Seneca Waterways Council, BSA

Camp Babcock-Hovey

Leader's Guide 2020

Leading by Example
Leading with Excellence

Camp Babcock Hovey

January 26,2020

Camp History

In the winter of 1935-36, a Finger Lakes Council Camp Committee was formed to find a replacement for Camp Tarion and other distant camp facilities located in the Adirondacks. They Located 147 acres under tax foreclosure near Gilbert Station in Ovid, Seneca County. Starting in 1937, many troops camped at "The Scout Camp at Gilbert Station", working on many of the areas that would be needed for the first summer camp season which was in 1939.

The bulk of the main Camp area was deeded to the Finger Lakes Council, BSA on February 24, 1939. Prior to the acquisition by Finger Lakes Council, the Land was originally Military Tract #7 which was given to Revolutionary War soldier Jacob VanGelder. He never occupied the land, and the land was transferred to Stephen Thorn 1791. The Land was transferred shortly thereafter to Jacob Smith. It remained in the Smith Family until 1859. It was then sold to Stephen V.R. Johnson and Lawrence VanDusen, whose descendants are believed to be the last owners, prior to Birton Babcock and Harry Hovey combining their resources to purchase the land for the Scouts. The Smith Family Cemetery is located on the Raccoon Trail. small parcel of land was also purchased in 1939 to connect the main Camp Babcock Hovey area with the Willard Lodi Highway. This was purchased from the Cole family of Ovid for the very reasonable price of $1.00.

The Camp Logo is the Crossed Paddle and Ax

One of the first Developments of Camp Babcock Hovey was the main camp road. This was completed on April 28, 1939. The road was eight feet wide and had several "turn outs" where two vehicles could pass. The cost was $500. This gave the Dining Hall contractor, Neils Iverson, access to begin work. The dining hall was completed by the Camp Babcock Hovey Dedication, at a cost of $5,865.40. It includes a beautiful stone fireplace, which was a gift of Mr. Iverson Camp Babcock Hovey was officially dedicated on June 16, 1939, at ceremonies conducted on the parade field. Attended by over 1,000 Scouts and 5,000 guests, it boasted 44 troops competing in first aid, pioneering, and athletic contest. State Supreme Court Justice Nathan Lapham conducted the festivities. As "Old Glory" was raised on the flag pole, a gift of the Businessmen's Association of Ovid, it became Official. Camp Babcock-Hovey's long birth process was complete.

The land is also rich in Indian heritage. The Seneca Indians were frequent inhabitants of this region. They were prominent during the Sullivan Campaign and the Iroquois Confederacy.

A The southern part of the camp, compromising the camporee field, six campsites, and Pedersen Lodge, was once property of the state of New York. Willard State Hospital had used it as farm land for many years, but the state deemed it surplus farm land and it was acquired by the Finger Lakes Council in 1962 in three parcels. Assembly Bill 4421, the law that allowed the acquisitions of these parcels, as introduced by Assemblyman Theodore Day of Interlaken and State Senator Dutton Peterson of Odessa, and was signed into law by Governor Nelson A. Rockefeller. This Purchase increased the camp to its present size, and also gave the camp another right of way for entrance.

In 2009 Finger Lakes Council merged with Otetiana Council and became Seneca Waterways Council. Camp Babcock-Hovey gained two sister camps. Much more Camp History and Pictures can be found online at BHalum.org

MORE INFO AVAILABLE ONLINE AT WWW.BHALUM.ORG/HISTORY

The Camp Mascot is the Raccoon

The Boy Scouts of America Mission Statement

It is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Mission Statement

It is the mission of the Seneca Waterways Council Boy Scout summer camping program to provide each Scout with an outdoor experience through which he has opportunities to: be challenged; work toward advancement; be active with his troop, patrol and others; achieve while learning; develop as a person; enjoy the Outdoors; and have fun. This booklet outlines the possibilities toward mission fulfillment.

Contacts

The Guide for Unit Leaders and all forms are available online at the Seneca Waterways Council website camping page at https://scoutingevent.com/397-bch2019

Seneca Waterways Council, BSA

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Camp Babcock-Hovey

BEFORE CAMP OPENS:
Seneca Waterways Council
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CAMPING SEASON: JUL 01 – AUG. 15
Camp Babcock-Hovey, BSA
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Ovid, New York 14521
Telephone: (607) 869-3841
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Leading by Example

Leading with Excellence

Camp Babcock-Hovey
BOY SCOUTS OF AMERICA

Summer camp is the heart of a great troop program. We want Scouts to know that summer camp is all about opportunities for personal growth, adventure and advancement! It is important that all Scouts have the opportunity and ability to have a great summer camp experience. Our staff continues its dedication to excellence to set the stage for the scouts to expand their skills and knowledge

Our Camp Promotions team has a brief presentation of the fun and adventure you can have at Camp Babcock-Hovey. We can visit a Court of Honor or Parents' night. We would love to talk to your troop and your families about Camp Babcock-Hovey.

To schedule a Camp Promotion visit, contact your District Camping Chair or District Executive. For our out-of-council guests, please contact me through camping@senecawaterways.org

Yours in Scouting,

Liane 'Houston' Richardson
Camp Director, CBH '18 – '20

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Summer Camp

2020 Camp Season

Session 1: Jul 12 to Jul 18 – Traditional Camp
Session 2: Jul 19 to Jul 25 – Traditional Camp
Session 3: Jul 26 to Aug 1 – Traditional Camp
Session 4: Aug 2 to Aug 7 – First Responder Camp
Aug 2 to Aug 8 – Eagle Flight

*All traditional camp weeks begin at Noon on Sunday and end by 10:00 AM on Saturday.

Troops should plan to arrive at 12:00 Noon on Sunday. No earlier than Noon and no Saturday arrivals.

Requests for special arrangements must be made in writing with advance notice to the Camp Director.

2020 Camp Fees

Camp Babcock-Hovey & Massawepie Scout Camps – Camp Pioneer

	Early Bird Fee Schedule Early Registration applies if: • Scout & Adult commitment deposit paid by commitment deadline • Remaining Scout balances paid by early bird deadline.	**Regular Registration Fee Schedule** Regular Registration applies if: • Scouts added after the commitment deadline or to all Scouts if Scout & Adult commitment deposits are unpaid after the commitment deadline. • Scouts not fully paid by the early bird full payment deadline
Prior to October 01, 2020 **After 10/01/2020**	**$100 Camp Site Deposit** $200 for site + $10 per scout	**$100 Camp Site Deposit** $200 for site + $10 per scout
February 26, 2020 – Camper Commitment Deadline (Needed to qualify for Early Bird)	$150 per committed spot for each Scout	$150 per committed spot for each Scout
March 18, 2020 – Early Bird Payment Deadline	$410 total paid per Scout	
April 22, 2020– Regular Registration Deadline		$445 total paid per Scout
April 23, 2020– Late Registration Period Begins		$485 total paid per Scout
Brother Discount	$40 per sibling attending after 1st sibling pays full fee	$40 per sibling attending after 1st sibling pays full fee
Second Week of Camp (or Provisional Scouts)	$300 total paid per Scout	$300 total paid per Scout
Adult Fees: $200 total for 1 week of camp. Due by June 5, 2020 **Adult Discounts:** 1 free adult for every 8 youth attending camp **Adult Daily Rate:** $41 per evening *(for adults who are unable to stay full week)*		
Scouts that join between February 1 and the start of camp will receive early bird price of $410. When registering be sure to select ***"New Scout in Spring"***		

Early bird Pricing – Plan ahead for great Savings! Early bird pricing is a significant discount for Scouts and Adults attending camp. In order for a unit to qualify for early bird pricing three steps must be completed.

