



**SUMMER 2024**  
**LEADERS GUIDE**  
**Scouts BSA Summer Program**

**Welcome to Hawk Mountain Scout Reservation – the  
home of Herbie Hawk.**

# Summary of Changes

Released: December 2023

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- Friday Special Activity Menu will be available February 19th.

## **Resources**

**\*\*Will be available on our Black Pug Registration Page, and updated each month.**

# Fee Schedule & Site Reservation

## Camp Dates

- Week 1: June 23-29      -Week 2: June 30-July 6      -Week 3: July 7-13
- Week 4: July 14-20      -Week 5: July 21-26

## Camp Costs

- Youth Camper: \$500 when Paid in Full by May 15<sup>th</sup>.
- Adult Camper: \$185 when Paid in Full by May 15<sup>th</sup>.
- Rates increase by \$25 if not fully paid by or before May 15<sup>th</sup>.
- Contact us for discounts if youth attend more than one week of camp.
- Contact us if 2 adults are splitting attendance to cover the full week.
- Free adult with registration of 11-20 campers, 2<sup>nd</sup> free adult 21-30 campers etc...
- The Hawk Mountain Council is proud to offer scholarships to ensure every youth has an opportunity to experience Hawk Mountain Scout Reservation. To learn more: <https://hmc-bsa.org/?s=summer+camp+2024>

## Camp Site Reservation

- A \$100 non-refundable site deposit is due at the time of reservation.
- Troops are invited to indicate three choices of campsite in order of preference. Site assignments will be released at the Leaders Summer Camp Orientation.

### March 1

- Initial deposit of \$100 per camper and adult due to Council.
- Once paid merit badges are open for registration.
- CIT program available for registration.

### April 1

- Second payment of \$150 per camper due to Council.
- Second payment of \$50 per adult due to Council.

### May

- May 1<sup>st</sup> completed Campership Applications due to Council.
- May 15<sup>th</sup>
  - Balance due payment of \$250 per camper due to Council.
  - Balance due payment of \$35 per adult due to Council.
- May 16<sup>th</sup> – Final payments per person increased by \$25.

**Payments** – All camp fees must be paid in full 7 days prior to arrival at camp to avoid registration cancellation.

**Refund Policy** – To submit a refund request, email to [Michele.Bement@scouting.org](mailto:Michele.Bement@scouting.org) prior to your arrival at camp. Refunds of camp fees will be made to the “payor” of the reservation following the below schedule:

- Full refund minus \$100 deposit if requested more than 45 days before the first day of the camp reservation.
- 40% of reservation cost refunded between 44 and 8 days of the first day of the camp reservation.
- No refunds within 8 days of the first day of the camp reservation.
- Camp fees may be transferred to another participant within the same reservation (If a Scout drops out, another may take their place).
- **Exceptions:**
  - There is a death or serious illness in the participant’s immediate family that requires the participant’s attendance.
  - The participant becomes ill and therefore is unable to attend camp. A doctor’s note needs to be attached with the refund request. Last-minute cancellations due to chronic conditions may not meet the criteria of becoming ill.
  - In these circumstances your payment will be refunded in full minus the \$100 deposit.

# **Webinars and Meeting Information**

Webinars are on Black Pug in the Attachment Section.



# Mission and Goals

## **The BSA Mission Statement**

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

## **The Mission of Hawk Mountain Scout Reservation (HMSR)**

Our mission is to follow and use the Aims and Methods of Scouting to deliver a constant, high quality, program, always setting a positive example with an attitude of customer service.

## **The BSA Diversity, Equity, and Inclusion Statement**

The BSA promotes a culture where each youth, volunteer and employee feel a sense of belonging, and builds communities where every person feels respected and valued. Leading by example and encouraging each other to live by the values expressed in the Scout Oath and Scout Law, we welcome families of all backgrounds to help prepare young people to serve as successful members and leaders of our nation's increasingly diverse communities.

## **Scouting: A Program for Everyone**

- The programs offered by the Hawk Mountain Council BSA at HMSR are open to all youth.
- Participants (youth and adult) must be registered as members of the Boy Scouts of America during their time at camp. For help joining visit [www.BeAScout.org](http://www.BeAScout.org) or contact your local council office.

# Unit and Single Camper Opportunities

## The Different Types of Scout Camping...

### Traditional Camping

Participants are housed in two-person canvas tents on raised wooden platforms, with a cot furnished for each person. All meals are prepared by the food service staff and are served on-site. Latrines are provided in each site, and centralized shower and restroom facilities are available for campers and adults.

