



WEBELOS & CUB RESIDENT CAMP



2024 LEADER'S GUIDE



CIRCLE TEN COUNCIL
BOY SCOUTS OF AMERICA

Table of Contents

Cub Scout and Webelos/AOL Resident Camp	3
Welcome to the 2024 camping season!	3
Camper Equipment Checklist	4
What to Bring to Camp	4
Hammocks	5
Cots	5
Personal Possessions	5
Unit Equipment Checklist	5
Special Notes	6
Check-in	6
Adult Supervision	8
Campsites	9
Tents	9
Campsite Pavilions	9
Vehicles in Camp	10
Trash Collection	10
Wi-Fi at Camp	10
Swim Tests	10
Transportation	11
Check-out	11
Spending Money	12
First Aid	12
Buddy System	12
Rest at Camp	12
Conservation and Camp Improvement Projects	12
Meals & Table Responsibilities	13
Dining Hall Etiquette	13
Program at Meals	13
Table Responsibilities	13
Special Meals	13
Health and Safety	14

Guide to Safe Scouting	14
Alcohol, Illegal Drugs, and controlled Substances	14
Tobacco	14
Prescription/Non-Prescription Medication	14
Drinking Water	14
Staff Housing	14
Camp Curfew	14
Firearms, Ammunition, Fireworks, Bows and Arrows	14
Fires, Liquids and Propane Fuels	15
Transportation	15
Closed -toe Shoes	15
Homesickness	15
Health Lodge	15
Emergencies	15
Inclement Weather	16
Heat Alert	16
You Must Check Out of Camp	16
Medical Insurance	16
Policy on Insurance Claims	17
APPENDIX I: CHECK-IN CHECKLIST	18
Unit Paperwork	18
Youth Paperwork	18
Adult Paperwork	19
APPENDIX II: ADULT TRAINING INSTRUCTIONS	20
Youth Protection Training	20
Hazardous Weather Training	21
Adult In-State Compliance Form	21
Adult in Camp State Compliance Form	22

CUB SCOUT AND WEBELOS/AOL RESIDENT CAMP

WELCOME TO THE 2024 CAMPING SEASON!

We are very excited about our 2024 camping season and sincerely hope you and your units are as well.

The primary purpose of camp is for Scouts to have FUN! While advancement is undoubtedly an important aspect of the camping experience, we must ensure that our Scouts can engage in many programs that they will enjoy.

This guide contains important information *for leaders* about camp and how to prepare for resident camp to make it more enjoyable for your Scouts at *Camp James Ray*.

CAMPER EQUIPMENT CHECKLIST

We strongly suggest that you label each item of clothing and equipment (including the water bottle) with the Scout's name and pack number. This helps staff return lost items.

What to Bring to Camp

One of the Methods of Scouting is uniform. The BSA uniform builds individual and unit pride. The dress of a unit reflects the leader's attitude toward wearing the BSA uniform. We encourage all Scouts to arrive at camp and depart in their field uniform (Class A). We also wear the uniform for evening flags and for dinner. At other times Scouts should wear their Activity uniform (Class B).

Scout Uniform

- o Official shirt
- o Official shorts/long pants
- o Scout belt
- o Scout socks (2 pair)
- o Scout hat (if part of pack uniform)
- o Camp uniform (USED DAILY 2-3 DAYS)
- o Camp or pack t-shirts
- o Socks (3 – 5 pair)
- o Swimsuit
- o Raincoat or poncho
- o Underwear
- o Hiking shoes and tennis shoes (closed-toe)

Necessary Equipment

- o Bath towel and soap with container
- o Shower shoes (closed-toe)
- o Toothbrush and toothpaste
- o Comb or brush
- o Drinking cup
- o Water bottle
- o Lightweight sleeping bag or 2 sheets and 1 blanket
- o Cot or sleeping pad (Camp does **not provide** cots)
- o Sleepwear
- o Flashlight (extra batteries)
- o Religious materials
- o Scout Handbook
- o Small backpack (book bag)
- o Notebook paper and pencil or pen
- o Insect repellent (non-aerosol)
- o Hat or cap
- o Sunscreen
- o COMPLETED Annual Health and Medical Record (A, B)
- o Individual First Aid kit

Optional Equipment

- o Wristwatch
- o Sunglasses
- o Personal first aid kit
- o Musical instrument
- o Sewing kit
- o Pocket knife
- o Binoculars
- o Clothesline (and clothes pins)
- o Work gloves
- o Battery operated fan and extra batteries
- o Fishing pole and tackle
- o Spending money
- o Ear plugs
- o Water shoes
- o Day pack or fanny pack
- o Camp box or locker with lock
- o Small rug or mat
- o Camp chair
- o \$30-\$40 in spending money for trading post