March 1st through March 18th payments open for early bird for Scouts attending camp. On March 1st, the system will require a total payment of $410 per Scout to add new Scouts. Any Scouts that want to attend for early bird prices must be paid in full by the March 18th deadline.

Adult Discounts: Continuing in the 2020 summer camp season! One (1) free adult is credited for every eight (8) youth attending a session of scout Resident Camp. If your unit brings 800 scouts you will have 100 free adults, easy as that!

Bring a Troop Bonus: If a troop that has not camped at Massawepie Scout Camps or Camp Babcock-Hovey in the 2018 or 2019 camping seasons and attends camp in 2020 with at least ten Scouts, and identifies you or your troop as a reference, your unit will receive $200 in your unit account at the Scout Service Center. Excludes new units started after January 2020. Camp is more fun with friends, bring them to camp with you!

Seneca Waterways Council Legacy Unit Awards: Units that attend a Seneca Waterways Council camp, with at least three Scouts and leadership, will qualify for a Legacy Unit rebate on the summer of the third, fifth, and seventh year of attendance. Tracking for the program began during the summer of 2017. A unit that attended a Seneca Waterways Council camp in 2017, 2018, and 2019 will receive a three-year attendance rebate upon conclusion of the summer of 2019.

Attend three years – 3% rebate / Attend five years – 7% rebate / attend seven years – 10% rebate

Units should pay the registration fees as normal. During the unit billing conference, the camp leadership team will issue a rebate request for the total registration fees paid for Scouts and adults attending camp. Merit badge supplies are not included in the rebate calculation but activity fees like ATV and Mountain Fox are included.

Refund Policy

All camp fees paid per the payment schedule are non-refundable.

There are situations in which a camper's fee may be refunded, either in whole or in part. Please note that checks will not be written to individual families but written to the unit and refund requests must be made by the unit.

Refunds for Extenuating Circumstances (less $150)

The complete balance of a campers' fee (less $150) may be refunded up until June 30 for the following reasons if accompanied by appropriate documentation:

- Medical issues regarding the camper – note from healthcare provider prohibiting camp attendance
- Summer School – note from school notifying of summer school during camp time period
- Extreme family emergencies – note from the family explaining the emergency, subject to camp committee approval

Refunds requested after June 30, up until the unit's billing conference at camp can be issued with $250 of the fees paid retained with the balance refunded.

No refunds will be considered after the unit billing conference takes place at camp. All documentation must be turned in at the time of the billing conference.

The Seneca Waterways Council cannot provide refunds after this timeframe as certain expenditures have been made (e.g. food and program-related items) based upon the unit's projected attendance.

Traditional Camping

Three weeks of Traditional Camp are offered (Sessions 1-3). Campers are housed in two-person canvas tents on wooden platforms or four-person wooden lean-tos. All are furnished with a bed and mattress for each camper and leader. All meals are prepared by the food service staff and are served in the camp's dining hall.

Wednesday evening troops will have the opportunity to experience Patrol cooking within their campsite. Provided for your unit will be hot dogs, rolls, chips, and condiments. You are welcome to plan your own menu and can purchase the ingredients at the local Big M.

There will be an Iron Chef contest on Wednesday evenings. Troops provide their own menu and food; but units will receive the same secret ingredient to incorporate in their meal. Guest judges will taste and judge to determine a champion

Provisional/Solo Camping

– Scouts not attending camp with their home Unit

Provisional scouting provides youth the opportunity to attend camp when their troop is attending another camp or not at all. They will still be able to earn merit badges and participate in fun activities with other provisional scouts or with another registered troop. Provisional scouts may even request a specific troop if they are more familiar with the scouts or leadership of that troop. Scouts who are placed with unfamiliar troop may want to have their parent/guardian attend with them.

Often, Scouts may choose to come back for a second week after their troop has already attended camp for a week. Any Scout may attend a second week at Camp for the reduced additional week camp fee. Provisional camping is a new and exciting experience for Scouts and we highly encourage any Scouts interested to register for a second week at camp.

Troops that have a provisional scout camping with them, should register them separately from their troop. Be sure to include to include the scout's home troop number, contact information and merit badge information. Parents who register their scouts as provisional must make sure all information is accurate as well as being responsible for submitting medical forms and to bring medication upon arrival at camp.

Summer Camp Staff

Opportunities are available for youth 15 years of age and older to serve on summer camp staff. Upon receipt of a completed online summer camp staff application, the individual will be contacted for an interview. Here is the link to the online summer camp staff application: https://247scouting.com/forms/form.php?OrgKey=BSA397&id=977

Counselor in Training (CIT)

Our Counsel in Training (CIT) program is designed for scouts interested in exploring what it would be like to work as a summer camp staffer. Scouts must be a minimum of 14 years of age and available for a two-week commitment; preferably two consecutive weeks. The online application is the same as for the summer camp staff. Here is the link: https://247scouting.com/forms/form.php?OrgKey=BSA397&id=977

Campsite Reservations

Troops made campsite reservations when they turned in their deposit. We reserve the right to make changes necessary to best accommodate campers.

Out of Council Units

All out of council units must provide a unit roster print out from their home council that lists currently registered youth and adults. This ensures that participants are covered by their home council's accident and sickness policy. Please see your local council service center for forms and information. Other options to attain this information include: Scoutbook, My.Scouting.Org, and Internet Advancement. Troopmaster is not an official service from the National office, therefore, any report from this program will not be accepted. Only official BSA roster list from the home Council or National office will be accepted.

The unit must acquire a unit roster from their home Council of currently registered youth and adults. This ensures that participants are covered by their home Council's accident and sickness policy. Please see your local Service Center for forms and information.

Camperships

The Seneca Waterways Council believes that all Scouts should be able to attend summer resident camp, regardless of their financial situation. Campership funds are available from the council to assist local Scouts who may have difficulty affording the full camp fee. Applications are completed online at www.senecawaterways.org/campership-information

Deadline for Campership Application submissions is March 4th 2020

Preparing for camp

Required Medical Forms

Upon entering camp, each leader, Scout, and staff member will undergo a recheck of their health care provider's physical. Any physical limitations, conditions and/or medications are to be noted and followed. Each camper (youth and adult) must have a current (within the last year) BSA Annual Health and Medical Record form including the New York State required addendum (see Appendix D -Forms section). **All forms must be signed by a certified and licensed MD, PA, or NP and filled out completely (including month & year of inoculations).** A copy of the participant's health insurance card needs to be stapled to the BSA Annual Health and Medical Record.

Accommodating Special Needs

The staff of Babcock-Hovey is committed to fully including all Scouts in all aspects of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing, and instructional plans. Special menus, one-on-one instruction, accessible campsites, individual counseling, and other provisions can be made for Scouts or leaders because of physical disabilities, learning disabilities, diagnosed psychological or social difficulties, severe medical conditions, particular dietary requirements, religious practices, or other special needs. Whenever possible, unit leaders should contact the camp director well in advance to outline the specific needs of Scouts and leaders in their troop.

Food Service

Camp Babcock-Hovey employs qualified food service personnel to provide high-quality food for all campers and leaders. Three meals per day are served in the central dining hall, beginning with Sunday dinner and ending with Saturday Breakfast. A licensed dietitian has reviewed the menus for balanced nutrition. If Scouts or leaders have special dietary needs, please complete the *Camp Food Accommodation Request* form (Appendix D) and submit the form ***two weeks prior*** to your troop's arrival. **Requests made at the time of arrival may not be accommodated**. We want your stay at camp to be enjoyable; please communicate your needs as soon as possible.

