



Scouting  America™



Scouting America | Tidewater Council

# CUB SCOUT DAY CAMP GUIDE

# CUB SCOUT DAY CAMP PARTICIPANTS GUIDE

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**Cub Scout Day Camp** offers age-appropriate opportunities where Scouts can try a variety of activities, including STEAM, shooting sports, field games, Scout crafts, campfires, flag ceremonies, songs, and ecology/conservation elements. Some activities will even count as part of their Cub Scout adventure – elective adventures (beltloops), special award requirements, and so much more.

**PARTICIPATION:** All Cub Scouts at the 1<sup>st</sup> through 5<sup>th</sup> grade age level are invited to participate. Participants must register online.

- **Every Cub Scout Pack should plan on registering adult volunteers. One adult volunteer required for every four participants.**
  - Adults can be registered as Leaders OR a youth-protection-trained Parent/Guardian.

CUB SCOUT DAY CAMP is compliant with **Youth Protection Guidelines**, **Cub Scout Outdoor Program Guidelines**, and the **Guide to Safe Scouting**.

See references online at [www.scouting.org](http://www.scouting.org) for more information.

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## Cub Scout Day Camp FAQ

Read this in its entirety & use the Table of Contents for specific sections.

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### Registration & Check-In Policy

Advance registrations are strongly encouraged. Registration fees are required to cover program costs, administrative costs, and insurance for council events. For registration questions, seek the contact listed on Black Pug for this event.

**WALK-IN REGISTRATION ON THE DAY OF THE EVENT IS NOT PERMITTED. YOU MUST PRE-REGISTER TO PARTICIPATE.**

**Pre-Camp Check-in** is a vital part of the camp administrative procedure. Usually scheduled for the Saturday preceding camp, each camp asks that **all** volunteers and participants come to collect their Day Camp T-Shirt (the official uniform for Cub Scout Day Camp) and **verify completion or upload of the BSA Medical Forms A&B** (all participants, volunteers, and staff) and **signed Authorization to Pick-up form** to have onsite during camp.

**Check-in** the 1<sup>st</sup> day of camp will vary by location but is typically the **½ hour before the scheduled camp start** (for example, if camp starts at 9:00 AM, check-in for participants is from 8:30 AM to 9:00 AM).

For all the following days of camp, Check-In will be directly with Day Camp Den Leaders beginning 15 minutes before camp starts.

Due to space and time constraints, registrants checking in late will be asked to **stay in their car** and check in **after the Camp Opening**. You should arrive on time to attend all activities on the program schedule. If participants were not accounted for at the Pre-Camp Check-in, an additional delay should be expected upon arrival on the first day of camp.

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## Refund Policy

If the Government of Virginia's state regulations require event cancellation, all registrants can expect a full refund.

We are sorry that we **cannot** refund event fees if your youth/scout does not show up to the event under any other circumstances. If you are unable to attend, we suggest working with your pack to see if someone else can take your spot.

Any refund requests would need to be made through the Council Service Center during normal business hours, no later than two (2) weeks prior to the start of the event. There is a minimum 15 percent surcharge on refunds.

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## Event Summary

### What is Cub Scout Day Camp?

Cub Scout Day Camp is a weeklong outdoor experience for Cub Scout youth. Camps vary in the hours of operation, but they normally run from 8:30 or 9:00 AM to 3:30 or 4:00 PM. Twilight camps normally run from 3 or 4 PM until around 8 PM. This gives parents the opportunity to be involved in a more flexible schedule. Both a camp director and a program director along with a staff of volunteers conduct the camp programs. You are invited to be part of the staff!

Cub Scout Day Camp:

- Promotes year-round Cub Scout program
- Provides opportunity to complete elective adventure requirements at every rank
- Encourages Cub Scouts to benefit and grow with a good outdoor experience

The daily program centers on Cub Scout electives across all ranks as they relate to the outdoor program. The Scouts will work on activities that are challenging and age appropriate. There are a wide range of activities, varying between camps, but most camps will include most of the following:

- Target and Range Sports (BB Guns, Archery, and/or Wrist rockets/Sling shots)
- Sports and games
- Scouting skills
- STEAM (Science, Technology, Art, Engineering, Math)
- Nature
- Crafts
- Skits and songs
- Lunchtime (Day Camp) or Dinnertime (Twilight Camp) programs

### Why is Cub Scout Day Camp important?

Studies show that we often lose Scouts over the summer months when the program is typically less active. By getting the scouts to commit to a new, fun and challenging experience through Day Camp, they are much more likely to continue in Cubs over the summer and into the fall, and more likely to then make the move into Scouts BSA after graduating 5<sup>th</sup> grade. For Tiger Scouts, Day Camp is a great opportunity to build the relationships of the Tiger Cub & their adult partner, making the transition to Cub Scouts comfortable, easy, and exciting!

