2020 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 - Council committees review camp program design. Camp director implements.
• SQ-401 (G) - Camp has a staff organization chart and a policy specifying minimum staff requirements
• SQ-403 - Camp managers meet current BSA qualification criteria
• RP-462 - Camp has at least two national camping school certified individuals
• RP-851 - Council committees provide support to camp staff to ensure continuity, quality of training, and resources for high-quality programming

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

Camp Staff Advisor (usually a professional Scouter)

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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.)

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Staff Advisor

Name: __________________________
Phone: _________________________
Email: _________________________

Day Camp Director

Name: __________________________
Phone: _________________________
Email: _________________________
**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.)

<table>
<thead>
<tr>
<th>Day Camp Program Director</th>
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<td>Name: ____________________</td>
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Day Camp Director and Day Camp Program Director cannot be the same person. The reason for this is:

_____________________________________________________________________________________
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It is important that all (professionals and volunteers) work together to provide a program that meets these two key requirements:

1. ____________________ – needs to work together to provide a camping program that complies with the *policies* of the Boy Scouts of America.
2. ____________________ – works together to provide a safe, quality, positive camping experience for all.

**TAKE AWAYS**

- There are specific roles for Day Camp Advisor, Day Camp Director and Day Camp Program Director and importance of understanding those roles.
- Importance of the professional and volunteers working together.

**NOTES**

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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.
- Define the key components of the NCAP process: pre-camp/post-camp visitation, on-site assessment, scoring and recording.
- Understand what an assessment team does.

STANDARDS
- FA-701 - The council conducts a post camp/pre-camp review.
- AO-802 - The council has a current BSA Authorization to Operate its camp.

Where Do We Hold Day Camp?

Camp Location
Name: ____________________________
Phone: ___________________________
Address: __________________________

Camp Dates
Start: _____________________________
Days: _____________________________

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?

Committees Responsible
_______________________________
_______________________________
_______________________________
Assessment Team
What is a visitation specialist?

What does the Assessment Team do?

Required Paperwork
Before camp begins, the council must:
1. ________________________________
2. ________________________________
3. ________________________________
   a. ________________________________ (submitted in October)
   b. ________________________________ (submitted in May)
   c. ________________________________ (if applicable, before camp begins)

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

Accreditation Visits
When does the accreditation process begin?

Prior to Camp: _____________________

During Camp: _____________________

First visit

Second visit
The accreditation process 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

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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 8 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 - Camp provides information to help leaders, participants and parents be prepared
• PD-112 – Council committee reviews camp program design and activities
• HS-507 – BSA Incident reporting policy
• HS-511 – All programs stress the use of the buddy system
• FA-703 - Adequate provision is made for fire detection and protection
• FA-705 - Drawings are available for all electric, gas, water and sewer lines
• FA-711 - Motor vehicles in camp are safe and operated in a legal manner
• FA-714 - The camp provides adequate shelter and has a plan for inclement weather
• AO-805 - The camp has completed an assessment of risks to its participants and staff and uses written emergency procedures that address them.
• AO-807 - Operating telephones or other communication systems are accessible

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 year’s camp, as the plan may need updating.
Eight Parts of an Emergency Plan and Procedures

1. ________________________________

2. ________________________________ (FA-714)

3. ________________________________

4. ________________________________ (AO-805 and AO-807)
5. ______________________ (FA-711)
   
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6. ______________________ (AO-807)
   
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

7. ______________________ (FA-714)
   
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

8. ______________________ (FA-705, AO-805, AO-807)
   
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

Reporting of Health-Related Incidents

What EXACTLY are your council's protocols for these incidents? [See HS-507]
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?**

**TAKE AWAYS**

- Know what risk management is and how it relates to day camp
  - Understand the following:
  - Who we are responsible for at camp
  - Potential emergency situations that may arise at camp
  - 8 parts of an emergency plan
- Importance of communication to parents and staff
- Know the BSA resources to help with risk management

**NOTES**

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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 – Camp provides information to help leaders, participants and parents be prepared
• RP-855 – The camp has an opening and closing procedures plan or manual

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 should you include in a pre-camp orientation?
  o Key staff members present
  o Tour of camp
  o Procedures
  o Expectations
  o Schedules
  o Theme/costumes
  o Medical forms
  o Camper T-shirts
  o Promote trading post

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?

