

2012 Cub Scout Day Camp Leaders' and Adult Volunteer Guide



Rope Tunnel – Archery – BB Guns – Sack Race

LOTS OF FUN!!!!!!!!!!!!!!!!!!!!!!

**2012 Day Camp
will be an exciting,
fun filled program for all
Cub Scouts and adults.**

**Our camp theme for 2012 is
“SUPERHERO SUMMER 2012”.**

**We hope you and your pack
make plans to participate
in one or more of the
camps provided by the
Crossroads of America Council BSA**

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Dear Cub Scout Leader and adult volunteer,

This guide will help answer most questions for the adults going to camp. Please read it carefully.

An experienced and capable staff will be able to serve you and your Cub Scout. A fun-filled adventure of fun and advancement awaits every Cub Scout this summer.

Dave Bardos

Council Chair
Outdoor Program

John Harkey

Council Vice-President
Program

Visit our Web site at www.crossroadsbsa.org for additional information such as:

- **Required Forms**
- **Camp Maps**
- **Driving Directions**

CAMP LEADERSHIP

Every pack is responsible for providing their own adult supervision at all Crossroads of America Council Day Camps. Leadership can be shared at camp but it is your responsibility to make all arrangements prior to your scheduled camp week. See pages 16 & 17 for additional leadership requirements.

YOUR OUTDOOR PROGRAM COMMITTEE CHAIRS

Council/Dave Bardos dbarbos@ccs.k12.in.us	(317) 844-3223
Del-Mi/Roy & Sally Byers roywbyers@gmail.com	(317) 877-0776 (317) 451-7103
Golden Eagle/Joseph Railey	(765) 748-3819
Hou-Koda/Doug Newlin newlinjad@aol.com	(317) 858-1815
Iron Horse/Kevin Murray john.murray@emerson.com	(765) 265-0711
Northeast/Frank Merrill Frank_Merrill@yahoo.com	(317) 849-2035
North Star/Denise Purdie Andrews dpandrews@senexco.com	
Old Trail/Matt Fisher phatskillz70@hotmail.com	(765) 939-8689
Pathfinder/Kevin Ayers kevinlikestohike@yahoo.com	(317) 417-3439
Pioneer/Randy Barnes jlrlb@juno.com	(317) 353-2034
Sakima/Tom Cole	
Sugar Creek/Mike McKeown mckeownm@ymail.com	(765) 376-2960
T-Sun-Gani/Dick Smith rhsmith82@att.net	(317) 882-4190
Wabash Valley/Dr. Tony Stringfellow jotokene@joink.com	(812) 268-6602

CAMP DATES

BELZER DAY CAMP (7 WEEKS)

Week 1	June 11-15
Week 2	June 18-22
Week 3	June 25-29
No Camp	July 2-6
Week 4	July 9-13
Week 5	July 16-20
Week 6	July 23-27
Week 7	July 30-Aug. 3

BEAR CREEK DAY CAMP June 11-15

WILDWOOD DAY CAMP June 11-15

PATHFINDER DAY CAMP June 18-22

RED WING DAY CAMP June 18-22

ROTARY DAY CAMP July 9-13

KIKTHAWENUND DAY CAMP July 23-27

PROMOTION

1. Select Day Camp and Webelos Adventure Camp chair or coordinator.
2. Select desired camping dates.
3. Promote at December or January Pack meeting using promotional DVD, Leaders' Guide books, Scout flyers, and promotional packet.
4. If you need assistance contact your district's camp promotion chair or your local Scout Service Center.
5. Make reservations with a \$15 **(non-refundable)** deposit per Scout starting January 3. Remember reservations are on a first come basis. Sessions will be closed when all sites have been reserved. **Remember sessions fill quickly.**

FEES

	<i>Early</i>	<i>Regular</i>
Reservation Fee per Scout*	\$15	\$15
Belzer Camp Fee	\$100	\$110
District Day Camps	\$60	\$70
Leaders/Adult Helpers	FREE	FREE
Tag-a-longs & Den Chiefs ea/daily	\$10	\$10-Belzer
Tag-a-longs & Den Chiefs ea/daily	\$ 7	\$ 7-District
<i><u>Tag-a-long fees are paid at camp</u></i>		

***Reservation and overnight fees are non refundable and cannot be applied to final fee balance.** Non-refundable fees may be transferred to another Scout if a paid Scout is unable to attend.

