

Harford District
2018 Cub Scout Day Camp
Soon to be **CAMP MUDDY RIVER**
“Adventures on the High Seas”
June 25 – June 29, 2018

Youth Volunteer Guide



Youth Volunteer Guide

Table of Contents

Program Overview.....	2
What's in this Manual?.....	3
Scout Leaders	3
Service Hours.....	3
Safety What to do if someone needs medical attention.....	4
Interactions with others at Camp:	4
Behavior Expectations and Discipline	4
Emergency Plans	6
Emergency Procedure - Medical Emergency.....	6
CPR Trained Volunteers	6
Medical Incident Reporting.....	6
Emergency Procedure - Fire in Camp.....	7
Emergency Procedure - Stress Management.....	7
Emergency Procedure - Lost Person	8
Emergency Procedure - Stranger On-Site.....	9
Emergency Procedure - Severe Weather.....	10
Emergency Procedure – Active Shooter	11
Station Descriptions.....	12
Downtime	13
Friday.....	13
Merit Badges.....	13

Program Overview

First thing you need to understand is this is a very busy program. It is your job to keep to the schedule. Try to keep an eye on the clock and keep the program running. If a den leader does not want to leave, let them know they can use some of their downtime (even later in the week) to come back and finish. The next den needs to start on time!

Some of you have asked to work in Arts & Crafts or Woodworking, some want to work BB, Archery, games or sports. We will do our best to have you help where you will have the most fun. We cannot promise you that you will get your 1st pick each day. We will do our best to put each of you where you want to be. If something unknown comes up, we may ask you to switch to another station – we will do our best to avoid that.

What's in this Manual?

- *Hopefully*, the answers to MANY of your questions!
- Leaders at camp (and THAT includes YOU!) operate 'stations' for the campers to learn, explore and have FUN at camp
- Assistants at stations are very important!!! Younger scouts need more help, encouragement, and guidance. 'Be there for THEM'. Live the oath by 'helping other people at all times'.

Scout Leaders

There will be several scout leaders throughout the week for you to go to for any questions.

There is a Senior Patrol Leader (SPL) for the week. Each program area in camp will also have an Assistant Senior Patrol Leader (ASPL).

The Youth Staff Director is Mr. Robert King. The Youth Staff Director is the adult in charge of all youth volunteers.

Service Hours

2018 Harford District Cub Scout Camp Service Hours Tracker

	Hours worked	Signature
Mon. 6/25	MAY be earned for: (on any given day)	Signed daily by the Station Leader, Mr. Robert King, SPL or an ASPL
Tues. 6/26	Scout service hours (check w/ your SM)	It is YOUR responsibility to have YOUR card signed
Wed. 6/27	Church service hours (check w/ your org.)	Please have your card signed WHEN you are AT the station
Thurs. 6/28	School service hours (check w/ your school)	Keep track of YOUR card!
Fri 6/29	Just for the thrill of being at camp!!! Thank you!	Be happy that you are helping others! Thank you!

Safety

What to do if someone needs medical attention

- Medical station at camp staffed with a medical director & medical volunteers.
- Medical station located in the GAZEBO in the 'middle' of camp
- 2 volunteers accompany an injured person to medical
- If you are CPR trained, please let the staff know.
- **ONLY MEDICAL STAFF IS AUTHORIZED TO ADMINISTER MEDICAL ASSISTANCE**
- **ALL INCIDENTS MUST BE REPORTED**

Interactions with others at Camp:

- Be respectful: using "yes sir" or "yes ma'am" goes A LONNNNNNG way with adults, especially when they might be feeling tired, hot, overwhelmed, not feeling well, or just plain cranky!
- DO NOT argue with an adult; please seek guidance from Mr. King or the SPL: Dealing with an unpleasant adult is NOT your job or your responsibility.
- Conflict with another youth? Contact an ASPL or Youth Staff Directors.
- **Fighting will not be tolerated.**
- If the conflict is with a Cub Scout camper, please let the den leader be aware of the situation.

Behavior Expectations and Discipline

Wear your BEST Scout Spirit at all times!

- This will help others who need a boost!
- You ARE a role model to the youth at camp!
- You are an inspiration to the adults at camp!

YOU should also be respected!

- In the event that YOU are disrespected please do not take matters into your own hands.
- Alert the Youth Staff Directors immediately.

Obviously, absolute misbehavior such as fighting, cussing, vandalism, failure to obey leader directions, failure to comply with the standard policies are means for an immediate expulsion.

Minor incidents may result in:

1. Warning and redirection
2. Being placed elsewhere at camp.
3. Being sent home for the day
4. Expulsion

AGAIN, you are role models and we want you to have fun!