Wednesday evening troops will have the opportunity to experience Patrol cooking within their campsite. Provided for your unit will be hot dogs, rolls, chips, and condiments. You are welcome to plan your own menu and can purchase the ingredients at the local Big M.

There will be an Iron Chef contest on Wednesday evenings. Troops provide their own menu and food; but units will receive the same secret ingredient to incorporate in their meal. Guest judges will taste and judge to determine a champion

Stoves and lanterns are allowed in camp. However, they are only to be operated by the unit's leaders. Lanterns may not be inside of any tents. Fuel must be stored in a secure location.

Troop Leadership

Adult Requirements:

All individuals over the age of 18 staying overnight at a resident camp program must be a registered adult with the Boy Scouts of America and have a Youth Protection Training certificate within two years of the end date of the program. ***This includes parents attending camp as leaders or visitors staying overnight.*** All individuals under the age of 18 must be registered as a youth member with the Boy Scouts of America

or Learning for Life. If an individual is not currently registered, all registrations must be processed by June 1st of the participating year to ensure that individuals are registered and background checks have been completed prior to arrival. ***Adults not registered will be not allowed to remain on the property.***

Out of Council Unit Requirements: Individuals attending an applicable Seneca Waterways Council summer program should bring to camp a printout of the unit's roster. The roster can be printed from my.scouting.org or obtained from your Scout Service Center. All adults attending camp should be on the roster and be marked as Youth Protection trained. Adults not on the roster will not be able to remain on property.

Youth Protection Training can be taken in a class format through your district or council or can be taken online by visiting www.senecawaterways.org or http://olc.scouting.org.

Section 7-2.5(l) of the New York State Sanitary Code and Article 13-B of the Public Health Law requires children's camp operators to determine whether an employee or volunteer at the camp is listed on the New York State Division of Criminal Justice Services (DCJS) Sex Offender Registry. Checks of the Registry must be completed prior to the day the employee or volunteer starts work at the camp and annually thereafter prior to their arrival at camp. The law applies to all children's camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camp regardless of their job title/responsibilities or employment status (full or part time). All individuals over 18 will have their name and birthday submitted for this review.

Merit Badge Advancement Preparation

Some merit badges offered at camp require advance preparation. Scouts should bring materials for completed requirements or partial cards to camp. Merit Badge Counselors will collect any completed written work during their first merit badge class. No Scout should come to camp without knowing beforehand what merit badges he plans to take, what the requirements are and which requirements should be completed prior to camp.

Specific Merit Badge and other program information will be found in the Program Guide

Online Merit Badge Registration

Camp Babcock-Hovey uses an online system to manage payments and schedule merit badges. In order to register a Scout for Merit Badge Classes there must be enough funds paid to register a Scout in full for camp. Merit Badge classes open for registration in May. Each session has its own dedicated day to sign-up. The following is the schedule for online merit badge sign-up:

- Monday May 4 – Session 1
- Tuesday, May 5 – Session 2
- Wednesday, May 6 – Session 3

The unit can only register Scouts for Merit Badge Classes after they are paid in full. Some classes have additional fees for supplies when Scouts register.

Order of the Arrow

Wednesday is OA Day at camp. OA members are encouraged to show their lodge spirit by wearing any OA T-shirts throughout the day and displaying their OA sash with their Field Uniform. Tschipey Achtu Lodge hosts an ice cream social and OA trading post open to all OA members on Wednesday after lunch. There

will also be an opportunity for Tschipey Achtu members to take the Brotherhood Challenge on Thursday evening. All OA members are encouraged to participate in the service project and ceremonies.

Camp Facilities

Good Stewardship

Camp Babcock-Hovey is a year-round camping facility maintained by the Seneca Waterways Council, Boy Scouts of America. The Camp Ranger, Council Camping Committee, and volunteer Campmasters work to maintain and improve the facilities. The continued existence and improvement of the Boy Scout summer camp program is dependent on the care of our camp facilities. Scouts and Leaders must be good stewards of the facilities of Babcock-Hovey so that they may remain for others to enjoy them in future years.

Campsite Equipment

Each site is equipped with canvas tents on platforms with cots and mattresses and/or lean-tos with bunks and mattresses based on the recommended capacity for your site. In addition, sites contain a picnic table, dining fly, bulletin board, fire buckets, and a latrine. In each latrine will be a broom, hose, toilet brush, toilet paper and 5 buckets. It is the responsibility of each Troop to keep foreign material **out of the latrine** (this includes **feminine hygiene products)**. Additional supplies for the latrine are available from the Commissioners. Equipment such as rakes and shovels may be signed-out from the Camp Ranger or Commissioners and must be returned prior to departure. Unit leaders are responsible for proper use and care of all equipment in your site. Your Unit Coordinator will inspect the site at the beginning of the week for damage and determine if any special arrangements or repairs need to be made. The site will also be inspected at the end of the week. **Units will be charged for repair or replacement of property and equipment damaged due to misuse.** Please inform the camp office of accidental damage as soon as it occurs.

Tent Care

In order to maintain the quality and durability of our tents, please follow the guidelines below:

- Loosen tent ropes when it rains (Canvas shrinks when drying and will tear if the ropes are too tight).
- Do not put clothes hangers over ridgepoles; it causes tears and leaks (Hang a clothesline or improvise a method that will not damage tents).
- Do not put nails in tents poles or platforms.
- Aerosol sprays damage waterproofing and are not permitted in camp.
- No flames of any kind are allowed in tents (battery-powered flashlights and lamps should be used).
- Tent platforms may not be moved.
- No staples, electrical staples, fence staples, or any type of screws or nails will be put into lean-tos or any of the latrines without the Camp Ranger's authorization.
- Units violating this policy will be charged a fee for this infraction.
- Please notify the Camp Office if a tent is leaking or has a hole in it. To make it easier for repairs please use a sharpie marker and mark the hole once the canvas is dry.
- Do not use any duct tape to make any repairs to the tents. The glue on duct tape makes it harder to repair a tent properly and much more effort has to go into fixing the tent properly.

Firewood

Please note that no live trees are to be cut at any time and no firewood is to be brought into camp. You can request a delivery of firewood at Penn Yan Lodge. Fee is $25.00

Dumpster

There is a dumpster located next to the Ranger's shop. Please make your trash as compact as possible and use the dumpster wisely to conserve space and reduce waste.

Unit Service

The camp staff exists to supplement and support – (not to replace) – your troop camping program. We will seek to meet your needs in all areas of programming. A strong working relationship between the staff and the troop leaders is essential.

Camp Babcock-Hovey employs a highly qualified staff of instructors to present a well-rounded camp program. Merit badge and rank instruction is a key part of the summer resident camp experience. Three afternoon sessions are offered* each day, from 2:00 pm to 5:00 pm. Each program area is open for Scouts to attend special programs, work on additional requirements, or just enjoy the fun aspects of camp. Campers are strongly encouraged to take advantage of the full camp experience, including hiking, fishing, swimming, boating, shooting sports, and fellowship with other Scouts and leaders.

Camp Notices

Camp Babcock-Hovey will be using text to distribute camp-wide notices. The number will be available at the Sunday evening Unit Leaders' orientation.

Unit Leaders Orientation

On Sunday after dinner, all Scoutmasters are **required** to attend an important camp orientation meeting at the Eagle Lodge (Sci-Tek). Information about camp policies and procedures and new program offerings will be presented, and announcements about the weekly schedule will be made. It is also a chance to meet the key camp staff and leaders from other units. Assistant Scoutmasters should report with the troop back to the campsite until it is time to assemble for the campfire.

Camp Director's Mug Up

Each morning at 9:30, Scoutmasters should send at least one adult representative to a leaders' meeting in the dining hall. This meeting has an agenda to go over the program of the next 48 hours. This meeting runs for about an hour and gives out all of the information the troop needs.

