

Camp Sam Wood

Parent & Leader's Guide



Summer 2025

Cub Overnight Adventure Camp

Camp Director & Program Director

Greetings, Inventors and Time Travelers!

Welcome to the 2025 Overnight Adventure at Camp Sam Wood — where fun is number one! Whether you're a seasoned explorer or joining us for the first time, we're thrilled to have you on this wild ride through history and beyond. This year's theme, "Invention Convention: Travel Through Time," promises to bring out the creativity, curiosity, and Cub Scout spirit in everyone.

Our dedicated staff is hard at work preparing a camp experience full of discovery, teamwork, and timeless fun. From ancient wonders to futuristic feats, each activity is designed to spark imagination and build memories that will last a lifetime.

Please take the time to read through this Leaders Guide — it's your go-to resource for making the most of your camp experience. If you have questions or need anything at all, don't hesitate to reach out.

2We can't wait to see you at Camp Sam Wood!

Along the Trail,

Lotus & Lizard

Camp Director & Program Director

carisa@campsamwood.org

shauna@campsamwood.org

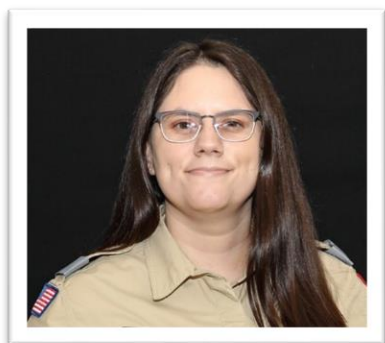


Carisa "Lotus"



Shauna "Lizard"

Staff Advisor



Hello Campers! We are very excited that you are joining us at Camp Sam Wood for our Cub Overnight Adventure Camp. Our Staff team works very hard year-round to develop a program that is fun, engaging, and helps to support you Pack's year-round program. If there is anything we can do to make your experience a more positive one, please let us know. We look forward to seeing you at camp!

