

2019 National Camping School In-Council Day Camp Learners Workbook



Name: _____

Council: _____

Training Date: _____

C1 - WHO DOES WHAT?

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Explain the overall structure of day camp staff organization
- Explain the roles of Day Camp Advisor, Day Camp Director, Day Camp Program Director
- Understand the importance of the partnership between the professional and volunteers

STANDARDS

- PD-112 _____
- SQ-401 (G) _____
- SQ-403 _____
- RP-462 _____
- RP-851 _____

What is the biggest difference between the day camp advisor, the camp director, and the program director of a Cub Scout day camp?

Staff Advisor (usually a professional Scouter)

- Maintains the national standards at camp
- Maintains proper budget control
- Usually determines dates of operation
- Determines staff salary chart and payroll
- Approves and assists in camp staff organization chart
- Is aware of emergency procedure plan
- Advises camp directors and program directors—communicates council specific information to them
- With camp director, responsible for national accreditation
- Manages risk management and camper security plans
- Assists with camp problems
- Is responsible to the council for equipment and property
- Assists with final evaluation

Day Camp Director

- Meets the camp management standard, is at least 21 years of age, and possesses a valid certificate of training from the day camp administration section of National Camping School. (See SQ-403.)
- Is responsible to the day camp advisor
- Supervises personnel and camp operations
- Recruits, interviews, and trains day camp staff
- Maintains the national standards
- With camp advisor, is responsible for national accreditation
- With camp advisor, is responsible for camp budget
- Creates staff organization chart
- With camp advisor, is responsible for emergency plan
- Implements risk-management plan and camper security plan
- Implements the program and supervises staff and program activities in accordance with approved policies during camp. (See PD-112.)
- Creates menu and determines food costs
- Prepares promotion plan
- Prepares staff manual
- Develops check-in and orientation procedures
- Supervises trading post and staff
- Recognizes staff and campers
- Prepares evaluation at the end of camp

Day Camp Program Director

- Meets the camp management standard, is at least 21 years of age, and possesses a valid certificate of training from the day camp administration section of National Camping School. (See SQ-403.)
- Is responsible to the camp director
- Assists with promotion of the camp
- With camp director, recruits, interviews, and trains program staff
- Creates program staff organization chart
- Prepares schedules, including den formations and rotation schedules
- Prepares program budget
- Understands and supports emergency plan
- Maintains inventories of program supplies
- Provides program stations, activities
- Develops theme
- Provides ceremonies, campfire, and mealtime programs
- Evaluates program effectiveness
- Responsible for the program staff

C2 - NATIONAL ACCREDITATION PROCESS

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Describe where and when day camp happens.
- Describe the importance of national standards and the accreditation process.
- Identify the national standards and reason for their existence.
- Define the key components of the national accreditation process: pre-camp/Post-camp inspection, on-site assessment, scoring, and recording.
- Understand what an assessment team does.

STANDARDS

- FA-701 _____
- AO-802 _____

Where Do We Hold Day Camp?

Camp Length

National Standards

Purpose of the standards are established to:

1. _____ the health, safety, and well being of every camper, visitor, and staff member while on camp property.
2. _____ that the council takes pride in the high quality of its day camp, including the program staff, facilities, and equipment.

Accreditation Process Responsibility

Who is responsible for having the camp accredited?

Required Paperwork

Before camp begins, the council must:

- 1. _____
- 2. _____
- 3. _____
 - a. _____
 - b. _____
 - c. _____

The Camp director will need to have a copy of the _____ prior to the Assessment Team visit.

Assessment Team

What is a visitation specialist?

What does the Assessment Team do?

Accreditation Visits

When does the accreditation process begin?

First visit

Second visit

The Accreditation is necessary to help the councils be certain their camps will meet the standards:

- for safety
- for quality
- for success
- for the boys to return
- for leaders to return
- for meeting the aims of Scouting

TAKE AWAYS

- Importance of Standards, NCAP and Accreditation
- Key components of the Accreditation process
- Understanding the Assessment Visit

NOTES

C3 - RISK MANAGEMENT AND SAFETY PROCEDURES

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Learn what risk management is, who reviews it, and how it relates to camps.
- Identify who we are responsible for in our camps.
- Identify potential emergency situations at camp.
- Describe the eight parts of an emergency plan.
- Learn the importance of communicating emergency plans to staff and participants.
- Become familiar with BSA resources focused on camp risk management.

STANDARDS

- PD-108 _____
- PD-112 _____
- HS-507(C) _____
- HS-507(D) _____
- HS-511 _____
- FA-703 _____
- FA-705 _____
- FA-711 _____
- FA-714 _____
- AO-805 _____
- AO-807 _____

Risk Management and Its Impact on Camp

The _____ and the _____ are the main tools for safe Scouting. For day camps we have added items in the _____.

It is important that risk management areas are anticipated and plans developed to deal with any issues that may arise during the course of camp.

Ultimately, we are responsible for the safety of the _____, _____, _____, and all _____ who will be helping with camp. It is important to know your council's risk management policies, and any specifics they you may need to be aware of regarding weather, facilities, etc.

Emergency Plan

What do you do if you have an emergency at day camp? _____!
Make sure to review the emergency plan from the previous years camp, as the plan may need updating.

Eight Parts of an Emergency Plan and Procedures

1. _____

- Determine the signal. What will it be? Keep It Simple—Make It Functional! Many camps use a siren, fire bell, or similar indicator of an emergency. Depending on your location, it may be personnel designated as runners to each specific location of your camp.
- Be sure the signal can be heard in all areas of the camp, including inside any buildings and in areas obstructed by natural obstacles.
- Practice it. Make sure it works! Practice it with staff and participants. (Opening session may be a possible time for the practice)
- What happens when the emergency signal rings? Clear, brief, specific instructions should be given to the group regarding their expected response. It is a good idea for the instructions to be in written form and in all leader notebooks
- Who is responsible for whom?
- What runners will be needed? If a runner system is used, be sure backups are also assigned.
- Have a procedure for head counts/roll call?

