

Camp Dittmer

2017 Leaders Guide

Boy Scout Summer Resident Camp



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Batavia, NY 14020
Phone: (585) 343-0307
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Iroquois Trail Council, Inc.
Boy Scouts of America
www.itcbsa.org
www.facebook.com/itcbsa

7121 Rochester Road
Lockport, NY 14094
Phone (716) 434-2851
Fax: (716) 434-2899



Dear Scout Leaders:

Thank you for choosing Camp Dittmer for your troop's 2017 Summer Resident Camp. All year long you work with your Scouts to teach them Scouting Skills. At camp we will help you with an exciting program that will put those Scouting skills into action.

We are hard at work putting together a great camp experience for you and your Scouts. You will see some new faces on the staff as well as many returning staff members.

This *Leader's Guide* will provide you with the necessary information needed to plan an enjoyable camp experience for you and your Scouts. The accompanying Camp Program Guide will include all of the details that you'll need to work with your Scouts on scheduling a great personal camp experience.

Yours in Scouting,

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PRE-CAMP MEETINGS

Please take note of these important dates and information.

Camp Program Launch

For Scoutmasters and camp leaders. This meeting will provide you with all the information your troop needs to complete your planning for camp, including the final edition of the 2017 *Program Guide*. Key staff members will be on hand to answer your questions. The meeting will be held on Wednesday **February 22, 2017**. This meeting is for all parents and leaders of boys coming to camp this summer. Every Troop should have at least one person there. Please bring the following:

1. Copy of your troop's preliminary roster
2. Any individual registrations that are completed by that date
3. \$50 deposit per Scout to qualify for discounted fee and to help with planning, staffing & purchasing.

Pre-camp Registration Deadline

Full camp fees are due on or before Friday **May 5, 2017** at either Council Service Center to qualify for all discounts. You will have the opportunity to sit down and review your camp documents and fees. By doing so, you will greatly speed up your check in at camp. Please come prepared with the following:

1. All receipts for earlier payments so that we can figure out your finances.
2. Troop Camp Roster of adults & youth
3. Individual Registration forms for youth with Camper Release Forms
4. Camp Medical Forms & meds authorization forms that you have collected to date. This will allow the Health Officer to pre-screen your Scouts and speed up your medical check at camp! The deadline to submit Medical Forms to the Council Service Center is June 16. That will save you (and us!) the drama of a paper chase when you're trying to pack for camp!
5. Preliminary Merit Badge signup (instructions to be distributed at the Camp Program Launch)

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Quotes from Lord Robert Baden-Powell:

" A week of camp is worth six months of theoretical teaching in the meeting room."

"Success in training the boy depends largely on the Scoutmaster's own personal example."

I. Registration, Dates & Fees

Camp Schedule

Week #	Dates
1	July 9 – July 15
2	Zion's Camp
3	July 23 – July 29

Reservation Procedures

Boy Scout Troops register for a campsite & week, and Boy Scouts and their adult leaders attend together.

Youth Fees and Deadlines:

The full camp fee of **\$320** will apply to all registrations and payments made after May 5, 2017.

- **Early-Bird Discounts:**

- There is a discounted fee of **\$310** per youth per week if **payment is made in full by May 5, 2017**.
- An additional **discount of \$10 per youth** is available for any youth for whom the council receives a non-refundable **\$50 deposit on or before Feb. 22, 2017**. Please note that final payment in full is still required by the May 5 deadline to receive the discount.

Leader Fees: \$100 per adult per session. At least two adult leaders are required per troop unless 2 troops have made advance arrangements to share a campsite and leadership responsibilities.

The basic adult leader fee of \$100 for the week covers his or her meals, lodging and other infrastructure costs. Adults not spending the full week will be charged \$10 per night, plus their meals.

Campsite Deposit: \$100 per troop

A non-refundable \$100 Troop site/week deposit is due now. After the November Camp Kickoff, all remaining sites in each session are open for all troops. The site deposit holds space for the Troop in the preferred site & week. Each site will hold an established minimum / maximum of campers. If your troop either exceeds or falls below this number for your first site choice, **the council reserves the right to assign your site.**

Troops who have submitted a site deposit may submit payments in full at anytime. Each week has a maximum camp population. As soon as the maximum camp session population is reached, the session will be closed to new registrations, and remaining unpaid troops may be asked to move to a session with available space.

SPECIAL NOTE REGARDING WEBELOS AND NEW SCOUTS: Current 5th grade Webelos Scouts who graduate into a Boy Scout Troop in 2017 should attend Boy Scout Summer Camp with their new troop. Packs and troops should plan ahead to facilitate on time payment for these new Scouts to attend Boy Scout Summer Camp. If packs and troops follow the Webelos to Boy Scout Transition Plan, their new Webelos graduates will be able to pay **ON TIME** by May 5. Leaders of new Boy Scouts who join after the discount deadlines should call the Council Service Center for clarification of payment deadlines and amounts.