### Provisional Camping

For youth who cannot attend with their own troop or wish to attend an additional week, they are encouraged to register as a provisional camper. All participants will be housed in a site with other provisional campers or with a traditional troop. Contact us if a youth attends more than one week of camp.

### Campership Assistance

Hawk Mountain Council BSA believes that all campers should be able to attend summer resident camp, regardless of their financial situation. Campership funds are available from the Council to assist families who may have difficulty affording the full camp fee. Our camperships are available to both in Council and out of Council campers. Please see the Fees section of this guide for applicable dates. Applications are available here: <https://hmc-bsa.org/scouts-bsa-summer-camp-2024/>

# Staff Opportunities

## **Hawk Mountain Scout Reservation Camp Staff**

We depend on a highly skilled and dedicated group of staff to operate HMSR each summer. Serving on camp staff is truly the summer of a lifetime. It's a unique chance for you to teach, to be a leader, to develop skills and values to pass onto the campers who will come through our gates this summer.

We hope that you will encourage your best Scouts to apply for staff positions, so that we can truly offer a "dream team" to all attending HMSR this summer. Contact the Council Program Director at 570-754-7552 or via email at [michele.bement@scouting.org](mailto:michele.bement@scouting.org) for more information. Applications are also available [here: https://hmc-bsa.org/summer-camp-staff-2024/](https://hmc-bsa.org/summer-camp-staff-2024/)

## **Camp Staff Positions**

### Instructors or Support Staff (Age 15 and up)

Provide merit badge session instruction, lead special programs, serve in the kitchen, camp office, or trading post.

### Senior Staff (18 and up)

Work in different program areas at camp.

### Area Directors (18 and up)

Some areas require directors that are over 21. Some areas also require the staff members to attend National Camp School prior to camp starting.

### CITs who have completed our training successfully (age 14)

Assist with camp duties like merit badge instruction, program support, kitchen, and HQ assistance for three weeks.

# Getting Prepared for your Trip to HMSR

## Required Medical Forms and Medication

Any person staying overnight must submit a current (within 12 months prior to your arrival date) BSA Universal Annual Health and Medical Record upon arrival at camp. Parts A, B1, B2 and C of the form must be completed in full, and a copy of the individual's insurance card (front and back) attached with any other pertinent medical information. The forms will be kept on file at the Health Lodge and returned to the Unit at the end of the week. Health Forms may be found at this link <https://hmc-bsa.org/hmsr-resources-page/> . This policy is strictly enforced.

Parents preparing their campers' medication to take while at camp should keep all medication in the original bottles and package. The medication/bottles should be placed in a large Ziploc bag clearly marked with the camper's name and unit number. Leaders should consult with parents beforehand on medication needs and have them complete the "medication" section of the health form, as well as the Medication Administration Record at this link <https://hmc-bsa.org/hmsr-resources-page/> . Parents may choose the Health Officer or the Unit Leader to administer the medication.

The Health Lodge is located on the ground floor of the Miller Dining Hall. Please report all injuries and health problems at the Health Lodge. We are required to record all injuries that occur on camp property, no matter how small. If the Health Officer is not in the Health Lodge, their location and phone number will be posted.

## Accommodating Special Needs

HMSR is committed to fully including all campers in all aspects of the summer camp program. Often, meeting the needs of our campers and adults requires minor adaptations of our facilities, staffing, and instructional plans. Special menus, one-on-one instruction, accessibility, and other provisions can be made for campers or adults because of physical or learning challenges, medical conditions, particular dietary requirements, religious practices, or other special needs.

Unit leaders, in coordination with parents, should contact the Council Program Director, Michele Bement at [michele.bement@scouting.org](mailto:michele.bement@scouting.org), no later than May 15<sup>th</sup>, to outline the specific needs of their campers and adults.

## Food and Dining Hall Service

HMSR employs outstanding, qualified food service staff to provide quality food for everyone. Three meals per day are served beginning with Sunday dinner and ending with Saturday morning Continental Breakfast. A licensed dietitian has reviewed the menus for balanced nutrition. If campers or adults

have a special dietary need, please contact the Council Program Director at [michele.bement@scouting.org](mailto:michele.bement@scouting.org) by May 15<sup>th</sup> to outline their specific needs. While we work hard to accommodate as many special food needs as we can, in some cases we may ask you to bring supplemental food items with you in accordance with the national health and safety guidelines:

For more information, please visit

[https://filestore.scouting.org/filestore/HealthSafety/pdf/2013Guidelines\\_Managing\\_Food\\_Allergies.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/2013Guidelines_Managing_Food_Allergies.pdf)

### **Friday Family Chicken Dinner and Campfire**

Families are welcome to attend from dinner through campfire Friday evening. Registration for additional family members is available online for \$20. For safety reasons of our youth, signup must be completed 1 week before the Friday Dinner. If you wait to purchase your dinner until you come to camp it will be \$22.

