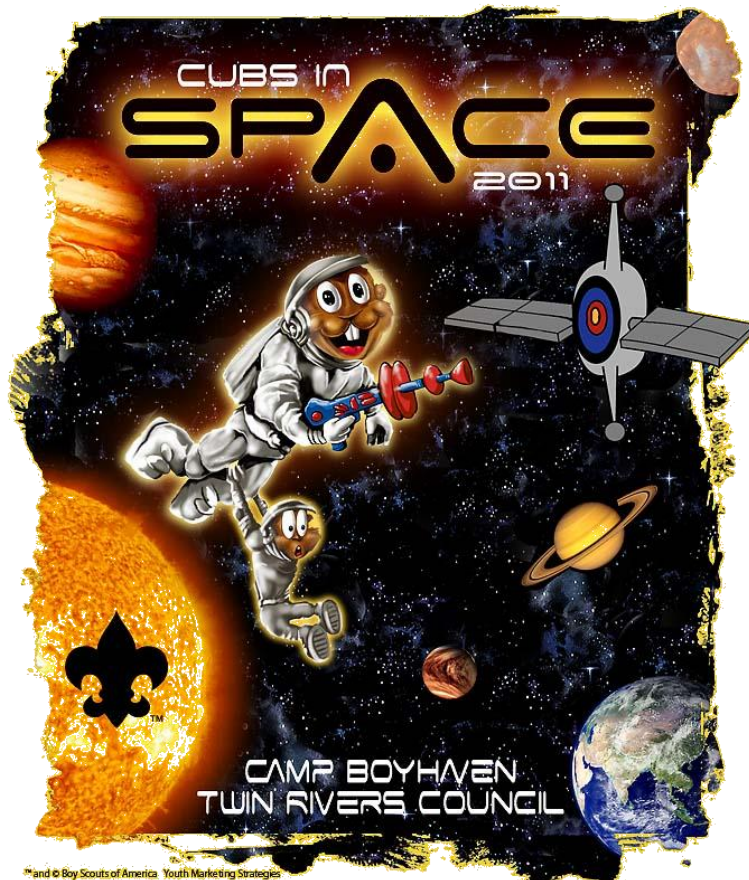


*Twin Rivers Council, Inc.*  
**Camp Boyhaven, BSA**

**2011 SUMMER RESIDENT CAMP**



**A Guide for Leaders and  
Parents**

This Leader's Guide is available on line at [www.CampBoyhaven.org](http://www.CampBoyhaven.org)

# CAMP BOYHAVEN SUMMER RESIDENT CAMPS 2011

Dear Leader/Parent:

You and your Cubs are about to embark on an exciting Cub Scout or Webelos Resident Camp Program. The boys will have fun and excitement while experiencing personal growth and development. By providing your Pack with the opportunity to participate in the Resident Camp Program, you are enhancing their year-round Cub Scout Program.

This 2011 Summer Camp Leader's and Parent Guides are provided to help ease your mind and provide answers to many questions you may have.

It is understandable and expected for you as the Leader attending or as the parent sending their kid off to camp to have certain expectations of the camp and program. We hope to address many if not all of those expectations here in this guide.

Please take the time to review the Guide Book with your fellow Leaders, Cubs, and Parents. It will better prepare them to have an enjoyable experience at camp.

We appreciate your dedication to your Pack and Cubs by taking the time to bring them to camp this summer. The camp staff is committed to making your stay fun, safe and enjoyable. We look forward to seeing you this summer at **CAMP BOYHAVEN!**

If you have any further questions please do not hesitate to contact me by emailing me at [campdirector@campboyhaven.org](mailto:campdirector@campboyhaven.org)

Sincerely,

Drew Chesney  
Camp Director

## Camp Boyhaven

Camp Boyhaven is a 320-acre home of Cub Scouting where camp staff, unit leaders, and Scouts work together to learn the best that Scouting can offer. This includes developing better units, strengthening qualified scouters, and increasing the skills of self-reliant boys and young men. The camp is located on Boyhaven Road in Middle Grove, just west of Rock City Falls, north of Route 29, approximately seven miles west of Saratoga Springs.

