

Seneca Waterways Council, BSA

J. Warren Cutler Scout Reservation Cub Scout Adventure Camp



2023 Leader's Guide

rev. 1/29/2023

Mission Statement

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

It is the mission of the Seneca Waterways Council summer camping program to provide each Scout with an outdoor experience through which they have opportunities to: be challenged; work toward advancement; be active with their troop, patrol and others; achieve while learning; develop as a person; enjoy the Outdoors; and have fun.

Contacts

The Guide for Unit Leaders and all forms are available online at the Seneca Waterways Council website camping page at

Seneca Waterways Council

P:585-244-4210 F:585-241-8552

2320 Brighton-Henrietta Town Line Road, Rochester, NY 14623

Camping Director: Liane Richardson, 585-241-8545

liane.richardson@scouting.org

Scout Executive: Stephen Hoitt, 585-241-8550

Stephen.Hoitt@scouting.org

J. Warren Cutler Scout Reservation

Before Camp:

Attn: Camp Cutler
Seneca Waterways Council, BSA
2320 Brighton-Henrietta TL Rd.
Rochester, NY 14623
Phone: 585-241-8547
Fax: 585-244-8552

During Camp:

Attn: Camp Director
J. Warren Cutler Scout Reservation
7131 Gulick Road
Naples, NY 14512
Phone: 585-374-8656
Fax: 518-374-8

Foreword

Getting ready for summer camp is the most exciting time of year. We can't wait to host you and your unit in 2023!

This leader's guide is your first resource to answering your summer camp questions. If you have any further questions, please feel free to contact us. We are always open to your input, suggestions and ideas. For more information, check out our website:

www.senecawaterways.org/outdoors .

A great camp staff is coming together to create an amazing camp experience for your unit. We can't wait for you to become a part of the many years of history at Cutler.

On behalf of the entire 2023 Camp Cutler staff, we'd like to thank you for choosing Camp Cutler. We look forward to sharing a memorable summer with you and your entire unit.

Matthew Thurston

Camp Director

Matthew.thurston@scouting.org

585-241-8547



2023 Cub Scout Adventure Camp Season

- Session 2: July 9 - July 11
- Session 3: July 13 - July 15
- Session 4: July 16 - July 18
- Session 5: July 20 - July 22
- Session 6: July 23 - July 25
- Session 7: July 27 - 29
- Session 8: July 30 - August 1
- Session 9: August 3 - August 5

2023 Camp Fees

J Warren Cutler Scout Reservation, Cub Scout Adventure Camp

Cub Scout - Female (Youth)				
Early discount price	\$200.00	(ends Fri 04-28-2023 11:59 PM)	Payment	Amount
Regular price	\$225.00		Per Camper Deposit	\$50.00
			Early Bird Fee	\$150.00
Early discount pricing is applied if paid in full by Fri 04-28-2023 11:59 PM			General Camper Fee	\$25.00
				Payment Due By
				Thu 04-27-2023 11:59 PM
				Fri 04-28-2023 11:59 PM
				Fri 06-30-2023 12:00 AM
Cub Scout - Male (Youth)				
Early discount price	\$200.00	(ends Fri 04-28-2023 11:59 PM)	Payment	Amount
Regular price	\$225.00		Per Camper Deposit	\$50.00
			Early Bird Fee	\$150.00
Early discount pricing is applied if paid in full by Fri 04-28-2023 11:59 PM			General Camper Fee	\$25.00
				Payment Due By
				Fri 03-31-2023 11:59 PM
				Fri 04-28-2023 11:59 PM
				Fri 06-30-2023 11:59 PM
New Cub Scout Spring - Female (Youth)				
Regular price	\$200.00			
New Cub Scout - Male (Youth)				
Regular price	\$200.00			
Adult - Male (Adult)				
Regular price	\$90.00			
Adult - Female (Adult)				
Regular price	\$90.00			
Sibling (non Cub Scout) (Youth)				
Regular price	\$125.00			
Den Chief (Youth)				
Regular price	\$110.00			

Early Bird Pricing – Plan ahead for great Savings!

Early bird pricing is a significant discount for Scouts and Adults attending camp. In order for a unit to qualify for early bird pricing three steps must be completed.

- 1) Make early bird deposit payments for Scouts and Adults by the Early Bird Deposit Deadline (03/31/2023). This step should be completed online.
- 2) To receive the Early Bird Discount, Scouts must be paid in full by 04/28/2023

Reservations

Packs make reservations through the camp online registration portal. Packs should expect to share space in Villages with families from other Packs. Circumstances may require that accommodations be changed by the camp management.

Camp Discounts

Sibling discounts - \$25 discount. Requests for sibling discounts must be submitted to camping@senecawaterways.org before final payments are due in order to apply.

Refund Policy

There are situations in which a campers' fee may be refunded, either in whole or in part to the unit. Please note that refund checks will not be written to individual families, they will be written to the Pack.

Full Refund

The balance of a campers' fee may be refunded up until two weeks prior to the start of your week at camp for the following reasons if accompanied by appropriate documentation:

- o Medical issue regarding the camper
- o Extreme family emergencies

Partial Refunds:

Partial refunds of \$50 per camper may be refunded to the unit for reasons other than the above, up until two weeks prior to the start of your week at camp. Please be aware that Seneca Waterways Council cannot provide any refunds after this timeframe as certain expenditures have been made (e.g. food and program-related items) based upon the unit's projected attendance.

Requests for refunds must be made in writing no later than two weeks prior to the start of your week at camp in order to be considered. Please submit requests to the Seneca Waterways Council, 2320 Brighton-Henrietta TL Rd, Rochester, NY 14623 or email: camping@senecawaterways.org.

Camperships

The Seneca Waterways Council believes that all Scouts should be able to attend summer resident camp, regardless of their financial situation. Campership funds are available from the council to assist local Scouts who may have difficulty affording the full camp fee. Applications are now submitted online at <https://senecawaterways.org/campership-information/>. Questions about the online application can be made at the Council Service Center (585-244-4210).