2. _____

- Look at the site. Use common sense.
- Is it a central, obvious place? Assembly areas should be readily accessible from all parts of the camp and should be readily identifiable by all the campers.
- Can the campers sit and be comfortable?
- Is there adequate shelter or do you meet at one spot and go to another place with shelter? Is this shelter safe from inclement weather? (FA-714)
- Consider access to a central location during evening or twilight activities.

3. _____

- The buddy system should be a part of everyday life in all camps, and will also be included as part of this plan. Using a formalized buddy system is mandated in certain adventurous or potentially dangerous activities. (HS-511)

4. _____ (AO-_____ and AO-_____)

- All leaders should know their role. Reviewing what to do will prepare them to act quickly and correctly. (AO-_____)
- Each den or group should have a leader responsible for it.
- First-aid responders should be designated.
- When bringing groups to a location, there should be a leader in front and in back of the Cub Scout group.
- Operating telephones or other reliable communication systems must be accessible to designated staff members at all times. (AO-_____)
- Information and procedures are in place for emergency communications with medical providers; police, fire, and other rescue personnel; Scout executive and other key professional staff; and parents and campers. (AO-_____)
- Determine who will speak and what will be said to the media.
- All staff members are trained in the plan.

5. _____ (FA-_____ — Motor Vehicles)

- All council-owned and/or operated motor vehicles used in camp are kept in safe mechanical order and operated in a safe and legal manner. Vehicles are maintained to state inspection standards, whether licensed or not. Policies are in place to address motor vehicle use. (FA-711) (This may not apply if the camp is being held at a non-council facility)
- Vehicles belonging to staff, leaders, and visitors are parked in a designated camp parking area (backed in if possible).

- Roads in the camp are restricted to service vehicles and only on a limited basis. (Roads are kept free for emergency use if necessary.) (Camps being held at non-council facilities may not have this ability.)
- One “emergency” vehicle must be available at all times. It could be used by staff to carry materials, supplies, passengers, etc. (Not for emergency victims!)
- An ambulance does not need to be on-site, but quick access to one is necessary. Staff does not transport injured people who are in an emergency situation.
- Consider the roads and entry to camp. Is it hard to find, easy to travel? How hard is it to find in the dark?
- Consider vehicles or ways of transportation if there is a need to evacuate.
- Local emergency response agencies should be informed and included in this part of the plan.

6. _____ (AO-807— _____)

- Have emergency numbers posted in more than one location.
- Make sure numbers are current and correct.
- Determine who will call the agencies.
- Who will call the Scout executive?

7. _____ (FA- _____ — Shelter in Inclement Weather)

- What shelter can be used for the facility?
- Pavilions - think about rain and wind.
- Is the size adequate? Will the entire group need to be subdivided?

8. _____ (FA-_____—Utility Emergency Shutoff, AO-_____
_____—Emergency Procedures, AO-_____— Communication Systems)

- Sometimes you actually need to evacuate.
- Determine leadership – who makes the decision to evacuate? Be certain the council is informed and guiding you.
- Make sure that there are current drawings available on-site showing all electric, gas, water, sewer systems, and lines, with locations of shutoff switches or valves to interrupt service should the need arise. Determine what key staff have access to and know how to operate the shutoffs. (FA-705)
- Consider transportation – parents may not be onsite to help transport.
- Consider communication with authorities – who needs to be called and who will call.
- Consider communication with families – how will families find out about the evacuation?

Reporting of Health-Related Incidents

The reporting of catastrophic incidents, including multiple serious injuries or illnesses, should be done immediately using BSA protocol. In the event of a fatality or catastrophic injury or illness, the camp director is in charge, and the camp health officer supports the camp director in following BSA procedures and any applicable state or federal regulations.

What EXACTLY are your Council’s protocols for these incidents? [See HS-507(C) and HS-507(D).]

Through the years, the Boy Scouts of America has developed a plan for safe camping. The NCAP Standards have been put in place for the safety of youth, staff, and leaders. Risk management means managing the environment to minimize risks to their safety and well being while allowing for a fun learning experience to take place.

Do you have a copy of the Council Emergency Policies and Procedures?

C4 - ORIENTATION AND OPENING FUNCTIONS

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Explain potential opening functions that need to be completed prior to opening camp.
- Recognize the importance of communication, proper training, and orientation of parents and leaders.
- Describe a typical orientation for adult leaders.
- Review appropriate check-in procedures.
- Explain the importance of efficient record keeping.

STANDARDS

- PD-108 _____
- RP-855 _____

Opening and closing procedures plan or manual is very important for setting forth procedures. The plan or manual sets forth written procedures for the following:

- Review of evaluations from previous or current year
- Review of checkout reports from staff
- Physical setup and takedown requirements
- Inventory, condition, and location of equipment and supplies
- Weatherproofing or reactivation of camp facilities and utilities (if using council camp property)
- Design and layout of program areas
- End-of-season maintenance (RP-855)
- Equipment and supply purchase needs for next year

Before their arrival in camp, leaders and parents need to be oriented in what to expect and how to plan so they can arrive prepared and ready to get the most out of their day camp experience.

What type of information does your council offer to provide information for camp? What information do you request before camp starts? What information do you request to be brought to camp?

Pre-camp orientation

When should it be held? _____

What information should you include in a pre-camp orientation:

Discuss the importance of providing a positive, inviting appearance for leaders, parents, and campers as they arrive at camp.

How can you make sure your parents, leaders and scouts arriving at camp feel welcome and excited as they arrive at camp?

IMPORTANT to remember - we have but one opportunity to make a first impression!

Streamlining the registration process will help with keeping things moving. How can you do this? What are some ideas for stations? How has your council successfully handled registration in the past?

Remember, when planning you stations to have good traffic flow as campers arrive and check-in.

Directors should be given the council's procedures for handling paperwork and collecting registration fees.

What are some of the items you will need to help with handling paperwork and collecting registration fees?

How Does Your Council Handle?

How does you council handle **medical checks** and **medical form turn-in**?