Camp Boyhaven has two private lakes and offers snorkeling, fishing, boating and canoeing. The camp also offers a fully stocked Trading Post, two archery ranges, a BB range, two sports fields, a craft area, an outdoor skills area, a nature area and a campfire circle. All program areas have adequate equipment and supervision. Three well-balanced meals are served daily in the central dining hall. The camp has ten campsites. All are equipped with 4 or 8 person lean-tos, bunks, picnic tables, 10'x15' tarps, latrines, and wash stands with running water. There is a shower facility to accommodate Cubs, Dads and Moms with full privacy.

Camp Boyhaven is annually certified by the State of New York. It is also a BSA Nationally Accredited Camp inspected annually by the Boy Scouts of America. Rules for acceptance and participation in the Scouting programs are the same for everyone without regard to handicap, race, color, religious background or national origin.

# OPENING DAY - WHEN YOU ARRIVE

## Check In Procedures

Camp check-in is scheduled from 9:00 to 10:00 AM. (Gates open at 8:30) Please have all campers from your Pack arrive at Camp Boyhaven at the same time. Camp personnel cannot accommodate early arrivals so plan your schedule accordingly. By arriving at camp during this designated time, you will have sufficient time to check in and set up your campsite. Upon arrival, you will be met by camp staff that will guide you through check-in procedures and direct you to the waterfront for swimming abilities testing.

When you arrive at Camp Boyhaven, follow the REGISTRATION signs and staff to the NOVA Activity Center, a.k.a. the Camp Office/Trading Post. Here you can check-in, settle any unpaid balances, and view the Camp Orientation Video.

Once this has been accomplished in the Registration Area, you will then proceed to the Health check in for your Health Form review and then to the Waterfront for Swim Ability Testing. After this, you may proceed to your campsite to settle your personal gear. If you need help getting to either of these areas, there will be plenty of staff members around who will act as your guides. You should become familiar with the layout of the camp and the whereabouts of all program areas in relation to your campsite. A camp map is included in this Leader's Guide.

*No cars will be allowed to driven in camp. We have wheel barrels available for use and the staff can assist when needed.*

A parent or guardian must complete a Medication Sheet, which is enclosed with this information packet. **ABSOLUTELY NO PRESCRIPTION MEDICATIONS, WHICH ARE NOT IN THE ORIGINAL PRESCRIPTION BOTTLE WITH FULL ADMINISTRATION INSTRUCTIONS, WILL BE ALLOWED ON CAMP PROPERTY.** A Medication Sheet with signed permission allowing administration must accompany any Over-the-Counter medications.

**All medications must be left with the Health Director with the exception of bee sting kits, inhalers and nitroglycerin tabs. These medications still need to be checked by the Health Director. Medications MUST be brought to camp in the original prescription bottle in a zip lock bag with the camper's name on it.**

Each den must participate in a camp orientation and safety tour during the first day of their camp stay. This is a VIDEO tour that includes orientation to program areas and other facilities in camp. This will also cover camp hazards. Everyone needs

to be especially aware of roadways, waterfront areas, fire dangers (during dry spells), poisonous plants, and off-limit trails.

Anyone wanting a physical tour of the Camp may ask any staff member.

A fire drill or lost camper drill will be conducted within 24 hours of arrival in camp. An Emergency Procedures Manual is located in every campsite, every program area, the Dining Hall, Trading Post & Camp Office, and in the Health Lodge. Emergency procedures will be reviewed with you at the Leader's Meeting on the first evening in camp. **At least one leader from each den must attend the Leader's Meeting.** The importance of daily observation of each camper will also be stressed.

All leaders are reminded that ANY injury or illness **MUST BE REPORTED** to the Health Officer. These must be recorded in the camp First Aid Log Book.

### **WHAT SHOULD I BRING TO CAMP?**

The camp has provided wheel barrels for your use to bring your gear to your campsite however, if there are none available you must carry all of your personal belongings into the campsite; therefore, you should think before you pack. Your pillow and extra blankets/sheet should be rolled up in your sleeping bag. You will want to bring some type of foam pad or air mattress. It will help to have your personal things packed in back packs or duffel bags that can be carried easily. Leaders should bring for the campsite: lantern or large flashlight, alarm clock, Pack flags or banners, and any costume/props for your skit for the Closing Ceremony. Below is a list of items for Scouts to bring to Camp:

**Only Camp Vehicles will be allowed in Camp.**

**No liquid fuel lamps or stoves are allowed in camp, except for propane appliances controlled by an Adult Leader.**

## CHECKLIST OF THINGS TO BRING TO CAMP

Holidays and birthdays are great times to get Scouts equipped for summer camp. Here is a handy checklist of items that are required or recommended for boys attending Boyhaven Summer Camp:

- Your Uniform (REQUIRED)
- Your Handbook
- Completed BSA Health Form (REQUIRED)
- Extra shorts and/or pants
- Extra shirts
- Daily change of underwear and socks
- Bathing suit
- Raincoat or poncho
- Pajamas
- Sweater or jacket
- Sneakers or moccasins (two pairs)
- Sleeping bag or three warm blankets
- Pillow
- Duffel bag, or pack
- Toothbrush and toothpaste
- Soap (in a container)
- Hand towels and bath towels
- Flashlight and extra batteries
- Pen or pencil and paper
- Comfortable hiking shoes

### **OPTIONAL ITEMS**

- Canteen
- Camera and film
- Insect repellent (pump spray type, not aerosol)
- Prescription medication (in the original container with clear, written instructions)
- Fishing tackle and pole (we have a very nice Fishing Dock)
- Money for the Trading Post (\$25)
- Air mattress or foam pad (the bunks are HARD)
- Firewood for campsite (you can use what is dead in the woods, but the camp does not supply the wood)
- Day pack
- Chairs for campsite

## Personal Tents

At Camp Boyhaven you are more than welcome to bring your own tent. However please keep note:

- Only parents and/or guardians can stay in a tent with a child.
- ALL tents MUST be Flame Retardant.
  - *You will be required to sign a Statement of Understanding that your tent that you are using on Boyhaven Property is flame retardant.*
  - A copy of this Statement will be made available to Unit Leaders as camp approaches in the Spring.
  - No flames are allowed in any tents.
  - They must be set up in a safe manner in the campsite.

## **DRESS WHILE AT CAMP**

1. Packs are encouraged to have personalized Unit T-shirts and wear them at camp. These shirts are better known as activity shirts.
2. Campers and leaders may wear comfortable and suitable clothing at all times in camp.
3. Shirts, shorts or pants and either shoes or sneakers **MUST** be worn at all times except during swimming. Sandals, aqua shoes, and "flip flops" are **ONLY** allowed at the waterfront.
4. Female leaders or visitors may **not** wear two-piece bathing suits.
5. All staff members, unit leaders, and Scouts are expected to wear an official uniform to daily flag retreat and to evening meals.
6. All leaders are reminded to wear appropriate clothing. Shirts must be worn when not at the waterfront. Revealing clothing is not appropriate for Cub Scout Summer Camp.

# THE ROLE OF LEADERS IN CAMP

## Leadership For Webelos Camping Sessions

The policies of the Boy Scouts of America require that every Scouting activity have a minimum of two leaders present. This policy is referred to as "Two Deep Leadership". Activities at Camp Boyhaven are no exception to this policy. Every Cub Scout Pack staying at Camp Boyhaven must provide at least one supervisory adult (leader and/or parent) for each five boys attending. The Cub Leader serving as the campsite leader must hold a current registration with the Boy Scouts of America and must be at least 21 years of age. Assistant leaders must be at least 18 years of age.

Each adult attending camp must complete a BSA adult registration form. If it becomes necessary for a leader to leave camp for any reason, thereby leaving their boys without proper supervision, the Camp Director must be notified immediately. A staff member may need to be assigned to act as campsite leader. However, this can only be done in emergency situations. If a Pack must establish a rotating schedule for adult leadership, this should be done prior to camp with the Camp Director's knowledge.

Every parent, regardless of gender, should know that they are welcome and encouraged to spend time at camp with their son at any time during the session. They will need to sign in at the Camp Office and obtain a visitor pass. Please remember to sign out and return the pass when you leave camp.

If a Pack chooses to bring Den Chiefs they should be at least 13 years of age. The Den Chief fee would be the same as an additional leader. This fee includes all meals, hat and mug. If your Pack has two adults assuming one full session leadership role, please see the Registrar at camp.

## The Role Of The Cubmaster Or Campsite Leader In Camp

Under the Pack leadership, the Cubmaster or Campsite Leader is in charge of the Pack and must know where the Cubs, parents and other leaders are at all times. You are expected to be a role model for your Cubs, providing social and moral leadership examples and a wholesome camp program for your youth. A unit leader has no other duties that would detract from the responsibility of service as this leader.