Daily Schedule & Procedures

Each day will start with a morning briefing including signing in and final scheduling. Please report to the Webelos Pavilion as soon as you arrive at camp but no later than 8:15 am. Work tags will be given out shortly after this time and to control chaos ensure that you are punctual. The Webelos Pavilion is the one located closest to the entrance driveway on the right. Parents or those bringing you to camp should park in the grass lot to the left upon entering the camp or pull off the road in to the parking lot to unload as to not block traffic onto Tollgate Road.

Oversight of youth volunteers is modeled after the Boy Scout Patrol method. There is a **Senior Patrol Leader and Assistant Sr. Patrol Leaders**. **Your role will be part of the patrol** that is working in a specific area of camp. Some examples of areas at camp are: Sports, Ranges, TWB stations, Webelos I stations, Webelos II stations. Your patrol may change from day to day or even several times during the day depending on what the needs are.

It is vitally important that we know everyone's whereabouts, especially in the event of severe weather, an emergency or if a parent needs to get you early from camp! The **"work tag"** is the method we use to keep track of where everyone is at any point during the day. Work tags will be issued during morning assignments each day and turned in before you leave in the afternoon. **It is very important that each of you turn your work tag in to the scout who is working as the ASPL of the area where you are working for the day.** If you get moved to another area, you need to retrieve your work tag from your old ASPL and turn it in to the new ASPL who is overseeing your new location. **For your protection, youth volunteers are NOT permitted to wander around camp, or outside of their assigned area.**

If someone is unable to make it to camp for any reason, we will need someone to jump in and help out by filling in the position. The fill-in volunteer will be allowed and encouraged to ask any questions about the station or stations you will be working, so don't worry. The **Task List** posted in the Webelos Pavilion, will let you know what additional projects or activities are available during your down time. At the end of each day we will have an afternoon wrap up and sign out; it is important that the youth volunteers hand their work tags in at this time each day. During wrap up, we will go over the day's events and discuss what went well and what needs work. We will also go over the next day's assignments. Almost every day will be different in the Webelos program. If you are volunteering in this portion of camp you should expect to do something different each day.

Emergency Plans

- ✓ **BE respectful: keep recording devices turned off during an emergency event.**
- ✓ Be helpful instead
- ✓ Focus on the situation at hand
- ✓ Thank you for your cooperation!

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. If needed make use of nearby medically trained people.
- **Ask a leader to Contact the MEDICAL DIRECTOR.**
- The Medical Director will handle all arrangements for transportation of the individual to the designated treatment facility.
- An adult and the individual's Personal Medical Summary will accompany the individual to the medical facility.

CPR Trained Volunteers

In addition to the medical staff onsite, CPR trained volunteers will wear a **RED CROSS** tag in addition to their day camp position name tag. **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 **Senior District Director or a representative of Baltimore Area Council** will handle ALL COMMUNICATION.

Emergency Procedure - Fire in Camp

Immediately upon learning that there is a fire in camp, the following procedure is to be followed:

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

- A camp wide alarm, a steady blast from an air horn or a general announcement over the camp PA system, will sound.
- All dens must return to the flag ceremony gathering area for muster.
- An alternate safe mustering area will be the den camp sites.
- Once arriving at the muster area, Den Leaders will take ATTENDANCE and notify the Director if anyone is unaccounted for.
- 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

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

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.

- First & foremost, NEVER be ashamed to admit you need a break.
- If you find you are “on your last nerve”, **please contact the Sr. Patrol Leader or Ms. Lisa know immediately.** We will take over your station responsibilities and give you a breather.
- NEVER wait until you “lose your cool” to ask for a break. This makes it a negative experience for everyone.
- Most importantly, remember it is okay to ask for help!

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

- DO NOT approach the adult yourself.
- **Contact a member of the Day Camp Staff immediately who will evaluate the situation.**

Emergency Procedure - Lost Person

If ever a camper or youth volunteer is missing, please notify the nearest adult leader and the following procedures will be followed:

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

- **IMMEDIATELY** notify the **Day Camp Director**.
- Using the den roster or work tags, account for everyone in the den or station.
- Determine who is missing and where they were last seen.
- Remain where you are (station, den site, etc.) as this is where a wandering child is apt to return.
- 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 a responsible adult 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 flag ceremony assembly area.
- Once all dens have arrived, Den Leaders will take ATTENDANCE and notify the Director 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

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

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

Participants at day camp can be identified as follows:

Scouts	Scout Day Camp T-Shirt & Name Tag
Tag-a-longs	Tag-a-longs Day Camp T-Shirt & Name Tag
Youth Volunteers	Day Camp Shirt & Name Tag
Weeklong Leaders	Adult Day Camp T-Shirt & Name Tag
Staff & Area Managers	Purple Polo Style Staff 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, notify an adult who will use the following procedures:

(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 of your actions above. (Polo Shirts) giving the staff member a general description and location of the stranger. (i.e. Man in green 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 will be on-site all week to handle any difficult situations.