NOT SUGGESTED

- o Cell phone
 - o Other electronic devices
 - o Collections of value
 - o Other valuables
- ### DO NOT BRING
- o Fireworks
 - o Firearms
 - o Valuables
 - o Alcohol or drugs
 - o Sheath knife
 - o Pets

Hammocks

We do permit hammocks at camp. Mount them no higher than a Scout is tall. Do not mount hammocks on top of each other. Hang them from trees only, using straps to not damage trees. Do not mount hammocks inside tents. The frames will not handle hammocks.

<https://www.scouting.org/health-and-safety/safety-moments/hammock-camping/>

Cots

Circle Ten Camps do NOT provide cots. We encourage you to bring your own.

Personal Possessions

Camp is an outdoor experience. We understand that today's Scout does not often leave their cell phone at home. However, personal electronic devices are not appropriate for an outdoor experience. Circle Ten Council strongly discourages bringing them to camp. In all cases, do not leave personal valuables (watches, wallets, and money) out in the open at camp. Bring nothing to camp that you cannot replace. It is impossible to provide security for these items. We recommend that each unit bring a lockable storage container to secure valuables while not in the campsite.

CIRCLE TEN COUNCIL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, OR BROKEN ITEMS.

Unit Equipment Checklist

What packs should bring. We suggest that each pack bring these items to camp. Please **label each item** with your pack number. This will be helpful in returning lost items to the pack.

Equipment

- US Flag
- Pack/Den flag
- Unit first aid kit
- Rake/shovel
- Broom
- Rope (for camp gadgets and knot instruction)
- Paper Towels
- Secure (lockable) storage bin (for money & medicines)
- Water containers
- Drinking cups
- Ice cart (we sell ice but you need to transport)
- Lanterns
- Trash bags
- Buckets for water for camp fires (if not under fire ban)
- Toilet paper

SPECIAL NOTES

Med Forms: Turn in all medical forms to Camp Health Officer in Med/First Aid Lodge.

All Other Forms: go to the Camp Office at check-in

All Non-Circle Ten Council units will need to bring two (2) copies of their local council insurance claim form.

Swim Check forms: If you have them, please email a copy early to the Camp Director. Do bring a copy with you as well to hand to Aquatics staff to get your buddy tags.

Campsites and Electricity:

Camp James Ray pavilions have limited electricity. If you need power, you must bring a battery pack or use solar power. Charging for adults is available in the Adult Leaders' Lounge. Extension cords may not be run into tents. **People may not add extension cords or plug into any camp buildings. (A SCOUT IS OBEDIENT)**

Mobility Issues: The camp terrain is rocky, and the roads are unpaved. If you have adults with mobility issues, you may want to consider renting a golf cart for them to get around. We limit the amount of vehicle traffic in camp. Please contact the camp director a month prior to camp to discuss carts.

Vehicle Storage: All vehicles must be parked in designated parking areas with proper ID tags displayed. Only 1 car/vehicle/trailer will be allowed in campsites. The owner of each vehicle is the person solely responsible for its security. The Circle Ten Council is not responsible for loss or damage caused by fire, storm, theft or vandalism to any person, vehicle, and trailers or for any loss or damage to articles left in vehicles. We do offer a charging station for electric vehicles for \$10.

Visitors: We understand leaders and Scouts may need to leave camp for a variety of reasons. For safety reasons, please make sure to always check in or check out at the Camp Headquarters with our Office Manager in our visitors and Scout log. Scouts must have a parent or guardian come in to sign them in if they are coming to camp late or out if they are leaving.

Tents & Cots: Camp provides 1 walled canvas tent on a wood platform for every 2 people, including adults. Units must adhere to the Guide to Safe Scouting. Camp will provide extra tents to meet YPT rules. Units may bring personal tents. Camp does not provide cots.

Arrival and Departure Procedures

CHECK-IN

You need these forms to check in:

1. Pack/Den roster: A copy of your BSA generated roster with the names of those youth and adults in attendance highlighted
2. 1 copy of a severe **weather hazard training** certificate (at least 1 adult must have the training)
3. Medical forms (see details below) for each person (alphabetical order by last name)
4. **For Each Adult**

- a. Copy of a valid Youth Protection certification. (Training valid for two years)
Note: Camp can accept a PDF YPT roster printed from my.scouting.org for the troop with attendee names highlighted.
 - b. Adult in Camp State Compliance Form (see Appendix)
If any of these forms are missing, the camp cannot allow the adult to remain at camp overnight.
5. All *Non-Circle Ten Council* units will need to bring two (2) copies of their local council insurance claim form.

