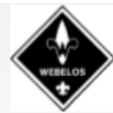


# ***DAY CAMP LEADER GUIDE 2023***



***Webelos & Cub Scout Day Camp***



***SUSQUEHANNA COUNCIL***

***A Nationally Accredited Webelos & Cub Scout Day Camp  
Operated by the Susquehanna Council, Boy Scouts of America***

is published by the Susquehanna Council, Boy Scouts of America #533

815 Northway Road, Williamsport, PA 17701

(570) 326-5121 • (570) 326-7339 Fax

# ***DAY CAMP LEADER GUIDE 2023***

www.susquehannabsa.org

<b>Council President</b>	Bob Weaver
<b>Council Commissioner</b>	Butch McCusker
<b>Scout Executive</b>	Dennis Dugan
<b>Camping Committee Chairman</b>	Steve Wyant
<b>Staff Advisor</b>	Ashley Sparrow
<b>Day Camp Director</b>	Ashley Sparrow
<b>Day Camp Program Director</b>	

***The Susquehanna Council, BSA is a proud partner agency of the United Way***

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# ***DAY CAMP LEADER GUIDE 2023***

## **CAMP THEME – WITCHES & WIZARDS**

*Cub Scout Day Camp is 4 days of incredible program designed to test the limits of your child's imagination and give them the opportunity to earn achievements toward their next rank. During those 4 days of fun, your Cub Scout will participate in BB Gun, Sling Shot, Archery, games, sports, STEM and a variety of other activities. All areas, especially shooting sports place a special emphasis on safety. The final afternoon will include a family program complete with songs and skits that will feature your cub scout and their friends.*

*\*These activities will continue rain or shine. In the case of severe weather, alternative activities will be offered!*

*Families are invited to attend the final afternoon with their child to see all that they have experienced over the course of the week. The Family Program will begin at 1:30 pm on the final day of camp (Thursday for Week 1 and Friday for week 2).*

*Day Camp is operated by nationally trained local Scouters interested in providing a fun, exciting outdoor program for Lions, Tigers, Wolves, Bears and Webelos Scouts with the opportunity to earn electives. Wolves, Bears and Webelos will also get the opportunity to earn the Science Everywhere Nova award throughout the week as they explore the science behind the magic.*

The Susquehanna Council and our day camp staff are very excited to welcome you and your cub scouts to join us this summer for a week of magic. We have a very exciting program this summer with so much fun and adventure planned, and we cannot wait to share it with you!

The 4-day program will have 3 full days packed with activities including BB guns, archery, slingshot, games and STEM activities all focused around the science behind the magic so that our cub scouts can learn to be true witches and wizards.

Day Camp is a great way for your young Cub Scouts to get out and enjoy many of the great outdoor activities of Scouting. It is also a great opportunity for new and younger scouts to get the Summer Camp experience without having to spend the night away from their parents.

Please take the time to review the information provided to you in this leader's guide as numerous changes have been made. Best wishes for a great day camp experience and memories that will last a lifetime!

Yours in Scouting,

*Ashley Sparrow*  
Staff Advisor

# ***DAY CAMP LEADER GUIDE 2023***

## **SHIKELLAMY STATE PARK MARINA**

From the North (Interstate 80)

Take exit for Route 147 South. At the intersection of 147 South and Route 11, turn left onto Route 11 North. At the next light, turn right to cross the bridge into Sunbury. The entrance for the Marina is on Bridge St. just after the bridge crossing.

If you pass the Shikellamy School Administration Building on your left, you've gone too far.

## **SOUTH WILLIAMSPORT PARK**

From the South (US 15)

Take US 15 North into South Williamsport, turn right onto Fairmont Ave. Turn right onto East Mountain Ave, then turn left into South Williamsport Community Park. Look for signs and follow into the main parking lot.