### Why is it so important that our youth stay in Scouting?

Cub Scouts offer our youth opportunities for personal growth, as well as fun, which are unmatched in other youth activities or elsewhere in our society. The timeless values and outdoor activities of Scouting provide them with a foundation for learning that has nothing to do with school. Scouting teaches responsible independence, decent and

respectful treatment of others, cooperative citizenship, and appropriate leadership. As parents/leaders, we also learn how to be better role models of these behaviors ourselves.

The Scouting movement has over one hundred years of experience in crafting all this learning into a program that seems all about fun to the youth. Most of them don't really notice all that they have gained from it, until they grow up to be parents and Scout leaders themselves! In this time of so many negative cultural and peer influences in children's lives, our families and community desperately need the positive alternative support that Scouting provides.

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## Event FAQ

### 1. Who is eligible to attend Cub Scout Day Camp?

All registered Cub Scouts are eligible to attend day camp. Day camp uses the same ranks to identify age groups as your pack.

- **Tigers** are school-age youth that have completed kindergarten (an adult 'Tiger Partner' must attend)
- **Wolves** have completed the first (1<sup>st</sup>) grade
- **Bears** have completed second (2<sup>nd</sup>) grade
- **Webelos** have completed third (3<sup>rd</sup>) grade
- **Arrow of Light Scouts** have completed fourth (4<sup>th</sup>) grade

**TIGER Partners:** It is a National BSA requirement that all Tiger Scouts must have an adult partner with them at all activities. An adult partner is required to participate. The camp director will identify one of these adults to be a den leader for their day camp den.

**Please note that Lions are not part of Cub Scout Day Camp.** The Lions program runs September through early June for kindergarten; these Scouts transition to Tigers at the start of summer camp time.

### 2. What uniform do we wear for the event?

- The camp T-shirt is the official uniform to be worn at camp. This applies to all youth participants and volunteers as well as adult volunteers.
- No button-down shirts, neckerchiefs or slides.
- Hats are encouraged. Great for sun protection!
- Wear sneakers or boots - NO open-toed shoes, crocs, etc.
- Bring rain gear if applicable.

### 3. Do we need to bring anything to camp?

Each Scout (and volunteer!) should bring the following items. At the individual camp's "Scout and Parent Orientation" sessions, Camp Directors will identify any additional items needed for that camp.

- Refillable water bottle/canteen
- Lunch (refrigeration may not be available, so please pack accordingly)
- Sunscreen & Insect repellent -lotion only
- Bandana/wash cloth/hand towel
- Required prescription medication in original container(s) (see Medications FAQ question 4)
- A 5-gallon bucket with lid (to sit on and carry their stuff throughout the day)

#### 4. How are medications and allergies handled at camp?

In order to best understand each person's medical needs, we **must** have Health and Medical Forms A and B filled out and on file **prior** to Camp, preferably before Pre-Camp Check-in to have all allergies and medications on file.

**Allergies** to food and medications are assessed by the camp Medic before camp so that accommodations can be made as needed. To keep each Scout safe, we ask that **NO food sharing** occur at camp. It is expected that any food allergies are handled by separate lunch seating.

**Medications** that must be taken during camp hours must be:

- 1) listed on Medical Form part B
- 2) in the original medication container for that individual
- 3) turned into the camp Medic in a gallon-size, resealable bag, with the person's name and phone number on it.

Epi Pens should be carried by the person or responsible adult. **All medication must be picked up prior to camp closing.**

#### 5. Is there a reduced fee for not participating in camp the entire week or day?

No – the fee is to attend and participate, whether there for a few hours or the whole event.