Senior Patrol Leader Meetings

There will be a Senior Patrol Leaders' meeting on Sunday after dinner at the porch of Eagle Lodge (Sci-Tek). The following SPL meetings will be every day at 1:00pm, immediately after lunch, Senior Patrol Leaders are invited to meet with the Program Director and Camp Commissioner to receive important information and plan camp-wide activities. These meeting will conclude quickly so Senior Patrol Leaders can meet their units back at their campsites and share this information before afternoon program begins.

Camp Commissioners

The Babcock-Hovey Camp Commissioners are your troop's primary connection to the camp staff and your front-line troubleshooter. A commissioner will visit your site each day to perform a health, safety and cleanliness check and talk with campers and leaders. Please use the commissioners as a resource to obtain equipment or supplies; schedule special activities, cookouts, or outposts; and solve problems or answer any questions about camp.

Leaders may choose to volunteer as a camp commissioner for the week they are at camp. Please contact the Camp Commissioner for further details.

Service to Camp

We are very fortunate to have volunteers that are willing to take time while attending camp to help improve camp. There are a lot of areas in camp that not only need improving, but general maintenance is needed as well. Carpenters, electricians, plumbers, equipment operators, and many more, are all needed to help camp prepare for your arrival. If you are a skilled tradesman or you would like to help around camp please contact the Ranger, Freddy Stein at: frederick.stein@scouting.org .

In Camp

Check in

The designated arrival time for units is between 12:00-3:00 PM on the Sunday beginning each week. **Please do not arrive at camp for any reason prior to 12:00 pm on Sunday.**

Please do not instruct parents to arrive any earlier than 12:00 pm. Scouts will not be admitted beyond the parking lot until their unit leadership has arrived and the troop officially checks in.

Please instruct all Scouts to arrive at one time, as a unit. Troops will be checked in as a troop, not as individuals.

All vehicles should park in the main parking lot. Please do not walk or drive into camp until your Unit Coordinator meets you. While you are waiting, you should consolidate troop and personal equipment into one vehicle. One vehicle from each unit will be allowed to make one trip into their campsites, except for Seneca. Units in Seneca may unload at the Family Cabins. All other vehicles must unload in the parking lots. All units should be prepared to transport heavy equipment with hand trucks or wagons.

Promptly at 12:00 PM, a Unit Coordinator (staff member) will be in the main parking lot to meet you and guide the troop through the check-in process. The **Unit Leader** must proceed directly to the Camp Office (Penn Yan Lodge) to check-in. You should bring a revised roster, program changes, and any information concerning additional leadership or scouts who will be late or leaving camp. Also bring copies of receipts for camp fees paid, camperships awards, and other financial transactions that may have a bearing on balance of camp fees.

The rest of the troop will go to the campsite to unload and change into swimsuits. There will be medical rechecks, followed by swim checks, a dining hall orientation, and a camp tour. Scouts and leaders should bring medical forms and any prescription medication with them at this time.

Billing Meeting

Upon check-in, a review of the unit's account will take place. Any outstanding and/or additional fees can be paid at that time or arrangements can be made for payment later in the week.

Medical Services, Physical Exams and Re-Checks

Camp Babcock-Hovey has a well-equipped health lodge staffed with a qualified health officer. A non-resident doctor and ambulance service are on call. Hospital facilities are close to the camp, should additional medical attention be required.

A physical re-check is given to each person to make sure he or she can participate in all camp activities. All prescription and non-prescription medication must be brought to the Health Officer, in their original container(s), at this time. Troops will be assigned a lockable medical box to store their medications in. Each medicine will be logged (by the unit leader) and a copy of the log sheet will be kept by the health officer and the unit leader. The Health Officer will give an orientation in the proper control of the medication and the daily unit medication logs. Adult leaders are responsible to remind campers of their medication times.

Med Check will be done at the Health Lodge

Swim Checks

Each person will be given a swim check at the pool. They will also be given basic information such as pool and waterfront rules and how to use the Buddy System. This check will allow the staff to determine who can use the kayaks rowboats, canoes, sailboats, and sections of the waterfront. If your troop has done a pre-camp swim check bring it to the Aquatics Director for review. Scouts taking lake front merit badges must take the swim check at camp eve if a pre-camp swim check was completed.

Identification

Each camper, adult leader, and visitor must wear camp-issued identification (wristband). Campers and leaders staying in camp will receive their wristband from the waterfront, which will identify their swimming ability group as well. Visitors will be issued a wristband when they arrive at camp. Camp Staff are identified by their staff uniform as well as their staff wristband. Any person without a wristband or staff uniform will be stopped and questioned about their business in camp. If your wristband becomes lost or damaged please see a waterfront staff member to be issued a new one. Visitors are welcome and must sign-in to Penn Yan Lodge before joining the unit.

Signing in and out of Camp

Anyone, youth or adult, leaving camp must sign out at the Administration Building and must sign in when returning to camp. Adults failing to sign out will cause the troop to be charged for all fees accumulate until camp administration is notified that the adult has left camp.

Youth will be permitted to leave camp only with the custodial parent or someone designated by the custodial parent over the age of 21. This must be expressed in writing and on file in the Administration Building. Proper identification is required of ANYONE taking a Scout out of camp.

Unit Leaders' and SPLs' Meeting

An opening leaders' meeting will be conducted in Eagle Lodge immediately after dinner. We will preview the week and address any concerns as well as an introduction to key staff. This is also an opportunity to address any merit badge or program changes.

SPLs will meet with the Program Director at the same time outside Eagle Lodge to set their afternoon schedule and go over other issues.

Scout Uniforms at Camp

The official scout uniform or Field Uniform (Class "A") consists of the official shirt, belt, shorts, and socks. This uniform is worn each day for evening retreat and dinner, as well as for Vespers. It is also appropriate for opening and closing campfires.

The Activities Uniform (Class "B") consists of Scout shorts and a Scout T-shirt with belt and socks and is appropriate at all other times. The content of all clothing and hats should be consistent with the principles of the Boy Scouts of America.

Trading Post

A full-service trading post is operated at camp. It is stocked with Camp Babcock-Hovey custom items, including patches and T-shirts, Official Boy Scouts of America gear, merit badge pamphlets, handicraft kits, and an assortment of soda, ice cream, and snacks. Regular business hours are posted at the Trading Post.

Generally, the Trading Post is closed during meals, camp-wide campfires, and vesper services. Scouts and units tell us they typically bring around *$50 per person* (or $10 a day) spending money.

Scouts wanting to purchase pocket knives need to have their parents or unit leaders present at the time of purchase.

CASH, CREDIT CARDS, AND CHECKS ARE ACCEPTED.

Contacting Scouts and Leaders by US Mail

Parents may wish to send mail or packages to their child at Camp Babcock-Hovey. Please realize that sometimes letters may cause homesickness. Excessive letters and packages may become problematic. Mail should be addressed in the following manner;

Camp Babcock-Hovey, BSA
Scout's Name
Troop #
7294 County Rd. #132
Ovid, NY 14521

Please mail with enough time for delivery while your scout is in camp

An out-going mailbox is provided in camp for use by Scouts and leaders. Postage stamps are available at the Trading Post. United Parcel Service (UPS) makes daily deliveries.

Concerning Telephone Usage

The Camp Business Telephone is: 607-869-3841

Please use the camp telephone number for business and emergency calls only. The Admin clerk will take a message and deliver it to the camper or leader at the next meal**. Individuals will be summoned to the phone only in cases of emergency.** Camp Babcock-Hovey has fax capabilities if the urgent need arises. Wi-Fi is available for the convenience of leaders attending camp.