Deadline for Campership Application submissions is March 1, 2023

Preparing for Camp

Leadership

All Packs must have at least one adult leader over the age of 21 for every four cubs in camp. The New York State Department of Health requires Seneca Waterways Council to maintain records at camp of the qualifications of all adult leaders.

NYS DOH also requires that we submit all adults attending camp and adult camp staff to a sex offender registry check prior to their arrival at camp.

All leaders must bring with them to camp verification that they have completed youth protection training. All adults in camp must have completed Youth Protection Training prior to attending camp. Youth Protection Training can be taken in a class format through your district or council or can be taken online by visiting <https://my.scouting.org/>.

IMPORTANT - This includes any/all adults, parents, or visitors who are staying overnight in camp. Adults without YPT will be not allowed to remain on the property.

Out of Council Unit Requirements:

YPT & Registration - Out of Council Units, who are attending a Seneca Waterways Council summer program, must provide a copy of the unit's official roster including both adult and youth registrants. The roster can be printed from my.scouting.org or obtained from your Scout Service Center. All adults attending camp should be on the roster and be marked as Youth Protection trained. Rosters should be submitted to the Camp Director at matthew.thurston@senecawaterways.org at least one week ahead of the unit's arrival at camp. **Youth Members not on the roster will not be able to remain on property.**

Required Medical Forms

Each camper must have a current BSA Annual Medical Form and fill out all other medical paperwork under the "Summer Camp Medical Forms" tab on the Camp Cutler camp registration page online. Parts A & B of the form are required for all youth and adults. **All forms must be signed by a doctor and filled out completely (including month & year of inoculations).** All participants, youth & adults must have had a physical in the past year. Youth who take medication must have the Youth Medication Permission Form with a physician's signature on file. **Please be sure to submit a copy of each individual's medical form, not the originals.**

Accommodating Special Needs

The staff of Cub Scout Adventure Camp is committed to fully including all Scouts in all aspects of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing, and instructional plans. Special menus, accessible campsites, and other provisions can be made for Scouts or leaders because of physical disabilities, learning disabilities, diagnosed psychological or social difficulties, severe medical conditions, particular dietary requirements, religious practices, or other special needs. Unit leaders should contact the Reservation Director well in advance to outline the specific needs of Scouts and leaders in their pack.

Food Service

Cub Scout Adventure Camp offers an amazing Dining Hall experience for our campers. J. Warren Cutler Scout Reservation employs qualified food service personnel to provide high quality food for all campers and leaders. Three meals per day are provided, beginning with lunch on day 1 of your session and ending with dinner on day three of your session. A licensed dietitian has reviewed the menus for balanced nutrition.

Dietary Needs:

If Scouts or leaders have special dietary needs, notification must be made through the Camp Food Accommodation form (see appendix) **One Month Prior** to your pack's arrival. Send all requests to cutler-food@senecawaterways.org.

Requests made at the time of arrival may not be accommodated. We want your stay at camp to be enjoyable; please communicate your needs as soon as possible.

Provisional Camping

Provisional Scouting provides youth the opportunity to attend camp when their troop is attending another camp or not at all. They will still be able to participate in fun activities with other Provisional Scouts or with another registered troop. Provisional Scouts may even request a specific troop if they are more familiar with the scouts or leadership of that troop. Parents who register their Scouts as Provisional must make sure all information is accurate, as well as be responsible for submitting medical forms and to bring medication upon arrival at camp. Please contact the Camp Director with more information on provisional camping options.

In Camp

Check in

The designated arrival time for units is 10:30-11:30 AM on your first day of camp. Please instruct all Scouts and their families to arrive at one time and as a unit. Troops will be checked-in as a single unit, not by individual campers. All vehicles must stop in the main parking lot and wait for direction from Cub Scout Adventure camp staff. Please do not walk or drive into camp until a staff member guides you.

While you are waiting, you should; consolidate pack and personal equipment into one vehicle. One vehicle from each unit will be allowed to make a trip to their village. All other vehicles must unload in the parking lots. packs will then go to their village, where they will be met by a Pack Guide to begin their check-in procedures. There will be medical rechecks, followed by a swim check, a dining hall orientation, and a camp tour. Scouts and leaders must bring medical forms and any prescription medication with them.

Medical Re-Checks

A medical recheck is given to each person to make sure he or she can participate in all camp activities. All prescription and non-prescription drugs must be reviewed by the Health Officer. All medication will then be placed in a lockable box, if the unit does not have one the Health Lodge can provide one. A designated leader will receive an orientation from the Health Director in the proper control of the medication and the daily unit medication logs. The lockbox is then given to a designated unit leader for safekeeping. Adult leaders are responsible to remind campers of their medication times.

Swim Checks

After medical re-checks, the troop will be led to swim checks at the pool. At this time, you will be given basic information such as aquatics rules and how to use the Buddy System. This check will allow the staff to determine who can use the rowboats, canoes, and sections of the pool. If your troop has done a pre-camp swim check, bring it to the Aquatics Director for review. Pre checks can be submitted only with the BSA Swim Classification Record form with a copy of the credentials of the test administrator.

Identification

Each camper, adult leader, and visitor must wear a camp-issued wristband. Campers and leaders staying in camp will receive their wristband after arriving in camp. Visitors will also be issued a wristband when they arrive at camp. Any person without a wristband or will be stopped and questioned about their business in camp. If your wristband becomes lost or damaged please see a waterfront staff member to be issued a new one.

Dining Orientation

Scouts and Leaders will review the procedures of the Dining Hall and where they will be eating during their session.

Leaders

A Scout Leaders meeting will be conducted in the Dining Hall in the evening on your first day. Please ensure that your unit is represented. We will preview the session and address any concerns as well as an introduction to key staff.

Scout Uniforms at Camp

The official Scout Field Uniform consists of the official shirt, belt, shorts, and socks. This uniform is worn each day for evening retreat and dinner, as well as for Vespers. It is also appropriate for opening and closing campfires.

