

LEADER'S GUIDE

2026



hmc-bsa.org

Scouting America
Hawk Mountain Council
5027 Pottsville Pike
Reading, PA 19605
610-926-3406

Hawk Mountain Scout Reservation
402 Blue Mountain Rd
Schuylkill Haven, PA 17972
570-754-7552

Contact Information

Camp Director

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PRE-CAMP LEADERS'S MEETING

The Pre-Camp Leader's Meeting Will be held on May 6th, at 6:30PM via Zoom. Links will be sent to the contact that registered you. It will also be recorded and posted to the main event page.

We highly encourage you to attend/watch this meeting! We'll finalize summer plans and help you get ready for camp. Whether you're new to HMSR or a returning camper, this meeting will ensure you're more prepared than ever. We'd love to see you there!

Provisional Scouts and Scholarships

Provisional Troops: If you have Scouts who are eager for an additional week of adventure or if your unit is attending elsewhere, we encourage you to consider sending a provisional troop to Hawk Mountain. This is for units that have several youth looking to attend camp and an adult or two who are willing to attend as well but might not have enough to constitute a full unit at summer camp. We will then pair them up with another provisional troop(s) for the week. They will operate just as any troop who attends camp.

Provisional Scout: If you have Scouts who would like to attend and aren't able to attend your planned week of camp, we can take them as provisional Scouts. All Scouts in this program will be placed in a troop together and we will provide the adult leadership.

Scholarships: Hawk Mountain Council wants to ensure that every Scout can participate. We offer scholarships to financially support Scouts that need support. Youth from any council may apply for scholarships to attend HMSR.

Advancement Tracking and Availability

Digital Blue Cards: Advancement records (blue cards) will be completed through the online registration system. When your Scout registers for merit badges, they will automatically be added to the class roster. Shortly after the end of your week at camp, advancement records will be provided through the BlackPug system. The attendance and progress of Scouts may be reviewed by leaders throughout the week by checking in with Madison Francis (Program Director) or Morgan Baxter (Camp Director).

Class Sizes: Some merit badges are limited to a maximum number of participants per session for various reasons such as space, safety, or equipment availability. It is important that Leaders encourage registration for badges as soon as Scouts have paid 50% of their fee. Merit Badge registrations are first come first serve. Some badges fill very fast. If a badge crosses a threshold determined by camp staff to exceed the capabilities of the team or health and safety, we will split the class and offer it twice at the same time. Our goal is that every Scout get in to the badges they want. We may also shuffle Scouts to even classes so long as it does not affect the overall badges earned.

Merit Badge Supplies: Scouts will be provided with the necessities for their merit badges, and they will be given those items at their program areas. All Scouts will have their target and range activities supplies (shotgun shells and .22 rounds) included with their camp registration. Additional rounds may be purchased from the trading post.

*See documents on the event page for offerings and schedule.

Leadership Meetings at Camp

Scoutmaster Meetings: The Camp Leadership Team will conduct Leader's meetings each night. This will be an opportunity to check advancement & attendance records, ask questions, and provide feedback. These meetings will be held following dinner in the leaders lounge.

SPL Meetings: The Senior Patrol Leaders will meet with the Camp Program Director at Willits Dining Hall each day immediately following lunch.

Camp Communication: Camp leadership encourages unit leaders to contact us as needs and issues arise. We will cover more on how to do so on Sunday Night. Sunday night following the campfire we will have a joint Leaders and SPL meeting. Before the end the youth will be asked to leave the room to have a conversation with only the adults.