How does your Council handle **daily sign in, no shows and walk-in**?

How does your council handle **authorization for removal from camp**?

The key to high morale and a minimum of stress at the camp opening is a well-defined, well-staffed registration. The key to a well-defined registration is solid planning during staff development, and posted procedures for everyone to follow. Adequate signage is critical to success. The opening day of camp is extremely important in the success of the whole camp experience. If the Scouts and leaders are unhappy from the start, it is hard for them to enjoy the rest of the camp. Make sure the check-in process is smooth and the orientation process is fun and fast. The first day should be fun and exciting for the leaders, youth, and staff.

C5 - CAMPER SECURITY

LEARNING OBJECTIVES

As a result of this learning experience, directors will be able to:

- Identify camper security information that should be communicated to unit leaders and parents prior to camp and at registration.
- Identify ways to protect staff and campers from identity theft.
- Identify transportation security issues. (FA-711 and PS-216)
- Explain camper security check-in procedures.
- Explain procedures for camp contract personnel (if using) and visitors. (RP-852)
- Explain procedures for handling unwanted or unexpected visitors.
- Explain how to handle visitors from the media.
- Explain procedures for youth checking out early.
- Identify areas in camp posing potential security problems.

STANDARDS

- PD-108 _____
- PD-109 _____
- PS-216 _____
- FA-711 _____
- AO-804 _____
- AO-807 _____
- RP-852 _____

Transportation Issues

Be certain that parking areas and through-traffic areas are secure and monitored. Watch for areas that are close to busy streets. Use bus monitors if using buses for transportation.

- If a camp provides transportation service to its participants, it does so in a safe fashion, complying with applicable law. (PS-216)
- All passengers should be secured by a seat belt—one per passenger when in passenger vehicles.
- Consider using local law enforcement to help direct traffic flow to keep it orderly.
- Consider using a “back-in” parking system that will help drivers exit at the end of the event as well as facilitating an emergency evacuation.
- Communicate safe traffic rules to pedestrians and drivers.
- All council-owned or operated motor vehicles used in camp are kept in safe mechanical order and operated in a safe and legal manner. Vehicles are maintained to state inspection standards, whether licensed or not. Policies are in place to address motor vehicle use. (FA-711)
- Time evening events so they end early enough to get everyone home at a reasonable hour. Consider “The Risk Zone” found in both the Guide to Safe Scouting and the Cub Scout Leader Book. Tired drivers can be accident-prone.

What are your council's policies for transportation?

Camp Security and Check-In Procedures

Make sure the way to your registration area is well marked. Maps can also indicate this and be given to leaders prior to their arrival. Security at check-in can be as simple as developing a way to identify campers, leaders, staff, and visitors who are authorized to be there. (AO-804 _____)

What ways does your Council use for identifying different groups?

How does your Council handle unauthorized persons who enter camp?

Whatever system you decide to use, make sure your staff is familiar with it. Both campers and staff are coached about steps to take in such instances. (AO-804)

Visiting Media and Government Agency Representatives

What are your Councils rules/policies for visiting media or government agencies? These are notes to remember:

- The _____ is THE official spokesperson for the camp. The professional should facilitate that contact should it be necessary.
- Be friendly. Ask them to _____ at the registration table.
- Escort official visitors at _____.
- Be cautious. Remember, anything you say might be on the record.
- Photographs of campers should be taken only if their parents have signed a _____.

Outside Providers of Program/Activities (PD-_____)

This applies if a council uses public or private outside (non-BSA) providers of programs or activities. The council must have a written agreement with each provider that outlines the responsibilities of both parties.

Does your Council use outside providers? If so, what are the requirements of the providers? What documents do you use for reference? What training is required?

On-Site Contract Personnel Background Check: Recommended Practice (RP-852)

What is your Council policy?

Procedures for Checking Out Youth Who Leave Early

It may be necessary, either expectedly or unexpectedly, for a camper to leave camp before the scheduled end of the camp session. Written procedures are in place regarding release of campers who are minors to a parent or to people other than the legal parent or guardian. (AO-804)

Precautions to take:

- Parents should inform the camp director if a child will be picked up from the program early. In case of an emergency, the parental permission slip should tell who is authorized to take the child.
- A camp permission slip could be used that includes a list of individuals authorized to pick up the child in the event that he must leave before his unit's departure.
- Usually, unexpected departures should be verified with a phone call to the parent or guardian who signed the permission slip.
- Unit leaders should be made aware of the situation.
- Staff should alert the camp director immediately if a camper is taken

SAMPLE EARLY RELEASE FORM

In order to release a camper prior or early from camp, this form must be submitted upon arrival at camp. If it is not on file with in the camp director at the time of release, all Scouts leaving camp will be required to be signed out personally by the unit leader. There are no exceptions to this policy. Please submit a separate form for each early release day.

_____ of Pack _____ will be leaving camp on _____
Name of Scout Date and Time
with _____ for
the reason of _____.

Printed Name of Adult taking Child _____

This person will be asked to show a photo ID to the Camp Leadership before removing the youth from the camp.

_____ Parent or Guardian Signature
_____ Print Parent or Guardian

Scouts Name _____

Unit Leaders Signature _____

Unit Leaders Printed Name _____

Bottom section to be completed at time of early release.

Name of Adult taking Child _____

have shown a photo ID to remove name of Scout _____

Printed Name of Adult taking Child _____

Signature of person picking up camper: _____

Signature of camper: _____

Witnessed by: _____

Signature of Staff Member _____

Date: _____ Time: _____

Identifying Areas in Camp for Potential Security Problems

Part of the Declaration of Readiness Inspection includes checking the grounds for potential security problems.

What potential security problems are apparent in your camp?

Using the buddy system is important at camp. Buddy system drills (simply calling out, “Find your buddy!”) can emphasize in a fun way the importance of being with your buddy at all times.

Communication Systems Recap - Lost Scout

The Risk Management session discusses having a reliable communication system— and a staff that knows what key personnel are to use this system and when—is another key component to keeping our campers safe. (AO-807)

It is important to follow the camper security procedures for the safety of our camps and the peace of mind for all; campers, leaders, parents, and camp directors.