The Activities Uniform consists of Scout shorts and a Scout T-shirt with belt and socks and is appropriate at all other times. The content of all clothing and hats should be consistent with the principles of the Boy Scouts of America.

Trading Post

A full-service trading post is operated at camp. Regular business hours are posted at the Trading Post. Generally, the Trading Post is closed during meals, camp-wide campfires, and vespers services. Camp Cutler's Trading Post is open most of the day and includes many items Scouts will want to purchase. Scouts will find a wide variety of items including camping supplies, Camp T-shirts and apparel, craft kits, merit badge pamphlets, books, snacks, ice cream, slushies, drinks, and much more. CASH, CREDIT CARDS, AND CHECKS ARE ACCEPTED.

Camp Facilities

Good Stewardship

Camp Cutler is a year-round camping facility maintained by the Seneca Waterways Council, Boy Scouts of America. The Camp Ranger, Council Camping Committee, and volunteers work to maintain and improve the facilities. The continued existence and improvement of the Boy Scout summer camp program is dependent on the care of our camp facilities. Scouts and Leaders must be good stewards of the facilities of Camp Cutler so they may remain for others to enjoy them in future years.

Campsite Equipment

Camp Cutler has 5 different sites for cubs to be housed during their stay. Each area is equipped with the proper bedding accommodations. In addition, sites contain picnic tables, bulletin board, and bathroom facilities. It is the responsibility of each individual to keep foreign material **out of the bathroom facilities** (this includes **feminine hygiene products**). Each individual is responsible for proper use and care of all equipment in your site. **Units will be charged for repair or replacement of property and equipment damaged due to misuse.** Please inform the camp office of accidental damage as soon as it occurs.

Tent Care (Mountain Man Village)

In order to maintain the quality and durability of our tents, please follow the guidelines below:

- Do not put clothes hangers over ridgepoles; it causes tears and leaks (Hang a clothesline or improvise a method that will not damage tents).
- Do not put nails in tents poles or platforms.
- Aerosol sprays damage waterproofing and are not permitted in camp.
- No flames of any kind are allowed in tents (battery-powered flashlights and lamps should be used).
- Tent platforms may not be moved.
- Please notify the Camp Office if a tent is leaking or has a hole in it. To make it easier for repairs please use a sharpie marker and mark the hole once the canvas is dry.
- Do not use any duct tape to make any repairs to the tents. The glue on duct tape makes it harder to repair a tent properly and much more effort has to go into fixing the tent properly.

Volunteering at Camp

It takes a significant amount of time to maintain and improve the properties of Camp Cutler. We are fortunate to have volunteers who are willing to take time while attending camp to help improve camp. Skilled maintenance, general labor and upkeep, and major improvements are all needed. Carpenters, electricians, plumbers, equipment operators, and many more, are all needed to help camp prepare for your arrival. If you are skilled tradesman or you would like to help around camp, please contact the camp ranger Jeffrey Emerling at 585-364-5770 or jeffrey.emerling@scouting.org

Unit Services

Camp Cutler employs a highly qualified staff of instructors to present a well-rounded camp program. A variety of camp activities are offered each day. Campers are strongly encouraged to take advantage of the full camp experience, including hiking, fishing, swimming, boating, shooting sports, and fellowship with other Scouts and leaders.

Camp Health Services

Medical Services:

Camp Cutler has a well-equipped health lodge staffed with a qualified health officer. A non-resident doctor is on call. Hospital facilities are close to the camp, should additional medical attention be required.

If the camp health officer determines that a Scout or leader requires advanced medical attention or care, the individual may be sent home for health reasons.

CPAP Machines:

More and more adult leaders are using CPAP machines. Camp Cutler areas in each site for power cords to support individuals needing to power a machine. Please contact the camp office upon arrival.

Contacting Scouts and Leaders by US Mail

Parents may wish to send mail or packages to their child at Camp Cutler. Mail is available for leaders to pick up every day after Camp Office. It takes about 3-4 days for mail to reach a Scout once it is mailed (so plan accordingly). Mail should be addressed in the following manner:

J. Warren Cutler Scout Reservation

Scout's Name

Pack #

7131 Gulick Road

Naples, NY 14512

An out-going mailbox is provided in camp for use by Scouts and leaders. Postage stamps are available at the Trading Post. United Parcel Service (UPS) makes daily deliveries.

Concerning Telephone Usage

You can reach the Camp Business Office 585-374-8656. Please use this telephone number for business and emergency calls only. **Individuals will be summoned to the phone only in cases of emergency.** WiFi is available for the convenience of leaders attending camp.

Cell Phones & Other Electronic Devices

Staff members will not tolerate the use of cell phones, MP3 players or other electronics by Scouts in program areas. Any further policies for electronic devices are the purview of the unit leadership in consultation with parents. **Seneca Waterways will not be responsible for the lost or damaged electronics.**

Visitors in Camp

Visitors are welcome in camp, as long as they have been approved by the Camping Office. Visitors must sign-in at the camp office immediately upon their arrival in camp. If a visitor plans on staying for any meals, they must purchase a meal ticket at the Camp Office before going to the Dining Hall. **Costs of each meal is \$8.00 (Breakfast, Lunch or Dinner)**

Early Release of Campers

There may be reasons that Scouts need to leave before the end of their camp session. If a Scout needs to leave camp for any reason during the week, they must have documented permission from their parent/guardian that attends with them before they will be released. This permission is usually provided on the BSA Annual Health Form, but can also be provided in writing to the Camp Director. Upon arrival, an adult taking a camper out of camp must fill out an Early Release Verification form and obtain signature of the unit leader as well as permission of the Camp Director or designee before the youth will be released. This is in lines with the Youth Protection policies of the BSA as well as NYS Department of Health requirements.

Wildlife Encounters

It is recognized that in a summer camp facility there can be encounters with a variety of wildlife. Staff, leaders, and all campers should adhere to the following procedures. All wildlife that might be encountered (in campsites, program areas, or on the road/trails) should be avoided. Campers should be removed from the area until the animal leaves or the Ranger dispatches the animal. If an animal is acting strange (aggressive or friendly), alert camp leadership immediately. In most cases if people leave the wild animal alone, it will leave them alone. This includes dead, dying and live animals. No one should pick up or touch a dead animal.