Daily Schedule

Sunday:

1:15-3:00	Troop Check-in
3:00-5:00	Troop time, Swim & Bike Check (Trading Post Open)
5:45	Emergency Drill at the flag poles in front of Wilits
6:00	Dinner (Immediately following the Emergency Drill)
7:30-8:30	Campfire
8:30-9:30	Scoutmaster/SPL Meeting in Wilits (Trading Post Open)
10:30	Lights Out/Quiet Hours

Monday-Friday:

7:00	Polar Bear at the pool, Morning hike and run meet at Wilits.
8:00	Morning Flags & Breakfast
9:00-12:30	Morning Programs
12:30-1:30	Grab and go lunch/Troop time (lunch served until 1:00pm)
1:30-5:30	Programs (Ranges start at 2:30 on Tues-Thurs)
5:45	Evening Flags
6:00	Dinner
7:00	Nightly Scoutmaster Feedback Opportunity
7:00-9:00	Specialty Evening Programs
10:30	Lights Out/Quiet Hours

Saturday:

7:00	Continental Breakfast
8:30	Campsite check out begins unless otherwise agreed upon

Specialty Evening Programs (Subject to change depending on weather and possible additions):

Monday

Scavenger Hunt
Order of the Arrow Brotherhood Ceremony
Merit Badge
Night Swim at the pool
100th year celebration activity

Tuesday

Order of the Arrow Call Outs
Cast Iron Cook Off
Two Merit Badge options
Night Swim
100th year celebration activity
Chapel

Wednesday

Canoe Races
Kayak Races
Merit Badge
Night Swim at the pool
100th year celebration activity

Thursday

Cowboy Action
Gaga Ball Tournament
Belly Flop/Cannonball Competition
Night Swim
Merit Badge
100 year celebration activity

Friday

Closing campfire
Family Night

Order of the Arrow

Hawk Mountain Council is home to Kittatinny Lodge 5 of the Order of the Arrow. We encourage participation in any events throughout the week for any members of the Order, regardless of your Lodge affiliation.

Brotherhood Testing and Ceremony: Testing and ceremony start at 7:30pm on Monday at the OA Village. Kittatinny lodge members are eligible to participate (Though all brotherhood and vigil honor members are invited to observe regardless of home lodge) The cost to take the test is \$22 paid to the lodge by 5:00pm Monday.

Order of the Arrow “Spirit” Day: On Tuesday, OA Members are encouraged to wear their Lodge Activity shirt throughout the day. They are also welcome to wear their sash to dinner and flags. This is open to any Lodge.

OA New Member “Callout” Ceremony: The camp is invited to the OA Village at 9PM on Tuesday for the new member callout ceremony for new lodge members. New lodge members will meet the Ceremonies team at the STEM Building at 8:45 to be guided to the circle. At the conclusion of the callout ceremony, there will be a cracker barrel for any OA Members.

Kittatinny Award

As a long-standing tradition at HMSR, every new camper at Hawk Mountain starts with a green neckerchief. This award encourages participants to try the many offerings of camp. Units can purchase the necessary neckerchiefs prior to camp via Black Pug. Adults and Youth, new and experienced, participate in activities throughout the week and earn stamps on their neckerchief that can later be embroidered at home. Along with the stamps on the neckerchief, participants will work to complete requirements to earn the award. Once the requirements are complete, units can submit the documentation for the patches. The patches are sponsored by the Kittatinny Lodge and are at no cost to participants. Award forms will be returned to the Units so that stamps can be administered. Stamps are provided by the camp and will be available in the leaders lodge. This program encourages participation in all areas of camp and is highly encouraged for all campers to participate.

ADULT LEADER PROGRAM

*Details still to come.

Food Service at Camp

- **Breakfast** – Served exclusively in the Willits Dining Hall via line.
- **Lunch** – Cafeteria style served as a bagged lunch so that the campers can eat where they choose. Lunch will be served from 12:30PM -1:30PM. Scouts are welcome to remain in the dining hall.
- **Dinner** – Served exclusively in the Willits Dining Hall via line.

***We no longer offer meal pickup for breakfast or dinner.**

Units are expected to clean up all their trash, plates, cups, and utensils when eating in the dining hall. They are also responsible for wiping down their tables and sweeping around their areas.