__________________________________________________________

Arrival in 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?

__________________________________________________________

__________________________________________________________

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

Marketing for next year’s camp begins on the first day of THIS year’s camp!
What are some of the items you will need to help with handling paperwork and collecting registration fees for any unregistered youth?

How Does Your Council Handle?
How does your 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.
TAKE AWAYS

- Understand what the pre-camp and opening functions will be for camp.
- Importance of communication and need for a parent orientation.
- Parts of the typical parent orientation.
- Importance of efficient record-keeping.
- Marketing for next year’s camp begins the first day of THIS year’s camp!

NOTES
C5 - CAMPER SECURITY

LEARNING OBJECTIVES
As a result of this learning experience, participants 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 measures. (FA-711 and PS-216)
• Explain procedures for:
  • Camper security check-in
  • Camp contract personnel, if used and visitors
  • Handling unwanted visitors
  • Handling media
  • Handling early checkout
• Identify areas in camp that pose potential security issues.

STANDARDS
• PD-108 - Camp provides information to help leaders, participants and parents be prepared
• PD-109 – Council has written agreement with public or private providers
• PS-216 – Transportation services are done in a safe fashion
• FA-711 - Motor vehicles in camp are safe and operated in a legal manner
• AO-804 – Adequate written security procedures to ensure camper security are in use
• AO-807 – Operating telephones or other communication systems are accessible
• RP-852 – Camps request background checks for outside food service contractors or vendors

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.

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What are your council’s policies for transportation?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Guide to Safe Scouting
www.Scouting.org/health-and-safety/gss/
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 Security procedures)

What ways does your council use for identifying different groups? (ID Methods)

________________________________________________________________________

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How does your Council handle unauthorized visitors who enter camp?

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Media and Government Agency Representatives
What are your Council’s rules/policies for visiting media or government agencies?

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Outside Providers of Program/Activities (PD-109)
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?

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Outside Service Providers
Name: ____________________
Name: ____________________
Name: ____________________
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 they must leave before their 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.

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**
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 everyone remains ___________ 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**

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C6 - CAMP HEALTH

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

- Define roles of camp medical personnel.
- Define the role of accident and sickness insurance.
- Define a properly equipped medical care area.
- Identify proper procedures to dispense meds at camp.
- Understand written policy for medical care while at camp.
- List the purposes that health forms and first-aid logs fulfill at camp.

STANDARDS
- SQ-405 - Medical care under council health supervisor
- RP-453 – Camp health officer requirement
- HS-503 – Camp maintains current medical forms for staff and participants
- HS-504 – Check-in individual medical screening is given
- HS-505 – Written council/camp medical policies and procedures are available
- HS-506 – Medical care staff is on call for medical needs
- HS-507(A.1.a) – First Aid Log for day camps
- HS-507(A.2) – Camp Health officer reviews First Aid log
- HS-507(B) – Necessary injuries, illnesses and incidents are reported
- HS-507(E) – First Aid Logs given to Risk Management committee after camp
- HS-508 – Policies and procedures for proper medication
- HS-509 – Health care area is clearly marked
- HS-510(A) – Adequate first aid kits are available
- FS-601 – When food provided, a food plan is in place
- FS-602 – Facilities and equipment for food service are clean and sanitary
- FS-603 – Food service meets health and sanitation requirements
- FS-604 – Food is stored safely
- FS-605 – Disposal of food is timely, safe, and sanitary
- FS-606 – Cooking items are clean and sanitized
- FA-702 – Access to safe drinking water is provided
- FA-703 – Adequate provision is made for fire detection and protection
- FA-705 - Drawings are available for all electric, gas, water and sewer lines
- FA-706 – Fuel-fired or electromechanical equipment is maintained in good condition
- FA-707 - Toilets and latrines are clean and in good repair
- FA-709 – Refrigeration units are clean, sanitary, and achieve required temperatures
- FA-710 – Garbage disposal meets demands of number of campers
- FA-712 – Trees are felled and chain saws used safely
- FA-713 – Hazardous materials used per correct methods
- AO-801 – Council has agreements to lawfully operate a camp
- AO-803 – Camp has insurance per BSA or jurisdiction requirements
- AO-808 – Camp has completed required BSA reports
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. ______________________ health and safety steps
2. ______________________ health and safety steps

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, or 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.