## **WITCHES & WIZARDS**

*June 16th*

All completed T-Shirt Forms along with complete payments

All Registration Fees due

Completed Scout & Adult Roster Forms Due



## **DAY CAMP HAS 2 SESSIONS**

Week 1 – July 17-20, 2023 at the South Williamsport Park

Week 2 – August 8-11, 2023 at the Shikellamy State Park Marina

Staffing the event comes with discounted T-shirt must sign up in advance *and* attend Coordination Meeting.

### **STAFFING & CAMP “WALKERS”**

Are you, or any of your registered leaders or parents planning on attending day camp? Would you like the opportunity to help while getting to know Scouters from other area packs? If so, then day camp has the perfect staff position for you!

Camp Guides or “Walkers” are registered adult Scouters that help by providing guidance and two-deep leadership for a group of Scouts attending a week of day camp, The Scouts are all the same rank, but usually from several different packs. Walkers are responsible for taking attendance, tracking advancements, keeping the group on schedule, and providing leadership within the group.

The Walker is a staff position, and anyone interested in being a Camp Guide must complete and submit an adult day camp staff application (Found in attachments section) by **June 16, 2023**.

Walkers will be selected per week and will receive a patch and a discount for the camp t-shirt. All Walkers must have current Youth Protection Training.

### **Daily Responsibilities**

1. Arrive at day camp by 8:30 a.m.
2. Pick-up your Group Leader Packet (updated daily), which includes the following:
  - A roster listing all Scouts and adults in your group (names, ages, ranks, etc.)
  - A list of all the other groups by rank and name
  - A registration packet which includes copies of the day camp emergency plan, and individual achievement lists for each Scout.
  - An attendance sheet - You must turn in one copy to the day camp director by 9:15 a.m.
  - A map of day camp
  - A copy of the daily program schedule
  - A copy of instructions for emergency procedures
  - A day camp survey form
3. Stay with your group at all times and provide leadership to the group by taking attendance, staying on schedule, helping with all activities, reporting all injuries and illnesses immediately to the Camp Health Officers, following the plan in case of an emergency, being positive and creating a fun and memorable time for the Scouts.
4. Stay with your group until all your Scouts have been picked up to return home
5. Return Group Leader Packet to the day camp director

**REGISTRATION - PRE-CAMP**

As you prepare your pack for day camp this summer, here are a few points to keep in mind while going through the registration process.

1. Always keep a copy of all receipts and forms related to day camp for your pack's records.
2. Keep all your day camp-related receipts and forms together and have them with you any time you go to the Scout Service Center to make arrangements and payments for day camp.
3. Always take all your day camp related receipts and forms to camp when your pack attends.
4. If whoever handled registration will not be going to day camp, then make sure that the leader who will be going to day camp has all the necessary copies of receipts and forms and that they understand what the receipts and forms mean and are prepared to complete the registration process at the day camp office.

**Camping Sessions****Webelos & Cub Scout Day Camp****Location****Daily Program Length**

July 17-20 (Monday-Thursday)

South Williamsport Park

9:00 a.m. – 3:00 p.m.

August 08-11 (Tuesday-Thursday)

Shikellamy State Park

9:00 a.m. – 3:00 p.m.

Day Camp is limited to **50** Scouts (each session). Available spaces will be filled on a first-come, first-serve basis.

**Youth Eligibility**

Day camp is open to all youth officially registered with a pack in the Cub Scout program, including:

- **Lion Scouts**      Enrolled in Kindergarten and/or 6 years old
- **Tiger Scouts**      First grade and/or 7 years old
- **Wolf Scouts**      Second grade and/or 8 years old
- **Bear Scouts**      Third grade and/or 9 years old
- **Webelos Scouts**    Fourth grade and/or 10 years old
- **Arrow of Light**    Fifth grade and/ /11 years old

***All Scouts attending who are Lion or Tiger Scouts should be accompanied by an adult partner.***

**Camp Registration Fees - Youth****Day Camp**

Regular Fee      \$90 per registered Cub Scout

Camp fees for day camp include camp program, camp t-shirt, camp patch, afternoon snacks, and water. It does **not** include lunch - all participants **must** supply their own bagged lunch daily.

