



UNIT COORDINATOR



BOY SCOUTS OF AMERICA®



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Introduction

Welcome to Day Camp Down on the Farm 2020! This guide is intended to give Unit Leaders all of the necessary information to prepare your unit and families for Day Camp from registration to the closing campfire. 2020 Day Camp brings us many changes to the Day Camp program so please be sure to read this guide in its entirety.

In addition to this guide, additional information will be sent to the Unit Coordinator and/or the Cubmaster and Committee Chair. Please feel free to reach out to the Directors at rc.daycamp20@gmail.com with any questions.

Stay up to date with all of the latest Day Camp Down on the Farm information by liking our Facebook page at facebook.com/RSRdayCamp.

New this year! Day Camp is now on Remind. Get updates delivered directly to your phone via text message. Text @rcdaycamp to 81010 to sign up for text message updates. This service will be used as another way to communicate updates, reminders, and weather information to parents.

Unit Coordinator

The Unit Coordinator is a Pack level volunteer who coordinates Day Camp paperwork, registrations, and volunteers for the Pack. Each Pack should choose a Unit Coordinator as their go to Day Camp expert. The Unit Coordinator is responsible for:

- 👉 Communicating Day Camp information to Pack families
- 👉 Ensuring the Pack has adequate adult volunteers attending Day Camp
- 👉 Ensuring Day Camp participants and volunteers have turned in needed forms
- 👉 Coordinate a Day Camp presentation for the Pack
- 👉 If registering as a unit, completing the online registration and submitting payment
- 👉 Promote Day Camp to the Pack's families and encourage attendance
- 👉 Be familiar with the Day Camp Parent Guide
- 👉 Be a point of contact for the Camp Directors
- 👉 Verify rosters, ranks, and registrations for the Directors, as needed
- 👉 Receive communications and updates during camp to distribute to Pack families



Registration

Registration opens on January 15, 2020. All participants (campers, volunteers, and tot lot) must registration through the online registration system at rainbowcouncil.org. Individual families may register or Units may choose to register as a group. **There are NO paper registration forms for Day Camp 2020. The forms found at the end of this guide are for Unit's registering as a group use.**

Group Registrations

To register as a group, your Unit Coordinator will be responsible for collecting payments due from Pack families and completing the online registration form. A Unit Coordinator spreadsheet will be provided for convenience for group registrations.

Payment

Payment can be made via eCheck or credit card through the online registration system. Please contact the service center if you need to pay with another method.

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. This includes campers, adult volunteers, youth volunteers, and tot lot participants. Medical Forms must be turned in before the start of Day Camp.

For faster first day check-in, forms may be submitted via the online registration system or delivered in person or by mail to the service center at:

Rainbow Council Service Center

Attn: Day Camp
921 S. State St.
Lockport, IL 60441

Medical forms may be downloaded at:

https://filestore.scouting.org/filestore/healthsafety/pdf/680-001_ab.pdf



Schedule

LOCATION	DATES	ADDRESS	HOURS
Bolingbrook	June 8-12	Village Hall 375 W. Briar Cliff Rd.	9 am – 3 pm
New Lenox	June 22-26	Francis Field 521 E. Francis Rd.	9 am – 3 pm
Bradley	July 10-11	Lills Park E. North St.	1 pm – 7 pm
Shorewood	July 20-24	Hope Lutheran Church 305 E. Black Rd.	9 am – 3 pm
Morris	August 3-7	RSR 2600 N. Winterbottom Rd.	3 pm – 8 pm

Fees – Full Week

RATE	COST	DEADLINE
Early Bird*	\$100	May 1, 2020
Regular Rate	\$120	2 Weeks Prior to Start of Camp

Fees – Weekend (Kankakee Only)

RATE	COST	DEADLINE
Early Bird*	\$45	May 1, 2020
Regular Rate	\$65	2 Weeks Prior to Start of Camp

To qualify for the early bird rate, your balance must be paid in full before May 1, 2019. All payments submitted to Rainbow Council after May 1, 2020 will forfeit the early bird rate and the regular rate will be due in full.

*New Scouts joining after May 1, 2020 will receive the early bird rate up until 2 weeks prior to the start of the camps date. Membership must be verified by Rainbow Council.



Cancellations

Due to the administrative and programming costs planned for when a Scout is registered, registered Scouts will only be eligible for a refund based on the following schedule. Refund requests must be submitted in writing to the Rainbow Council Activities Committee.

