

2023

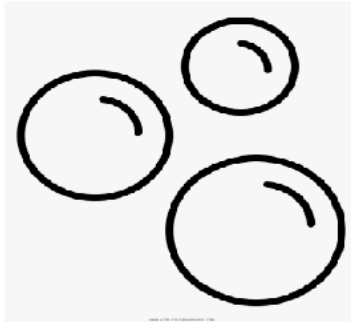
# DAY CAMP

UNDER



THE

SEA



## LEADER GUIDE

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## Introduction

Welcome to Under the Sea Day Camp 2023! This guide is intended to give camp staff and volunteers all of the necessary information to prepare you for day camp from registration to the closing campfire. 2023 day camp brings us many changes to the day camp program so please be sure to read this guide in its entirety.

The day camp Program is specially designed to promote fun and adventure while building upon the aims of Scouting: character development, citizenship training, and personal fitness. Packs are encouraged to promote participation in the day camp program to help strengthen the Pack by providing a good outdoor experience to their Scouts. While rank advancement is important, the day camp program focuses more on FUN with a purpose.

## Contact Us

If you have any questions about registration or Day camp, please feel free to reach out to the Directors at [RCdaycamp2023@gmail.com](mailto:RCdaycamp2023@gmail.com).

Stay up to date with all of the latest Day camp information by liking our Facebook page at [facebook.com/RSRdayCamp](https://facebook.com/RSRdayCamp).

## Medical Forms

Boy Scouts of America requires that every person who will be on location at day camp has Medical Form (Part A & B) on file with the Camp Health Officer. Download the Medical Forms at the link below.

Medical Forms must be turned into the Directors by the start of camp. For faster check-in, forms may be dropped off or mailed to the Rainbow Council Service Center at:

### **Rainbow Council Service Center**

**Attn: Day camp**

921 S. State St.

Lockport, IL 60441

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

## Schedule

LOCATION	DATES	ADDRESS	HOURS
Bolingbrook	June 12-16	375 W Briarcliff Road	9 am- 3 pm
Kankakee	June 20-22	172 Johnson Ave, Bonfield, IL	3 pm- 8 pm
New Lenox	June 26-30	801 E Francis Road	9 am- 3 pm
Morris- Tigers ONLY	July 24-27	Rainbow Scout Reservation	3 pm- 8 pm
Morris- Lions ONLY	July 27th	Rainbow Scout Reservation	3 pm- 8 pm

## Fees – Full Week

RATE	COST	DEADLINE
Early Bird*	\$100	May 1, 2023
Regular Rate	\$120	2 Weeks Prior to Start of Camp

## Fees – Lion & Tiger Camp

RATE	COST	DEADLINE
Regular Rate	\$25	2 Weeks Prior to Start of Camp

To qualify for the early bird rate, your balance must be paid in full before May 22, 2023. All payments submitted to Rainbow Council after May 22, 2023 will forfeit the early bird rate and the regular rate will be due in full.

\*New Scouts joining after May 22, 2023 will receive the early bird rate up until 2 weeks prior to the start of the camp's date. Membership must be verified by Rainbow Council.

## Adult Staff Positions & Volunteers

Volunteer positions consist of Range Masters, Tot Lot Supervisor and Assistant, Stations Leads, and Trading Post Supervisor, and Den Leaders. A brief description of staff responsibilities and requirements is below.

**Staff Advisor** – The Scouting professional on staff who supports the day camp program and directors.

**Day Camp Director** – The day camp director is onsite and oversees the operating details of camp operations. The director is National Camp School Certified and ensures that all BSA National Camp Accreditation Program standards are followed to ensure the health and safety of the staff, volunteers, and campers.

**Program Director** – The program director works to create an engaging and fun day camp program. The program director is National Camp School Certified and works closely with the director to ensure the program is not only exciting and safe for all staff, volunteers, and campers.

**Range Masters** – Set up range and conduct range activities in accordance with BSA policies. Range Masters must have a valid BB and Archery Certification.

**Tot Lot Supervisor & Assistant**– Supervise tot lot participants and conduct tot lot activities. Tot Lot Supervisor must be 21 years of age or older. Tot Lot Assistant must be 18 years of age or older.