Complete payment of all camp fees is required when submitting Scout Roster Forms. Camp registration fees are transferable between Scouts, less the \$30 cancellation fee (Example: Dave pays for camp, but then cancels. Dave's fee can be used for Gary, but Gary must make his own separate payment of \$30 to cover the difference of Dave's non-refundable cancellation fee).

Your pack is welcome to bring along a Den Chief to help during your stay at camp. Den Chiefs are considered Scouts and **not** adult leaders; therefore, you will need to list them on the Scout Roster Form, labeled as a Den Chief (written next to their name).

Youth who join Scouting in the Spring and Summer are still eligible to attend Day Camp! Unit leaders should coordinate their registration and paperwork prior to registration for Day Camp.

### **Camp Registration - Adults**

There are no fees for adult leaders attending day camp. All adults must be registered members of the pack and/or be the parent or legal guardian of an attending Scout. Adults in direct contact with and having supervisory capacity over Scouts are required by the Commonwealth of Pennsylvania to comply with Act 15 regarding clearances, as well as up-to-date Youth Protection Training.

All individual adults staying at camp must be listed on the Adult Roster Form (page 12) showing when they will be at camp. (Example: Ron will be attending with the Pack Wednesday and then Chad will take his place Thursday through Friday).

### **Cancellations and Refunds**

There is no refund for missed days. Each session requires a \$30 non-refundable cancellation fee (this includes all Scouts and campership recipients) Day camp registration fees are transferable between Scouts, less the \$30 cancellation fee (Example: Dave pays for camp, but then cancels. Dave's fee can be used for Gary, but Gary must make his own separate payment of \$30 to cover the difference of Dave's non-refundable cancellation fee). Only refund requests submitted by the Scout's parent or legal guardian will be considered.

*"Homesickness" is **not** considered to be a refundable medical reason.*

Refunds will not be issued at day camp through the day camp director. Please submit any refund requests in writing with the following information: Scout's name, pack #, dates Scout attended day camp and the reason for the Scout's cancellation. All refund requests must be submitted in writing to the Scout Service Center by **August 31, 2023**.



## **HEALTH AND FORMS**

### **Health and Medical Records**

Every Scout and adult who will be attending day camp this summer **must** submit a BSA Health Form Parts A & B. The form must be filled out completely and signed by the Scout's parent or legal guardian. Health Forms must be updated annually by the parent or legal guardian. This is to ensure that if any medical changes have occurred that the youth would receive safe and proper treatment in the event of an emergency.

The Susquehanna Council is no longer required to keep these health forms on file and therefore will be returning them once camp has concluded. It is still always a good idea to make copies, just in case the originals are lost or damaged.

### **Medical - "Check in Process"**

A medical check-in is required as part of your pack's check-in procedure. All health forms will be turned in to the Camp Health Officer who will review them with you. The medical recheck is provided to protect against the spread of illness, to verify the use and proper administration of prescription drugs and to evaluate any changes in medical conditions.

All prescription drugs should be clearly labeled with the Scout's name and pack number and turned in to the Camp Health Officer for safe storage and proper administration.

### **Unit Rosters - Scout & Adult**

The Scout & Adult Roster Forms (Found in the attachments section at the end of this document) must be filled out in their entirety and submitted to the Susquehanna Council Service Center in Williamsport by June 16th. The rosters contain important information regarding the number of youth and adults in your pack as well as emergency contact information. Scouts must be listed by rank since they will be grouped at day camp by rank and not by pack. If your pack will be using different leaders throughout the course of the week, make sure that the rotation schedule is clearly indicated on the Adult Roster Form when turned in. **Scouts must have two-deep adult leadership at all times.**

You should have at least three copies of your completed roster before you arrive at camp.

1. **Camp Leader** - You will have one copy to keep with your records.
2. **Scout Service Center** – You or a unit leader will send in rosters and t-shirt orders.
3. **At Day Camp Check-In** - You will turn-in one copy along with all your troop's medical forms and prescription medications.





