

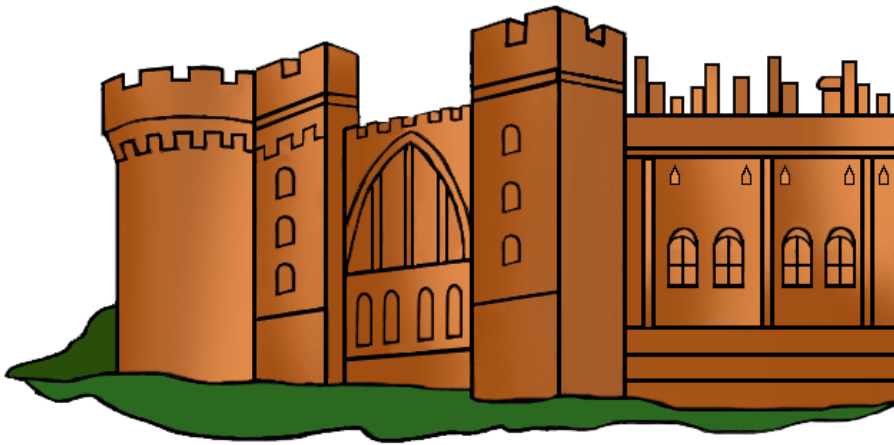
River Trails District of the Muskingum Valley Council

proudly presents

Medieval Times

Day Camp 2023

LEADERS GUIDE



Russell Loughner **Camp Director**

Wendy Loughner **Program Director**

TBA **Asst. Program Director**

Brian Botti **Staff Advisor**

CAMP DATES/TIMES

Wednesday, June 7th 9a-4p

Thursday, June 8th 9a-4p

Friday, June 9th 1p-9p



BOY SCOUTS OF AMERICA®

March 1, 2023

Dear Pack Coordinator,

Welcome to the Muskingum Valley Council, River Trails District, Cub Scout Day Camp Program. Day Camp promises to provide your Tigers, Wolves, Bears, Webelos and Arrow of Lights with an exciting and fun-filled program.

Thank you for the commitment you have made, as a Leader, to prepare your Pack for camp. This booklet is designed to help you prepare your committee, your parents and Scouts for this adventure. A copy of this guide will also be available at www.mvcsa.org.

There will be two Day Camp Leader and Parent Orientations:

Saturday, June 3th, 9:00 am at Camp Arrow (Broughton’s Nature Trail)

Tuesday, June 6th, 6:00 pm at Camp Arrow (Broughton’s Nature Trail)

ALL ADULTS ATTENDING CAMP WITH THE PACK ARE ENCOURAGED TO ATTEND ONE ORIENTATION

The orientation will help prepare adults for the days’ events and schedule as well as give them an opportunity to ask questions. This orientation will allow Camp Leaders to identify who the Group Walkers are, we will also be able to provide Youth Protection Training to those who need it. **PLEASE NOTE: Muskingum Valley Council requires Youth Protection to be renewed YEARLY.**

Please find a description for volunteer positions in this guide. It is crucial to the success of Day Camp, that we fill these positions. We encourage you to approach your parents. Often parents would like to help but aren’t sure exactly what is needed or may be afraid to ask if they can help. WE NEED THEM! We look forward to meeting you personally and your parents attending camp at the Day Camp Leader and Parent Orientation.

Yours in Scouting,

Russell Loughner *Wendy Loughner* 

Your River Trails District Day Camp Staff

Wendy Loughner	Program Director	937-307-5335	mommalou10@gmail.com
Russell Loughner	Camp Director	513-728-5096	RussLoughner@gmail.com
Brian Botti	Staff Advisor	740-538-0153	Brian.Botti@scouting.org

RIVER TRAILS DISTRICT DAY CAMP OBJECTIVE

- Provide progressive, age-appropriate program opportunities for Cub Scouts and Webelos Scouts
- Provide hands-on and a variety of activities, such as: shooting sports, games, ceremonies, songs and ecology/conservation elements
- Offer indoor programs for inclement weather
- Emphasize sports, under the basic principle that each scout gets to learn the rules and play, regardless of ability
- Begin and end the daily program with a meaningful patriotic or Cub Scout ceremony
- Allow ample time for rest and lunch breaks, especially a half-hour quiet time after lunch

DAY CAMP WELCOME AND GENERAL INFORMATION

INTRODUCTION

River Trails District operates Cub Scout Day Camp at Camp Arrow. Camp Arrow is located on State Route 821 at the Broughton's Nature Trail. Please review the contents of this guide and become familiar with our policies and procedures. We created this document with the intent of providing you with enough information to have a quality and safe day camp experience for you, your parents and Scouts.