Camp Belzer Friday family overnight is \$7 per person. District Day Camp Friday family overnight is \$5 per person. **Family Overnight registration and fees are to be turned in during your week at camp. Please do not pay overnight fees at the Scout Office.**

District Day Camps are staffed by volunteers which lowers the Scout's attendance fee. If a parent or leader serves on a District Camp staff, their son attends free. Please see the camp director or business manager for an application or call (317) 813-7125 or toll free (877) 925-1900 to request a staff application before June 1st.

When paying final fees, please include:

- Completed Roster (form B-44)
- Completed Class A and B Health Forms (every Scout)
- Completed Workship Applications (form B-50)

Remember to deduct your \$15 reservation fee when calculating your balance due.

Early bird fees are due by April 13 or sooner.

(Any payment received after April 13 is regular fee at \$10 more per Scout.)

WORKERSHIP PROGRAM

The Workership program assists Scouts in need attend camp. This program encourages Scouts to complete age appropriate service hours in exchange for up to 50% of their early bird camp fee. Verification of service hours completion will be done. The council holds a "Cookout on the Circle" to raise funds for Scouts in need. Applications are available in your camp packet or at a Scout Service Center (see pg 23-24). Application must be submitted by April 13th.

REFUND POLICY

Camp fees are partially refundable in case of non-controllable hardship, e.g. illness, family death, summer school (ISTEP), custody issues:

- Hardships do not include family vacation, sports, etc.
- Refund request forms must be completed by leaders or parents prior to the completion of your planned camping week. The form is to be given to the camp business manager.
- **Refunds are processed at the end of the camping season (end of August to middle of September). No refunds will be processed prior to camp.**

RESERVATION AND OVERNIGHT FEES ARE NON REFUNDABLE.

If there is a disagreement with a refund, the unit leader or parent shall advise the District Outdoor Program Chairman.

WHO CAN ATTEND?

Cub Scout Day Camp is open to all BSA registered Tiger Cubs, Cub Scouts, Webelos I and II Scouts. Webelos are welcome at day camp, and are also encouraged to attend Webelos Adventure Camp at Kikthawenund Scout Camp. Camp Belzer offers a 1st year Webelos program where Scouts can earn the Webelos Camper Award and a 2nd year Webelos program where Scouts can earn the Firelight award. This program includes setting up a campsite, cooking, tomahawks, and much more. Both programs include part of the Firecrafter program.

The 1st year Webelos Camper program is offered on a limited basis at District Day Camps. Check with your camp director to see if the program is available.

Webelos may attend both Day Camp and Webelos Adventure Camp.

DEN CHIEFS

Packs are invited to bring their registered Den Chiefs to Camp. Den Chiefs will be permitted to participate in all activities, time permitting. There is a \$10 daily tag-a-long fee at Belzer Day Camp or \$7 at District Day Camps and a Class A & C Annual Health and Medical Record are due for each Den Chief. Fees and forms are collected daily at camp. Den Chiefs are not considered as adult leaders.

YOUR PACK PREPARATION CHECKLIST

- November Thru January** -Camp promotion meeting for parents
 -Invite a camp promoter to help
 -Collect reservation fees
- January 3** -**Camp reservations open.**
 -\$15 reservation fee (per camper) due
 All overnight fees (Belzer & District
 Day Camps) are collected at the camp.
(reservation and overnight fees are non-refundable)
- Early payment ensures choice of date. Some sessions will fill quickly – even the first day of registration.
- March** -Hold a parents’ meeting to answer any questions and give details. Camp leaders are selected and transportation arrangements are made. Recruit parents for daily camp leadership.
- April 13** -**FULL FEE BALANCE Due to a**
(or sooner) **Council Service Center plus:**
 -Completed class A & B health forms on all BSA registered Scouts
 -Copies of insurance cards
 -Completed pack rosters
 -Completed Workership applications

Fees and paperwork can be taken care of anytime prior to April 13. All payments made after the April 13 deadline no longer qualify for the \$10 early bird discount.