Individual 'Provisional' Camper Reservations

Scouts who wish to attend camp for more than one week even though their home troop is not, or troops who wish to attend camp but cannot meet the two-deep leadership policy may attend camp as provisional campers. Provisional campers will be paired up with another troop under the direction of a trained Scoutmaster. For campers attending only one week of camp, **the cost for one week of Provisional Camp is \$320.00.**

There is a discount of **\$50.00** available for a Scout who attends a 2nd additional week with our Provisional Troop or as the guest of another troop. Interested Scouts or their troop leaders should contact the Council Service Center for additional information.

Camp Savings Plan

No Scout should miss summer camp because of cost. The key to having enough money for camp is SAVE NOW! A savings plan will ensure that every Scout in your troop can come to camp. A member of the troop committee or another adult should coordinate this effort. The camp savings plan material should be explained to the boys and the parents well in advance of camp.

Some suggested ways to save: encourage your Scouts to deposit a sum of money each meeting toward their camp fee; encourage Scouts to earn their own funds for summer camp or to sell popcorn for camping; encourage parents to provide their sons with a week at camp or partial payment for the camp fee as a birthday present, holiday gift, or some other special recognition. Gift certificates are available from the Council Service Center for summer camp. The council also sponsors an early-spring candy sale and 'Camp Coupon Card' sale specifically to help Scouts to raise money for summer camp.

Camperships

Several generous organizations and individuals provide camp scholarships for Iroquois Trail Council Scouts who attend our local council camps. We expect Scouts to take part in troop and Council fundraising efforts to help earn their way to camp, there are camperships available for families of Scouts who suffer particular hardships.

If a troop has such a need and has exhausted its own efforts to finance an individual Scout, submit a campership request form to identify the individual need. **If** money for camperships is available, a working arrangement will be developed for individual Scouts. **Camperships are only for a portion of the Basic Fee** for summer camp and are available to those families who have a particular hardship. Camperships are limited and are allocated to Scouts in the Iroquois Trail Council on a **first-come first-served** basis. First priority is given to those scouts who have tried to earn their way to camp through council sponsored fundraisers. Applications will be available at the Council Service Center and online after Jan 1. **Campership applications are due by March 10, 2017.** Applications and awards are confidential, between the family and the troop leader, and when approved, a notification of the award will be mailed to the Scoutmaster. These are individual need-based awards; **Camperships cannot be transferred from one Scout to another.**

Refund Policy

All requests must be received by August 1st, and have the Troop Leader's signed approval to be considered for a refund. Also, we must be notified prior to or during check in that a Scout is not going to be in camp. **All requests will be subject to a \$25 cancellation fee.** Any requests received **after August 1** will be subject to a **50% cancellation fee.** Requests for refunds received after **September 1** will not be considered. **FEES ARE TRANSFERABLE AMONG CAMPERS WITHIN THE TROOP.**

The ONLY circumstances under which refunds will be granted are as follows:

1. Illness of Scout prevents his attendance at summer camp.
2. Illness or death in the camper's immediate family prevents his attendance at camp.
3. Family relocation makes attending camp impractical.
4. Mandatory attendance at summer school that is verifiable.
5. A camper leaves camp for medical reasons (HOME-SICKNESS IS NOT CONSIDERED A REFUNDABLE MEDICAL REASON.) Must be certified by the camp health officer or camp doctor. In such cases, the camper will receive a pro-rated refund for the unused portion of the camp fee if the unused portion constitutes three or more days and the medical excuse is not due to horseplay or negligence of said camper.

II. General Information

Accreditation

Camp Dittmer is licensed by New York State to operate a youth camp. We are inspected periodically by the New York State Health Department and meet or exceed all of their requirements. Additionally, Camp Dittmer is an accredited camp through the National Council Boy Scouts of America. To be an accredited camp, Camp Dittmer must meet a long list of very strict quality standards, which encompass everything from Health & Safety, program, long range planning, staff qualifications and training. We are inspected annually both prior to and during camp operations to ensure that we are meeting the National Camp Standards.

Facilities

For general camp use, Camp Dittmer provides shower facilities, a dining hall, First Aid building staffed 24 hours a day by certified medical personnel, supervised boating and swimming, shooting sports ranges, nature area, craft lodge, outdoor skills area, high adventure ropes & climbing course, and more. Recent improvements include a new camp shower house, waterfront tower and refurbished waterfront area, as well as the *Austin J. Boyd Memorial Brownsea Pavilion* for our 1st-year Scout program.



