

~CAMP VOLUNTEER HANDBOOK~

Foothills District Day Camp – Chief Seattle Council BSA

Welcome to the fun and adventure of Cub Scout Day Camp. You will have a great experience participating with the scouts at camp. Give them the benefit of an enthusiastic leader and they will have the time of their lives. Day Camp is operated according to the National Standards of the Boy Scouts of America. These helps insure the performance for all campers is the Cub Scout Motto “Do Your Best.” Please familiarize yourself with this manual. When questions or problems arise, please consult the camp director.

Purpose of Cub Scout Day Camp:

- ⚙ Fun and Adventure
- ⚙ Provide an enjoyable and unique summer experience in Scouting for the cub-age boy.
- ⚙ Teach qualities of teamwork and self-reliance in accordance with Scout standards.
- ⚙ Promote interest in Boy Scouting by means of a positive camp experience.
- ⚙ Support and strengthen the pack.
- ⚙ Encourage appreciation for the environment opportunities.

What to Bring:

- ⚙ Sack Lunch ⚙ Sunscreen
- ⚙ Comfortable clothing and shoes. Scout uniforms are always appropriate. Adult camp identifier is also required. Open-Toed shoes / sandals are NOT allowed in camp. (You will be sent home to change shoes!) Check the weather forecast in the morning before leaving home and plan accordingly.
- ⚙ You may want to bring a wagon to transport supplies.
- ⚙ Additional cooler, you be supplied only one. Ice for the coolers / lunches.

Rules for All Adult Leaders:

- ⚙ Attend mandatory training provided for you – 2 sessions.
- ⚙ Let courtesy and kindness dictate your words and actions with others at camp.
- ⚙ Report all injuries, including minor scratches, to the camp director or first aid director.
- ⚙ Do not ever leave the scouts without adult supervision.
- ⚙ Be prompt with your scouts for camp events and ceremonies.
- ⚙ Ensure the scouts wear camp T-shirt and any den identifier. This helps us place them in and around camp.
- ⚙ Don't allow scouts beyond camp boundaries established by the camp director.
- ⚙ All late arrivals must check in with the camp director at headquarters.
- ⚙ Keep an accurate attendance record for every scout each day of camp.

- ⚙ Written parental permission must be provided for any scout leaving early.
- ⚙ Assist campers at stations as needed, readily support the station leaders. ⚙ Encourage the scouts to “Do Your Best.”
- ⚙ Help scouts keep track of personal effects.
- ⚙ No smoking or alcoholic beverages permitted in camp
- ⚙ If you will not be attending camp all four days, pass information to your replacement.
- ⚙ Cell phones need to be turned off at camp. It is a distraction, and can create a safety hazard at the BB and Archery ranges. Please help us keep camp safe for everyone.

Rules For All Cubs

- ⚙ Do Your Best!
- ⚙ Follow directions given to you by leaders, camp director, station leaders, den chiefs and other people helping at camp.
- ⚙ Don't run in camp except in specified areas.
- ⚙ Stay on the Trails! Don't make new ones.
- ⚙ Respect all living things including plants and animals.
- ⚙ Stay within camp boundaries.
- ⚙ Stay with your buddy at all times.
- ⚙ No littering! If you mess it up, you clean it up. If you see it messed up, clean it up.
- ⚙ Do not bring pocketknives or unnecessary personal belongings from home such as toys, games, radios, electronic devices, etc.
- ⚙ All cubs and den chiefs must be BSA registered.
- ⚙ Wear comfortable clothing and shoes. (No Open Toe Shoes!)
- ⚙ Always wear camp T-shirt and any den identifier at all times while in camp.

Stress Management at Camp:

Camp situations may create stress in staff and walking leaders. It is important that you watch yourself and your negative attitude because that may have an effect on the scouts or lead to abusive situations. If you feel overtired, ill-tempered, extremely hungry, irritable, frustrated, negative, upset or feel like crying, yelling, swearing, throwing things around or hitting people please ask for a time out period or help from a buddy or assistant, or advice from the Camp or Program Director. We want you to feel supported so if you are stressed or feel an inability to cope with your situation please ask for help!

