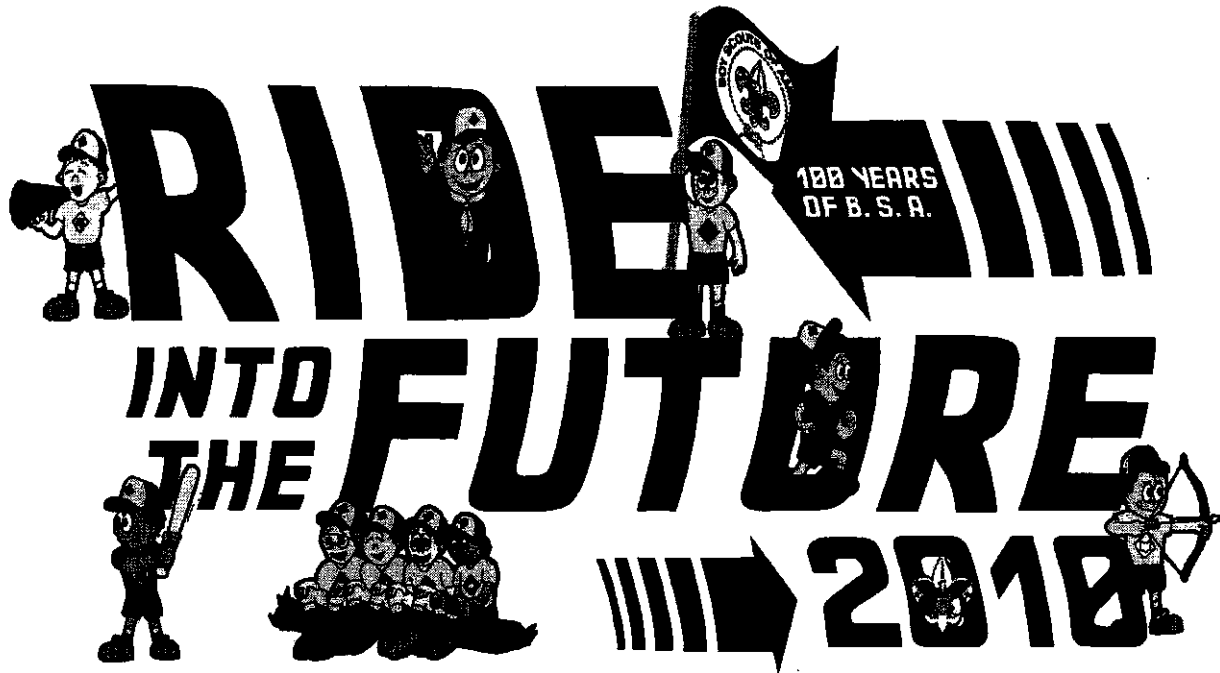


Phoenix District

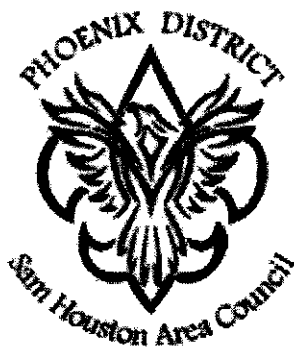
Summer Day Camp

Spring
Creek

Date: Park
June 15–18



2010 Leader Guide



Camp Highlights

- 4 Day all level camp
- Activities will provide the opportunity to earn beltloops/pins, special awards, and also steps towards rank
- Guaranteed FUN!!!!!!

A Message From The Directors

Thank You for helping make the 2010 Phoenix Day Camp a lasting memory for all of the Cub Scouts and siblings who will be attending!

This is our inaugural year as a day camp with a new location and a whole new staff; so there will be MANY new things for you and the boys to experience this year. We want you to make sure you feel comfortable with camp this year so please take the time to make sure you understand the entire contents of this document and let us know if you have any questions.