In the event of a wild animal bite or scratch, notify the Health Lodge immediately. This is especially important when raccoons, skunks, and bats are involved.

Some general policies for avoiding adverse interactions with wildlife:

- Keep a clean campsite
- Keep food and smellables out of your tent
- At night lock food and smellables up tight
- Never approach or follow wild animals
- Do not feed wild animals
- Do not mistake a passive animal as a sign of safety
- Never tease or attempt to pick up wildlife
- Leave young animals alone; a protective mother is usually nearby
- Notify Camp Ranger or Director of strange animal behavior
- Never act aggressively toward wild animals

Leaving Camp

Billing Meeting

During your stay at camp, each unit will be given a time to visit with the Camp Director to review your camp reservation and billing status. Unit leaders should bring a revised roster and any information concerning additional leadership or Scouts that will be late or leaving camp early. Also bring copies of receipts for camp fees paid, camperships awards, and other financial transactions that may have a bearing on the balance of your camp fees. All payments and changes made prior to the start of camp, can be viewed in your online registration account. If you are not familiar with the online registration system, please review this with the leader who has coordinated the reservation before you leave for camp. Be sure to bring a blank check or other payment method to pay any outstanding camp costs.

Leaving Camp Checklist

- ☐ Reconcile bills with the Camp Director
- ☐ Ensure your Village is clean and in better condition than you found it
- ☐ Return a camp evaluation form to the office
- ☐ Turn in medication lock boxes and records
- ☐ Make a reservation for summer 2024

Camp Policies

Smoking policy

It is the responsibility of the BSA to protect the health and safety of the Scouts in our program. It is the policy of the BSA and New York State law that leaders should not use tobacco products in any form in the presence of youth members. Extreme care should be exercised to provide a smoke-free environment for all Scouting participants. To that end:

- No smoking will be allowed in any structure owned by Seneca Waterways Council.
- No smoking will be allowed in tents on Seneca Waterways Council property.
- Smoking will be prohibited near the entrances/exits of council owned structures.
- All Scouting functions will be conducted on a smoke-free basis.
- Smokers will go to the designated area to smoke, which is at the discretion of the Admin team and will be communicated upon arrival to camp.

Prohibited Items in Camp

The following items are prohibited in camp. There is a zero tolerance policy regarding these items. Scouts and units who are found in possession of these items may be sent home, and possibly turned in the into local authorities.

- Alcohol
- Drugs
- Fireworks
- No liquid fuels are allowed on council property.
- No fixed blade knives are allowed.
- No personal Shooting Sports equipment

Bullying in Camp

The Scout Oath and Law are expected to be followed throughout your entire visit at camp. Camp Cutler has a **NO** tolerance policy for bullying. Bullying is grounds for immediate dismissal from camp at the discretion of the Camp Director. Any form of verbal abuse, physical abuse, or threats will result in immediate dismissal from camp; authorities may be contacted at the Camp Director's discretion. Further information on behavioral guidance will be prodded in the Camp Parent's Guide.

Motor Vehicles and Parking

Parking is **restricted** to the designated parking lots. For safety and to comply with BSA National Policy, campsites and program areas are NOT designated parking lots. Handicapped and persons with disabilities may be granted special consideration. Only those vehicles authorized by the Health Director will be permitted to park in the campsites (Special permits will be issued by the Health Director). Please drive slowly and carefully at all times. The camp speed limit is 10 mph. Only authorized vehicles may drive through the main area of camp - most vehicles should travel only to the main parking lot. **Per BSA Policy, Under no circumstances are Scouts or leaders to ride in the back of a vehicle pick-up truck.** One vehicle from each unit can be driven into campsites to unload and load as needed.

Pets

No pets, except service animals, are allowed in camp. Pets can pose a safety hazard to some campers. Therefore, in keeping with BSA policy, no pets are allowed in camp. This includes extended stay or daily visits. Even if a pet is well behaved, issues can happen. This policy is in place for the safety of all parties involved. Please inform your parents and visitors of this.

Storms & Lightning

Bring rain gear - be prepared! In the event of precipitation, camp-wide activities will proceed as normal and the staff will make appropriate changes if necessary. In the case of a severe weather situation, Scouts will be moved to a safe structure and given further instructions from the staff.

General Safety Rules

- Staves (walking sticks) may only be used in the manner for which they were intended.
- Stoves and lanterns are allowed in camp. However, they are only to be operated by the unit's leaders. Lanterns may not be inside of any tents. Fuel must be stored in a secure location.
- Scouts or leaders should not enter another unit's campsite unless granted permission.
- Bare feet are not allowed in camp with the exception of the waterfront and Shower houses.
- Fires are to be built in designated areas only. Do not cut live or dead standing trees unless it is part of an approved conservation project.
- Shooting ranges are closed at all times unless the proper personnel are staffing it and permission to enter has been granted.
- Driving off the main roads is not permitted unless the Reservation Director, Camp Ranger, or Health Officer has granted permission to do so.
- Everyone must conform to the health and safety regulations of the BSA and the New York State Health Department.

Youth Protection at Camp

Troop Scoutmasters should review youth protection guidelines with all adults who will be serving as leaders in camp. The following barriers to abuse within Scouting are used at camp to ensure the safety of our youth campers. We expect adult leaders to follow these guidelines at all times:

- **Two deep leadership is required at all times.**
- **No one-on-one contact:** Personal conferences must take place in plain view of others.
- **Separate accommodations:** Youth Scouts may not share a tent with an adult unless the adult is a parent. Male and female leaders may not share a tent unless they are married.
- **Proper preparation for high-adventure activities:** Activities with elements of risk should only be undertaken with proper equipment, clothing, supervision, and safety measures.
- **No secret organizations are recognized by the Boy Scouts of America:** All aspects of the Scouting programs are open to observation by parents and leaders.
- **Appropriate attire:** Proper clothing is always required
- **Constructive discipline:** Discipline should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing prohibited:** Physical hazing and initiations of any type are prohibited and may not be included as part of any Scouting activity.
- **Junior leader training and supervision:** Adult leaders must monitor and guide the leadership techniques used by junior leaders to ensure that Boy Scouts of America policies are followed.