The staff at Camp Boyhaven respects you in your important role. While in Program Areas, the staff will provide for activities, games and instructional periods. The staff are in charge of the program areas and need to have your assistance and support with enforcing discipline with the cubs.

Your job as leader, teacher, coach, parent and disciplinarian is not to be taken lightly. By bringing your Cubs and Webelos to Camp Boyhaven this summer, you will be providing them with an experience of a lifetime! You must realize, however, that these young boys will look to you for constant leadership and motivation while at camp. Some of the important functions you will need to accomplish at camp are:

- Setting the example
- Getting the boys ready for each day's program
- Making sure that all campers are dressed in scouting uniforms for flag retreat
- Seeing that the boys wash, shower and use the latrine properly and change their clothes
- Supervising behavior and manners at mealtimes
- Making sure the boys obey the camp rules
- Watching to be sure the campsite stays clean and neat at all times
- Preparing the Duty Roster either prior to camp or upon arrival
- Helping each boy to fully enjoy the camp program and experience
- Assisting the Camp Staff in providing a quality program for your boys

This is a tall order, but if you discuss the important role of the leader in camp with your fellow leaders before arrival, everyone will be better prepared to provide an outstanding experience for your Cubs and Webelos.

## Dealing With Homesickness

A 1998 edition of the American Camping Association magazine reported that...

"Homesickness is a very real and natural emotion that can occur when anyone leaves familiar surroundings. For first time campers, especially, being away from home may be a totally new experience ... No Mom or Dad to turn to, no refrigerator handy for midnight raids, no family pet to hug!" The importance of correspondence between home and camp cannot be over emphasized.

The staff encourages campers to write home to their parents or siblings when they are feeling homesick. Some thoughtful parents have made a practice of sending advance postcards to their sons at camp so there will be a personalized "touch of home" when they arrive at camp. The staff urges parents not to mention in their letters or card how much they miss their sons, instead, parents should assure them that they know they are having a good time and express enthusiasm for the camp activities.

## Dos And Don'ts For Leaders

DO have a pre-camp meeting where all participants bring (or at least discuss) the equipment they plan to take to camp; this is to insure that each individual has what they need to bring to camp

\*DON'T allow the boys to bring electronic games, comic books or radios to camp; sheath knives, axes and ammunition including arrows are not allowed

DO bring a bow saw if you desire, but remember that it is for adult use only

DON'T bring liquid fueled lanterns to camp

DON'T bring tents that are not made of fire retardant materials.

DON'T store food in the tents; please use the site box

DO obey the camp rules at all times

DON'T show up at program areas when you are not scheduled; try to keep on schedule as much as possible; when you're late, it slows up the entire program

DO volunteer your help where needed; consider yourself a part of the staff; see the Camp or Program Director

DON'T be afraid to ask questions; the only "dumb" questions are those not asked

DO make sure at least one adult accompanies your Cub Scouts when they leave the campsite and never leave Cub Scouts unattended

DON'T expect to drive to your campsite; be prepared to carry your own equipment to the campsite.

# CAMP FEES

## 2011 Summer Camp Fees

### Youth Fees

Cub Weekend Camping Sessions- Scouts \$ 165 (regular fee); \$ 215 (Late fee)

Webelo Camping Sessions - Scouts \$ 205 (regular fee); \$ 255 (Late fee)

*\*Early Bird fees must be paid on or before 5/01/10. \**

### Sibling Fees

All sibling fees are the same as the youth fees.

### Leader And Adult Camp Fees

Cub Weekend Camping Session - \$90

Webelo Camping Sessions- \$110

*Our fees are all inclusive. All program supplies, food, facility, and staff expenses are included!!*

## Registration Fees

All scouts attending Camp Boyhaven must submit at least a \$50 registration fee. The preferred way for all of the fees to be submitted is as a Pack by the Pack's Camping Coordinator. Unused confirmation fees are not refundable, but can be transferred to another Scout who has not signed up. It cannot be transferred to pay the balance of any camp fees. These fees should be submitted to the Council Service Center.

## Sibling Policy

Each Pack should decide whether to allow a registered Cub's siblings to attend Resident Overnight Camp with the Cub's adult.

Packs that allow siblings to attend the camping sessions must abide by the following conditions.