Your 2010 Phoenix Day Camp Staff

Khrista Lott	Camp Director	krka@sbcglobal.net
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Stephanie Davidson	Program Director	sndavidson@gmail.com
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Lora Sheffield	Registrar	lora.sheffield@gmail.com
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Mitch LeJune	Council Sponsor	daycamp@phoenixbsa.org
Joe McElliott	District Executive	daycamp@phoenixbsa.org

The Purpose of Cub Scout Day Camp

- To provide an outstanding outdoor experience for Cub, Webelos and Tiger Scouts as well as their siblings
- To strengthen the operation of Dens in teamwork, leadership, and the skills of Cub Scouting
- To provide advancement opportunities for Cub, Webelos and Tiger Scouts in a camp setting
- To educate Cubs, Webelos, Tigers and their siblings and to achieve Scouting's basic purposes of character development, citizenship, and personal fitness

Camp Rules

for everyone

- ◆ Always wear your camp t-shirt with name badge
- ◆ Always wear closed-toed shoes: no sandals or other open shoes
- ◆ Always walk (never run)
- ◆ Always stay within the camp area—not in the woods
- ◆ Always throw trash in trash cans (or take it with you)
- ◆ Always stay with your Designated Group
- ◆ Always respect the people around you
- ◆ Always make sure all medication stays at the Camp First Aid station
- ◆ Always "Do Your Best"

for adult leaders

- ◆ Safety first!
- ◆ No abusive language
- ◆ No alcoholic beverages
- ◆ No tobacco consumption (of any kind) while working with the Scouts
- ◆ Do not humiliate, verbally attack, or physically discipline any boy (even your own)
- ◆ One leader at a time from a group can take a break at the break area if there's adequate supervision for the Scouts: adult leaders only at the break area.

Phoenix Day Camp structure

What we will do with our time:

Each day, Every group will do the following:

- ◆ Archery or BB Guns
- ◆ Music and Crafts
- ◆ Science, Nature, or Scout craft
- ◆ Sports or Games



Once Drop off time has closed each morning, we will allow 10 minutes to gather your group to the ceremony area where there will be an opening and closing ceremony each day during which we will have flag ceremonies to raise and lower the flags, make announcements, give recognitions, and whatever else needs to take place. The sessions will run approximately 50 minutes with 10 minutes of travel time in between each session. An air horn will be blown 2 blasts to signal the time to switch to the next session. There is time scheduled for lunch followed by Pack or Group rest time. After the closing ceremony has concluded we will begin dismissal.

7:30 - 7:50	Pack Arrival/Drop Off Time
7:50	Drop Off Closes
7:50 - 8:00	Gathering Time
8:00 - 8:10	Opening
8:20 - 9:10	Activity Time
9:20 - 10:10	Activity Time
10:20 - 11:10	Activity Time
11:10 - 11:40	Lunch Time
11:40 - 12:10	Pack/Group Rest Time
12:20 - 1:10	Activity Time
1:20 - 2:10	Activity Time
2:20 - 2:40	Closing
2:40	Dismissal
3:00	All campers cleared out of camp

Pack / Group Rest Time

This time is required by BSA as a cooling down time for all day camps held. This is a time where the boys (and girls) can chill out, let their lunch settle and absorb what they have done so far that day.

It is strongly encouraged to fill this time with a calm activity to avoid the boys using as a time to run around and get wild or just play in the dirt, etc. This can be a very advantageous opportunity to just chat with the boys and spend that quality time with them that is so hard to get at other events. You can also do den doodles, practice singing camp songs, draw a picture of their favorite thing at camp so far, etc.

Pack Assembly Area

Each group will be assigned an area for the assembly of youth for drop off and pick up. This area will also serve as your storage area. You will be free to eat your lunches anywhere in the Park with the exception of roped off areas. If you would like to use the pack assembly area for eating lunch, we encourage you to bring a table and a canopy that you can leave set up for the week while at camp. You can store your pack gear like: buckets, signs, flags, coolers, wagons, etc. Please be respectful of others and keep your area clean and remember to ask permission before entering another pack's area. Each day camp needs to be left cleaner than when you arrived that morning—it's the Boy Scout way!! This is a great opportunity to practice Front Country Leave No Trace.

