

ARMADILLO DISTRICT

Capitol Area Council, Texas



CUB SCOUTING ADVENTURE WEEKEND

STAFF GUIDE 2026

October 23-25, 2026
Smilin' V Scout Ranch
250 County Road 286 Spur, Liberty Hill, TX 78642

REGISTER ONLINE AT
<https://scoutingevent.com/564-116623>

Scouting Adventure Chair: Brian Shipman (210) 413-7353, me@brianshipman.com
Staff Lead: Enrique Trejo (512) 415-2823, atxtroop33@gmail.com
Administration Lead: Sean McCain (512) 587 9070, sean.armadillodistrict@gmail.com
Health Officer: Nicole Howard (516) 637-1552, nhoward1986@outlook.com
Order of the Arrow Chapter Advisor: Justin Smith, (801) 419-6462, justin@armadillochapter.org

Capitol Area Council, Armadillo District, Cub Scouting Adventure Weekend 2026 (CSAW26)

This Staff Guide has the information and directions to prepare you for a successful weekend at CSAW. See also the "GUIDE 2026" that is likely to be very similar but likely more complete.

When: Friday, October 23 to Sunday, October 25

Where: Smilin' V Scout Ranch, 250 County Road 286 Spur, Liberty Hill, TX 78642

What: CSAW is a two-night Cub Scout camping event that is staffed by older youth and Scouters. This event is about giving our youngest Scouts a great weekend with Scouting basics: camping, hiking, advancement and the outdoors . . . rain or shine. There will be Range and Target Activities with BB guns, archery, and slingshots. Participation can be camping one or two nights; or day-only for both Cub and Staff registrant.

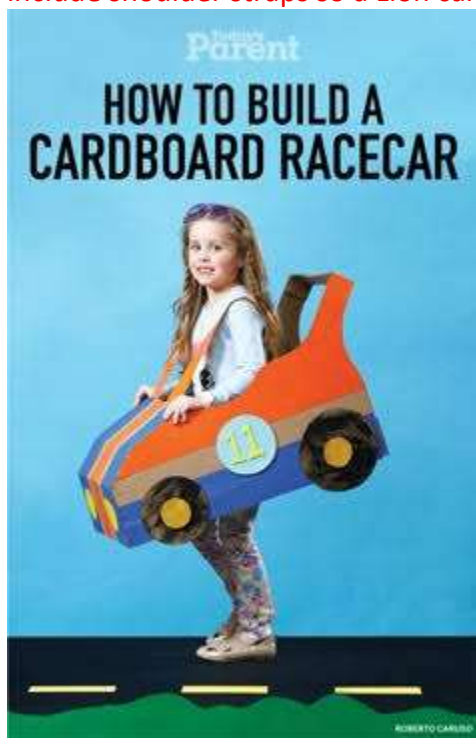
In early October, Part 2 of Leader's Guide will be issued that provides staff assignments, campsite area, detailed schedule, weather & fire status and Emergency Action Plan.

More information on "do's & don'ts" will be provided in Leader Guide (Part 2) Update in October.

Cub Scout Activities (Lead by Staff made up of Troops and Crews - **Sign up list to go out in October**)

Examples of Cub Adventures being presented by Staff:

- Lion--On Your Mark Adventure with Red Light Green Light Relay, Obstacle Course, and Lion Box Car Derby - **all Staff units (Troops & Crews) are asked to bring a Lion Box Car with Scout appropriate decoration that can include Unit information, be no longer than 30 inches and no wider than 18 inches, include shoulder straps so a Lion can comfortably carry it -**



- Tiger--Tigers Tag Adventure with Blob Tag, Pass the Ball, Being a Good Sport
- Wolf--Paws of Skill Adventure with Kickball and its rules, understanding the Scout Oath and Law
- Bear--Bear Habitat Adventure that includes preparing for a 1-mile walk with the six essentials, map reading, learning the path, Leave No Trace, and going on the 1-mile walk.