Emergency Procedure - Severe Weather

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

In the event of impending severe weather, the following procedures will be implemented.

- Announce a storm emergency on PA system and by radio to all staff.
- All occupants should proceed safely to the nearest marked shelter.
- The shelter manager proceeds to their shelter & opens all doors. The shelter manager has control over shelter operation.
- An ASPL will be located in each of the shelters. Immediately upon arrival, report in to the Scout in charge to let them know you are there.
- Remain in shelter until the radio and PA system broadcast an all clear.
30/30 Rule: 30 seconds or less between lightning and thunderclap, seek shelter and stay until advised (up to 30 minutes after storm passes.)
- After the storm the Director and staff will do a damage assessment.
- If no damage is present, the “all clear” will be announced over the PA.
- If damage is present, the Director will sound the “report to muster area” (steady blast) signal.
- The Director, upon consultation with the staff, will make a determination if camp can continue as scheduled, or be modified to avoid the damaged area, or to end camp for the day.

If a local severe weather warning is issued and sufficient time is available, camp MAY be evacuated.

- A camp wide alarm, steady blast from an air horn, a PA system announcement or an SMS will be used.
- Dens will return to the flag ceremony gathering 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.**

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.

Station Descriptions

Tiger/Wolf/Bear Stations

<p>Arts & Crafts</p> <p>Bug Identities</p> <p>Citizenship</p> <p>Don't be a Litter Bug</p> <p>Engineering challenge</p> <p>Field Sports – Disc Golf</p> <p>Field Sports – Soccer</p> <p>Gaga Ball</p> <p>GermNation</p> <p>Knots</p> <p>Leather Working</p>	<p>Lego Bug Derby</p> <p>Ma & Pa Trail Bingo</p> <p>Obstacle Course</p> <p>Orienteering</p> <p>Shooting Sports – Archery</p> <p>Shooting Sports - BB Guns</p> <p>Shooting Sports - Sling Shots</p> <p>Team building games</p> <p>The Cold War</p> <p>Water Games</p> <p>Woodworking</p>
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1st year (Jr) Webelos

Capture the Flag

Cast Iron Chef

First Responder

Leather

Archery

Arts Explosion

Aware & Care

BB Gun Range

Earth Rocks

Field Sports – Island Games

Field Sports – Soccer

Fix it-Bike repair

Fix it-Car Wash/Check

Into the Wild-Bat

Boxes

Into the Wild-Owl

Pellets

Orienteering

Stronger, Faster, Higher

Trading Post

Water Games

2nd year (AoL) Webelos

Archery

BB Gun Range

Bike Repair

Building a better world

Capture the Flag

Castaway-Hiking Safety/Cooking and Fire building

Engineer –Jobs in Engineering/House Floorplan/catapults

Field Sports – Island Games

Field Sports – Soccer

First Responder-First Aid Kits/Safety/CPR

Into the Woods-Intro to Forestry

Into the Woods-Owl Pellets

Into the Woods-Tree and plant ID

Knots

Rocket Building and Launch

Science-Chemical reactions

Science-Electricity

Team Building games

Water Games

Woodworking

Downtime

During your down time there will be several activities available for you:

- Projects (prepping materials, photography, etc.)
- Work on merit badge requirements

Please check the Task List posted in the Webelos Pavilion for specific tasks that we could use help with!

Friday

Friday's program will be different than the rest of the week. Regular stations will run in the morning. After lunch we will start breaking down camp. It's important that we get camp broken down quickly on Friday since another group is using the Equestrian Center starting Saturday morning.

Merit Badges

You may have the opportunity to complete some Merit Badge requirements at Camp. **Please look ahead at the requirements and be sure to review your intentions with your MB Counselor and Scoutmaster before Camp.** We will not be able to sign off on these things as MB Counselors for you, but we will attest to your completion of doing them.

The following are some of the Merit Badges you might be able to work on at Camp:

- | | |
|------------------|-------------------|
| ✦ Archery | ✦ Pioneering |
| ✦ Bird Study | ✦ Music |
| ✦ Communications | ✦ Nature |
| ✦ Cooking | ✦ Public Speaking |
| ✦ Cycling | ✦ Reading |
| ✦ Electricity | ✦ Insect Study |
| ✦ Engineering | ✦ Sports |
| ✦ First-Aid | ✦ Orienteering |
| ✦ Forestry | ✦ Woodworking |
| ✦ Geology | ✦ Woodcarving |