Jessica Bonham

Jessica.Bonham@Scouting.org

(585) 343-0307 ext. 217 (585) 993-5359

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Before Summer Camp

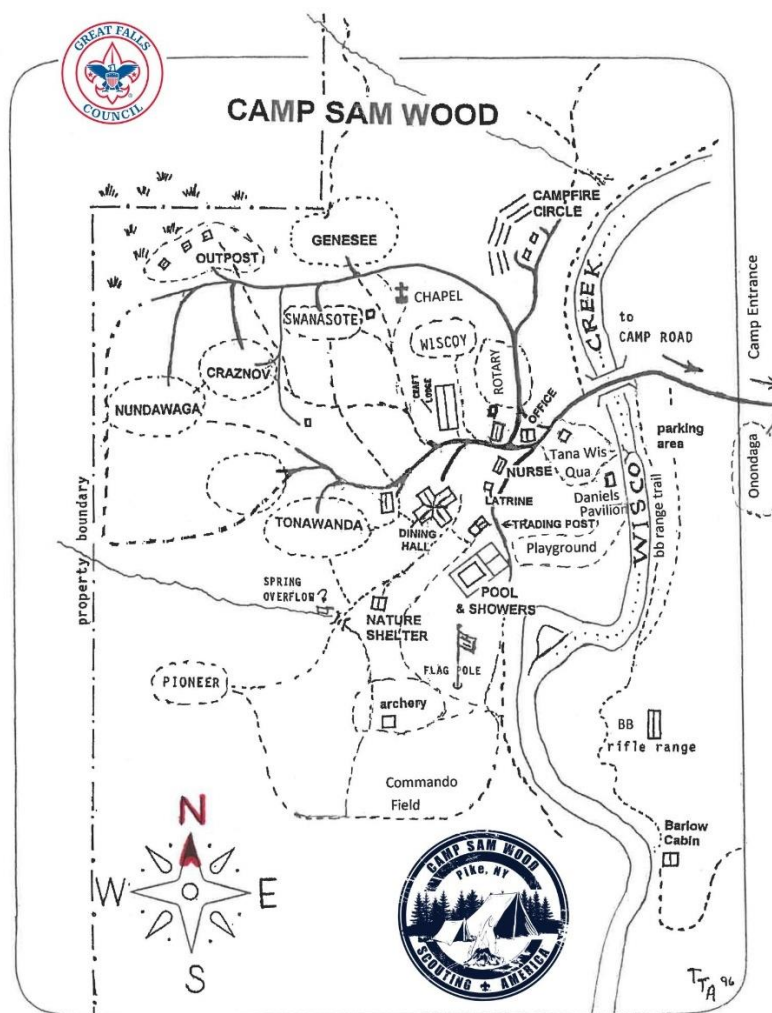
About Camp Sam Wood

Great Falls Council strives to deliver the best possible program available. Whether it is our Trained Staff, our Updated Facilities, or our Food Service Program, Camp Sam Wood seeks to accommodate your every need. This summer will be one to remember. The theme this year is **Invention Convention, Travel Through Time** so expect great things to come as Cub Scouts seek and explore the Wonderful World of Scouting.

Fun is Number One

Our motto at Sam Wood is "Fun if Number One!" We want you and your Cub Scouts to have the best summer experience ever. We encourage as many parents, leaders, and family members as possible to join their scouts at Camp Sam Wood. Remember: summer camp is a four day and three-night program that will **become a lifetime of memories...**

Camp Sam Wood Map



Camp Program Areas

Program Areas:

Camp Sam Wood offers a wide variety of Programs Areas for Cub Scouts to enjoy. These include (but are not limited to):

- The BB Gun Range
- The Archery Range
- The Craft Lodge
- The Sports Field
- The Swimming Pool
- The Nature Pavilion and Trails
- The Fishing Area by the Creek

Facilities

Restrooms and Shower Facilities: A central shower and restroom facility with hot/cold running water, sinks, private shower stalls, and flush toilets are located outside the pool.

Additionally, there are two restroom facilities, with 4 individual flush toilets and sinks, located near the health lodge and by Rotary Campsite. Please remember good conduct and courtesy when using the showers and restrooms. It is BSA policy that males and females, as well as adults and youths, have separate shower and restroom areas as marked.

No electronic devices are to be used in or near any shower or restroom. Improper use of these facilities should be brought to the attention of the [Camp Director](#) immediately.

Each campsite is also equipped with a latrine, cold running water, and washstand.

Campsites:

All sites have canvas tents over wooden platforms with 2 cots. The sites are supplied with picnic tables, covered pavilion, campfire ring, latrines, and running water. Limited electricity is available for medical purposes only. Site assignments are based on needs & numbers.

Join the Camp Sam Wood Staff Family

Camp Sam Wood Staff Members:

Camp Sam Wood's staff team is made up of a group of dedicated volunteers from across our Council and beyond. They work tirelessly throughout the year to assemble an exceptional program for each summer. Many of the senior staff (18+) attend training at the Scouting 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?

Anyone interested in applying to work at Camp Sam Wood should contact our Camp Director or Staff Advisor. Scouting experience is recommended but not required. You must be at least 16 years of age by June 15th.

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 is 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.

2025 Summer Camp & Payment Schedule

- A \$100 deposit will hold your Pack's spot at Camp this summer.
- Bunk Deposit of \$100 per person is Due on March 15, 2025
- Campership Applications due by April 1st, 2025 (part of registration)
- Final Payment is Due May 1, 2025
- Late fee of \$25 a person will be added after May 1, 2025

\$325 - Cub Scout

\$135 - Den Chief (subject to space & currently serving as a Den Chief in a Unit for 3 months or more)

\$155 - Cub Scout Adult

Leader Fee & Parent/Guardian Attendance

The Leader Fee is \$155.00 per adult per session. 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 leaderships throughout the entire session.*

Parents/Guardians attending camp with their Cub Scouts must take BSA Youth Protection Training, found at 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.

Campsites

How Campsites are Requested and Assigned:

Camp Sam Wood 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 Sam Wood 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 Pack)

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 the 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% off 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 April 1st. Notification of a Campership award will be sent to the parents and unit leader before May 1st with additional instructions. Once a campership is applied for, the price will be adjusted for the

Campsites
Craznoz
Genesee
Nundawaga
Onondaga
Rotary
Swanastoe
Tonawanda
Wiscoy

requested amount. Once given, the amount for the Scout will adjust and reflect the amount awarded. All payment deadlines still apply to Scouts who receive Camperships

Campership requests will not be accepted after April 1st.

