



# **LEADERS GUIDE**

**December 27-31, 2026**

UPDATED 5/25/2026

**[www.CaddoBSA.org](http://www.CaddoBSA.org)**



# **Camp Preston Hunt**

**can be used for your next Campout!**

Call the Caddo Area Council  
Scout Office to place your reservation at  
903-793-2179!

**Dear Scout Leader:**

Thank you for choosing Camp Preston Hunt in Texarkana, Arkansas, for your Troop's Winter Camp experience! We are proud to run a camp to the BSA NCAP standards.

Attending a Scout Camp is one of the greatest experiences a Troop can have during the year. You'll get tremendous satisfaction out of seeing each Scout have fun in the great outdoors. Troops and Patrols become more responsible and begin functioning as a team.

Your Troop will have every opportunity to improve themselves and each other. Scout Camp offers you the setting in which to get to know and understand your Scouts better.

We aim for Scouts to have a fun, engaging, safe experience while completing as many requirements for the merit badges they select as possible.

Here is your 2026 Winter Camp Leaders Guide. While this Leader's Guide will provide you with most of the information you need, we strongly encourage you to visit our camp website at [www.CaddoBSA.org](http://www.CaddoBSA.org).

**Take note of the key dates and important deadlines for 2026 Winter Camp:**

<b>Now</b>	<b>Accepting \$100 deposit and an anticipated number of scouts to reserve your Troop's spot (deposit amount will be applied to final payment)</b>
<b>9/1/2026</b>	<b>Early bird payment opens to register individuals in units and register adult leaders for training.</b>
<b>11/8/2026</b>	<b>Deadline for Early Bird Discount</b>
<b>11/28/2026 at 8 am</b>	<b>Course Enrollment for Merit Badges and Adult Leader training begins- scout must be completely paid to guarantee a camp t-shirt</b>
<b>12/13/2026</b>	<b>Registration for camp closes, all dietary restrictions need to be entered into the registration website.</b>
<b>12/13/2026</b>	<b>Course enrollment deadline</b>
<b>12/27/2026 at 1 PM</b>	<b>Camp Starts!</b>

Camp Preston Hunt Winter Camp will fill up quickly! We have limited campsites, cabins, and day camper spots available. Please place your deposit with a rough count of attendees promptly so your Troop can attend our camp!

The online registration system, Black Pug, is the only method to enroll in courses for Winter Camp-this includes adult leader training. The system is also used to

maintain your troop roster and get class status reports after camp. The system is designed to help with overcrowding in merit badge classes and the camp, thus providing a higher quality of instruction. It will be necessary for Troops to spend time planning for classes and keeping their Troop roster up to date. Once you have made your initial registration, you will be able to make further payments by accessing your account through your registration confirmation email or by logging back into your account on CaddoBSA.org (Black Pug). This will allow you to give parents access through the Parent Portal. From there, parents can fill out information for their Scout and select classes.

To receive assistance in preparing for camp or to have questions answered, please feel free to contact us using the information below. Along with the rest of the Winter Camp Committee, Staff, and Instructors, we look forward to camping with your Troop!

**Yours in Scouting,**

**David Melson**

**[davidcaddobsa@gmail.com](mailto:davidcaddobsa@gmail.com)**

**[903-701-4223- Mobile](tel:903-701-4223)**

**Caddo Area Council VP-Program**

# Table of Contents

<b><u>REGISTRATION</u></b> .....	7
<b>Contact Information</b> .....	7
<b>Location</b> .....	7
<b>Place your reservation</b> .....	7
<b>Pricing</b> .....	7
<b>Accommodation</b> .....	8
<b><u>PREPARING FOR CAMP</u></b> .....	9
<b>Advanced Planning</b> .....	9
<b>Camp Registration System</b> .....	9
<b>Parent Portal</b> .....	10
<b>Payment</b> .....	10
<b>Camperships</b> .....	10
<b>Refund Policy</b> .....	11
<b>Remind Messaging Service</b> .....	11
<b>Camp Leadership</b> .....	11
<b>Rotating/Partial Camp Leadership</b> .....	12
<b>Provisional Campers</b> .....	12
<b>How to Register Provisional Campers</b> .....	12
<b>Table Totems</b> .....	12
<b>Senior Patrol Leaders</b> .....	13
<b>Volunteer Camp Staff &amp; Instructors</b> .....	13
<b>Packing List</b> .....	13
<b><u>HEALTH AND SAFETY</u></b> .....	14
<b>Check-In / Check-Out</b> .....	14
<b>Health Lodge</b> .....	16
<b>Insurance</b> .....	17
<b>Special Dietary Needs</b> .....	17
<b>Medications</b> .....	17
<b>Health and Sanitation</b> .....	18
<b>Mobility Needs</b> .....	18
<b>Special Needs</b> .....	18
<b>Camp Security</b> .....	18

<b>The Buddy System.....</b>	<b>19</b>
<b>Camp Emergency Plan.....</b>	<b>19</b>
<b><u>CAMP RULES AND POLICIES.....</u></b>	<b>20</b>
<b>Camp Policies.....</b>	<b>20</b>
<b>Vehicles in Camp.....</b>	<b>21</b>
<b>Cell Phones.....</b>	<b>21</b>
<b>Behavior.....</b>	<b>21</b>
<b>Service Animals.....</b>	<b>22</b>
<b>Damages to Equipment.....</b>	<b>22</b>
<b>Talent Release/Consent Given.....</b>	<b>22</b>
<b><u>GENERAL CAMP INFORMATION.....</u></b>	<b>23</b>
<b>Dining Hall.....</b>	<b>23</b>
<b>Trading Post.....</b>	<b>23</b>
<b>T-Shirt Order.....</b>	<b>23</b>
<b>Leader's Lounge.....</b>	<b>23</b>
<b>Parents/Visitors at Camp.....</b>	<b>24</b>
<b><u>MERIT BADGES AND CLASSES.....</u></b>	<b>24</b>
<b>Preparation for Merit Badges.....</b>	<b>24</b>
<b><u>CAMP PROGRAMS.....</u></b>	<b>26</b>
<b>Opening Campfire.....</b>	<b>26</b>
<b>Movie Night.....</b>	<b>26</b>
<b>Vespers Service.....</b>	<b>26</b>
<b>OA Call Out.....</b>	<b>26</b>
<b>Eagle Olympics Camp-Wide Competition.....</b>	<b>26</b>
<b><u>FOR LEADERS.....</u></b>	<b>27</b>
<b>Leader's Meeting.....</b>	<b>27</b>
<b>Leader Feedback Survey.....</b>	<b>27</b>
<b>Scoutmasters' Lounge.....</b>	<b>27</b>
<b>Scoutmasters Service Corp.....</b>	<b>27</b>
<b><u>FORMS.....</u></b>	<b>28</b>
<b>Unit Health Officer Waiver Form.....</b>	<b>29</b>
<b>Provisional Scout Code of Conduct.....</b>	<b>30</b>
<b>MEDICATION DOSING FORM.....</b>	<b>31</b>