For troop use, Camp Dittmer provides each troop with a campsite, which contains two-man tents on wooden platforms, bunks, picnic tables, dining fly, bulletin board, flag pole, equipment storage shed, campfire area, washstand and latrine, and site maintenance tools. Troops are encouraged to bring their own dining flies, cooking equipment, lanterns/stoves, woods tools, “rainy day” equipment, and other such items that will make their stay at camp more enjoyable for their Scouts.

Staff

Camp Dittmer has a trained staff of around 30 men and women, headed by a Camp Director, assisted by a Program Director, and a Camp Commissioner. Most staff members are over the age of 18 and most have many years of camp staff experience. The staff completes rigorous training prior to your arrival. The staff will assist and accommodate your troop in every way possible as we work to ensure that your Scouts’ needs are met. The role of the camp staff is not, however, to assume the leadership or programming for your troop (except in an emergency). Our staff will work to smoothly coordinate the needs of your Scouts and troop to take full advantage of the camp program. Occasionally, it may be necessary to shift or rearrange certain program plans so that we may accommodate the largest number of campers. We will try to keep you informed of any such changes well in advance of your arrival.

Program

Not all troops are alike. That is why troops can develop a program at summer camp that suits their needs. Each troop has a custom-made program. The Camp Dittmer staff will support your troop’s program by providing you with all kinds of unique and fun opportunities! Advancement, older Scout programs, introductory 1st-year camper programs, troop and patrol activities (troop shoots, polar bear swims etc), and individual Scout achievements are all on the menu. It is our hope that each troop sits down with this manual and the *Camp Dittmer Program Guide* at a Patrol Leaders’ Council Meeting to develop your troop’s camp program based on your needs and what the camp has to offer!

Mailing Address

Name of Scout
Troop #, Campsite, Week #
Camp Dittmer
2212 Toll Rd.
Phelps, NY 14532



Daily postal deliveries and collections are made at camp. Mail will be picked up from the mailbox at the Camp Office at 10:00am each day. It would be very helpful if the Scouts would ask their correspondents to include their troop number and campsite and week # in the address. Mail sent to camp will be delivered to the troop at meal times.

Emergency Phone Numbers

When calling to contact a camper for an emergency, please be sure to include the troop number and campsite as part of the message. Contact phone numbers are:

Camp Office 315-548-3474 **if no answer-Camp Ranger** 315-548-3479
Camp Dittmer

Council Batavia Service Center 585-343-0307

III. Camp Services and Facilities

Shower Facilities

Camp Dittmer offers 2 separate shower facilities. **In order to keep these areas clean and neat, we have created a daily shower cleaning schedule that troops will be expected to follow.** Thank you for your help in keeping our showers fresh and clean.

Dining Facilities

Seating assignments will be made with your troop during check in on Sunday with an attempt toward seating patrols together. Please plan on having at least one staff guest at each of your tables each meal. Troop leaders are responsible for the supervision of their tables and in ensuring the waiter system is being correctly used. Meals are served on time; latecomers will be asked to wait to be seated. Leaders are asked to watch that tableware is not removed from the dining hall or thrown out.

Waiters – Waiters are required for every meal starting with Sunday dinner and excluding in-site meals. One troop representative per table should report to the dining hall 15 minutes prior to the meal. Under the direction of the Dining Hall Steward, they will set the table, deliver food during the meal, and clean the table and surrounding area after the meal. Waiter duty should be rotated among the members of your troop. Waiter duty is a normal camp assignment and is not to be used as a punishment. An experienced camper, not a first-year camper, should be your first waiter as Sunday can be confusing enough for a first timer.

Special Diets - Scouts or leaders who require special diets due to medical or religious requirements will be accommodated wherever possible. **So that the camp cook can make proper preparations, it is urgent that all special dietary needs be communicated to the Camp Director at least 2 weeks prior to your stay at camp.** Please give us specific instructions as soon as possible so that we can work toward making the week a good one for that person.

Visits by Parents and Others

Parents and other visitors are welcome, but are required to check in at the camp office and to check out upon departure. Because most boys are at camp for only one week, frequent visits interfere with the troop program and activities. Parents should clear all visits with his/her Scoutmaster. It is completely at the Scoutmaster and Troop Committee’s discretion to encourage or to discourage visits by parents. Visitors should also be aware of limited parking and toilet facilities at camp. Parents may not drive to a campsite without permission from the camp director.

The best times for parents to visit camp are during the Wednesday ‘cook in campsite’ meals or Friday evening dinner and campfire. If a troop has a large group of parents visiting on a weekday, we will try to provide a staff guide to show them around camp and explain the program areas and points of interest.