1. The sibling has to be a sister or younger brother
2. The Camp Staff and Den Leaders have no supervisory responsibility for the sibling. The parent must supervise the sibling at all times.
3. Paid Campers and Leaders have first preference on Den site bunk assignments.
4. The parent and sibling should be prepared to provide their own tent.
5. Completed medical forms still need to be turned in.
6. Swim tests are mandatory for anyone wanting to use the Waterfront. The sibling could swim only if supervised one-on-one by their parent.
7. Siblings must pre-register.

### **Visitor Meal Fees**

For those parents, siblings, or visitors who would like to visit camp or come only for one day of a session, you will need to purchase meal tickets from the Trading Post at the following prices:

Breakfast	\$ 6.00
Lunch	\$ 7.00
Dinner	\$ 8.00

*Kids under 5 years old are free.*

Please present your ticket to the Dining Hall Steward.

**TWIN RIVERS COUNCIL RESIDENT CAMP REFUND POLICY**  
**PLEASE READ CAREFULLY**

Months before camp opens, we do extensive planning, pre-camp purchasing, and staff contractual agreements, among other things. Due to these types of commitments, it is not practical to give full refunds. All refunds will be assessed a minimum **\$50.00** for fixed costs already incurred. Refunds *will be considered* for the following cases only:(NO EXCEPTIONS)

**Summer School**

Documentation from the school must be provided with the request in writing, and **MUST** be submitted before but no later than July 1. Scouts should be encouraged to make up in a later week.

**Medical**

Documentation from the Physician must be provided with the request in writing, and **MUST** be submitted at least one week prior to the Scout's scheduled arrival at camp.

**Death in the Immediate Family**

A letter with the request in writing from the parent/guardian.

**Non-qualifying refund requests are not limited to but include:**

sports (of all kinds), vacation, homesickness, failure to show, Scout changes their mind, travel events, etc.

All requests must be in writing and include the required documentation. Please advise whether check should be made out the Family or to the Unit.

A camper removed from camp for disciplining reasons forfeits all fees.

Checks will be issued after September 15<sup>th</sup>.

# FACILITIES AT CAMP

## Sleeping Accommodations

Most Cubs and Webelos Scouts will be sleeping in either 4-man or 8-man lean-tos, with either wooden bunks or wooden cots. Married couples may tent together; otherwise only leaders of the same gender may stay together. Cub Scouts may not stay in a tent or lean-to with any adult other than a parent, sibling or legal guardian. If Dens need additional space the camp will provide tents for them to use. Dens and Packs may bring their own tents if they feel they need to.

The Camp does provide tents for site capacities that have been exceeded. Also, many packs find that they enjoy having their cubs and parents bring their own tent as well. If you do bring your own tent, the camp does not assume any responsibility for damage, theft, or loss of the tent. The tent should also be flame resistant.

## Telephone

There is a phone line in camp that maybe used in cases of emergency. Please understand that if a parent/spouse wishes to contact someone in camp they will not be able to talk to him or her immediately. They will have to leave a message and the camp staff will make sure that they receive that message.

## How Do I Contact The Camp?

The phone number at camp is 885-7800. The fax number is 885-9355. If you wish to send mail to your son at camp, the address is:

Scout's Name and Pack Number  
Camp Boyhaven, BSA  
3430 Boyhaven Road  
Middle Grove, NY 12850

Please plan ahead with mail. Many parents will send letters for each day, well in advance and mark on the envelope which day to give the letter.

***Shower Facilities*** - Shower facilities are conveniently located in three areas of camp. The shower buildings are open at all times. No females may use the male showers or vice-versa. No adults are permitted in the showers for Cub Scouts. No males, either adult or youth, will be allowed in the female shower/bathroom. The only exception will be for diaper changing of male infants.

***Camp Office*** - The NOVA Activity Center houses the offices of the Camp Director, Program Director and Business Manager. The building will be available to all leaders and campers 24 hours a day. You should always be able to find one of the Key Staff members if a problem should arise.

***Health Lodge*** - There is a fully equipped Health Lodge that can handle any minor emergencies or illnesses. The Health Lodge is staffed 24 hours a day when camp is in session.

## **Trading Post**

There is a Trading Post in the center of camp at the NOVA Activity Center. You will find the Trading Post fully stocked. It's a great place to find a snack or pick up a camp T-shirt or souvenir. The following are some of the items that are available in the Trading Post: Boyhaven souvenirs, T-shirts, camping gear, BSA items, flashlights, snacks, cold drinks, and ice cream. Scouts should bring money with them to spend at the Trading Post.