_____ begins before campers and leaders come to camp. Carefully considering the areas of _____ and putting procedures into place to deal with them or help prevent them will help ensure that your campers remain _____ and _____ while they are at camp.

TAKE AWAYS

- Importance of pre-camp and registration information communication to both leaders and parents.
- Importance of keeping camper and staff information secure.
- Importance of knowing procedures for:
 - Secure check-in
 - Contracted personnel
 - Camp visitors
 - Unwanted or unexpected visitors
 - Media visits
 - Camper early check-out
- Importance of identifying potential security issues.

NOTES

C6 - CAMP HEALTH

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- List key elements of letters of agreements.
- Define roles of camp health personnel.
- Define the role of accident and sickness insurance.
Define an appropriately equipped health care area.
- Identify proper procedures to dispense medications at camp.
Understand written policy for medical care services while at camp.
- List the purposes health forms and first-aid logs fulfill at camp.

STANDARDS

- SQ-405 _____
- RP-453 _____
- HS-503 _____
- HS-504 _____
- HS-505 _____
- HS-506 _____
- HS-507(A.1.a) _____
- HS-507(A.2) _____
- HS-507(B) _____
- HS-507(E) _____
- HS-508 _____
- HS-509 _____
- HS-510(A) _____
- FS-601 _____
- FS-602 _____
- FS-603 _____
- FS-604 _____
- FS-605 _____
- FS-606 _____
- FA-702 _____
- FA-703 _____
- FA-705 _____
- FA-706 _____
- FA-707 _____
- FA-709 _____
- FA-710 _____
- FA-712 _____
- FA-713 _____
- AO-801 _____
- AO-803 _____
- AO-808 _____

Creating a healthy and safe environment for your campers, leaders, and staff takes planning. There are two stages of planning to create a healthy and safe environment for your campers, leaders and staff.

(1) _____

(2) _____

Pre-Camp Safety Steps and Other Considerations

What is your council’s procedure for obtaining letters, permits, etc. for day camp? Does the camp advisor take care of it, council office staff, camp director?

Previous year’s documents (found in the camp book) may be helpful to you as the contact information and the content of the document may be updated for the current year.

The following items must be in hand or arrangements made prior to camp beginning.

- Letters of agreement
- All necessary and required permits, certificates, licenses, and agreements to lawfully operate a camp at the location.
- Secure appropriate on-site medical supervision.
- Accident and sickness insurance secured for all campers.
- The medical care area will be appropriately equipped.
- Procedures for dispensing and securely storing medications are in place.
- All written policies for medical care services approved annually by the council’s health supervisor in conjunction with the risk management committee.
- All on-site program areas will have first-aid kits with adequate supplies and equipment.

1. _____

A current-season written agreement with a nearby hospital must be on file, including procedures for admitting campers and for handling financial arrangements for treating campers if necessary. This letter of agreement is necessary to ensure that the hospital will take patients and be ready to respond to any emergencies that may befall your camp.

What does your Council include in their letter of agreement?

2. _____

Necessary and required permits, certificates, licenses, and agreements include hospital, fire, ambulance, and any law enforcement agreements. Certificates of inspections must verify that drinking water is from an approved source and is tested and treated in conformance with the authority that has jurisdiction. Plans for dealing with general health and safety concerns, specified measures to reduce or

prevent accidents, and handling major emergencies are reviewed and practiced with camp staff. Plans include specific safety measures for manmade hazards specific to the site (hazardous chemical spills, construction areas, highway crossings, etc.).

What permits are needed for your camp?

3. _____
- Council physician oversees council affairs for health services and is a licensed physician practicing medicine in the applicable states.
 - Camp physician is on call for that specific camp.
 - Camp health officer. A trained professional (see standards for qualifications) who is on hand at camp. The camp health officer is at least 25 years of age or is 21 years of age with prior camp medical staff experience. “When the health officer is out of camp, another adult with first-aid training is available or nearby emergency coverage is provided.” The camp health officer also does daily safety inspection of the camp, with an emphasis on sanitation.

4. _____

All camps must have current accident and sickness insurance in effect for all campers and staff as specified by the council and state and local government agencies. This should be secured by the **council**, however, the director will need written confirmation that can be viewed by the Assessment Team.

5. _____
- The camp shall provide a clearly marked health care area that is appropriately equipped and includes:
- Lockable medical storage system (dry and cold).
 - Available toilets, washing water, and drinking water.
 - Space for medical treatment.
 - Protection from outside elements.
 - Medical care staff continuously on call to meet routine medical needs and special medical needs (per council written health care procedures), and to maintain health and medication logs.

6. _____
- The camp follows each of the following four areas for medications.
- A. The camp requires that all prescription and over-the-counter (OTC) medications be stored under lock (including those requiring refrigeration), except when in the control of health care staff or other adult leader responsible for administration and/or dispensing medications.
1. An exception may be made for a limited amount of medication to be carried by a camper, leader, parent, or staff member for life-threatening conditions, including epinephrine injector, heart medication, and inhalers, or for a limited amount of medication approved for use in a first-aid kit.

B. Medications must be

1. Kept in their original containers; or
2. Labeled and maintained in a fashion approved by the council health supervisor.

C. Medications must be administered and/or dispensed as follows:

1. For prescription medications, in accordance with the prescribing health care provider's directions or a parent/guardian's signed summary thereof.
2. For OTC medications, in accordance with the original label, except as otherwise provided by the council's health supervisor, or a prescribing health care provider's directions, or a parent/guardian's signed summary thereof.
3. Camp-supplied medications must be administered and/or dispensed in accordance with preapproved medical procedures approved by the council's health supervisor.

