

2018 Harford District Cub Scout Day Camp
Soon to be Camp Muddy River
“Adventures on the High Seas”
June 25 – June 29, 2018

Adult Leader’s Guide



Welcome to a week filled with exploration and investigation! We have been blessed in Harford District with some of the best volunteers around and we know this year will be no different. Thank you for joining us and helping to make a fun and exciting week for our scouts!

Our goals for Harford Day Camp are:

- a FUN and SAFE week!
- to promote Scouting and the Scout spirit
- a theme that was excite and bind us together!
- to provide a stimulating environment for advancing in rank and achievement

ALL this and MORE by following/living the Scout Oath and Law and the Cub 3:

Cautious

Courteous

Clean

Whether you are a first time volunteer or a seasoned counselor, this guide will help you at camp.

WE, are not WE without US, and it is WE who make this camp happen!!!!

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SECTION 1 - DAY CAMP OVERVIEW

Harford Day Camp is....

- Nationally accredited
- Organized
- a five-day daylight program for Tiger Cubs, Cub Scouts, and Webelos Scouts
- complete with trained leadership
- a provisional Day Camp Den under supervised under trained den leaders

Cub Scouting’s camping and outdoor activities fulfill Tiger Cubs, Cub Scouts, and Webelos Scouts’ dreams of fun, excitement, and adventure. They provide a natural setting for quality time with family and friends. Modern council camps, with qualified leadership, provide an ideal setting for these activities.

Suggested Daily Schedule

The following schedule is provided to give you an overview of a *proposed* schedule for the week. The Master Schedule given out in the den box on the first day of camp is the OFFICIAL day camp schedule.

Daily Schedule	
Monday	Friday – Family Fun Fair
7:45 -8:00 Leaders arrive	8:00 Leaders arrive
8:30 Scouts arrive & check-in at den site	8:30 Scouts arrive & check-in at den site
8:30 – 9:30 Den Time	8:45 – 9:00 Opening ceremonies
9:45 – 10:00 Opening ceremonies	9:15 - 12:00 Stations
10:15 – Stations	12:45 – 3:15 Closing ceremony/Family Fun Day
4:15 – 4:30 Closing ceremonies	
4:30 Dismissal from Den Area	3:30 ‘til... Camp Break-down
Tuesday, Wednesday & Thursday	
8:00 Leaders arrive	
8:30 Scouts arrive & check-in at den site	12pm - 1pm Lunch, everyday
8:45 – 9:00 Opening ceremonies	
9:15 – 4:00 Stations	
4:15 – 4:30 Closing ceremonies	
4:30 Dismissal from Den Area	

SECTION 2 - STAFFING

Day Camp Staff:

- ✓ are wearing LIME GREEN staff polo shirts.
- ✓ are knowledgeable about the day camp program
- ✓ includes a nationally trained Day Camp Director
- ✓ Includes a nationally trained Program Director

Station Volunteers:

- Lead a station in which he/she has been assigned
- Be trained in the specifics of the station they are running
- Be viewed as the expert when visiting a station
- Requests help from den leaders to keep den on-task & assisting den in performing station activities

Boy Scouts and Youth Volunteers:

Boy Scouts and Youth Volunteers will be serving in many capacities at camp. At times, a Boy Scout may run a station. When a Boy Scout is in charge of a station, **the Boy Scout is the EXPERT. Please give him the chance to lead.** In addition to the Scout Master, there will be several older youth who will serve as Assistant Senior Patrol Leaders. The "ASPL's" will circulate through camp to monitor the youth volunteers and handle any issues or concerns. If you have a concern about a youth volunteer, please either seek out one of the ASPL's (they will be wearing a shapphire shirt) or Robert King, the Youth Volunteer Director and Scout Master.

Shooting Sports Range Officers and Volunteers:

- Are in charge of the shooting sport assigned to them
- Command all shooting sport activities. Commands of the range officer must be followed at all times
Range Officers require additional Shooting Sports Training
- Ask participants/adults not following directions of the range officer to leave the shooting sports area
- Make safety their number one priority
- Be concerned with all other camper safety

Den Leaders and Assistant Den Leaders

- Assist and supervise the youths in the den
- Assist in program areas as needed so that the youths make the most of their time
- Be concerned with camper safety
- Be knowledgeable of the Cub Scout and Webelos program
- Brings tons of patience and a smile to camp each day

Tag-A-Long Den Leaders and Assistants

- Assist and supervise the Tag-A-Longs in the den
- Help deliver the Tag-A-Long program to ensure a quality program for each child
- Be concerned with camper safety
- Bring tons of patience and a smile to camp each day