Your Day Camp Group

You will be experiencing Day Camp in a "Group" consisting of boys from different age groups and in some instances from different packs. What this means is that each pack can take better advantage of their pack resources and have better adult coverage for our boys. In the instance that a pack has fewer boys than a group size requires then they will be combined with another pack with the same situation. Groups will be traveling together to ceremonies, activities, and have the option of having meals together as well. Ideally, each Group will have at least three adults present each day allowing an adult to take a break while the group still maintains two-deep leadership.

When a group arrives at an activity area, they will be broken into two different sub groups to be able to work on age-appropriate activities. There will be a Cub Scout and Webelos activity for each station. So leaders will need to help ensure that the boys are attending the appropriate activity for their age.

Parking/Traffic Flow

All vehicles entering camp will need to have a camp assigned tag in their windshield in order to proceed through the camp. There will be a tag for parking vehicles, a tag for dropping off vehicles, a tag for staff vehicles, and one that is temporary for guest vehicles if needed. Vehicles entering camp will only be allowed to travel on a given path which will be one way in and one way out of the camp. There will be a map provided to each pack illustrating this route. There will be designated parking areas for all vehicles needing to stay at camp. Each pack will have assigned parking next to their pack area and excess parking will be in designated areas only. Vehicles will not be allowed to be driven while camp is going with the exception of emergency ones.

DO NOT BRING VALUABLES TO CAMP IF AVOIDABLE AND MAKE SURE ALL VEHICLES ARE LOCKED AND SECURE.

Trash

Each pack will be responsible for their own trash each day. We also ask that all scouts pick up any trash they find on the ground and throw it away in the nearest trash bin. Each pack will need to take their trash to the dumpster at the end of each day before leaving camp.

Scout Drop Off

Each pack will have their scouts dropped off at their designated area and leaders will escort all scouts down to the ceremony location at the designated time. Parents dropping their scout off will be given a car sign to keep in their car windshield and will need to make sure they arrive in time to be done dropping off by 7:50 and on their way out of the park at this time. This will allow time for all scouts to be at the opening ceremony when it starts.

Leaders who arrive with scouts will park next to their pack area and then wait for any other scouts to arrive. Each pack that has scouts being dropped off will need to ensure that they have at least two leaders at the pack area by 7:30 in order to receive their boys that are being dropped off.

Leaders with siblings need to drop them at the sibling camp on their way in to camp and before arriving at the pack area. There will be a special "Sibling's Check In Area" where you must sign in your sibling(s) to a member of the sibling camp staff.

Late Check In/Early Pick Up

If it is necessary for any scout to arrive late, then the parent will need to check the scout in at Headquarters upon arrival. If there are special circumstances that require a scout to need to leave before the end of our camp day then the parent will need to go to headquarters to sign the scout out and then staff will locate the child and deliver them to the parent. If either of these situations need to occur and it is known of ahead of time it would be very helpful to notify the camp staff ahead of time so they can know to expect it.

Scout Pick up

Scouts can begin to be picked up beginning at 2:40pm. The pack leaders will bring their scouts to the pack area after closing ceremonies for them to go to their designated car. The pack leadership should know when each scout is being picked up and by who. If the person does not have the pick up tag then DO NOT release the scout to them and refer them to the closet staff member so that we can help them out. If a scout that is normally picked up has a late ride then please do not just leave with them; just bring the scout to headquarters and the staff will make sure he gets home.

Leaders with siblings will need to go to the sibling camp to get their children and make sure to have the kids picked up as soon as possible, no later than 3pm.

Camp Visitors

Camp Staff will be assuring that only adults who are supposed to be at camp are the ones at camp around our scouts. To verify that, every leader and staff member will need to wear their camp shirt and nametag. Please inform a staff member if you see any person in camp that does not have these items on or a visitor identification tag. As for persons registered to attend camp, we must use the BSA Camp Standards: The BSA Standards for Cub Scout Day Camps require that ALL camp staff be registered members of the BSA, this includes parents (whether they are in attendance for part of the day or all week). The Texas Department of State Health Services and the Texas Youth Camp Safety Act in Sec. 265.12 e requires that the camp should have a "record of each staff member's character and qualifications on file."

