

TWILIGHT STEM CAMP LEADER GUIDE 2023



2023: Cub Space Odyssey

TWILIGHT STEM CAMP LEADER GUIDE 2023



is published by the Susquehanna Council, Boy Scouts of America #533
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CAMP THEME – NOVA OUT OF THIS WORLD

Twilight STEM Camp is 4 days of exciting STEM Based program designed to test the limits of your child’s imagination and give them the opportunity to expand their understanding of our universe. During those 4 days of fun, your Cub Scout will participate in rocket building, making a mars rover, designing a space station, while learning about astronauts and our solar system. Thursday evening activities will include a “Space Rave” including music, glow in the dark fun and Alien Face Paint.

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

Families are invited to attend Thursday evening with their child to see all that they have experienced over the course of the week.

Twilight 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 a Nova award or an elective depending on rank.



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Welcome to the 2023 Susquehanna Council Twilight STEM Camp! The Susquehanna Council and our Twilight Camp staff are very excited to have you and your Cub Scouts join us this summer. We have a very exciting program this summer with tons of fun and activities planned! We hope to make this camp enjoyable for everyone.

This year's theme will focus on 4 days full of exciting STEM based activities.

Please take the time to review the information provided to you in this leader guide to better serve you and your Scouts. Be sure to take advantage of what this leader guide has to offer, as it will assist you in planning a successful twilight camp experience for your Cub Scout pack.



DIRECTIONS TO MILTON STATE PARK

Access the park via PA 642 off PA 147 on the east, and from US 15 at West Milton

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NOVA OUT OF THIS WORLD!

July 7th

All Regular Registration Fees due

Registration Closes

STAFFING & CAMP "WALKERS"

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

All Walkers must have current Youth Protection Training.

Daily Responsibilities

1. Arrive at day camp by 5:45 p.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.
 - An attendance sheet - You must turn in one copy to the camp director by 6:15 p.m.
 - A map of Twilight Camp
 - A copy of the daily program schedule
 - A copy of instructions for emergency procedures
3. Always stay with your group and provide leadership to the group by taking attendance, staying on schedule, helping with all activities, reviewing advancements, 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 Twilight Camp Director



REGISTRATION - PRE-CAMP

As you prepare your pack for Twilight 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 camp for your pack's records.
2. Keep all your 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 camp.
3. Always take all your camp-related receipts and forms to camp when your pack attends.
4. If whoever handled all the pre-camp registration will not be going to camp with the pack, then make sure that the leader who will be going to day camp has all the necessary copies of receipts and forms. Make sure that they understand what the receipts and forms mean and are prepared to complete the registration process at the day camp office.

Twilight STEM Camp**Location****Daily Program Length***Monday-Thursday*

July 24-27

Milton State Park

6:00 p.m. – 9:00 p.m.

Day Camp is limited to 75 Scouts. Available spaces will be filled on a first-come, first-serve basis.

Youth Eligibility

Twilight camp is open to all youth officially registered with a pack in the Cub Scout program at the time of Twilight Camp, 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 must be accompanied by an adult partner.

Camp Registration Fees - Youth

Regular Fee **\$50 per registered Cub Scout**

Camp fees for day camp include camp program, afternoon snacks, and water. Scouts should eat their evening meal before they arrive.

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 Twilight Camp! Unit leaders should coordinate their registration and paperwork prior to registration for Twilight Camp.

Camp Registration - Adults

There are no fees for adult leaders attending twilight 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 Tuesday and then Chad will take his place Wednesday through Thursday).

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 twilight 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 July 7th. 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
3. **At Twilight Camp Check-In** - You will turn-in one copy along with all your pack's medical forms and prescription medications

VISITORS

Visitors are welcome throughout the week at camp. Please inform anyone from your pack who is planning to visit day camp that they must first report to the camp office where they will sign 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 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 twilight camp during the day must sign-out and sign-in at the 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 twilight camp without the permission of a parent or legal guardian and a pack leader. The Scout wishing to leave must be accompanied to the 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 camp administration has implemented procedures to address the possible intrusion of unauthorized persons onto the day camp property. All camp staff will be trained in the use of these procedures and steps to take in such instances.