Medical

- A medical staff will be on site and be led by a licensed medical professional (Camp Medical Director)
- Medical assistance may **ONLY** be provided by the medical staff
- All medical assistance and first aid **MUST BE** completely documented.
- Only in the event of an emergency should anyone other than the medical staff try to administer first aid within the limits of your qualifications
- **See First Aid Section**

Facilities Volunteers

- Maintain a safe and sanitary operating environment for the day camp program
- Ensure water stations are adequately supplied
- Ensure waste management procedures are followed

SECTION 3 - EMERGENCY PLANS

Emergency Procedure - Medical Emergency

In the event of a **serious accident or illness**, the following procedures are to be followed:

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- Administer first aid within the limits of your qualification. Make use of nearby medically trained people.
- **Contact the MEDICAL DIRECTOR using the EMERGENCY CONTACT INFORMATION ATTACHED TO YOUR CLIPBOARD. In the event of a SEVERE medical emergency, the medical director or day camp director will call 911.**
- The Medical Director will handle all arrangements for emergency transportation of the injured.
- The plan is for an adult & the individual's Personal Medical Summary to accompany the injured.

CPR Trained Volunteers

In addition to the medical staff onsite, CPR trained volunteers will wear a **RED CROSS** on their badges. If a CPR trained professional is in the vicinity, please request their help until the medical staff arrives.

Medical Incident Reporting

- The accompanying adult will report back to the Day Camp Director the extent of the problem.
- The *Day Camp Director* will contact the parents and file an Incident Report.
- In the event of a fatality, the *BSA District Director or a representative of Baltimore Area Council* will handle ALL COMMUNICATIONS.

Emergency Procedure - Fire in Camp

In the event of a **fire in camp**, the following procedures are to be followed:

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- **IMMEDIATELY** notify the **Day Camp Director** using the **EMERGENCY CONTACT INFORMATION**
- If needed, the Director will call 911.
- A steady blast from an air horn or a general announcement over the camp PA system, will sound.
- All dens must return to the Ceremony Hill area for muster, if safe.
- An alternate safe mustering area will be the den camp sites.
- Den Leaders will take ATTENDANCE and notify the staff of anyone who unaccounted.
- Units will remain at the muster site until issued further instructions
- The Director upon consultation with staff and fire representatives on scene, will make a determination if camp can continue as scheduled, or be modified to avoid the fire area, or to end camp for the day.
- The Day Camp Director will file an Incident Report.

Emergency Procedure - Stress Management

Day Camp is a long week! You will walk many miles a day, sometimes in the blazing heat! It will be important for you to continually evaluate your stress level.

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- First & foremost, NEVER be ashamed to admit you need a break.
- If you find you are “on your last nerve”, **please contact a member of the Day Camp Staff immediately.** We will take over your den (or station) responsibilities and give you a breather.
- NEVER walk away from your den and leave the scouts unattended.
- NEVER wait until you “lose your cool” to ask for a break.
- Most importantly, remember it is okay to ask for help!

If you see another den leader or adult volunteer who is suffering from stress overload, please do the following:

- DO NOT approach the adult yourself. This could cause embarrassment to the already stressed adult and cause them to become defensive.
- **Contact a member of the Day Camp Staff immediately who will evaluate the situation.**

SLUMP DAY: Lastly, be aware of “slump day”. There is usually an emotional “slump” at camp mid-week. Usually, it is Wednesday when adults and kids alike may “hit the wall” from being overtaxed emotionally, physically and socially. This means that, unfortunately, you may encounter some crankiness (*from the kids too*) and more C³ issues that day. (Caution, Courteousness, Cleanliness).

This is normal and happens every year. Just be prepared for the possibility. It will get better the next day...I promise! Diligent use of the C³ procedures should help relieve the stress on everyone until things get back to normal.

Emergency Procedure - Lost Person

If ever a camper is missing, the following procedures must be followed:

- **REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!**
- Remain where you are (station, den site, etc.) as this is where a wandering child is apt to return.
- **IMMEDIATELY** notify the **Day Camp Director**.
- Account for all persons under your supervision. Consider two buddies who may have left to for the bathroom without telling a responsible adult.
- Determine who is missing and where they were last seen.
- Maintain control of the remaining children. Have them sit where they are and give them a job to do such as retrace the activities and places they saw the missing scout(s).
- Leaving the scouts with 2 responsible adults conduct a quick search of the immediate area the scout(s) were last seen.

IF THE PERSON IS STILL MISSING...

- The Day Camp Director will issue a camp wide alarm, a steady blast.
- All dens will return to the Ceremony Hill area.
- Den Leaders will take ATTENDANCE & notify the staff if anyone is unaccounted for.
- Tag-A-Longs will send a representative to verify that all Tag-a-longs are accounted for and no other child is in the Tag-A-Long building.

IF THE PERSON REMAINS MISSING AFTER AN ACCURATE MUSTER AND CAMP SEARCH HAS BEEN CONDUCTED...