Visitors who wish to eat meals in the Dining Hall should make arrangements with the Camp Office as far in advance as possible, but at least 24 hours in advance. Visitor meal charges are to be paid at the trading post. Visitors will receive a ticket to be presented upon entering the dining hall for each meal. Generally, parents will be permitted to sit with their sons, provided space is available. If space is limited, a special guest table will be arranged. **Visitor meal costs are as follows:**

Breakfast	Lunch	Dinner
\$5.00	\$6.00	\$8.00

Vespers Services

“A Scout is Reverent.” Camp Dittmer has a beautiful chapel that we encourage all Scouts to visit regularly for peaceful meditation. The chapel is also available for troops or individuals who wish to provide their own services during the week. Any troop wishing to invite their spiritual leader or troop Chaplain to conduct their services may do so. Your spiritual leader is the guest of the camp for meals while serving the spiritual needs of your troop. An organized “Scout’s Own” vespers service will be conducted one evening during the week. All program and business areas will be closed during these services.

Trading Post

The Trading Post is open most of the day except during meals (and vespers service). Camp Dittmer makes every effort to provide our campers with a well-stocked trading post that contains all of the camp souvenirs, craft items, merit badge books, Boy Scout supplies, and snacks that the Scouts expect to find at camp. Items can be purchased with cash, check, or credit card. Scouts should bring spending money for refreshments, craft materials, merit badge books and souvenirs. There is no specific amount of money a boy should bring to camp. However, last year’s average camper spent about \$35.00 at the Trading Post.

Lost and Found

Lost and found articles can be brought to or picked up from the camp office during office hours. At the end of the camp season, found items may be claimed at the Service Center until September 30 when they are donated to Goodwill.

Camp Leaders' Meetings

On the first day of each week all troop leaders will be instructed in the procedures listed within this guide. Topics include:

- Out of Bounds Areas
- Troop Roll Call & Flag Ceremonies
- Use of In-Campsite/Sign-Out Boards or Notices
- Proper Implementation of the Buddy System
- Tour of the Camp Facilities
- Accepted Adult to Scout Ratios
- Shower Uses
- Special Program Schedule
- Emergency Procedures

Scoutmaster Meetings will be held each day after breakfast. This short meeting will allow us to answer any questions you may have as well as bring you up to date on the happenings at camp. We encourage each troop to have one adult attend these morning roundtables. We cannot solve your problems or concerns if we are unaware of them just as you cannot get the most out of camp if you do not know what is going on.

Senior Patrol Leaders will meet daily with the Camp Program Director and senior staff.

Troop leaders who wish to use FRS radios to keep in contact with each other are welcome to do so. Please check with the camp director for available camp frequencies.

As a means of improving our Camp program, each troop leader and Senior Patrol Leader will be asked to evaluate their camp experience near the end of their week at Camp. Of course, comments and criticisms (compliments too) are welcome at any time. Our daily leadership meetings offer you additional opportunities to share ideas and concerns.

Campsite Inspections

“A Scout Is Clean.” In an effort to help teach your Scouts good camping habits, we will be inspecting campsites daily, Monday through Friday. The campsite inspections will be conducted by the Camp Commissioner and will determine the clean campsite awards. Inspections will be conducted during the morning program times before lunch.

In Site Cooking and Supplies

Troops are required to cook two meals in their campsite each week (one lunch & one dinner). If you wish to cook any additional meals in your site, please let us know at least two weeks prior to attending camp. Troops will need to supply their own cook kits, utensils, etc. Campsite supplies such as toilet paper, garbage bags, and latrine disinfectant can be obtained from the dining hall during normal operating hours.

Quartermaster Supplies

Some tools and equipment are available for troops to use at camp. Requests and pick up of these items can be made with the camp office. When you check out this equipment, you and the Ranger should inspect it. A charge will be made for all damaged and lost equipment. Please return equipment immediately after use.

Garbage

Daily trash pickups will be made by the Camp Ranger. If your trash needs to be picked up, please tie the bag and set it by the side of the road near your campsite at the designated time that will be announced during the leader meeting on arrival day.

IV. Camp Policies - General

Please review and discuss these standards with your Scouts. The law of camp is the Scout Law. If ever in doubt of whether or not something is appropriate for camp, ask this question. “How does this lead to Citizenship Training, Character Development, or Physical and Mental Fitness?”

Troop Leadership & Supervision Requirements

Proper supervision is required at all times. While the camp provides a staff to handle programming, instruction and supervision in the program areas, individual troops are required to ensure that Scouts are supervised whenever they are in the campsite and that the buddy system is in effect when scouts are traveling between the campsite and other areas of camp.