Technology

Scouting evolves as technology becomes available. Compasses, watches, GPS, LED lights, and other outdoor gear has improved over the years and scouts have taken advantage of those improvements. As technology continues to evolve it becomes more and more embedded in every part of our lives. However, technology is simply a tool, like a knife ax or map, scouts must be taught proper use of technology. By teaching courteous use, scouts and adults can take advantage of technology to create a safer outdoors experience without reducing the value of the experience for others.

The following items are suggested to be covered with all scouts

1. Recite and agree to proper use of electronic devices:
   a. Use only earlier than defined "Lights Out" time.
   b. Use when it does not interfere with other activities.
   c. Use when it does not affect others experience, or my safety.
2. Scouts assume all liability for the devices they bring.
   a. Knows or has a plan for the device in weather.
   b. Has a safe place to store it when not in use.
   c. Knows where it is at all times.
3. Scout can demonstrate how to place device in silent mode.
4. Scout know where and when it is proper to charge their devices.

In no way or at any time does Camp Babcock Hovey take responsibility for the loss, theft or destruction of any electronic devices. The camp reserves the right to confiscate or ban any such devices if the need arises.

The Scout Law

The twelve points of The Scout Law guide Camp Babcock-Hovey. All campers and staff conduct must maintain the high standards defined in a Scout by being:

Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

At Camp Babcock-Hovey we cannot tolerate or permit activities, which would call any of these virtues into question. We appreciate your assistance in helping us to create and ensure the healthiest moral scouting atmosphere.

Wildlife Encounters

It is recognized that in a summer camp facility there can be encounters with a variety of wildlife. Staff, leaders and all campers should adhere to the following procedures. All wildlife that might be encountered (in campsites, program areas, or on the road/trails) should be avoided. Campers should be removed from the area until the animal leaves or the Ranger dispatches the animal. (The exception would be merit badge classes where Scouts are working on observations: Environmental Science, Mammal Study, etc.). If an animal is acting strange (aggressive or friendly), contact the Ranger to remove the animal. In most cases if people leave the wild animal alone, it will leave them alone. This pertains to all mammals, especially bears, deer, raccoons, skunks, woodchucks, squirrels, bats, and wild cats and dogs. All avian species (birds) should be avoided also. This includes dead, dying and live animals and birds. No one (without authorization of the Ranger) should pick up a dead animal or bird. If anyone should come across a dead animal or bird contact the Ranger or the main office at Penn Yan Lodge.

- Keep a clean campsite
- Keep food and smellables out of your tent
- At night lock food and smellables up tight, every site has a storage shed
- Never approach or follow wild animals
- Do not feed wild animals
- Do not mistake a passive animal as a sign of safety
- Never tease or attempt to pick up wildlife
- Leave young animals alone; a protective mother is usually nearby
- Notify Camp Ranger or Camp Director of strange animal behavior
- Never act aggressively toward wild animals

Volunteering at Camp

It takes a significant amount of time to maintain and improve Camp Babcock-Hovey. We are fortunate to have volunteers who are willing to take time while attending summer camp in assisting with camp projects. If you are a skilled tradesman or you would like to help around camp during the week, please contact the Ranger while at camp or e-mail him before you arrive: frederick.stein@scouting.org . Your time and effort will be greatly appreciated!

Camp Schedule

Camp Babcock-Hovey
BOY SCOUTS OF AMERICA

2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30 AM		Polar Bear					
7:00 AM		Reveille					
		Waiter Call 7:35					
7:45 AM		**Assembly @ 7:40 – Flags @ 7:50**					
8:00 – 8:30		Breakfast					Assembly
							Breakfast to go
9:00 – 9:45		Session 1					
9:45 – 1030		Session 2					Site Checks
10:40 – 11:25		Session 3					**Camp Closes**
11:25 – 12:10		Session 4					
	Camp Opens	Waiter Call 12:20					
12:20 – 1:00	**12:00 – 3:30** Check-un Med Check Swim Check Site Set Up Camp Tours	Lunch					
1:00 – 1:45		*Siesta*					
2:00 – 2:45		Afternoon Program					
3:00 – 3:45	**3:30 – 5:00** ATV Safety Briefing Nature Area						
4:00 – 4:45							
					Hiawatha Campfire		
	Waiter Call 5:35			Ice Cream Social and Iron Chef Competition	Waiter Call 5:35		
5:45	**Assemble @ 5:40 – Flags @ 5:45**				**Flags**		
6:00 – 7:00	**Dinner**				**Dinner**		
	SM – inside Eagle Lodge SPL – the porch of Eagle Lodge						
7:15 – 8:30	Assemble @ 7:45 on the Parade Field for Campfire	Evening Merit Badges Monday / Tuesday		Vespers @ Chapel Inter-Troop Campfire	Camp-wide Activity	Assemble @ 7:45 on the Parade Field for Campfire	

9:45	Call to Quarters
10:00	Taps

Leaving Camp

Blue Cards

Scouts will not need blue cards for merit badge sessions scheduled online through merit badge registration. On Friday night, the staff diligently reviews their area's merit badge rosters and scouts' completed requirements. On Saturday, you will receive a summary sheet listing each of your scouts' merit badges status. If you would prefer printed blue cards, please let the Program Director know during one of the morning "Mugs Up". Immediately after breakfast, Area Directors will be in Eagle Lodge to answer questions and help resolve any issues with your scouts' merit badges.

Saturday schedule

Final Flags and Ring of Honor

This is where the official close of camp will happen. Honor units and Hiawatha's warriors will be recognized. Each unit will need a designated flag bearer with their unit flag for the ceremony

Buffet breakfast

Immediately after our ring of honor ceremony, a continental breakfast will be available in the dining hall. Scouts can get their breakfast and return to camp and finish packing and check out procedures

Campsite inspection

Shortly after breakfast on Saturday a Site Guide will meet you in your site. The Site Guide will complete a final campsite inspection and inventory report with a unit leader to ensure there are no damages or issues. If any damage is found that is not regular wear and tear, the Camp Director and Ranger will assess the damages and the unit may be charged.

Unit Dismissal

Before the site inspection, the unit leader should:

- Ensure the campsite is clean and in better condition than you found it.
- Attend your billing meeting
  - Return a completed camp evaluation form to camp office.
  - Pay any outstanding fees to the Camp Director.
- Make a deposit and reservations for next year, if they have not done so already
- Advancement records should be reviewed by the unit prior to leaving camp with the Program Director to address any issues.

Appendix A – Camp Policies

Alcohol, Drugs, Fireworks

These items are prohibited in camp. There is a zero-tolerance policy regarding these items.

Breaking this rule could result in the entire unit being sent home. Offenders will be turned over to the local authorities. Additionally, New York State Law and the BSA have designated camp as a smoke free environment; adults are not allowed to smoke in any central camp areas.

Smoking Policy

It is the responsibility of the BSA to protect the health and safety of the boys in our program. It is the policy of the BSA that leaders should not use tobacco products in any form in the presence of youth members. Extreme care should be exercised to provide a smoke-free environment for all Scouting participants. To that end:

- No smoking will be allowed in any structure owned by Seneca Waterways Council.
- No smoking will be allowed in tents on Seneca Waterways Council property.
- Smoking will be prohibited near the entrances/exits of council owned structures.
- All Scouting functions will be conducted on a smoke-free basis.
- Smokers will use discretion when selecting a time and place to smoke.