Check in Times:

You will sign up for check in arrival times online where you make your reservation. Please plan to arrive at your appointed time and please make sure that your unit brings the listed items for check-in (due to limited copy paper and ink, the camp office cannot make copies at camp.)

If you arrive early, your unit will need to remain in the parking lot until staff arrives to begin the process. The staff will direct your unit on where to park and gathering instructions. Travel to campsites, swim checks, and exploration will not occur until the check-in process is complete, except as part of the check-in tour.

Further explanations:

Roster: To better serve your unit, we are asking that you bring a BSA generated roster which indicates Scouts and leaders who will be camping with us during the week. You must list all adults and youth that will be spending at least one overnight on your BSA generated roster. Retrieve this roster from my.scouting.org. Simply log in to your <https://my.scouting.org/> account and find the “Member Manager” tab on the left-hand side. Find the roster information there under “Roster Details”. You can export certain roster information from there including a list of every Scout registered in your unit. From there we would ask that you highlight those in attendance for your resident camp adventure. Your local council service center, or your district executive can also help you obtain a BSA generated roster.

Weather Hazard Training: Available from <https://my.scouting.org/>. Each adult should take this course. We need at least 1 copy of a leader’s certificate.

Medical form: A copy of the complete **Annual Health and Medical Record (parts A, B)** including a copy of the insurance card front and back for all Scouts and adult leaders attending camp. We will return all medical forms to the adult leader after camp concludes. Date all immunization information with year received. Many units put their forms in a loose-leaf notebook for ease of handling and return. This is helpful to camp staff as well. Please bring forms in alphabetical order by last name. Find forms at: <https://www.scouting.org/health-and-safety/ahmr/>. The State of Texas and BSA requires all participants spending at least one night in the campsite to submit the BSA health and medical record signed and dated within the previous 12 months.

Reconcile Fees:

During the check-in process you will set an appointment with the assistant camp director to reconcile your camp fees later. At that time the camp will collect any outstanding fees from the pack/den.

Camp check-in occurs at your designated time on arrival day.

Process: When you first arrive at camp, a camp staff member, who will serve as your Staff Guide for the orientation period, will meet your unit to begin the check-in process and prepare your Scouts for medical re-checks, swim checks, and a tour of camp.

- One adult leader is responsible for checking in the pack/den in the dining hall.
- After you and your Staff Guide/Ambassador inspect camp-supplied equipment for damage, your pack/den can begin to set up your site.
- All go to campsite and change to prepare for swim check, if needed.

Please take the time to note any damaged equipment so that we may repair or replace it and thus not charge your troop at the end of your week (Troops must pay for any equipment they damage).

NOTE: To ensure safety, staff will allow only one vehicle per unit into the campsite to deliver gear.

ALL TRAININGS MUST BE COMPLETED PRIOR TO ARRIVAL AT CAMP.

ALL CERTIFICATES AND FORMS MUST BE PRINTED PRIOR TO ARRIVAL AT CAMP.

IMPORTANT NOTES

The safety of our campers and staff is a priority, as well as the enjoyment of the program areas.

If any unit or individual needs to leave camp before the scheduled morning begins, please coordinate with the camp office staff to ensure there will be someone to open the gate upon your return.

There will be no driving in camp during program hours except as necessary by camp staff or in case of an emergency. Please “be prepared” and plan accordingly.

Adult Supervision

Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law. Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies. Adult leaders are responsible for monitoring behavior and intervening when necessary. All leaders are required to adhere to the Scouter Code of Conduct.

Supervision includes, but is not limited to, while Scouts are in the campsite, in classes, at showers, at meal time, and in rest rooms. Adults are responsible to oversee all Scouts and ensure they follow the Oath and Law and correctly intervene when they do not.

Campsites

At resident camp, units camp jamboree style with multiple units in a single campsite. Camp maps are available online and show the formal campsites that are used during camp. Due to circumstances outside the control of camp staff, the use of temporary campsites may need to be used. These will be added to the map, as needed, at check-in. Your unit will be assigned a campsite during check-in. Every effort will be made to honor the campsite preference selected during registration. However, the camp director reserves the right to adjust campsite assignments and platform changes based on actual attendance.