# REGISTRATION

## Contact Information

### Winter Camp Director- VP-Program

David Melson

903-701-4223

[davidcaddobsa@gmail.com](mailto:davidcaddobsa@gmail.com)

### Caddo Area Council Scout Office

24 Lynnwood Dr, Texarkana, Texas 75503

903-793-2179

## Location

Our camp is in Miller County just outside of Texarkana, Arkansas on Hwy. 82 East and Tennessee Road. The address for Camp Preston Hunt is 6918 Tennessee Road, Texarkana, Arkansas 71854

## Place your reservation

Here's how to reserve your spot:

- Troops can reserve their spot by submitting a deposit of \$100.00 per troop and an anticipated number of Scouts attending through [www.CaddoBSA.org](http://www.CaddoBSA.org). The deposit will be applied to your final payment when the number of attendees has been confirmed.
- Regular payments must be submitted to the Caddo Area Council through [www.CaddoBSA.org](http://www.CaddoBSA.org). Early bird discount ends on 11/8/2026. Any Scout not finished paying by then will owe the full \$200, which will need to be paid before attending camp.

Any outstanding balances for camper fees are due before attending camp. If the balance for all fees are paid by the Early Bird Deadline, your youth will qualify for the Early Bird rate.

All Scouts and Leaders attending **MUST** be registered in advance. We will not take late reservations at the door.

There is limited space available. Please make every effort to place your reservation in a timely manner.

## Pricing

### Camp Fees

Camper fees include three meals a day and a winter camp t-shirt and patch. **(Due**

**to manufacturer limitations near the holidays, participants that register after November 28th are not guaranteed to receive a shirt)**

- \$170- Early bird- primitive camping, Scouts BSA
- \$170- Early bird- day camper (not spending the night), Scouts BSA
- \$185- Early Bird and Cabin Camper, Scouts BSA
- \$185- Provisional Youth overnight camper
- \$185- Provisional Youth day camper

After 11/8, the rate rises to \$200 per Scout. A Scout needs to be paid in full by 11/8 to qualify for the early bird discount. If they have a balance on their account at that point, their price will rise to \$200

- Winter Camp Adult Leader Fee is \$75 per adult that camps with the Troop. Thank you for taking time away from your family during the holiday season to lead your Troop. All adults must be registered Adult Leaders with the BSA and have current Youth Protection Training.
- Winter Camp “Day Camper” Leader Fee is \$60. All adults must be registered Adult Leaders with the BSA and have current Youth Protection Training.
- Visitor meal fee is \$10 per meal. This must be purchased from the camp office.

**Fees for Anticipated Adult Trainings (registration for these will open on 11/28 at 8am along with the merit badges)**

- Intro to Outdoor Leader Skills Course Fee for Adults, \$ 30-course fee
- Wilderness Medicine Course Fee, \$60-course fee

## **Accommodation**

There is a limited number of cabins and primitive camp sites available. Cabins will be assigned on a first come, first served basis. Please note that cabins will be assigned according to gender within your Troop. Please indicate on your initial reservation whether your troop is planning on staying in cabins; primitive camping (please supply your own tents) or will be Day Campers.

# **PREPARING FOR CAMP**

## **Advanced Planning**

The preparation for getting a Troop ready to go to camp has several phases. Each phase must be coordinated and linked in a logical sequence to make the experience a reality in the lives of Scouts.

In each Troop the sequence of events may be different. However, shown below is a checklist of things to be accomplished in the preparation for camp.

1. Reservations made on Black Pug and completion of the Troop’s plan for securing

the total camp fee from each of the Scouts.

2. Confirm patrol organization for winter camp. “Natural” patrols which operate year-around are most desirable, however, if this is impossible, create new patrols for the winter camp experience.

3. Find out what the Scouts need! Check the Troop advancement records and speak with your scouts, don't just guess. Some things they'll want to do on their own, other things by patrols, or perhaps with the whole troop. Have each patrol meet to list its own ideas.

4. Have a session with your patrol leaders' council, to ensure they know the information they need to pass on to the Scouts (when you're leaving for camp, packing lists etc.). Have the Troop Quartermaster assess the Troop supplies you'll need for camp – tents, etc.

5. After considering your goals, patrol organization, individual scout wants, advancement needs, and patrol leader council goals, develop a realistic list of objectives for winter camp. Follow up with the Scouts who are not signed up for camp and encourage them to go because of the program that your troop has planned.

6. Speak with your scouts and decide if Merit Badge pamphlets are needed. Merit Badge Pamphlets can be pre-ordered from the Caddo Area Council Scout Office (24 Lynnwood Dr, Texarkana TX 75503). Orders must be placed by 12/12 to pick-up at the Winter camp office. Please call 903-793-2179 to place your pre-order.

## **Camp Registration System**

Black Pug will be used to maintain your Troop roster, register Scouts for classes, and get class status reports at the conclusion of camp. Please stay alert and check our website for updates on all things related to online registration! It is recommended that when you initially register the Troop, you create an account so that you can easily go back and access all the details and edit things as necessary.

If a leader wishes to take adult leader training, the Scoutmaster in charge of registering the Troop for Winter Camp needs to add this to their registration. This can be done by going back into the registration either through your account (if you set up an account when you registered) or by using the link in the confirmation email to return to the account. Registering for a training can be done after an adult has registered for Winter Camp, assuming space remains in the training.

Please make sure when registering that:

- The t-shirt size is correct!
- The rank is correct.
- That you have added both Youth and Adult names to fill the number of slots you have reserved.
- That you have selected classes for all youth (and adults if applicable)
- That you are paid in full before coming to camp.