- The Day Camp Director will request the assistance of the State Police or local authorities.
- Assist the police as requested and follow all directions exactly.
- Refer any news media to the **Harford District Executive**.
- Day Camp Director will contact the parents and file an Incident Report.

Emergency Procedure - Stranger On-Site

All participants at day camp MUST BE IDENTIFIABLE. The Day Camp Staff cannot be everywhere onsite at one time, so we need every volunteer to help be our “eyes and ears”.

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

Participants at day camp can be identified as follows:

Campers	Blue Scout Day Camp T-Shirt & Name Tag
Tag-A-Longs	Gold Tag-A-Long Day Camp T-Shirt & Name Tag
Youth Volunteers	Sapphire Day Camp Shirt & Name Tag
Weeklong Leaders	orange Adult Day Camp T-Shirt & Name Tag
Day Camp Staff	Lime Green Polo Shirts & Name Tag
Daily Adult Volunteers	Daily Volunteer Wristband
Visitors	Visitor Badge

- ALL VISITORS MUST SIGN-IN AT HEADQUARTERS.
- If you suspect there is a stranger onsite use the following procedure:

(1) First attempts to approach the stranger should always be in a positive manner.

Greet the stranger and inquire about their presence onsite. They should be asked to produce a visitor’s pass. If they have a pass they should be reminded to wear it. Example interaction:

"Do you have a visitor's pass? If yes, “Would you please put it on”;
If no, “Would you please wait here with me, until a camp staff member can get one for you?"

(2) Notify a Camp Staff Member (polo shirts) of your actions above giving the staff member a general description and location of the stranger. (i.e. Man in blue shirt near the BB Range)
Staff members will notify the Safety Director (using their radio) to resolve the situation.

(3) If the stranger becomes confrontational or appears to be suspicious then contact the Safety Director (1st) Day Camp Director (2nd) or other staff member IMMEDIATELY (contact information can be found on the back of any den leaders clip board). DO NOT confront the stranger. Please obtain a general description and follow the stranger at a safe distance. Law enforcement officers, who are also volunteers at camp, will handle any difficult situations.

Emergency Procedure - Severe Weather Warning

In the event of imminent severe weather (a **WARNING**, including but not limited to floods, tornadoes, storms, lightning, etc.), the following procedures will be implemented.

REMAIN CALM! GET HELP! NOTIFY THE CAMP DIRECTOR! 911 ONLY IF LIFE-THREATENING!

- Once an announcement of a storm emergency has been made (via the PA system, SMS, or radio to all staff) all on site should proceed safely to the nearest marked shelter.
- The shelter manager proceeds to shelter and opens all doors. The shelter manager is in charge. Please refer to the emergency plan map attached to your clipboard for designated safety shelter areas.
- Den leaders take attendance, notify the shelter manager of your rank and den number (i.e. Wolf Den 2), and notify shelter manager if anyone is missing. The shelter manager will notify Camp administration of the locations of each den. Remain in shelter until released by the Shelter Manager. There will be a “rainy day” box of activities in each shelter.
- After the storm, the Director and staff will do a damage assessment to determine if camp can continue as scheduled, be modified, or be dismissed.
- If no damage is present, the “all clear” will be announced over the PA or SMS; if damage is present, the Director will sound the “report to muster area” (steady blast) signal.

If a local **severe weather WATCH** (conditions favorable to severe weather), camp MAY be evacuated.

- A steady blast from an air horn, an SMS message or a general PA announcement will be made.
- Dens will return to the Ceremony Hill area IMMEDIATELY.
- Den Leaders will take ATTENDANCE and inform the Director that everyone is accounted for.
- The Day Camp Director or Safety Director will issue all procedures to follow which will include:
 - Completing the sign-out sheet. Maximum utilization of car pools is encouraged.
 - Den Leaders may be asked to help contact parents of all youth to expedite the process.
- Camp will evacuate in an orderly fashion per directions of the Day Camp Director &/or Safety Director.
- **If severe weather occurs at or just before dismissal we will still follow these procedures. Parents are asked to stay in their cars while we secure camp and account for everyone. Den Leaders please advise parents of this procedure.**
- Scouts WILL NEED to be signed out by the parent or other person identified on transportation release.

Emergency Procedure – Active Shooter

What is “An Active Shooter Situation”?

- It is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s), & there is no pattern or method to their selection of victims.
- Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.
- Active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation

In the event of an ‘Active Shooter’ situation, the following procedures will be implemented.