Discipline at Camp:

We want all leaders to have an enjoyable camp experience. If you feel a child is getting out of control and you cannot kindly deal with the situation, please take the child to the Camp Director. The Camp Director will then be in charge of the problem. Please remember that yelling, shouting, hitting, spanking or any other unkind remarks, or physical roughing up of a child, is NOT accepted at Day Camp - not even towards your own child.

The walking leaders should resolve discipline and behavior problems, if at all possible. Refer repeated problems to the Camp Director. In resolving behavior issues remember the following;

1. Give the scouts a chance to present their point of view before taking any action or making any statement to them. Listen sincerely to all parties involved.
2. Clearly explain what is wrong with the behavior.
3. Tell / discuss what behavior changes are needed to resolve the problem.
4. Inform the scouts what steps might be taken if they do not correct the problem
 - ☹ Removal from activities
 - ☹ Phone call to parents
 - ☹ Removal from camp for a day
 - ☹ Removal from camp for the week

YOUTH PROTECTION GUIDLINES:

The BSA has a Youth Protection program that outlines guidelines and procedures for us to follow. Every adult leader should be trained in this program. Child abuse can involve mental, physical, and sexual abuse of a child. Unkind remarks and physical roughness towards a child fall into these guidelines. Leaders will be sent home for violation of this guideline.

Precautions Against Accusations of Sexual Abuse:

Child abuse is a serious crime. As a camp volunteer with the responsibility for caring for children, please follow these simple precautions to protect yourself and those around you.

1. Always have 2 - deep leadership.
2. Have everyone use the buddy system.
3. Never be alone with a boy, never go somewhere with just you and the boy – always bring his buddy along, even if it is your own child.
4. Refrain from casual physical contact except with your own child.

Reporting Child Abuse:

If you suspect that a child in camp is a victim of child abuse, you MUST report this to your Camp or Program Directors. They will discuss your suspicions with you and possibly talk to the child. The BSA has made it a policy that the Scout Executive of each Council, as well as key members of the professional and volunteer staff, becomes familiar with child abuse and its various manifestations. After you report your suspicion, the Camp Director will report it to the Scout Executive and the report will be handled from then on by the BSA.

Please do not discuss the situation openly with other adults especially in front other boys.

All states provide immunity from prosecution for reporting suspected child abuse in good faith. It is your responsibility to protect and help children.

If A Child Tells You That Someone Has Molested Him:

1. Don't panic or overreact.
2. Don't criticize the child.
3. Do respect the child's privacy. Take the child to the Camp Director away from the other campers. Discuss the situation **ONLY** with the Camp Director.
4. Do make sure the child feels that he is not to blame about what happened. Tell the child that no one should ask him to keep a special secret and that it is okay to talk about what happened.

Heat Exhaustion Hazard:

The weather at Day Camp is changeable. High temperatures may require that the camp director to curtail strenuous activities. Please take measures to assist your groups in maintaining hydration. Remember moderate warm temperatures can also cause dehydration. Be sure you and the scouts are drinking enough fluids all day long, no matter the weather! If anyone complains of heat related symptoms, **IMMEDIATELY** bring them to camp headquarters for attention. **DO NOT WAIT!**

EMERGENCY PROCEDURES:

Three long blasts of the air horn calls everyone immediately to the flag area – lined up by dens – waiting quietly for further instructions.

Please become familiar with the Foothills District Plan for accidents, injuries, fire, lost scouts, and foul weather. In the event of a serious accident, injury, or other health related emergency, summons the Camp Director and First Aid Director **IMMEDIATELY**. They may ask for your assistance in treating or transporting the injured person.

LOST SCOUT PROCEDURES – 3 long blasts of air horn Walking

Leader Duties:

It is the responsibility of the walking leaders to keep track of the whereabouts of the scouts in their den. In the event that a scout should get separated from his buddy and the rest of the den, follow the procedures below. The buddy plan is always in force at all times while in camp.