- Webelos--Webelos Walkabout Adventure that includes preparing for a 2-mile walk outside, planning the walk, checking the weather, SAFE Checklist, First Aid, Leave No Trace, going on the 2-mile walk and discussing the results of the walk.
- Arrow of Light (AOL)--Outdoor Adventurer with Scout Basic Essentials, gear for an overnight campout and how to carry it, SAFE Checklist, campsite location and setup, food and kitchen safety, discussing the results of the campout
 - Activity--Map Reading and Planning the Walk activity station on the 1 and 2 miles walks at Trailhead
 - Activity--Six Essential, SAFE Checklist activity station on the 1 and 2 miles walks at 1/10th mile in
 - Activity--Leave No Trace activity station on the 1 and 2 miles walks at 2/10ths mile in
 - Activity--Packing for a Campout activity station on the 1 and 2 miles walks at 3/10ths mile in
 - Activity--First Aid activity station on the 1 and 2 miles walks at 4/10ths mile in
- Range and Target Activity rangemasters want all Cubs to get to shoot at target in BBs, Archery and Sling Shot.
 - Activity--Hammer, nails and Wood activity station at the Target and Range Activities Area
 - Activity--Challenge and Teambuilding activity station at the Target and Range Activities Area
 - Activity--Target Practice with hula hoops and a frisbee activity station at the Target and Range Activities Area
- DRAWING activities, with paper and markers at the Large Pavillion. Materials for the adventures will be provided.

Food, Water & Utilities

- Each unit is responsible for providing food and drinks for their Scouts and adults over the weekend.
- Potable water is available at Smilin' V Scout Ranch. Water spigots are located at Pavilion #1, Pavilion #4, Administration Building, Stable, and Large Pavilion kitchen. We encourage units to bring adequate water containers – or carry-in H2O for their purposes. Plan on at least one gallon of water per person per day. Each person should carry a water bottle throughout the day. Please make sure that everyone stays hydrated.
- Water will be transported to the ranges and activity stations by service staff.
- No electricity is available at the campsites. No gas generators allowed. Coordinate with Admin Building on electricity needs.
- Cell phone service is available, but reception is better in some spots than others.
- There will be a Dutch oven cooking contest for Staff units on Saturday evening. Bring your favorite recipe! The Staff camping area does not have fire rings so **Be Prepared** to use raised charcoal tables or other camp fire rings. There are two prizes – one for Savory and one for Sweet. (cancelled if fire-ban)

Uniforms: Staff units are encouraged to wear your distinctive unit T-shirts (“Class B”) during all activities for comfort and to save field uniforms (“Class A”) for Flag raising, campfire and Sunday’s Scouts Own Service.

Bathrooms

There are twelve (12) permanent restrooms available for adults, visitors, male Scouts, and female Scouts. Port-a-potties will supplement these facilities.

Eligibility and Definitions

All youth and Scouters registered with Scouting America are eligible to attend the Cub Scouting Adventure Weekend. We follow Cub Family Camping practices in accordance to SYT guidelines. Guests are welcome to

attend the Saturday night campfire, but must leave once the campfire has ended. Any others not registered with Scouting America must be accompanied at all times by a registered Scouting America leader.

Per Scouting America requirements, all adults (18 and older) attending an OVERNIGHT event / activity must be currently registered in a position in Scouting America and have a current, valid Safeguarding Youth Training (SYT) certificate, and completed Part A & B scout physical.

Cub Scout EXCEPTION: Cub Scout's parents or legal guardians taking part in an overnight Cub Scout program with their own child or legal ward are not required to register as leaders in Scouting America. All adults must review the "How to Protect your Children from Child Abuse: A Parent's Guide" that can be found in the front of each Cub Scout handbook. In addition, the parent or legal guardian must be accompanied by a registered Scouting America leader any time they are with youth members other than their own child/ward. All other overnight adults must be currently registered in an adult fee required position.

Registration

Staff (Troops, Crews, and Scouters not with Packs) price is \$10 until registration closes October 25, 2026. Registration fee is per attendee. Use "ADULT STAFF" for all Staff, youth and adults from Troops and Crews.

Staff Opportunities

As Staff, Troops and Crews have an opportunity to:

Introduce your Troop and Crew to attending Cub Packs: help them learn hiking and camping right! Cub Scouts get a good experience – rain or shine -- hiking and camping with rank advancement and target shooting fun.