- Quickly determine the most reasonable way to protect your own life & the lives of those under your control.
- Evacuate!!! If there is an accessible escape path, attempt to evacuate the area. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Be sure to:

- Have an escape route and plan in mind before leaving
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Important things to remember:

- Run away from the area of the shooting if you can identify where the shooting/shooter is.
- Drop everything except the Cub Scouts and run for cover.
- Do not run or seek cover in the designated shelters unless you know that the shooter(s) are neutralized.
- When safe to do so call 911 and give the call taker the opportunity to ask the questions. They’re trained to ask the proper questions to provide responding police officers the best information possible to neutralize the shooter(s).
- Information to provide to law enforcement or 911 operator:
 - ❖ Location of the active shooter
 - ❖ Number of shooters, if more than one
 - ❖ Physical description of shooter/s
 - ❖ Number and type of weapons held by the shooter/s
 - ❖ Number of potential victims at the location
- After the incident is over return to camp and/or listen to the orders of uniformed law enforcement. By that time there will be dozens of police officers to ensure security and order.

SECTION 4 - GENERAL HEALTH & SAFETY

First Aid

ALL FIRST AID MUST BE ADMINISTERED BY THE MEDICAL STAFF AT THE FIRST AID STATION.

(BSA's National Standard)

Medical Do's & Don'ts

DO's

- Send a participant to First Aid, no matter how slight the injury or illness, to receive medical treatment.
- ALWAYS send a BUDDY.
- Have ALL participants, scouts & adult volunteers; drink plenty of water throughout the day. **Water is better than Gatorade or other sports drinks for hydration. One Gatorade per day to replace salts should be sufficient.**
- Evaluate the exhaustion level of your scouts and adult volunteers on a regular basis.
- Evaluate the fatigue and stress level of yourself! Be honest with yourself!

DON'Ts

- Apply sunscreen or bug spray to any child other than your own child. This is a violation of YPT.
- Administer any first aid. All First Aid, no matter how minor, goes to the first aid station – even a band-aid must be documented in the First Aid logbook.

Boundaries

All cub scouts and adults MUST observe the limits of the camp area. SEE MAP.

1. No scouts on the play equipment unless authorized by the den leader as a den activity.
2. **NO SCOUTS ON OR NEAR THE ROADWAY.**
3. Stay clear of all parking areas
4. No playing on the bleachers
5. No scouts in the wooded areas, pond, or streams unless part of an organized den activity
6. Please keep scouts off the wooden fences in the den areas.
7. All scouts will stay clear of the shooting sports ranges AT ALL TIMES unless scheduled on the shooting sports ranges.

Camp Rules

- THE BASICS:

- ONLY closed-toed shoes
- Please walk!!
- Running **ONLY** while playing station or den time games.
- BUDDY SYSTEM: USE THE BUDDY SYSTEM AT ALL TIMES.
- OFF-LIMIT SPORTS :No contact sports (tackle football, etc.) are allowed.
- Water guns may only be shot AT TARGETS.

- FIRST AID:

- × First aid supplies are at the medical tent.
- × Rescue inhalers and Epi Pens which should stay with the den.
- × ***Any accident, no matter how slight, or any illness MUST be reported to the First Aid Station.***
- × Stations WILL have a small 1st Aid kit to be used ***IN AN EMERGENCY ONLY!!***
- × ***REPEAT:*** the person needing first aid must still go to the medical tent. NO EXCEPTIONS!
- × **If the program area first aid kit is used, please let the medical or camp director know.**

- WATER:

- Drink ***only*** from designated water stations or personal water bottles
- DRINK PLENTY OF IT!
- Misting stations are available to cool down.
- Do ***not*** drink the water from the misting station.

→ FOOD:

Campers should bring a non-perishable lunch and drinks.

- × Lunch and beverages are not provided.
- × Lunches should be labeled and stored in a cooler in the den area.
- × Use the LNT protocol: you bring it in, you carry it home to dispose.

- REST:

Den time after lunch is important to 'regroup' and 'take a breather'

Be prepared to have a quiet activity for scouts to do.

Not all stations assigned on the master schedule must be completed.

USE SOUND JUDGEMENT OF THE SCOUTS FOR WHICH YOU ARE RESPONSIBLE.

- GARBAGE & RECYCLING: LEAVE NO TRACE!

Be prepared to 'Bring it in/take it out'

- Dispose of all garbage in the designated areas.
- Each den will be responsible for the garbage in their den and the common den areas.
- RECYCLE!!! All collected cans will be recycled and the funds used to offset camp costs.**

- LOST & FOUND:

- ☺ Lost & found boxes will be located at the Admin Tower, @ Crouse, & during opening/closing.
- ☺ Any unclaimed items will be disposed of at the end of camp.
- ☺ MARK ALL BELONGINGS!!

- **SMOKING: NO SMOKING:** Smoking is not permitted anywhere on the property.

- **HAZARDOUS AREAS:** Stay clear of all hazardous areas! cliffs and steep hills, rope swings, bridges, maintenance areas, electrical wires and installations, old vehicles and buildings, dumps, fences, etc.