1. Constantly take head count. Have the boys buddy up. Identify who is missing.
2. Notify station leader. Follow their directions.
3. Make a quick search of immediate areas. (In buildings / other hiding places, other dens).
4. Notify Camp Director and or Program Director.

5. When alarm has sounded, THREE long blasts of the air horn, lead scouts to flag pole in an orderly fashion. Take another head count and await further instructions.

Station Leader Duties:

It is the responsibility of the Station Leader to secure their immediate area and to assist the walking leader in determining there is a lost scout. If so please follow the following directions:

1. Assist the walking leader in searching the immediate area.
2. Send a walking leader or other staff member to inform the Camp or Program Director.
3. At the sound of the alarm, THREE long blasts of the air horn, secure the non-shooting stations and report to the flagpole.
4. At alarm, shooting sports stations bring all bows, arrows, BB guns, and extra BB's to the camp headquarters to be checked and secured. Proceed to the flag pole.

FIRE DRILLS – 3 long blasts of the air horn

1. All fires, except those used for program activities, are to be reported to the Camp or Program Director.
2. The Camp Director at their discretion will sound THREE blasts on the air horn. This is the signal for everyone to buddy up and by dens report to the flagpole.
3. Walking leaders need to do a head count and report any missing persons to the Camp Director.
4. Station Leaders will conduct search for missing camper per lost boy procedures.
5. First aid officer and walking leaders will evacuate campers, if necessary, following the evacuation procedures.
6. After all campers and staff are accounted for, staff leaders will report to Camp or Program Director for further instructions.
7. If camp staff cannot control the fire then the Camp Director will call the local fire department.

STORM EMERGENCY – 4 long blasts of the air horn

1. In the event of a storm the Camp or Program director will blow the horn FOUR times. This is the signal to go to the covered picnic areas.
2. All scouts must buddy up and report there by dens.
3. Walking Leaders will take a head count and report any missing scout immediately to the Camp or Program Director.
4. If the missing scout cannot be found, Lost Scout procedures will be instituted.
5. At the discretion of the Camp Director, the camp may be evacuated per the Evacuation plan.

EVACUATION PLAN:

If evacuation becomes necessary please follow these procedures:

1. Depending on what type of emergency, evacuations will start from one of two places: Either the flagpole or the covered picnic area.
2. Walking Leaders will assign boys to cars with parents from their own pack first. If more room is needed they will assign boy to staff vehicles.
3. No vehicle is to leave until directed by the Camp Director.
4. Only the Camp Director will specify which cars go first.
5. The Program Directors vehicle will leave first followed by the vehicles of the campers parents.
6. The staff vehicles will go last followed by the Camp Director who will be the last to leave only after everyone is accounted for.
7. All vehicles will follow the Program Directors car to the Nearest Fire Station.
8. The Program Director will, with the help of walking leaders, make a head count and report any missing scouts or vehicles.
9. Any missing scouts will be treated just like the lost scout plan.

CHECK-IN AND CHECK-OUT PROCEDURES:

The Foothills District has a STRICT check-in and check-out policy.

This is in place to increase the safety of the individuals that attend Day Camp.

PROCEDURE:

At the time of registration, each scout will provide a list of persons acceptable to pick him up from day camp.

ARRIVING AT CAMP:

Each day as the scouts arrive at camp, they will be checked in at the flag gathering area with their walking leaders by the adult transporting them to camp.

CAMP CHECK-OUT:

Early Check-Out:

If a scout needs to leave prior to 3:15 pm check out is conducted through headquarters. Please make prior arrangements. Adult picking up must be on the provided approved pick up list received at registration.

End of Camp Check-Out:

At the end of closing ceremonies, the Camp Director will dismiss the dens individually. The walking leaders will then take the scouts to the home pack numbers posted and check the scouts in with the checkout volunteers. After all dens are at the home pack numbers, transporting adults may sign out the scouts to take them home.

Please make sure all scouts are checked out with a signature, because any non-signature checked out scouts requires a phone call home by the Camp Director to ensure safe arrival of scout!

No-Shows And Absentees At Camp:

If a scout does not show up for camp, phone calls will be made at headquarters to locate the scout - unless prior notification has been received.