The link for Chicken Dinners is below.

<https://scoutingevent.com/528-85514>

### **Camp Dress Code**

We ask that the field uniform (BSA uniform shirt, pants/shorts, belt, and socks) be worn for evening flags and dinner service daily and our Campfire programs Sunday and Friday evening. If Scouts participate in the Order of the Arrow evening program, and/or Chapel Service, they are also asked to wear the field uniform. Outside of these times camp dress is casual, and campers and adults may dress comfortably in modest, youth appropriate attire.

Close-toed shoes are required throughout camp.

Thursday is Hawaiian Shirt Day.

### **Trading Post**

The camp operates a full-service trading post. It is stocked with HMSR custom items, including patches and t-shirts, handicraft kits, and an assortment of beverages, candy, ice cream and snacks. In addition to cash and checks, credit cards are also accepted. Ice is available for purchase at the Trading Post.

T-shirt pre-orders were due June 1<sup>st</sup>. Some shirts will be available at camp but Troop numbers will not be included.

## **Contacting Campers and Adults at Camp**

Parents may wish to send mail or packages to their camper. Mail should be addressed in this manner:

Hawk Mountain Scout Reservation

[Campers Name], [Troop #]

402 Blue Mountain Road

Schuylkill Haven, PA 17972

UPS, Fed Ex and Amazon make regular deliveries. An outgoing mailbox is provided in camp for use by campers and adults. Postcards and stamps are available for purchase at the Trading Post.. You can also leave packages in the Welcome Center at Sunday check-in to be delivered later in the week.

## **Phones, Internet, and Communications**

There is cell service through most of the camp.

The camp business phone number is 570-754-7552.

Please use the camp phone number for business and emergency calls only.

The Council Program Director Michele Bement, may be reached at the camp business phone or by cell at 484-424-9732, or by email at [michele.bement@scouting.org](mailto:michele.bement@scouting.org)

## **Cell Phones**

Units are encouraged to set their own policies regarding the use of cell phones by their Scouts. Campers will be asked to put their phones away during activities and merit badge sessions. There are power outlets to charge phones available in different areas of camp. Adults may also charge phones in the Leader Lounge at Scouts BSA Headquarters. Quality of cell coverage at camp varies by provider.

## **Email and Internet**

Those requesting information about summer camp should email the Council Program Director, Michele Bement at [michele.bement@scouting.org](mailto:michele.bement@scouting.org) Passworded restricted Wi-Fi access is available at different locations for adult access. Adults should see the Council Program Director for the password or additional computer/internet access.

# Leadership and Conduct

## A Word About You and the Camp Staff

- Our camp staff is here to assist adults, campers, and visitors in making possible a truly great camping experience. We have employed and trained enthusiastic, diverse, and well-rounded staff to help. Our staff, particularly the youth staff, are just developing their skills as instructors and leaders. They love camp and believe in our great organization and often make personal sacrifices to be at camp. Together, we all make it possible for a great camp experience. We all share this responsibility.
- The staff will assist and accommodate you and your unit in many ways; however, we will not assume your unit's responsibilities. Adults within your unit are the individuals that your campers know best. Please give them the adult direction and counsel needed to have a successful camp experience. This is often the first time that many of our campers have been given independence and sometimes they forget the Scout Oath and Law in their daily travels around camp.

## Unit Leadership

- Each unit must have at least two adult leaders who are 21 years of age or older and are registered with the BSA. They must ALWAYS be present in camp to provide qualified supervision to the unit. Additionally, they must have current background checks, and Youth Protection Training. For female units there must be a registered female adult leader 21 years of age or over. In addition, adult leadership should reflect an awareness of the groups size, skill level, and special needs.
- All adults spending the night must follow the same guidelines listed above. All adults leaving camp must sign out and sign back in when they return.
- ANY adult entering camp that will have direct interaction with ANY YOUTH, other than their own camper, must be YPT compliant in accordance with the BSA Guide to Safe Scouting. ALL other camp policies must be adhered to upon entering or exiting camp.
- The Scoutmaster should make the arrangements for the necessary camp leadership. If he/she is unable to attend for the entire week, another capable, trained, and registered adult must be designated to serve as the key Camp Leader. All other adults work under the direction of the Camp Leader.
- If units are going to use "rotating" leaders, i.e., if the same 2 adults will not be present all week they must be registered and paid through Black Pug. At no time may a unit be left without two-deep leadership in place. Additionally, all adults staying overnight must follow the previously stated requirements.