KEEP COPIES OF ALL PAPERWORK.

ATTEND A PRE-CAMP LEADERS' MEETING

May 7 7-9 p.m. at Belzer Scout Camp. Belzer Day Camp and Webelos Adventure Camp information sessions.

OR

May 12 10 a.m.-12 noon at Kikthawenund Scout Camp. Kikthawenund Day Camp and Webelos Adventure Camp information sessions.

Red Wing, Bear Creek, Sugar Creek, Pathfinder, and Wildwood Day Camps will send a notice out for each pre-camp leaders' meeting.

WHY CUB SCOUT SUMMER CAMP? **FUN! FUN! FUN!**

The outdoor program is one of the biggest features about Scouting that appeals to boys. A week at camp is the pinnacle experience your boys will remember about Cub Scouting.

Consider the following:

The program facilities and equipment can't be duplicated by a unit on its own. Our camps provide a variety of programs and facilities to match your unit's needs.

Advancement opportunities are second to none. Cub Scouts will make great progress on achievements and arrow points.

The enthusiastic, well-trained staff is available to help your dens with a program, whether for fun or training.

Strict health and safety standards are maintained

at all times: emergency facilities are available.

National camp standards: Our camps are inspected and follow strict guidelines as required by the National Office of Boy Scouts of America. We pass all standards. Also the National Summertime Pack award will be easier to earn.

ADVANCEMENT

Achievements, activity badges, electives, sports, and academic belt loops and pins may be completely or partially covered at camp. A certificate showing the types of activities covered at camp will be presented to Cub Scouts to discuss with parents or leaders so they may sign off their books.

ACTIVITIES

Activities will vary some at each camp location. All camps make crafts, shoot BBs, and archery.

Not all camps will have swimming. Belzer and Kikthawenund have pools. Pathfinder will swim in the Johnson County Park lake. Rotary will swim at Crawfordsville High School. Pack transportation is needed for offsite swimming.

Rafting is available at Belzer, Bear Creek, Pathfinder, and Kikthawenund.

Games and other Scouting activities will vary at each location.

WHAT MAY WE DO AT CAMP?

- | | |
|----------------------------------|-----------------|
| √ Swimming (fun & instruction) | √ Cooking |
| √ Rafting | √ Games |
| √ Nature | √ Archery |
| √ BB gun shooting | √ Campfires |
| √ Handicrafts | √ Family Picnic |
| √ Adventure trails (Belzer only) | √ Ceremonies |

STAYING OVERNIGHT

A camper may only stay overnight on Friday with a parent, legal guardian, or other related adult age 21 or over. National Standards and Youth Protection Guidelines rule that **NO CUB SCOUT MAY STAY IN A TENT WITH A NON-RELATED ADULT.**

Camp Belzer: All overnight reservations and fees are taken care of at camp. Families may use their own tent or a council provided tent. Reservation deadline for a council provided tent is 2 p.m. Thursday. All other overnights must supply their own tent. Family overnight includes a night swim, s'mores, and more, plus Saturday morning breakfast.

District Day Camps: Friday family overnight reservations and fees are to be taken care of at camp. All overnights must provide their own tent.

FAMILY PICNIC

Make sure your pack families know about the family picnic on Friday evening from 6:15 to 7:35 p.m. At 7:35 p.m. the big campfire starts and by 8:30 p.m., everyone but those staying overnight are on their way home. Make sure parents know how to get to day camp. Families furnish their own picnic meal

or hot food may be purchased at Belzer, Pathfinder, and Red Wing Day Camp. Firecrafter, a local camper service organization, offers a hot meal with table service for a nominal fee.

Schedules for all District Day camps vary.

Belzer schedule only:

8:30 a.m. Monday, 8:45 a.m. Tuesday – Thursday,
12:45 p.m. Friday – Leaders' Meeting

9:15 a.m. Monday, 9:00 a.m. Tuesday – Thursday,
1 p.m. Friday – Flag Raising

9:30 a.m. – 3:15 p.m. Monday – Program

9:15 a.m. – 3:05 p.m. Tuesday – Thursday Program

1:15 p.m. – 6:15 p.m. Friday – Program

6:15 p.m. – 7:35 p.m. Friday – Family Picnic

7:35 p.m. – 8:30 p.m. Friday – Family Campfire

8:35 p.m. Friday Family Overnight begins

7:00 a.m. – 8:30 a.m. Saturday Breakfast

OPENING CEREMONY-LEADER BRIEFING

- Assemble for leader briefing at 8:30 a.m. on Monday, at 8:45 a.m. Tuesday through Thursday, and at 12:45 p.m. on Friday.
-District Day Camp times vary.