Each troop must have a minimum of two adults in camp at all times. One of these adults must be over 21 years old. At no times are Scouts to be left unattended in camp. If there are Scouts in the campsite, an adult should also be present. Scouts should not be left unsupervised in a campsite. If a leader briefly needs to leave camp, arrangements should be made with the Camp Director for coverage. Under NO circumstances may the troop be left with one leader, or unattended. If adult leadership changes during the week, please advise the Camp Management. Remember, per Iroquois Trail Council and National Regulations, all adults must be trained in BSA Youth Protection. This includes all parents who plan to stay overnight in camp!

Signing In and Out of Camp

Anytime a visitor, leader, or camper enters or leaves camp, they must sign in or out at the camp office. There is a sign in/out book available 24 hours a day. NO SCOUT will be permitted to leave camp without permission of the Scoutmaster and parent/guardian.

Campsite sign out systems

An individual sign out system must be used in each campsite. Each troop may have a system of their own design, but it must be in use and able to be understood by others in the event of an emergency. It is recommended that individuals be able to 'sign out' for up to three consecutive locations at a time. This coincides with the daily schedule a boy is likely to follow. The camp leadership team reserves the right to inspect the use of sign out systems. If you need more specific instructions on how to meet this requirement please ask prior to your arrival at camp.

The Buddy System

For safety purposes all Scouts are required to use the buddy system at all times in camp. Buddies do not have to be from the same troop. Any Scout found without a buddy will be escorted to his destination and his name will be given to the camp director. A second offence will lead to a conference with the Scout, his Scoutmaster and the camp director. A third offence will lead to the dismissal of the Scout from camp.

Scout Discipline

The law of the camp is the "Scout Law" – simple yet all-inclusive. All rules and regulations of year-round camping also apply during summer camp. The Camp Director reserves the right to dismiss anyone from camp for violation of the camp policies and standards which are listed in this book.

Normally, discipline of a camper is the responsibility of the adult troop leader in charge of the troop. All discipline problems shall be reported to the Camp Director immediately. Under no circumstances shall a camper be deprived of food; isolated; subjected to corporal punishment or abusive physical exercise; or verbally abused as a means of punishment. Initiation or hazing of Scouts is not allowed. Raiding of other campsites or of program areas is prohibited and will result in those responsible being removed from camp.

Uniform

It is recommended that a Scout have a complete Official Boy Scout Summer uniform for his stay at camp. The summer uniform consists of a short-sleeved Scout shirt, Scout shorts, Scout socks and belt. Scouts respond best to a good example. Leaders are encouraged to set a good example by wearing a proper, complete BSA uniform. The complete uniform is to be worn at dinner and for camp wide events such as campfires and vespers services.

Transportation and Parking

Transportation to and from camp is the responsibility of each Scout's parent and should be coordinated through the troop. Drivers must be at least 18 years old and properly licensed. Vehicles must be registered, insured and inspected. Upon arrival in camp, leaders' vehicles will be unloaded and gear will be transported to the campsite by way of the camp vehicles. No vehicles are allowed to be moved in camp without the permission of the Camp Director. **No one is allowed to ride on trailers or in the back of pickup trucks (whether or not it has a cap).** Drivers who break this rule will be asked to leave camp immediately. Troop leaders who knowingly allow this to happen will risk having their troop dismissed from camp. All personal vehicles and drivers are subject to the terms as stated on the local tour permit application.

Vehicle Permits

Because of potential safety hazards, vehicle permits are restricted to Camp service vehicles only. Heavy traffic ruins our roads and creates a hazard for campers who are traveling on foot. Any requests for special permission to drive in camp for health reasons must be submitted in writing to the Camp director, two weeks prior to arrival at camp and MUST include Doctor's signature. Camp Staff will be available for the delivery of materials to a campsite during the week.

V. Medical and Health Information

Medical Forms

The BSA Medical Form undergoes annual revision and will be available on the Council website in early January.

BSA standards require that all campers and leaders annually complete a new Medical Form that is dated within the 12 months preceding (and including) their camp week. The Camp Health Officer will make a medical recheck upon arrival at Camp. Any Scout or Leader who does not have a complete and signed medical form will be **UNABLE** to take part in camp activities. The completed health form must be in camp within 24 hours of arrival or you cannot stay in camp!

Only the official BSA form is acceptable. All information must be complete. Please review these forms before you turn them in; this will help eliminate problems at check in. Specifically, please review completed forms for parent and doctor signatures, immunization dates, insurance information, emergency contact names and numbers, etc. ***A consent form for over-the-counter and prescription medications, signed by both parent and doctor, must be included for everyone under 18 years of age. Without it, our Health Officer is restricted from providing even minor remedies such as headache medicine & calamine lotion. This is a NYS Health Department regulation.***

Medication

All youth medication must be turned in at the designated area during check-in. **Medication must be in the original container and must be listed on the participant's Medical Form.** The Health Officer will observe the Scout's administration of his medication. Rescue Inhalers, Bee Sting kits, and Epi-Pens will be allowed to be carried by Scouts as long as the appropriate section of the medical form is completed. Scouts may not possess nor administer over-the-counter medication. Treatment of minor ailments can be obtained at the Health Lodge per the individual's doctor and parent permissions. Please make sure that any medication turned in at camp is properly labeled as to what it is, dosage info, Scout's name, troop #, and campsite.