First Aid/Injuries

Report any and ALL injuries to camp staff immediately.

There will be trained first aid staff available. Any injury that needs attention should be reported to the First Aid Station and a First Aid Staffer will be dispatched to assess the injury and provide the needed treatment. Leaders, staff and Boy Scouts who are certified in First Aid/CPR will be identified with a red bandana with a cross or patch on it. If you need assistance in any medical situation, please look for one of these people for help. We have arrangements with the local hospital for treatment of any emergency cases.

Medication must be in the original prescription bottle with the camper's name in the label and will need to be accompanied with a medication form including information on how and when to administer the medication. This form can be found on the BSA website in the forms sections and can also be supplied to you if needed. ALL medications will need to be turned in to the camp Health & Safety Officer and can only be administered by qualifying camp staff.

Lost/Found Scout

If you have lost a scout from your group or have found a scout from another group, please keep the rest of the scouts in your group together and find a camp staff member immediately. Do not let the "found" scout wander. Do not leave the other scouts unattended or send off other scouts to find the lost scout.

Emergency Signal

In the instance that our camp experiences an emergency situation we will sound **THREE LONG BLASTS** on the air horn. If you hear this signal, gather your group together immediately and head toward Headquarters. Staff members will be there to give you further instructions.

IN THE CASE OF INCLEMENT WEATHER

- ◆ If during camp the weather becomes too dangerous to continue, we will notify everyone at camp and start contacting parents. Please remain with your group until the Scouts are all picked up or until you've been dismissed by a staff member.
- ◆ In the event that the weather is too bad to hold camp, we will inform the pack leader. The leader should then contact the Scouts in the group.
- ◆ If you have any question as to whether camp will be held, call the 24-hour information number that will be included in the pack leader folder.



Camp Walker Job Description:

Reports to: Camp Director or Program Director

Requirements: Registered adult in BSA, Current in YPT, Attend Camp Walker Training

Duties:

Before Camp

- ◆ Prepare scouts from your pack to attend camp
- ◆ Be sure all scouts have buckets with lids
- ◆ Coordinate camp site equipment with other pack members attending camp

i.e.: chairs, tables, coolers, awnings, meal time activities

Daily at camp

- ◆ Make sure 2-deep leadership is maintained while at camp
- ◆ Help keep pack's assigned base camp clean
- ◆ Ensure Cub Scouts get to their activity areas on time and keep record of the scout's achievements
- ◆ Assist with the sessions as requested by the session staff and keep scouts constructively occupied between sessions
- ◆ Make sure Cub Scouts are getting adequate fluids and sun/insect protection
- ◆ Address any safety issues or report them to activity area staff
- ◆ Make sure perishable items are being kept cool (with temperature tracking)

Discipline: National Camp Guidelines for Discipline

If the camper is disruptive, fails to follow directions, fights, or is abusive to other campers or leaders:

1. The leader will take him aside, but in clear view of others and talk with him. If he continues, sit him out of the activity. (note: when you talk with him, ask another adult to accompany you. Never deal with a child without another adult observing.) Ask the Scout if something is troubling him here or elsewhere. Sometimes listening can help solve the problem.
2. If the camper continues to be a problem, inform him that he will be removed from the fun activities if his behavior does not improve.
3. If the problem occurs again, leave him at headquarters with a description of the problem.
4. This camper will remain at headquarters under supervision until the camp director is able to address the problem.
5. The camp director will attempt to counsel the scout about his problem and will ask the scout to accompany him on his rounds.
6. When the camp director feels the scout is ready to join his group, he will return to his group. If the problem reoccurs, the scout's parents will be called and asked to pick him up from camp immediately.
7. No form of physical punishment by any staff or den leader will be tolerated.
8. Give every camper a fresh start every day.