Tents

Camp provides canvas tents on wooden platforms. However, units may use their own tents if desired. If a unit is using their own tents, please advise the camp office no later than the week before your arrival. Tents must be placed inside of the campsite, to comply with the Camp Emergency Plan. Unit tents may not interfere with other units' use of the campsite features (fire ring, pavilion, latrines, entrances). Units may not remove or alter canvas tents.



Campsite Pavilions

The pavilions in each campsite are for the shared use of all units assigned to that campsite. Exclusive use by a single unit is prohibited! In addition, the picnic tables under the pavilions are NOT to be moved under any circumstances. Please practice the Scout Law and be friendly and courteous in treating those areas as part of the entire campsite community.

Vehicles in Camp

Driving is not permitted in camp except for the loading/unloading of unit gear. Upon unloading, all vehicles should be parked in the designated parking area. The speed limit is 10 mph on all camp roads (You should not have dust trailing your vehicle!). One vehicle and connected trailer may be left in camp. The vehicle and trailer must be placed off the road and stored in a safe location.

Vehicles parked inappropriately in campsites or outside of designated parking areas will be asked to move to the parking lot. Anyone who compromises the safety of our Scouts by disobeying driving or parking rules may have their driving privileges revoked by the camp director and their vehicle towed at the owner's expense.

Trash Collection

With such a large number of people in camp, there will be an equally large amount of trash generated. Camp is home to many animals that would love to take advantage of the convenient scraps of food and other lovely scents in your trash.

The camp staff will make a trash run each day, beginning at 9:00 a.m. Please have all your camp and latrine trash BAGGED and TIED and placed by your campsite sign BEFORE 9:00 a.m. If you missed the pickup time, you may bring your trash to the dumpsters behind the dining hall for disposal.

Wi-Fi at Camp

We realize that an internet connection is a prerequisite for many adult Scouters to give time out of their busy schedules. We pledge to do our best to provide that connection for every adult leader who comes to camp with their unit. Login credentials and a schedule of network availability are available from the camp director upon request – with the exception of check-in days.

With limited bandwidth in mind, please do not plan on streaming any audio or video while at camp. If you must attend a webinar or other high bandwidth work-related event, please discuss with the camp director. It may be necessary to limit access to the connection at certain times to manage some of the online aspects of our camping operation.

Shared Wi-Fi is intended as a courtesy to your adult Scouters. Please encourage your youth to take full advantage of being in an outdoor environment and leave the internet alone for a few days. Please do NOT share the Wi-Fi access credentials with your youth campers.

SWIM TESTS

Swim Tests - Swimming and boating at camp are two of the most enjoyable activities at resident camp. Safety is our number one priority, and we have established some simple guidelines to ensure a safe stay. Any Scout or leader who wishes to participate in aquatic activities must have completed the BSA swim test.

Units are **STRONGLY** encouraged to take the BSA swim test before arriving at camp. These swim checks must be done in accordance with the Circle Ten Council Pre-Camp Swim Check Policy. The unit adult representative must present a completed swim test roster signed by their council-approved testing personnel to the aquatics director to receive swimming ability “buddy”

tags for waterfront and pool activities. You may email your swim test results the camp director prior to your arrival. You may find the form at:

<https://filestore.scouting.org/filestore/outdoor%20program/aquatics/pdf/430-122.pdf>.

Circle Ten Council hosts pre-camp swim checks at Camp Wisdom. At this time, swim checks are scheduled for Saturday, May 11, from 9:00 a.m. – 3:00 p.m. at Camp Wisdom. The Pre-Camp Swim Check policy is listed on the registration page. Registration is now open and will remain open through Wednesday, May 8. Here is the link to register: <https://scoutingevent.com/571-2024CouncilSwimChecks>

At any time, the aquatics director reserves the right to make any Scout or leader re-take the swim check.

Wristbands in camp

As part of the check-in process when you arrive, the camp will issue your unit one wristband per registered youth and adult. It is important that every registered person wears the wristband properly as this is part of our Youth Protection program. If a wristband gets broken or lost during your session, you may replace it at the same place it was issued. During the session, we expect that new leaders, family members, and program guests will visit camp. All guests must check in at camp headquarters to register and receive a camp wristband. Staff will ask anyone without a wristband to immediately report to the camp director or camp ranger. If you expect guests to arrive outside of normal business hours, please notify camp management so we may arrange for their check-in.

