

Gallop Into the Future with Cub Scouts!



2019 Day Camp Pack Coordinator Guide

Camp Drake – (May 31 - June 1, 2019)

- **(Overnight is optional on May 31, 2019)**
- **Camp Director Art Urban**

Urbana Day Camp – (June 7-8, 2019)

Champaign County Fairgrounds, Urbana, Illinois

- **Overnight camping is optional on June 7, 2019**
- **Camp Directors Rebecca & Derek Gatewood**

Prairielands Council 2019 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 Parents who will be attending Day Camp, complete rosters of Scouts and Parents 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 parts A & B only), 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 Adults you will need in camp (1 Adult for every 6 Scouts, two-deep leadership for Pack groups, and individual Scouts must be accompanied by a parent or guardian. Tigers who are sleeping out overnight must be accompanied by a parent or guardian). You should also track collected information for each Scout. A copy of the pack roster should be submitted with late registrations. Registration should be done by packs and not by parents although individual Scouts who are attending as the only member of their Pack may be registered by a parent.

Our themes this year is: **Gallop Into the Future With Cub Scouts**. With each camp doing different activities for a different emphasis for every camp to add a broader range of options for our Cubs, 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 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 Camping 2019

To register for any camp, please contact your pack camp coordinator.

Day Camps

Locations:

Camp Drake (Oakwood)
campers(Fri)

May 31-June 1; 6pm check-in for overnight

9am-4pm Saturday day activities

Cost: \$50.00 / late fee \$10.00 after April 30th
(light dinner, bkfst and lunch Sat incl)

\$10 meal ticket for parents and leaders

Champaign Co. Fairgrounds (Urbana) June 7-8; 6pm check-in for overnight campers(Fri)

7pm – 9:30pm Friday evening activities

9am-4pm Saturday day activities

Cost: \$50.00 / late fee \$10.00 after April 30th
(light dinner, bkfst and lunch Sat incl)

\$10 meal ticket for parents and leaders

Registration Deadline:

\$10.00 late fee for registration after April 30, 2019

If the parent is a full time camp staff person an individual camper (child's) camp fee is waived.

Campership assistance is available to those Scouts who meet application requirements, this includes the selling of popcorn and candy bars. Application is on the prairielandsbsa.org website.

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 Adults from the pack
- Registering the pack at the Council office
- Ensure that the pack has the appropriate number of supervising Adults and that BSA overnight regulation are met (Lions and Tigers must camp with a parent or guardian).
- Lion Cubs are welcome to attend camp with an adult partner.

Supervising Adults

Pack supervisors are adults age 21 or older, usually a parent of a Scout attending Day Camp, who volunteers for one or more days to help supervise the Scouts in a particular den. All adults must fill out an adult registration form, including the health form section. All adults assigned to a den work together to manage all the Scouts in the den, not just the Scouts from their pack. The adults 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. Adults have the following responsibilities:

- Take attendance Friday and Saturday morning and before lights out. Turn attendance sheets in to the Camp Director.
- Go over the den's schedule with the Scouts.
- 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 interest (e.g., high dive).
- Conduct a head count at arrival and departure from each program station.
- Escort the den from station to station.
- 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 out 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 for their sessions ready to participate in all activities. Parents/guardians must sign their Scout in at the administration area and deliver them to the den's adults. If an adult for the den is not yet present, the parent must wait until one arrives. When leaving on Saturday, parents should sign-out their Scout at the administration area and let the den adults know that they are taking the Scout.

Camper

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

- Dress appropriately for the weather. 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 swimming trunks and a towel. There will be lots of water games and activities on hot summer days, so being able to change into swim gear and then back to dry clothing can be important. Camp Drake will have actual swimming facilities.
- Label all personal items with the Scout's name and pack number.
- Have fun!

What to Bring

Each day camper should bring:

- Water bottle
- Swim suit and towel
- Sunscreen
- Positive attitude
- Backpack or fanny pack

What to Bring for an Overnight

To sleep out each group of campers or family should bring:

- Tent and ground cloth
- Sleeping pad
- Sleeping bag
- Warm pajamas
- Flashlight
- Bottle water

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

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 any program station, the adults 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, meals, changing into or out of swim suits, and traveling between program stations. For swimming, Camp staff may reassign buddies to accommodate swimming ability or activities, but each Scout still must have a buddy. Adults 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

One 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 adults 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

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 Consideration

Campers with serious health considerations (allergies, medical concerns, etc.) that may affect their treatment should an injury take place will be identified. 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 directed to the program station where their boy's den is currently located and presented to the den's adults. Adults 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 supervising adult stay until all of their boys have been picked up. 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 the end of camp, the Camp Director should be notified 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 registered Scout will not be able to attend camp, it would help the staff if they would notify their pack’s coordinator, one of that day’s adults, 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.