

2013 DAY CAMP
PACK
COORDINATOR
GUIDE



CUBS IN
SHINING ARMOR

Cubs in Shining Armor *Prairielands Council 2013 Day Camps*

Thank you for volunteering to serve as your pack's coordinator for Day Camp this year. This guide contains all the information and forms that you need to successfully prepare your pack to attend Day Camp this year.

As pack coordinator, you will need to gather registration forms for the Scouts and Walkers who will be attending Day Camp, complete rosters of Scouts and Walkers for your pack, and serve as a contact person for the Day Camp Director. All Cub camps are required to use the BSA health form. For Day Camp, only parts A and B need to be filled completed and do not require a doctor's signature. Since this health form can also be used for other Cub camps (note: Adventure Camp requires part C completed by a doctor), packs are encouraged to submit copies of the forms rather than originals. The roster form for Scouts has been redesigned to make it easier for you to see how many Walkers you will need in camp (1 Walker for every 6 Scouts) and to track collected information for each Scout. A copy of the pack roster should be submitted along with the registration and health forms for each Scout. A revised roster should be submitted with late registrations. Registration should be done by packs and not by parents.

Most of the day camps are planning on having an early check-in meeting (date and time to be determined, but most likely on the weekend before camp) that will allow you to get t-shirts for your pack and clear up any issues that your pack's registrations may have. There will be a separate line for Scouts in packs that participate in early check-in to allow them to check in to Day Camp using the standard procedures that will be in place for the remainder of the week.

Our theme this year is *Cubs in Shining Armor*, and we have a full week of activities that will reflect this theme in addition to the shooting sports and games that Cub Scouts expect from Day Camp. In order to bring this program to your Scouts, we need adult volunteers to help staff Day Camp, especially with crafts, games, and activities. Volunteers do not need to come up with craft ideas or games (we will teach them that), they just need to be able to teach them to Scouts. As an added incentive this year, **all volunteers who serve on the full-time Day Camp staff will have the Day Camp registration fee waived for one Scout**. If you have someone interested in volunteering to serve on the Day Camp staff, please have them contact me using the information below.

Thank you again for serving as pack coordinator. Please feel free to share the information in this guide with the members of your pack. If you have any questions regarding Day Camp, please feel free to contact me.

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Prairielands Council Cub Camp Coordinator
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2012 Day Camp Information

Dates and Location

Camp Drake

The Camp Drake Day Camp will be held June 10-14 at Camp Drake in Oakwood. The camp will run from 9:00am to 3:00pm Monday through Thursday and 9:00am to 1:00pm on Friday. Friday is Family Day, lunch will be provided, and the entire family welcome to participate.

Urbana

The Urbana Day Camp will be held June 10-14 at the Champaign County Fairgrounds in Urbana. The camp will run from 9:00am to 3:00pm Monday through Thursday and 9:00am to 1:00pm on Friday. Friday is Family Day, lunch will be provided, and the entire family welcome to participate.

Tuscola

The Tuscola Day Camp will be held June 17-21 at Tuscola's Ervin Park. The camp will run from 9:00am to 3:00pm Monday through Thursday and 9:00am to 1:00pm on Friday. Friday is Family Day, lunch will be provided, and the entire family welcome to participate.

Camp Fees

The registration fee for all Day Camps is \$60/Scout. Registration fees and forms are due at the Council office by 5:00pm, Friday, May 31st. All camps have a \$10 discount that applies if the registration fee is paid before May 4th, if the Scout has a brother who is paying the full fee, or if the Scout has joined in 2013 (only one discount is applied for those meeting more than one criteria). Finally, if the parent of a Scout is a full-time Day Camp staff member (not a pack walker), the entire registration fee is waived. Camperships are available—contact the Council office or your pack's Cub Camp Coordinator for more information.

Camp Theme

Our camp theme this year is *Cubs in Shining Armor*. In addition to the traditional Day Camp activities of archery, BB guns, slingshots, swimming, fishing, and sports, our program areas will be filled with hands-on activities associated with our theme.

Family Day

The final day of each Day Camp is Family Day. Parents and siblings are invited to join in on the fun with their Cub Scouts. Shooting sports and some other program areas will be open, and additional special events are planned. Lunch will be provided on Family Day.