PRE-CAMP PLANNING

1. **BLUE AND GOLD BANQUET**—Ask for a camp promotion. We welcome the opportunity to discuss the fun and exciting activities Scouts will experience at Day Camp. This also gives us the time to meet parents who will be attending camp.
2. **Select a CAMP COORDINATOR for your Unit.**
3. Complete the registration form and T-shirt order forms correctly. Rank and T-shirt Sizes are the two items most often not included when Leaders turn in their registration. Remember that your scouts advance as of June 1 to the next rank. This is the rank that they need to register with to ensure that we have accurate numbers for the dens.
4. Have a parent meeting to discuss plans and make concrete decisions. Request one of our camp directors to attend your meeting. **We would be happy to!!!**
5. **REQUEST PARENTS BECOME INVOLVED** by becoming a Camp Volunteer or Walker. This does not require a full 3 day commitment. WE can and will take help even if its only for one day.
6. **Turn in completed registration, T-shirt orders and Special Needs Request Forms to Council Office by MAY 8, 2023**
7. **ATTEND DAY CAMP LEADER AND PARENT ORIENTATION JUNE 3 AND JUNE 6.**
8. Have parents complete online Youth Protection Training. We can also come to your Pack meeting to provide Youth Protection Training. Training will be provided at the Leader and Parent Orientation.
9. Have parents complete the BSA Annual Health and Medical Record—Parts A and B. This needs to be completed for EVERYONE attending Camp. Youth and Adults.
10. Be sure you bring all Health Forms A and B with you to registration on the first day of Camp.

DAY CAMP FEES

Camp Fees include:

- Meals – Daily
- Program Supplies
- T-Shirts
- Backpacks
- Water Bottles
- Camp Patch

	BY May 8	AFTER MAY 8
Tigers	\$50	\$60
Scouts	\$50	\$60
Parents	\$10	\$20
Siblings**	\$50	\$60

Depending upon the number of Tiger Cubs registered, they may be split up and added to a Wolf or Bear Den. All efforts will be made to keep them with members of their Unit.

**TIGER CUBS MUST BE ACCOMPANIED BY THEIR PARENT/GUARDIAN AT ALL TIMES.
THIS IS A BSA NATIONAL STANDARD. NO EXCEPTIONS.**

****Siblings** will participate with their Scout sibling in that Scout's Den. Siblings will receive meals, T-shirts, backpacks, and water bottles.

**SIBLINGS ENTERING 1ST GRADE AND YOUNGER MUST BE ACCOMPANIED BY A
PARENT/GUARDIAN AT ALL TIMES. NO EXCEPTIONS.**

DATES AND TIMES OF CAMP

The Camp Planning Committee decided upon a 3-day camp this year. The 3rd day will be a Twilight Camp. This year's dates/times are:

Wednesday, June 7 th	9-4 (8:30 - 9:00 Registration)
Thursday, June 8 th	9-4 (8:45 - 9:00 Tiger Registration and Scout Check-in)
Friday, June 9 th	12:45 - 9:00 (12:45 - 1:00 Check-in)

'BRING A FRIEND' DAY – Wednesday, June 7th

Friends can attend camp for FREE on Wednesday.

THEY MUST HAVE A COMPLETED HEALTH FORM PARTS A AND B TO ATTEND CAMP.

FRIENDS ENTERING 1ST GRADE MUST BE ACCOMPANIED BY A PARENT/GUARDIAN AT ALL TIMES.

TRADING POST (SCOUT SHOP)

The Trading Post will be open every day of camp. Please inform parents they can send spending money with their Scout. You should also inform parents the Trading Post remains open during check-out each day. This is a good time for parents to shop. The trading post will have Scout merchandise, uniforms, patches, handbooks, etc. If you already know something you wish to purchase at the Trading Post i.e. new uniforms, hats, handbook, etc. Send Traci Saffell at TraciFout.1ssip@gmail.com an email to be sure we have that item held for you.

CHECK-IN/CHECK-OUT PROCEDURES

REGISTRATION Wednesday 8:30—9:00

Step 1 Register first at the Camp Office (the pole building)

Packs arriving as a group should have one adult Leader register everyone.

You will receive a backpack for everyone pre-registered with a camp shirt and water bottle inside.

Backpacks will have Scouts Name, Rank, Pack # and Camp Den Name on them.

Step 2 Take Health Forms Parts A and B to Medical Officer located in the pavilion. *Everyone must have a health form. NO EXCEPTIONS.*

Step 3 Position your Pack flag near the flagpole in the flag stands provided.