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 Overnight Adventure 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 Overnight Adventure 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 Overnight Adventure 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. Meeting information and a 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

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.

An AED are located in the Health Lodge.

During Summer Camp

Check-In and Day One

Day One Schedule

Check in will open at 12:00 PM for Cub Scout Overnight 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 outside the Director's Cabin.

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 wristband 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.
- Information about the Leader's Meeting.

Following check in, the following area orientation must be completed between 1:00 PM and 5:00 PM on arrival day

- Health Lodge – Turn in Health Forms and Mediations
- Pool – for Swim Tests
- BB range – Range Safety and 1st Shots
- Archery Range – Range Safety and 1st Shots
- Dining Hall – Orientation and Get a Snack
- Trading Post – Pick up any pre-orders

Leaders' Meeting

At least one adult leader from each campsite is asked to attend a Leader's Meeting at Faulkner Pavilion (by the Dining Hall) 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

A Health Officer is present in camp at all times. All first aid treatment will be given and recorded at the Health Lodge. Serious cases are sent to local hospitals. **All injuries must be reported to the Health Officer.**

Medication—All medications must be submitted to the Health Officer at Check-In. Participants will be allowed to carry rescue inhalers and EpiPens. Medications must be in the original container and labeled with name, unit number, and campsite.

Visiting the Dining Hall

Meals are served at the Dining Hall, seating assignments are made during check-in. Unit leaders are responsible for supervision at their tables. Scouts are expected to use proper table manners. Each unit will provide one Scout for each table. They will report to the Dining Hall for waiter duty 15 minutes prior to each meal. Make sure to remember the buddy system. Under the direction of the Dining Hall Steward, they will set the table, retrieve table servings from the kitchen and clean the table and the surrounding area after the meal. Waiter duty should be rotated among the members of the unit. Experienced campers should be assigned waiter duty on the first day at camp

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

Special Meals - Requests for special meals to meet medically necessary dietary or religious needs must be requested 2 weeks **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 aquatics staff to be aware of each camper's swimming ability. Anyone who has not taken the swim test will be classified as a Non-Swimmer.

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 [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

Swimwear should be secure, clean and designed specifically for swimming. For extra sun protection, they may wear a rash guard or T-Shirt as long as it's safe for the activity.

Pocket Knives

Bear, Webelos, and Arrow of Light Scouts must have completed the appropriate Knife Safety Adventure in order to use a pocketknife at camp. Pocket knives can be purchased at the Trading Post only if the scout has completed the appropriate Knife Safety Adventure. We only sell pocket knives to adults in the Trading Post...fyi.

Cub Scout Knife Safety Adventures

- Bear – [Whittling](#)
- Webelos – [Chef's Knife](#)
- Arrow of Light – [Knife Safety](#)

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 Sam Wood 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 Sam Wood Program

Camp Schedule

Sam Wood	Friday	Saturday	Sunday	Monday
7:00 - 7:30 AM		Rise & Shine - Polar Plunge & Early Fish		
7:45 - 8:00 AM		Morning Flags		
8:00 - 9:00 AM		Breakfast		
9:00 - 9:50 AM		Area 1 Rotation		Pack up, clean campsites, and Departure (till 10a)
10:00 - 10:50 AM		Area 2 Rotation		
11:00 - 11:50 AM		Area 3 Rotation		
12:00 - 1:00 PM	Check In Starts	Lunch		
1:00 - 2:00 PM	Check In Area Orientations	Siesta		
2:00 - 2:50 PM		Area 4 Rotation		
3:00 - 3:50 PM		Area 5 Rotation		
4:00 - 5:00 PM		Open Program		
5:45 - 6:00 PM	Evening Flags			
6:00 - 7:00 PM	Dinner			
7:00 - 8:00 PM	Open Program			
8:00 - 9:00 PM	Opening Campfire	Open Program	Closing Campfire	
9:00 PM	Cracker Barrel for Adults		Movie in DH	
10:00 AM	Lights Out			

Theme

Camp Sam Wood utilizes a theme each year to captive the imaginations of your Cub Scouts. This year's theme is **"Invention Convention, Travel Through Time"**. We strongly encourage your Pack or Den to participate in the theme prior to camp. Building a gateway for your campsite is a great way to get the Cub Scouts excited to attend camp. Wearing costumes to opening flags is a fun way to incorporate the theme.