Friday Family BBQ: As we welcome families to camp Friday, Units can purchase additional meals for dinner for their guests. Pre-Orders for meals must be made prior to June 1st. No meals will be available after that date. All visitors and units must follow the visitor policies. Anyone in violation will be asked to leave.

Special Diets and Allergies: Please see the form on our website for more instructions.

We have very limited space in our kitchen, and it is a food safety concern to allow personal items to be stored in our facilities. We don't allow any personal storage of dietary items, and we are unable to cook any meals you bring from home. In certain circumstances, we can provide you with ice or a microwave if necessary. We are committed to finding a safe meal alternative for you while you are staying with us.

Trading Post

Accepted Payments: We accept cash, checks (personal and unit), credit and debit cards. If you are using a check, there will be a fee for any returned checks.

Scouts that come to camp love the trading post. The average Scout spends \$100 per week at camp. Please ensure that parents/guardians are reviewing the items the Scout intends or should be purchasing at the trading post. We want campers to come prepared, but we also want Unit Leaders to be aware of Scouts carrying large amounts of money to camp. Please offer to secure this money in some way for them. This allows the Unit Leaders to be aware of what the Scout is spending, and it helps to avoid challenges if the money is misplaced, lost or stolen.

CAMP SERVICES AND INFORMATION

Administration: The main office is the Welcome Center and is staffed during program time. The office phone number is 570-754-7552.

Leaders Lounge: The entirety of the Scouts BSA Admin building is designated as a leader lounge and remote workspace for adults.

Mail & Packages: We know that packages and mail are an exciting (and sometimes necessary) thing to expect at camp. We are in a rural area that is serviced by shipping carriers and the USPS. Packages and mail will be placed in the campsite mailbox by the end of day it was received. Mailboxes are in the lower room of the Leader Lounge. Any outgoing mail should be received by the end of the day to be mailed the following day. Incoming mail MUST be addressed as follows:

**Hawk Mountain Scout Reservation
Attn: (Session # Unit #, Scout's Name)
402 Blue Mountain Rd
Schuylkill Haven, PA 17972**

Please be advised that rural mail takes time. It is recommended that care packages be sent at least 5 days before you intend your Scout to receive it. If we can't locate the recipient or deem the mail undeliverable, we will return it to the sender. Packages that don't arrive in time will not be returned unless the sender pays for the return shipping.

Phones: The camp office phone number is 570-754-7552. We don't allow personal phone calls on this phone. This phone is used for emergencies and business purposes.

Cell Phone Usage: Units set their own policies. Cell phones should not be out at showers. During classes please keep phones put away unless being used for the class work.

Leader Lounge: The Leader Lounge, previously Admin building and leader lounge offers air conditioning, Wi-Fi, and coffee. This space is reserved for ADULTS ONLY.

The upper area offers ethernet for your personal electronic devices and breakout rooms if a quieter space for a video call is required.

Lost & Found: Found items should be delivered to and are available at the Welcome Center.

PRE-CAMP PREPARATION CHECKLIST

- Read the contents of this Leader's Guide. Share important information with your Scouts and Leaders. Ensure that you are using the latest version of the book.
- Attend the Pre-Camp Leaders Meeting on May 6th.
- All Scouts attending camp are registered in Scouting America.
 - *Ensure that Webelos that graduated are registered in your Troop roster.*
- All Adults Volunteers are registered in Scouting America
 - And have a current Youth Protection Training and documented PA State Clearances (PA units only).
- Collect and Review Medical Forms

Bring a copy of parts A,B, and C for all youth and adults to camp to be turned into camp medical officer (These documents will be destroyed after troop checkout)

https://filestore.Scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

- Special dietary needs sent to Morgan.baxter@scouting.org.
- Prepare a duty roster for the week at camp.

CHECK-IN DOCUMENTATION

The following forms will be required for all participants for HMSR resident camps:

Pre-Camp Swim Check: This is required only for those who will partake in the aquatics programming. Units will have the chance to complete swim checks during check-in.