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

Twilight 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 Halia Vankirk first at **(570) 863-8236**, 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 Halia Vankirk did not answer and you have already left a message on his voicemail as described above, then call the Scout Service Center at **(570) 326-8236**. If no one answers there but the voicemail, please leave the same message with the same information that you just left for Halia VanKirk. Your call will be returned as quickly as possible.
3. If you were unable to reach Halia VanKirk or anyone at the Scout Service Center and left messages at both places, then call Scout Executive Dennis Dugan at 518-258-7257.

Statement of Camp Policies & Procedures

1. Twilight 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 Twilight 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 Twilight Camp Staff are counseling, coaching and of a supervisory nature. The purpose of Twilight Camp is to provide experiences for the packs that will make them better able to conduct their own program.
4. The program of Twilight Camp will be based upon the needs and desires of the packs to the greatest possible extent that 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 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 Twilight camp. Twilight 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 group for any reason, he 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 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 Twilight Camp Director or the Twilight 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 camp director. Record your name, date and time of day in the log book that will be available at all times with the camp director. Please cooperate in the interest of maintaining accurate camp counts. The adult leadership is responsible for providing written notice to the twilight 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 twilight camp. Punk and incense sticks are also not permitted.
14. Any damages 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 snack. Following snack, each table is responsible for its own clean-up and will be dismissed only after a member of the camp staff has inspected the area for cleanliness.

Knives, Axes & Saws

Pocketknives, machetes, and sheath knives will not be brought to 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 twilight 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 twilight 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

Twilight 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 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 always respect each other and others while at Twilight 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.

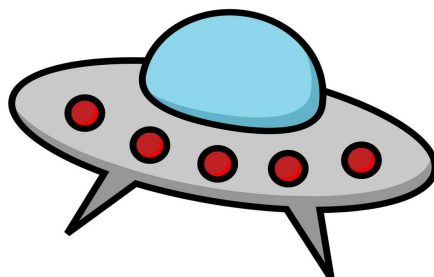
Walkers are responsible for maintaining order within the Den. Any and all disciplinary actions will be judged on a case-by-case basis by the Camp Director in consultation with the Council Staff Advisor. When issues arise, the following guidelines will be followed:

1st offense: Warning by Den 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 document 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 Twilight Camp (even with your own scout) Scouts are not to be insulted, degraded, or demoralized through verbal discipline.



SUGGESTED ITEMS**Scout**

Water Bottle
 Sneakers/comfortable shoes*
 Backpack
 Insect repellent (*No Aerosol Sprays*)
 Sunscreen (*No Sprays*)
 Sunglasses (*Optional*)
 Raincoat /poncho

Adult

Sneakers/comfortable shoes*
 Backpack
 Insect repellent (*No Aerosol Sprays*)
 Sunscreen (*No Sprays*)
 Sunglasses (*Optional*)
 Raincoat /poncho
PA Background Checks/ YPT
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 camp. No sandals or open toed shoes are allowed. Closed toe shoes must be worn throughout day camp for each Scout's safety.*

- **Twilight 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
 - a. *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. Regular Fee deadline: **July 7th, 2023**
4. Collect completed BSA Medical Forms Parts A & B from all Scouts and adults going to camp
 - a. Make a second set of copies.
5. Collect any completed and signed Scout Release Forms
6. Complete Scout & Adult Roster Forms and have three separate copies made
7. Have copies of all camp related receipts and forms organized for arrival at camp

THE FIVE MUST HAVE FORMS

This final section being provided to you contains a complete set of all 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.

Scout Roster Form

Adult Roster Form

Campership Application Form

BSA Health Form available at http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf



	Scout's Name <i>(Please Print Clearly)</i>	Age	Grade (As of Fall)	Rank	Emergency Telephone
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Scout Roster

Pack # _____

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”.

	Adult's Name <i>(Please Print Clearly)</i>	Registered Position	Volunteering as a Walker	Date of YP Training	Mon	Tue	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# _____