



Spring Family Camporee Volunteer Guide



Dear Volunteers,

Hello! and thank you for volunteering to assist and run a program area at Spring Family Camporee (SFC)! Your volunteering makes a huge impact on the Cub Scouts of Central Virginia. The cub scouts love the attention given by older scouts and this is a wonderful event for older Scouts to practice mentoring and the EDGE method. This Guide was created in the hope of giving you pertinent information and making your time serving other scouts a pleasurable experience.

Troops are welcome to talk with cub scout parents about Scouts BSA to help prepare their Cubs for the transition to the Troop format. It is helpful for the parents to start learning now the Patrol format and youth led structure of a Troop. Troop members can promote their Troop and use this time for recruiting as well. Handing out flyers, business/post cards, and use of Troop flags and gateways is encouraged.

If you have any questions, I am here to answer them for you. Please contact me at heather.mulvihill@scouting.org.

Again, thank you so much for supporting Cub Adventure Camp.

Yours In Scouting,

Heather Mulvihill

Cub Adventure Camp Program Director
NCS Certified Trainer



Volunteering Requirements

Volunteers must meet the following age guidelines in order to qualify for volunteering. We cannot accept the help of anyone 14 and under without adult supervision.

- 12-14 yrs old with adult supervision
- 15 & up, with or without adult supervision

What is involved:

- Providing cheerful service to cub scouts and their parents!
- Field Dress uniform is not necessary (we prefer you to not wear Field dress but keep it clean and tidy for other events). Spring Camporee is casual, requires some dirty work, i.e.-paint, water, sweat, dirt, and dust; and we give you a staff shirt as a thank you if you register in time to meet the shirt order deadline.

All volunteers must register on-line for the kitchen to account for meals, and for administration to plan for housing and area assignments. Should you or your group decide not to attend after registering (we get it, plans change, things happen), *PLEASE* let us know. We need time to get more help.

Areas to Volunteer

The following is not a complete list of areas that need assistance. No area is small or menial; without help we have holes in the program, as each part supports other parts! When making assignments I consider: the age of the scouts, the number of scouts in the troop, whether they volunteered in that area last year (requests for different placement, requests for same placement, and the opportunity to participate in "the fun stuff" i.e.-scary activities, so everyone gets a turn at "the fun stuff". You may be instructing Cubs in playing games, making crafts, or performing science experiments while also watching supplies to prevent wastage, breakage or disappearance. Help is needed Friday evening, all day Saturday, and Sunday morning.

- Kitchen—cooking and serving
- Dining Hall care and clean-up after meals
- Program Areas (games and crafts, during the day)
- First Friday: set-up
- First Sunday:
 - trash bag pick-up from program areas
 - litter in the amphitheater
 - wiping tables and chairs in the Dining Hall
 - sweeping the Dining Hall
 - restocking bathrooms with soap, paper towels, toilet paper, and removing trash
- Second Sunday:
 - wiping tables and chairs in the Dining Hall
 - sweeping and moping the Dining Hall
 - restocking bathrooms with soap, paper towels, toilet paper, and removing trash
 - help with taking down décor and storing
 - help with moving games and supplies for storage
 - trash bag pick-up from program areas
 - litter in the amphitheater
- Both weekends:
 - Morning and Evening Flag ceremonies (at least 6 needed)
 - Becoming acquainted with and setting up (or taking down at the end of the day) the area you are instructing
- Belaying at the Climbing tower—we can train you if you have interest
- Shooting Sports assisting (limited)

- Directing Traffic/Speed control/Moving cars out of the camp: Friday evenings, Saturday mornings, and Sunday mornings (**adults only**)
- Parking control, camp traffic, and gate guards (**adults only**)
- Shooting Sports (**adults only**)
- Assisting with Check-In (**adults only**)

Housing

Camp Fleet is used by Troops for tent camping during this event and is managed by the business office. If you are a scout volunteering without a troop, you will be assigned indoor housing by Heather with other lone-scout volunteers in either the Western Fort or Sleepy Hollow staff cabins. It is important for you to register so housing assignments can be made in advance and we are aware of your housing need. Housing assignments will be sent out the Monday/Tuesday prior to the weekend event.

The Rangers do not allow anyone to set-up camp before Noon on Friday of the event—this includes volunteers camping in Fleet. Setting up your campsite in advance of Friday may inadvertently hinder their ability to prep the camp for Spring Camporee or delay necessary maintenance of the camp. Your assistance is requested and appreciated in this matter.

Volunteer Breakfast and Meeting

- We will provide a lite breakfast for all volunteers starting at 7:30 AM in the Dining Hall.
- *At 8:00 AM there will be a mandatory staff meeting*
 - Assignments will be given out
 - Supplies will be given out
 - Last-minute changes to programming and scheduling will be announced
 - Last minute shifting of volunteers will occur
 - Questions will be asked and answered

It is very important that you are in the Dining Hall before the meeting starts. (Late arrival is disruptive and sets the group back.)

