



All Staff Orientation Guide

Cubs in the Cretaceous Day Camp

Welcome to Cubs in the Cretaceous Day Camp! Thank you for volunteering your time and talents to provide a safe, fun, and memorable experience for our Cub Scouts. This guide contains information that applies to all camp staff and volunteers regardless of position. There is a checklist at the end of the guide. **Please complete the volunteer acknowledgement on the last page.**

Volunteer Staff Expectations

- Place safety first.
- Be a positive role model.
- Treat all Scouts and volunteers with respect.
- Report concerns immediately.
- Maintain a positive attitude and help create a welcoming environment.

All staff and volunteers are expected to follow:

- [Scouting America Safeguarding Youth Policies](#)
- [Guide to Safe Scouting](#)
- [National Camp Accreditation Program \(NCAP\) Standards](#)
- Chief Seattle Council policies and procedures
- Camp-specific procedures outlined in this guide

Safeguarding Youth

- **No One-on-One Contact** - do not place yourself in a one-on-one situation with a youth participant. Maintain open and observable interactions at all times.
- **Buddy System** - Encourage Scouts to remain with a buddy whenever possible
- **Appropriate Conduct** - Treat all participants with dignity and respect.
- **Do Not:** Use profanity, humiliate scouts, use physical punishment, engage in inappropriate behavior.

Reporting Concerns

Any concern involving youth safety or behavior must be reported immediately to camp leadership. Do not investigate concerns yourself.

Camp Check-In and Check Out Procedures

All staff and volunteers must check in and out at Headquarters each day.

Check-In

- ☐ Sign in
- ☐ Receive daily updates
- ☐ Pick up assigned materials
- ☐ Pick up radio (if assigned)
- ☐ Review schedule changes
- ☐ Confirm assignment

Check-Out

Before leaving camp:

- ☐ Return radios and equipment
- ☐ Return supplies
- ☐ Report incidents or concerns
- ☐ Check out with camp leadership
- ☐ Sign out

Camp Communications

Walkie-talkies are used to communicate with camp leadership and key staff.

Use Radios For

- Emergencies
- Medical concerns
- Lost Scout situations
- Safety concerns
- Operational assistance

Do Not Use Radios For

- Personal conversations
- Confidential medical information
- Youth protection concerns
- Unnecessary chatter

Radio Procedure

Make sure to identify yourself. Keep messages brief and professional. Example:

"Camp Director, this is Crafts Station."

Wait for acknowledgement.

"Go ahead, Crafts."

"We need the Health Officer at Crafts Station."

Emergency Procedures

Medical Emergency

1. Stop activity if necessary.
2. Ensure the area is safe.
3. Contact the Health Officer immediately.
4. Keep participants calm.
5. Follow instructions from camp leadership.

Lost Scout

1. Stop movement or activity.
2. Verify attendance.
3. Notify camp leadership immediately.
4. Follow camp lost Scout procedures.
5. Do not send youth to search independently.

Severe Weather

1. Stop activities.
2. Move participants to designated shelter areas.
3. Conduct accountability checks.
4. Await further instructions.

Fire or Site Emergency

1. Stop activities immediately.
2. Move participants to designated safe areas.
3. Conduct accountability checks.
4. Await instructions from camp leadership.

Hydration and Heat Safety

Hydration is essential to a safe and successful camp experience. Each station will have a designated water bottle refill area with clean potable drinking water. Additional potable water spigots are located throughout camp and may be used to refill water bottles as needed. Encourage Scouts to drink water frequently throughout the day, even if they do not feel thirsty. If you believe someone may be experiencing a heat-related illness, notify camp leadership or the Health Officer immediately.

Watch for:

- Headaches
- Dizziness
- Fatigue
- Excessive sweating
- Nausea
- Unusual behavior

Medication Procedures

Only designated camp health personnel may administer or oversee medications. Staff and volunteers should refer all medication questions to the Health Officer and notify the Health Officer if a Scout reports needing medication. Never administer medication unless specifically authorized and trained.

Restroom Procedures

Youth Restrooms

The pit toilets located within the main camp area are available for youth participants and staff during camp operations. These restrooms are single-occupancy facilities.

- Respect the privacy of all users.
- Follow the buddy system when sending youth to the restroom.
- Youth should notify their Den Walker, Den Chief, or Station Leader before leaving an activity area.
- Staff should monitor for timely return to the activity area.

Adult Restrooms

The portable toilets located in the parking lot are designated for adult use during camp program hours. This includes staff, volunteers, parents, and visitors. Youth participants should not use the parking lot portable toilets during camp operations.

Exceptions

Youth may use the parking lot portable toilets only before camp begins or after camp concludes, and only when accompanied by a parent or guardian.

Privacy and Safeguarding Youth

- Adults should not enter a restroom occupied by a youth participant.
- Respect privacy at all times.
- Avoid one-on-one situations.
- Youth should never supervise other youth in restrooms.
- Report any concerns to camp leadership immediately.

Special Assistance

If a youth participant requires assistance beyond normal restroom procedures, contact camp leadership so appropriate accommodations can be made in accordance with Safeguarding Youth policies.

Handwashing and Sanitation

Help maintain a healthy camp environment. Wash hands before food preparation, before eating, after restroom use, after handling dirty materials, and after activities that may involve shared equipment.

Hand sanitation stations located throughout camp contain antiseptic hand sanitizer and are available for routine hand cleaning. The handwashing stations attached to the parking lot portable toilets use recycled water and are **not** potable. Do not drink from these stations or use the water to fill water bottles.

Use designated potable water refill stations or camp water spigots for drinking water only.

Dispose of trash properly and keep activity areas clean.

Behavior Management

Use positive reinforcement and redirection whenever possible.

Examples:

- "Let's try that again safely."
- "Show me how Scouts participate."
- "Let's focus on the activity."

If behavior continues:

1. Notify the responsible leader.
2. Contact camp leadership if necessary.

Do not:

- Yell at Scouts
- Humiliate participants
- Use physical punishment

Chain of Command

When questions or concerns arise:

1. Station Leader
2. Program Director
3. Camp Director
4. Health Officer (medical concerns)

If it is a safety issue, report it immediately.

Volunteer Checklist

Please complete the following before camp begins:

- ☐ Review your volunteer assignment.
- ☐ Complete Safeguarding Youth Training (SYT) through My.Scouting.
- ☐ Complete Hazardous Weather Training through My.Scouting.
- ☐ Email your training certificates or a screenshot of your completed training record.
- ☐ Read the Volunteer Training Manual.
- ☐ Attend Staff Training and Camp Set-Up on Sunday, July 19, 2026, beginning at 10:00 AM.
- ☐ *(Optional)* Let me know if you currently hold First Aid and CPR certification.

Staff Acknowledgement

I have attended staff orientation and reviewed the Cubs in the Cretaceous Day Camp All Staff Orientation Guide. I understand the camp procedures, emergency procedures, communication expectations, restroom procedures, sanitation requirements, and safety requirements outlined in this guide.

Printed Name: _____

Position: _____

Signature: _____

Date: _____

For Camp Use Only

- ☐ Staff Orientation Attended
- ☐ Position-Specific Training Completed
- ☐ Required Training Verified
- ☐ Emergency Procedures Reviewed
- ☒ Staff Acknowledgement Received

Reviewer Initials: _____

Date: _____