Step 4 Ensure your Scouts are in their Camp Den groups.

OPENING CEREMONIES WILL BEGIN PROMPTLY AT 9:00

SCOUT CHECK-IN Thursday 8:45—9:00

SCOUTS and THEIR PARENTS should check-in with their den walker and line up for opening ceremonies.

OPENING CEREMONIES WILL BEGIN PROMPTLY AT 9:00

SCOUT CHECK-IN Friday 12:45-1:00

SCOUTS and THEIR PARENTS should check-in with their den walker and line up for opening ceremonies.

OPENING CEREMONIES WILL BEGIN PROMPTLY AT 1:00

DAILY CHECK-OUT PROCEDURES

At the end of the day, every Scout and Parent must check-out with their den walker who will then check out with the Camp Directors .

The Scout may leave only after proof of identification from the Parent/Guardian or other person designated on the Health Form ONLY.

PARENTS: MUST get out of their vehicle and check their child out WITH THEIR CHILD'S ASSIGNED DEN LEADER.

SAFETY OF OUR SCOUTS IS OUR TOP PRIORITY

SECURITY WRISTBANDS

Safety of our Scouts is always the Day Camp Planning Committee's top concern. Everyone (adults, Scouts, Leaders, Visitors) will receive a wristband each morning upon checking in to Camp. If you notice someone in camp without a wristband, please notify your Camp Director, Program Director, or Camp Advisor immediately.

VEHICLES IN CAMP

Vehicles in camp are prohibited. Please park your vehicles in the parking lot.

If you need to bring a vehicle into camp for delivery/pick-up, please notify the Camp Director, Camp Program Director, or Camp Advisor prior to driving into camp.

SAFETY OF OUR SCOUTS IS OUR TOP PRIORITY

ADULT EXPECTATIONS

River Trails District Day Camp provides a fun and action-packed program. However, it is the Pack's responsibility to send an adequate number of adults to supervise the scouts as they participate.

The person in charge of your Pack must be at least 18 years of age. No exceptions. The two-deep leadership policy of the Boy Scouts of America applies:

At least TWO registered adult leaders, one of whom must be 18 years of age or older and certified in youth protection, are required for all outings.

A ratio of 1 Adult for every 4 scouts your Pack sends to camp is recommended. If you are unable to send adult leaders or an adequate number of adult leaders, please contact the Camp Program Director so we can plan accordingly. **VERY IMPORTANT: WE ARE OFTEN SHORT WALKERS FOR GROUPS.**

CAMP DEN LEADER/WALKER RESPONSIBILITIES

- Arrive at Camp early and get your folder at registration. Wait for campers to arrive and keep attendance of your Den. Notify Camp Staff immediately if a camper is missing.
- Keep campers at the program stations. Remind campers to be kind, polite and courteous to Program presenters.
- Observe 'Leave No Trace' by picking up trash, even if it's not yours.
- Observe the 'Buddy System' rules.
- Observe Youth Protection guidelines at all times.
- Help Day Camp run smoothly by arriving/departing program areas ON TIME.
- Assist Program Presenters when needed, remain engaged during program presentations.
- Stay with your group at all times. If you need to leave your group momentarily, be sure to leave another adult in charge until you return.
- Conduct Den Time. Practice Den Yells, cheers, skits, etc. Prepare your den for the campfire skit. If supplies are needed for the skit ensure that they are sourced with camp directors.
- Remember that skits must be appropriate for scouting in a modern world.
- Ensure that campers drink water and apply sunscreen when needed.
- Assist Camp Staff at check-out until your Den has safely departed.
- Return Den Folder to registration area at the end of each day.
- HAVE FUN!

CHANGE IN DEN LEADER INFORMATION

Any change in Den Leader needs to be reported to the Camp Office as soon as a change is made, preferably before the change is made so leadership can ensure all safety policies are still being followed. Remember that every adult needs to have a Health Form.

MEDICAL EMERGENCIES

MEDICAL OFFICER

Minor medical services are provided at the Camp Health Lodge. First aid given to a Camper must be recorded in the "Camp Health Log," and signed by the Medical Officer. Campers needing additional medical services outside of Camp are taken to a doctor or nearby hospital. The camp Medical Officer or Camp Director must refer all patients to the physician or hospital. Parents will be immediately notified of any serious injury or illness.