Medical History

Please make every effort to get to know the medical history of your Scouts before camp. Sleepwalking, allergies, etc. are not conditions that you want to be surprised by at camp!

Emergency Contact

Parents are required to leave notice of their whereabouts with the Scoutmaster if they plan to be away from home while their son is at Camp. If the parents cannot be reached, it is necessary for the Scoutmaster to have the name and phone number of another person who can be contacted in case of emergency.

Injuries

A Health Officer is present in Camp at all times and a local doctor is on call for emergencies. All first aid treatment will be given and recorded at the Health Lodge. Serious cases are sent to local hospitals. All injuries must be reported to the Health Officer, even minor bumps and scrapes treated by Troop Leaders.

Blood Borne Pathogens

We encourage all troops to take precautions when it comes to blood borne pathogens. When treating a wound, the first aider should wear appropriate gloves. All contaminated materials (gauze pads, clothing, etc.) should be set to the side so that they can be properly disposed of by the Camp Health Officer. Surfaces that have been contaminated (tables, cots, etc.) need to be disinfected by the Health Officer. For more information and training in blood borne pathogens, please talk to the Health Officer when you arrive in camp. While first aid may be initiated by any camper, leader or staff member, the Health Officer must be notified immediately.

Rest at Camp

The amount of sleep a boy gets can make the difference between a great camping experience and a poor one. Each person needs an adequate amount of sleep to function in a cheerful and positive manner. The Scoutmaster is responsible to see that each boy has the opportunity to get at least 8 hours of sleep each day. Each troop should respect the quiet time 10:00pm to 7:00am. There will also be a one-hour siesta each afternoon.

Special Needs

Scouts or adults who have special needs due to a physical or developmental disability will be accommodated to the best of our ability. Please be sure to let the camp office know as soon as possible regarding any special needs or equipment.

Restricted Areas and Activities Please help us ensure your Scouts' safety by enforcing these policies.

- **Waterfront Areas:** Swimming is only allowed in the waterfront area and only when the area is open and under staff supervision. Entry to the waterfront is restricted to an approved entrance and exit and then only when the waterfront personnel permit such use. Waterfront personnel are in complete charge of all waterfront activities. Certain weather restrictions apply to all waterfront activities.
- **Fishing** is a great activity but can also be a dangerous one. Scouts must use the buddy system when fishing.
- **Shooting Sports:** Use of the rifle, shotgun & archery ranges is under the direct supervision of the appropriate Range Officers. The Range Officers will control the exit from and entrance to the Range. Certain weather restrictions apply to all shooting range activities.
- **COPE / Climbing Area:** With the exception of COPE activities, Scouts are not allowed on any activity that is over 6 feet off the ground. Troop projects such as monkey bridges, etc must be approved by the camp management and COPE director. Use of the C.O.P.E. and climbing areas is restricted to approved entrance and exit areas. Assigned camp staff members are in complete charge of all area activities. Per BSA standards **all participants of Project C.O.P.E. must be 13 years old.** No exceptions can be made. Certain weather restrictions apply to all C.O.P.E./Climbing activities.

Camouflage and other inappropriate clothing

Camouflage type clothing is discouraged. All campers are to wear proper footwear at all times to prevent stone bruises, cuts, and thorn punctures, which may prohibit swimming. Camp terrain is not suitable for walking sandals. No bare feet will be allowed. Any article of clothing with foul language or images will not be permitted. Per national policy, the Confederate flag is inappropriate for the Scouting Program. We should all keep in mind the Scout Oath and Law as it pertains to our clothing. Scoutmasters should enforce this rule in their campsites.

Rifles, Bows and Knives

Only camp-owned rifles, bows, and ammunition may be used in camp. Privately owned rifles and bows are not allowed in camp. Non-folding sheath knives must be individually approved by the Camp Director.

Alcohol, Illegal Drugs, Fireworks, Tobacco Products

Alcohol, illegal drugs and fireworks are prohibited at any BSA camp. Anyone caught in possession of them will be arrested by the local authorities and removed from the camp property. Since Scout camp is hardly the place for a boy to learn to smoke (or to further the habit) troop leaders should not permit any Scout to smoke or use smokeless tobacco. Troop leaders are encouraged not to smoke; however, there are limited designated areas for those leaders who do smoke. Leaders are requested to confine their smoking to these areas and away from the youth campers. This is in accordance with National BSA policy.