## **VISITORS**

Visitors are welcome throughout the week at day camp. Please inform anyone from your pack who is planning to visit day camp that they must first report to the day camp office where they will sign-in in the logbook; giving their name, the name of the Scout they're visiting and/or the purpose of their visit. At that time, they will be issued a colored wristband that they must wear the entire time they are at day camp. Once their visit has concluded, they must stop by the day camp office and sign-out and surrender their colored wristband.

Please advise all parents to leave all family pets at home. No pets of any type are permitted on day camp property.

## **LEAVING CAMP EARLY**

### **Adults**

Any adult member of your pack who must leave day camp during the day must sign-out and sign-in at the day camp office. A logbook will be available at all times for this purpose.

If your pack will be using different leaders throughout the course of the session, make sure that the rotation schedule is clearly indicated on the Adult Roster Form when turned in. *Scouts must have two-deep adult leadership at all times.*

### **Scouts**

Youth members of your pack may not leave day camp without the permission of a parent or legal guardian and a pack leader. The Scout wishing to leave must be accompanied to the day camp director by a leader to make sure that the Scout is leaving with the right person. The Scout must also sign-out and sign-in in the logbook at the day camp office.

Parents taking their Scout home before the end of a session must sign their Scout out.



## **NATIONAL BSA POLICIES**

The Boy Scouts of America have some firm policies regarding situations which could occur in camp. Any Camp Staff member, adult leader, Scout or visitor unwilling to abide by these policies is unacceptable in camp. *These are not negotiable.*

### **Illegal, Immoral or Unacceptable Acts**

As a character-building organization caring for other people's children in camp, any illegal or immoral activity has no place in the Boy Scouts of America.

### **Narcotics & Dangerous Drugs**

Possession, use, or being under the influence of narcotics or dangerous drugs (including marijuana) will not be tolerated on the properties of the Boy Scouts of America.

This does not involve the proper use of prescribed medications by a patient under the care of a licensed physician.

### **Alcohol**

Possession, consumption or being under the influence of alcohol (including beer) will not be tolerated on the properties of the Boy Scouts of America.

### **Action Taken on Above Violations**

When an individual is suspected of having committed an act of an unacceptable nature, the following steps will be taken:

1. The Day Camp Director is to be notified immediately. If the matter is of a serious nature, the Council Scout Executive will be immediately notified.
2. All inquiries will be undertaken in a careful and confidential manner by the Day Camp Director or Scout Executive. The Boy Scouts of America supports all local laws, ordinances, and codes of government bodies in whose territory we operate our facilities.

### **Tobacco Use**

The Susquehanna Council observes the *Smoke Free Policy* of the Boy Scouts of America which prohibits smoking in all facilities of the Council and of the Boy Scouts of America.

Therefore, tobacco use is not permitted in any building, storage shed, program area or other facilities for general use of Scouts, leaders, and visitors. An adult who must use tobacco is asked to use discretion and not smoke around Scouts and other youth in camp as well as not in any enclosed facility which includes tents. A designated smoking area will be announced.

## **CAMP POLICIES & PROCEDURES**

The day camp administration has implemented procedures to address the possible intrusion of unauthorized persons onto the day camp property. All day camp staff will be trained in the use of these procedures and steps to take in such instances.

**Day Camp Program Director** - Will inspect the day camp property daily and monitor its security while day camp is in session and will report any irregularities to the Day Camp Director and Staff Advisor.

**Day Camp Director** - Will monitor the sign-in/out log and will report any irregularities to the Staff Advisor.

**Staff Advisor** - Will investigate all reports as appropriate, will notify law enforcement agencies as required and will promptly notify the Scout Executive.

### **Telephone**

Please advise parents of the following procedures should they need to contact someone at day camp as quickly as possible in the event of a family emergency.