Sanitation

Sanitation must comply with BSA National Standards as well as any related local ordinances.

- Toilets for both male and female must be clean.
- Handicap accessible toilets must be available.
- Hand sanitation stations must be available and easily accessible.
- Drinking water must be provided and easily accessible.
- Refuse pickup and disposal must follow a regular schedule.
- **Please recycle when possible.** There will be recycling containers for plastic bottles and aluminum cans near the trading post and throughout camp.
- DENS ARE RESPONSIBLE FOR CLEANING THEIR OWN DEN SITE.
- **Dens may be assigned additional areas of camp to help dispose of trash or keep clean.**

IF ANYONE NOTICES ANY AREA THAT IS NOT CLEAN OR SANITARY, PLEASE CONTACT THE FACILITIES DIRECTOR. If not available, please contact the Day Camp Director.

Parking / Traffic

- **PARK IN DESIGNATED PARKING AREAS ONLY.** See camp map.
- Den leaders may drive to their den area to drop off items in the morning if they arrive **BEFORE 8:15 a.m.** After drop-off, they **MUST IMMEDIATELY** proceed to the designated parking areas. At 8:15, all roads to the den area will be blocked off. There is **NO PARKING** at the den areas.
- Please uphold all posted speed limits.
- PLEASE DRIVE SLOWLY WHEN ENTERING AND EXITING CAMP EACH DAY. If late, another minute is not going to hurt anything!
- Be aware and alert, PEDESTRIANS HAVE THE RIGHT OF WAY.
- Do not leave keys in parked cars.
- COMPLY WITH ALL “**NO PARKING**” SIGNS.
- **Please do not drop off your scouts or youth volunteers on the main camp road.**
- Only authorized vehicles (with parking passes) are allowed to park in camp program areas. All other cars **MUST** be parked in the designated parking areas. If you have medical needs that require you to park closer to your volunteer site, please let the camp director know.
- **Please do not park in the Parks and Recs or the Woodshed parking lot!**

SECTION 5 - DEN LEADER GUIDE

Before Camp: BE PREPARED!

If you have not yet received your den roster, please contact Muddy River Registrar: registrarcmr@gmail.com
To ensure a positive first day for everyone at camp, we suggest:

- Call or e-mail all the scouts' families in your den. Introduce yourself as their child's den leader. This will help put the scout and parents at ease and makes a positive start for everyone!
- Remind parents to pack a non-perishable lunch (if possible) and hydrating drinks (in a gallon sized zip lock bag) marked with their child's name. Water will be available throughout camp to refill bottles.
- Coordinate a snack schedule, collect money, or remind parents to send an afternoon snack. (YOUR CHOICE!) The youth start to run out of steam about 2:30 p.m. in the afternoon. Fresh fruit pulled out of the cooler is a great hit.
- Other reminders: Apply sunscreen at home, bug spray, money for the trading post, CAMP CHAIR
- Ice will be available for purchase at the TP for \$1.50/7lb. bag
- Tee Shirts/hats/bags will be distributed at Leader Training or picked up at the Scout Shop; DL are RESPONSIBLE for labeling all tees/hats/bags
- Make labels ahead of camp!
- Relate to parents:
 - Leave no trace
 - MARK ALL BELONGINGS

Develop a Plan for Day Camp

- Decide on a POSITIVE behavior management plan before camp. Small bribes work!
- Think of jobs or responsibilities to keep the scouts engaged and prepare a fair and equitable schedule
 - Engineer - flag holder, line leader
 - Caboose
 - Lunch helper / clean-up
 - Snack helper / clean-up
 - Others!
- Review the C3 procedures to make sure your rules are in line with the camp wide policies.

*****COURTEOUS***** *****CAUTIOUS***** *****CLEAN*****

Den Area

- ❖ See map for designated area
- ❖ The den area is 20'x20'
- ❖ 5' walkways between dens.
- ❖ Dean areas
 - “drop off/pick up” location for parents. Scouts must be signed in and out with the DL each day.
 - Place to store lunches and other den supplies.
 - Where dens will eat their lunch each day.
 - General resting and gathering place for the den.