Day Camp Responsibilities

Pack Coordinator

Each pack sending Scouts to Day Camp must designate one person to act as their Pack Coordinator. The Pack Coordinator is our contact point with your pack. The Pack Coordinator is responsible for the following items:

- Keeping parents informed about Day Camp expectations and events
- Creating a roster of Scouts attending Day Camp from the pack
- Collecting fees and registration forms for Scouts and Walkers from the pack
- Registering the pack at the Council office
- Ensure that the pack has the appropriate number of Walkers each day

All packs must have at least one walker each day of day camp.

Walker

Walkers are adults age 21 or older, usually a parent of a Scout attending Day Camp, who volunteer for one or more days to help supervise the Scouts in a particular den. All Walkers must fill out an adult registration form, including the health form section. All Walkers assigned to a den work together to manage all the Scouts in the den, not just the Scouts from their pack. Each day, the Walkers from a den should choose a “den leader.” The den leader will be responsible for the folder that holds the attendance sheet and program information as well as reviewing the rules before the day gets underway. Walkers may purchase a camp t-shirt for \$10 (see adult registration form). Walkers have the following responsibilities:

- Take attendance each morning before leaving for the first program station. Turn attendance sheets in to the Camp Director.
- Go over the den’s schedule with the Scouts at the beginning of each day.
- Ensure that each Scout has a “buddy” (or two if an odd number in the den) and that no Scout goes off alone. This includes trips to the bathroom, traveling between stations, going to get lunch, and changing into swimsuits. When swimming, Walkers may reassign buddies for that period in order to match swimming ability and interests (e.g., high dive).
- Conduct a head count at arrival and departure from each program station.
- Escort the den from station to stations.
- Assist the program station managers with the program activities so the boys can have the best experience possible (e.g., helping with crafts).
- Always watch out for camper safety. Help prevent dangerous activities like rock and stick throwing, walking with bare feet, and running through camp.
- Make sure that everyone in the den is drinking plenty of water (including adults).
- If medical assistance is required, escort the injured Scout and his buddy to the First Aid Station. That way the Scout and his buddy can escort each other back to the program station.
- Maintain crowd control in the den. Use the Scout Sign and do not yell at or touch the Scouts. Report any problems to the Camp Director.
- Ensure that parents or guardians sign our their Scouts at the end of the day. When all Scouts are signed out, return the den folder to the administration area.
- **Keep smiling and have fun!**

Parent

Parents are responsible for making sure that their Scout arrives at Day Camp each day ready to participate in all activities. Parents/guardians must sign their Scout in at the administration area and deliver them to the den's Walkers. If a Walker for the den is not yet present, the parent must wait until one arrives. When leaving for the day, parents should sign-out their Scout at the administration area and let the den Walkers know that they are taking the Scout.

Camper

Scout campers should make sure that they do the following every day:

- Wear their camp t-shirt (handed out the first day of camp or at early check-in meeting). Because the County Fairgrounds is open to the public, the distinctive camp t-shirt aids the staff in identifying campers. Parents may purchase additional camp t-shirts for \$10 each if desired (see camper registration form).
- Dress appropriately for the weather. In addition to the camp t-shirt, Scouts should wear socks and closed-toe shoes (no sandals). A poncho or raincoat may be necessary on rainy days. A hat is highly recommended.
- Bring a water bottle labeled with their name, keep it with them, and drink plenty of water. There are water stations throughout the camp where Scouts will be able to refill their water bottles.
- Bring a sack lunch. There are no dining facilities at camp, so all Scouts and Walkers must bring their own sack lunch each day to camp. In addition, there are no refrigeration facilities, so exercise caution when preparing meals with salad dressings, mayonnaise, or other food items that may spoil in warm conditions. Packs may provide large coolers for Scouts to leave their lunches in or Scouts may bring individual coolers (talk to your Pack Coordinator).
- Bring swimming trunks and a towel on days when the den will be swimming or participating in water activities. This may be Monday, so all Scouts should bring those items that day (unless their Pack Coordinator attended the early check-in meeting and has informed them that they will not be swimming on Monday).
- Label all personal items with the Scout's name and pack number.
- Have fun!