1. Call District Executive Ashley Sparrow first at **(570) 660-9673** - if no one answers but the voicemail, please leave your name, telephone number where you can be reached, the person's name you're trying to contact, their pack number and indicate clearly that it is an urgent matter or family emergency. Your call will be returned as quickly as possible.
2. If the matter is pressing or time sensitive and Ashley Sparrow did not answer and you have already left a message on her voicemail as described above, then call the Scout Service Center at **(570) 326-5121** or **800-647-4510**. If no one answers there but the voicemail, please leave the same message with the same information that you just left for Ashley Sparrow. Your call will be returned as quickly as possible.
3. If you were unable to reach Ashley Sparrow or anyone at the Scout Service Center and left messages at both places, then call Council Executive Dennis Dugan at 518-258-7257

### **Statement of Camp Policies & Procedures**

1. Day camp will be operated on the chartered unit basis (packs under their own leadership) which is recognized as the ideal method for Scout Camping.
2. The day camp program will be organized on a rank basis and administered on the principle that it is a day camp being operated and maintained for the benefit of all units and the youth members of the Susquehanna Council.
3. Pack leaders will deal directly with the Scouts. The services of the Day Camp Staff are counseling, coaching and of a supervisory nature. The purpose of day camp is to provide experiences for the packs that will make them better able to conduct their own program.
4. The program of day camp will be based upon the needs and desires of the packs to the greatest possible extent that day camp resources will permit.
5. Pack leaders should see to it that all new campers are properly oriented and assisted to get the most out of the day camp facilities and to assure the Scouts of a positive experience.
6. Each youth camper must be a registered member of the Boy Scouts of America to attend day camp. Webelos and Cub Scout day camp participants must be registered Cub Scouts (or be a Den Chief invited by

the pack to assist at day camp).

7. There shall be a minimum of two adult leaders present with each pack at all times. The pack leader or anyone serving as a pack leader must be at least 21 years of age and a registered member of the Boy Scouts of America. The second adult may be a registered Scouter 18 year of age or older, or a registered parent or guardian of a participating youth member. Registration must be paid registration with a unit, district or the Council. Beyond the minimum of two registered leaders, any third or fourth leader would not need to be registered as long as they are the parents or guardians of a participating pack member.
8. Each participant will be provided accident and sickness insurance by the Susquehanna Council as long as they are currently registered with the Susquehanna Council. Participants who are not members of Susquehanna Council units must provide evidence of their own accident insurance as they are not covered by the Council policy.
9. The buddy system is used at all times. The adult leader is responsible for carrying out this regulation. Whenever a Scout leaves his/her group for any reason, he/she must be accompanied by his buddy. This applies also to the necessary trip to the restroom.
10. **Hazing, initiation, or any type of physical or emotional abuse to any person at day camp will not be tolerated at any time. Immediate action will be taken to correct these occurrences should it be necessary.**
11. Any emergency at day camp will be handled quickly and effectively. All campers are asked to go immediately to the designated meeting area upon hearing the appropriate signal. Pack leaders should take roll call of their Scouts and await further instructions from the Day Camp Director or the Day Camp Program Director. These steps should be followed regardless of the type of emergency.
12. Any Scout or Scouter who arrives later or leaves earlier than check-in and check-out must sign-in and out with the day camp director. Record your name, date and time of day in the logbook that will be available at all times with the day camp director. Please cooperate in the interest of maintaining accurate day camp counts. The adult leadership is responsible for providing written notice to the day camp director if a camper leaves. If a youth participant is leaving prior to the end of the scheduled session, sign-out must occur.
13. Firearms, fireworks, or weapons of *any* type are not permitted at day camp. Punk and incense sticks are also not permitted.
14. Any damage or destruction of property by any camper or leader will have the cost of repair or replacement billed to their respective unit.
15. Scouts will sit at designated tables in the dining area and wait for their turn to receive their bagged lunch. All Scouts and adults must provide their own bagged lunch daily - water will be provided by day camp. Following the meal, each table is responsible for its own clean-up and will be dismissed only after a member of the day camp staff has inspected the area for cleanliness.