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

- 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.

Required permits, certificates, and licenses. 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.

What permits are needed for your camp?

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Who has responsibility for these items?
Name: __________________
Name: __________________
Name: __________________

Permits needed:
Permit: __________________
Permit: __________________
Permit: __________________
Medical Personnel
_____________________ oversees council affairs for health services and is a licensed physician practicing medicine in the applicable states.
_____________________ is on call for that specific camp.
_____________________ 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.

Insurance
Where is insurance confirmation? ________________________________________________

Medical Care Area
Where is it? _____________________________________________________________
Is it clearly marked? ______________________________________________________
Protection from the elements? ______________________________________________

Medication Handling (HS-508)
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.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Medical Policies
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 include:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Adequate first-aid kits available? (HS-510) Where are they located?
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Health Forms


First Aid Log – No. 680-127  How long are the first aid logs held and by whom?


Additional Items to Consider
Water – Does your camp provide access to safe drinking water for 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?


Food Allergies


Sanitation


Toilets and Latrines -
Are port-a-potties 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.

____________________________________________________________

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Be sure to follow pre-camp and on-site camp procedures. Cub Scout day camp standards are in place to provide a healthier and safer camping experience for campers and staff.

TAKE AWAYS

• Importance of the required letters of agreement, the content needed and who will be obtaining the information.
• Role of the camp health personnel.
• Purpose of health forms, first aid logs, at camp.
• Proper procedures for dispensing medicines at camp.
• Role of accident and sickness insurance for camp incidents.

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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 CS day camp.
• List the factors that determine the number of staff members.
• 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.
• List some key subjects that should be covered in staff development.
• Understand how a staff manual should be used to communicate expectations to staff members.
• Understand YPT procedures 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 – Tot lot program supervision
• SQ-401(A) – All camp staff are registered members of Boy Scouts of America
• SQ-401(B) – Resident camp employees must be 15 years of age
• SQ-401(C) – Camp complies with all federal and state child labor laws
• SQ-401(D) – All camp personnel complete a camp staff application
• SQ-401(F) – Complete, approved uniform is worn
• SQ-401(G) – Camp has a staff organization chart
• SQ-402 – Training for camp staff and personnel
• SQ-403 – Camp managers meet BSA qualification criteria
• SQ-405 – Medical care is under the direction of the council health supervisor
• HS-501 – Camps meet Youth Protection policies
• HS-505 – Council/camp medical care policies and procedures are available
• RP-451 – Camp, base, or reservation director is at least 25 years of age
• RP-457 – Camp staff should consist of 50 percent individuals 18 years or older
• RP-458 – Camp leadership supervisor position requirements
• RP-459 – Written counselor-in-training program
• AO-805 – Camp has completed risk assessment

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 Scout Camp:

Who Is Considered Staff? SQ-401
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 SQ-401 Staff Qualification and Training Standards.

Staff Ages – SQ-403, RP-451, 457, 459
Several staff positions have age requirements that must be met in order to comply with NCAP standards. Which ones have age requirements?

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. They include:
Staff Positions
Depending on the factors discussed above, which positions does your camp require?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Once the positions have been determined, recruiting can begin.

Where can you find potential staff for your camp?

______________________________________________________________________________

______________________________________________________________________________

Which positions have NCAP requirements attached to them?

______________________________________________________________________________

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?

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______________________________________________________________________________
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.

**Selection of Camp Staff**

**Staff 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 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.
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).

1. Welcome and personal Information

_______________________________________________________________________________________

_______________________________________________________________________________________

2. Camp Site and Staff Organization

_______________________________________________________________________________________

_______________________________________________________________________________________

3. Staff Policies and Guidelines

_______________________________________________________________________________________

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4. Written Emergency procedures

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5. Special Activities

_______________________________________________________________________________________

_______________________________________________________________________________________

Staff Manual
Does your council have a copy of a staff manual that has been used in the past? Ask for a copy!

What is included in the staff manual? Why is a staff manual important to your camp?

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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

As a reminder, all paid employees must additionally receive the Unlawful Harassment Prevention training.

This training is available online at www.skillsoftcompliance.com/academy/default.aspx?orgid=551502.