Child Abuse

If at any time you suspect a Scout has been mistreated, neglected, or physically or emotionally abused, **notify the Camp Director immediately**. If the Camp Director is not available, report the situation to the Program Director, Business Manager, or Scout Executive. Do not investigate any situations that may occur. Keep information confidential and share only with the appropriate authorities.

Procedures for Intrusion of Unauthorized Persons

All participants and visitors must check into camp by signing in the Camp Office. They will be issued a wristband, the color of which will identify their purpose in camp. Someone who does not have an ID wristband should be directed to sign in at the Camp Office. The following procedures have been established for the safety of the campers. It is important that everyone, campers, leaders and staff work together to ensure camp safety.

- 1) If an unauthorized person is suspected, please notify the closest Program Area Director or staff member. The staff member will direct them to sign in at the Camp Office.
- 2) If the individual resists this directive, the Camp Director will immediately question the person as to their purpose in camp.
- 3) If the person flees camp, the Camp Director will file the designated report regarding unauthorized persons.
- 4) If the Camp Director determines it is necessary to account for all campers, leaders, and staff, the siren will be sounded.
- 5) The Scout Executive will immediately be notified of the situation. The Scout Executive will determine if it is necessary to notify the County Sheriff's Department.

Procedures for the Release of Minors from Camp

All participants must sign out at the Camp Office. The following steps have been established to protect the child.

- 1) If a parent or legal guardian wishes to pick up their child during camp, they must inform their troop leader prior to the pickup. The parent or legal guardian must take their child to the Camp Office to sign out.
- 2) If a person other than a parent or legal guardian wishes to pick up a child during camp they must also inform the troop leader. The troop leader, child, and person picking up the child must sign out at the Camp Office. A Camper Release Verification Form (shown in the Forms section) needs to be completed before the child is released. Proper identification must be furnished. The Camp Director reserves the right to call and confirm with the parent or legal guardian regarding their child's release from camp.

Absentee or No Show Verification

When units arrive at camp, they are to check in at the camp office immediately. The troop leader will present a current roster of Scouts attending camp. Any camper whose name is on the roster and who is not present will be verified. The Absentees/No Shows Verification Form (included in the Forms section) will be used. A parent may use the bottom portion of this form to provide the camp with signed permission for their child's absence. The troop leader upon check in should present the signed form. The following steps have been established to protect the child.

- 1) If a reason is not known for the camper's absence, the Camp Director or a designee will make a phone call to determine the camper's whereabouts.
- 2) If contact has not been made within 24 hours of the start of this process, the Camp Director will notify the Scout Executive. The Scout Executive will determine if it is necessary to notify the local Police Department

Leaders are encouraged to read their "Guide to Safe Scouting" for additional information.

Procedures

When the Emergency Alarm Sounds

The emergency assembly plan is the same for fires, floods, tornados, hurricanes, lost campers, etc. The alarm consists of a main siren at the Dining hall with additional aerosol horns at program areas. Three long blasts on the air horn is the alarm. All areas are linked to the camp office via intercom or two-way radio. When an emergency alarm sounds, Village directors will take charge immediately and close all program activities. Camp Director and Ranger staff will call the appropriate authorities right after sounding the alarm. Unless instructed otherwise by the area director, all campers and adult leaders are to go to the parade field at the Dining Hall using the buddy system. At the Dining hall Village directors will take roll call and report to Camp Director. Camp Director and Ranger staff will determine next course of action. Campers will be able to resume activity when the all clear has been given.

Flooding

In the event of heavy rains, flash flooding is possible in gullies, ravines, and lower levels on the lakefront. Should heavy rains occur, all trails, bridges, roads, culverts, and low-lying areas would be closed until they are inspected. If they are safe, they may be used. All unsafe areas will be roped off. Areas of special consideration include the lakefront, High Seas, Castle pods, Lake outflow, any ravines, any road culverts, and all leach fields.

Earthquakes

If an earthquake should occur, the most important factor to remember is not to panic. If you are in a building, stand next to the walls. Stay away from windows and outside doors. If you are outdoors, you should stay there keeping clear of any overhead lines, trees, structures or anything that may fall.

Missing Persons

If a person is believed to be missing, the following steps should be taken.

1. The nearest staff member should be notified immediately
2. The camp office will immediately be informed. Camp Director and Ranger staff notified
3. All members of the Village should report to the Dining hall using the buddy system.
4. Village director will conduct roll call to determine all that are missing.
5. All information about the last whereabouts will be gathered, where person last seen, what were they wearing, who were they with, attitude.
6. Check where person was last seen thoroughly.
7. Runners will be sent to program areas and other likely places the person may be found. These include special activities, a friend's campsite and their own tent. Do not venture into ravines or heavily wooded areas looking for the person.
8. If the person has not been found after the initial check, the **Lost Person Procedure** will begin.

Lost Person Procedures

1. The emergency alarm will be sounded. All staff is to close their Villages and program areas and report to the Parade field. The Aquatics staff will remain at the lakefront and pool. Village directors will take roll call and report to Camp director.
2. Aquatics staff will conduct lost swimmer/boater procedures.
3. Camp Director and Ranger initiates the Campsite search procedure. Buddy teams of staff will be assigned to search areas thoroughly starting at the center of camp and working to the perimeters.
4. Staff with vehicles will be assigned to search camp roads and Gulick Rd.
5. If the person has not been found in a reasonable amount of time, the Ontario County Sheriffs Dept. will be notified.