### **Knives, Axes & Saws**

Pocketknives, machetes and sheath knives will not be brought to day camp.

No trees are to be cut on day camp property.

## **Chemical Fuels**

The Susquehanna Council does not permit the use of liquid fuel stoves and lanterns during day camp. Exceptions may be granted by the Scout Executive for appropriate training programs. Propane may be used under adult supervision and all cylinders or bulk storage tanks must be removed from the property.

## **Transportation of Scouts**

The following guidelines are based on the National Council Policy on the Transportation of Scouts.

1. All drivers must possess a valid driver's license.
2. All drivers must be 18 years old or older. *16-year-old may drive only when meeting special requirements (see Local Tour Permit for details).*
3. The vehicle must have a valid inspection certificate.
4. Traffic regulations must be obeyed.
5. Minimum liability insurance of \$50,000 - \$100,000 - \$50,000.
6. Passengers may not ride on tailgates or in truck beds.
7. One passenger per seatbelt only.

## **Pets in Camp**

Scouts and leaders are not permitted to bring *any* type of pets to day camp. Campers are not permitted to remove from their natural habitat any mammal, bird, reptile or amphibian except at the direction of an authorized Day Camp Official.

## **Valuables**

Day camp is not responsible for lost or stolen money or personal possessions. It is suggested that items like cell phones, radios, CD & MP3 players, handheld video games and DVD players should not be brought to day camp. Lost and found items can be turned in or sought for from the day camp director. All items should have the Scout's name on them or be inscribed with an ID.

## **CUB SCOUT DISCIPLINE OUTLINE**

Cub Scouts are expected to respect each other at all times while at Day Camp. If a Scout's behavior jeopardizes the safety of themselves or others, or doesn't portray the proper Scouting values, they should be asked to stop.

Day Walkers are responsible for maintaining order within the Den. Any and all disciplinary actions will be judged on a case-by-case basis by the Camp Director in consultation with the Council Staff Advisor. When issues arise, the following guidelines will be followed:

1st offense: Warning by Day Walker or Staff Member

2nd offense: The Scout will spend one rotation with the Camp Director and will miss that scheduled activity. The activity will NOT be made up. Incident is documented and notification will be given to parent/guardian at the end of the day.

3rd offense: Immediate notification of parent/guardian. Incident is documented, and youth may be sent home and not permitted to return to camp.

Physical discipline is NOT allowed at Day Camp (even with your own scout) Scouts are not to be insulted, degraded, or demoralized through verbal discipline.

## **EXTRA T-SHIRTS?**

### **Placing Orders**

*All registered Scouts participating in day camp will receive one t-shirt. Please make sure that you have noted each Scout's t-shirt size on the Scout Roster Form. Adult leaders will not be provided a t-shirt and can order them, along with any extra youth shirts, with the Extra T-Shirt Order Form.*

A completed t-shirt order form must be submitted with each order for extra t-shirts by June 16, 2023. Packs are encouraged to place one group order for all their members, ideally when they are registering for day camp. Individual orders can also be placed for those not affiliated with a unit. Please be sure to mark "Personal Order" on the form. Be sure to complete all the information requested on the top of the form for each order placed.

If your pack is attending more than one session at day camp, please submit a separate order for each session. Make sure each session is clearly indicated on the form.

Your order will not be available for pick-up until your pack's scheduled arrival and check-in at day camp. Please be sure to bring all copies of your orders and receipts to camp.

### **Conditions of Sale**

The t-shirt order form must be completed and submitted along with complete payment to the Scout Service Center by **June 16, 2023**. No orders will be accepted after the deadline.

All orders must be paid at the time the order is placed. No refunds will be issued except in the case of defective merchandise. Claims should be made upon receipt of merchandise. A t-shirt of one size may be exchanged for a t-shirt of another size once delivery has been made, providing that the shirt has not been worn or laundered. All exchanges are limited to the availability of the requested size. If the new shirt size has a different price than the original one issued, then additional money is due, or a refund will be given.