TRANSPORTATION

Transporting the Scouts, unit equipment, and personal gear is the shared responsibility of the unit leaders and parents. If your unit does carpool, keep in mind if one Scout arrives at camp with fever, the entire car will have to leave camp.

Each Unit will be allowed one trailer and attached vehicle left at their campsite. All other vehicles must be moved to the parking lot before dinner on arrival day. Handicap permit information will be given during check-in or at Headquarters.

CHECK-OUT

We have designed the menu to be portable and starting at 7:00 a.m. you may send a representative to the dining hall and pick up your *Grab-n-Go* meal. You will be issued enough food for your entire unit and you are welcome to stay and enjoy your meal in the dining hall or take it back to your campsite. After breakfast, Scouts return to their campsites to pack and clean up.

A camp staff member will visit your campsite to inspect it with the unit leader. Remember your unit must return any camp equipment your unit borrowed to the quartermaster before staff will clear your unit to leave. Once the staff have cleared you to leave, take your clearance form and the Camp Evaluation Form to the office. Camp patches and any remaining material will be issued when you check out at the dining hall. Remember to collect your medical forms. We will destroy any forms not collected. To ensure safety, staff will allow only one vehicle at a time per unit into the campsite to pick up gear.

Prior to your final departure from camp please stop by the Camp office to submit your recommendations for our 2025 camping season as well as sign up for another summer camp experience at one of the Circle Ten Council Camps if you have not done so during the week.

Trading Post & Other Notes

Our camp is pleased to offer an air-conditioned trading post that will have all your camping needs in one location! We will offer everything from chips and soda, to frozen Snickers and slushes, and supplies. Forgot your compass? We remembered it and brought it for you! T-shirts, hats, gifts, walking staff emblems, pocket knives, you name it, and it's here at the trading post. There are also special edition items including t-shirts available for pre-purchase on the registration site.

Spending Money

We request that campers bring only small bills; ones, fives, and tens to camp. The trading post cannot easily make change for larger bills.

Keep all personal items and spending money in a secure box while at camp. The camp is not responsible for securing or for the loss of personal items. It is your responsibility to keep track of all personal valuables while at camp.

DO NOT BRING VALUABLES TO CAMP.

Encourage your Scouts, as we will, to drink water located in every program area and main areas in camp. Besides, it's free!

First Aid

Each unit should take care of its own needs as much as possible. For more serious issues, come to the health lodge. We encourage each unit to bring a first aid kit to take care of the usual minor cuts and injuries Scouts experience. Drink water and sports drinks frequently to prevent dehydration.

Buddy System

All programs stress the use of the buddy system, whereby campers engage in activities with at least one other person so they can monitor and help each other. The Guide to Safe Scouting requires using a formalized buddy system in certain adventurous or higher-risk activities.

Rest at Camp

The amount of sleep a Scout gets can make the difference between a great camping experience and a poor one. Each person needs an adequate amount of sleep to function in a cheerful and positive manner. The camp leader is responsible to see that each Scout can get at least eight (8) hours of sleep each night. This means each unit should respect the quiet time from 9:45 p.m. to 7:00 a.m.

Conservation and Camp Improvement Projects

Please see the camp director or camp ranger upon arrival for any camp improvement projects or conservation service. They will identify the needs of the camp and provide any necessary

equipment. As always, it is everyone's responsibility to follow the "Guide to Safe Scouting" when using heavy equipment such as saws, axes, etc.

MEALS & TABLE RESPONSIBILITIES

Dining Hall Etiquette

- Everyone washes hands before grace/flags/entry.
- Enter only after permission to do so.
- Walk AROUND the tables.
- All shirts must have sleeves (no tank tops).
- Always wear closed-toe shoes
- Please wait to line up for your meal until your table has been called
- Keep Scouts in dining hall until dismissed.

Program at Meals

Camp is time to sing Scout songs. Our staff has developed some fun activities during meals. At lunch and at supper we will sing some songs. We will go over any important points of information at each meal. Please keep your unit in the dining hall until dismissed by staff.

Table Responsibilities

- Clean tables
 - All eating utensils to wash station
 - Return water pitchers
 - Wipe down tables
 - Sweep floors

SPECIAL MEALS

If your unit or individuals have special eating requirements, please enter that information into the reservation system prior to attending camp. The camp cooking staff will pull information from the system and do its best to accommodate your needs or requirements based on religious beliefs, allergies, etc.

HEALTH AND SAFETY

Guide to Safe Scouting

At all times, follow the Guide to Safe Scouting. That supersedes anything stated in this guide.