Camp Walker's responsibilities during camp:

- ◆ Arrive before the Scouts, or with Scouts if carpooling to camp
- ◆ Stay in your pack assigned area to receive scouts until all of your boys are present, once all scouts are present then escort the pack to the ceremony area and join your camp group.
- ◆ Make sure that any perishable food brought to camp is kept cold using the provided thermometers and tracking charts.
- ◆ Keep your scouts organized throughout the day to ensure that they arrive to each activity on time.
- ◆ Take attendance and turn it in to the camp staff **right after the opening ceremony**. If a scout does not show up for camp, and you know why, please note it on the attendance form. All scouts that are not accounted for have to have parents called by camp staff. If you are unable to attend, please notify your co-leaders. If your absence will cause your pack to not have sufficient leadership, please also contact the Camp Director or Program Director (numbers in front of this packet)
- ◆ Make sure the scouts drink plenty of water: a good rule of thumb is drink at least once at each station. To encourage this, you can do a bead reward system and the boy with the most beads at the end of the day gets a special reward.
- ◆ Ensure that scouts are safe at all times, if they need to leave the group for any reason, make sure they use the buddy system. They can not go alone or go with only one adult.
- ◆ Be available to help the scouts during their sessions; always be ready with things to do during times when scouts are not doing activities. Mark down the activities the scouts do that will count toward rank or belt loop requirements; a list of these requirements will be handed out to your pack representative in their pack camp folder.
- ◆ After the closing ceremony, make sure the scouts get back to the pickup area and are picked up.
- ◆ If you see anything hazardous or unsafe in the camp, please take care of it; as long as you can do so without injuring yourself or leaving your group. Otherwise report the situation to camp staff.

Ideas for things to do with scouts while they're waiting:

- ◆ Yells
- ◆ Making/decorating flags
- ◆ Skits, jokes, games
- ◆ Songs: scout appropriate, the sillier the better
- ◆ Work on rank requirements, belt loops, or pins: planned and provided by your pack
- ◆ Practice knot tying

Preparing for Camp

We will send out instructions for picking up your camp t-shirts, cups, pack folder, vehicle tags, Pack Area assignment, and parking assignment in advance. Group leaders will be allowed to come on the specified date and time to the camp to receive these items; you will be asked to re-count all your items to check for accuracy so you may want to bring someone to help. You are also welcome to bring and set up your pack gear at this time.

Your camp rosters will be sent to you via email as soon as they are complete from Lora so that you can double check them for accuracy. Once you have your roster complete, please check with these campers to ensure they are getting ready for camp.

Items to bring to camp

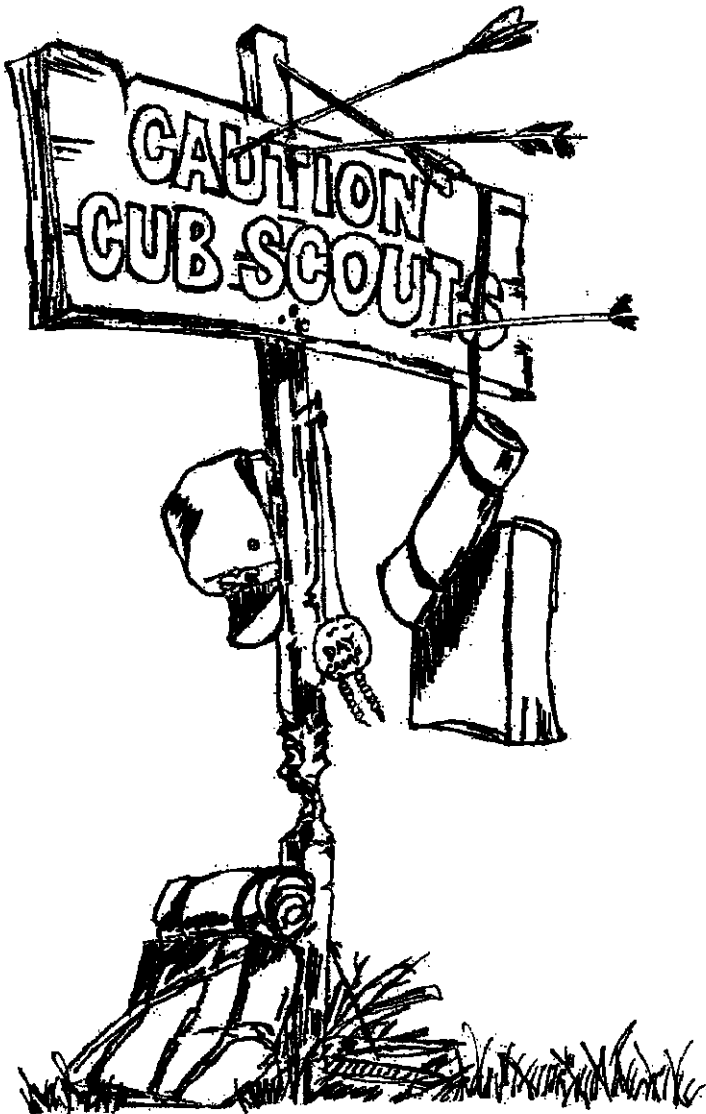
Everyone:

- ◆ Camp T-Shirt (must be worn each day of camp)
- ◆ Bandana
- ◆ Closed toe shoes
- ◆ Hat
- ◆ Camp water cup
- ◆ Sunscreen & bug spray
- ◆ Rain poncho
- ◆ Sack lunch (labeled with name); preferably non-perishable
- ◆ Non-carbonated drink to go with lunch
- ◆ Trading post card (if post is available)
- ◆ Bucket to sit on and store all gear in (5 gallon with lid)

(These are available free from many schools, bakeries, ice cream stores, etc.)



ALL KNIVES, AXES, TOYS, AND ELECTRONICS OF ANY KIND SHOULD BE LEFT AT HOME, AS THESE ITEMS ARE NOT APPROPRIATE GEAR FOR CAMP.



Leaders:

- ◆ Cub Scout book for appropriate rank
- ◆ Belt loop and Pin info
- ◆ Folding chair (to be used for adults only)
- ◆ Wagon(s)
- ◆ Water (or Gatorade/Kool Aid) in a cooler for pack
- ◆ Snacks for your pack during the day
- ◆ Craft items for den doodles, pack flag, etc. for use in times of waiting
- ◆ Sharpie marker or laundry marking pen for labeling items
- ◆ Clipboard and pen
- ◆ Hand sanitizer or wet wipes
- ◆ Rope for knot tying
- ◆ Duct tape
- ◆ Trash bags
- ◆ Ice for drinks in coolers(bring each day)
- ◆ List of parent's names and phone numbers

NON PERISHABLE FOOD ITEM IDEAS

- ◆ Trail Mix
- ◆ Jerky or Slim Jim
- ◆ PB&J sandwiches or the uncrustable sandwiches
- ◆ Tuna/Chicken Salad lunch kits
- ◆ Squeeze cheese
- ◆ Cheese & crackers packets
- ◆ Fruit: fresh, dried, or packaged
- ◆ Peanuts, cashews, walnuts, etc
- ◆ Canned chicken
- ◆ Spaghetti O's lunch containers

Be creative and think of items you would stock up on for hurricane season.

Camp Trading Post

Day Camp may have what is called a trading post where boys can purchase snacks, drinks, and token toys and memorabilia from camp. This post is typically hosted by a boy scout troop and they use it for a fundraising opportunity so it is scouts helping scouts. The availability of the trading post will be determined by the hosting scout troop and will be announced to our pack representatives once it is determined. Each group will need to decide when and how they want to take their boys to the trading post. **UNDER NO CIRCUMSTANCES SHOULD CUB SCOUTS GO WITHOUT ADULT SUPERVISION.**

The trading post is not allowed by state law to operate with cash so there will be trading post cards/vouchers for the boys to use that the parents will need to purchase for the boys to use at the post during camp.