T-shirt sizes may run small and shirts may be subject to some shrinkage after laundering. Parents should consider this in deciding which size to order.



**SUGGESTED ITEMS****Scout**

Water Bottle  
 Bag lunch - water provided at camp  
*Disposable, paper lunch bags preferred*  
 Cub Scout Day Camp t-shirt  
*Worn daily - will receive on first day*  
 Sneakers/comfortable shoes\*  
 Backpack  
 Insect repellent *(No Aerosol Sprays)*  
 Sunscreen *(No Sprays)*  
 Sunglasses *(Optional)*  
 Raincoat /poncho

**Adult**

Bag lunch - water provided at camp  
*Disposable, paper lunch bags preferred*  
 Sneakers/comfortable shoes\*  
 Backpack  
 Insect repellent *(No Aerosol Sprays)*  
 Sunscreen *(No Sprays)*  
 Sunglasses *(Optional)*  
 Watch *(Optional)*  
 Raincoat /poncho

\_\_\_\_\_ PA Background Checks/ YPT

*Uniforms are not required for adult leaders - Please set the example by only wearing clothing that is appropriate for Scouting and camping.*

\*\*\* HEALTH FORMS PART A&B \*\*\* Certification

**DO NOT BRING**

- Alcoholic beverages
- Non-prescription drugs
- Firearms & ammunition
- Bows & arrows
- Pocket knives
- Machete/sheath knives
- Punk sticks
- Firecrackers/fireworks
- Pets
- Non- Scout-like literature
- Bicycles, skateboards or rollerblades
- Water guns/super soakers
- Spray paint
- Dice

Cell phones, music devices, and handheld video games and DVD players are strongly discouraged at camp. They will not be allowed in any program area.

*\* Shoes should be broken in before day camp. No sandals or open toed shoes are allowed. Closed toe shoes must be worn throughout day camp for each Scout's safety.*

- **Day camp is not responsible for lost or stolen money or personal possessions**

## **PACK PRE-CAMP CHECKLIST**

1. Arrange for two adult leaders in camp at all times while pack is attending camp.  
*Suggested ratio: 2 leaders for every 8 Scouts*
2. Arrange for adequate transportation of Scouts and adults to camp and home again.
3. Pay camp registration fees. Fee deadline: **June 16, 2023.**
4. Submit completed Extra T-Shirt Order Form and complete payment by **June 16, 2023.**
5. Collect completed BSA Medical Forms Parts A & B from all Scouts and adults going to camp.
  - a. Make a second set of copies.
6. Collect any completed and signed Scout Release Forms.
7. Complete Scout & Adult Roster Forms and have three separate copies made.
8. Have copies of all camp related receipts and forms organized for arrival at camp.

## **THE SIX MUST HAVE FORMS**

This final section being provided to you contains a complete set of all-day camp-related forms. They will be single-sided so that you will no longer have to worry about disassembling the main body of the leader guide and risk losing the information that was on the back of the forms. You can now take any form safely and easily out of this packet and make all the copies that you need.

T-Shirt Order Form

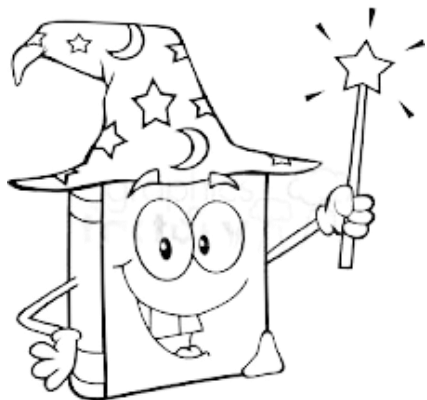
Scout Roster Form

Adult Roster Form

Campership Application Form

Camp Staff Application

BSA Health Form available at [http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)