PRESCRIPTIONS

A limited amount of medication may be carried by a camper, leader, or staff member for life threatening conditions, including bee-sting, heart medication, and inhalers. This medication will be logged in and out with the den leader to ensure that it goes with the proper scout, please ensure that the scout's name, rank, and pack number are on the medication. It is the responsibility of the scout and parent to ensure that any training or administration information for the medication has been given to the den leader as well as to the camp directors via the required medical forms. Needles used for insulin injections or other prescribed medication must be placed in the bio-hazard container located in the health lodge. **A Parent or Caregiver will need to attend if your child is not able to provide self-care. If you have a problem with this, call ahead of time. There is NO REFRIGERATION at camp.**

CAMP POLICIES & TRADITIONS OF RESPECT

BEHAVIOR RESPONSIBILITY & EXPECTATIONS

The behavior of the Scouts is the responsibility of the pack leaders. Leaders are responsible for making sure that the campers meet the Camp's expectations. The camp staff will only intervene in situations in which there is an immediate danger to a Scout, other Scouts or camp property and facilities.

Scouts, leaders, guests and staff are expected to conduct themselves according to the Scout Oath and Scout Law. By following the twelve points of the Scout Law, we can make Cub Scout Camp a positive experience for everyone.

DISCIPLINE

The best method for handling discipline situations in camp is to prevent them. Leaders should clearly establish their expectations before camp. Once at camp, be fair and consistent in dealing with your scouts. Should problems arise, please handle discipline in a positive way. Contact the Camp Director for assistance only if the pack should have a problem that the leadership cannot resolve.

LOST CAMPER

- Immediately notify the nearest camp staff member.
- Cease all activities.
- Assemble your Pack/Den and take roll call.
- Report the results of your roll call to the camp staff.
- Keep your Pack/Den together, calm and orderly.
- Follow the instructions of the camp staff.
- All activities will stop until the person is located.
- No one will enter or leave camp until the camper is located.

SAFETY IS OUR TOP PRIORITY

DRESS CODE

Camp Shirt

Closed-toed shoes

Wrist Bracelet – issued daily at Camp Office to Den Leaders

Hat (recommended)

Your Camp Shirt and Closed-Toed Shoes are **REQUIRED** daily in camp for both Campers and Adults. This is a matter of safety. Cub Scouts and Cub Scout Parents will wear one color. Webelo & AOL Scouts and Webelo & AOL Parents will wear a second color. Camp Staff will wear a designated colored camp shirt. This allows Staff to quickly know if everyone is where they should be and that they are allowed in camp.

WHAT TO BRING TO CAMP

PACK LEADERS

- Pack Flag (can be stored in the office overnight)
- All applicable registration forms, Health Forms A and B, outstanding camper fees.
- Sunscreen (no sprays)
- Bug Spray
- Money to spend at the Trading Post. We take Cash, Check, and Credit.
- Friday Night Camp Fire- Bring a chair to enjoy all the skits the kids put on.

CAMPERS

- Hat
- Sunscreen (no sprays)
- Bug Spray
- Spending money for the Trading Post
- Wear closed-toe tennis shoes

PROHIBITED IN CAMP

- Sandals or open-toed shoes
- Aerosol cans
- Cub Scouts are not permitted to carry knives in camp
- Alcohol
- Tobacco – Smoking is permitted in the parking lot away and out of sight of camp activities
- E-cigarettes
- Firearms and Weapons (BBs are provided at the BB Range)
- Bows and Arrows (these will be provided at the Archery Range)
- Fireworks
- Pets – Animals are visiting camp as part of certain programs. Campers and Adults are not permitted to bring their own household pets to camp. Service animals are welcome.
- Campers are not permitted to bring: Cell Phones, iPods, iPads, MP3 players, other electronic devices
- Non-prescription Drugs
- Bullying, Hazing or other negative and harassing behavior

ALWAYS REMEMBER 'LEAVE NO TRACE'

ADULTS AND LEADERS SHOULD SET THE EXAMPLE FOR SCOUTS TO FOLLOW

HELP KEEP OUR CAMP CLEAN.. PICK UP TRASH.. EVEN IF IT'S NOT YOURS

EMERGENCY PROCEDURES

FIRE

Notify the camp office staff immediately.
Do not attempt to fight any fire yourself!

SEVERE WEATHER

Lightning and Thunder. Immediately assemble your Pack/Den and proceed to the camp office. Follow the directions of the camp staff. Remain calm.

Tornado Warning a horn will be sounded. Proceed immediately to the camp office. At all times remain calm.

SERIOUS ACCIDENT OR HEALTH PROBLEM

Immediately notify the nearest staff member. Keep an adult with the injured individual to render aid and wait for medical assistance. Please keep Scouts away from the injured person. Continue camp activities, if possible.

HOT WEATHER

Temperatures will be warm and heat related health problems could easily occur. Campers can stay safe in hot weather by drinking plenty of fluids; water is the best fluid.

