



# 2019 DAY CAMP LEADER GUIDE

CAMP DIRECTOR - AMANDA CARLSON  
PROGRAM DIRECTOR - MICHAELA BOAZ



BOY SCOUTS OF AMERICA®  
RAINBOW COUNCIL



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## CAMP LEADERSHIP

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Day Camp Director – Amanda Carlson

Program Director – Michaela Boaz

Day Camp Advisor – Jennifer Sewell

## CONNECT WITH US

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Get all of the latest updates on Day Camp 2019 by liking us on Facebook at [facebook.com/RSRdayCamp](https://facebook.com/RSRdayCamp).

If you have any questions or comments, please reach out to the directors at [cubscoutdaycamp2019@gmail.com](mailto:cubscoutdaycamp2019@gmail.com).

## REGISTRATION

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Forms are available at [rainbowcouncil.org](http://rainbowcouncil.org). Visit Camping > Day Camp > Forms. Please return the following,

Registration form for:

- Each **individual Scout**
- Each **individual Sibling**
- Each **individual Adult**
- Each Scout, volunteer, and sibling also needs:
- Medical forms Part A & B
- Copy of insurance card
- Copy of Youth Protection certificates for volunteers

Return your forms and payment to your Pack Coordinator so that he/she can register your child for the FUN of Day Camp! Don't forget to fill out your registration form too!

**Pack Coordinators:** Registration is on-line and can be paid with credit card or e-check.



SCHEDULE

Type	Location	Dates	Address	1 <sup>st</sup> Day Arrival	2 <sup>nd</sup> -4 <sup>th</sup> Day Arrival	Departure Time
Day	Bolingbrook	June 10-13	Village Hall 375 W. Briar Cliff Rd.	8:30 AM	9:00 AM	3:00 PM
Day	New Lenox	June 24-27	Francis Field 521 E. Francis Rd.	8:30 AM	9:00 AM	3:00 PM
Day	Shorewood	July 15-18	Hope Lutheran Church 305 E. Black Rd.	8:30 AM	9:00 AM	3:00 PM
Twilight	Kankakee	July 22-25	Lills Park 335 N. Monroe Ave.	2:30 PM	3:00 PM	8:00 PM
Twilight	Morris	August 5-8	Rainbow Scout Reservation 2600 N. Winterbottom Rd.	2:30 PM	3:00 PM	8:00 PM

FEES

Rate	Cost	Due Date
Early Bird *	\$90	Due May 1, 2019
Regular Rate	\$115	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, 2019 will forfeit the early bird rate, and the regular rate will be due in full.

\*New Scouts joining after May 1, 2019 will receive the early bird rate up until 2 weeks prior to the start of the camp's date. Membership must be verified by Rainbow Council.

## VOLUNTEERS NEEDED

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In order to make this the best experience possible for your Scout, **we need your help!** Each Pack is required to provide enough adult leadership to supervise Scouts each day. Please work with your Unit Coordinator to ensure that this requirement is met.

- The Adult to Scout ratio is **1:8**.
- A **minimum of 2 adults per rank** is required from your Pack to maintain "Two-Deep Leadership".
- All **Tiger Cubs** must have an adult partner (18+). Tiger Cub Adult to Scout ratio is **1:1**.

## ADULT VOLUNTEERS

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There are two different types of adults present in camp: Staff and Day Walker leaders.

- **Staff Member** – We need to fill the following positions for each camp: Health Officer, Range Masters (2-3 each camp), Tot Lot Supervisor, COPE Instructors (Morris only), Station Lead, and Den Leaders (one for each den). See descriptions below.
- **Day Walker** – Each den will need a leader to walk them from station to station, take attendance, and communicate with the camp director about den activities.

Staff Members who volunteer all 4 days will receive a \$40 rebate on 1 of their Scouts' registration fees, with the exception of Den Leaders who will receive a \$20 rebate on 1 of their Scouts' registration fees.

- **Health Care Officer** – Maintains medical forms, assess and treat injuries, stores all medications in camp except epi-pens and inhalers. Must be CPR trained or a licensed EMT, nurse, or doctor, etc.
- **Range Master** – Sets up and instructs range activities. Must have archery and BB gun range certification.
- **Tot Lot Supervisor** – Supervises siblings and runs activities in the tot lot area.
- **Trading Post Attendant** – Responsible for trading post transactions including inventory.
- **COPE Instructor** – Instruct and lead climbing wall. Must have COPE training.
- **Station Lead** – Leads activities at various program stations.
- **Den Leader** – See Den Leader Responsibilities below.
- **Day Walker** – Travels with den and assists Den Leader

## DEN LEADER RESPONSIBILITIES

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- Attend a training session to review any changes to camp this year.
- Arrive at camp early each day per camp specifications (usually 20 minutes).
- Recommended: Bring a cooler with ice packs to store lunches, and possibly a blanket for sitting on at lunch with your den.
- Take attendance each morning, and report absences to the Camp Director.
- Escort Scouts from activity to activity, ensuring the Scouts get to their program areas on time. Assist in program areas as needed.
- Review each program area for any Scout's belongings before leaving a station.
- Encourage Scouts to come up with a den cheer or song, which they can sing while walking .
- Ensure all of Scouts use the buddy system.
- Ensure all medications have been checked-in with the Medical Staff.
- Medical Staff must administer all medications. Asthma inhalers and bee sting kits may be carried with the Scout. Report **ALL** injuries immediately to the Health Officer!