Lost Swimmer / Boater

1. Same procedures are followed for lost Camper with additions below
2. All buddy tags and boats are accounted for.
3. Health Officer is dispatched to pool/waterfront.
4. The Aquatics director runs lost swimmer search until swimmer/boater is accounted for
5. This entails staff sweeping pool/beach in a search line.
6. The pool is only 5 feet deep staff will not dive.
7. All areas searched until accounted for or Authorities have been called

Electrical storms

To prevent injury due to electrocution or falling debris caused by lightning, the following steps should be followed.

1. All persons are to remain clear of tall metallic structures such as flagpoles, antennas, power lines, fencing, and lightning arrestor rods. Tall trees should also be avoided.
2. All electrical devices should be shut off and unplugged.
3. All program areas will be closed.
4. If a severe thunderstorm occurs, you should seek shelter in the dining hall, or other permanent structure. Troops should move to shelter as a unit with adult supervision. Both the Dining Hall and Ocean are lightning protected.
5. Remember to stay low and take cover.

High Winds / Tornado

High winds cause danger from falling timber, downed electrical lines, and windborne objects. In the event of a High Winds Warning, all scouts will assemble in the dining hall. All doors will be closed, stay away from windows. In the event of a tornado warning, all scouts will assemble at the dining hall. Scouts will be directed to huddle under tables next to walls.

High Heat / High Humidity

1. Stress water at meals. Carry water bottle, limit bug juice and pop
2. All program areas have water and shade available
3. Cool down periods at every program areas are provided
4. Alternate water games available in lieu of physical activity
5. Village Directors and area directors monitor campers. If any camper is feeling or looking ill they are sent to health office.
6. CAC office is air conditioned and used if necessary for a cool down period.
7. If no improvement is noticed after cool down attempts ambulance is called.

Chemical Spills

In the event of a major chemical spill staff will report the accident to the Camp Director. An assessment will be made with the Camp Ranger and all necessary action will be taken. The Camp Director will contact the Ontario County Sheriff by 911 and NYDEC at 266-2466. All details will be given to the Sheriff or a response from the local fire company or Hazmat team. The fire alarm will be sounded and staff will be given appropriate instructions. Campers and leaders will assemble at the parade field or appropriate area within a safe distance from the spill. If necessary, evacuation procedures will be implemented.

Fire Safety Plan

Campsite fire plan requirements:

1. Each Village has a hose and fire tools in the latrine with an Indian pump.
2. Each Village has multiple ABC fire extinguishers.
3. The tools and extinguishers are used only if very small fire.
4. Inform Villager director.
5. Villager director will inform Camp Director and he will inform Ranger staff
6. Villager director will lead villages to Dining hall and conducts roll call to ensure all are present.

In case of an uncontrolled fire in camp, follow these steps:

1. Immediately alert the staff. The emergency alarm will then be sounded.
2. Naples Fire Department will be called by dialing 911
3. All staff and campers assemble at the Dining hall
4. The staff will be given instructions as they arrive at the parade field by Ranger staff.
5. Fire fighting teams will be assembled only if deemed appropriate by Ranger staff.
6. Everyone is to stay clear of the roads, as the fire fighting trucks will be using the camp roads.
7. Camp wide fire drills are done each session.

If a fire should occur in your campsite, follow these steps:

1. Immediately alert the staff. The alarm will be sounded.
2. Clear everyone away from the fire. Do not risk injury in order to fight the fire.
3. The staff will arrive to fight the fire if determined by Ranger staff.
4. The fire dept. will be alerted if the fire cannot be easily controlled.

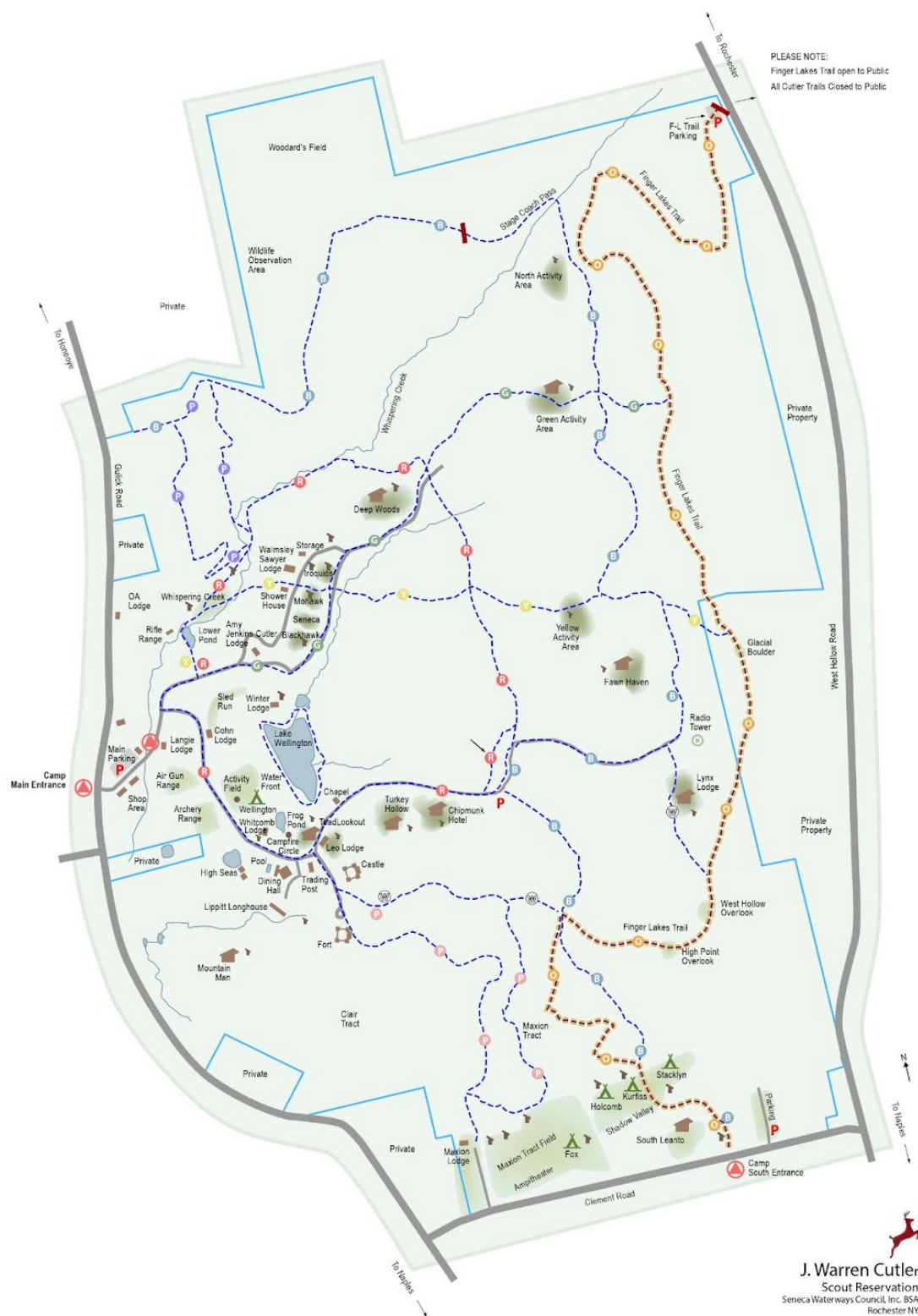
Be sure to use your Village Fireguard Plan.