D. All administration or dispensing of medication must be recorded in accordance with the council's written policies.

7. _____

Written policies for medical care services must be approved annually by the council's health supervisor in conjunction with the risk management committee. Specific written policies required by this standard include:

- A. Camp health operations—To include scope of care; procedures for the health lodge/first-aid station; operating practices [hours of service, emergency care, standard orders (if any)]; and provision of first-aid kits, AEDs, and other medical equipment.
- B. Camp treatment procedures (standing orders)—Should delineate what is treated at camp and how; when EMS should be used; and procedures for any emergency medications and equipment that may be used by qualified staff (epinephrine, albuterol, nitroglycerine, AED, oxygen).
- C. EMS services—Procedures for calling, contact information, and providing orientation to the EMS services providing service to the camp.
- D. Authority, limits, required experience and training, medical control, and responsibilities for the camp health officer.
- E. Leadership and expectation of nonmedical camp staff to provide medical care— especially first aid and understanding when an injury should be referred to a higher level of care.
- F. Equipment and supplies needed for summer camp including procedures for verifying expiration dates and discarding expired medication; a formulary of medications maintained for use at camp; and procedures for the maintenance and storage of AEDs.
- G. Health screening for participants and staff.
- H. Medication management—Administration, storage, security.
- I. Sanitation of health facilities with procedures for dealing with contaminated waste and sharps.
- J. Medical recordkeeping and maintenance.
- K. Selection and maintenance of camp first-aid kits.

8. _____

The camp supplies or ensures that adequate first-aid kits are available. The camp supplies first-aid kits to all on-site program areas. All first-aid kits provided by the camp have adequate supplies and equipment. All camp first-aid kits are kept in easily identifiable, accessible containers and locations.

9. _____

A current (within 12 months) health history is required of all campers, leaders, and staff members. (Note that state law will supersede BSA health form requirements). The information is reviewed at the beginning of camp, and is kept on file during the camping period as recommended by the council. Health forms are returned at the end of camp. Cub Scout campers use the Annual Health and Medical Record, No. 680-001, sections A and B.

10. _____

A daily record of all first aid and medical treatments (written in ink) is kept in the First Aid Log No. 680-127. Staff records are kept in a logbook separate from the campers' records. The camp director and health officer should review the first aid log daily. The camp director should sign or initial the book each day to indicate that the records have been reviewed. All injuries, illnesses, and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid are reported promptly following BSA guidelines. The camp health officer or his or her designee should follow the procedures outlined in the First Aid Log to report incidents involving the intervention of a medical provider beyond camp resources. The camp director should be immediately informed, and reports should be filed in accordance with MyBSA/Resources/Incident reporting system.

At the close of camp, all First Aid Logs and incident reports are made available to the risk management committee for review and are stored in a secure site at the local council service center, to be retained for 18 years or longer as required by applicable law.

Additional Items to Consider

Water – Does your camp have adequate access to safe drinking water is provided to all participants?

Food Storage and Handling - Proper food storage is necessary. Will your camp be storing and handling food? Are the campers bringing their own lunch?

- **Sanitation** - Disposing of garbage properly can control the spread of germs. Trash needs to be picked up in a timely manner and must meet local or state regulations. Disposal of garbage, refuse, and sewage meets the demand of those in attendance.

- **Toilets and Latrines** - Toilets and latrines are clean, well ventilated, in good repair with adequate insect and pest control, and located throughout camp and/or in each campsite. Procedures for separate use of restroom facilities by males and females and by youth and adults are in effect.

Are there port-a-potty there or will you be using public restrooms? If using public restrooms, how will that be handled?

- **Hand washing** - Proper hand washing before and after eating, before food preparation and after disposing of garbage, as well as after using restroom facilities, can prevent the spread of many germs. Make sure staff as well as campers have access to facilities throughout the camp.
- **Fire Extinguishers/Open Flame/Other** - Adequate provision is made for fire detection and protection. All subparts must be met, except as indicated.
 - A. Camp-wide: A _____ is in effect that addresses campsite, building, and area fires. Camp staff training includes specific instructions related to the staff's roles during a fire emergency.
 - B. Buildings:
 1. Fire extinguishers of an approved size and type commensurate with the hazard are required. Current inspection tags with dates are evident. Extinguishers should be mounted near a doorway or adjacent to specific hazards and at approximately shoulder level. An authorized individual must inspect these devices. Disposable extinguishers may be used only if they have pressure gauges. Refer to NFPA 10 and OSHA 1910.157 for required buildings that serve 50 people or more to open in the direction of escape travel.
 2. Carbon monoxide detection is required in every enclosed permanent structure where there is a device fueled by an energy source that produces carbon monoxide. The quantity and location of detectors shall be in accordance with recognized national and local codes.
 - C. Kitchens: Kitchens have approved ABC-type fire extinguishers. If a fire-suppression hood is used, it is inspected and tagged by a professional trained in its maintenance. All fire extinguishers and suppression systems have a current inspection tag.
 - D. Bulk flammable storage: Bulk containers of flammable liquids are properly located, vented, secured, and connected according to the supplier's recommendation or local codes. Fuel pumps are locked; all flammable fuels are safely stored in approved containers that are locked or located in a locker area or facility.
 - E. Signage: "Danger—No Smoking" signs are posted at fuel storage locations where required by code or established by council policy.

C7 – STAFF SELECTION AND TRAINING

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- List the different roles and general responsibilities of staff members at Cub Scout day camp.
- List the factors that determine the number of staff members for a camp.
- Describe places to find and recruit camp staff.
- List the critical fundamentals in camp staff applications, position descriptions, and letters of agreement.
- Explain why staff training is critical in executing a great program m.
- List some key subjects that should be covered in staff development.
- Describe a good staff manual to communicate camp expectations to staff members.
- Understand Youth Protection policies at camp.
- Explain that staff training is a continual process and does not end when camp training is finished.
- Describe how to avoid unlawful harassment in camp.
- Describe the purpose of a code of conduct.

STANDARDS

- PS-215 _____
- SQ-401(A) _____
- SQ-401(B) _____
- SQ-401(C) _____
- SQ-401(D) _____
- SQ-401(F) _____
- SQ-401(G) _____
- SQ-402 _____
- SQ-403 _____
- SQ-405 _____
- HS-501 _____
- HS-505 _____
- RP-451 _____
- RP-457 _____
- RP-458 _____
- RP-459 _____
- AO-805 _____

The principal mission of the camp staff is to ensure a quality program of adventure that will meet the high expectations of every participating camper.