#### 6. Can we attend camp after / before my child's appointment or other activity?

Yes, you can come and go as you need for other activities, however:

- The Scout may miss part of the activities offered in this wonderful event.
- Please plan accordingly and ensure camp check in/check out rules are followed.

#### 7. What happens if there is inclement weather?

Camp staff have Hazardous Weather Training to ensure the safety of our youth. Please Be Prepared. In the case of extreme heat, thunder/lightning, or other foul weather, camp may close early or be cancelled.

#### 8. How do we register through the Cub Scout Pack? What forms are required?

Cub Scouts Packs should assign a "Pack Day Camp Coordinator" to ensure each Cub Scout Pack has the opportunity to attend camp and recruit the adequate number of adult volunteers to support the camp they are attending.

**Medical Forms A & B are required for all volunteers and participants, even if only volunteering for a single day.**

The forms you may need to complete will include the following:

- Youth Code of Conduct
- Authorization to Pick up Scout
- [Medical Forms \(A & B only, Not C\)](#)
- [Immunization Exemption Form](#)
- Staff Agreement Form

MEDICAL Forms A & B = REQUIRED FOR ALL ATTENDEES (INCLUDING TOT LOT), STAFF, AND VOLUNTEERS (Upload a digital copy when registering)

#### 9. I volunteered to be the Pack Day Camp Coordinator – how does this work??

Firstly, we want to thank you sincerely for taking on this very important position! Your role is vital to the Cub Scout Day Camp administrative process. For everything you need to know about being the Pack Day Camp Coordinator, look to the Pack Section on page 12. If you have any questions about your camp specifically, your Camp Director should be able to answer them. Please look on page 10-11 for a listing of all camps and their directors' contact information.

#### 10. Volunteering at camp and active-duty military. Anything I should know?

Tidewater Council supports its outstanding military volunteers. Should you choose to dedicate your time to assisting with one of our day camps, we would be more than happy to provide you with a letter of appreciation logging your volunteer hours addressed to your commanding officer thanking you for your volunteer service. Please ask your camp director for assistance with this request if needed.

#### 11. I'm willing to volunteer at camp, but I have other children to look after. What can I do?

Each camp understands this circumstance and offers the "Tot Lot" program to accommodate. Tot Lot is a convenience for adults who are registered to volunteer at camp and have children that are not Cub Scouts and are under 14 years of age.

Tot-lot children must be toilet trained and at least two years of age. Children 10 through 13 years old may register for the Go-For Patrol, offered by most camps; youth older than 14 can also register as Volunteers.

Each child attending needs to have a Tot lot registration form and Medical Forms A & B, submitted prior to camp. **Tots may not tag along with the adult volunteer during camp activities.**

The person in charge of the Tot lot plans activities for the younger crowd and will develop a full program of crafts, story time, nature activities, and quiet time geared toward the younger children. Tot lot participants may be included in the lunch program if the activity is age appropriate.

#### 12. My older child is a Den Chief in Scouts BSA. Can they volunteer?

Den Chiefs must be at least the rank of First Class and trained. Den Chiefs may be younger than 14 years old but then must volunteer with their regular Cub Scout Den and Den Leader and must have attended Den Chief Training. A copy of the training certificate must be submitted.

#### 13. What food is included in the cost?

Outside of snacks at Tot Lot, most camps plan a special event at camp closing that includes a group-wide food service. Please talk to your specific camp directors to find out more about this option.

#### 14. If my scout is the only one from my pack attending camp, how does he/she register?

We ask that the same registration process be followed, with the adult volunteer registering the single youth as part of the Pack.

**An adult participant that is responsible for the scout from the pack is still needed.** Please ensure there is at least one adult volunteer from the pack, so all scouts are able to enjoy the experience and stay safe.

### 15. What Advancements will my scout earn at Day Camp?

The day camp programs contain a well-balanced variety of adventure achievements. However, the primary objective of day camp is not advancement. Our overall objective is to be outside, try new things, learn new skills, make new friends, and to have FUN! Each camp has a Program director that plans that camp's program. So, each camp may have similarities but will be unique in what they offer. Den Leaders will have record sheets for tracking the Scout's progress throughout the week. At the end of the camp, copies will be made for both the Scout and the pack. Packs should receive a packet of their Scouts activities by the district Roundtable following camp. Camps do not award any recognition other than the day camp patch.