Evacuation Plan

If at any time while camp is in session it is deemed necessary to evacuate the camp, follow these steps.

1. The emergency alarm will be sounded.
2. The Camp Director will conduct at leaders meeting detailing evacuation plan.
3. The Camp Director shall be in charge of the evacuation. Area Directors will serve as assistants.
4. Parents will be asked to drive campers home.
5. The Camp Director and Ranger will remain behind to secure the camp.

J. Warren Cutler Scout Reservation Map



DIRECTIONS TO CUB SCOUT

ADVENTURE CAMP (CSAC)

located on the J. Warren Cutler Scout Reservation

From the Village of Honeoye:

Take Route 20A East. Turn right onto East Lake Road then left on Egypt Valley Road. At the top of the hill turn right onto Pinewood Hill Road, follow the road that will turn into Gulick Road. Look for the Cumming Nature Center sign, which is 3.7 miles before camp. The entrance to the camp is on the left-hand side of Gulick Road.

From Monroe County:

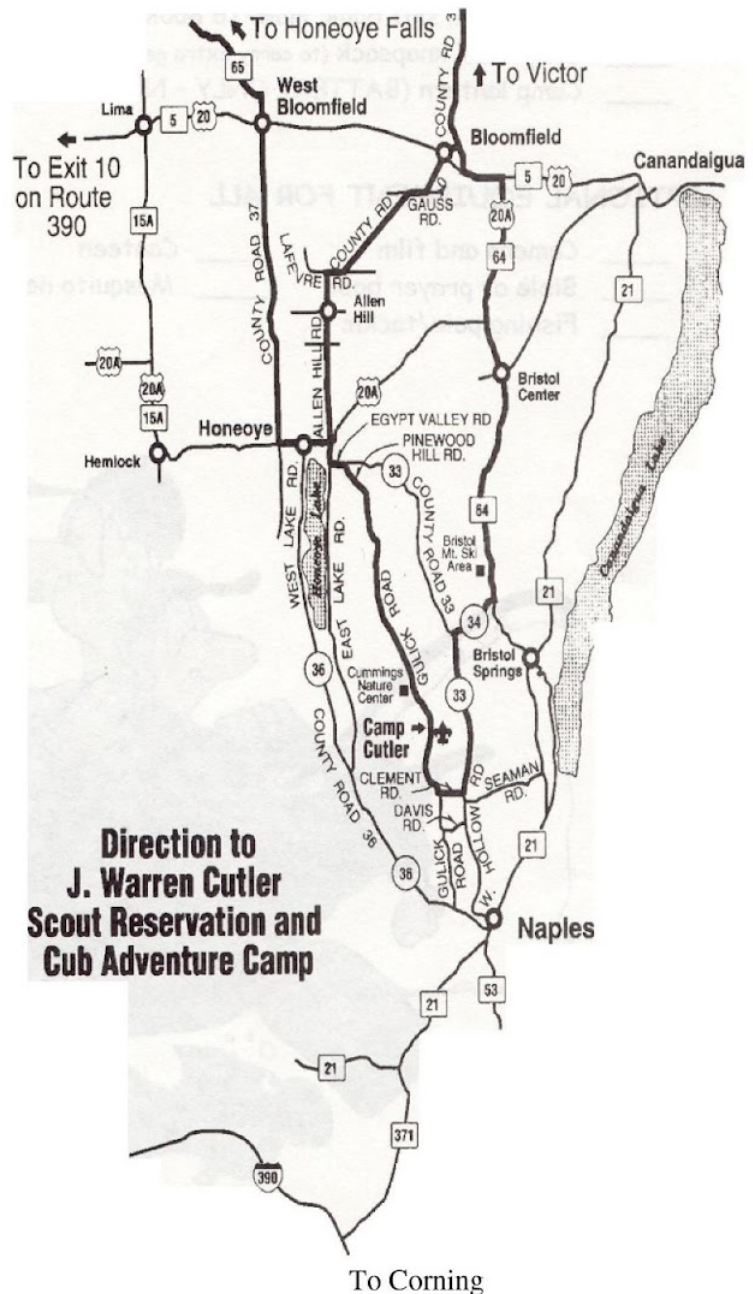
Take I-490 East to the Victor exit.

Go through the Village of Victor, make a right turn onto Maple Street (Route 444) in the center of the Village, at the National Bank of Geneva.

Follow all the way out to Route 5 & 20, turn left. At the next light, turn onto NY 64/US 20A. Go past Bristol Mountain Ski Resort, and then turn right onto County Road 34. From County Road 34, turn left onto West Hollow Road, then right onto Clement Road, then another right onto Gulick Road. The entrance to the camp is on the right hand side of Gulick Road.