- Service Hours for all Scouts supporting Cub Scouts.
- Camp for one or two nights; or Saturday-only.
- Compete in the Dutch Oven Cooking Challenge
- Connect with your District Cub Scout Packs and Dens. Clever idea: offer to Grubmaster a Pack of your choice! Impress Cub parents watching Scouts cook, serve & clean.
- NOT a recruiting event – It's service to Cubs. All participating units and adults will be recognized and promoted in-accordance-to Scouting America guidelines throughout the weekend.
- NOT Troop or Crew camping, its Troop and Crew units providing staff to a Cub Scout event and camping in the staff area – more information on methods and etiquette in October Leader's Guide Part 2 Update.
- IS a Troop Promotion, Advertising & Service event – each staff adult instructor (18+ years old) and Troop unit get a yard sign with a QR code to your home page.

Staffing units will camp far-away across the road (east) from the Cub Scout camping area pavilions in a well-marked Staff camping area. District Staff, individual-registrants, range staff, grub-master, will camp together.

Campfires are allowed only in campfire rings and there is no burn ban. Gas stove cooking is always allowed. There are no campfire rings in the Staff camping area. Dutch oven cooking must be done on raised tables or pits or a campfire ring.

Units must consolidate equipment into one vehicle or vehicle with trailer that can go to the campsite and park.

Staff unit sites are sited by 1st arrivals - 1st placed: North —> South direction.

Summary of CSAW staff roles & positions:

- Event Lead – Brian Shipman, Pack 685

- Staff Lead – Enrique Trejo, Troop 33
- Range Lead – Bill McGuire, Crew 3
- Administrative staff – Sean McCain, Troop 9
- Service (2) w/truck VACANT
- Program guides leading Packs on the Adventure Hike – Staff volunteers
- Instructors in Cub rank advancement at activity locations on the Cub Adventure Hike -- Staff volunteers.
- Staff volunteers can support in the BB and Archery ranges as range masters, advancement-instructors and safeties.

How are we making staff Visible: District Staff have HIGHLIGHTER colored shirts: pink, blue, orange, medic-red.

Staff wear Troop T-shirts & class A Scout Uniforms. Trained Den Chiefs, please wear your cord.

General Schedule

- Friday, October 23rd – Sunset 6:53 PM – dark at 7:21 PM
 - 5 PM - Check in starts
 - Set-up camp, settle in for fellowship at your campsite or the Large Pavillion
 - 8:30 PM Staff Meeting with Unit Leads (youth and adult) at the Large Pavillion
 - 9PM - Pack lights out
 - 10PM - Staff lights out
- Saturday, October 24th – Twilight 7:09 AM -- sunrise 7:41 AM
 - 8 AM - Breakfast at campsites
 - 8:45 AM Opening Ceremony at the flagpoles, come with your units Flag
 - 9 AM to Noon - Target and Range Activities and Adventures - Scheduled to be provided in October
 - Noon to 1PM - Lunch at campsites
 - 1 PM to 4 PM - Target and Range Activities and Adventures - Scheduled to be provided in October
 - 4 PM to 5:30 PM - Present Campfire skits, songs and stories to Admin team for approval at the Large Pavillion
 - 5:30 PM to 6:45PM - Dinner and cleanup at campsites
- Saturday evening – sunset 6:51 PM – dark 7:14 PM
 - 6:45 PM “Campfire” at Large Pavillion
 - 8:00 PM Pack specific activities like S’mores and group activities like night kickball with glow in the dark ball, astronomy and night hike
 - 9PM - Pack lights out
 - 10PM - Staff lights out
- Sunday, October 25th – Twilight 7:23 AM Sunrise 7:44 AM
 - 8 AM - Breakfast at campsites
 - 8:30AM - Scout’s Own Service at Large Pavillion
 - Camp clean up - Units must walk their camping area with the Admin Team and get approval
 - Check out - Pick up medical forms A and B or binder from the Health Officer

Important: All participants must register for the Armadillo Scouting Adventure Weekend.

- If you are an individual who is not with an attending unit, you should register as an individual. If a Troop or Pack registers you, you should NOT register as an individual.

- All payment adjustments after ONLINE registration closes (October 16th) may be made at check-in with event staff. Additional Scouts and leaders may be added at check-in.
 - Registration, payment, and refunds will be according to Capitol Area Council policy.
 - All registrants will receive an Armadillo District Cub Scouting Adventure Weekend 2026 patch.
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Staff Responsibilities

Event Lead – Brian Shipman (Pack 685) has overall decision-making for the event. Directs all the Staff efforts towards successfully providing a safe, adventurous, and rewarding event for all participants. Event lead's team: Cub-Lead, Staff-Lead, Range-Lead, Admin-1, Admin-2, Service-1, Service-2.