Suggestions of things to bring for your den area: (If you don't have the items yourselves, pull resources from the families in your den)

- Canopy, gazebo or tarp to provide shade or rain shelter
- Folding Table
- Camp Chairs (each youth can bring their own)
- A few old towels to dry tables and chairs if need be and to rest on
- 2 Coolers (for drinks and lunches)
- Water cooler (water stations will be located throughout camp as well)
- **ICE! Ice will be on sale at the TP for \$1.50/7 lb. bag**
 - Freezing empty gallon milk jugs or plastic juice bottles works great!
- Hand washing station supplies, wipes or hand sanitizer
- Paper towels
- TRASH BAGS!
- Wagon or some other carrying system
- Plastic or vinyl table cloth
- Treats for Scouts (helps them to sit still for short periods) i.e. lollipops, licorice, etc.
- Sharpened pencils or pens
- Masking or duct tape (you'll be surprised what you will tape!)
- Cell phone and/or walkie-talkies
- Rank Handbook (Tiger, Wolf, Bear, or Webelos)
- **THIS LEADER GUIDE!**

There will be over 60 dens in this area....remember to LABEL EVERYTHING!

Den Setup:

- ✓ Sunday from 1pm until 5:00 pm. Gates won't open again until 7:00 a.m. on Monday morning.
- ✓ See map to determine the den area for your rank.
- ✓ Individual den signs in the den area will designate pre-assigned den areas.
- ✓ **Please make sure your den is marked with your rank and den number either by the provided den sign or some other method.**

Den Box

- ✓ Pick up each morning at the Crouse Bldg. (up the hill past the restrooms).
- ✓ Return the den box to the Crouse Building at closing.
- ✓ Put your den box in the appropriate rank area!

Den boxes will include:

- T-shirts (on Monday morning)
 - For scouts
 - For adult den volunteers (4-5 day volunteers & purchased shirts)
- Hats (scouts)
- Bags (scouts & 4-5 day volunteers)
- Names tags, baggies for name tags and pins
 - Scouts
 - 4-5 day volunteers
- Wristbands (different band daily for 1 – 3 day volunteers)
- Sharpie
- Clipboard with Emergency contact numbers on the back
- Sign-in & Sign-out Sheets
 - Den Roster / Sign-in Sheet – Registration Copy and Den Copy
 - Sign-out Sheet
- Den Master schedule (2 copies)
- Camp map and Emergency Shelter map
- Achievement Trackers

Arrival Routine

Den Leaders:

- ◆ 8:15am: Sign-in and drop off your Tag-A-Long, if applicable, at the Tag-A-Long building
- ◆ Pick up your den box and sign in at the Crouse Building
- ◆ Immediately proceed to your den area
- ◆ Wait for and welcome the scouts in your den
- Check your den box to make sure all contents are included. Den box contents are included in the previous section.
- Scouts will begin to arrive at 8:30 a.m. or earlier, if the scout is the child of another leader. Everyone will not arrive at the same time. BE FLEXIBLE. Have games or activities planned.
 - ◆ Sign-in the scouts and volunteers on BOTH den rosters (Den Copy & Registration Copy)
 - Mark a “check” if present, an “A” for a “known absence” and mark a “C” to indicate to “Call, unknown absence” on the Den Roster. Administration will call any scouts marked “C” to verify their whereabouts.
 - Leave the Registration Copy of the Den Roster in the marked box near the stage.
 - **Keep the second sign-in sheet with you at all times** so you have record of who you are responsible for on each given day.
 - ◆ Make sure lunches are marked and store them
 - ◆ On the first day of camp, distribute t-shirts, hats, and bags contained in your den box. Items will be marked with the recipient’s name. Distribute daily wrist bands if applicable.
 - ◆ Pin name tag to the BACK of scouts’ shirts...den leaders should wear name tags too!
 - You will quickly learn that all boys look the same when they are all wearing the same color shirt, a hat, and have their back to you!
 - ◆ MAKE BUDDY ASSIGNMENTS

New! AM/PM Ceremony Hill instructions

- Listen for the bugler’s call to gather (Revelree)
- Line up in ranks in front each den area (Tigers behind Tigers, Wolves behind Wolves, etc.)
- When all dens are gathered march to ceremony Hill: Tigers/Wolves and ½ of Webs head along the Crouse side of the road ; Bears, JWebs, and ½ of AoL march to Ceremony Hill along road along the BBs side of the road.

PM: reverse order after dismissal to your den area for parent pick-up

Cub Code of Conduct (C³)

At Day Camp, I will be...

Cautious

- ☺ Use the buddy system at all times.
- ☺ Walk in camp.
- ☺ Don't throw dirt, rocks, sticks or other objects.

Courteous

- ☺ Be respectful to all adults, at all times.
- ☺ Be kind to one another; don't hurt someone on the inside or outside.
- ☺ Be patient; wait your turn and don't interrupt.

Clean

- ☺ Leave no Trace.
 - Keep your surroundings in as good or better condition than you found them.
- ☺ Keep your behavior clean
 - no nasty jokes or bad words don't stick your tongue out or spit

Discipline

We don't want any den to feel overwhelmed by a youth who is negatively affecting other's day camp experience. Discipline at Day Camp should be a progressive system with clear consequences. This will only work if we are all using the same method and consequences, please work within these guidelines so that difficult issues can be quickly resolved.