Alcohol, Illegal Drugs, and controlled Substances

Circle Ten Council does NOT permit the consumption, possession or use of alcohol, illegal drugs, or controlled substances on camp. Staff will ask violators to leave camp. Staff may take additional actions, including notification of local law enforcement officials.

Tobacco

Council does not permit smoking or the use of any tobacco product in the presence of youth members at any Circle Ten Council Camp. We prohibit smoking or use of tobacco or e-cigarettes in or around buildings or around camp program areas. Every camp will have a designated area for smoking. Please ask the camp director where the appropriate smoking areas are when you arrive. Note that Texas law does not permit smoking by anyone under 21 years of age.

Prescription/Non-Prescription Medication

A unit leader may dispense any prescription if properly labeled with frequency and dosage by the pharmacy and in its original container. If not properly labeled, the health lodge must administer medication. All units must keep prescription drugs dispensed by the unit locked with restricted access and keep records detailing dispensing activity. Keep all drugs needing refrigeration in the refrigerator in the health lodge. Dispose of all needles in a sharps container also located in the health lodge.

Drinking Water

Proper amounts of water are important during hot weather. We encourage units to use water coolers but units must provide separate cups or water bottles (disposable/reusable) for each person. Leaders should encourage each Scout and Scouter to carry drinking water with them.

HEAT INJURIES CAN BE SERIOUS! HIGH WATER INTAKE is a must. NOTE: Soft drinks or coffee do not replace water!

Staff Housing

Campers and unit leaders are not permitted in the staff housing areas. Remember, this is their camp home. Just as you deserve privacy in your camp site, the staff also deserves their privacy.

Camp Curfew

No Scout may be out of their campsite after 9:45 p.m., unless accompanied by an adult(s), following YPT guidelines, or with authorization from the program director or camp director to participate in an activity.

Firearms, Ammunition, Fireworks, Bows and Arrows

Camp does not allow personal firearms of any type (including rifles, shotguns, handguns, BB/paintball/air soft guns, black powder, cannons, potato/tennis ball bazookas, catapults, blow guns, bows, arrows, sling shots, or water guns), ammunition, laser pointers, and fireworks in camp. The camp director reserves the right to confiscate, and return upon departure from camp, any item they consider a potential risk to the general health and well-being of the camp. The

camp director requests that Officers of the Law notify the office in person of any exceptions to this rule.

Fires, Liquids and Propane Fuels

When you arrive at camp, your check-in procedure will include a fire ban status report. Due to the rural nature of our camps, often the local Fire Marshal will mandate a burn ban. The camp management team has assured the local authorities of full cooperation when a burn ban is in effect. Please understand that the local marshal may at times grant special dispensation at their discretion to allow programmatic burns when appropriate. If there is no ban, build fires only in designated areas and under proper supervision. Use liquid or propane fuels only under adult supervision. Do NOT use liquid fuels of any type to start fires. Store liquid fuel in approved containers and, along with propane cylinders, store under lock and key. BSA policy prohibits the use of open flames in tents. This includes mosquito coils, catalytic heaters, gas lanterns, stoves, candles, and smoking material. This also includes cigarette smoking.

Transportation

The unit must arrange for safe transportation of your Scouts to and from camp. BSA and the State of Texas mandate seat belts for all occupants of motor vehicles. The bed of a truck or a trailer is never an appropriate place for Scouts or Scouters to ride.

Closed -toe Shoes

While sandals and flip-flops are certainly comfortable to wear around town, resident camp is not the best place to wear them. There's a lot of walking over rugged and uneven terrain. All our camps have a no open-toe shoes policy. We recommend aqua-shoes for most lakefront activities.

Homesickness

Coming to camp the first time, and occasionally the second time, may be cause for a case of homesickness. We regard homesickness as a normal healthy occurrence for a Scout. The staff is instructed to be aware of the campers' moods and emotional adjustment. They try to help the Scout understand the emotion they are feeling. They also try to involve the camper in all camp activities. Experience tells us that within a few days the camper is busy having fun and feeling secure with the staff, newfound friends, and the outdoors. **KEEP THE SCOUT BUSY.**

Health Lodge

Medical professional staff our Health Lodges and are available for camp emergencies. Leaders must conduct their own first aid in camp, just as if you were on a weekend camping trip. Please do not use the Health Lodge for minor injuries such as scrapes, splinters, or common bug bites. In the event of a medical emergency such as broken bones, sprains, deep cuts, or sickness, please send the affected Scout to the Health Lodge with a buddy and/or leader. Except for emergencies, it is the responsibility of the unit leadership to provide transportation for campers who require the attention of a doctor or the services of a hospital.