## Parent Portal

You can give parents limited access to their child's registration link. Here they can insert any food allergies and make payments towards Winter Camp. You will be able to view anything they do and can control the level of access. Please see the link below to view "How to Videos" on creating these Parent Portals.

<https://caddo.ihubapp.org/posts/83885/how-to-use-parent-portal-on-black-pug>

Parents can access this by going to [www.CaddoBSA.org](http://www.CaddoBSA.org). When here, they will need to click on "Lookup" on the right-hand side of the screen, and then "Parent Portal". They will then need to put in the access code and password that your Troop will have created for them, when setting up parent access.

## Payment

Once you have submitted the initial reservation and fee for your Troop, you can proceed with reservations and payments for individual scouts. You can do this by accessing your Black Pug account through the link in the initial reservation confirmation email, or by logging in to your Black Pug account with Caddo Area Council.

You can also give parents limited access to their child's registration link. Here they can make payments towards Winter Camp for their child, as well as adding any allergies or other important information. You will be able to view anything they do and can control the level of access. Please visit the link below to see "How to Videos" on creating these Parent Portals.

<https://caddo.ihubapp.org/posts/83885/how-to-use-parent-portal-on-black-pug>

## Camperships

Camperships are available for Scouts within Caddo Area Council. If you, or a Scout in your Troop, needs financial assistance to attend Winter Camp, please contact [Davidcaddobsa@gmail.com](mailto:Davidcaddobsa@gmail.com) or call 903 793 2179 to get access to the form. Please note that this form needs to be submitted to David Melson by 10/31/2026 and the remaining balance, after the campership is applied, needs to be paid by the end of the early bird discount (11/8/2026).

## Refund Policy

The Caddo Area Council will process refunds for fees paid towards ACTIVITIES & TRAININGS under the following conditions:

- Serious illness or injury preventing attendance
- Death in the family preventing attendance
- Family Emergency

Requests must be made in writing to the Council Service Center via mail or email.

All emails must be sent to David Melson at Davidcaddobsa@gmail.com.

All mail must be sent to  
David Melson  
24 Lynnwood Dr  
Texarkana TX 75503

All refund requests must be received **NO LATER THAN FIVE DAYS** after the event is completed. Requests received after this time will not be processed.

Refunds are not given for no shows and for bad weather that does not warrant event cancellation.

Requests for refunds for participant cancellations will be calculated as follows:

- Before or on 11/29 = 80% refund
- After 11/30 = 50% refund
- Up to five days after the event = 50% refund
- Six or more days after the event = No refund

## Group Me Messaging Service

To improve communication before, during, and after camp, we have set up a Group Me messaging service through the Group Me App. **This is to be used by Adult Leaders only.** We will add you and your adult leaders as you register for camp. If for some reason you are missed, a QR code will be available during check-in.

## Camp Leadership

It is the policy of the Boy Scouts of America that any trips or outings are never to be led by only one adult. At least two adult leaders, who are 21 years or older, are required for all outings. At least one of those adults must be the same gender as the Scouts attending. This includes leadership for Scouts that are attending as Day Campers. All Leaders must be registered with the BSA and have current Youth Protection Training.

## Rotating/Partial Camp Leadership

Consistent leadership throughout camp has proven to work best for the units and camp. When it is necessary, leaders may rotate in/out and share a single leader fee. We ask that rotating leadership sign in and out of the camp office when a leadership change occurs and that the camp wristband be passed to the incoming leader. Also, please be aware that extra camp patches and leader recognitions will not be available for multiple leaders sharing the same leader slot (rotating).

## Provisional Campers

The provisional camper program allows scouts to attend camp without their unit. There are two types of provisional campers:

**-Provisional day campers-** Day campers come to camp before the first session and stay until they have completed their last session. They are also invited to stay for afternoon activities. They are provided lunch each day and will receive a camp t-shirt. If day campers wish to stay for dinner, they may purchase a meal ticket for \$10. Day campers attend camp during each day of Winter Camp.

**-Provisional overnight campers-** overnight provisional campers become part of the provisional troop (male troops and female troops) for the duration of camp which is supervised by Staff Scoutmasters (male and female) and at least one additional adult leader. Provisional Troops are limited to 40 scouts, who are formed into patrols of 8. Availability is on a first come, first serve basis.

**NOTE: Scouts attending as overnight provisional campers should be of the maturity level that both parent(s) and Scoutmaster are confident that they can camp without their unit. For this reason, the Scoutmaster should submit an approval letter to David Melson at [davidcaddobsa@gmail.com](mailto:davidcaddobsa@gmail.com).**

## How to Register Provisional Campers

All requirements that scouts complete at camp are stored in Black Pug. Because of this, it is highly recommended that provisional scouts register for camp with their leader. This way, the unit has a record of all the requirements completed when they were at camp. Please be sure to document in Black Pug if you are registering a scout that is going to be a provisional scout.

## Table Totems

Our tradition of table totems has been a big hit, and this year is no different! We want to see your brand-new totems on display at your table in the Dining Hall. Several awards will be available for your totem and embellishing yours throughout the duration of camp is encouraged. Please feel free to make multiple totems for your Troop, however only one may be entered into the contest. Happy crafting, carving, and building!

## Senior Patrol Leaders

The Senior Patrol Leader should lead the Troop with the guidance of the Scoutmaster for the program. If your Troop's SPL is unable to attend, your troop should elect a "Camp" SPL. Each troop's SPL is a part of the "Camp Senior Patrol Leaders' Council", which will meet regularly with the Camp Program Director and Camp Commissioners to plan and coordinate camp-wide activities. Please see the camp schedule for meeting times.

## Volunteer Camp Staff & Instructors

A staff of outstanding volunteer Scouts and Scouters have been assembled to assist each Troop in obtaining the maximum program opportunities available at Camp Preston Hunt. These staff members each have a variety of special abilities that may be tapped as a resource. There is always a need for more instructors & support staff in any camp! If your Troop has someone to share, please encourage them to email Davidcaddobsa@gmail.com.

