



Creepy Hollow Volunteer Guide



Version: 11525

Dear Volunteers,

Hello! and thank you for volunteering to assist and run a program area at Creepy Hollow! 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 hopes of giving you pertinent information and for 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 of 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 actually prefer you to not wear Field dress, but keep it clean and tidy for other events). Creepy Hollow 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/Haunted Activities at night) ***see separate list***
- 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 the 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 event weekend.

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 Creepy Hollow 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, as a whole, back.)

Program Area Requirements

Creepy Hollow 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 for that station at the 8:00AM Volunteer meeting. The instructions will vary by station and by weekend since the First weekend we are setting up and Second weekend we are taking down and storing. However, these are some of the needs that apply to both weekends:

- **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 the 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 to lead 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 wastage
 - 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 for use by the next weekend's volunteers or storage

Programming

We have a number of contests for this weekend, and special programming that we encourage all Cub Scouts to participate in. The following information is to assist you in answering parent questions.

- **Costume Contest**

- We want to see your "Scariest", "Funniest", or "Most Creative" costume. Wear your costume to the Trading Post, open throughout the day, to be entered into the Costume Contest – Winners will be announced at the campfire. Last entry for this contest will be accepted at 6:15 PM.

- **Fishing Contest**

- Prizes will be awarded for the "Most Fish Caught", "Largest Fish", and "Most Dramatic Fish Tale" at the campfire.

- **Golden Pumpkin Hunt**

- Find 1 of 12 glittery golden pumpkins hidden throughout the camp and bring it to the Admin. Front Counter to receive a prize.

- **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 haunted prize.

- **Archaeology Class**

- An Archaeology class based on the former NOVA Award will be offered to WEBS and AOLS on first come-first serve basis with sign-up at the Admin. front counter (15 spots available). This class is intended for older cub scouts; and parents are encouraged to attend. The class runs Noon -2 PM

- **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 instruction 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 wear costumes and 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; allowing for Haunted Events to commence and end on time. Please be respectful of other performers and stay till the end allowing everyone to have an audience. Haunted activities will not commence until after the Campfire ends.

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'd 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 in to 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**



CREEPY HOLLOW

Activities & Locations

Noon – 5pm

Cub Scouts must be accompanied by an adult at all times.



<i>Activity</i>	<i>Locations</i>	<i>Notes</i>
Archaeology Class	Admin. Conference Room	Sign-up at the Admin front counter (16 spots available) Intended for older cub scouts; Class runs Noon -2 PM
Grisly Ghost Hunt	All Over Camp	Scavenger Hunt - Participate throughout the day, turn in at check-out to receive a haunted prize
Gruesome Golden Pumpkin Hunt	All Over Camp	Find 1 of 12 golden pumpkins and bring it to Admin. to receive a prize
Feed Frankenstein	Behind Handicraft Bldg.	Frisbee Toss
Scarecrow Games	Behind Handicraft Bldg.	Field Games: relays
Witchy Brooms	Behind Handicraft Bldg.	Broom Hockey
Babbling Bikes	BMX Course-top of road circle across from the pool	BMX Bikes
Sinister Sidewalk Games	Breezeway	Chalk, jump ropes, bubbles, milk bottle bowling
Woe-some Wall Climb	Climbing Tower	First come, first serve. Open to all cubs and siblings
Mad Scientist	In front of Handicraft Bldg.	Elephant toothpaste, flying tea bags, carbon snakes, and mentoes geysers
Phantom Pumpkin Painting	In front of Handicraft Bldg.	Pumpkins provided
Wicked Water Balloons	In front of Handicraft Bldg.	See how far you can launch a water balloon!
Chilling Crafts	Inside Handicraft Bldg.	Crystal Clear slime making, Coffee filter bats, pom-pom spiders, coloring pages
Monster Madness	Lower Sports Field	Obstacle Course
Gross Humans	Nature Lodge	Discover what makes Humans Gross. From boogers and poop to botfly infestation, and a few things in-between!
Creatures from the Dark Lagoon	Pirate Ship	Fishing, poles and bait available at ship
Band of Ghosts	Range & Target Area	BBs (<i>Lions are not permitted to shoot</i>)
Freaky Faceoff	Range & Target Area	Slingshots
Zombie Attack	Range & Target Area	Archery
Strange Range	Rock Throwing Range	Rock Target Throwing
Hair-raising Ham Radio	The Western Fort	Listen to Ham radio transmissions to other scouts around the world!
Costume Contest	Trading Post	Wear your costume to the Trading Post before dinner to be entered into the Costume Contest – Winners will be announced at the campfire. <u>6:15 PM</u> is the cut-off for entering the contest
Creepy Corn Hole	Trading Post Field	Corn Hole
Ghastly Gaga Pit!	Trading Post Field	Gaga Pit – Dodge Ball
Looming Ladderball	Trading Post Field	Ladderball
Haunted Activities		Following Campfire Until 9:30pm
Haunted Trail	Starts at Mine Shaft	Mine Shaft trail to Pirate Ship
Haunted House	Aspenwall	Enter through “cemetery arch”
Un-Haunted Activities		Following Campfire Until 9:30pm (or movie ends)
Movie	Dining Hall	“Hotel Transylvania”

Bathrooms are available at: the Welcome Center, Dining Hall, Castle Complex, and the W. Fort.

Latrines throughout camp.

Trading Post will be open on Saturday. Please check the door for opening times.

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
12:00 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 and last chance for the Costume Contest in the Trading Post
7:30 PM	Campfire in the Amphitheater; Haunted activities, and Movie immediately following the campfire
9:30 PM	All activities are closed
10:00 PM	Commence Quiet time
<u>Sunday Morning</u>	
7:45 AM	Morning Flags
8:00 AM	Breakfast 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 and Reset the Camp
10:00 AM	Camp Closed

Refer to the Event Camper's Guide for more information, programming, contacts, and camp regulations

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