Annual Health and Medical Record – Parts A, B, & C: National policy states that participants in this program are required to provide this documentation, no exceptions. Units are encouraged to provide a copy of the form instead of the original document. As per national policy we are only allowed to accept the form stated above with no alterations.

https://filestore.Scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf

Online/Electronic Information:

Roster: Updated unit roster in Scoutbook with all information completed and accurate.

CHECK-IN PROCEDURES

Check-in Time: Check in will run from 1:15pm-3:00pm. While one designated leader checks in, a camp tour will be provided to the remainder of the unit culminating in your campsite. The tour may be skipped if the unit wishes, in which we will guide you directly to the campsite. Any participants who do not pass check in with proper documentation will be asked to return to the Welcome Center.

One camp leader from each unit will come to the Stem building with all required documentation. Youth and the remaining adults will begin their tour/be led to their campsite. The trailer may also be taken to the campsite at this time. The leader turning in their paperwork should expect the process to last about 10 to 15 minutes at most.

Vehicles in Camp: A Parking pass for one vehicle and one trailer will be provided to each troop. Thank you for consolidating materials into one vehicle or shuttling which vehicle has the camp pass during the unload process. If additional vehicle passes are needed throughout the week for health and safety reasons, please visit with the Camp Director to arrange accommodation. Once parked in campsite, vehicles are not to travel through camp without prior authorization from Camp Leadership.

Hawk Mountain Scout Reservation and Hawk Mountain Council are not responsible for damage caused to vehicles.

Camp Tour: Scouts should pack a water bottle, snacks, and essential items (sunscreen).

Medications & Medical Check-in: Units will need to present their completed medical forms and any medications to the medical staff at check-in. Camp Medics will review the forms and check medications for accuracy. All participants must have their Health Forms certified by a medical professional to attend camp. Medics will arrange medication distribution with the Scout at check in.

Unit Rosters & Registration Confirmation: A unit leader will need to verify the attendance of the registered Scouts and leaders attending camp with a member of camp staff upon check-in. It is important to ensure that your roster is up to date in Scoutbook prior to arriving at camp. This is also the time when you will inform staff if a Scout or leader is entering or leaving a camp at any point during the week. You will be given wristbands at registration. All participants must wear this wristband for the duration of their stay. This is where you will also make alterations to pre-ordered family meals.

Swim Checks/Buddy Tags: If your unit has not done pre-camp swim checks, you will be able to complete them during the check-in process. Scouts should be prepared with their swimwear prior to starting the check-in process. Scouts will have time and facilities available to change and shower prior to entering the pool. If your unit doesn't require a swim check at check-in, the leader will present the pre-check information to the assigned

staff member at the pool and the staff member will verify the accuracy of the information. Scouts will need to put their name on two buddy tags at this stop of check-in so that the staff can complete the tags and prepare for Monday sessions.

CHECK-OUT PROCESS AT CAMP

Saturday Morning:

- Unless otherwise agreed upon, all campsite inspections will begin at 8:30. Please be prepared for our staff to arrive at your campsite at that time.
- Camp Packets available at the welcome center upon completion of campsite inspection. They will include the following: Camp Patches (Camp and Kittatinny Award), Any awards that are not given at the campfire, Medications and medical forms, and other communications.

Expectations for Sites Upon Checkout: We are very proud of our camp, and we want to keep it a great place for all. Please ensure that your unit does a sweep of the site for any debris on the ground, in/under/around tents, sweep the pavilion, clean the latrine, empty any trash, safely clean the fire pit, and return the site back to normal. Trash should be placed at the end of the driveway by the road for pickup. Please refrain from leaving any wash lines outside or in tents. Please remove any caution tape as well if you used that for Scout skills at any time. We appreciate everyone's help as it speeds up the readiness for the next group of campers.