**Station Lead** - Set up and conduct a program station. Must be able to demonstrate skills needed to complete tasks. Directors will make every effort to provide instruction to station leaders before camp starts so they can familiarize themselves with the materials.

**Trading Post Supervisor** – Set up and tear down trading post daily. Conduct trading post transactions, make change, and keep inventory count.

**Den Leaders** – Responsible for escorting Scouts from station to station in a timely manner, taking head counts in and out of stations, assisting Station Leads when needed, etc. Den Leaders should be familiar with emergency procedures and be prepared to implement, as needed.

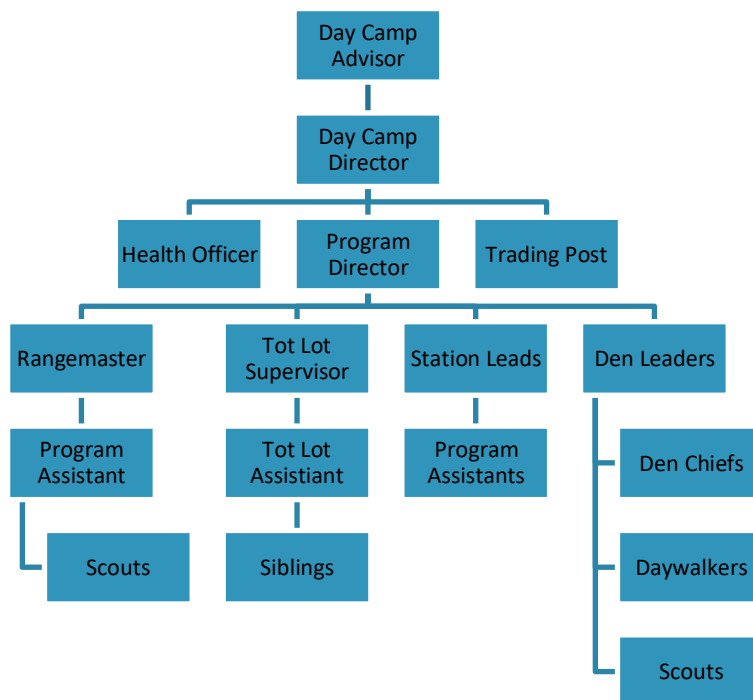
**Day Walkers** – Day walkers provide support to volunteer staff by assisting with stations, providing additional supervision, and maintaining 2 deep leadership for every den.

## Youth Volunteers

Program Assistants – Scouts BSA members who are rank First Class or above or who have the approval of their Scoutmaster who aid Station Leads.

Den Chief - Scouts BSA members who are rank First Class or above or who have the approval of their Scoutmaster who aid Den Leaders.

## Staff & Volunteer Chart



## Volunteer Guidelines

### ❖ **As a daywalker or den leader your job is to...**

- Assist any Scout in your den while at each station
- Ensure all Scouts are safe and practicing the buddy system
- Assist program volunteers to successfully carry out the program
- Take attendance in the morning, at each station, and at the end of the day
- Be aware of emergency guidelines and procedures

### ❖ **As a station lead it is your job to...**

- Be familiar with the activity instructions for each station
- Safely lead the Scout's through each activity

### ❖ **If your den finishes a station early...**

- Use the activities provided in your den buckets and binders
- Work on your skits and jokes for campfire programs

### ❖ **To keep all Scouts and adults healthy, everyone must...**

- Use sunscreen and bug spray
- Wash hands after using the restroom
- Drink plenty of water
- Use hand sanitizer provided in the buckets before and after stations and lunch

### ❖ **If a Scout is injured...**

- Contact the medic by radio or adult runner immediately!

## Volunteer Reminders

⇒ Arrive on time. Camp will run behind if you are late!

- ⇒ Wear your camp t-shirt and wristband. This is used to identify you as a volunteer to Staff and Scouts.
- ⇒ Pack a non-perishable lunch.
- ⇒ Sign in at the director's tent when arriving for the day. The first to arrive should pick up your den or station's binder.
- ⇒ Report any problems or issues concerning the weather to the director immediately.
- ⇒ Practice and encourage the Scout Law at all times when at camp!
- ⇒ Have FUN!!!