## The Adults Role at Camp

- HMSR exists to deliver the Scouting program outdoors. Scouting is at its heart a "game with a purpose," a game which the youth play under the leadership of their peers, and with the guidance of adults. The role of adults is one of a coach, counselor, mentor, teacher, and guide for our youth.

- HMSR always allows adults the courtesy of occasionally participating in its programs and activities. However, our programs/resources are primarily in place for use by campers. Please see the Scoutmaster Program Information for adult activities available at camp.

### **The Scoutmaster/Camp Leader at Summer Camp**

- As Scoutmaster, you have a key role in your unit while at camp. Your job...

#### **Before Camp**

- Read the current Camp Leader's Guide and share it with your other adult leaders and parents.
- Meet with your unit to familiarize them with the camp, its offerings, and policies.
- Keep track of each camper's payment for camp.
- Meet with your Scouts, know their advancement goals, interests in programs, and help them make the right decisions to have the best time at camp.
- Fill in all the requested forms and remember to bring them to camp.
- Make sure each camper and adult medical forms are current, filled out completely, and handed to you.
- Make sure ALL adults attending camp have their current YPT, background checks and are registered with the BSA.
- Review check-in and check-out procedures with your campers and parents. Arrange for an arrival time on Sunday and a pick-up time on Saturday.

#### **During Camp**

- Attend the Leader's Meetings and brief your adults about camp policies and procedures.
- Attend the chat with our Scout Executive.
- Assure that your unit complies with the guidelines in this guide and all supplementary information.
- Keep track of each Scout's advancement progress, make sure they are attending sessions, activities, and meals.
- Download the daily Black Pug Merit Badge achievements and review your Scouts progress.
- Regularly check your mailbox located in Scouts BSA Headquarters.



## **The Senior Patrol Leader at Summer Camp**

The Senior Patrol Leader is the key youth leader in the unit and coordinates the work of all the patrol leaders. Your job...

- Attend the Senior Patrol Leader meetings, and most importantly share the information with your fellow Scouts.
- Be responsible for the troop bulletin board: fireguard chart, waiter schedule, troop duty roster, etc...
- Make announcements about upcoming camp activities and schedules.
- Coordinate your troop's participation in all camp-wide events.
- Be sure that Scouts in your troop observe taps and are respectful of other units.
- Maintain the health and cleanliness of your campsite, delegating leadership as appropriate.
- Conduct a brief inspection before your camp commissioner visits each day.
  - Note: If there are questions about the site inspection it is the responsibility of the SPL, or youth designee, to interact with the inspecting commissioner for clarification.

# Camp Policies

At HMSR, the Scout Oath and Law are our guiding principles. We expect each adult to provide guidance within the unit to follow these principles, the policies of the Camp, the Council, and the BSA. See the Scouter Code of Conduct for more information: <https://www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/>

The following are not allowed:

- ◆ Alcoholic Beverages and Illegal Drugs
- ◆ Use or possession of tobacco products by anyone under the age of 21. All camp buildings are smoke and vaping free. The only authorized location for smoking or vaping is located on the map in your Welcome Binder.
- ◆ Hazing and Bullying.
- ◆ Personal Firearms, Ammunition or projectile items like wrist rockets.
- ◆ Sheath knives and other large knives/blades. Smaller utility knives may be carried by campers with their Totin' Chip Card.
- ◆ Fireworks.
- ◆ Pets: If you have a special need requiring a service dog, please contact Michele Bement at [michele.bement@scouting.org](mailto:michele.bement@scouting.org).
- ◆ Bicycles: Personal bikes are allowed but must be inspected on Sunday after check-in at the Scouts BSA Headquarters. The speed limit is 10 miles per hour and all cyclists must remain on the main roads through camp. The only trail authorized for riding is the Red Trail (see the map in your Welcome Binder). Riding on this trail requires adult supervision and communication with camp staff for safety.
- ◆ Firewood: Firewood may not be brought into camp from anywhere outside the Commonwealth of Pennsylvania. All tinder and kindling can be found on the ground in your site. Larger wood can be acquired at the compound with prior permission from the Ranger.