Fuel & Fire Safety

Liquid Fuels must be used with care. Only trained adults may fuel or light liquid fuel items. Liquid fuels/propane must be locked up at all times. Liquid Fuels Training will be offered for adults. **Aerosols** are not only bad for the environment but damage the waterproofing of the tents. **DO NOT** bring them to camp. **No flames are allowed in tents.** Only battery operated lights or glow sticks are allowed in tents.

Tree & Property Damage

Camp Dittmer exists as a service to you and to your troop. Please do not destroy or deface any equipment, facilities, or trees. No trees are to be cut down at any time without the prior approval of the camp ranger or camp management. A \$10.00 fee per inch of diameter penalty will be enforced. Troops will be billed for equipment, tents, etc. that are damaged, destroyed, or lost.

The BSA is also a low impact "Leave No Trace Organization." We discourage the use of fires that are continuously burning.

Dismissal from camp for policy violations will not result in a refund of any fees.

Emergency Procedures

You will be given a copy of these procedures to post on your bulletin board.

The best defense against any emergency is preparedness. Being prepared, understanding policies and practices governing the actions of staff and campers is the adult leader's responsibility. The health and safety of everyone in camp is the primary concern. Each leader must not only know what to do in an emergency, but also what can be done to prevent them. Please become very familiar with the content of this section. In time of crisis, there is only limited time to react.

These procedures must be ingrained - a life may depend on it!

General Information

In any emergency:

1. Notify the nearest staff member immediately.
2. Do not make any premature decisions or give any instructions or information unless relayed to you by the Camp Director or his designee.
3. Leaders/Staff members, above all, should remain calm and collected. Set the proper frame of mind and avoid panic during the emergency.
4. A "siren" emergency may only be started and ended by the Camp Director or his designee. Not all emergencies are camp-wide; only the Camp Director can determine that.
5. Unless it is a life-threatening emergency, the Camp Director must be consulted before an ambulance can be called.

Reporting

When an emergency presents itself, the following steps should be followed:

1. Take all steps to ensure that further injury or potential injurious situations have been dealt with.
2. Report the emergency to the nearest staff member.
3. Give a very clear and calm report-who, what, where, when, how, etc.
4. Do not give out any information to the media – All media contact is to go through the Camp Director in conjunction with the Scout Executive.

Siren

A camp-wide emergency will be signaled by blasts from the camp siren. Non-camp-wide emergencies will be relayed down through the chain of command. Follow all instructions explicitly:

CONTINUOUS SIREN - CAMP EMERGENCY

1. All campers and leaders report to the parade field as quickly as is safely possible. When all campers are accounted for or after 10 minutes have passed, the SPL or responsible leader reports the status of your troop to the staff member in charge. Do not wait longer than 10 minutes from the time you have arrived.
2. Please note: Scouts at the shooting sports ranges, COPE Course or other remote areas as defined by the Camp Director may be held at those areas during an emergency. Scouts and leaders who are out of camp will be cleared at the office.
3. If a Scout or Adult Leader is not accounted for, then their name and last known location must be noted and reported to the staff member in charge. **DO NOT** attempt to find the individual on your own.
4. Second Continuous Siren - All Clear. Resume normal activities.

VI. Gear & Supplies

Personal Gear

- Pack or footlocker
- Sleeping Bag/2 Sheets & Blanket
- Mattress/Foam Pad
- Full Scout Summer Uniform
- More than one pair of comfortable Walking Shoes
- Underwear (shirt & shorts)- 7 pair
- Extra Clothing (shorts, pants, shirts)- 3 each
- Sneakers
- Cap or Hat
- Jacket
- Socks- 7 pair
- Swim Trunks
- Rain Gear
- Mess Kit and Mug
- Hand Towel
- Wash Cloth
- Personal first aid kit
- Soap
- Toothbrush
- Toothpaste
- Brush or Comb



Health & Cleanliness

- Bath Towel

Completed Medical Form

Scouts cannot be admitted to camp without a completed medical form

For Advancement

- Merit Badge Pamphlets
- BSA *Handbook* and *Fieldbook*
- Pens, Pencils & Paper
- Merit Badge Partials
- Merit Badge Projects (pre req. Started or Completed)

Special Optional Items

- Flashlight
- Fishing Gear
- Camera and Film
- Extra Batteries
- Bug Repellent
- Musical Instrument
- Bible, Testament or Prayer Book
- Canteen
- Pocket knife
- Old shoes or water socks
- Spending Money
- Alarm Clock
- Pillow
- Compass

NOTE: Scouts interested in taking waterfront merit badges (Swimming, Lifesaving, Rowing, or Canoeing) or the BSA Lifeguard training should bring long trousers, a long-sleeved button-down shirt, and a pair of old sneakers. They will use these clothes for rapid undress and/or emergency swim requirements and should plan to get them wet. For this reason, old clothes are suggested. Also anyone participating in any C.O.P.E. activities should bring long, durable pants; blue jeans are recommended. Lightweight footwear is required; sneakers are preferred, and boots are prohibited. Large belt buckles are not allowed on the course. Gloves must be leather or leather-palmed. Participants should leave watches, knives, keys, and jewelry in their campsite. Proper headgear will be issued.