Each staff member must be a team member who sets an example by applying the 12 points of the Scout law in thought and action.

List and discuss the roles and responsibilities of the staff members at a Cub Camp:

Who Is Considered Staff?

It's important to understand who is considered staff for training and other purposes. Review the contents of the SQ section of the NCAP Standards SPECIFICALLY _____ Staff Qualification and Training Standards.

Staff Ages

Several staff positions have age requirements that must be met in order to comply with NCAP standards.

- The camp director, program director, base director, or reservation director (in multiple camp facilities) is at least ____ years of age and possesses a valid certificate of training from the Day Camp Administration section of National Camping School. It is recommended that the camp, base, or reservation director is at least _____ years of age and has at least two seasons of prior Scout camp administrative or supervisory experience. (SQ-403 and RP-451)
- The camp staff should consist of at least _____ percent individuals 18 years of age or older (excluding food service, CITs, and den chiefs). (RP-457)
- A written _____ (CIT) program under the direction of an adult staff member includes a variety of supervised experiences. A CIT serving in a program position or as a den chief must be at least 14 years of age. CITs do not replace staff members; they are there to experience program areas to determine where they might serve in the future. (RP-459)

Staff Size

Before selection of staff can begin, directors must first determine the size of staff needed. There are several factors that will affect the number of staff members needed.

There are no fixed rules for determining the number of staff members needed. Which items listed

below affect your camp and how does that impact the staff size?

- The size of camp (number of boys expected per period)

- The site (size of area, facilities available at the site, hazards, topography, distance between areas)

- Length of camp (one-day, five-day, etc.)

- Programming activities proposed

- Specialized activities such as aquatics, archery, nature, etc.

- Type of food service (are meals/snacks furnished)?

- Maintenance of site area (who provides the janitorial service, mowing, etc.)?

- Participation of den and pack leaders

- Special needs of campers

- Camp staff ages

- Tot lot needs

Staff Positions

Depending on the factors discussed above, which positions does your camp require?

- Business and physical arrangements manager
- Health officer
- Crafts director
- Aquatics director
- Shooting sports director
- Station instructors
- Walking den leaders
- Tot lot leader
- Den chief
- Food service staff
- Trading post staff
- Quartermaster

Once the positions have been determined, recruiting can begin.

Which positions have NCAP requirements attached to them?

Where can you find potential staff for your camp?

Applications, Descriptions, Letters of Agreement

What personnel policies apply to all staff regardless of whether they are paid or volunteer?

Is there any additional state or local government employee laws that are applicable to paid camp staff on a general or camp-specific basis in your area?

Review your council’s day camp staff application, job description forms, letters of employment, required forms for paid staff, etc. What questions do you have regarding these forms and applications?

What is your council’s policies regarding hiring and paperwork completion for paid staff and how the process is handled?

As a general statement, state or local employment laws do not apply to volunteers, but volunteer staff must be treated with the same respect and consideration as paid staff. Camp staff must meet BSA membership standards.

The selection of camp staff—whether paid or volunteer—should follow a specific process that includes the following steps:

- All key camp staff must be _____ of the Boy Scouts of America. (SQ-401(A)).
- It is recommended that at least _____ percent of individuals holding camp leadership positions (director or supervisory position) have (a) _____ years of experience on camp staff or (b) a college degree in recreation management or a related field. (RP-458)
- Other volunteers who provide on-site leadership must undergo a _____, receive a _____ of their duties and responsibilities before serving, and be supervised by a _____.
- All day camp staff members must be at least _____ old (SQ-401(B)), and the camp must comply with all federal and state child labor laws (SQ-401(C)). Federal

child labor laws set a limit of _____ per day that a paid worker 15 years of age or younger may work. Minors (14 or 15 years of age) cannot perform hazardous duty, such as working on or operating a motor vehicle and maintenance and operation of power-driven equipment.

- A _____ for camp staff is submitted. (SQ-401(D))
- The application is _____.
- A _____ personal interview is held.
- A letter of employment or agreement is issued, including position description. (SQ-401(E))
- Other necessary forms that are required by your council or state are completed.

Training

Once the staff has been recruited and confirmed, training must be held. NCAP Standards outline requirements that must be met before the staff is considered trained. What Standards outline training requirements that must be met before the staff is considered trained?

What additional training does your council require?

Staff training should begin as quickly as the staff is recruited and training sessions should continue through the camp's duration. While at camp, daily staff meetings to address training concerns should be held.

A good tool to assist with reinforcing the rules and policies of your council's camps and the Scout Oath and Law is a _____. This agreement should spell out the expected behavior of all staff whether paid or volunteer, regardless of age or staff position. The document should be reviewed and signed by the staff members and will help reinforce expectations so you will have no surprises. A sample of the Code of Conduct is found at the end of this information and in the Learner's Workbook.

A great staff is the result of staff development that _____ as well as _____ . When the staff meets the campers on the first day of camp, they need to feel confident and be ready for an exciting, fulfilling experience!

Staff Development Guide

The *Cub Scout Day Camp Administration Guide*, No. 430-338 outlines day camp staff training. When planning your staff development, make sure you balance staff training time with camp setup time (if set up can be performed in the same time frame). Staff members should feel appreciated and respected during their staff development. Also be sure to plan fun activities to build teamwork and camaraderie.

Below is a sample agenda for staff development.