DO NOT LEAVE THE CAMP WITH A MEDICAL EMERGENCY WITHOUT HAVING SOMEONE CHECKIN WITH THE HEALTH LODGE OR CAMP DIRECTOR.

Emergencies

Emergency procedures are discussed in detail at the first leaders' meeting on Day 1; please make sure that a representative is available at this meeting! Only the camp director or the camp ranger can declare an emergency in camp. This could include but is not limited to, thunderstorms,

tornados, lost camper, or another camp-wide emergency. To report an emergency, a leader should contact the nearest staff member who will notify the camp director or camp ranger.

Fire

In case of fire, report it to the camp staff IMMEDIATELY. The camp staff is organized to help with firefighting techniques, and the local Volunteer Fire Department will respond. Please stay out of their way so no one gets hurt. Please remember that every Scout should feel a responsibility for fire prevention.

Inclement Weather

Our biggest concern is the safety of our campers and staff. Should severe weather threaten camp, we will take the appropriate steps to ensure everyone's safety. Please see the Circle Ten *Summer Camp Safety Guide* for specific procedures on inclement weather.

Heat Alert

- Camp Leadership will monitor and announce heat alerts as required.
- Increase water consumption.
- Decrease or shut down sales of soda.

Heat Alert Codes for Camp

Code	Heat Index	Action
<u>Heat Alert 1</u>	90 – 105 Degrees	Reduce action in sun. Drink ½ liter (about 2 cups) of water per hour
<u>Heat Alert 2</u>	105 – 115 Degrees	Immediately and sharply reduce activity. Increase water intake (1 liter, about 1 quart, an hour). Be aware of probable sun/heat stroke, heat cramps and heat exhaustion. Seek shade. Shut down sales of soda.
<u>Heat Alert 3</u>	115+ Degrees	Take immediate action to stop activity. Seek cool areas and increase water intake (2 liters per hour, about 2 quarts). Monitor Scouts for heat/ sun stroke.

***Soft drinks or coffee do not replace water. They react differently within the body.
Replenish electrolytes with food and the occasional sports drink.
Age increases the probability of heat injury.***

You Must Check Out of Camp

Leaders must follow youth protection guidelines when transporting unit member(s) to the doctor or hospital. Remember to take the insurance forms with you for completion at the doctor or hospital. You may obtain your Scout's health record from the Health Lodge before going to the doctor or hospital. The adult leader must be prepared to pay for any prescription that the doctor may prescribe for the patient. Circle Ten Council will not pay for prescriptions, hospital, or emergency room bills. The camp director will work with you to notify the parents in the event of any serious illness or injury. If parents will not be at home during the week of camp, have them advise you how you will contact them, including phone numbers. Directions to doctors' offices and hospitals are available at the health lodge.

Medical Insurance

Circle Ten Council insurance covers Scouts and Scouters registered in Circle Ten Council. Out-of-Council units must provide proof of insurance (you need to bring 2 insurance claim forms to camp headquarters when you arrive at camp).

Policy on Insurance Claims

Report all accidents, illnesses, or tick bites to the health lodge. Parents or the guardian file claims for treatments with HSR Insurance Company. Submit any medical expenses incurred after leaving camp, due to an accident or illness first manifested while at camp, immediately to the HSR Insurance Company. Information on coverage and claim forms are available online at [Circle Ten Council | Page - Insurance Policy and Claim Forms](#). This supplemental insurance protection begins when the camper leaves home and ends upon their return home from camp.

Dental: The policy only covers dental bills for broken teeth resulting from an accident at camp. Parents must pay all other dental bills.

You will be asked to file an incident report with Circle Ten for any incidents requiring follow up. Should insurance need to get involved, that incident report will initiate the claim process.



APPENDIX I: CHECK-IN CHECKLIST

Unit Paperwork

- Circle Ten Council Arrival Checklist – one per Unit
- Black Pug generated Unit roster with the names of those youth and adults in attendance marked
- One (1) copy of your council insurance claim form (*Non-Circle Ten Council units only*)
- Hazardous Weather Training (SCO-800) certificate for at least one leader who will be present every day (good for two years)
- Unit Swim Test Verification Forms (if completing swim tests before arriving at camp)

Youth Paperwork

(for each Youth present)

- Cub Resident Camp: Complete Annual Health and Medical Record (parts A & B)
<https://www.scouting.org/health-and-safety/ahmr/>
- Photocopy of shot records (if not filled out on Annual Health and Medical Record part B)
- Photocopy of proof of medical insurance