## DEN LEADER RESPONSIBILITIES CONT.

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- Please encourage your Scouts to participate in the events (but do not force them), and praise the Scouts for "doing their best".
- Be prepared for rain. Camp will not be cancelled due to rain!
- Use Den binder to review medical and emergency procedures. Also, keep track of Scouts who do not have permission to participate in specific events, etc.
- Check out Scouts at the end of the day to adults authorized to pick up those Scouts.
- Continually take head counts to verify that all group members are present. In the event that a Scout or child is discovered "lost," notify the Camp Director immediately so appropriate procedures can be implemented to find them.

## YOUTH VOLUNTEERS

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We have two opportunities for youth volunteers:

- **Den Chief:** Assists Den Leaders and Day Walkers by carrying out duties assigned.
  - Must be in Scouts BSA or Venturers.
  - Must be at least Second Class or have their Scoutmaster's recommendation.
- **Program Aide:** Helps the Staff Member in a program area and carries out duties as assigned.
  - Must be in Scouts BSA or Venturers.
  - Must be at least Second Class.
  - Must be able to demonstrate and teach skills.

## TRAINING

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All volunteers will be required to attend a mandatory training session before the start of camp. Your Pack Coordinator should notify you when and where Day Camp training will be held. All Camp Staff and Day Walkers are required to attend training which will include:

- Youth Protection Review
- Emergency Procedures
- Camp Policies
- Station Activities
- Station Locations
- Schedules

Attendance at training ensures a more productive and successful camp experience for the Scouts. The Camp Director, Program Director, and/or Council Advisors will be on hand to answer any questions.

## TWO-DEEP LEADERSHIP

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One of the fundamentals of Scouting is "Two Deep Leadership." This means that there must always be at least two adults with the youth at all times. If there are not two adults in every den or tot lot, contact the Camp Director, and another adult will be assigned to the group.



## YOUTH PROTECTION TRAINING

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All Staff Members & Day Walkers are required to take the online *Youth Protection Training* and must provide a copy of their certification to the Camp Director before camp begins:

<http://www.scouting.org/Training/youthprotection.aspx>

## TOT LOT

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Tot Lot will be available for siblings age 3-14 who are not enrolled in the Scouting program. Tot Lot is only available to parents on days they are volunteering. Children **MUST** be potty trained to be eligible for Tot Lot. The cost of Tot Lot is \$10 per day or \$5 per day for parents who volunteer all four days of camp.

Please submit payment and registration forms for Tot Lot to you Unit Coordinator to be turned in with your Pack's registration. Children registered for Tot Lot will be able to accompany parents during camp hours. Children in the Tot Lot need to be signed in and out with the Tot Lot supervisor at the beginning and end of the day. The camp directors recommend children in Tot Lot purchase a camp t-shirt to wear each day. Additional attire should be the same as campers and includes shorts and close toe shoes. **NO OPEN TOED SHOES OR SANDALS.**

Parents should also pack a lunch, change of clothes, snack, and water bottle 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.

Volunteers are needed for the Tot Lot area. Please email the directors if you are interested in volunteering for Tot Lot.

## DISCIPLINE

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If discipline issues arise, the procedure is as follows:

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

**PHYSICAL DISCIPLINE IS NOT ALLOWED AT DAY CAMP (EVEN WITH YOUR OWN SCOUT).  
SCOUTS ARE NOT TO BE INSULTED, DEGRADED, OR DEMORALIZED THROUGH VERBAL DISCIPLINE.**



## CAMP RULES

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**Scouts & siblings should never be left alone!** Do not leave camp until all Scouts and Tots from your Pack have secured proper home-bound transportation. All of your den's paperwork should be returned to the Camp Director before you depart.

Contact your Unit Coordinator or Camp Director as soon as possible if you are unable to make it to Camp on your scheduled day. Someone from your Pack **MUST** be with the Scouts at all times.

Tobacco and alcohol products are prohibited at all BSA activities. There must not be any smoking, chewing tobacco, or drinking alcoholic beverages on camp grounds.

Also, please refrain from using your cell phone while at camp (unless it's an emergency).

**Most importantly, HAVE FUN with your Scout and their friends!**