| **EMERGENCY PROCEDURES****Stranger Danger**Cecil Park IS a public park. All camp Leaders and volunteers will be wearing a wristband or official Day Camp shirt. Be aware of adults that do not have wristbands or Day camp shirt on. Alert the Camp Director in you see any suspicious activity. *If you see something say something.* **RAIN: Three short Air Horn blasts****THUNDER/LIGHTNING: two short Air Horn blasts*** Move to nearest designated shelter. Shelter location will be listed at each activity.
* Move scouts quickly and without panic.
* Explain that we are MOVING TO BE SHELTERED FROM THE RAIN.
* Await further instruction from Camp Staff
* Once at the shelter, perform a head count for the group. Advise the Camp Director if there is a problem with the number of scout present.
* Please engage in activities with the scouts to keep them calm and busy. Sing songs, tell a joke, or perform a short skit or stunt. The camp will provide some activities if safely possible.
* **DO NOT LEAVE THE DESIGNATED SHELTER WITHOUT THE DIRECTION OF CAMP STAFF**

**NOTE**: The Emergency Notification Air Horn blasts for thunder & lightning may be set off even if the weather over the park is clear and sunny.**MISSING CHILD: one continuous Air Horn blast*** Stop activity and have kids sit down.
* Count all heads and raise the GREEN card if all are present.
* Raise the RED card if you have any discrepancies.
* Have children remain seated until you receive the all clear from the Camp Director.
 | **Scout Oath**On my honor, I will do my best To do my duty to God and my country and to obey the Scout Law; To help other people at all times; To keep myself physically strong, mentally awake and morally straight.**Scout Law**A Scout is:Trustworthy,Loyal,Helpful,Friendly,Courteous,Kind,Obedient,Cheerful,Thrifty,Brave,Clean,and Reverent.**Outdoor Code**As an American, I will do my best to -Be clean in my outdoor mannersBe careful with fireBe considerate in the outdoors, andBe conservation minded. | 2018 Mingo Trails Cecil Twilight CampJuly 31 – August 2, 2018Cecil ParkLeader’s GuideEverything you need to know to have a great camp experience.**Melanie White**,Camp Director 304.904.0054**John Mongelluzo**, Program Director 412.576.4571**Emily Zapach**, District Executive 724.249.6623 |
| --- | --- | --- |

| PREPARING FOR CAMPAt camp, your pack may be combined with other Packs into “Dens” to make balanced stations rotations. These Dens will act stay together throughout camp activities. Please set a gracious example of Scout Spirit for your boys by being welcoming and of each other. When rotating with your Den, please stay together. Do not splinter off into distinct Packs. You are expected to arrive at stations in a group and are counted as such.You will design a Unit Flag to represent your Den. Use this as a team building exercise and encourage all scouts to be involved.Day Camp is provided for registered Cub Scouts and siblings. All attendees are required to be registered before camp and have health forms provided. Make your Pack’s parents aware that you may be sending emails or texts the night before each camp day for information pertaining for the following day. *WHAT TO BRING TO CAMP (LEADERS / PACKS)** Hand wipes, hand sanitizer
* Garbage bags
* Duct Tape and Sharpie to write on the tape
* Sunscreen (WARNING: this can be an allergen)
* Clipboard, folder, or binder to keep organized (Health forms, schedules, etc.)
* Copy of this flyer for Emergency Procedures
* A wagon to transport lunches and supplies.
* A drink cooler may be helpful. The camp will provide only water for participants.
* Coolers to keep dinners cold during the day. Pack number should be written on them.
* Personal dinner for each day for each scout in a marked Ziploc bag.
* Pens or pencils
* Appropriate footwear for wet and energetic activities. Open toed shoes or sandals are not recommended. Closed toe shoes are best; Crocs work great for the kids on the wet days.
 | *WHAT TO BRING TO CAMP (SCOUTS)*See Parent’s GuideDAILY CAMP PROCEDURES*DAILY CAMP ARRIVAL (LEADERS)** Two leaders each day must arrive in a timely manner to be ready to accept scouts and check them in.
* A daily drop off time must be conveyed to each parent in your Pack based on when the Leaders will be at the designated drop off area.
* Drop-off should be on the east end of the park by the police station. Registration will be in the large pavilion.
* One leader should be stationed in the grass area between the pavilion and creek with their Pack number on a stick. This leader will mark the scout present and direct them to where another leader of the Pack will be conducting a gathering activity.
* When all scouts are accounted for (or by 2:55PM), ONE leader MUST check in at the registration table report attendance, pick up the daily schedule and other items.

*DURING CAMP** Listen for one short Air Horn blast to notify when Dens should change location
* Clean up your area before moving to the next location
* Proceed in an orderly, respectful, and scout-like manner

*DAILY CAMP DEPARTURE (LEADERS)** After the Flag Lowering, retrieve all belongings and pick up any trash near your area. ***Leave No Trace***.
* Ensure each scout is picked up by a designated adult. Be aware of any person listed as “not permitted to take youth from events”.
* Early pick-ups are to be coordinated by each Pack. Parent and scout MUST check out at the First Aid station before leaving the park.
 | * One Leader needs to hold up the Pack number sign to alert parents to the pack’s location.
* Packs should decide ahead of time for which parking lot to use for pickups at the camp either the smaller west parking lot (courts) or larger east parking lot (municipal building).

*HEALTH FORMS AND FIRST AID** **First Aid Station is in the main pavilion.**
* Health forms are required for EVERY INDIVIDUAL in camp, youth (scouts or siblings) and adults.
* The forms used MUST be the Boy Scouts of America specific form with Parts A & B completed and signed. This can be turned in ahead of time at the leaders meeting if all are completed.
* Provide one copy to the Camp Health Officer by the first day of camp and pick up all health forms on the last day of camp.
* Keep a copy of everyone’s health form with you in a private secure location, but accessible to any of the adults in charge. We recommend plastic sleeves in a binder, arranged alphabetically for quick reference.
* **READ your Pack’s health forms and make yourself aware of special health concerns, i.e. allergies, asthma, etc.)**

*CONTACT INFORMATION** Make a Pack master list of cell phone and contact numbers for each child and place it in the FRONT of your camp binder for quick reference. Make sure these are reliable numbers.
* Know where your Scouts go and who they may be released to. Make yourself aware of any custody or other issues that affect pick-up.
* Provide at least one cell phone number per Pack to the Camp Director for camp alert use only.

*BUDDY SYSTEM*Every child in camp MUST have a Scout Buddy. They are to go nowhere (i.e., restroom, registration, first aid) without that buddy. Please enforce this system for their safety. |
| --- | --- | --- |