Adult Paperwork

(for each adult staying overnight any night)

- Cub Resident Camp: Complete Annual Health and Medical Record (parts A & B)

<https://www.scouting.org/health-and-safety/ahmr/>

- Photocopy of shot records (if not filled out on Annual Health and Medical Record part B)
- Photocopy of proof of medical insurance
- Completed Adult In-Camp Compliance Form

[https://scoutingevent.com/Download/57144265/OR/Adult in Camp State Compliance.pdf](https://scoutingevent.com/Download/57144265/OR/Adult%20in%20Camp%20State%20Compliance.pdf)

- Paper copy of **current** Youth Protection Training certificate (good for two years)

<https://my.scouting.org/>



APPENDIX II: ADULT TRAINING INSTRUCTIONS

Youth Protection Training

You do not have to be a registered member of the Boy Scouts of America to take Youth Protection training, however, every adult is required to have taken Youth Protection Training prior to attending camp.

The safety and well-being of our youth are of paramount importance to our organization, and integral to everything we do. We must continue our commitment to providing a safe and secure environment at all times for all our youth members.

***Per the Guide to Safe Scouting:** Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth.

This training consists of three modules and an exam module and takes approximately 72 minutes to complete. After completing all three modules and passing the exam with a 75% or better passing grade you will receive credit for the YPT course.

To take Youth Protection training:

1. Go to **My.Scouting.org** and create an account. You'll receive an email notification with your account information, including a member ID/reference number.
2. When you log in to your **My.Scouting.org** portal, you will see the YPT training links in English or Spanish at the right of the page. Click on the circle to take you to the mandatory training.
3. Upon completion, print a training certificate to be brought with you to camp. Your training will automatically be updated in our system and associated with the member ID/reference number issued when you created the account. **You must print a copy of the Training Certificate – a screenshot of the email confirmation page will not be accepted**
4. After passing YPT you are considered "YPT Trained". This training is valid for 2 years from the date of completion.



Hazardous Weather Training

One leader in each attending unit must have completed Hazardous Weather training, prior to arrival at camp. The only accepted course is the one currently on the BSA Learn Center, course code SCO_800. This is an active participation module taking approximately 30 minutes to complete. Please follow the below instructions to take your Hazardous Weather (SCO_800) training.

1. Go to <https://my.scouting.org/> in the browser of your choice.
2. Sign in if you have an account.
3. If you do not have an account, click “Create Account” and follow prompts to create your account (you do not need to be registered with the BSA).
4. Click on the BSA Learn Center image on the left of the screen.



5. Click on the “Catalog” link.
6. Search for “Hazardous Weather”.
7. Click the “Hazardous Weather Training” heading. Then click “LAUNCH COURSE”.
8. Upon completion, print a training certificate to be brought with you to camp.

Adult In-State Compliance Form

Find the form here and on the next page:

https://scoutingevent.com/Download/57144265/OR/Adult_in_Camp_State_Compliance.pdf



Adult in Camp State Compliance Form

To be completed by each adult attending camp and submitted to the Camp administration.

Name (First Middle Last) _____ DOB (mm/dd/yyyy) _____

Unit (Type & Number) _____ District: _____ Council: _____

The Following questions are required by the State of Texas Youth Camp Safety Act and must be completed to attend a Texas Youth Camp.

Scouting Background (position, council, year):

Experience Working with Youth in other organizations:

Previous Residences (last 5 years):

Current Memberships (religious, community, business, labor, or professional):

References. Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

Additional Information. Mark each answer Yes or No.

Do you use illegal drugs? _____ Yes _____ No
Have you ever been convicted of a criminal offense? _____ Yes _____ No
Have you ever been charged with child neglect or abuse? _____ Yes _____ No
Has your Driver's License ever been suspended or revoked? _____ Yes _____ No
Other than the information above, is there any fact or circumstance involving you or your background that would call into question you being entrusted with the supervision, guidance, and care of young people? _____ Yes _____ No

A criminal background check is required by the State of Texas within 90 days of camp and will be conducted by the Circle Ten Council. I agree to this background check to be eligible to attend this camp.

Signature: _____

Date: _____



John D. Murchison Scouting Center
8605 Harry Hines Blvd.
Dallas, Texas 75235
214-902-6700

Bobby Lyle - Billy Gamble Scouting Center
5600 US Hwy 75 South
Fairview, Texas 75069
214-509-2100