- 50% of the fee if cancelled before May 15, 2020
- 25% of the fee if cancelled before May 30, 2020
- 0% of the fee if cancelled after June 1, 2019

Family Day

Returning this year! We are pleased to announce that family day is returning to Day Camp 2020! Full week sessions of Day Camp will have a family day on the Friday following the last day of camp. Parents and siblings of Campers are welcome to attend and participate in a Down on the Farm Country Fair.

Family day will be a 3-hour, open program day. Staff and volunteers will be limited on family day. Units may attend as a group but should provide adequate leadership to maintain 2 deep leadership for their group(s) of Campers.



Day Camp Program

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.

Rank Advancement

Campers will practice skills throughout the Day Camp program that can be applied to required and elective belt loops for rank advancement. There may be additional requirements Campers will need to complete at home or within their Packs to earn the belt loop. A complete list of requirements completed will be sent home with Campers to provide to their Pack's Advancement Chair.

Outdoor Activity Award

By attending day camp, your child also has the opportunity to earn the Cub Scout Outdoor Activity Award. See the [application](#) for a complete list of requirements to earn the Outdoor Activity Award.

Shooting Sports

Each child who participates in shooting sports at Day Camp will earn the Shooting Sports rank level patch. If time permits, they will also work towards the device pins for each discipline by completing level 2 requirements. The Day Camp Team will make every effort to conduct B.B. guns, archery, and slingshots over the course of the week. Substitutions may need to be made depending on weather, staffing, etc.

Day Camp Patch

Each Camper will receive an official Day Camp Down on the Farm patch. Patches will be passed out on the last day of Camp. If a Camper is absent that day, the patch will be available through the Pack or Rainbow Council Service Center.



Arrival – First Day

First day of camp check-in is always a little hairy! To ensure a smooth start to Day Camp, please be sure that your Campers and volunteers have turned in all of their medical forms and YPT certificates prior to the start of camp.

Unit Coordinators will receive den assignments and missing paperwork the week prior to camp. Please advise your families to arrive at least 30 minutes prior to the start of camp to turn in any missing paperwork.

Arrival & Departure – General

New this year! To expedite check-in and check-out procedures, we are implementing a virtual system utilizing QR codes. Campers and volunteers will receive their QR codes on the first day of camp. These codes will be used to quickly scan Campers and volunteers in and out every day. New to QR Codes? Don't worry! The Directors will be on hand to assist you with the process.

Absenteeism

In the event a Camper, sibling, or volunteer cannot be at camp, please call Camp Director Amanda at 815-585-2168. In order to ensure the safety of our Campers and volunteers, the Camp Director will place a call or text to the parent phone number provided for any absences not called in.

Late Arrivals & Early Departures

Campers arriving late must check in with the Camp Director before joining his or her den at their station. This ensures that attendance is properly updated. A staff member will escort them to their assigned area after signing in with the Camp Director.

If a Camper needs to depart from camp early, a request in writing needs to be on file with the Camp Director. A staff member will escort the departing child to the Camp Director for the parents or authorized adult picking up can sign the child out. A photo ID must be presented before the Camper will be dismissed from camp. This policy will be strictly enforced.



Volunteers

Day Camp is a volunteer driven event. Adult volunteers make up the nucleus of the day camp staff by volunteering in positions to lead specific programs, support the general operation, or by managing a den of Cub Scouts throughout their time at camp. Day Camp is also supported by our local Scouts BSA Troops. Youth volunteers can serve as den chiefs or program aides.

Every Tiger Scout must have a day walker present each day.

Staff Positions & Day Walkers

Volunteer staff 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. Day Walkers provide support and additional leadership.

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.



Leadership Requirements

In order for each Camper to have the best experience possible and to maintain 2 Deep Leadership, Packs should strive to send adult volunteers each day as follows:

1-6 Campers Attending:

- ⇒ 1 Day Walker per day
- ⇒ 1 Staff or Den Leader per day

7-13 Campers Attending:

- ⇒ 1 Day Walker per day
- ⇒ 1 Den Leader per day
- ⇒ 1 Staff Member per day

14-20 Campers Attending:

- ⇒ 3 Day Walker per day
- ⇒ 2 Den Leader per day
- ⇒ 1 Staff Member per day

20+ Campers Attending:

- ⇒ 4 Day Walkers per day
- ⇒ 3 Den Leader per day
- ⇒ 2 Staff Member per day

Unit Coordinators should work with Pack parents to fulfill leadership requirements. It is strongly encouraged that each parent volunteer a minimum of one day.