## Visitors in Camp

- Visitors must check in at the Welcome Center upon arrival at the camp to receive a wristband and/or nametag. They must sign-out at the Welcome Center when they leave.
- All participants leaving camp for any reason must sign in and out at the Welcome Center.
- If you have an adult change during the week all new adults must check-in at the Welcome Center.

## Vehicles, Trailers, and Parking

- Riding outside of a vehicle's enclosed passenger compartments is never allowed. This includes riding in the bed of a truck, on hoods, trunks, fenders, tailgates, or in/on trailers.
- Seatbelts must be worn at all times.
- The speed limit in camp is 10mph, and 5mph when campers are near.
- Only one vehicle per unit will be allowed in camp during check-in or check-out.
- One vehicle and one troop trailer may be left at a campsite during the week. Follow the instructions in your Welcome Binder.
- All vehicles driven in camp must have the appropriate hang tag.

# Youth Protection at Camp

## Pennsylvania Child Protective Services Act #15

All agencies and institutions who deal with youth in Pennsylvania are required to comply with the requirements of Act 15. This is a legal requirement of the Commonwealth of Pennsylvania, and is separate from, and in addition to, all BSA policies.

- Units from Pennsylvania: The unit is responsible for ensuring that all adults who plan to stay at camp overnight must have completed the three required clearances for volunteers.
- Units from outside of Pennsylvania: Adults are not required to get the PA State Background Checks but must ensure they are compliant with their State and Council requirements.
- For more details on these requirements and how to obtain the clearances, go to the “Keep Kids Safe” website ([keepkidssafe.pa.gov](http://keepkidssafe.pa.gov)).

## Essential Youth Protection Guidelines

- HMSR and the Hawk Mountain Council BSA adhere to all Youth Protection guidelines of the Boy Scouts of America. See BSA Youth Protection and Adult Leadership for more information <https://www.scouting.org/health-and-safety/gss/gss01/>.
- All adults coming to camp should review youth protection guidelines prior to arrival.
- All adults involved in Scouting are mandated reporters and shall report to local authorities any good-faith suspicion or belief that any youth is or has been abused.
- All adults at camp must have Youth Protection Training within two years. Units when checking in must bring either a Council Scoutnet printout, Internet Advancement or My.Scouting printout to verify the YPT status of attending adults.

The following barriers to abuse within Scouting are used at camp to ensure the safety of our campers. All adults are required follow these guidelines:

- **Two deep leadership:** The foundation of our Youth Protection program.
- **The buddy system:** The buddy system for youth is required.
- **No one-on-one contact:** Personal conferences must take place in plain view of others.
- **Respect of privacy:** Separate shower facilities are provided for youth and adults, as well as males and females. Adults may intrude on privacy only for emergency health and safety concerns. The use of smartphones, cameras, mirrors, etc., in places or situations where privacy is expected is prohibited.
- **Separate accommodation:** Scouts BSA youth may not share a tent with an adult. Male and female leaders may not share a tent unless they are married. Youth may not share tents with youth of the opposite gender or with other youth who have more than a 2-year difference in age.
- **Inappropriate public displays of affection and any sexual activity is prohibited.**
- **No secret organizations or activities:** All aspects of the Scouting programs are open to observation by adults.
- **Appropriate attire:** Proper clothing is always required. Swimwear at camp should be modest. For males, swim trunks or board shorts are appropriate. Tight-fitting swim briefs or drag shorts are not allowed. For females, bikinis are not allowed. Modest tankinis or one-piece swimsuits are appropriate.

- **Constructive discipline:** Discipline should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Hazing and bullying prohibited:** Physical hazing, bullying and initiations of any type are prohibited and may not be included as part of any Scouting activity.
- **Youth leader training and supervision:** Adult leaders must monitor and guide the leadership techniques used by youth leaders to ensure that BSA policies are followed.

The following four youth protections policies are National Camp Accreditation standards. Please review them carefully. Your cooperation in keeping our youth safe is greatly appreciated.

# Check-In Procedures

## Check-In Times

- Check-in times will be available on-line 2 weeks prior to your arrival in the Black Pug Attachment List.
- The Leader Check-In form is available on Black Pug on the Attachment List. We will have this available for you when you check-in to remind you what stations you need to go to.

## Swim Testing

All youth and adults are required by the National Camp Accreditation Program, to take the BSA Swim Test if they plan on participating in any aquatic activities. There are 2 ways to complete this standard (see below).