## Packing List

**Please make sure that all items are marked with your name and your Troop Number. Any items that are left behind will be kept for a month and then donated.**

### Day Packs

Please ensure your Scouts bring a day pack to camp to carry around their supplies they will need for their workshop as well as other activities. This should contain:

- Pen/pencil and paper
- Water bottle
- Warm coat/sweater
- Raincoat and other rain gear

### Personal Equipment – Cabins

- Fitted sheet
- Sleeping bag, blanket, pillow
- Rain gear
- Warm coat
- Enough changes of warm clothing for the 27<sup>th</sup>-30<sup>th</sup> and at least one spare set, in case you get wet.
- Extra socks
- Laundry bag
- Shower shoes to be worn when showering.
- Toiletry kit (toothbrush, toothpaste, soap, etc.)
- Towel
- Flashlight with spare batteries
- Hand sanitizer
- Water bottle
- Hiking boots
- Trading post money
- Bag to store everything
- Health forms Parts A, B and C, found at

[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_AB.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf)

### Personal Equipment – Tents

- Tent
- Cold weather sleeping bag, blanket, pillow
- Rain gear
- Warm coat
- Enough changes of warm clothing for the 27<sup>th</sup>-30<sup>th</sup> and a spare set, in case you get wet.
- Extra socks
- Laundry bag
- Shower shoes to be worn when showering.
- Toiletry kit (toothbrush, toothpaste, soap, etc.)
- Towel
- Flashlight with spare batteries
- Hand sanitizer
- Water bottle
- Hiking boots
- Trading post money
- Bag to store everything
- Health forms Parts A, B and C, found at

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### **Optional**

- Camera with extra batteries
- Watch
- Labeled wallet
- Duffel bag lock
- Personal first aid kit

## **HEALTH AND SAFETY**

### **Check-In / Check-Out**

Check-in is between 1:00 PM and 4:00 PM on December 27. Our staff will greet your Troop upon arrival. One leader must report to the camp office where he/she will turn in Health Forms, Parts A through C for all campers to the Medic. A staff member will accompany your unit to their campsite/cabins. After checking in at the office, the leader will join their unit so that you both can sign off on any existing damage. Please refer to the camp rules regarding vehicles. Please use the following Sign up Genius link to reserve your spot for a check-in time. Scheduling your check-in time will ensure a quick and efficient check-in process.

<https://www.signupgenius.com/go/10C0F4EADAD2FA1FEC61-64290095-winter>

All day campers must be signed in and signed out each day by a parent or guardian at the camp office. A valid photo ID is required at both check-in and check-out.

Troops may checkout starting at 5:00 PM on December 30. There will be dinner, a

closing ceremony. If an out-of-town Council Troop needs to spend the night on the 30th, please let us know, and we can provide you with a continental breakfast that can be collected from the Dining Hall on the morning of the 31st. There will be no additional charge for staying the night of the 30<sup>th</sup>, but please note that as camp has closed, there will be no Medic at camp.

Your Troop must request a check-out time by 4:00 PM on 12/29 at the Camp Office. At check out, your campground/cabins will be inspected by the staff to ensure that they are in the same condition they were when you started. Troops will be charged for any damage caused. At this time, all medical forms and paperwork will be returned to you at the Camp Office.

### **Required Documents for Check-in for ALL Units (including day campers)**

- **A unit roster of winter camp participants (youth and adult). We recommend that you print your RECHARTER Roster and highlight those in attendance. In this way, we can be sure that all youth attending are registered and that all adults are registered leaders in the unit.**
- **Any outstanding payments**
- **Copies of Current Youth Protection Certificates for all adults attending or the Scout net listing for the adult showing the date of their YPT training (available from your local Council) - All Adults staying at camp must be registered members of the Boy Scouts of America, with current Youth Protection Training**

### **For each youth and adult leader:**

- **The BSA Annual Health and Medical Record, Parts A & B, signed by a guardian and dated within 12 months. These need to be signed by the appropriate medical professional and the parents. Blank copies are available at [https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)**
- **Medication Dosing Form for each attendee bringing prescription medication.**

### **Out of Council Troops Documentation**

- **Proof of insurance and a copy of your claim form (available from your local Council).**

### **Provisional Scouts**

- **Provisional scouts should have everything listed above plus the Provisional Scout Code of Conduct.**

Any of these documents can be emailed to [Davidcaddobsa@gmail.com](mailto:Davidcaddobsa@gmail.com) or mailed to

David Melson,  
24 Lynnwood Dr  
Texarkana TX 75503

If mailing, the document must arrive by 12/11, not be postmarked 12/11.

## Health Lodge

Our Health Lodge is in the Administration Office (Barry House) and will be staffed by one or more persons trained to handle minor accidents or illnesses. Special arrangements for the treatment of more serious cases have been made with the hospitals in Texarkana (fifteen minutes away). For insurance purposes and for the health and safety of all participants, all accidents and illnesses must be reported to the Health Lodge and recorded.

It is the responsibility of the unit leadership to provide transportation for the unit member(s) requiring attention from a doctor or a hospital, unless the Health Officer determines that emergency transport is necessary. One adult leader from the unit, and one additional adult leader, will accompany the unit member(s) requiring services and is asked to carry insurance forms in for completion. He/she must obtain the Scout's health and medical form from the Health Lodge before going to the doctor or hospital. Parents or guardians will be notified by the Camp Director immediately of any serious illness or injury. If parents will not be at home while the scout is at camp, have them advise the unit how they can be contacted. The camp Medical officer must clear all cases requiring outside medical care. The following medical facilities are the designated camp providers:

- Texarkana ER: 4646 Cowhorn Creek Road, Texarkana, Texas 75503
- Christus St. Michael Hospital: 2600 St. Micheal Dr., Texarkana, Texas 75503
- Wadley Regional Medical Center: 1000 Pine St., Texarkana, Texas 75503

Each Scout who attends camp must have an annual health history signed by parents or legal guardians supported by a medical evaluation completed and signed within the last 12 months (Arkansas Law) by a physician licensed to practice medicine. The "BSA Annual Health and Medical Form, Parts A, B and C" must be used for camp by youth members and can be found at

[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

Each adult who attends camp must have a current health history supported by a medical evaluation within the last 12 months prior to arrival at camp, performed by a physician licensed to practice medicine. A "Annual Health and Medical Form" is to be used for Winter Camp. This is referred to as Health Form Parts A – C and can be found at

[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

## Insurance

All medical forms must include a copy of the medical insurance information stapled to the back of the form.