### 16. Will my scout need any money at camp for souvenirs or camp pictures?

Each camp varies, but there is a strong chance your camp will offer a Trading Post to buy drinks, snacks, camp keepsakes, or a picture packet that includes pictures of the Den and/or individual for a nominal fee (i.e. \$5.00).

**Medical Form Part A includes photo consent** – be sure to check this if pictures are desired. Reach out to your camp directors to confirm what to expect at your specific camp.

### 17. Are siblings/friends allowed to attend?

No. **Siblings/friends that are not registered Cub Scouts cannot attend the event as participants**, only as part of Tot Lot or Go-For Patrol. Our suggestion is to bring them to Family Camp and/or Cub & Family Resident Camp to experience Cub Scout fun first-hand.

### 18. Can the scout attend camp with another adult?

Scouts can attend camp under the supervision of another adult so long as that adult is not responsible for more than four scouts' total. **Again, Tiger scouts require a dedicated Tiger Partner that will be at camp with them the entire time.** Please note:

- We follow the guidelines in the Guide to Safe Scouting. All adult volunteers should be Youth Protection-trained.
- No youth is to be alone with an adult who is not their own Parent/Guardian.
- Two deep leadership and no one on one contact policies must be followed at all times.
- All guidelines of the Guide to Safe Scouting and BSA Youth Protection Policies must be followed at all times.

### 19. Is there water available at the camp location?

Yes. National Camp Standards require potable water sources are available at camp. Everyone attending should bring their own personal water bottle (preferably full at the start of the day) to be refilled.

### 20. What if there is an Emergency?

In the case of an emergency (such as a Lost Scout), any Staff member should notify the Camp Director. All stations will have the contacts for of the Medic and Directors at camp. Parents/Guardians will be notified as needed.

# Pack Section

## Pack Day Camp Coordinator – Job Description

The pack day camp coordinator's job is twofold. First, it is to ensure that every family in the pack knows about day camp and has an opportunity to sign up. This is done by promoting day camp at den and pack activities. There are promotional suggestions listed below. The district's camp director can be invited to attend a pack meeting to tell everyone about day camp.

The pack coordinator also sets the pack's deadline for turning in the registration forms to the pack. They are responsible for turning in the cover sheet, the pack roster, the Scout, adult and tot-lot registration forms, with signed code of conduct, signed authorization to pick up for youth, staff agreement forms, and medical forms A&B for everyone attending camp. The pack coordinator will collect all fees at the unit level and provide one unit payment to council. If additional individuals wish to sign up after the pack's deadline, the pack coordinator helps them fill out the required forms. Then submits an additional cover sheet with a unit roster and required documentation to council in a timely manner. **Please do not hold packets until the next council deadline. Timely processing is critical for directors to prepare for a successful camp. Please, forms must not be altered.**

## Promoting Day Camp in Your Pack

Day camp can be a wonderful experience for your Scouts and a valuable contribution to your pack's summer program. The key to giving every child an opportunity to attend camp is to get the information out to the unit promptly. This affords families the opportunity to make plans for attending camp.

The pack committee appoints the pack day camp coordinator. This person is the camp director's point of contact for the pack. While it is recommended your unit sign up its scouts for the same camp, it is not required. This will aid in carpooling and coordination of parent volunteers to assist in camp. Decide which camp works best for your pack.

A great opportunity to make the initial presentation is at a pack meeting where the attendance will be high. Make a production of the presentation. Perform a short skit relating to the camp theme or some of the activities conducted at camp to make an impression on the scouts and their parents.

Please do not alter the forms in this guide. It is best to encourage families to use the fillable documents and print. Also have copies of: Camp schedules and locations, Scout registration form with Code of Conduct copied on back, Staff/Volunteer Registration form with Staff Agreement copied on back, Tot-Lot forms, and Medical Forms A & B for everyone attending. Keep a record of which families have received the information. This will make follow-up easier.

Online Registration: The Pack Day Camp Coordinator will process registration in Black Pug, and select those attending camp. Payment can be made by credit card or by check/cash at the Scout shop.

Use the camp theme in planning the pack presentation.

**Each pack is required** to provide at least one full-time volunteer for every four Scouts attending camp for each day of camp (groups of less than four also require a leader). As the pack coordinator collects the camp registrations, use the "Day Camp Unit Roster" to keep track of the youth that have applied and paid fees as well as the adults committed to help as den leaders.

