist](#)

[Camp Checklist](#)

[BSA Health Record and Medical Form](#)

### **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)

## 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 Great Falls 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 Scoutmaster, but can be expanded to other members of the unit. If you need/want the access, have either the Committee Chair or Scoutmaster 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 [Great Falls 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](#)
  - [Accessing YPT records](#)
- [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 request. You can log back in at any time and update the numbers, without having to make a deposit.

After February 2nd, each named Scout will require a \$50 deposit.

### **Registration/Naming attendees:**

If registering for camp after early February you will need to give the actual number and names of 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](#)

### **Accessing Youth Protection Records:**

Prior to naming adults you will need their date of birth, date Youth Protection Training was completed and a pdf of the certificate to upload. To obtain the certificate you can have them get it from their [my.scouting.org](http://my.scouting.org) account or you can download it yourself. To download you must be a Key 3 or Key 3 delegate in the Unit.

To access Youth Protection Training certificate:

- Go to [my.scouting.org](http://my.scouting.org)
- Log in
- Upper left, the three lines labeled Menu, select it
- Under Organization make sure the correct Unit is selected
- Select Training Manager
- Left hand side, select Add/Search
- In the middle select Search Training, near top
- Find the name and put a check in the box to the left of the name
- Select View Training, near top
- Find Youth Protection Training Certification, select it
- Click on Certificate, it is near top
- You now have a pdf of the YPT certificate with date taken on it to upload in registration.

### **Parent Portal:**

Parent Portal allows a parent/guardian to update information, make payments, apply for camperships and select merit badges (if allowed by the Unit). This must be turned on by the person creating the registration. Once turned 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 recheck the box, then 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

*Great Falls Council Summer Camp*  
**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 their session. This should be completed prior to expected pickup date and turned in by your Unit Leader to the Camp Director at Check in.**

**The below named Scout is authorized to depart camp earlier than scheduled by their Pack or Pack. 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.)

## Individual Equipment Checklist

**\*\*\*BE PREPARED. CAMP IS A 7-DAY EXPERIENCE, AND EACH SCOUT AND ADULT LEADER SHOULD PACK ACCORDINGLY. \*\*\***

<u>Clothing</u>
<ul style="list-style-type: none"> <li>● Complete Scout Uniform</li> <li>● Scout Shorts</li> <li>● Scout Socks</li> <li>● Scout Belt</li> <li>● Scout appropriate T-Shirts</li> <li>● Shorts</li> <li>● Long Pants</li> <li>● Extra Socks and Underwear</li> <li>● Sleepwear</li> <li>● Shoes/Boots (extra pair suggested)</li> <li>● Raincoat/Poncho</li> <li>● Hat</li> <li>● Sweatshirt/Jacket</li> <li>● Swim Trunks or One-Piece Swimsuit</li> <li>● Water Shoes*</li> </ul> <p>*Closed Toe Water Shoes are required in Waneta Lake per NYS Health Department Policies</p>

<u>Bedding</u>
<ul style="list-style-type: none"> <li>● Pillow</li> <li>● Sheets and Blankets or a Sleeping Bag</li> </ul>

<u>Optional Items</u>
<ul style="list-style-type: none"> <li>● Fishing Gear</li> <li>● Alarm Clock</li> <li>● Camera</li> <li>● Compass</li> <li>● Religious Literature</li> <li>● Musical Instrument</li> <li>● Notebook</li> <li>● Writing Utensil</li> <li>● Mosquito Netting</li> <li>● Clothesline</li> <li>● Hangers (Must be Plastic)</li> <li>● Day Pack/Bag</li> </ul>

<u>Personal Items</u>
<ul style="list-style-type: none"> <li>● <a href="#">Completed BSA Medical Form (Parts A, B &amp; C)</a></li> <li>● Footlocker or Plastic Tote (14"Hx14"W)</li> <li>● Flashlight</li> <li>● Extra Batteries</li> <li>● Water Bottle</li> <li>● Non-Aerosol Sunscreen</li> <li>● Non-Aerosol Insect Repellent</li> <li>● Toiletries                             <ul style="list-style-type: none"> <li>○ Shampoo</li> <li>○ Soap</li> <li>○ Towel/Washcloth</li> <li>○ Toothbrush</li> <li>○ Toothpaste</li> <li>○ Comb/Brush</li> </ul> </li> <li>● Medication <i>in original container</i></li> <li>● Pocketknife (Must have knife safety class appropriate for Den level or earning it at camp)</li> <li>● Spending Money</li> </ul>

<u>Electronic Devices</u>
<p>We ask that Scouts 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!</p>

<u>Webleos/AOL Hilltop</u>
<p>In addition to regular gear, Scouts will need these items for the Hilltop Experience</p> <ul style="list-style-type: none"> <li>● Camping Backpack</li> <li>● Mess Kit</li> <li>● Ground Pad</li> <li>● Tent**</li> <li>● Sleeping Bag</li> </ul> <p>** We encourage Scouts to bring one of their Pack's or affiliated Troop's tents that they are familiar with.</p>

<u>Items to Leave at Home</u>
<p>Candles, Radios, Valuable Items, Fireworks, Aerosol Cans, Guns, Ammunition, Bows, Military Clothing, Bicycles, Pets, Open-Toed Shoes, Lighters, Sheath Knives</p>

# CAMP CHECKLIST

## **Pre-Camp**

- Pay reservation deposit of \$100 to reserve a camp session
- Apply for Campership online if needed (by 3/15)
- [Distribute BSA Health Forms](#)
- Inform families that you will be attending camp from \_\_\_\_\_ to \_\_\_\_\_
- Arrange for two registered adult leaders to be in camp at all times
- Arrange for adequate transportation of Scouts, adults and gear to and from camp
- Pay camp registration fees (Early Bird Deadline 5/1)
- Collect completed [BSA Health Forms](#) and make second copies to be submitted to camp
- Collect and completed and signed Early Release Forms
- Have copies of camp related receipts and forms organized for arrival at camp

## **Check-In**

- Arrive at camp as a Unit to begin check-in between 1:00 PM and 2:00 PM
- The camp staff is not in a position to handle early arrivals
- Check-In with the Camp Director and meet your Site Guide
- Check-In at the camp office and Be Prepared with the following items:
  - **Final Scout and Leader counts**
- Follow your Site Guide to your campsite to drop off Troop materials and personal gear
- Complete site check-in inspection form before anyone moves into tents
- Have ALL Scouts and leaders/adults change into their swimsuits
- Go to the Health Lodge for medical review
- Have your med forms and prescription medication ready
- Report to the Dining Hall for table assignments and orientation
- Report to Waterfront and have ALL Scouts and Leaders/Adults take the swim test
- Send one leader to the 4:00 PM Leader's Meeting in Memorial Lodge
- Conduct a 4:00 PM Troop Meeting with your Site Guide

## **Before You Leave**

- Check Unit Advancement records
- Resolve issues the appropriate area director
- Attend the Closing Ceremony
- Pack all Pack gear and be prepared to leave Saturday morning
- Meet your Site Guide and check your Unit out of your site
- Clean latrines, picnic tables, and police for trash in your site
- Return all camp tools and items to the Quartermaster
- Submit Unit evaluations to the Trading Post and pick up your Unit patches and Leader gifts
- Check out at Health Office and pick up all Health Forms and return medication boxes
- Reserve your Unit's next year campsite online or in headquarters
- Units staying until Saturday must be off campgrounds by 10:30 AM