Area Rotations

During Saturday and Sunday your Pack will rotate through our various program areas getting a chance to explore all they have to offer. Each Pack will have a schedule for their rotations given out during check in.

Open Programs

During the weekend there will be periods of open program time. During open program, Camp Sam Wood's various program areas will be open throughout the camp, including special program

offerings. Our camp staff will announce what areas and activities will be open during flags, at meals and in the camp newsletters.

Campfires

Campfire programs are one of the most enjoyable memories from summer camp. We hold two main campfire programs at Camp Sam Wood.

Opening – On Friday evening, Sam Wood’s staff team will welcome you to camp with songs, skits, stories and more!

Closing – On Sunday evening the closing campfire is a chance for each Pack or Den to showcase their talents, whether it be singing a song, shouting a cheer, or performing a skit or joke. We encourage each unit to develop a short skit to perform at the Closing Campfire. We ask that your skit be theme based, and of course it is optional. Please inform the Program Director whether or not your unit will be performing at the closing campfire! Remember our Theme is **“Invention Convention, Travel Through Time.”**

Flags/Roll Call

Flags will take place each morning at 7:45 AM and each evening at 5:45 PM. Field Uniforms (Blue/Tan Shirts) are only required for evening flags. Units are highly encouraged to bring their Unit Flag. They can be proudly displayed by the dining hall during the day. If you have Scouts that are interested in assisting with the flag ceremonies, please speak with our Camp Director or Program Director.

The Program Director will do roll call to see if all Packs and scouts are present and accounted for during Flags. We encourage each Pack to come up with silly cheers or poems. Here is an example, “Roses are red, violets are blue, Pack #1 had fun today with all of YOU! Pack #1 is all present and accounted for SIR!” **Use your imagination and come up with the silliest Roll Call CSW has ever heard!**

Siesta

Each day, following lunch, Packs will return to their campsite for siesta. This resting period runs from 1:00 PM to 2:00 PM. Packs are encouraged 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 Service

A Scout is Reverent. An organized non-denominational vesper service will be offered during the weekend. While attendance is not mandatory, all Scouts and Scouters are welcome and encouraged to attend

Arrow of Light Trail

The Arrow of Light Trail is Camp Sam Wood’s program for AOL Scouts. AOL Trail offers a sneak peek at the Scouts BSA program. Participants may experience Scout Skill areas in cooking, camping, range & target sports, and much more. Join Us This Summer on The Trail!!!

Adult Leader Trainings

During your stay in camp there will be several adult leader trainings made available. If you or any leaders from your unit have any training that you would like to see offered while you are at camp, please email the Camp Staff Advisor. Examples of training include Safe Swim Defense, Safety Afloat, Climb on Safely, Swimming and Water Rescue, Understanding and Preventing Peer on Peer Abuse, and Paddle Craft Safety.

Camp Logistics

The Buddy System

Scouts should never travel alone in camp! Not only is it a NYS Department of Health and Scouting America 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. 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

Given our program happens over a weekend, we are not able to guarantee mail will arrive in time for delivery to your camper. Instead, we recommend sending letters/packages along with the unit that can then be handed out during the weekend.

Camp Phone Number: 585-567-8626 or you can contact our Council Service Centers who will direct your call to the camp staff.

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

Report to the Parade Field quickly and safely and assemble in formation with your unit.

If the Parade Field is unsafe, report to the Dining Hall and gather at your unit’s assigned table.

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 Sam Wood 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
- Theme/Decorations
- Campcraft - campsite gadgets and activities in camp supporting the Scouting program 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

Campsite trash must be brought down to the dining hall every night. The Camp Staff will transport garbage to the dumpster located near the entrance of camp. Units are not allowed to keep food or beverages other than water in their campsite. This helps keep unwanted animals out of campsites. If you are bringing snacks, etc. please talk to the Dining Hall Staff to be safely stored.

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 outside the Health Center 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 Sam Wood 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 9:30 PM and lights out by 10:00 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. Trading Post accepts cash and credit cards.