What to Bring

Each day campers should bring:

- Camp t-shirt
- Water bottle
- Sack lunch
- Swim suit and towel
- Sunscreen
- Positive attitude
- Backpack or fanny pack

What Not to Bring

Items that should not be brought to camp include, but are not limited to:

- Knives
- Matches or fireworks
- Electronic games
- Radios/MP3 Players/etc.
- Alcohol
- Walking sticks

Camp Rules and Security Policies

Buddy System

Day Camp runs on the buddy system. At the beginning of each day, before the den moves to their first program station, the Walkers must ensure that every Scout is paired with a buddy (or two if there is an odd number in the den). Each Scout should know where his buddy is at all times and should not leave his buddy for any reason. This includes traveling to the restrooms, lunchtime, changing into or out of swim suits, and traveling between program stations. For swimming, Walkers may reassign buddies to accommodate swimming ability or activities (e.g., high dive), but each Scout still must have a buddy. Walkers and staff should immediately question any Scout found by himself to ask where his buddy is and stay with him until the buddy is found.

Visitors and Strangers

Most of the Day Camps are held in public parks. While almost all of the people at some of these locations are likely to be involved with Day Camp, staff and Walkers are encouraged to be aware of the environment and to report any suspicious person or activity they observe to the Camp Director. In a youth camp environment, it is always better to err on the side of caution. In addition, all campers should wear their camp t-shirt each day to aid staff and Walkers in identifying who belongs with the Day Camp.

Medications

All medications for Scouts or adults (with the exception of inhalers and epi-pens) must be turned in to the camp's First Aid Director for distribution during the day. Each medication must be in the original prescription bottle with the Scout's (or adult's) name on it and with only enough medication for the day, and clearly labeled with the dosage and specific time(s) the medication should be taken. Medications that need to be distributed at camp should be noted in the Personal Health and Medical History section of the registration form.

Scouts requiring medication should notify their den leader and be escorted to the First Aid station with their buddy by the den leader at the appropriate time. A schedule of medication for every camper will be kept by the First Aid Director to ensure proper dispensing.

Health Considerations

Campers with serious health considerations (allergies, medical concerns, etc.) that may affect their treatment should an injury take place will be identified in camp with a red bead on a safety pin attached to their camp t-shirt. This identification is designed to allow staff to be aware that there are medical considerations while not significantly identifying the Scout or adult to other campers. These health considerations should be included in the Personal Health and Medical History section of the registration form.

Early Checkout

Any parent or guardian who needs to pick up their Scout early from camp must first check in at the administration area. They will then be escorted to the program station where their boy's den is currently located and presented to the den's Walkers. Walkers may contact the Camp Director for confirmation if they are unsure of the validity of any adult picking up a Scout.

“Orphaned” Campers

Each pack must have a Walker stay until all of their boys have been picked up. Do not leave your Scouts under the supervision of a Walker from another pack. A staff member will be present in the pick-up area to provide two-deep leadership. If a Scout has not been picked up by 5:00pm, the Walker should notify the Camp Director so parents, guardians, or other emergency contacts can be made.

Absent Campers

It is BSA policy that all registered campers must be accounted for during all camp hours. If a parent or guardian knows that their Scout will not be able to attend on a particular day, it would help the staff if they would notify their pack’s coordinator, one of that day’s walkers, or the Camp Director directly.

Prohibited Items and Activities

- No boy is allowed to wander on his own. He should always stay with his buddy.
- No boy may leave camp during the day without the permission of the Camp Director.
- No sandals, flip-flops, or open-toed footwear is allowed.
- No throwing objects except as part of a program station activity.
- The use of foul, profane, or abusive language will not be tolerated.
- Drugs, alcohol, and firearms are not permitted on camp property.
- Use of tobacco products is prohibited in front of youth **at any time** and prohibited in buildings and program areas. Adults who wish to smoke must do it away from the program stations and out of sight of youth campers and youth staff.
- No knives, axes, or hatchets should be brought to camp.
- No open flames, matches, fire starters, or fireworks may be brought to camp.
- Vehicles may only park in the designated parking area. No vehicles should be in the camp area unless approved by the Camp Director.

2013 Prairielands Council Day Camp Registration Form Camper

(Note: All packs must have at least one walker each day of day camp.)

Note: This form must be turned in along with Parts A&B of the BSA Medical Form when registering for Day Camp.

Camp Location

 Camp Drake

 Urbana

 Tuscola

Contact Information (Please Print)

Pack # _____

Scout Name _____ Home Phone (____) _____

Father's Name _____ Day Phone (____) _____

Mother's Name _____ Day Phone (____) _____

Address _____

City, ZIP Code _____

E-mail(s) _____

In case parents or guardians cannot be reached in an emergency, who else should be notified? This must be a local person who can pick up the Scout if necessary.