1. Remind all the scouts of the C³ at the beginning of each day.
2. Give a verbal reminder to any scout not following C³, letting the scout know that they controls their ability to enjoy their time at Day Camp and that continued violations will interfere with their participation and fun.
3. If the reminder doesn't result in better behavior, give a verbal warning of the C³ violation, letting the scout know that they now risks a 10 minute "time out" if another violation occurs.
4. If the scout violates C³ again, have them sit to the side, removing them from the activity for 10 minutes.
5. If the scout violates C³ again, please contact Admin and someone will come and assist.
6. At that point, we may remove the scout from activities for a while or assign a personal chaperone. The objective is always to improve the behavior so that the scout can successfully return to his den.

Den Time – First Day

The first day of camp will begin with Den Time. Den Time allows Den Leaders time to:

- Meet and get to know the scouts in their den
- Sign-in all scouts and volunteers
- Mark lunches and store the
- Distribute t-shirts, hats, and bags ``
- Attach everyone’s name tags
- **Review C³ procedures and consequences with your den.**
 ***** Cautious ***** Courteous ***** Clean
- **Stress that we all need to know the rules so that EVERY SCOUT will have a great week!**
- MAKE BUDDY ASSIGNMENTS and review how the buddy system works
- Review the cub scout sign and what it means (“when the sign goes up, the mouth goes shut”)
- Establish any den rules
- REVIEW CAMP LAYOUT including:
 - Tour of home base
 - Portable restrooms
 - Point out hazardous or off-limit areas
- REVIEW SAFETY PROCEDURES & EMERGENCY PLANS
- Review den duties for each day
- Acquaint yourself with the master schedule and day camp map for station locations.
- ☺ Scheduled 'down' time
 - Morning
 - Lunch
 - As a station
 - If/when you CHOOSE NOT to go to a station

Great “Get to Know You”/Downtime Activities / Supplies include:

• Huge ball (beach ball)	• Frisbee
• Chess set	• Cards
• Journals	• Word searches and/or crossword puzzles
• Small crafts	• Pencils
• Beads	• Card games
• Sing a well-known song or camp song	• Plan “get acquainted” games
• Make up a den cheer or song	• MAKE YOUR DEN FLAG

Den Flag

- ☺ Every den has one!
- ☺ Camp provides the pole and flag; poles are located in the Crouse Bldgs.
- ☺ YOUR den decorates it!

HOW TO DECORATE YOUR FLAG!

- Have fun!
- Be creative!
- Den flags are color-coded by rank
- Include your den number on the flag (i.e., Wolf – 9)
- Include your den name (OPTIONAL)
- DECORATE IT HOWEVER YOU WISH!
- Supplies to decorate the flag are not provided. Suggestions include:
 - Felt
 - Fabric glue
 - Colored-sharpies
 - Self-adhesive foam letters
 - YOU DECIDE! HAVE FUN AND BE CREATIVE!
 -

Master Schedule

The master schedule is the OFFICIAL day camp schedule. A copy of the master schedule will be in your den box on the first day of camp. A copy of the whole camp schedule will be posted at Admin and the Crouse buildings each day.

- Den Leaders should follow the schedule of “what” stations to attend “when”.
- All stations will be staffed with a Station Leader, either a youth volunteer or adult.
- You may choose as many, or as few, stations as you wish to attend. Since this is an option, it is important that you keep track of the achievements you have completed on your tracker! You may not decide to go to a station at a time that is different than listed on your schedule. If you need to do this, please consult the program director first to make sure the station has an opening.
- Any questions or problems with your master schedule should be directed to your rank’s program director. (see the back of your clip board for contact information)

Achievements

Day Camp is designed to provide a fun, outdoors opportunity for scouts during the summer months. However, many of the activities at day camp will satisfy a rank requirement or belt loop for the upcoming scouting year.

Achievement trackers are provided in your den box on the first day of camp. If attending camp each day and completing every station on your schedule, the scout will earn all the achievements listed on the tracker. Space is provided to write in any achievements that your den completed on their own during den time. Please mark off what is earned (according to the scout's attendance and your den's visits to stations) and send home with each scout on Friday. Scouts will need the completed tracker to have their achievements recorded by their Pack. **Achievements are EARNED at camp but will be presented in the pack according to the individual's pack procedures.** Please let your parents know to turn in the tracker to their scout's regular den leader.