## Steps to conducting an effective pack promotion:

1. Select the camp to attend as a pack. Packs can do more than one camp.
2. Decide on how much financial support the pack can provide.
3. Set the date to present the information to the scouts and their parents. The sooner the better. Pack meetings with high attendance provide the ideal opportunity.
4. ***Set a deadline for the parents to return the forms and money. Again, the sooner the better. Several camps fill up even before the deadline. Your deadline is in advance of council's.***
5. Make enough copies for each family to get a list of the camps, Scout Code of Conducts forms, authorization to pick up youth forms, adult staff agreement forms, and Medical A & B for everyone. Adults volunteering must be registered with BSA, with background checks and current SAFE Guarding Youth Training (SYT) (SYT).
6. Prepare your presentation for your pack and gather other needed materials (props).
7. Have a sign-in sheet, roster or other method of keeping track of who attends the presentation.
8. Work with den leaders to get the materials in the parent's hands.
9. Schedule a backup meeting for anyone who missed the presentation. Follow up individually with phone calls, personal visits, or at den meetings.
10. Use personal reminders, flyers, pack newsletter, electronic communication system, or phone calls to remind parents of the pack's sign-up deadline.
11. *Remember we need one adult for every four scouts (groups of less than four still need one adult) for each day of camp.*
12. Complete the process: Use Black Pug online registration. It is best not to wait until the deadline to register, camps have a maximum capacity.

## "How to Promote Day Camp" Script

A pack meeting is the ideal place to introduce day camp. This is just one type of presentation. Use this script or make up your own. If you do decide to use this one, read and rehearse it several times and then put it aside and use your own words. It will sound much more natural that way. Check with the camp director for the camp selected, to see what kind of activities the camp has planned. Most camps will do sports, crafts and games, but may not host all target and range activities. Families will want to know the exact times for camp opening and closing.

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### Hello Scouts and parents!

My name is \_\_\_\_\_ and I am your pack day camp coordinator. Many of you are already familiar with day camp but for those of you who aren't, here is a little of what day camp is all about.

Day camp is a weeklong outdoor experience every Cub Scout will enjoy. They go to camp each morning and begin the day with an opening ceremony. The scouts are assigned in dens and begin a series of great activities. They make some special crafts (hold up some items from previous camps) similar to these. Most camps shoot BB guns, bows and arrows, and/or wrist rockets. Parents don't worry, we are under strict control and have trained instructors. They will likely play some sports.

They will learn about nature and do science experiments. After a lunch break and rest period, there are more activities. The day ends with a closing ceremony. We are going to have a great time, and we want all of you to come.

Den leaders will now hand out forms for you and your youth to register for day camp. We want to try to get all of our Scouts to go to camp on \_\_\_\_\_ at \_\_\_\_\_ (location). To sign up please complete the application,

medical forms, authorization to pick up, and Code of Conduct for your youth. We need parents/adults to attend as well. We must provide at least one adult for every four scouts we send. The adults will serve as den leaders or station helpers. For adults volunteering at camp, there is a Tot-Lot (babysitting service) available. We would like you to be there for the entire week, but even a day or two will help. For those of you in the military, the Tidewater Council can provide a letter to your Commanding Officer requesting no cost TAD orders. These letter requests need to be submitted to me.

The cost to go to camp this year is \$\_\_\_\_\_ if we register by \_\_\_\_\_ the Early Bird date. So, I need your forms back by \_\_\_\_\_. This covers the materials and equipment that our Scouts will use, the patch, T-shirt, facility and operating fees, liability insurance, and the picnic for the campers and staff. After the Early Bird\_\_\_\_\_, the cost increases to \$\_\_\_\_\_ per Scout.

For those needing financial assistance, some camperships are available. Please see me if you would like information on applying. There is a \$10.00 discount if you have more than one child attending the same camp. There is a regular rate deadline too, \_\_\_\_\_ and then permission and a late fee are required. So, let's get registered early. I know it is still a long time till summer, but many of these camps fill up early. With that in mind, we need to get the paperwork done and payments made to our pack. Let's take advantage of the Early Bird rate, so please get these forms filled out and returned to me by \_\_\_\_\_.