All pack leadership and parents present for the day are expected to attend this meeting.

- The camp director will review the daily program with unit leaders while the staff watches the Cub Scouts.
- **All camp leaders, parents, tag-a-longs and Den Chiefs must complete a Class A & B Annual Health and Medical Record form.**
- Time is allotted for leaders to ask questions or voice concerns directly of the camp director or program director.

FIELD SPORTS

The BB gun and archery ranges are for use only by registered day campers under the supervision of a qualified range officer. BB guns and bows with arrows are provided free of charge at the ranges, so should not be brought from home. Tag-a-longs cannot participate in the Field Sports program. **BSA registered Scout tag-a-longs may pay 1/5th of the regular weekly fee per day and will not be restricted from archery and BBs.**

WATERFRONT AREA

SWIMMING is always one of the most popular sports in camp.

Levels

-Non-swimmers – cannot complete the beginner's test.

-Beginners –jump into water, swim 50 feet well

-Swimmers –Swim 75 quality yards freestyle, 25 yards of backstroke, and 30 float on back

Note: Swimming is not available at all Day Camp sites, and leader transportation is needed at Rotary as swimming is off site. Please plan accordingly.

RAFTING is provided by bolting two aluminum canoes together for safety. All participants are required to wear provided life vests and participation is limited to registered day campers and adults. All water activities are supervised by qualified lifeguards. Tag-a-longs may not raft. **BSA registered Scout tag-a-longs may pay 1/5th of the regular weekly fee per day and will not be restricted from rafting.**

FIRECRAFTER

Firecrafter is an honor Scout camping organization based on the ideals of friendship, leadership, and service. Firecrafter has established ranks for Webelos at day camp. The awards are WEBELOS CAMPER (1st year) and FIRELIGHT (2nd year-Belzer Day Camp only)

Requirements for each award may be completed by Webelos as a normal part of the camp program. Patches for these awards are available through the trading post at participating District Camps or during the Friday leaders' check-in at Belzer for \$2.00 each. One pack leader should be responsible for purchasing the patches. Webelos recognition will be conducted at the closing campfire each week.

TRADING POST

The Trail's End Trading Post has ice cream, candy, water and other treats available for purchase. Day camp T-shirts and an assortment of camp souvenirs will be available for purchase by the Cub Scouts and leaders. The trading post is open each day. Soft drink machines are available at Belzer. A DVD of your week at Camp Belzer can be purchased at leader check-in or in the Camp Office at Camp Belzer on Friday. DVD pre-orders by Thursday are appreciated.

Camp Belzer has youth and adult Belzer sweatshirts, tee shirts, hats, visors, commemorative coins, lanyards, and messenger bags available.

Camp T-shirts may be pre-ordered for personalized T-shirts - See prepayment order form in promotion kit given to each pack.

PACK OR DEN LEADERSHIP

A teacher, a listener, a motivator, a disciplinarian, these are just a few roles of a leader. Though a leaders' role in camp is probably the most challenging, it is also the most rewarding. Mature, responsible adults are a must. Sources of leadership include: regular den leaders, assistant den leaders, mothers and fathers, grandparents, or your sponsoring institution. Remember, your adult leadership attends at no charge.

One adult attending camp must currently be a registered member of the Boy Scouts of America (over 21 years of age) and all other adults must be at least 18 years of age. **Every pack is required to have at least two adult leaders in camp at all times.**

# Youth	# Required Adults
1-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71+	1 to 10 ratio

Additionally a ratio of one adult for every ten or portion of ten Scouts (1:10) must be maintained (see table). Adult leaders are expected to participate in the daily leaders' meeting. Leadership is to be provided for each Cub or Webelos group you bring to camp. Webelos I and Webelos II will be split at Camp Belzer. Small packs may share leadership. Ask about this option if needed.