Bullying

The Scout Oath and Law are expected to be followed throughout your entire visit at Camp. Babcock-Hovey. Scout Camps has a **NO** tolerance policy for bullying. Bullying is grounds for immediate dismissal from camp at the discretion of the Camp Director. Any form of verbal abuse, physical abuse, or threats will result in immediate dismissal from camp; authorities may be contacted at the Camp Director's discretion.

Cell Phones and Electronic Devices

Scouts should be encouraged to leave all electronics at home. These devices take away from the summer camp experience. They can promote home-sickness and often lead to other problems. Staff members will not tolerate the use of cell phones, MP3 players or other electronics by Scouts in program areas. Camp Babcock-Hovey will not be responsible for the lost or damaged electronics.

Colors and Retreat

Colors are held each morning at 7:40 AM and retreat is held every evening at 5:40 PM in the Parade Field. Attendance is required, and the Field Uniform (Class A) is expected at evening retreat

Damage to Camp Property

Units are responsible for any damages that occur to camp property beyond normal wear and tear. Sites will be assessed by camp staff and unit leaders upon check-in and check-out.

Food Sanitation and Safety

1. Wash hands, table and utensils before and after each meal. All food handlers must wear sanitary gloves.
2. Fire and Knife Safety - refer to your Boy Scout Handbook.
3. Frying - should al4ways be done on low flame. Always place food gently into hot grease; never drop or throw. If g4rease splatters, cover and adjust heat.
4. When working with hot foods or utensils, always look before you move. Let people know you are moving hot items such as pans of water or grease. Always use proper cooking tools when handling hot items.
5. When draining water, use a colander and drain water away from yourself.
6. When draining grease, drain into grease bucket, let cool and remove from camp.
7. Keep hot foods hot and cold foods cold.
8. When using a cooking grate, be sure that it can support water buckets or other heavy items.
9. Follow the instructions on the sheet you'll get with every meal.
10. ***No food, candy, or snacks should ever be brought into tents, sleeping bags, or packs***.

Motor Vehicles and Parking

Parking is **restricted** to the upper parking lot. Handicapped persons may park in designated spots near Penn Yan Lodge. Please see the Camp Director or Camp Ranger to make handicapped parking arrangements. Please drive slowly and carefully at all times. The camp speed limit is 10 mph. This applies to all roads in camp. **Under no circumstances are Scouts or leaders to ride in the back of a Truck or Trailer.** This is BSA policy.

One vehicle from each unit can be driven into campsites to unload and load as needed. Except for Seneca & Cayuga, units must unload at designated areas.

This is weather permitting so all units should be prepared to transport heavy equipment with hand trucks or wagons.

Pets

No pets, except service animals, are allowed in camp. For the safety of all, please leave your pets at home. **Please inform parents and visitors of this policy!!!**

Uniforms and Attire

The Boy Scout Field Uniform (Class A) and appropriate activity uniforms (Class B) are expected attire at any Scout functions. Scouts should have most, if not, all of the uniforms for camp. The Field Uniform is required at retreat, dinner, vespers, and other formal programs.

Visitors in Camp

Visitors are welcome in camp, as long as they have been invited by a unit and have been approved by the unit leader. Visitors must sign-in at the camp office and pick-up a visitor's pass ***(which must be displayed, at all times),*** immediately upon their arrival in camp. Families are encouraged to come on Friday for closing ceremonies. If a Scout needs to leave camp for any reason during the week, they must have documented permission from their parent/guardian and verification from their unit leader before they will be released. If a visitor plans on staying for any meals, they must purchase a meal ticket at the camp office before going to the dining hall. Costs of each meal is $7.00 (Breakfast, Lunch or Dinner)

Wildlife in Camp

Animal Bites and Scratches

In the event of a wild animal bite or scratch, notify the Health Lodge immediately. This is especially important when raccoons, skunks, and bats are involved. Any contact with a wild animal should be reported, no matter how minor.

If you are bitten, get help immediately. Someone should try to watch the animal from a safe distance. After the Ranger arrives, an attempt will be made to capture the animal. The Seneca County Health Office will be notified immediately.

Please keep clear of all animals. Under no circumstances is the baiting of animals allowed. Any animal that is overly tame or aggressive will be suspect. Daytime activity is also an indication that an animal may be rabid. Notify the nearest staff member if you see any animal that you suspect is rabid.

General Safety Rules

- Staves (walking sticks) may only be used in the manner for which they were intended.
- No liquid fuels are allowed on council property.
- No sheath knives are allowed.
- ***No Projectile Launching (Shooting Devices) shall be brought to camp unless prior arrangements are made with the Camp Director, Shooting Sports Director, and Program director.***
- The ravines are off-limits unless accompanied by staff.
- Camouflage clothing is **NOT** allowed.
- Scouts or leaders should not enter another unit's campsite unless granted permission.
- Bare feet are not allowed in camp with the exception of the pool and the shower houses.
- Lake shoes or sneakers must be worn at all lakefront activities.
- Fires are to be built in designated areas only. Do not cut live or dead standing trees unless it is part of an approved conservation project.
- The COPE area is closed at all times unless the proper personnel are staffing it and permission to enter has been granted.
- Scouts must be in their campsites by call to quarters (9:45 pm).
- The golf course is off-limits.
- Driving off the main roads is not permitted unless the Camp Director, Camp Ranger, or Camp Commissioner has granted permission to do so.
- Everyone must conform to the health and safety regulations of the BSA and the New York State Health Dept.

(The Camp Director, Camp Ranger, or Camp Commissioner in charge at that particular time holds final authority.)

Youth Protection at Camp

Unit Leaders should review youth protection guidelines with all adults who will be serving as leaders in camp. The following barriers to abuse within Scouting are used at camp to ensure the safety of our youth campers. We expect adult leaders to follow these guidelines at all times:

The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. All parents and caregivers should understand that our leaders are to abide by these safeguards. Parents and youth are

strongly encouraged to use these safeguards outside the Scouting program. Registered leaders must follow these guidelines with all Scouting youth outside of Scouting activities.

Registration Requirements

The chartered organization representative, or in their absence the executive officer of the chartered organization, must approve the registration of the unit's adult leaders.

Registration includes:

- Completion of application including criminal background check and mandatory Youth Protection training
- Volunteer Screening Database check

Current Youth Protection training is required for leaders when renewing their registration or at unit charter renewal.

Adult program participants must register as adults and follow Youth Protection policies.

Adult Supervision

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided.

All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

Child Abuse

If at any time you suspect a scout has been mistreated, neglected, or physically or emotionally abused **notify the Camp Director immediately.** If the Camp Director is not available, report the situation to the Assistant Camp Director, Program Director or Scout Executive. Do not investigate any situations that may occur. Keep information confidential and share only with the appropriate authorities.

Procedures for Intrusion of Unauthorized Persons

All participants and visitors must check into camp by signing in the camp office. They will be issued a wristband, the color of which will identify their purpose in camp. Someone who does not have an ID wristband should be directed to sign in at the camp office. The following procedures have been established for the safety of the campers. It is important that everyone, campers, leaders and staff work together to ensure camp safety.

1) If an unauthorized person is suspected, please notify the closest program area director or staff member. The staff member will direct them to sign in at the camp office.
2) If the individual resists this directive, the Camp Director will immediately question the person as to their purpose in camp.
3) If the person flees camp, the Camp Director will file the designated report regarding unauthorized persons.
4) If the Camp Director determines it is necessary to account for all campers, leaders, and staff, the siren will be sounded.
5) The Scout Executive will immediately be notified of the situation. The Scout Executive will determine if it is necessary to notify the Seneca County Sheriff's Dept.

Procedures for the Release of Minors from Camp

All participants must sign out at the camp office. The following steps have been established to protect the child.