Name _____ Relationship _____ Day Phone (____) _____

Name _____ Relationship _____ Day Phone (____) _____

Is there anyone who is NOT allowed to pick up your child from Day Camp (for example, a custody issue)?

Name(s) _____

 Scout Rank in Fall: Tiger Wolf Bear Webelos I Webelos II

T-Shirts

Each camper receives a T-shirt as part of their registration fee. Additional shirts can be ordered below.

Registration forms without a T-shirt size indicated will not be accepted.

 Youth Small (6-8)

 Youth Medium (10-12)

 Youth Large (14-16)

 Adult Small

 Adult Medium

 Adult Large

Camp Fees

Note that full-time camp staff (not a pack walker) have the camp fee waived for one Scout. A \$10 discount is available for Scouts registering before May 4th, Scouts with a brother already paying the full camp fee, or newly-registered Scouts. Only one \$10 discount per camper.

 Parent is Full-Time Camp Staff (waive camp fee)

Camp Fee (\$60) \$ _____

 Extra T-shirts (____) at \$10 each \$ _____

 Less \$10 Discount (see above) \$ _____

 Less Pack Payment (if any) \$ _____

 Less Council Campership (if any; contact Council office) \$ _____

Total Due \$ _____

FOR OFFICE USE ONLY

 Contact Information

 T-shirt Size

 Medical Form Attached

 Fee Paid

2013 Prairielands Council Day Camp Registration Form Adult

(Note: All packs must have at least one walker each day of day camp.)

Note: This form must be turned in along with Parts A&B of the BSA Medical Form when registering for Day Camp.

Camp Location

- Camp Drake
 Urbana
 Tuscola

Contact Information (Please Print)

I am volunteering as: Camp Staff (one free Scout registration) Pack Walker
 I will be in camp the following days: Mon Tues Wed Thur Fri Sat

Pack # _____
 Name _____ Home Phone (____) _____
 E-mail _____ Cell Phone (____) _____
 Address _____
 City, ZIP Code _____
 Emergency Contacts:
 Name _____ Relationship _____ Day Phone (____) _____
 Name _____ Relationship _____ Day Phone (____) _____

T-Shirts

Each camp staffer receives a camp T-shirt. Pack Walkers must purchase a shirt if they want one. Additional shirts can be ordered below.

- Adult Small Adult Medium Adult Large
 Adult Extra Large (XL) Adult 2XL Adult 3XL

Camp Fees

List all of your children who will be attending this day camp (Campers and Staff)

First Name _____	Last Name _____	Age _____	<input type="checkbox"/> Camper	<input type="checkbox"/> Staff
First Name _____	Last Name _____	Age _____	<input type="checkbox"/> Camper	<input type="checkbox"/> Staff
First Name _____	Last Name _____	Age _____	<input type="checkbox"/> Camper	<input type="checkbox"/> Staff
First Name _____	Last Name _____	Age _____	<input type="checkbox"/> Camper	<input type="checkbox"/> Staff

Are you a registered Scouter?..... Yes No Are you Youth Protection Trained?..... Yes No
 Are you CPR Trained?..... Yes No Child/Infant Adult Exp. Date _____
 Are you First Aid Trained? Yes No Standard Level 1 Level 2 Exp. Date _____
 Are you a Registered Nurse/Physician/EMT?..... Yes No

T-shirts (____) at \$10 each..... \$ _____

FOR OFFICE USE ONLY

- Contact Information T-shirt Size Medical Form Attached Fee Paid

Cub Scout Day Camp Pack Roster

Turn in with Paid Registrations and Health Forms

(Note: All packs must have at least one walker each day of day camp.)

Pack # _____ Scout Name	Registration Form	Health Form	Additional T-Shirts (#)	Fees Paid	T-Shirt Size (YS, YM, YL, AS, AM)	Rank in Fall (T/Wo/B/We)	Parent Walking (Y/N)	Walker Health Form	Walker T-Shirt Size (\$10 each)	# Attending Family Day	Office Use Only		
											Paid	Walker T-Shirt Paid	Entered in Database
1 Walker Required Daily for Each 6 Scouts													
1.													
2.													
3.													
4.													
5.													
6.													
Additional Walker Required Daily													
7.													
8.													
9.													
10.													
11.													
12.													
Additional Walker Required Daily													
13.													
14.													
15.													
16.													
17.													
18.													

This sheet must accompany all registrations.