From Geneva:

Take Route 5 & 20 west, Go thru Canandaigua. Turn left on Rt 21 south. Stay on county road 32, until you get to Bristol center. Turn left on 64. Go past Bristol Mountain Ski Resort, and then turn right onto County Road 34. From County Road 34, turn left onto West Hollow Road, then right onto Clement Road, then another right onto Gulick Road. The entrance to the camp is on the right hand side of Gulick Road.



Appendix - Forms

Camp Cutler Check-in Checklist

Council: _____ **Unit:** _____

Session #: _____ **Site:** _____

- ☐ Completed youth roster – Total number of youth: _____
- ☐ Completed adult leader roster – Total number of adults: _____
- ☐ Copy of Official Unit Roster (out of council units only)
- ☐ All Medical Forms
- ☐ All Routine Drug Administration Forms

Suggested equipment to bring:

- ☐ First Aid Kit
- ☐ Alarm clock (wind-up/battery)
- ☐ Radio for weather (battery)
- ☐ Lawn chair
- ☐ Clip board
- ☐ Medical form copies for ALL (must bring)
- ☐ Photo copies of Scouts insurance cards
- ☐ Personal medication forms
- ☐ Swim test records
- ☐ Camp Payment Records
- ☐ Lantern



Camp Food Accommodation Request

The food service departments at the Seneca Waterways Council Scout Camps are committed to ensuring that all participants have the best meals that we provide. We understand that many people are allergic to the foods we use every day in our kitchens or have religious dietary requirements. Our food service team will make all reasonable accommodations for our campers.

Please select the camp being attended: Dates / Session Attending Camp: _____
Massawepie Scout Camps: _____ Cub Scout Adventure Camp: _____

National Youth Leadership Training (NYLT): _____ Eagle Flight: _____

Participant's name: _____ Unit: _____

Council: _____ District: _____

Home contact person: _____ Phone: _____

Food Allergies/Religious Restrictions

Describe: _____

How severe is the allergy? ☐ Moderate ☐ Strong ☐ Severe

Any other information that we need to know?
.
.

Religious Dietary Requirements:

What can we do to help accommodate your needs?
.

Please return this form no later than two weeks prior to your arrival at camp.

Please e-mail forms to:

Summer Program	Contact Address
Massawepie Scout Camps / Adirondack Treks	msc-food@senecawaterways.org
Cub Scout Adventure Camp / Explorer First Responder Camp / Eagle Flight	cutler-food@senecawaterways.org
National Youth Leadership Training (NYLT)	nylt-food@senecawaterways.org

Questions? Please give us a call at
SWC Camping Department - 585-241-8545
Camp Cutler - 585-374-8656
Massawepie Scout Camps - 518-359-2281

Checklist - Countdown to Camp

The following is a list of tasks that should have been accomplished before camp:

- ____ You have reserved your session at camp: Dates ____ to ____
- ____ The Pack has selected Leadership.
- ____ The Pack has identified camperships needed.
- ____ Pack parents' night has been held regarding camp information.
- ____ Camp brochures were handed out and all scouts received letter for camp.
- ____ Pack Treasurer makes all payments by their deadlines
- ____ News are invited to camp.
- ____ Leader has discussed equipment list to Scouts. It is clear what not to bring.
- ____ Leadership has reviewed Scout Leaders manual thoroughly.
- ____ Camp leaders complete youth protection.
- ____ Signed Medical forms are collected. Finalized roster is prepared & sent to Council.
- ____ (Out of Council) - Validated official roster is produced or requested from your home Council

The following is a list of tasks done at Camp:

- ____ Unit reports to coordinator immediately on arrival in parking lot
- ____ Unit & gear are taken to the campsite by coordinator while.....
- ____ Unit Leader checks in with roster, absentee "no show" forms are complete, and reviews finances, **and pick up wrist bands.**
- ____ Medical rechecks are conducted. BRING ALL MEDS in **original containers!**
- ____ Swim checks are completed for adults and youth
- ____ Coordinator completes check-in procedures and orientation
- ____ A great week of camp begins...

Seneca Waterways Council

Absences/No Shows Verification

Week _____ Date _____ Camp _____ Pack/Troop _____

Camper Name _____

Phone # (Camper) _____

Pack/Troop Leader Name _____

Time/Date of Call to Scout Household _____

Contact Person _____

Reason for not attending camp _____

Camp Director Signature _____

The Scout is attending camp but will be attending late:

If for any reason the Scout cannot make check-in on time whether it be a game, family obligation, or other reason a parent/legal guardian's signature will put a hold on the verification process. If the Scout does not arrive in camp on the time specified verification of the Scout's whereabouts would be initiated. Please complete the information below.

Reason for being late: _____

Person accompanying Scout at check in: _____

Expected time of arrival in camp: _____

Parent's Signature _____

Seneca Waterways Council

Summer Camp – Camper Release Verification

Week _____ Pack/Troop _____ Date _____

Camper's Name _____

Return Time/Date _____

Person Picking up Camper _____

If pick up by person other than parent / guardian, Camp Director may only sign out a Scout to adults identified on the health and medical form or have verbal or specific written permission from the parent / guardian that acknowledges that Scout is leaving camp.

Camp Director certification of non-parent / guardian pickup: Adult authorized on medical form
Parental permission obtained in writing (attach copy)

Parental permission obtained over phone

Time: _____ Date: _____

Verbal Instructions: _____

Driver's License Number of Person Picking up Camper: _____

Reason/Destination _____

Returning to Camp: Yes / No

Estimated Time of Return and Date: ____/____/____ ____:_____

Pack/Troop Leader Signature _____

Camp Director Signature _____

The Unit Leader, Adult Picking up the Scout and the Scout must be present at the Camp Office in order to sign out a Scout. Adults that are picking up a Scout must be listed on the Scout's Health and Medical record as approved by the parent / guardian. Parental verification may be required by the Camp Director so please leave plenty of time for sign-out.

Please remember to sign in upon returning to Camp

Thank You!!!