Program Area Requirements

Spring Family Camporee (SFC) is a large event with an even larger volume of supplies. We ask that adult supervision be present at each station each program area will be given specific instructions and supplies for that station at the 8:00AM Volunteer meeting. The instructions will vary by station.

- **Adult Supervision**
 - The first paragraph of S*A*F*E Training says it all:
 - **SUPERVISION**
 - Youth are supervised by qualified and trustworthy adults who set an example for safety.
 - Accepting responsibility for the well-being and safety of youth under their care.
 - Ensuring that adults are adequately trained, experienced, and skilled in leading the activity, including the ability to prevent and respond to likely problems and potential emergencies.
 - Knowing and delivering the program of Scouting America with integrity.
 - Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
 - Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.
 - Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law.
 - The buddy system should be used.

This is such a large event that organizers cannot fully be at each station to supervise. We need parents and leaders to assist in the safety monitoring for scouts and Cubs.

- **Inventory**
 - Your instruction sheets will have a spot to indicate what supplies need replenishing
 - First weekend I need to have a good count for second weekend
 - Second weekend, I need to know what to purchase for the next year or next event since some supplies are used often
 - Return completed inventories to the Program Director's office
- **Supplies**
 - Allow the Cubs to play and explore but guard against:
 - Unnecessary waste
 - Unnecessary breakage
 - Supplies wandering off
 - If something goes missing, most likely it's in the Mine Shaft—everything eventually ends up in the Mine Shaft! 😞
 - Message the Program Director if supplies for your station are running low
- **Trash**
 - Everyone will be given trash bags for their stations
 - Please bring them to the dumpsters at the end of the day or let us know if it is too heavy (Handicraft) and the Camp Commissioner will pick it up in the truck
 - Let us know if you need more bags throughout the day
- **Clean-up**
 - All areas should be swept clean at the end of the day
 - Supplies should be neatly organized and returned to the Admin Building
- **Water**
 - Water will be delivered to each station. Please let us know if you are running low, before you run out of water, and a new filled container will be brought to your area.

Programming

We have many contests and challenges this weekend, and special programming that we encourage all Cub Scouts to participate in. The following information is to assist you in answering parental questions.

- **Fishing Contest**
 - Prizes will be awarded for the "Most Fish Caught from the bank", "Smallest Fish", and "Best Fish Tale Story" at the campfire.
- **"Save the World" Hidden Hunt**
 - Find 1 of 12 hidden foam hand globes hidden throughout the camp and bring it to the Admin. Front Counter to receive a prize.
- **BMX bike race**
 - Cubs race as quickly as they can around the course and have their time noted for a prize at the campfire. They do not race each other; they only race for a time score.
- **Camp Scavenger Hunt**
 - Participate throughout the day in the Scavenger Hunt—found on the reverse of the camp map you will receive in your Welcome Package. Turn in the completed hunt at the Admin. Front counter to receive a prize.
- **Viking Rune Challenge**
 - Cubs translate a series of Viking Runes, follow the instructions by visiting key activity stations and getting their work stamped. When completed they can turn it in the Admin, Front counter for a prize.
- **Short Wave Radio**

- Short wave radio station will be erected at the Southern side of the Western Fort. Cubs can learn about short wave radio and talk to other scouts around the world.
- **Climbing Tower**
 - The climbing tower will be open on a first come-first serve line. If you are interested in assisting with belaying, we can provide instructions in the a.m. If you are currently certified with belaying, and would like to help, please notify the Program Director. Climbers must wear sturdy shoes in order to qualify to climb—sneakers or hiking boots. Crocs and flip-flops are not approved footwear for the camp environment.
- **Campfire Show**
 - *Everyone* at camp is encouraged to perform in the Campfire show on Saturday evening. Sign-ups are accepted at the Admin. front counter. Please adhere to the Scout Oath and Law when choosing performance material, avoiding references to guns, abuse of food, and water (a scout is thrifty and clean), potty humor, etc. Sign-ups will be closed at 6:15 pm to allow us to prepare and organize the show. We regret that we will not be accepting walk-on performances during the actual Campfire show to contain the length of the show. Please be respectful of other performers and stay till the end allowing everyone to have an audience.

Service Hours

If you need a letter certifying Service Hours for school volunteer hours or rank advancement, please message the Camp Program Director *after the event* (copying another adult) and I will be happy to provide you with one.

Traffic and Parking

CAC is not a car-camping camp experience. The camp does not have the infrastructure to support it. Scouts should be able to run freely in the camp without the hinderance of vehicle traffic or parked cars.