Each person in camp is required to carry their water bottle issued to him or her. At each program activity, Scouts will be encouraged to drink water. For protection from the sun everyone needs to wear a hat and use sunscreen (30 or higher) and dress according to the weather, light layers often work best in early June.

PHYSICAL ACTIVITY

A camp goal is to promote physical fitness. Scouts will do a great deal of walking during camp. Several of the program activities will require physical activity. Notify the Camp Health Officer, Camp Director or Program Director during check-in of individuals with physical limitations. The camp will strive to accommodate the campers' needs.

VOLUNTEER POSITIONS

Camp Manager – This Person will coordinate all registration. Needs to be early to camp in order to set up Registration Table. Be able to keep accurate camper information. This position does not require a lot of time prior to the start of camp.

Food Services Coordinator – Camp has 3 local businesses that regularly volunteer to provide hot lunches each day of camp. The Food Services Coordinator will coordinate delivery of food, be mindful of lunch times, set up lunch tables, recruit volunteers to serve food, be sure gloves are used during food service, coordinate clean up after lunch service.

Activity Leaders – There are numerous OPEN positions – crafts, sports, games, etc. This could be for one activity or multiple activities.

Walkers – We MUST HAVE (ideally) 2 Walkers per group. Walkers stay with their Scout's group throughout the day. Walkers are in charge of the group. You may have Scouts in your group from other Packs. You need to be aware of where your group is AT ALL TIMES. Walkers need to attend one of the orientation meetings prior to camp.

CONTACT PROGRAM DIRECTOR TO VOLUNTEER



Scout Oath:

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

-  PLAN AHEAD
-  STICK TO TRAILS
-  MANAGE YOUR PET
-  LEAVE WHAT YOU FIND
-  RESPECT OTHER VISITORS
-  TRASH YOUR TRASH

Scout Law:

A Scout is:
Trustworthy, Loyal,
Helpful, Friendly,
Courteous, Kind,
Obedient, Cheerful,
Thrifty, Brave, Clean, and
Reverent.



Outdoor Code

As an American, I will do my best to-
Be Clean in my outdoor manners,
Be Careful with fire,
Be Considerate in the outdoors, and
Be Conservation-minded

SPECIAL DIETARY AND NEEDS REQUEST

Request for special assistance for youth/adults
attending River Trails District Day Camp

Name: _____ Unit # _____

Parent Name: _____ Phone # _____

Unit Leader Name: _____ Phone # _____

Type of physical arrangements needed (please provide details)

Type of dietary needs (please provide list of substitutions)

File Date _____ Office Personnel Initials _____

All requests due to the Scout Office by May 8, 2023

Mail to: Muskingum Valley Council
c/o River Trails District Day Camp
Attention: Special Needs
734 Moorehead Avenue
Zanesville, OH 43701

T-SHIRT SIZING AND PRICES

Shirt prices for EXTRA shirts

ORDERS need to be turned in by MAY 8

1 T-shirt will be provided for each registered Camper

YOUTH SIZES -- \$10.00

Youth Small – YS

Youth Medium – YM

Youth Large – YL

ADULT SIZES -- \$10.00

Adult Small – AS (Adult Small would be equal to a YOUTH EXTRA LARGE)

Adult Medium – AM

Adult Large – AL

Adult X-Large – AXL

ADULT EXTENDED SIZES

Adult XXL – 2XL \$10.00

Adult XXXL – 3XL \$11.00

Adult XXXXL – 4XL \$13.00

Registration Form

Adult (due MAY 8)

Adult Cost	\$10
After May 9 th	\$20

UNIT LEADER NAME _____ UNIT # _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

NAME/PHONE NUMBER	Please Circle			Walking w/		COST
	Days	Attending Camp	RANK	SHIRT SIZE	\$	
_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____
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_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____
_____	W TH F	_____	_____	_____	_____	\$ _____

TOTAL DUE \$ _____

For Office Use Only

Date Received in Office _____ Received by: _____ Total \$ Received _____

RIVER TRAILS DISTRICT CUB SCOUT DAY CAMP

Registration Form

ADDITIONAL INFORMATION

PACK LEADERS

Please list additional information that will be helpful when planning Day Camp Dens. Oftentimes, parents have different last names from their children. It is hard for the Program Director to know whose child belongs with which parent. Please list here, if the last names are not the same, which Scout belongs with which adult. Thank you.

Who of the Adults attending day camp would be interested in volunteering at camp? We are in need of parents to assist in craft areas. If you have any parents willing to spend a small part of their time away from their child's den (provided there are enough walkers) to assist with some craft projects, please list them here. Thank you.