ADULT EVALUATIONS

We welcome daily suggestions while at camp to improve your camp experience. Evaluation forms will be provided to camp leaders during your week at camp. It is important to us that you complete the form and turn it in to the camp director. We need

to know what unit leaders are thinking, what we are doing right, what you and the boys like, and what you do not like and would like to see changed. We strongly encourage your evaluation! Camp directors also welcome the chance to talk with you.

TAG-A-LONGS

Tag-a-longs are the non-Cub Scout children of the adult leaders in camp and are welcome to attend with their parent or legal guardian.

(No neighbors, friends, children being babysat, can be considered tag-a-longs)

Requirements:

- Completed A & B health form on file at camp
- Paid the daily fee (\$7 for District Day camp, \$10 for Belzer Day Camp)
- Accompanied by a legal parent or guardian

Restrictions

- May not participate in
 - BBs
 - Archery
 - Rafting

A BSA registered Scout tag-a-long attending camp for the day may participate in all activities provided they pay 1/5 of the regular camp fee and their tag-a-long bracelet is marked accordingly.

Accident insurance for tag-a-longs **must** be provided by the parents. Tag-a-longs are not covered by Scout insurance.

TRANSPORTATION

- Most packs either car pool or use buses. It is imperative that national standards be observed.
- All drivers must have a valid operator's license and be at least 18 years of age.
- Seat belts must be provided and used by all passengers and the driver. School and commercial buses are exempt.
- Trucks, trailers, and campers shall not be used to transport Cub Scouts and leaders except in the cab.
- Drivers shall operate vehicles at a reasonable speed and in accordance with state and local laws.
- All vehicles must be covered by a public liability and property damage insurance policy as follows:
Passenger car, station wagon, or car – public liability: \$50,000 each person, \$100,000 each accident; property damage: \$50,000 (minimum Indiana requirements)
- Van, RV and passenger bus (noncommercial vehicle which carries 10 or more passengers) – public liability: \$100,000 each person, \$500,000 each accident; property damage: \$100,000.

HEALTH LODGE AND MEDICAL SERVICES

The health lodge has a qualified health officer who is in communication with the camp physician for any emergency. Minor injuries are handled by the health officer. If the injury is serious, the camper or leader is taken to the emergency room at the local hospital.

An adult from your unit should accompany the person going to the hospital.

IMPORTANT: Indiana law requires that all medications be turned in to the health officer so the camp can control and dispense them. The medication should be in its original container which should indicate the Scout's name, pack number, parent's phone number, and dosage instructions.

CLASS A & B ANNUAL HEALTH AND MEDICAL RECORDS

All Cub Scouts, Webelos, tag-a-longs, and adults are required to turn in a completed Class A & B Annual Health and Medical Record – All Blanks Must Be Filled In! **Every person in camp is required to have a health form on file in the camp health office.**

All Scout Health forms, for those attending camp, are due when you make your final payments. These forms allow our camp health officers to review each Scout's health history prior to his arrival at camp.

EMERGENCIES

Each camp has specific emergency signals and procedures that are explained the first day of camp. These include instructions for violent weather, heat stress, etc. All campers and all leaders should stay in their area and follow staff instructions.

If a camper or leader needs to leave camp early, they **MUST** sign out in the camp office.

CAMPER INSURANCE

Each camper and leader is covered by medical insurance for most injuries or illnesses that happen while at camp or in transit to and from the camp. **Campers must be registered members of the BSA to be covered by BSA insurance.** The council carries a primary insurance policy that generally covers a reasonable, customary amount up to \$15,000 for Accident Medical Expense Benefits, up to \$7,500 for Sickness Medical Expense Benefits, up to \$5,000 for Dental Treatment, up to \$6,000 for Ambulance Service Benefits, and up to \$1,500 for Return Transportation Expenses. Any expenses beyond these limits are the responsibility of the parent/guardian.

ALL INJURIES and INCIDENTS (no matter how minor) MUST BE REPORTED TO THE HEALTH OFFICER TO ENSURE PROPER DOCUMENTATION AND TREATMENT.