Cub Lead – Victoria Foley (Pack 685): is all about giving the Cub Scouts a great experience!

- Makes sure Cub leaders are kept informed.
- Cub Pack participation tracking, who's going and who's not.
- Assists Friday and Saturday campsite set-up.
- Tracks and monitors all Cub participant types – 2-night, 1-night, and day-only:
- Assists in Cub unit accountability and access control.
- Range capacity range & control – assigning range-times: write on wrist band.
- Coordinate with Staff Lead about Cub Adventure Hike route and advancement stops.
- Assist in activity Traffic-Control.
- Supports the Master of Ceremonies of the Cub Scout Saturday Night Campfire program.

Staff Lead, Erique Trejo (Troop 33) is all about giving the Staff Scout and Crew volunteers a great experience!

- Coordinates with Troops and Crews to speak in their interests and ensures leaders are kept informed.
- Troop and Crew staffing participation tracking, who's going and who's not. Assists Friday and Saturday Campsite set-up.
- Tracks and monitors all Staff participant types – 2-night, 1-night, and day-only: assists in Staff unit accountability and access control.
- Create ADVENTURE Hiking Trail – 1 mile & 2 miles; in coordination with PJ Brown (CAC Ranger) – PJ MOWS IT OUT
- Liasson with attending Troops and Crews about filling staffing and program requirements with program, admin, ranges, and service needs

Range & Targets Lead, Bill McGuire (Crew 3): is all about a safe range and target experience.

- Provides certified Cub Scout BB-gun, Archery and Sling Shot instructors.
- Friday evening range setting-up of BB, archery, and Sling-shot ranges.
- Train "loop" instructors – teaching advancement. Provide activity "filler" for waiting in line: history, stories, etc.
- Recruit assistant range safeties.
- Provide adequate shade at ranges.
- Submit required range documentation to PJ Brown for approval.
- Coordinate with Cub Lead – traffic control– assigning range-times for each individual: write on wrist band
- Secure Kevlar screen; BB ranges/ allows two independent ranges (16 points)
- Achieve maximum capacity: 48 shooting points: BB, arrow, sling-shot
- Tear-down Saturday evening and clear inspection.

Administration Lead, Sean McCain: is all about Safeguarding Youth, Security and Administration excellence so this is the "best event ever."

- Administration Building initial cleanup — sweep and wipe down tables
- Direct Unit Check in
 - consists of verifying registration, SYT, collect “unit books” of medical forms A & B and SYT certs.
 - Have blank Scouting America physicals A & B. Allow walk-ins from registered units. Scouting America registered, yet unattached-to-a-Pack solo walk-ins, are discouraged.
 - Issue wrist bands for participants and verify BALOO and Hazardous Weather Trained adults.
 - Security: enforcing/inspecting wristbands Saturday — everyone registered.
 - Man Entrance: welcome units
 - Direct Parking operations – coordinate with Service for painting lines
- Secure gate from Parking into camp
- After ~4:PM Friday, only two vehicles at Admin Building #1 evac-vehicle #2 other (+ handicapped) until Sunday morning when ~4/5ths of units departed.
- Have a “highlighter shirt” staff Guide on Bridge directing units to specific campsite area
- Broadcast Updates: fire, weather and Camp Ranger pre-walk.
- Send out email of pre-survey of expectations — sent 7 days prior
- Send out email of post-survey of event — sent 1 day after
- Support Medical operations
- Admin building is not left unattended — open hours posted
- Set up Group CSAW26 STAFF text
- Distribute paper-copies of latest leader’s guide, latest schedule of events, On-site updates at CSAW.
- Borrow Radios: Friday night: parking, bridge, event lead, admin // Sat: event lead, youth lead, ranges, and District Executive
- Inventory of District equipment available: prior
- Inventory of District equipment available: after
- Coordinate and recognition awards & keepsakes
 - Event Patch is designed, ordered, arrives by October 23, 2026
- Plaques for the following:
 - Each Pack
 - Each Unit on staff
 - Event Lead– Cub Lead and Staff Lead receive plaque
 - Noteworthy older-youth youth & adult staff — Veteran Plaque (patch-hanger)
 - Staff/volunteers of note: New Range masters, new staff volunteers -- plaque
- Drawing is an activity for every rank — Set up materials and display area in Big Pavilion
- PROMOTION plan:
 - 3 x emails – #1. Announce Early Bird price \$10; open registration. #2, announce end of Early Bird \$10, #3. announce end of Regular \$15 Price
 - 2 x phone-call all-units opening & ending registration Early Bird prices.
 - Flyers at round table and bulletin announcements:
 - Early Bird price START (Open Registration) and END (31 August) \$10 to start \$15 regular fee (1 September)
- Pack-up, close-out inspection