## Special Dietary Needs

We want to make your Scout's experience at Camp Preston Hunt memorable,

without the worries of food allergies. Our dining hall will make modifications to fit special dietary needs, if these have been listed on the individual's registration by 12/11 through the digital Black Pug registration system. Please be prepared to work with us in advance to ensure the food is suitable for the individual in your unit. You may also bring an ice chest with your Scout's name and troop number on it that contains food they will be able to eat in case there is not a substitute. We will have ice at camp to keep this cold.

Please be aware that there is a possibility of menu changes during the week. If you have any questions concerning this, you can contact us at 903 793 2179 or email [Davidcaddobsa@gmail.com](mailto:Davidcaddobsa@gmail.com).

Please list all Scouts & leaders requiring special dietary and medical needs through the electronic registration system including:

- Specific medical treatments while at camp
- Special medical equipment (including adults that require transportation-must have a physician's note)
- Injections while in camp if required for extreme reactions to specific allergies.

## Medications

Prior to arrival at camp, units should fill out the Medication Dosing Form for each unit member taking medication. Use one form/sheet for each camper. The medication, dosage, and dosage schedule should be recorded. Each unit should be prepared to show these forms at check-in to the Camp Health Officer, and then keep them updated throughout the unit's week at camp. We will ask that you leave these completed forms at the Camp Office when you depart. We will maintain them safely in the permanent camp medical files.

Prescription medication should be in the original container with the medication name, strength, dose and frequency marked on the container. Any over the counter medications brought with camper(s) should be labeled clearly and listed on the BSA Health Forms. Any medications that can be dispensed, such as Motrin and Benadryl, should be listed or included. Aspirin will not be given to campers under 18 years old. Aspirin will only be given, if risk for stroke or heart attack, per medical dispatch.

Generally, all medication will be dispensed in the unit area by a responsible adult leader. Medication should be kept in a locked box. Medication requiring refrigeration or injection may be kept in the Health Lodge. This medication may be dispensed by the Camp Health Officer or the unit leader. It remains the responsibility of the unit leader to assure that the Scout is present at the appropriate times for medication.

**Important Note: If the BSA Medical Form indicates that an individual must have an inhaler, EpiPen or similar medical device, the health officer must confirm that the individual has the required item(s) in their possession. If the**

**items are not in possession of the camper or leader, they must either obtain the items indicated on the form or the individual will be required to leave camp.**

## **Health and Sanitation**

Living in a communal setting such as camp can promote the transmission of illnesses more readily than when at home. Therefore, every camper should:

- ✓ Wash hands regularly
- ✓ Not share towels
- ✓ Cover mouth and nose when sneezing
- ✓ Practice high standards of personal hygiene
- ✓ Visit the health lodge at first sign of illness

If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home. Camp Management and the health team reserve the right to send a participant to a local health care facility to get checked if they suspect a participant has a health concern that may affect the health & safety of the camp.

## **Mobility Needs**

Camp Commissioners will be able to provide cart transportation to Scouts with special mobility needs between merit badge sessions. Please contact the Camp Administration prior to your arrival to make these arrangements.

## **Special Needs**

If a Scout or adult needs some extra help to enjoy their camp experience, please let us know. Unit leaders should contact the Camp Administration prior to arrival regarding campers with special needs that require assistance from the camp staff. Most arrangements should be made in writing so the preparation can be accurate and complete. The staff will work diligently to make accommodations wherever possible.

## **Camp Security**

All attendees will be required to wear the wristband issued at check in. Volunteers will be identified by a name badge. All visitors to camp **MUST** report immediately to the camp office to sign in and receive a visitor's wristband. Upon leaving camp, it is required that visitors sign out and turn in the wristband. **NOTE:** If a leader is coming to camp to relieve another leader, they must first sign in (and the other leader needs to sign out). Any person on camp without a name badge or a wristband should be reported immediately to the camp office.

No private meetings are to take place during camp hours or on camp property. Please arrange to hold any private meetings at another time and location outside of camp grounds.

## The Buddy System

The buddy system should be used at all times. The buddy system is a safety measure for all Scouting activities. Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts and is required for mixed gender buddies. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

## Camp Emergency Plan

Our Camp Emergency Plan is located at the scout office. Camp Management makes every reasonable effort to monitor weather conditions that may pose a threat to the health and safety of the camp. Unit Leaders are ultimately responsible for the safety of their Scouts. Below are the highlights of the plan:

**Camp Siren:** In the event of an emergency in camp, the camp siren will be sounded in one of two ways. Each way will direct you to a specific location.

**1. Long blasts (30 seconds or more)** - when this alarm is sounded all persons in camp will assemble in the parade field, quickly and safely, by unit, including all staff. Each leader will account for all the members of his or her group and then await direction.

**2. Short blasts (10 seconds each)** - when this alarm sounds it indicates severe weather and everyone should move to their assigned location, quickly and safely, as follows:

- a. Anyone camping in a cabin needs to remain in the cabin
- b. Anyone primitive camping needs to assemble at the Dining Hall

Once in the location, the unit leader should account for everyone and report to the Camp Director via a phone call.

**No one is to leave either the parade field or designated shelters until an all clear is given by either the Camp Director.**

**Severe Weather/Tornadoes:** A Severe Weather Alert will be issued by short blasts of the camp siren. If severe weather approaches, and/or the alarm is sounded, immediately and safely evacuate to your cabin or the Dining Hall as assigned and take attendance. If the severe weather happens in the middle of the night, the unit leader will ensure that all members are awoken and travel to the correct location. If moving to the correct location is not possible, take shelter in the closest building possible. No one should remain in tents during severe weather due to the potential for falling trees.

**Lightning/Thunderstorms:** When thunderstorms approach, any outdoor classes will shut down and report to the Camp Office at which time all areas will secure their areas and report to their designated secure location. The camp office will also constantly monitor these conditions.

**Encounters with wildlife:** Please respect the wildlife and do not capture, touch, corner or harass any animals. In some cases, it is a crime to do so. Keep in mind that having food of any type in your tent or in your campsite is an invitation for animal guests. If you encounter any wildlife, please slowly recede from their environment. Report any dangerous wildlife to the camp office. If you are bitten by an animal, report to the health lodge.