- Off-Site Swim Test Classification. Your unit conducts the swim tests prior to attending your week at camp. The required form is attached at the end of the guide and needs to be sent to camp 15 days prior to your arrival. You do not need a certified lifeguard to conduct your swim test. A Scoutmaster and additional leader with Safe Swim defense may approve the swim test. Please email or mail this form to Michele Bement.
- On-Site Swim Test Classification. Your unit will take the swim test when you arrive at camp.

Retests will be offered daily during the Open Swim Time (see schedule for times). All youth and adults needing swim checks should have their towel and swimming suits available when they arrive at camp.

# Check-Out Procedures

## Advancement Check-out

- One adult leader should come to the Willits Dining Hall after Friday night campfire.
- We will give you your advancement reports, all our area directors will be available to answer any questions and address any concerns.

## Checkout

- A Continental Breakfast will be served at 7:20am on Saturday to be picked up at Miller Dining Hall.
- Please plan to depart no later than 10am on Saturday.
- Units departing on Friday must notify the Council Program Director in advance.
- You will receive more detailed instructions in your Welcome Binder.

# Reservation Facilities

## Good Stewardship

HMSR is a year-round facility maintained by the Hawk Mountain Council BSA. The Camp Ranger, Council Program Director, Council Camping Committee, Council Environmental Committee, volunteer Campmasters, Adopt-a-Site volunteers, and our Order of the Arrow work hard to maintain and improve the facilities. The continued improvement of our summer camp program is dependent on the care of our equipment and facilities. We request that our campers and adults attending camp be good stewards of our facilities, equipment, and environment so that they may remain for others to enjoy in the future.

## Campsite Equipment

Each site is equipped with canvas tents, platforms, and cots based on the recommended capacity for your site. In addition, sites contain picnic tables and benches, a bulletin board, fire cans, pavilion, and a flag and flagpole. Each latrine has general maintenance and cleaning supplies. Additional supplies are available from the Quartermaster. There is a form in your Welcome Binder to be used for requests for additional or other supplies. All requested supplies need to be returned prior to departure. All adults are responsible for proper use and care of the equipment in your site. Your site will be inspected at the beginning and end of the week.

## Environmental Statement

The Boy Scouts of America foster environmental respect. All youth and adults are charged to protect and nurture our environment, especially when at camp. Help us keep camp clean by:

- Recycling: Reduce the use of all paper, Styrofoam, and plastic. Reuse containers and recycle aluminum cans. (No glass containers.) Dispose of trash properly.
- Low Impact Camping: Be gentle to your campsite and surrounding area. Always stay on established paths. Don't cut, remove, trample, or damage any plants or trees. Never build any new fire rings anywhere.
- Outdoor Code: Respect wildlife at HMSR and always follow the Outdoor Code.
  - The 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
      - Be conservation minded

# Unit Service

The camp staff exists to supplement and support – but not to replace your unit camping program. We will seek to meet your needs in all areas of programming. A strong working relationship between the staff and adults at camp is essential.

## **Camp Leader Meetings**

Times, days, and locations TBD.

## **Senior Patrol Leader Meetings**

Times, days, and locations TBD.



# The Merit Badge Program

The Merit Badge Program is an integral part of Scouts BSA and as such is important to any successful week at camp. The following are guidelines for planning your campers' program for the week.

## The Adult Leader Role

For each camper to have a successful advancement experience, we encourage all adults to do the following:

- Review their advancement history and help them decide which merit badges they want to schedule at camp.
- Some merit badges are more physically intense than others. Check their selection to make sure it matches their abilities.
- Aquatics, Shooting Sports, and Climbing Merit Badges have minimum ages and are more difficult to complete. Waivers to prerequisites will only be made in advance by the Council Program Director at [michele.bement@scouting.org](mailto:michele.bement@scouting.org)
- Prior to signing up for a merit badge be sure to read the Merit Badge Book. Prerequisites must be completed and come with them to their first session. The Merit Badge will review all the prerequisites required.
  - The Merit Badge List is available on Black Pug under Attachments.
- Make sure each camper has either the Merit Badge book or the worksheet when they come to camp. Worksheets can be found at <http://usscouts.org/mb/worksheets/list.asp> A 3-ring binder, paper and writing instruments are also required.
- Shooting Sports Merit Badges will have an extra cost due to materials needed.
  - The cost is listed on the Merit Badge List in Black Pug.
- Merit Badge applications ("blue cards") should be completed on or before Sunday night and then turned-in by the camper at each Merit Badge session on Monday. Please make sure that all information is filled out correctly and that they are signed by the Scoutmaster.
  - **\*\*Look for online options to the blue card at the Leaders Meeting.**
- A Scout is always prepared. If they do not come prepared, then they will most likely not finish their badge. They will get a partial completion. All merit badge work must be completed and turned in by 10 am on Friday.
- Be sure to take into consideration the location of merit badges at camp and help them build a schedule that is convenient to travel. Please check the HMSR map in the resource section or here: <https://hmc-bsa.org/scouts-bsa-summer-camp-2024/>
- Some merit badges require a longer block and are highlighted on the schedule. These badges run from Monday – Friday. (Regular merit badges run through Thursday.) Make sure you review their schedules, so they do not have conflicts.