The Trading Post will be open daily from 9:30 AM to 9:30 PM

EXCEPT During Meals, Scout Vespers, and Opening & Closing Campfires

# EMERGENCY PROCEDURES

## Safety Precautions

The most important concern at Camp Boyhaven is safety. Many precautions are enforced that sometimes seem unrealistic or unnecessary. Any rules that are made are solely for the protection of the campers, leaders and staff. Guidelines for these rules and regulations are set by the Boy Scouts of America "Camp Standards", and the New York State Health Department.

## Safety Procedures And Policies

A complete EMERGENCY AND SAFETY PROCEDURE MANUAL will be given to each Cubmaster/Campsite Leader upon arrival that will give instructions for all types of emergencies. Fire Drills and other procedures will be reviewed upon arrival at camp.

## Campsite Inspections

A clean campsite is important to all scouts. The incentive of a daily inspection should help keep both the scouts and leaders motivated to keep their sites clean. A record of your "inspection score" will be left on the bulletin board in your campsite and a copy will be available in the Camp Office. Den Leaders are responsible for completing the daily inspections.

# CAMP PROGRAM

Going to summer camp is probably the greatest experience that your Cub Pack or Den will have during the year. You will get tremendous satisfaction out of seeing that each boy has fun in the great outdoors. The camp program and schedule are the responsibility of the Camp Program Director and the summer camp staff. The primary responsibility of the camp staff is to see that each Cub Scout has a good camping experience. They will be capable and eager to do this. The Camp Director and Program Director are in camp to assure that your Pack has the best program possible so do not hesitate to see them with your questions and comments.

## Advancement at Camp

At Boyhaven we emphasize the importance of being in the outdoors, and enjoying the camp. We push interactive programs and steer away from lecturing. At camp you will find that the program is not based on advancement, rather it is based on fun scouting activities that the scouts will enjoy. Keeping this in mind, we still have a TON of opportunities at camp for Webelos. They include Belt Loop and Pins for:

Aquanaut	Art	Astronomy	Athlete
Basketball	Fishing	Flag Football	Geology
Map and Compass	Marbles	Music	Soccer
Softball	Sportsman	Swimming	Readyman
Forester	Geologist	Naturalist	Ultimate

We also will work with Webelos Den Leaders for other items if needed.

## Theme For Summer Camp 2011

Our theme for this summer is "Cubs in Space". Each camping Den will be asked to provide some type of entertainment for the Closing Campfire. We encourage you to think about some songs or skits ahead of time and bring some props/costumes to camp with you. The songs and skits can follow the theme.

## Campsites

The Boyhaven campsites are:	North Pines I	Dens 1 & 2
	North Pines II	Dens 3 & 4
	Woodsmen	Dens 5 & 6
	Pioneer	Dens 7 & 8
	Ranger	Dens 9 & 10

## **Aquatics Area**

Instruction will be given in the swimming area through individual instruction and games. Snorkeling will also be available for Webelos. In the boating area, rowboats and canoes will always be waiting for you. In the upper lake, there are fish just waiting to be caught. Don't forget to bring your fishing pole and tackle box. The Aquatics Area is well staffed with a Camp School certified director and several BSA and Red Cross Lifeguards. During Webelos sessions, emphasis will be given to the requirement for Aquanaut.

## **Nature Area**

The Nature Center, which is located between the Waterfront and Crafts, will offer a variety of nature activities, including short nature hikes, which will test the powers of observation of the Cubs.

## **Outdoor Skills**

The Scout Skills area is located north of the Sports Field. It will feature fire-building and fire safety, knots, whittlin' chip cards, pioneer cooking, and other camping skills. Each Webelos session will have the opportunity to have their own campsite cookout.

## **Crafts Area**

The Crafts area is located in Norris Hall, just past Nature. On your first visit to Crafts, each Cub Scout will make a name tag/badge. Throughout your stay at camp, the Crafts area will provide fun and sometimes challenging crafts for the Scouts.

## **Shooting Sports**

The Woodside Archery Range is located just behind the sports field. The Lakeside Archery Range is next to the campfire area. Here, the Scouts can try their skill and luck in using a bow and arrow to hit stationary targets. Your Scouts will be given basic instruction in safety and shooting. For Webelos only, we have an Action Archery Range set up at Woodside Archery. Webelos will be able to participate in Archery in a new way by completing six obstacles with their archery equipment.