**Lost Camper:** Report the lost camper to the camp office immediately. Camp staff will check the camper sign out sheet. The camp office will first put a BOLO out on the radio for the scout (first name+ Troop #). Camp staff will first check all the tents in the camper's campsite AND his merit badge schedule. The camp staff will then, if necessary, enact the siren. Camp will assemble at the flagpole (long blasts). Units will take attendance. Troop Guides are responsible for reporting to the Camp Director at the flagpole that their unit is completely accounted for. If the lost camper has not assembled, the staff will be mobilized for a camp-wide search. All units must stay in place until the scout is located. The Health Officer will report to the flagpole and then be directed from there.

## **CAMP RULES AND POLICIES**

The use of our camp is subject to the posted rules and regulations of Camp Preston Hunt. Please ensure that your Scouts and Leaders understand and abide by the posted rules and regulations. A copy will be posted at your housing location and may also be reviewed at the Camp Office. Thank you for being a good steward of our camp.

### **Camp Policies**

These general rules are for the safety of all campers:

- Troops must have two-deep leadership at all times while at camp. No exceptions!
- No fireworks of any kind are permitted on camp property.
- No flames, fires, or fuels of any kind are permitted inside tents.
- Liquid fuels of any kind are not permitted.
- Throwing rocks is strictly forbidden.
- Personal firearms and bows are not permitted, leave them at home.
- All vehicles must be parked in the designated camp parking areas. Only authorized vehicles are allowed in campsites or on the roads.
- No alcoholic beverages or illegal substances are allowed on camp property.
- Smoking by adults is only allowed across the road out of sight from youth campers.
- Shoes must be worn at all times at camp. Shoes must not be open at the toe or sides.
- Sheath Knives – Camp policy prohibits the possession of sheath knives.
- No LASER (pens/pointers) of any kind are permitted in camp.

- All guests are required to immediately check-in at the Camp Office.
- Refer to the Boy Scouts of America Guide to Safe Scouting for additional policies.

## Vehicles in Camp

**No vehicles, apart from Camp Vehicles and emergency vehicles, are allowed on camp.**

For the safety of everyone in camp, we kindly ask that you park your vehicle in the main parking lot. No private vehicles will be allowed beyond the camp parking lot for any reason other than to transport handicapped persons or special program equipment. A tractor and trailer will be provided to transport your gear to your camp location.

Weather permitting, trailers will be allowed in campsites. However, vehicles that pull trailers must deliver and return to the designated parking lot.

All parking must be confined to designated parking lots. All program and administration sites are within convenient walking distance of all cabins and designated parking lots.

If you are handicapped and need assistance with mobility, please contact [Davidcaddobsa@gmail.com](mailto:Davidcaddobsa@gmail.com) (903 793 2179) at least two weeks before the start of camp.

## Cell Phones

Scouts and Leaders are more than welcome to bring cell phones. Please keep in mind that

- There are limited electrical outlets, so you will want to bring battery packs, if you wish for your phone to remain charged.
- A Scout is responsible for keeping track of their cell phone and that Caddo Area Council will accept no responsibility for a lost phone.
- A Scout is Courteous. When in a classroom, it is expected that all Scouts will put away their cell phones and give the Counselor their full attention. If a Merit Badge Counselor has to ask a Scout a second time to put away the phone, the Merit Badge Counselor can ask the Scout to leave the phone on the table at the front of the classroom, to be collected when the Scout leaves the classroom.

## Behavior

We expect all Scouts and Leaders to maintain behavior as exemplified by the Scout Oath and Law. If you observe someone acting in an inappropriate fashion, please report it to a member of staff.

If we find that you or a Scout is acting inappropriately, you will be asked to leave camp and no refund will be issued. Please note that transportation of a Scout back home early is the responsibility of the Troop/that Scout's family, not the

responsibility of Caddo Area Council.

## **Service Animals**

Pets are not allowed in camp at any time except those aiding the disabled. We follow all ADA guidelines with regards to Service Animals. Please inform us by 12/1/2026 if you, or a member of your Unit, needs to bring a Service Animal so we can accommodate them. Please note that all food for the Service Animal must be provided by the owner; all waste produced by the Service Animal must be cleaned up; any damage caused by the Service Animal deemed to be beyond normal wear and tear by the Camp Director must be paid for by the Service Animal Owner; and the animal must be well-trained and well-behaved. If the Service Animal is not well-behaved or appears untrained, you will be asked to remove the animal.

## **Damages to Equipment**

Normal usage and wear will result in some breakage of equipment; however, the cost of malicious damage or breakage due to horseplay will be charged to the unit. These fees must be paid before leaving. Each campsite will be inspected upon check-in with the unit leaders. All imperfections to equipment will be noted on the check-in forms. Upon check out, the same sheets will be used for check out.

## **Talent Release/Consent Given**

During camp, it is possible that photographs or recordings of camp participants might be taken. These photos might be used in camp promotion and report items, council publications or possibly region or national publications. No individual Scout will be identified in any of these photos. By default, attendees at camp grant the local council and the Boy Scouts of America the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child by the Boy Scouts of America, and I hereby release the Boy Scouts of America from any and all liability from such use and publication.

Camp participants hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the Boy Scouts of America, and they specifically waive any right to any compensation that they may have for any of the foregoing.

If you do not agree with the above paragraph, or if you desire that your Scout or a Leader not be photographed or recorded while at camp, you must request (in writing) that we refrain from this activity. Please be prepared to turn in the written request naming that individual during check in.

# **GENERAL CAMP INFORMATION**

## **Dining Hall**

Meals are served in our indoor, climate-controlled Dining Hall. Winter Camp Staff will be in the dining hall to assist you during your meal. If you have visitors joining your Troop for a meal, they must check in and out at the camp office. There is a \$10 fee per meal for visitors, which must be paid at the staff office.

Cleanup responsibility will fall on each Troops Kitchen Patrol for that meal. Each troop is expected to thoroughly clean their area after each meal. This includes throwing out all trash, wiping down tables and benches, and sweeping the floor under and around tables.

## **Trading Post**

The Camp Preston Hunt Trading Post is stocked with snacks, beverages, hot chocolate, and more. The Trading Post is in the main area of Camp. Knives will be available for sale but Scouts must show their Totin Chip in order to purchase a knife.

## **T-Shirt Order**

T-shirt sizes will be taken when a Scout is registered. They must be fully registered and paid by 11/28/2026 to guarantee a camp shirt. If you wish to order additional t-shirts or adult t-shirts, this can be done through the registration link on [www.CaddoBSA.org](http://www.CaddoBSA.org) or you may pre order at the Scout office. This must be done by 11/28/2026.