### Staff and Volunteer Attire

Adult attire should be like Scout attire. T-shirt, shorts, hat, and close toe shoes. T-shirts must be in good taste (no alcohol, or tobacco, halter tops, etc.) No short shorts, please.

Adults and youth volunteers may purchase camp t-shirts. Adults who volunteer all 4 days will receive 1 free t-shirt. We recommend a Troop activity shirt for youth volunteers. Any dress code violations may be asked to go home and change.



## Sickness Guidelines for Day Camp

Campers and volunteers should stay home if they:

- Have any symptoms such as fever, cough, headache, shortness of breath, fatigue, muscle aches
- Have been diagnosed with COVID-19 or are awaiting COVID-19 test results

## Emergency Procedures

### Camp Wide Emergencies

A signal for a camp wide emergency will be one steady siren blast. This is for any emergency except for the lightning siren. The Camp Director will remain at the central area to handle the telephone. The Program Director will confirm attendance by having den leaders verify a head count of their den. The standard response to a camp wide emergency siren is :

- All Scouts and leaders will report to the nearest activity area.
- Den Leaders will take attendance and report to the program director.

### Emergency Injury

1. Send an adult runner to the first aid tent.
2. Health officer will proceed to the injury area.
3. Runner will notify the Camp Director or Program Director. The Program Director will remain at the first aid station.

### Lost Camper

Once it has been determined that a Scout is not with their den and missing from the area, the following procedure should be implemented:

1. Immediately notify the Camp Director. If the Camp Director is not available, notify the Program Director.
2. A search and rescue team will search the area for the lost Scout.
3. If the Scout is not located within 20 minutes, the Camp Director will notify the police.

***The buddy system should be always used at camp. Any Scout traveling without his or her group should have a buddy with them. Scouts should never travel alone at camp!***

### **Intruder Alert**

Bracelets will be issued to all adults who will be at camp. Any adult seen on camp premises without a bracelet will be considered an intruder. Notify the Camp Director immediately if you spot an adult not wearing a bracelet. The Camp Director will approach the subject and contact the police, as necessary. All intruders will be removed from camp to ensure the safety of campers.

### **Child Abuse**

Any staff member or volunteer who witnesses an act of child abuse must notify the Camp Director immediately. The Camp Director will assume responsibility for further action.

### **Weather**

In the event of inclement weather, campers and adults will be relocated to the rainy day area by the camp directors. This area will be marked on the camp map located in your den and station binders. Please keep an eye on the weather and report any concerns to the camp directors immediately. If severe weather is predicted for the day, the directors will make a determination on the closing of camp for the day at least one hour prior to the start of camp. Notification will be sent out via email and Facebook.

## Training

**Youth Protection Training** – All adult volunteers, including day walkers, are required to complete Youth Protection Training online.

**A valid copy of the YPT certificate MUST be on file with the Camp Director.**

**Hazardous Weather Training** – All volunteer staff should complete Hazardous Weather Training online. This quick 15-minute training is available online through my.scouting.org.

**Preventing Youth on Youth Abuse** – All volunteer staff are required to complete Preventing Youth on Youth Abuse. This is a separate training from Youth Protection and will be completed during Day Camp Training.

**Day Camp Volunteer Training** – All volunteer staff, including day walkers, are required to complete the Day Camp Volunteer Training slideshow.

## Discipline

If discipline issues arise, the procedure is as follows:

- ⇒ **First Offense:** Warning by Day Walker or Staff member.
- ⇒ **Second Offense:** The Scout will spend one rotation with the Camp Director and will miss that scheduled activity. The activity will NOT be made up. Incident is documented and notification will be given to the parent/guardian at the end of the day.
- ⇒ **Third Offense:** Immediate notification of parent/guardian. Incident is documented and campers may be sent home and not permitted to return to camp.

## Hazing & Bullying

Physical and mental hazing or bullying of any kind is strictly prohibited and will not be tolerated at camp. Any incidents of hazing or bullying should be reported to the Camp Director immediately.