End of the Day Routine

- Collect trash from your den area and the common den areas and deposit in the dumpster located behind the restrooms. Great job for scouts to do with a buddy!
- PLEASE COLLECT ALL NAME TAGS FOR USE THE NEXT DAY!
- **Have the legal parent or guardian or an authorized transporter (as listed on the sign out sheet) sign out each scout they are taking home. Sign out sheets should be placed in your den box or turned in at headquarters.**
- If a person other than a name listed on the sign-out sheet comes to pick up a scout, please send them to HEADQUARTERS. Even if the parent provides a signed note, they must still report to HEADQUARTERS. Signatures will be matched. If no note is present, a phone call will be made to the parent(s). The person picking up the scout or tag-a-long will be required to show identification.
- Whenever you feel the need, ASK FOR IDENTIFICATION! ALWAYS err on the side of caution!
- You may want to close up chairs, stash den items under the table and lower canopies for overnight. This will help keep the den area drier and keep items from blowing away in the event of bad weather.

New! AM/PM Ceremony Hill instructions

- Listen for the bugler's call to gather (Revelree)
- Line up in ranks in front each den area (Tigers behind Tigers, Wolves behind Wolves, etc.)
- When all dens are gathered march to ceremony Hill: Tigers/Wolves and ½ of Webs head along the Crouse side of the road ; Bears, JWebs, and ½ of AoL march to Ceremony Hill along road along the BBs side of the road.

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SECTION 6 – STATION LEADER GUIDE

Before Camp

Read your station guide BEFORE camp!

Be adaptable to ages and abilities!

Ask for help if you need it!

Once again, read your station guide BEFORE camp!

Arrival Routine

- ✓ Drop off and sign-in your Tag-A-Long, if applicable, at the Tag-A-Long building
 - ✓ Drop off and sign-in your scout in his den area
 - ✓ Report to your designated station IMMEDIATELY
 - ✓ Unpack and check your station supplies .If you need something, contact the Program Director.
 - ✓ Please wear a name tag so that other adults and scouts know how to address you!
 - ✓ Re-read any instructions for running the station (instructions may have been adjusted)
-
-

Station Procedures

- Monday: stations begin at 10:15am; Tues-Fri: stations begin at 9:15am
- Usually 2 dens at a time (max 24 youth),,,,,,but there could be more
- Greet dens as they arrive. Ask for their cheer!!!
- **It is very important that you start and end on time!**
- **Each time limit is only 45 minutes. Late arrivals CANNOT stay late; it interferes with the overall schedule. If available, they can come back at a free time.**
- **Execute the station with energy and enthusiasm!** Let the scouts do as much for themselves as possible. It doesn't need to be perfect, they just need to Do Their Best!
- BEADS!! One bead/scout/participation. (*Beads can be given to the den leader for distribution.*)
- Take a breath, then prepare for your next group.

- ***Last station of the day***

Organize station items in the bag/container provided and store where directed. In case of inclement weather, take your station items to the nearest shelter where directed.

Complete a Station Evaluation (inside front cover). Return to the Admin tower or the Crouse Building.

- *******Last station of the week*******

- **Dispose of anything no longer useable: please recycle when appropriate.**
- Inventory your station (See the inventory sheet in the front pocket of the station guide)
- Return all items that you can to Crouse/trailer staff.
- You are ALWAYS invited to help pack up the camp!

2018 Harford District Cub Scout Day Camp

EMERGENCY NUMBERS

District Executive	Tyler Korpisz	302-299-7738
Day Camp Director	Josie Stec	443-243-3782
Program Director	Dave McCartney	443-243-3782
Medical	Tia Medley	443-866-5796
Asst. Program Director - Webelos	Barb Roth	443-307-1022
Asst. Program Director - TWB	Sue Thornton	410-808-6026
Admin Tower	Cathy Street	410-688-1803
Tag-A-Long Director	Jocelyn Healy	410-688-1803
Safety Director	Geoff Fuller	443-243-7213
Youth Director	Robert King	410-808-5134
Facilities	Dan Wesdock/Mary Pohlig	443-467-1974/443-987-3114
Shelter Contact - for Shelter 1	Jocelyn Healy	443-309-6331
Shelter Contact - for Shelter 2	Clark Old	443-243-7213
Shelter Contact - for Shelter 3	Sherry Leggett	410-808-7902
Shelter Contact - for Shelter 4	Susan Gordon-Kunz	443-413-8592
Shelter Contact - for Shelter 5	Geoff Fuller	443-286-2919
Shooting Sports-Archery	Chantal Sigmon	410-808-5134
Shooting Sports-BB	George Stiemly	443-616-6419
Shooting Sports-Slingshots	John Dittus	443-388-6956
Tag Building - Shelter 1 *	Jocelyn Healy	410-241-5887
Woodworking - Shelter 2 * (Blue)	Clark Old	443-243-7213
Wood - Shelter 3 * (Yellow)	Sherry Leggett	410-808-7902
Arts and Crafts - Shelter 4 *	Susan Gordon-Kunz	443-413-8592
Sports - Shelter 5 *	Geoff Fuller	443-286-2919