## **Scoutmaster's Shack**

We recognize the importance of providing a comfortable space that leaders can retreat to, check their email, make phone calls, complete paperwork, catch up on work, hold a meeting with other leaders or just kick back and relax. Our Leader's lounge is located to the right of the Trading Post.

## **Parents/Visitors at Camp**

Parents often remark at how much their son has grown during his week away from home. Camp provides an excellent opportunity for Scouts to mature in a safe environment. For these reasons, we ask that you only visit during the following hours:

December 27th between 1-4pm. (Camp Check In)

Dec. 31st 5:00 p.m. (for the closing ceremony and check-out).

Note: Dinner not provided!) ALL VISITORS must sign in and out of the Camp Office. We require each visitor to wear a security wristband.

## MERIT BADGES AND CLASSES

Merit Badge choices can be found in your Black Pug account under documents. As we approach camp, and have more instructors sign up to teach, this list will be updated. We are always looking for more volunteers to teach Merit Badges so that we can offer a wide range of choices to our campers. If you are interested in teaching, please contact David Melson. Merit badge sign up opens on 11/28 at 8 am.

Please note that some merit badges will have an additional charge as supplies are required for that badge. These fees will be noted on Black Pug. Some merit badges will require transportation off site, but this will be indicated in the Merit Badge catalog.

There will be a minimum class size of five Scouts. If the class does not make, it will be canceled, and your Scout will be offered an alternative. If you are interested in signing up to help transport Scouts for the off site classes, please contact David Melson.

**\*\*NOTE:** For a better Winter Camp Experience, Scouts should follow the recommended number of years at camp to choose merit badges. These numbers also correspond with age as follows – 1<sup>st</sup> Year (age 11), 2<sup>nd</sup> Year (age 12), etc. Many of the merit badges being offered will only produce partial completion due to the limited time frame. Your Camping Committee has tried to offer a unique variety of merit badges and qualified instructors. A few of the badges require qualified instructors so if something happens and they cancel, we cannot offer the badge.

### **Preparation for Merit Badges**

Scouts should come to camp with a familiarity of the subjects they will be learning about for the week. It is also important to be familiar with:

- Prerequisites
- Equipment needed to complete a merit badge
- Some merit badges are age specific. Younger Scouts should not enroll in merit badge sessions until they are academically and physically ready to succeed in completing them. Some examples are Lifesaving, Environmental Science, Shotgun, Water Sports, or the Citizenship merit badges.

Scouts must bring Merit Badge books with them for all badges and come prepared with any outside materials or pre-requisites that may be required for the badge. These will be listed in the merit badge catalog. Acquiring a book (and reading it!) prior to camp is always recommended. Scouts should bring a notebook

or folder with paper and pens or pencils.

**Prerequisites:** Some merit badges have requirements that cannot be completed at camp. Each merit badge that is listed in the program guide identifies the prerequisite associated with the specific badge. The camp staff recommends that each merit badge that is selected by the Scout be reviewed and the prerequisite requirements be completed prior to arrival at camp. This will ensure that the Scout leaves camp with as many completed merit badges as possible.

- ❖ Prerequisite Approval Form: This form can be found under the attachments section of Black Pug. If the scout has completed the recommended prerequisites, he should fill out the form, have the scoutmaster verify and sign it and bring it to camp. This form should be turned in to the merit badge counselor at the beginning of the class.
- ❖ The first requirement of many merit badges is to know first aid procedures for common injuries or illnesses that may occur during the associated activity. Counselors will touch upon this requirement but Scouts should be familiar with basic first aid procedures before attempting more difficult or advanced merit badges.
- ❖ In some cases, the prerequisite for the selected badge requires that the Scout must have successfully completed another merit badge prior to the commencement of the current badge selected. If this is the case, camp staff asks that the Scout bring the prerequisite form signed by the Scoutmaster stating that the merit badge has been completed.
- ❖ Scoutmaster verification is also required for merit badges such as camping, which has a camping night requirement. (Submit on the Prerequisite approval form.)
- ❖ Some merit badges have requirements dealing with "your state" or "your community." If a merit badge requirement is completed at winter camp, we will use Arkansas as the relevant state and Miller County as the community. Requirements not possible to be completed in this manner will require the Scout to complete these requirements in their home town, with their family, troop, school or in their community.

## CAMP PROGRAMS

### **Opening Campfire**

The highlight of our first night at camp will most definitely be the opening campfire! Each Troop is encouraged to participate by presenting a skit and/or song at the campfire. Your SPL will be required to get your skit approved by the Program Director, ahead of the Campfire. **Because the campfire is the night you arrive at camp, it is critical that your Troop thoroughly prepare your skit and/or song before you arrive at camp. Skits can be submitted in advance for approval by email from an Adult Leader to the Camp Director, David Melson at**

**Davidcaddobsa@gmail.com or can be approved at Camp. It is strongly recommended that you email them in advance to Davidcaddobsa@gmail.com, so any issues with the skits can be sorted well before camp. Skits must be turned in no later than 12/27 at 5:00 PM.**

## **Movie Night**

This free event will be held in the Dining Hall on the evening of the 29<sup>th</sup>, after workshops are finished for the day. Concessions including sodas, candy, popcorn and more will be sold by the Order of the Arrow Lodge Akela Wahinapay Lodge 232. If you are an OA Member, please be prepared to show your ID card to purchase OA items.

## **Vespers Service**

**A scout is reverent!** We will conduct a non-denominational service for all faiths. Everyone in camp is encouraged to participate in this service. See the schedule for time and location.

## **OA Call Out**

An OA Call out will be held after dinner on the 30<sup>th</sup>. If you are attending from out of Council Troop, and wish to be called out at this Ceremony, you must bring a letter from your OA Lodge, granting permission to be called out at this Ceremony, rather than one with your own Lodge.

## **Eagle Olympics Camp-Wide Competition**



Eagle Olympics is a fun Camp Wide Competition in the main parade field. Be prepared for big fun and maybe a little learning too. We'll cover the activities at the Leaders' meeting on 12/27. Also, if you have an adult leader that is interested in helping with an activity, please contact the Program Director.