SPECIAL NEEDS

If any of your Cub Scouts or Webelos have special needs, please talk with the camp director about those needs. It will help us make the Scout's week at camp more enjoyable. Please call camp at least 2 weeks prior to communicate dietary restrictions. Please notify camp if any of your adult leaders have special needs.

UNDERSTANDINGS

- Rules are made for the safety of campers, protection of equipment, and to provide fairness to all.
- All vehicles must be parked in the camp parking lot.
- No fireworks of any kind are permitted in camp.
- No alcoholic beverages are permitted in camp.
- No pets are allowed in camp.
- No fires or open flames are allowed in tents. A “No Flames In Tent” sign must be attached to all personal tents.
- Shoes must be worn in camp at all times.
- Anyone leaving camp early must sign out at the camp office.
- All Packs must have proper adult leadership in camp at all times during your stay.
- Medication is to be brought to the attention of the camp health officer at the time of check-in.
- Aerosol cans containing bug spray, etc. cannot be brought to camp. Please use lotions or pump spray.
- All lanterns are to be used by adults only. All extra fuel must be stored in our fuel storage building.

Discrimination

Acceptance and participation in the camping programs at Camp Belzer and all CAC District Day Camps are the same for everyone without regard to race, color, sex, age, disability or national origin.

Any person who believes he or she has been the object of discrimination in any USDA-related activity should write: Secretary of Agriculture, Washington DC 20250.

WHAT TO BRING

The following is a list of recommended items to bring to day camp. Make sure to mark all items, including those worn to camp, with a name and pack number.

CUB SCOUTS

- Swim suit & towel
- Lunch, including drink or purchase a drink (no refrigeration is provided)
- Water bottle
- Suntan lotion or sun block (no aerosol cans)
- Rain gear (when needed)
- Insect repellent (no aerosol cans)
- Money for trading post

LEADERS BRING

- Completed health history
- Clip board and pen or pencil
- Lunch including drink or purchase a drink (no refrigeration is provided)
- Lawn chair (needed at District Day Camps only)
- Hat and sunglasses
- Swim suit (one-piece for females)
- Insect repellent (no aerosol cans)

OVERNIGHTERS

- Swim suit and towel
- Flashlight (extra batteries if needed)
- Personal items
- Sleeping bags
- Tent (if using your own)
- Ground cloth
- Cot or sleeping bag
- Insect repellent (non-aerosol), tent mosquito netting

Please do not bring radios, knives or valuables. No aerosol cans are allowed on camp premises.

Crossroads of America Council Service Centers

Education and Program Center

7125 Fall Creek Road North

Indianapolis, IN 46256

(317) 813-7125 or (877) 925-1900

Fax: (317) 813-7126

Office Hours: 8:30 am – 5:00 pm Mon. – Fri.

Scout Shop Hours: 8:30 am – 7:00 pm Mon. – Fri.
9:00 am – 3:00 pm Sat.

Anderson Service Center

1420 E. Tenth St.

Anderson, IN 46012

(765) 644-6687

Fax: (765) 644-8473

10:00 am – 1:00 pm Mon–Fri.& 2:00-5:00pm

Muncie Service Center

3400 E. Jackson Street

Muncie, IN 47303

(765) 288-0223

Fax: (765) 284-7534

8:30 am – 5:00 pm Mon. – Fri.

Hagerstown Service Center
199 S. Plum St
Hagerstown, IN 47346
(765) 489-4552
Fax: (765) 489-5944
8:30 am – 5:00 pm Mon, Wed, Thursday & Fri.
8:30 am-1:00pm & 2:00-5:00pm Tuesday

Terre Haute Service Center
501 S. 25th St.
Terre Haute, IN 47803
(812) 232-9496
Fax: (812) 232-9497
8:30 am – 5:00 pm Mon.-Fri.

Visit us on the Internet at www.crossroadsbsa.org or council@crossroadsbsa.org. You may also visit the website of the National Council of the Boy Scouts of America at www.bsa.scouting.org.

**All camp forms are available at
www.crossroadsbsa.org**

Crossroads of America Council BSA

**7125 Fall Creek Road North
Indianapolis, IN 46256**

(317) 813-7125, toll free (877) 925-1900

www.crossroadsbsa.org

E-mail tklick@crossroadsbsa.org