Pack Leadership Incentive

At the close of camp, Packs who have met their daily leadership requirements will receive a credit applied to their Pack account in the Rainbow Council Scout Shop. This credit can be used to purchase belt loop, patches, and more. Credits can only be used by those authorized to charge to the Pack's account. Credits will be earned as follows:

- ⇒ 1-5 Campers: \$15 Credit
- ⇒ 6-13 Campers: \$25 Credit
- ⇒ 14-19 Campers: \$50 Credit
- ⇒ 20+ Campers: \$75 Credit

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. This training will be provided as an online video followed by a short quiz.

Youth Volunteers

Members of Scouts BSA Troop or Venturing Crew who are looking to build their resume with service hours have the following opportunities at Day Camp. Youth Volunteers can earn 24+ service hours that can be used towards rank advancement, school, National Honor Society, etc.

Den Chief - Assists Den Leaders, day walkers, and staff members by carrying out duties assigned. Den Chiefs should be at least Second Class or have their Scoutmasters recommendation.

Program Aide – Assist volunteer staff in a program area by carrying out duties as assigned. Program Aides should be at least Second Class and possess the ability to demonstrate and teach skills. Program Aides will be assigned to a station by the Directors based on age and skill.

Staff and Volunteer Attire

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

A Scout is Thrifty! Staff t-shirts are the same color and design as the previous year. If your Staff -shirt from 2019 Day Camp Around the World is still in good repair, you may wear that t-shirt instead of ordering a new one.



Tot Lot

Tot Lot childcare is available to siblings of Campers who are ages 3-14 on days when their parent or guardian is serving as an adult volunteer or day walker. The Tot Lot is not a full Day Camp program though participants may participate in some of the Day Camp activities. Additional activities will also be provided.

- ⇒ Children **MUST** be potty trained to attend Tot Lot
- ⇒ Tot Lot is only available on days when parents/ guardians are volunteering

Parents should also pack a lunch and an additional snack for their children in the Tot Lot area. Lunches will be stored in a cooler in the Tot Lot area. Please be sure to clearly mark your child's lunch with his/ her name.

Tot Lot Cost

RATE	COST	DEADLINE
1 Day	\$13	\$10 per day plus t-shirt
2 Days	\$23	\$10 per day plus t-shirt
3 Days	\$33	\$10 per day plus t-shirt
4 Days	\$25	Discounted rate plus t-shirt

Tot Lot Attire

Tot Lot campers should wear their camp t-shirt each day they attend tot lot. Attire should be the same as Campers and includes shorts and closed toe shoes.



**2020 Day Camp Down on the Farm
Pack Youth Registration Form**

Return this form to your Pack Coordinator!

Location: **Bolingbrook** **New Lenox** **Bradley** **Shorewood** **Morris**

Scout Information

Scout Name: _____ Grade in the Fall: 1 2 3 4 5
 Parent Name: _____ Scout Rank in the Fall: _____
 Parent Email: _____
 Home Phone: _____ Cell Phone: _____
 T-Shirt Size (One Free with Registration): YS YM YL YXL AS AM AL
 # of Additional Shirts: _____ X \$8.00 = \$ _____ Total Due for Shirts
 Opt-in to receive Remind text reminders from the Directors:

Emergency Contact

Name: _____ Relationship: _____
 Phone Number: _____ Email: _____

Additional Information

Please list any additional information (medical, behavioral, or FYI) that camp staff should be aware of to ensure a safe and fun camping experience.

Unit Coordinator Use Only

Full Week Early Bird Rate: \$100	Weekend Early Bird Rate: \$45
Full Week Regular Rate: \$120	Weekend Regular Rate: \$65

*Bolingbrook, New Lenox, Shorewood, and Morris are full week camps. Bradley is a weekend only camp.

Registration: _____ **Medical Form** ___ **Insurance Card** ___ **Payment** ___
+ Shirt Fee: _____ **Unit Coordinators:** This form is for Pack use only! All information from
Total Due: _____ this form should be input into the online registration system.



**2020 Day Camp Down on the Farm
Pack Tot Lot Registration Form**

Return this form to your Pack Coordinator!

Location: **Bolingbrook** **New Lenox** **Bradley** **Shorewood** **Morris**

Scout Information

Name: _____ Age: _____

Parent Name: _____ Parent Email: _____

Home Phone: _____ Cell Phone: _____

Days in Tot Lot: Monday Tuesday Wednesday Thursday

T-Shirt Size (One Free with Registration): YS YM YL YXL AS AM AL

of Additional Shirts: _____ X \$8.00 = \$ _____ Total Due for Shirts

Emergency Contact

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Additional Information

Please list any additional information (medical, behavioral, or just FYI) that camp staff should be aware of to ensure a safe and fun camping experience.