## **FOR LEADERS**

### **Leader's Meeting**

All Scoutmasters are invited to attend the Leaders' meeting on December 27. This meeting is designed to help your Troop make the most of your time at camp. At this meeting, we will review upcoming activities, answer any questions, and address any concerns. We ask that at least one adult from each unit attend. One meeting is

scheduled during our time at camp. However, if there is a need, others may be called.

## **Leader Feedback Survey**

At the conclusion of camp, you will have the opportunity to participate in a Leader Feedback survey. This survey helps keep us informed on what you think went well and what we need to improve to make Winter Camp even better in 2027. We highly encourage your participation in this survey.

## **Scoutmasters' Shack**

We recognize the importance of providing a comfortable space that leaders can retreat to, check their email, make phone calls, complete paperwork, catch up on work, hold a meeting with other leaders or just kick back and relax. Our Leader's lounge is located to the right of the Trading Post.

## **Scoutmasters Service Corp**

Service is always needed and any assistance you would be willing to provide us will be immensely appreciated. There are ample service opportunities at camp including:

- If you are an accomplished handyman, experienced tradesman, or a “jack of all trades” and want to help the Camp Ranger with some specific camp projects, please contact the Camp Director at least two weeks prior to your arrival. We'll see if we can find a great “Good Turn” project for you to do while at camp.
- If you have a hobby or profession that we teach as a merit badge, we welcome assistance. Please let the Program Director know in advance what merit badges you would be interested in assisting or teaching.

## **FORMS**

**Please find any forms mentioned in this leaders guide below**

# Unit Health Officer Waiver Form

By signing below, I acknowledge that I am responsible for keeping my Troop's medications under safekeeping, as well as distributing said medications as noted by given instructions on the Prescription Medication Dosing Form. Caddo Area Council and Winter Camp staff are not liable for the administration of medications not in our possession.

I also agree to document all given doses of medicine on the attached form. I agree to keep this form in an easily accessible location. I understand that this form must be turned into the Winter Camp Health Officer on check-out day prior to departure.

Additionally, I acknowledge that I attended a medication consultation with the Health Officers on staff.

I also agree to keep medication under lock and key as described in the Camp Leader's Guide except for those specific medications that are to be carried by the individual (inhalers, EpiPens, etc)

I understand that Caddo Area Council and Winter Camp are not liable for any damages that arise from failing to comply with these instructions.

Print name \_\_\_\_\_ Date \_\_\_\_\_

Sign Name \_\_\_\_\_ Unit No. \_\_\_\_\_

# Camp Preston Hunt-Winter Camp

## Provisional Scout Code of Conduct

**Statement of Understanding:** I understand that being a provisional camper at Camp Preston Hunt and being a member of the "Provisional Troop" is an honor. I recognize that I am a direct reflection on my home unit, District, Council, my Leaders and the World Brotherhood of Scouting. I also promise that I will have fun and tell all of my scout friends what an awesome time I had and will encourage them to join me at camp next year! .

**All provisional campers are expected to abide by the code of conduct as follows:**

1. I will be guided by the Scout Oath and Scout Law and will obey all U.S. federal laws, state laws, and local laws.

2. I will listen, respect, and follow the direction of the Provisional Troop Leadership and Winter Camp Staff. I will do my best to be a leader and a role model to others.

3. I will attend all scheduled programs and participate as required in cooperation with other provisional campers and leaders.

4. I agree to follow the camp check-in and check-out procedures and to observe camp quiet hours.

5. I will be responsible for keeping my quarters and personal gear labeled, clean, and neat. I will do my share to prevent littering of the campgrounds and agree to follow the principles of Leave No Trace.

6. I understand that the possession or consumption of alcoholic beverages or illegal drugs or the misuse of prescribed drugs is prohibited at camp. I will follow the Health Lodge Policies regarding medications.

7. I will respect the wildlife at camp (plants and animals), and refrain from any destruction or harassment.

8. I understand that possession of lasers of any type and possession or detonation of fireworks is prohibited.

9. I will follow BSA rules in regards to the use of a pocket knife and will not possess any knives that are in violation of camp policy.

10. I will not use a lighter, matches or any other fire starting devices unless it is under the direction of my Provisional Troop Leadership or a camp staff member in a program area. I will not use flammable items in an unsafe manner.

11. Neither the camp, its staff, nor the BSA local council will be responsible for loss, breakage, or theft of my personal items. I will label all of my personal items and lock up items of value (or leave them home). Theft on my part will be grounds for immediate dismissal from camp.

12. I will use camp equipment in a safe manner and for its intended purpose and will return the equipment in good condition. I will not intentionally damage any camp equipment. I understand intentional damage will be charged to me, my parents or my scout unit.

13. I understand that all campers and staff are prohibited from possessing firearms and weapons on camp property, in accordance with federal, state, and local laws.

14. I understand the importance of following BSA's Youth Protection and safety policies and will follow those guidelines. I will report all violations that come to my attention to the Camp Office.

15. Hazing has no place in Scout camp. As a provisional camper, I agree to not participate and report any and all hazing activities.

16. I will respect diversity—whether the differences be in physical characteristics or in perspectives.

17. I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow provisional campers. I have the responsibility to report instances of discrimination or harassment (directed at me or at others) to the camp director or the Scout executive.

18. I will comply with this code of conduct and the policies printed in the *Camp Leaders Guide*. I understand that any violation may result in dismissal from camp at my own expense. I understand that all such decisions will be final.

Camper Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MEDICATION DOSING FORM

## Caddo Area Council – Boy Scouts of America

Scout Name: \_\_\_\_\_ Age: \_\_\_\_\_ Unit #: \_\_\_\_\_

Winter Camp Session/Date: \_\_\_\_\_ Campsite: \_\_\_\_\_

**Instructions:**

- Each participant taking medications should have a separate form.
- Ideally, the form should be completed by the adult in the unit who will administer the medication at camp (unit health officer).
- List each prescription medication the scout is receiving separately.
- The unit health officer giving the medication should put their name or initials by the time at which the medication was given. If no medication is given, leave the space blank. NOTE: If a scout is receiving more than three medications, use an additional form

Medication Name and frequency of administration listed on the bottle		Medication given around Breakfast (7-8 AM)	Medication given around Lunch (12-1 PM)	Medication given around Supper (6 PM)	Medications given at bedtime
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
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	Saturday				