Maintenance Issues

While we strive to keep Camp Sam Wood in tip top shape, however, 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.

Forms and Checklists

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 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. 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 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
- 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.)

Cub Overnight Adventure Camp Packing List

<p>Clothing</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 Field Uniform Shirt (Blue/Tan Shirts) <input type="checkbox"/> 3 Pairs of Shorts <input type="checkbox"/> 4 T-Shirts (Activity Uniform) <input type="checkbox"/> 5 Pairs of Underwear <input type="checkbox"/> 5 Pairs of Socks <input type="checkbox"/> 1 Pair of Pants <input type="checkbox"/> 1 Sweatshirt/hoodie <input type="checkbox"/> 2 Pairs of warm pajamas <input type="checkbox"/> 1 Long Sleeve Shirt <input type="checkbox"/> 1 Pair of Athletic shoes/hiking shoes <input type="checkbox"/> Poncho or Raincoats <input type="checkbox"/> Water Shoes(Highly Recommended) for Pool and Shower <input type="checkbox"/> Swimsuit (Rash guards for sun protection are encouraged) <input type="checkbox"/> Hat <input type="checkbox"/> Sunglasses <p>Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water Bottle <input type="checkbox"/> Day Pack/Backpack <input type="checkbox"/> Flashlight/Headlamp <input type="checkbox"/> Pillow <input type="checkbox"/> Sleeping Bag/Blankets <input type="checkbox"/> Laundry Bag <input type="checkbox"/> Hat <input type="checkbox"/> Sunglasses 	<p>Personal Items</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toothbrush <input type="checkbox"/> Toothpaste <input type="checkbox"/> Shower Towel & Swim Towel <input type="checkbox"/> Soap <input type="checkbox"/> Shampoo <input type="checkbox"/> Conditioner <input type="checkbox"/> Hairbrush <input type="checkbox"/> Hair Accessories <input type="checkbox"/> Deodorant <input type="checkbox"/> Hygiene Products <input type="checkbox"/> Shower Caddy to Carry Items <input type="checkbox"/> Chapstick <input type="checkbox"/> Sunscreen (non-aerosol) <input type="checkbox"/> Bug Repellent (non-aerosol) <p>Prescription Medications (Must be turned into our Camp Health Officer)</p> <p>Fun Things</p> <ul style="list-style-type: none"> <input type="checkbox"/> Themed Costumes <input type="checkbox"/> Books/Magazines/Cards <input type="checkbox"/> Fishing Gear <input type="checkbox"/> Spending Money for Trading Post <input type="checkbox"/> Notebook, pen/pencil <p>Don't Forget!</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed BSA Health Form
<p>Please Do Not Bring</p> <p>Candles, personal electronics, valuables, fireworks, aerosol cans, firearms, and items of value.</p>	
<p>Remember to clearly mark all items with the Scout's name, initials or distinctive emblem. All items on the Do Not Bring list will be confiscated and returned to parents upon departure from camp and may result in immediate dismissal from camp. We reserve the right to search through all luggage on camp property.</p> <p>Lost and Found: Please be sure to label all your Scout's belongings as the Great Falls Council assumes no responsibility for lost items. The Great Falls Council will attempt to return any and all lost articles while the camper is still at camp.</p>	

Camp Checklist

Pre-Camp

- _____ Pay reservation deposit of \$100 to reserve a camp session
- _____ Apply for campership online if needed (By 4/1)
- _____ 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 4:00 PM
- _____ Check-In with the Camp Director
- _____ Go to the Health Lodge for medical review
- _____ Have your med forms and prescription medication ready
- _____ Visit all the check-in day rotation stops (Pool, Ranges, Dining Hall, Trading Post)
- _____ Send one leader to the 7:00 PM Leader's Meeting

Before You Leave

- _____ Pack all Pack gear and be prepared to leave Monday morning
- _____ Clean latrines, picnic tables, and police for trash in your site
- _____ Submit Unit evaluations to the Health Lodge and pick up your Unit patches
- _____ Check out at the Health Office and pick up all Health Forms
- _____ Reserve your Unit's next year campsite online or in headquarters
- _____ Units staying until Monday must be off campgrounds by 10:00 AM