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

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

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

_______________________________________________________________________________________

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_______________________________________________________________________________________

Harassment By Non-Employees

Harassment of employees in connection with their work by non-employees may also be a violation of policy. 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?

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_______________________________________________________________________________________

_______________________________________________________________________________________
TAKE AWAY

- Understand the different roles and general responsibilities of staff members at Cub Scout daycamp and how they apply to my camp.
- Understand what factors determine the size of staff for my camp.
- Know where to find and recruit camp staff.
- Know my council’s hiring policies for camp staff and the required paperwork for both paid and volunteer staff.
- Know why we train camp staff and what is covered in the training.
- Describe a good staff manual to communicate camp expectations to staff members.
- Understand Youth Protection policies at camp.
- Understand that staff training is a continual process and does not end when camp training is finished.
- Understand who is required to take the online training, Unlawful Harassment Prevention training.
- Understand the seriousness of unlawful harassment and how to avoid it while at camp.
- Understand how to use a code of conduct to help set expectations for camp staff.

NOTES
C8 - CAMP BUDGETS

LEARNING OBJECTIVES

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

• Understand the elements of budget preparation.
• Identify income and expenditures related to a camp budget.
• 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 advisor before camp.
• Conduct an inventory of equipment and condition of program tools to determine need to add to future budgets.

STANDARDS

• RP-454 – Camp has a business manager
• AO-806 – Council prepares year-round camp budget
• RP-854 – Council funds depreciation for camp property or equipment

Camp advisor, camp director and program director will need to work together before, during and after camp to ensure the process is smooth and accurate.

Budgeting is simply planning for the ______________ 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.

Budget Development

There are six areas of information needed to prepare budgets:

Look at last year’s records (RP-854)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Which method of budget development does your Council use?

Purchasing

Record Keeping

Expenses

What are some of the items that may be included in the camp budget (program budget items are separate from this list)? Are items used shared between multiple camps? How does that work in the budget?
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

• Processing payments and refunds

• Trading post operations

• Program budgets

• Inventory of supplies

• Vendor contracts

• Soliciting donations

• Gifts-in-kind

• Payroll procedures (tax forms, I-9’s, etc.)
TAKE AWAYS

- Understand how the day camp budget is part of the council’s overall budget.
- Understand budget development
- Importance of accurate tracking and reports
- Understand how variables can affect the budget.
- Inventory and purchase replacement of items in the budget.
- Understand Council’s Finance Procedures

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

- Describe the 7 elements in successful Cub Scout camp promotions and how the council will be assisting.
- Explain why marketing materials should be directed to adult leaders, parents, and guardians and what should be directed at youth
- Describe how to use different tools used by your council for camp promotion.
- Determine ways to overcome any negative reaction from last year’s camp.

STANDARDS

- RP 151 – The program has a marketing strategy

PROMOTION ELEMENTS – Promotion is key to good participation.

LAST YEAR’S REPUTATION

CAMP PLAN

PROMOTION PLAN.

Council Support

Theme: ______________________
Activities ____________________
Materials Provided

Materials Provided
CAMP PROMOTION TEAM

THE RIGHT AUDIENCE

VARIETY OF PROMOTIONAL MATERIALS

COMMUNICATION – 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?
____ can parents/leaders help?

TAKE AWAYS

• Understand the 7 elements of camp promotion and ways my council will be helping.
• Which marketing materials should be directed to adults and which to YOUTH.
• What information is the “right information”.
LEARNING OBJECTIVES

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

• Illustrate the fiscal impact on the camp and 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-159 – Trading post operation supports the aims of Scouting
• AO-806C – Trading post operations should be addressed by financial and inventory controls

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.

Trading Post Management

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

Name: ____________________________
Phone: ____________________________
Email: ____________________________
Prior to Camp

Opening Your Trading Post

• 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.

Stock Control

• What is your council for procedures for inventory control? ____________________________

Handling Money

• What is your council’s policy regarding money handling?

End of Camp

• What is your council’s procedure for shutdown of the trading post?

General Trading Post Odds and Ends

Supply Group Representative

Name: ______________________
Phone: _____________________
Email: _____________________
How Do I Determine What Sells?

TAKE AWAYS

• Importance of having a trading post at day camp.
• How a trading post can help with the camp budget and to help deliver the camp theme.
• Understand the council’s policies and procedures for running a trading post at day camp.

NOTE