1. _____
 - Welcome from camp director and program director
 - List of camp staff expectations
 - A list of forms that need to be completed before camp
 - A brief history of the camp
 - A copy of the objectives, philosophy, and purpose of the camp
2. _____
 - Personnel/organizational chart
 - Job description for positions and responsibilities
 - Map of camp, with teaching stations and facilities
 - Suggestions for preparing your camp assignments
 - Teaching methods
 - Camp schedule
 - Opening day check-in procedures and opening functions
3. _____
 - Camp uniform
 - Staff rules
 - Punctuality
 - Manners, grooming, language
 - Code of conduct
 - Staff use of program areas and equipment
 - Trading post guidelines
 - Automobiles and bikes in camp
 - Telephones
 - Kitchen policy
 - Things to bring and not to bring and use
4. _____ (Written procedures)
 - Fire and fireguard plans
 - Lost camper
 - Lost swimmer
 - Severe storms
 - Accidents, first aid, and health needs
 - Wildlife plan for campers, leaders, and staff

- Security plans for intruders and early release of campers
- Outline for handling blood borne pathogens
- Copy of handling hazardous materials plan
- Youth Protection policies at camp

5. _____

- Songs, ceremonies, skits, and theme development
- Special camp activities or programs
- Campfire issues, including campsite fire safety (RP-751)

Staff Manual

Ask to review the council’s staff manual previously used. There may be one already developed that you can use.

Part of staff training is providing your staff with a _____. A well-developed staff manual will clearly establish the camp’s position and dramatically reduce the possibility of misunderstandings.

The staff manual should be used and referenced at all staff meetings. To derive the maximum usefulness from the manual, it should be presented to staff members at _____. It needs to be written in a clear and concise manner so even the youngest staff member can understand it.

What should be included in the staff manual?

KEY TO REMEMBER: Do not make the staff manual so comprehensive and large that a staff member never wants to read it or use it!

Unlawful Harassment Prevention

What is your council’s policy regarding unlawful harassment prevention?

Below is example wording for the policy. Volunteer staff as well as paid staff should be made aware of the terms of the policy:

The council is committed to providing as positive and productive work environment as reasonably possible, prohibiting unlawful harassment, promptly addressing reports of harassment, and taking appropriate action when warranted. Any form of harassment by or of our employees, members of the public, vendors, and suppliers that violates federal, state, or local law, including, but not limited to, harassment related to an individual's race, religion, color, sexual orientation, gender, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, or physical or emotional disability, could be a violation of this policy. The council will take appropriate action including discipline and discharge.

It is important that all camp personnel understand the definition of harassment, and examples of inappropriate behavior.

The term _____ includes, but is not limited to, slurs and any other offensive remarks, jokes, or other verbal, graphic, or physical conduct.

What are some examples of inappropriate behavior that might be unlawful if they meet the definition of unlawful harassment?

Harassment By Non-Employees

Harassment of employees in connection with their work by non-employees may also be a violation of policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee, should report such harassment to the camp director, Scout executive, or designee. Appropriate action will be taken against violation of this policy by any non-employee.

Reporting Harassment

What is your council's policy for reporting unlawful harassment?

1.	Smoking in camp
2.	Interfering with others on the job
3.	Unauthorized absenteeism
4.	Sleeping on the job
5.	Excessive tardiness
6.	Leaving work premises during work hours without reason or permission
7.	Gambling
8.	Possession or being under the influence of any controlled substance or alcohol
9.	Stopping work before quitting time or refusing to perform additional duties assigned by the camp director
10.	Using obscene, abusive, or lewd language, gestures, or actions
11.	Insubordination
12.	Stealing
13.	Excessive horseplay
14.	Threatening or intimidating other employees, campers, or leaders
15.	Fighting
16.	Shoplifting, assault, improper use of a weapon, or any other crime
17.	Sale or attempted sale of controlled substances or alcohol
18.	Unauthorized operation of camp vehicles
19.	Physically striking a camper, leader, or other staff member

Sample Code of Conduct—Standards for Camp Staff Conduct

As a staff member for the _____ Council, I agree to abide by the rules and regulations governing the camp as set forth by the council and the Boy Scouts of America that prohibit the following:

In addition, as a staff member for the _____ Council, I agree to abide by the rules and regulations set forth by the council and the Boy Scouts of America that prohibit the following:

1. **Harassment.** Including physical closeness, flirting, grabbing, pinching, kissing, sexually oriented jokes and comments, sexist remarks, suggestive letters, lewd motions, etc.
2. **Improper staff relationships.**
 - No physical contact suggesting enamored feelings between staffers.
 - No extensive time spent with or pairing of staff members or campers.
3. **Discrimination.** Relating to age, tenure, race, religion, national origin, sex, disability, or economic status.
4. **Hazing.** Including forced physical activity, forced food or substance consumption, sleep deprivation, intimidation, invasion of privacy, forced involvement in pranks, or vandalism.
5. **Teasing and taunting.** Including mocking, poking fun, and sarcasm to staffers or campers.

Infractions

Violations of these standards may result in one of the following:

1. Verbal warning
2. Written counseling statement and parents notified
3. Immediate dismissal

Depending on the severity of the violation and circumstance, the camp director has the right and responsibility to implement the disciplinary procedure immediately.

I have read, understand, and agree to the conditions of the above statement. I have read, understand, and agree to the conditions in the staff camp manual.

Employee _____

Guardian _____

Date _____

C8 - CAMP BUDGETS

LEARNING OBJECTIVES

As a result of this learning experience participants will be able to:

- Learn the elements of budget preparation.
- Identify income and expenditures related to a camp budget.
- Identify and understand expenditures related to the program portions of the budget.
- Identify and mitigate budget myths and pitfalls.
- Understand how budgets are impacted by variables such as attendance, fees and other sources of income.
- Recognize the importance of tracking income and expenses and accurate reports.
- Address specific business items to arrange with the camp advisor before camp.
- Conduct an inventory of equipment and condition of program tools to see if future budgets must include purchasing replacement or upgraded tools, supplies, or equipment.

STANDARDS

- RP-454 _____
- AO-806 _____
- RP-854 _____

_____, _____, and _____ will need to work together before, during and after camp to ensure the process is smooth and accurate.

_____ is simply planning for the financial management of the camp.

Budget Responsibility

Every _____ budget is part of the _____ larger overall budget. (AO-806)

It is important to understand that the income of the camp is part of the council's larger _____, not a specific camp's _____. Any debts of the camp will be paid by the council. Any surplus funds after the season must go back to the council.