The bottom line, this is great fun for our Scouts, parents, and siblings.

If you cannot attend day camp, please let me know. Then we won't miss someone that wants to attend.

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Tailor the presentation along the lines of the theme for the camp. Use costumes and props – hats, clothing, themed items made from cardboard, or something from the “How To” book. Sports equipment and crafts from previous camps would also be appropriate.



# Forms

## Filling Out the Forms

Please fill out required forms completely. Use fillable PDF's on all paperwork, they are on the TidewaterBSA.com website in fillable PDF. Print neatly on all paperwork.

Day camp directors do not have access to Council's data base, so they are not able to figure out what they cannot read. These forms are turned in by your Pack Day Camp Coordinator in advance, or at the camp check in. Your Pack's Day Camp Coordinator can use the documentation to register your pack through Black Pug, and then identify those attending.

**Cub Scouts:** Youth finishing kindergarten and entering the 1<sup>st</sup> grade in Fall will be the new Tiger Rank and are required to have an Adult Partner with them at camp at all times.

- [Youth Code of Conduct](#) - Code of Conduct signed digitally; They agree to these statements for camp.
- [Authorization to Pick up Scout](#)– Must be completed in Black Pug for pick up verification.
- [Medical Forms \(A & B only, Not C\)](#) - Annual Health and Medical Record. (parts A & B done by the parent; Not C) and uploaded to the individual's registration.

**Volunteers – Youth or Adult:** Volunteers must be at least 14 years of age, or a trained Den Chief volunteering with their den. Volunteers that are 18 years or older are to be registered with BSA and have a background check. Full week volunteers receive a free T-shirt; please indicate the correct size T-shirt. All other volunteers have the option of purchasing a T-shirt.

- [Staff Agreement Form](#) –signed on Black Pug.
- [Medical Forms \(A & B only, Not C\)](#) - Annual Health and Medical Record (parts A & B) filled out by parent or participant and uploaded to the individual's registration.
- If CPR or first aid certified, please include a copy of the certificate.
- All volunteers aged 18 years and older must complete SAFE Guarding Youth Training (SYT).
- Only volunteers aged 21 and older count toward adult/youth (1 to 4) ratio requirements.

**Tot Lot:** Tots are children of adult volunteers, for the days the adult volunteers at camp. Children are to be potty-trained and at least 2 years of age. Children ages 10 to 13 years of age may register with the Go-For Patrol, as they are not old enough to register as a volunteer.

- [Medical Forms \(A & B only, Not C\)](#) - Annual Health and Medical Record (Parts A & B) filled out by the parent/guardian and uploaded to the individual's registration.
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# Volunteer & Staff Section

## Elements of a Successful Day Camp Program

**Adult Participation** — parents/guardians/adults are urged to volunteer either on a daily basis or for the entire week. Adults can participate in a variety of ways; at activity stations, with the dens, or Tot-Lot. (Note: Please don't promise them they can be in their child's den, it doesn't always work out)

**Friendly Atmosphere** — this means more than the activities themselves, relaxed outdoor living, unhurried yet exciting and miles of smiles!

**Balance** — there should be time for strenuous activity and time for rest, time for quiet activities and time for noise and motion, time for development of new skills and time for leisure.

**IMPORTANT** - Cub Scout Day Camp is meant to give a taste of many outdoor activities. As a den, the Scouts experience such a variety of programming that hopefully there will be something that each scout likes best.

## Qualities of a Good Day Camp Leader (Volunteer)

|                           |                       |                |                         |                     |
|---------------------------|-----------------------|----------------|-------------------------|---------------------|
| MATURITY                  | IMAGINATION           | COMMITMENT     | COMPASSION              | DESIRE TO VOLUNTEER |
| COMPETENCE                | PATIENCE              | ADAPTABILITY   | TACT                    | GOOD APPEARANCE     |
| UNDERSTANDING YOUTH NEEDS | AGREEABLE PERSONALITY | SENSE OF HUMOR | SENSE OF RESPONSIBILITY | POSITIVE ATTITUDE   |

**Volunteer Information Session:** When the camp staff/leader is recruited, a commitment is made by each individual to attend staff/leader information session. This will be held before the opening of day camp. The camp director will determine the dates of each individual camp's sessions. This will allow time for staff/leaders to secure tools, equipment, and materials needed for their particular activity.