New in 2007 Boyhaven built a BB Gun range located just east of the sports field. This area has 12 shooting stations and a pavilion. The program will be offered to Webelos who attend the Webelos Camping Sessions.

## **Sports Field**

The Sports field is located just north of the White House. Your Cubs can participate in several sports events scheduled throughout the session. Basketball, soccer, baseball, volleyball, flag football and ultimate Frisbee are some of the sports that may be offered.

## **Den Time**

Your daily schedule will include at least one session of den time. During this time, it is up to the leaders to decide what the scouts will do. This is the time to clean the campsite, do first aid or Readyman, work on a den skit or song or work on a den conservation project. Whatever you decide, it is recommended to be a work period for the entire den.

## **Camp Wide Events**

All Cub Scouts are encouraged to participate in special events held throughout their stay at camp. All of these activities will be listed in the program schedule that you will receive upon arrival at camp. This schedule will also be posted in the NOVA Activity Center on the Camp's announcement board.

## **Opening Night Campfire**

This is a good chance for you and your scouts to meet the camp staff and learn what Cub Camp is all about - FUN! The staff will provide entertainment for the campfire and teach the Cubs some new camp songs.

## **Vespers**

Life at Resident Camp has its serious side, too. Remember that part of the Cub Scout promise is "Do your duty to God". Our Vespers service is a non-denominational service conducted in our own Chapel of the Pines by the Camp Chaplain or other staff member. (Webelos Sessions Only)

## **Siesta**

After lunch, there is a rest period. It is a good time for napping, resting or just stretching out to gaze at the sky. Take advantage of this quiet time; you'll need your rest

## **Leader's Meeting**

On the first evening immediately following the opening campfire, there will be a Leaders Meeting (Location TBA). This meeting will give leaders an opportunity to ask the Program Director and staff any question you might have. It also provides the staff a chance to give you details about upcoming events or program changes.

It is **MANDATORY** that someone from your camp den or pack attends this meeting. The meeting will last about an hour. Remember, no campsite is to be without two-deep leadership at any time.

## **Reveille and Taps**

Reveille is at 7:00 AM; leaders should bring a wind-up or travel alarm clock. By getting the scouts up at 7 AM, this gives them ample time to clean up and dress before going to breakfast, as well as conducting your own morning flag ceremony. Site inspections will be done daily, so some time should also be spent cleaning up the campsites and lean-tos. Taps is played at 10:00 PM and lights out/quiet time is to be observed until Reveille.

## **Closing Campfire**

Closing campfire will be held after the 2:00PM flag ceremony in the Herb Roes campfire area. Cubs will be called by den to present their song or skit. Awards and recognitions will also be done plus everyone's favorite "Lost and Found". After closing campfire, you can pack up your vehicle and head for home.

# HEALTH AND MEDICAL

## Medical Forms

Upon arrival at camp, every Cub Scout and adult leader must present a completed health and medical history (signed by a parent or guardian if the individual is under 18 years of age). This is required for everyone. **Adults and Scouts attending Webelos only sessions will be in camp more than 72 hours, so they must have a physical examination signed by a medical practitioner licensed to practice in New York State.** We recommend that you make a photocopy of the medical forms before you come to camp. The medical forms will be returned to you at the end of your camp session. The camp does not keep health forms on file for future use.

Those adults and cubs coming to camp with medications and/or health restrictions must see the Health Director during the Health Form check upon arriving in camp. All Campers will go through health form screening at registration and may be directed to the Health Director.

## Health Care

All precautions have been taken to insure a healthy and safe camping experience at Camp. Camp Boyhaven has a fully equipped Health Lodge. In the event of a medical emergency, the Health Director can be reached 24 hours a day. Special arrangements have been made with the local Emergency Squad and with the Saratoga Hospital for medical advice and treatment if needed. If an emergency should arise, the camper's parents will be notified by telephone and their desire concerning further treatment will be respected.

## Trips To Hospitals Or Doctor's Office

If an emergency should arise requiring a Scout to be transported, it is advisable for someone from the Pack to accompany him so that a familiar face is there. Key staff personnel will contact parents. However, please remind a parent that if they are not going to be at home during the time their son is at camp, they must advise the Health Director where they can be reached in case of an emergency. The medical form must accompany every camper who leaves camp for medical attention. The Health or Camp Director must clear all cases requiring outside medical care. This is by agreement with local health service facilities.