# Extra T-Shirt Order Form

Size	Quantity	Price Each	Total
Youth Small		\$12.00	
Youth Medium		\$12.00	
Youth Large		\$12.00	
Adult Small		\$15.00	
Adult Medium		\$15.00	
Adult Large		\$15.00	
Adult XL		\$15.00	
Adult 2XL		\$16.00	
Adult 3XL		\$16.00	
Adult 4XL		\$17.00	
<b>Order Grand Total</b>			

Pack# \_\_\_\_\_ or \_\_\_\_\_ Personal Order (Not affiliated with any unit)

*Please submit a separate order for each individual session your pack is attending*

Camp Attending Choose One:

Week 1 – July 17-20 \_\_\_\_\_

Week 2 – August 8-20 \_\_\_\_\_

**All t-shirt orders are due with complete payment by:**  
**June 16, 2023**

*All registered Scouts participating in day camp will receive one t-shirt. Use this form to purchase additional t-shirts for Scouts. Adult leaders will not be provided with a t-shirt and can order them with this form.*

	Scout's Name <i>(Please Print Clearly)</i>	Age	Grade (As of Fall)	Rank	Emergency Telephone	T-Shirt Size
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

***Scout Roster***

Pack # \_\_\_\_\_ Attending Day Camp Week \_\_\_\_\_ # 1 July 17-20 \_\_\_\_\_ # 2 August 8-11 \_\_\_\_\_

Camp Leader \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

List all Scouts by Rank and grade for the 2023 – 2024 school year. All adults attending camp list on the “Adult Roster”.  
 T-Shirt sizes available are: Youth S, Youth M, Youth L, Adult S, Adult M, Adult L, Adult XL, Adult 2XL, Adult 3XL, Adult 4XL

	Adult's Name <i>(Please Print Clearly)</i>	Registered Position	Volunteering as a Walker	Date of YP Training	Mon	Tues	Wed	Thur
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

## ***Adult Roster***

Camp Leader \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

List all adult leaders and check the days that they will be present in camp - *Scouts must have two-deep adult leadership at all times*

**Pack#** \_\_\_\_\_ Attending Week #1 July 17-20, 2023

	Adult's Name <i>(Please Print Clearly)</i>	Registered Position	Volunteering as a Walker	Date of YP Training	Tues	Wed	Thur	Fri
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

## ***Adult Roster***

Camp Leader \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

List all adult leaders and check the days that they will be present in camp - *Scouts must have two-deep adult leadership at all times*

**Pack#** \_\_\_\_\_ Attending Week #2 August 8-11, 2023

# **DAY CAMP VOLUNTEER STAFF APPLICATION**

**Name** \_\_\_\_\_ **Birthday** \_\_\_\_\_

**T-Shirt Size (\$10.00)** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_

**Zip code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Unit#** \_\_\_\_\_ **Registered Scouting Position:** \_\_\_\_\_

**Previous Camp Staff Experience (list position, camp & Year):** \_\_\_\_\_

\_\_\_\_\_

**Training Experience (circle): DL, WL CM, Wood Badge, NRA, RED Cross, CPR, EMT, National Camp School, or Other**

**(explain):** \_\_\_\_\_

**\*\*All Staff are required to be registered with current youth protection, weather hazards, background checks, and medical form A&B**

**\*If applying as a youth volunteer please use a unit leader\***

**REFERENCES:**

<b>Name</b>	<b>Contact #</b>
<b>1</b> _____	_____
<b>2</b> _____	_____
<b>3</b> _____	_____

Have you ever been convicted of a felony?

(You may answer no if your conviction has been ordered sealed, expunged or eradicated.): Yes No

Conviction of a crime is not an automatic bar to selection. All circumstances will be considered, including what you were convicted of and how long ago. Please provide complete information about the conviction by attaching a separate statement.

I hereby declare that the information provided by me in this application is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application is cause for discharge.

» **Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

» **Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

(Parent/Guardian approval required if applicant is under 18 years of age)