1. If a parent or legal guardian wishes to pick up their child during camp, they must inform their troop leader prior to the pick-up. The parent or legal guardian must take their child to the camp office to sign out.
2. If a person other than a parent or legal guardian wishes to pick up a child during camp, they must also inform the troop leader. The troop leader, child, and person picking up the child must sign out at the camp office. A Camper Release Verification form (shown in the Forms section) needs to be completed before the child is released. Proper identification must be furnished. The Camp Director reserves the right to call and confirm with the parent or legal guardian regarding their child's release from camp.

Absentee or No-Show Verifications

When units arrive at camp, they are to check in at the camp office (Penn Yan Lodge) immediately. The unit leader will present a current roster of scouts attending camp. Any camper whose name is on the roster and who is not present will be verified. The Absentees/No Shows Verification Form (link to the form is in the Forms section) will be used. A parent may use the bottom portion of this form to provide the camp with signed permission for their child's absence. The unit leader upon check in should present the signed form. The following steps have been established to protect the child.

1. If a reason is not known for the camper's absence, the Camp Director or a designee will make a phone call to determine the camper's whereabouts.
2. If contact has not been made within 24 hours of the start of this process, the Camp Director will notify the Scout Executive. The Scout Executive will determine if it is necessary to notify the Seneca County Sheriff's Dept.

Leaders are encouraged to read their "Guide to Safe Scouting" for additional information.

https://www.scouting.org/health-and-safe-ty/gss/

Appendix B – Check Lists

Check-list Countdown to Camp

The following is a list of things that should have been accomplished before camp:

____ You have reserved your week at camp: Dates _____ to_____

____ The Troop Committee has selected Leadership.

____ The Scout Troop has identified camperships needed.

____ A Troop parents' night has been held regarding camp information.

____ Camp brochures were handed out and all scouts received letter for camp.

____ Prospective Staff and CIT's were given the online application link:
https://247scouting.com/forms/form.php?OrgKey=BSA397&id=977

____ Medical Forms were handed out for scouts to get a Physician/PA or NP signature

____ Troop Committee has contacted boys who have not turned in $150 deposit.

____ Troop Treasurer cuts a check for $150 per boy and is submitted by the February deadline.

____ Graduated Arrow of Lights are invited to camp.

____ Leader has discussed equipment list to Scouts. It is clear what not to bring.

____ Leadership has reviewed Scout Leaders' guide thoroughly.

____ Pre-program planning forms are handed out and discussed.

- Age appropriate merit badges are reviewed
- New Scouts get signed up to take First year camper Program (Footsteps to Hiawatha)
- Check MB books for current requirements

____ Patrol Leader's Council inventories troop supplies needed

____ ABC fire extinguisher**.**

____ Camp leaders complete Youth Protection training.

___ Final payment, Revised Roster, and Pre-program planning are turned in.

____ Final fees paid online by May deadline.

____ Signed Medical forms, including copy of health insurance card, are collected. Finalized roster is prepared & sent to Camp two weeks prior to arrival.

____ Senior Patrol Leader is provided a copy of the roster.

____ (Out of Council) – Certificate of insurance and tour permit is completed.

____ Parents are reminded to not bring Scouts before noon check-in.

The following is a list of things done at Camp:

____ Unit reports to Unit Coordinator immediately upon arrival in the parking lot

____ Unit & gear are taken to the campsite by their Unit Coordinator

____ Unit Leader checks in at Penn Yan Lodge with roster, absentee "no show" forms are complete, reviews finances, **and pick up wrist bands**.

____ Medical rechecks are conducted. BRING ALL MEDS in **original containers!**

____ Swim checks are completed at pool.

____ Unit Coordinator completes check-in procedures and orientation

____ A great week of camp begins...

The Senior Patrol Leader Check List

<u>The SPL can best do their job by</u>:

- Attending the daily SPL meetings starting on Monday at 1:00 (after lunch) and making announcements about upcoming camp activities.
- Being responsible for the troop bulletin board: fireguard chart, waiter schedule, and troop duty roster.
- Coordinating your troop's participation in all camp-wide events.
- Make sure that Scouts in your troop observe Taps and are respectful of other units.
- Maintain the health and cleanliness of your troop campsite, delegating leadership as appropriate. Conduct an inspection before the Camp Commissioner visit each day.
- Complete a youth leader evaluation form and return it to the camp office before departure.

Appendix C – Procedures

When the Emergency Alarm Sounds

All areas are linked to the camp office via cell phones. When an emergency alarm sounds, area directors will take charge immediately and close all program activities. Unless instructed otherwise by the area director, all campers and adult leaders are to return to their campsites and take a head count. The campsite will send two runners to the camp office to report that everyone is accounted for. Campers will be able to resume activity when the all clear has been given.

Missing Persons

If a person is believed to be missing, the following steps should be taken.

1. The nearest staff member should be notified immediately.
2. The camp office will immediately be informed.
3. The missing person will be paged over the public address system.
4. All information about the last whereabouts will be gathered.
5. Runners will be sent to program areas and other likely places the person may be found. These include special activities, a friend's campsite and their own tent. Do not venture into ravines or heavily wooded areas looking for the person.
6. If the person has not been found after the initial check, the **Lost Person Procedure** will begin.

The Lost Person / Swimmer Procedures

1. The emergency alarm will be sounded. All staff are to close their areas and report to the Camp Office. The lakefront staff will remain at the lakefront. Campers and leaders will return to their campsites, take a head count, and send two runners to report the status of their unit at the Camp Office.
2. Staff will be given instructions upon arrival to the office. The Aquatics staff will begin a Lost Bathers Search at the lakefront.
3. If the person has not been found in a reasonable amount of time, the Seneca County Sheriff's Dept. will be notified.

Severe Injury or Death

The Camp Director should be notified as quickly as possible after the accident or discovery of the situation. Medical help will be dispatched.

Child Abuse

Notify the Camp Director immediately upon suspicion. The report is to be kept confidential. Give the Camp Director as much information as you know. Don't conduct a personal investigation yourself; protect the dignity and privacy of all involved.

Chemical Spills

The Camp Director should be notified as quickly as possible after the spill or discovery of the spill. The Camp Ranger will direct correcting the situation.

Fire Safety Plans

If a fire should occur in your campsite, follow these steps:

1. Immediately alert the staff. The alarm will be sounded.
2. Clear everyone away from the fire. Do not risk injury in order to fight the fire.
3. The staff will arrive to fight the fire.
4. The fire dept. will be alerted if the fire cannot be easily controlled.

Be sure to use your <u>Troop Fireguard Plan</u>.

Weather Related Emergencies

Troops will be instructed as necessary depending on conditions.

1) **Flood**
   a) See general procedures.
   b) When storm is over, resume activities.
   c) Camp staff should be prepared to act at any time during flood danger.
2) **Lightning Storm**
   a) Take cover and stay low.
   b) Firefighting teams should be prepared to act at any time during the storm.
   c) No aquatics, ATVs or showers during thunderstorms.
3) **Tornado**
   a) Take immediate cover in any nearby ravine or low area.
   b) See general procedures in effect after the storm has passed.
4) **Hurricane/High Winds**
   a) Take immediate cover in a building or ravine.
   b) See general procedures in effect after the storm has passed.
5) **Hailstorm**
   a) Take immediate cover in the nearest shelter or tent and let the storm run its course.
   b) See general procedures in effect after the storm has passed.
6) **Earthquake**
   a) See general procedures.

Evacuation Plans

If at any time while camp is in session it is deemed necessary to evacuate the camp, follow these steps:

- The emergency alarm will be sounded.
- The Camp Director will contact the South Seneca School Bus Garage by agreement with the local school system. Shelter will be sought at the South Seneca High School.
- The Program Director shall be in charge of the evacuation. Area Directors will serve as assistants.
- The bus drivers will transport everyone to the school.
- The Camp Director and Ranger will remain behind to secure the camp.

