

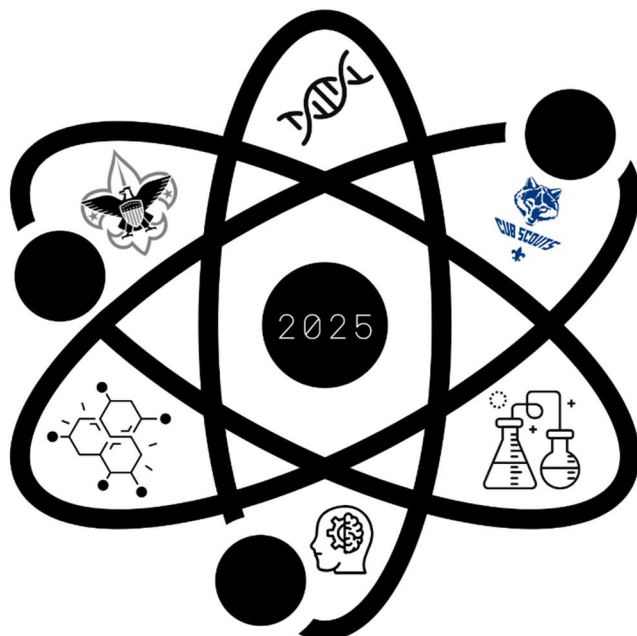
**River Trails District**  
**Muskingum Valley Council**  
proudly presents

# Invention Convention

## Day Camp 2025

### LEADERS GUIDE

**MUSKINGUM VALLEY  
COUNCIL  
CUB SCOUT DAY CAMP**



**INVENTION  
CONVENTION**

Russell Loughner **Camp Director**  
Wendy Loughner **Program Director**  
Jack Downs **Council Camp Advisor**

#### **CAMP DATES/TIMES**

Wednesday, June 11<sup>th</sup> 9am-4pm  
Thursday, June 12<sup>th</sup> 9am-4pm  
Friday, June 13<sup>th</sup> 1pm-9pm



February 1, 2025

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.mvcbsa.org](http://www.mvcbsa.org).

**There will be two Day Camp Leader and Parent Orientations:**

**Tuesday, June 10<sup>th</sup>, 6:00 pm at Camp Arrow (Pleasants County Parks, Shelter by the Pool)**

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

The orientation will help prepare adults for the camps 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. Also note that if we do have participation in orientation group walkers will be assigned without prior conversation as each group must have an appropriate number of adults. Every effort will be made to keep parents with their scouts but there may be situations where they have to be split up.**

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	<a href="mailto:mommalou10@gmail.com">mommalou10@gmail.com</a>
Russell Loughner	Camp Director	513-728-5096	<a href="mailto:RussLoughner@gmail.com">RussLoughner@gmail.com</a>

## **DAY CAMP LOCATION FOR 2025**

**Wednesday June 11<sup>th</sup>, 2025 – St. Marys Marina**

**617 Riverside Dr, St. Marys, WV 26170**

**\*\*Anyone over 15yrs old will need to have a valid fishing license if they plan to assist with the fishing activity. More information can be found @ wvdnr.gov**

**\*\*Parents may want to send additional clothing this day as the scouts will be fishing and could possibly get wet.**

**Thursday June 12<sup>th</sup>, 2025 – Pleasants County Parks**

**605 Cherry Street, St. Marys, WV 26170**

**(We will be at Shelter 1 near the parking lot for the pool)**

**Friday June 13<sup>th</sup>, 2025 - Pleasants County Parks**

**605 Cherry Street, St. Marys, WV 26170**

**(We will be at Shelter 1 near the parking lot for the pool)**

**\*\*Please note that we plan to have a pool party for all our scout families to enjoy. As the details confirm we will update this guide and your pack leaders. The pool will not be open to the public at the time of our swim however families will be permitted to join their scouts. Additional questions can be emailed to any staff member.**

## **RIVER TRAILS DISTRICT DAY CAMP OBJECTIVE**

- Provide progressive, age-appropriate program opportunities for Cub Scouts, Webelos Scouts, and AOL 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 during lunch

# DAY CAMP WELCOME AND GENERAL INFORMATION

## INTRODUCTION

River Trails District operates Cub Scout Day Camp at Camp Arrow. Camp Arrow for 2025 will be split between St. Marys Marina and Pleasants County Parks, addresses above. 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 it's only for one day.
6. **Turn in completed registration and Special Needs Request Forms to Council Office by MAY 23, 2025**
7. **ATTEND DAY CAMP LEADER AND PARENT ORIENTATION JUNE 7 AND JUNE 10.**
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 – ( Lunch Day 1 and 2, Dinner Day 3)
- Program Supplies
- T-Shirts
- Camp Patch
- Water Bottle
- Bag

	<u>BY May 2</u>	<u>AFTER May 2 (Closes May 23)</u>
Cub Scouts	\$60	\$75
Parents	\$20	\$30
Siblings**	\$60	\$75

Depending upon the number of Lion and 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.

**LION and 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, Water Bottle and Bag

**SIBLINGS ENTERING Kindergarten and 1<sup>st</sup> 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 3<sup>rd</sup> day will be a Twilight Camp. This year's dates/times are: **Please note times could change, all changes will be posted asap to the Facebook group: Parents and Friends of Camp Arrow. If you are not yet a member of this group please ask how to join.**

<b>Wednesday, June 11<sup>th</sup></b>	<b>9-4 (8:30 - 9:00 Registration)</b>
<b>Thursday, June 12<sup>th</sup></b>	<b>9-4 (8:45 - 9:00 Tiger Registration and Scout Check-in)</b>
<b>Friday, June 13<sup>th</sup></b>	<b>1:00 pm-9:00 pm* (12:45 - 1:00 Check-in) *pool party from 6-9</b>

### **'BRING A FRIEND' DAY – Wednesday, June 11<sup>th</sup>**

Friends can attend camp for FREE on Wednesday. After Wednesday they will need to pay for camp

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

FRIENDS MUST BE ACCOMPANIED BY A PARENT/GUARDIAN AT ALL TIMES.

## **CHECK-IN/CHECK-OUT PROCEDURES**

### **REGISTRATION Wednesday 8:30—9:00**

Step 1 Register first at the Camp Office (the shelter at the circle of the marina)

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

You will receive for everyone pre-registered a bag with a camp shirt, water bottle, and wristband.

Step 2 Take Health Forms Parts A and B to registrar located in the shelter. *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 21 years of age. No exceptions. The two-deep leadership policy of the Scouts of America applies:

***At least TWO registered adult leaders, one of whom must be 21 years of age or older and both must be 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 scouts 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 walker 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, Webelos & AOL Scouts and Webelos & AOL Parents will wear the same. Camp Staff will wear a second 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- you may want a blanket or chairs

### CAMPERS

- Hat
- Sunscreen (no sprays)
- Bug Spray
- Spending money for the Trading Post
- Wear closed-toe tennis shoes
- Swimsuit and Towel- Scouts will be swimming Friday pm.
- Change of clothing- Pack leaders will be asked to monitor this and keep them with the correct scout.



## 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- see above for tobacco use rules
- 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 wait for directions. Stay at your shelter unless told otherwise. 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. At each program activity, Scouts will be encouraged to drink water. For protection from the sun everyone is encouraged 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 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.

## Scout Law:

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



{NO ONE}  
can do

everything

but  
{EVERYONE}  
can do

something  
- unknown



PLAN AHEAD



STICK TO TRAILS



MANAGE YOUR PET



LEAVE WHAT YOU FIND



RESPECT OTHER VISITORS



TRASH YOUR TRASH

## 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