Campers should receive _____ to match their fees. Crafts and projects that the campers make and take home should be keepsakes that foster memories and remind campers and family of day camp long after the camp is over.

Elements of Budget Development

There are six areas of information needed to prepare budgets:

1. _____ - Look at last year's records. Look at attendance, leftover supplies inventories, salaries, and maintenance costs, as well as the council's property funding depreciation (if day camp is using council property). (RP-854.)

2. _____ - Camp fees will comprise the biggest portion of income. Other sources of income may include the trading post net income, maintenance endowments, grants, gifts-in-kind and project sales, as well as donations. Determine how each portion will be reflected in the budget. Coordination with the council in approaching new sources of income is a must!

3. _____ - Determine all the expenses that will be coming out of the camp budget. Don't neglect the contingency. Understanding just what is included in each expense line item is critical to managing the overall budget. Knowing which costs are fixed or variable to the camp is another important consideration.

4. _____ – What is your council's procedures for purchasing items for camp? (Are items ordered in bulk for all camps? Does the council trading post manager order items? etc.) Be sure the budget is approved, and that the method of handling funds is established. Purchase orders, petty cash, tax-exempt purchases, and trading post procedures need to be clearly understood by everyone. What is your council's procedure for reimbursing volunteers for expenditures need to be explained so repayments can be handled in a timely manner?

5. _____ - It's important to keep good records to allow year-to-year tracking and to track expenditures by category. Record keeping includes registration records, supply orders and expenses, post-season inventory of supplies, trading post sales, payroll records, and donations received. What are your council's requirements for receipts, packing lists, etc?

6. _____ - When camp is over, a full financial report needs to be given to the council. Along with the financial report, include a complete itemized inventory of all program supplies (equipment and expendable items), remaining trading post stock, and other items.

Expenses

Are items used shared between multiple camps? How does that work in the budget?

What are some of the items that may be included in the camp budget (program budget items are separate from this list)?

Program Expenses

The program budget is part of the overall camp budget. Does your council give authority to the program director to manage portions of the program budget? _____

What are some of the expenses within the program budget?

Understanding the Council's Finance Procedures

What are your council's procedures for each of the following items?

- Handling cash
- Accepting credit and debit cards, personal checks
- Purchase order system
- Expense reimbursement
- Petty cash fund records
- Ordering supplies

C9 - PROMOTION AND MARKETING

LEARNING OBJECTIVES

As a result of this learning experience, participants will be to:

- Learn the seven elements in successful Cub Scout camp promotion and how the council will be assisting.
- Describe why marketing materials should be directed to adult leaders, parents, and guardians and what promotion activities should be directed at youth
- See how to use different camp promotion tools used by your council to promote camp.
- Learn ways to overcome negative reaction from last year's camp.

STANDARDS

- RP 151 _____

PROMOTION ELEMENTS – Promotion is key to good participation.

1. LAST YEAR'S REPUTATION.

2. CAMP PLAN.

3. PROMOTION PLAN.

4. CAMP PROMOTION TEAM.

5. THE RIGHT AUDIENCE.

6. THE RIGHT INFORMATION.

7. VARIETY OF PROMOTIONAL TOOLS.

Your goal is to communicate accurate, interesting information about your Cub Scout Day Camp – no one can register for your camp if they don't know:

- _____ can come?
- _____ will you do?
- _____ is your camp?
- _____ is your camp?
- _____ should they attend?
- _____ do they sign up?

C10 - TRADING POSTS AT CUB SCOUT CAMP

LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Illustrate the positive fiscal impact on the camp and the council from a successful camp trading post.
- Explain that a trading post is a service, and parents, leaders, campers, visitors, and staff expect to have the opportunity to purchase camp-related items there.
- Show how the trading post can be used as a mechanism to help deliver the camp theme.
- Identify procedures to order, price, display, and sell merchandise.
- Determine what to order, how much, and from where.
- Establish procedures for handling cash and credit cards.
- Explain managing and maintaining inventories in compliance with BSA guidelines.

STANDARDS

- RP- _____
- AO- _____

Why Should Your Camp Have a Trading Post?

- _____ A well-planned and well-managed trading post can be the difference between a camp making and losing money for the season.
- _____ A trading post can support the camp theme by decorating and by providing theme-related items for purchase.
- _____ By having items such as sundries, cold drinks, candy and snacks, camping supplies, books, and program support items, a service is being provided to our customers. Customers include campers, leaders, parents, visitors, and staff.
- _____ Scouts, leaders, parents, visitors, and staff all want to have souvenirs with your camp name.

Trading Post Management

Camp directors should work with their _____ before ordering supplies. Together they develop a management plan for your trading post operation.

-
- Include the trading post in advertising.
 - Order merchandise. Use last year's trading post records to help determine what and how much to buy.
 - Work with vendors and suppliers to establish a business relationship.
 - Meet with your Supply Group representative to determine your needs.
 - Determine council policy on requesting cash for a cash drawer.
-

The trading post needs to be ready when camp begins. It is a good idea to have the trading post fully open and operational when staff arrives prior to camp.

- Check opening inventory.
 - Check suppliers' invoices thoroughly, one at a time. Call if there are discrepancies.
 - Display items in an organized and efficient manner.
 - Develop and adhere to practices for checking in new merchandise.
 - Properly store reserve inventory.
-

Keeping a sufficient stock without running out or overbuying can be a challenge.

- Regular inventories _____ are a necessity.
 - What is your council for procedures for inventory control?
-
-
-
-
-
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-
-
-
-

It is critical to the success of a trading post operation that money be handled properly.

- What is your council's policy regarding money handling?

- The day camp advisor and camp director should work together to determine who will be involved with handling the money during camp.

- What is your council's procedure for shutdown of the trading post?

- Efficient shutdown of a trading post will have a positive effect on how easily and effectively the trading post will open next year.
- All returnable items should be returned.
- Held-over items should be inventoried and stored.
- Record keeping is very important since those records will be used to determine trading post plans for next year.

General Trading Post Odds and Ends