A Day Camp Staff Agreement form must be signed prior to working at day camp. All volunteers 18 years and older must have current SAFE Guarding Youth Training (SYT). Reminder, volunteers must be at least 14 years old.

Individuals that are CPR and/or First Aid certified, are asked to submit a copy of their current certificate. This assists each camp in meeting National requirements. All Day camps are subject to National Camp Accreditation Standards (NCAP) and are assessed for accreditation.

## Duties of Adult Den Leaders (Volunteers)

1. Responsible to the Camp Director.
2. Attend the Camp Director's meeting at the beginning and end of the day.
3. Assign den buddies.
4. Take attendance at the start of each day. The Camp Director or designee will check with you on attendance after opening. Camp directors must contact parent/guardian of all absent scouts.
5. Do a head count upon arriving at EACH program area. Follow posted procedure for lost scout if there is a discrepancy in the count.
6. Go over the schedule with the Cub Scouts at the start of each day.
7. Hand out and maintain control of name tags, if used.
8. Escort den from station to station; Encourage singing and games along the way.
9. Assist in program areas as needed so scouts make the most of the opportunities available.
10. Help scouts with songs or skits for the family program.
11. Be concerned with camper safety; prevent such dangerous actions as rock throwing, etc.
12. All first aid must be performed by the camp medic and recorded in the medical log. For minor injuries, escort Cub Scout to the camp medic. For major emergencies follow posted camp procedures. Keep calm!
13. Maintain control of the den; Report any problems you cannot handle to the Camp director.
14. Keep on schedule and do not punish the group with not going to a station.
15. Check each scout in and out of camp each day. If you must leave before all of the scouts have left, notify the Camp director or designee to assume that job.
16. Observe and recognize Scout-like behavior.
17. Smoking must be in designated areas only, out of sight of ALL youth.
18. Use the Cub Scout Sign; do not yell "Signs up." Do not yell at the scouts or other volunteers!
19. Do NOT make up additional rules. We use the scout Oath and Law as our guidelines.
20. RELAX AND HAVE A GOOD TIME!!!
21. Program station supplies are provided by the camp. Den time activities are the responsibility of the den leader. It is helpful to have a small box with simple games, crayons, paper, scissors, marbles, etc. Ask the camp's Program director for assistance.

## Den Chiefs and Youth Assistants

Den Chiefs must be at least the rank of First Class and trained. Den Chiefs may be younger than 14 years old but then must volunteer with their regular Cub Scout Den and Den Leader and must have attended Den Chief Training. A copy of the training certificate must be submitted.

Volunteer Youth must be 14 years of age or older. These youths will serve as runners, station assistants, den leader assistants, general helpers and carry out assigned duties. For youth ages 10 through 13, please see information about the Go-For Patrol. Age is a national requirement.

NOTE: The Camp Director reserves the right to dismiss youth and adults that are not doing their best to live by the Scout Oath and Law.

## Youth Protection

Any suspected or alleged child abuse will be reported to the Camp Director immediately. The Camp director will immediately notify Scout Executive, James Parnell, by calling (214-883-6027).

All day camp staff volunteers, 18 years and older, must have current (completed in the 365 days prior to the last day) SAFE Guarding Youth Training (SYT), whether or not they are registered adults. The SAFE Guarding Youth Training (SYT) course is available at [my.scouting.org](http://my.scouting.org) or can be taken in a classroom setting. Print the certificate. Please continue to use only one training account. If you are or were a registered Scout in Tidewater council, and you are creating a training account for the first time, you MUST use your BSA ID# to set up your account so that it links to your records of advancement. Otherwise, you will create a new BSA ID #.

## Personal Equipment Used at Camps

Our day camps are hosted at a variety of locations that are not council property. Often, we ask volunteers to bring items to camp, such as tables, chairs, canopies, easy-up, car-ports, wagons, water jugs, and the like. Funding is not in our camp budgets to buy and store these items for camp. We appreciate the generosity of our families and volunteers. Please understand that these items are not covered for loss or damage. The weather is unpredictable in the summer months and has caused destruction of property at times. The owner bears the burden of damaged or lost personal property.

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*WE LOOK FORWARD TO SEEING YOU AT CAMP!*

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