It is important to remember that every injury, even just a minor scratch that needs a Band-Aid, should be reported to the Health Director to log into the First

Aid Book. Also, all medications must be left in the Health Lodge for safekeeping, including leader medication. This is for the safety of all campers. The only medications that maybe left with the campers are asthma inhalers, bee sting kits and nitroglycerin tablets. These still need to be checked in with the Health Director.

## **CAMP SECURITY**

**We want your stay to be safe and secure**

1. All guests must sign in and obtain a guest badge. There will be no exceptions.
2. All guests must remain with their host at all times.
3. All guests must leave camp by 9:30 pm (except for medical emergencies).
4. All campers and leaders must wear their wristbands and hats at all times. Hats do not have to be worn while swimming but wristbands will also serve to identify swimming skill levels.
5. All gates to the camp will be locked at all times with the exception of the main gate. The main gate will be locked from 10 PM to 6 AM. Accommodations for parents and leaders can be made for after-hours arrival and departure.
6. Immediately report anyone that looks suspicious or "out of place" to any staff member

## **CAMPER RELEASE PROCEDURE**

It is of primary importance that we are able to insure that the Scouts are brought to and picked up from Camp by the proper procedure. To insure this, the following procedures will be instituted:

- 1) A complete roster will be provided to each Campsite Leader upon check into camp. The Campsite Leader will verify accuracy of this roster.
- 2) If any adult is to pick up any boy from camp other than the person who dropped him off, permission must be given upon registration of the scout. This will be noted in the Site Roster.

- 3) The roster will be turned back in to the Camp Administration following registration and orientation.
- 4) On the last day of the camping session, these rosters will be returned to the Campsite Leader. The Campsite Leader will insure that the adult picking the boys up are known to them and will have the proper adult sign the roster for them.
- 5) Should any scouts be leaving camp with their Pack or Troop Leadership, the leader in charge will sign the roster for each boy that is in their care.
- 6) These rosters will be turned back in to the Camp Administration prior to the Campsite Leader leaving camp.
- 7) If any scouts or leaders arrive at camp after the Registration Process, leave at any time during the session, other than the normal check-out time, they **MUST** sign out in the Log Book located in the Administration Area.

## **INTRUSION OF UNAUTHORIZED PERSONS**

- 1) All camp staff are identified by BSA uniforms, camp staff shirts, staff name badges and special wristbands.
- 2) Leaders and campers will be identified by color-coordinated hats and wristbands.
- 3) There are numerous signs around camp requiring all visitors to register at the Program Office.
- 4) All registered visitors will be issued, and **MUST** wear, a visitor badge or wristband.
- 5) All staff and leaders have been instructed to challenge and report any unidentified personnel to the camp management.
- 6) Camp management will take any necessary steps to insure camp security including calling the State Police if required.

## **FINAL DAY AT CAMP**

On the final day of each session, parents should plan to get to camp any time in the afternoon. Campers will have free time to load personal belongings into vehicles.

All sessions will meet at the flagpole at 2:00 PM for the Closing Flag Ceremony.

The Closing Campfire will follow Flag Ceremony. For all sessions, each Den will be providing a skit or song. The staff will also be presenting awards, prizes, and recognition for accomplishments by all the Cub Scouts.

The Trading Post will open after the Closing Campfire for anyone who wants to make a last minute purchase.

## **CHECK OUT PROCEDURES**

On the final day in camp, your den time should be used to pack up all gear and carry it to a parking lot. Parents are encouraged to come to camp early to help load their son's gear. Please let the Camp Director, Program Director, or Ranger Staff know if there are any problems in your campsite, such as broken cots, tents, tarps, equipment, etc.

The Campsite Leader should do the following things:

- 1) The flag & the clipboard must be returned to the Camp Office; bulletin boards should be cleared
- 2) Garbage should be placed next to the road for pick up and a new bag put in place
- 3) Campfire area should be raked & left neat
- 4) All Den site equipment (broom, shovel and rake) should be placed in the rack.
- 5) A final sweep should be done throughout the campsite after all personal gear has been removed to make sure nothing was left behind

**REMEMBER - SCOUTS LEAVE IT BETTER THAN THEY FOUND IT**

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