- Cars are allowed into the camp to drop off gear and must immediately be removed without stopping to set up camp.
- Follow the arrow to the right around the traffic circle
- The gate will close to in-coming traffic at the posted time to allow time to clear the camp of cars prior to program starting
- Roads within the camp become emergency lanes once program starts
 - They must be kept clear at all times
 - Failure to adhere to the previous request will result in towing and/or a fine from the Goochland County Fire Department.
- Cars are not permitted to drive on grass
 - There are shallow septic pipes throughout the camp that can be cracked and pumps that have been hit by cars, all of which are a bio-hazard and could result in shutting down the camp.
 - Cars get stuck in mud too often and tear up the ground leading to unsightliness and erosion problems
 - Cars are backed up into buildings, picnic tables, and flag poles
- The gate will be locked until 8:00 AM Sunday
- The lower parking lot is for staff and emergency vehicles, please abide by posted parking signs
- If you need to drive your vehicle in camp, please speak with Camp Dir. or Program Dir. for a pass.



SPRING FAMILY CAMPOREE

Activities & Locations Noon – 5pm



<u>Saturday Activities 12-5 PM</u>	<u>Locations</u>	<u>Notes</u>
Scavenger Hunt	All Over Camp	Scavenger Hunt - Participate throughout the day, turn in at the Admin. front counter prize
Archery	Archery Range	Down the hill to the left of the pool. <i>Best tight cluster contest.</i>
BBs	BB Range	<i>Best grouping contest.</i> Lions are not permitted to shoot.
BMX Bikes	BMX Course	Located at the top of road loop. <i>Time your cub on a lap and enter time in contest.</i>
Field Games	Behind Handicraft	Assortment of lawn games, and games “played around the world” played on the hour
Sidewalk Games	Breezeway	Chalk, jump ropes, bubbles, milk bottle bowling
Obstacle Course	Lower Sports Field	Open all day.
Nature Lodge	Nature Lodge	Open for viewing
Fishing	Pirate Ship	Fishing, poles and bait available at ship. <i>Enter fishing contest for smallest fish, most fish caught from the bank, tell the instructor your best fish story.</i>
Rock Target Throwing	Rock Throwing Range	Across from the Welcome Center
Shortwave Radio	Western Fort	Learn about shortwave radio and speak with other scouts around
Wrist Rockets	Shooting Sports Area	Slingshot Target Shooting
Ladder Ball	Trading Post Field	
Corn Hole	Trading Post Field	
Twister	Trading Post Field	
Gaga Pit – Dodge Ball	Trading Post Field	
<u>Craft Fair</u>	<u>Dining Hall</u>	Explore art from around the world:
Moroccan Tile Art		Morocco
Yarn Basket Weaving		Namibia
Woven Hearts		Sweden
Dragon Cookies	Breezeway	Make your Own Ice Cream sandwich!
<u>Craft Fair</u>	<u>Handicraft Lodge</u>	
Fish Kites		Japan
Water Lily Watercolor		Monet, French Impressionist Art
Tic-tac-toe or Tricky Triangle		Wood Craft
Viking Rune Challenge	All Over Camp	Translate the Runes, follow the clues, collect stamps and earn a prize!
Save the World Hidden Objects	All Over Camp	Find the hidden world objects and get a prize.

Schedule

<u>Friday Schedule</u>	DENOTES Volunteer schedule
Noon-dusk	Gate open to all for camp set-up
6-ish	Crackerbarrel for Volunteers in Dining Hall
Noon-8 PM	Camp decorating and set-up of stations
<u>Saturday Schedule</u>	
7:30 AM	Breakfast for Volunteers
8:00 AM- 8:30 AM	Mandatory staff meeting in the Dining Hall: assignments, instructions, supplies
9:00 AM- 11:45 AM	Camper check-In at the Welcome Center Pavilion
11:15 AM	LUNCH FOR VOLUNTEERS
11:20 AM	Flag Ceremony at the Crutchfield Flag Plaza: daily announcements will be made for campers.
11:30 AM	Lunch for campers with Meal plan in the Dining Hall
11:30 PM	Gate will be closed to traffic
12 PM- 5:00 PM	Program areas open
5:45 PM	Evening Flags in the Crutchfield Flag Plaza
6:00 PM	Dinner for everyone in the Dining Hall
6:15 PM	Last chance to sign-up for the Campfire program
7:30 PM	Campfire in the Amphitheater
10:00 PM	Commence Quiet time
<u>Sunday Morning</u>	
7:45 AM	Morning Flags
8:00 AM	Breakfast in the Dining Hall
8:00 AM	Gate is open for camp traffic
9:00 AM	Interfaith Chapel Service at the Amphitheater
9:00 AM- 10 AM	Clean the Camp
10:00 AM	Camp Closed

- Bathrooms are available: At the Welcome Center, Dining Hall, Castle Complex, and Fort.
- Trading Post will be open on Saturday. Please check the door for opening times.
- “Lost & Found” is found at the Admin. Building Front Counter.
- Evening Campfire: please Sign-Up at the Admin. Building Front Counter. Let your Cub Scouts be the STAR!

Join our event “GroupMe” for announcements, messages, and program changes throughout the weekend. You can always remove yourself after the event!



Cub Adventure Camp

The Heart of Virginia Scout Council