## **Regarding Partial**

- **Partial Completions.** If they receive a partial completion, it means they did not finish all the requirements for that badge. The partial completion will list the requirements completed. They can return home and complete their badge. Check in with your campers during the week to keep an eye on their completion progress. Fridays are reserved time to finish any requirements you need to. Use this time wisely.

## Merit Badges to be Offered

We offer core Merit Badges and other Merit Badges on a three-year rotational program. We believe strongly that this offers new opportunities every year.

We know many of our adults have special skills and backgrounds and we would love to have you share those with our campers. Please contact Michele Bement at [michele.bement@scouting.org](mailto:michele.bement@scouting.org) to work out the scheduling.

Merit Badges are listed on Black Pug.

### **On-Line Program Registration**

- Units should plan to utilize our on-line registration program for Merit Badges, and other program sign-ups.
- After March 1<sup>st</sup> you may sign up for Merit Badges as you add your campers to the list. The \$100 deposit per camper must be made before signing up for a Merit Badge.
- Adult Leaders should be the ones registering the Merit Badge choices.
- Changes can be made to your selections up to a week prior to your trip to camp.
- If Merit Badge changes need to be made at camp, we will work with you.

### **Pre-Requisites for Merit Badges**

- Pre-Req's are listed in Black Pug.

### **Regarding “Notes” and Pre-requisite work for Merit Badges**

- In some cases, such as the camping requirement for the Camping Merit Badge, certification from a unit leader or knowledgeable adult is appropriate. In other cases, however, we encourage any work completed prior to camp to be brought to camp and demonstrated for the counselor.
- As with partial cards, each counselor may ask a camper to show knowledge and skills of the requirements (such as a list of camping trips, or an explanation of how they built their rocket) even if a note from a unit leader is submitted.
- The pre-requisites listed are the absolute minimum that need to be done prior to camp to complete the badge, however, there are many other requirements that can be prepared in advance to lessen the time needed outside of the sessions to complete requirements.
- Many badges also have work that needs to be completed outside of the scheduled daily session of instruction.
- Encourage them to review the requirements to see what additional items can be completed in advance of camp. Additionally, adults are encouraged to stop by Program Areas during the week to check on their progress.

### **For use in advancement planning...**

- Unless camp makes contact, you may assume there were no significant problems with your merit badge registrations. Be aware of WL (wait list) indications and select alternatives.
- We will make every effort to accommodate first choices if pre-registrations are made in a timely manner. Additional sessions may possibly be scheduled if staff are available.
- Many merit badges have capacity limits.
- Unit adults should counsel campers to create a schedule with a manageable balance of advancement sessions, special programs, and time for rest, informal activity, and fun.

## **CIT (Counselor in Training) Program**

Information and registration are in Black Pug.

<https://scoutingevent.com/528-82713>

## **First Year Program (Pathfinder)**

The Pathfinder Program is our first-year camper program.

The Pathfinder Program will run from 8:30-11:30AM Monday-Friday.

Activities will include Teambuilding, First Aid, and Outdoor Skills needed for advancement.

Pathfinder participants will be able to take Merit Badges at 11:30AM and 1:30PM and participate in Open Program.

Friday is Graduation and that schedule will be different.

# Order of the Arrow

## Kittatinny Award

This program is a long-standing tradition at camp. It starts with a green neckerchief that can be purchased for \$6 at the Welcome Center or at the Trading Post. The neckerchief is optional.