Illness and Injury Reporting

It is important that ALL illness or incidents get reported to the Health Officer immediately. The Health Officer and Camp Director shall determine if any further reporting needs to be done. Reporting procedures require that any accident or illness that results in death, requires resuscitation, admission to a hospital, injuries such as broken bones, lacerations/cuts requiring stitches, and other injuries and illnesses as defined by the Seneca County Health Department, be reported to the Seneca County Health Department at (315) 539-1945 within 24 hours.

Appendix D – Resources and Forms

Seneca Waterways Council | Camp Babcock Hovey

The following forms are required for camp. The links are listed and they can also be found on the Seneca Waterways Council's website: https://www.senecawaterways.org/

- Absences / No Show Verification: https://247scouting.com/web/BSA397/attachment/document_15145646420_4384.pdf
- ATV Participation and Hold-Harmless Agreement: https://scoutingevent.com/attachment/BSA397/document_15520730180_4388.pdf
- ATV online E-Course: https://cbt.svia.org/login/index.php
- Summer Camp – Camper Release Verification: https://scoutingevent.com/attachment/BSA397/document_15186648420_4388.pdf
- Camp Food Accommodation Request: https://scoutingevent.com/attachment/BSA397/document_15435092570_4488.pdf
- Camp BSA Annual Health and Medical Record form with NY State addendum: https://scoutingevent.com/attachment/BSA397/document_15435097720_4488.pdf
  - Remember to attach (staple) a copy of the participant's health insurance card
- Camp Medical Form Information Letter: https://scoutingevent.com/attachment/BSA397/document_15435098220_4488.pdf
- Swim Pre-Check Form: https://scoutingevent.com/attachment/BSA397/document_15435098800_4488.pdf

The following resources may be helpful to you in planning and preparing for summer camp:

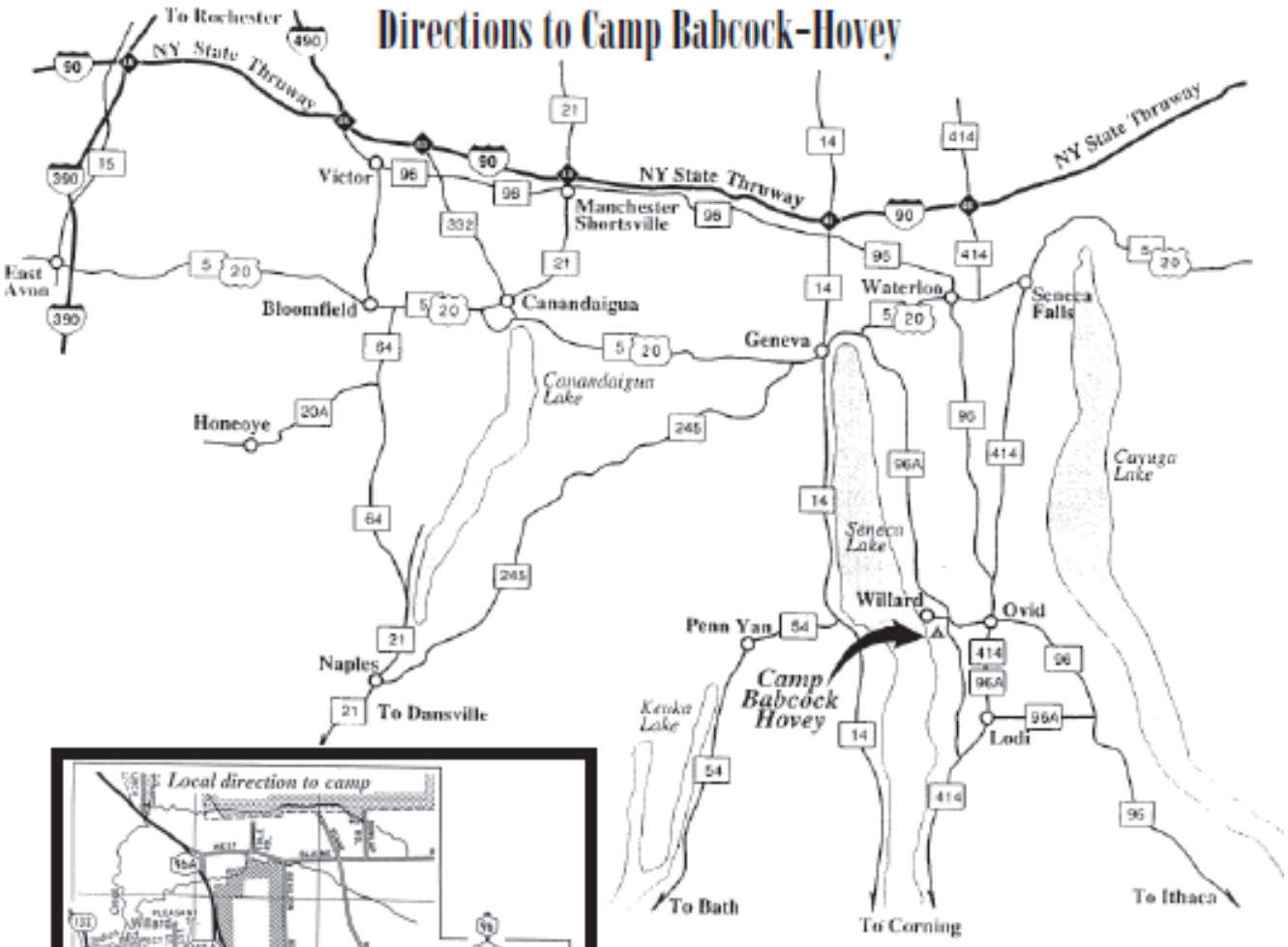
- 2017 Boy Scout Requirements: https://filestore.scouting.org/filestore/boyscouts/pdf/524-012_BS_Requirements_WEB.pdf
- Application for Alternative Eagle Scout Rank Merit Badges: https://filestore.scouting.org/filestore/pdf/512-730.pdf
- Awards Central: https://www.scouting.org/awards/awards-central/
- Guide to Advancement: https://filestore.scouting.org/filestore/pdf/33088.pdf
- Guide to Safe Scouting: https://filestore.scouting.org/filestore/pdf/34416.pdf
- Individual Scout Advancement Plan: https://filestore.scouting.org/filestore/pdf/512-936_WB.pdf
- Merit Badge Requirements: https://www.scouting.org/programs/boy-scouts/advancement-and-awards/merit-badges/
- Sweet 16 of BSA Safety: https://www.scouting.org/health-and-safety/gss/sweet16/

Appendix E – Camp Map

Seneca Waterways Council | Camp Babcock Hovey

Appendix F – Directions to Camp

Seneca Waterways Council | Camp Babcock Hovey



Camp Babcock-Hovey
Seneca Waterways Co.
7294 County Rd. 132
Ovid, NY 14521
607-869-3841

From the Southwest
- Take Route 14, or 414 into Watkins Glen and then take Route 414 North to Ovid. (see insert)

From the Northwest
- Take Route 5 & 20 through Geneva and then turn on Route 96a (toward Ovid (see insert), or...
- Take NYS Thruway to exit 42, then Route 14 South until it intersects with Route 5 & 20 on the South side of Geneva. Take Route 5 & 20 East to Route 96a to Ovid. (see insert)

From the Northeast
- Take Route 5 & 20 West and Route 414 South to Ovid (see insert), or...
- Take NYS Thruway to Exit 41, then Route 414 South to Ovid. (see insert)