Medical: Nicole Howard, provides medical support throughout CSAW26. Retains and controls unit Check-in Medical and SYT books. Supervises all health, safety and medically related activities in accordance to National Camp Accreditation Program standards.

Services w/truck duties (2) VACANT

- Spray Paint Parking Lines in Parking Lot. Place traffic cones at bridge – drop-off only.
- Assist Administrative Set-up/cleaning Admin Building

- Coordinate with PJ on available services
Assigns toilet cleaning schedule to attending Staff Units & inspects regularly; clears Sunday with PJ Brown. Camp provides toilet paper — CSAW provides cleaning supplies - paper towels — disinfectant. Bathrooms have their own assigned brooms.
Cars & Trailers — Troop Assigned sites — by 1st come-1st placed: N —> South
Tables & Water Jugs available — Self Serve from shed
Resupply fresh water to the ranges (water jugs)
- EVALUATORS for STAFF Dutch Oven Cooking Competitions: Sweet & Savory

District Staff Grub Master VACANT - **EVENT LEAD, STAFF LEAD, DISTRICT STAFF, AND OTHERS NOT EATING WITH THEIR UNITS SHOULD EAT WITH PACK. THIS GIVES THE OPPORTUNITY TO CONNECT WITH THEM AND OPEN A TWO WAY COMMUNICATION CHANNEL**

- Receive good staff head count
- Create menu suitable to known diet restrictions
- Purchase food
- Collect Food \$
- Hand-washing-area
- Set up (clean) kitchen area
- Prepare: 1 Lunch, 2 breakfasts, 2 dinners, deserts, snacks
- Sunday cleanup, packing, dispose of trash (where?)
- Deliver lunches, snacks, water refills to shooting range
- Provide disposable dishes (paper plates, etc.) for camp staff
- Wash Dishes
- Remove all leftover food
- Coordinate with event lead on other food needs (mixers, snacks, etc.)
- Haul away all cooking trash from property
- Pass Ranger Health Inspection clearing camp

Parking

- Early-arrival volunteers will assist in the parking lot.
- Do NOT drive off the gravel roads. All other vehicles will be directed to the Parking Lot.

Check-in

- Check-in is Friday evening starting at 5:00 pm or Saturday morning starting at 7:30 am.
- You will need:
 - Final unit roster
 - Copy of BSA medical forms Parts A&B for all participants
 - Order of the Arrow administration, if applicable
 - Payment for any additional attendees
 - Copy of current Securing Youth Training (SYT) certificates for all registered adults
- Late arrivals/early departures must check-in/out at the Administration Building. After dark, staff escort is required between parking and campsites.

Security, Safety and Administration

- Make sure all forms are filled out prior to arriving at camp. All fields on the unit registration form for each camper must be filled out.
- All youth and adults are issued a wrist band indicating that they have checked in.
- Unit youth who are trained Den Chiefs; please wear cord.

- If any person is identified as not properly checked in (no wristband), then they should be escorted to the Admin Staff to get properly signed in.
- For security, no youth camper should leave camp without the unit leader first bringing the camper to admin and meeting the person signing the camper out in the presence of an admin staffer.
- At least two registered adult leaders who are 21 years of age or older are required to attend with each unit, and to be present during the entire Scouting Adventure Weekend. Units bringing female youth must bring at least one registered adult female who is 21 years of age or older. All leaders must have a current Safeguarding Youth Training (SYT) certification.
- Individual units are responsible for keeping track of their members at all times.
- *Past problem: Staff unit parents leave camp (& town) after youth drop-off without back-up: emergency or adult contacts on the medical form should be available to pick up their Scout within a few hours after being notified of the Scout becoming sick or of other medical issues.*