- Requirements can be completed throughout the week.
  - Includes Scout Spirit, Advancement, Service, Conservation, and Leadership.
  - Some requirements are as simple as attending camp.
  - The program is designed for both new and experienced campers and adults.
  - At the end of the Sunday night campfire will be a New Camper Ceremony. Your seasoned campers will be dismissed and exit the campfire circle. The ceremony team will lead the new campers from the campfire to the Order of the Arrow Village for their ceremony. Plan to have appropriate adult leadership supervising both the seasoned and new campers.
    - Remember to bring your neckerchiefs, as well as a piece of kindling size wood for the ceremony.
- At checkout, the unit leader is responsible for giving the Leadership Team a roster of those that have completed the award.
  - You will keep the award forms so you will know how to stamp the neckerchiefs.
  - If you complete the award, you will receive a Kittatinny Award Patch for your neckerchief.
    - Patches will be in your Unit Take Home Envelope
  - You will need to take time during the week to stamp your unit neckerchiefs. The stamps are available in the Leader Lounge at Scouts BSA Headquarters.

## Monday Brotherhood Testing and Ceremony

- Testing is for Hawk Mountain Council BSA Units only.
- Cost is \$22 and must be paid prior to or upon arrival at camp.
  - If you paid prior to camp, bring your receipt with you.
- All receipts should be turned in to the Order of the Arrow Village no later than 5:00PM Tuesday evening.
- Brotherhood testing will occur at 8:45PM at the Nature Pavilion.
- The Brotherhood Ceremony is open to any Brotherhood members and will take place at 9PM at the OA Ceremonial Circle (immediately following the testing).



### **Tuesday Order of the Arrow Day and “call-out” for all new members**

- Lodge Activity shirts are encouraged to be worn for the day.
- Members are encouraged to show their spirit by wearing their sashes with the field uniform at dinner.
- Meet the OA Ceremonies Team at 8:45PM in front of the STEM building.
- A cracker-barrel will immediately follow the call-out.
- Every OA member is invited to attend the cracker-barrel.
- Lodge related items will be for sale.

### **Friday Campfire**

- Any member elected this year will be recognized and asked to stand during the campfire “call-out”.
- It doesn’t matter if you took your ordeal in the spring or will be taking a fall ordeal.

### **Order of the Arrow Participation Award**

- The award is a special ribbon, which units can attach to their unit flag.
  - You must do the following:
    - Participate in the Tuesday night Call-out and attend the cracker barrel.
    - Wear your sash and/or OA T-shirt on Tuesday.
    - Complete a service project at camp.
    - Sign up for a troop visitation.
    - Attend open program.



## **Camp Religious Program**

A Scout is Reverent.

Our Interfaith service will be a part of our opening campfire.

The Scout's Own will take place in the Chapel on the way to the Campfire Circle.

We will make a collection for the World Friendship Fund during the service.

# Ceremonies

## Flag Ceremony (Retreat)

- Starts TBD.
- Ceremony for Sunday and Friday will be conducted by the camp staff.
- Ceremonies for Monday-Thursday will be Unit lead.
  - Sign up will be at the SPL Meeting.
  - Please arrive 5 minutes early so the ceremony can start on time.
- Class A field uniforms are required.
- If you are bringing a musical instrument and would like to participate in the Flag Ceremony let the Program Director know on Sunday.

## Opening Campfire

- Sunday evening at 8PM
- Assembly will be at 7:45PM on the road behind the Willits Dining Hall.
- All units will move as a single group to the Chapel and then to the Campfire Circle.
- The campfire will be conducted by the camp staff.
  - The purpose is to introduce the staff to our weekly participants as well as to entertain.
- All New Campers and Adults will have a ceremony following the campfire at the OA Village. Please refer to the OA Section of the Scouts BSA Leaders Guide.

## Closing Campfire

- Friday evening at 8PM.
- All units will assemble along the road by the STEM Building at 7:45PM.
- Units will move as a single group to the campfire area.
- This campfire will be conducted by the Program Director.
  - Units that want to lead a song or perform a skit must have them approved prior to 3PM on Wednesday by the Program Director.

# **OTHER DAILY CAMP INFORMATION**

## **Tentative Sample Daily Schedule Monday-Thursday**

6:00AM	Reveille
6:15-6:45AM	Early morning activities i.e. Polar Bear and Grizzly Bear
7:30-8:15AM	Breakfast w/morning flags immediately following.
8:30-9:20AM	Merit Badge Block 1
9:30-10:20AM	Merit Badge Block 2
10:30-11:20AM	Merit Badge Block 3
11:30-12:20PM	Merit Badge Block 4
12:30-1:30PM	Lunch
1:40-2:30PM	Merit Badge Block 5
2:40-5:40PM	Open Program
6:15PM	Flags
6:30-7:15PM	Dinner
7:45-8:45PM	Evening Program