Unit Coordinator Use Only

1 Day (\$10 Per Day Plus T-shirt) (+\$13.00)	2 Days (\$10 Per Day Plus T-shirt) (+\$23.00)
3 Days (\$10 Per Day Plus T-shirt) (+\$33.00)	4 Days (Discounted for Full Time Volunteers) (+\$25.00)

*Bradley Weekend camp is a flat fee of \$20. Tot Lot is not available on Family Day.

Registration: _____ **Medical Form** ___ **Insurance Card** ___ **Payment** ___

+ Shirt Fee: _____

Total Due: _____

Unit Coordinators: This form is for Pack use only! All information from this form should be input into the online registration system.



**2020 Day Camp Down on the Farm
Pack Adult Volunteer Registration Form**

Return this form to your Pack Coordinator!

Location: **Bolingbrook** **New Lenox** **Bradley** **Shorewood** **Morris**

Scout Information

Name: _____ Scout Name(s): _____

Parent Name: _____ Cell Phone: _____

Circle One: Day Walker or Staff? Area you would prefer to volunteer? * _____

**Den Leader, Station Lead (Crafts, Woodworking, Water Sports, Sports, Scout Skills, Cooking/STEM), Rangemaster, Tot Lot Trading Post. We will do our best to place volunteers in their preferred area!*

What days can you volunteer? Mon. Tues. Wed. Thurs. Friday & Saturday

T-Shirt Size (One Free for 4 Day Volunteers): AS AM AL AXL A2X A3X A4X A5X
X \$8.00 (As-A2X)

of Additional Shirts: _____ or \$14 (A3X-A5X) = \$ _____ Total Due for Shirts

Opt in to receive Remind text reminders from the Directors:

Additional Information

I understand medical forms and insurance cards are required for ALL participants (adult and youth) before the start of camp:

I understand a valid copy of my Youth Protection Training certificate must be on file with the Camp Director.

Unit Coordinator Use Only

Total Due: _____ **Medical Form** ___ **Insurance Card** ___ **Payment** ___

Unit Coordinators: This form is for Pack use only! All information from this form should be input into the online registration system.

Unit Coordinators: These forms are for your records only! Please use these to complete the online registration at rainbowcouncil.org.



**2020 Day Camp Down on the Farm
Youth Volunteer Registration Form**

Return this form to your Pack Coordinator!

Location: **Bolingbrook** **New Lenox** **Bradley** **Shorewood** **Morris**

Scout Information

Scout Name: _____ Troop: _____

Parent Name: _____ Scout Rank: _____

Parent Email: _____ Parent Phone: _____

What days can you volunteer? Mon. Tues. Wed. Thurs. Friday & Saturday

T-Shirt Size (One Free for 4 Day Volunteers): AS AM AL AXL A2X A3X A4X A5X
X \$8.00 (As-A2X)

of Additional Shirts: _____ or \$14 (A3X-A5X) = \$ _____ Total Due for Shirts

Opt in to receive Remind text reminders from the Directors:

Emergency Contact

Name: _____ Relationship: _____

Phone Number: _____ Email: _____

Additional Information

Den Chief (Must Be At Least Tenderfoot or Scoutmaster Recommendation)

Program Aide (Must Be At Least First Class or Scoutmaster Recommendation)

Unit Coordinator Use Only

*Bolingbrook, New Lenox, Shorewood, and Morris are full week camps. Bradley is a weekend only camp.

Shirt Fee: _____ **Medical Form** ____ **Insurance Card** ____ **Payment** ____

Unit Coordinators: This form is for Pack use only! All information from this form should be input into the online registration system.

Unit Coordinators: These forms are for your records only! Please use these to complete the online registration at rainbowcouncil.org.



2020 Day Camp Down on the Farm Volunteer Organization Form

Unit Coordinators: This form is for your use in fulfilling the requested number of leaders as seen below. See the UC Guide for details on the Pack Incentive program.

Number of Scouts attending: _____

Day Walkers

Monday	Tuesday	Wednesday	Thursday

Den Leaders

Monday	Tuesday	Wednesday	Thursday

Staff Members

Monday	Tuesday	Wednesday	Thursday

1-6 Campers Attending:

- ⇒ 1 Day Walker per day
- ⇒ 1 Staff or Den Leader per day

7-13 Campers Attending:

- ⇒ 1 Day Walker per day
- ⇒ 1 Den Leader per day
- ⇒ 1 Staff Member per day

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