What to Leave Home

Fireworks, ammunition, firearms, sheath knives, camouflage and military clothing, valuables, radio boom box or CD players, motorized or remote controlled toys, personal CB radios, and aerosol cans of any type. For self-protection, valuables that are merely “creature comforts” (radios, iPods, Game Boys etc.) should be left at home. We carry no insurance on personal items.

Troop Gear

Equipment

- Sign in/out method
- 100' Clothes Line
- Troop Advancement Chart or Duplicate
- Troop Record Book
- Alarm Clock
- Troop and American Flags
- Paper, Pencils/Pens, Clipboards, etc.
- Small Mirror for Washstand
- Campcraft and Scoutcraft Materials
- Patrol Cooking Equipment (Dutch Ovens)
- Patrol Flags
- Thumb Tacks
- Merit Badge Application Cards
- First Aid Kit

Campfire Material

- Skit Supplies
- Ceremony Equipment
- Song Book

Special Reference Books

- Merit Badge Pamphlets
- Troop Activities
- Scoutmaster Minutes
- *Scoutmaster Handbook & BSA Fieldbook*
- *Camp Dittmer Program Guide*
- Game Books

VII. Program Planning & Policies

The complete daily schedule of merit badges and other activities will be published in the *Camp Dittmer Program Guide*. Camp Dittmer offers a wide range of possible opportunities for a Scout to enjoy. While advancement activities make up an important part of these opportunities at summer camp, other activities are equally important to the Scouts' development. As you read through the following pages, please keep this in mind:

- A summer camp program is limited only by a troop's imagination!
- If your troop is to get the most out of summer camp, it needs to plan BEFORE arriving.
- A troop's program at summer camp needs to meet the needs of the troop, the patrol and the individual Scout.
- A good program has some flexibility. Don't let yourself or your Scouts miss out on a good opportunity because it crops up at a time that you are too tightly scheduled to take advantage of it.

Planning Your Troop Program

- I. Elements of a Good Program
 - A. Patrol Activities: The patrol method is the preferred method of Scouting. Camp provides a weeklong opportunity to make it come alive.
 - B. Troop Activities: An opportunity to allow your Junior Leaders to lead and build troop spirit.
 - C. Camp-wide Activities: A weekly highlight; a time to make new friends and share new experiences.
 - D. Conservation Projects: An opportunity to leave your mark behind.
 - E. Advancement Opportunities: Every Scout progressing along the Eagle Trail.
 - F. Free Time: Time to grow, think, and enjoy the programs that interest you most.
- II. Planning Ideas
 - A. Determine the activities the troop would enjoy.
 - B. Determine the need for each Scout's advancement and merit badge completion.
 - C. Compare the troop program ideas with the existing summer camp program.

Laying out the summer camp program should be a major topic of interest at patrol leaders' council meetings in the weeks leading up to your camp stay. It is a responsibility that cannot be done in haste or at the last minute. Use the guide sheets in this book and the *Camp Dittmer Program Guide* to develop your camp program.

Senior Patrol Leader's Responsibilities

You are the leader who helps your Patrol Leaders to plan the camp week. You make assignments to Patrol Leaders for this part in the Troop's program and follow through to ensure that these assignments are carried out.



Before Camp:

1. Plan the program with your Scoutmaster.
2. Call at least two (2) meetings of the Patrol Leader's Council. The first meeting to help you plan the program and the second to make arrangements.
3. Make sure each Patrol has its own Patrol Flag and Patrol Cheer.
4. With the Quartermaster, check on Troop equipment needed and make tent assignments before you leave for camp. Use natural Patrols whenever possible.
5. Instruct Patrol Leaders to strive for advancement objectives for each Scout in his Patrol and to have a "FULL" patrol for camp.

At Camp:

1. On arrival, post on bulletin board: Advancement Charts, Troop's program for the week, Fireguard Chart, Duty Roster, Emergency Procedures.
2. Meet with the Scoutmaster, Quartermaster, and Camp Program Director to review the program.
3. Represent your Troop on the Camp Senior Patrol Leaders Council.
4. Conduct appropriate flag ceremonies in your troop's campsite.
5. After the noon meal each day, conduct a meeting of the Troop Leader's Council to review the program for the next day.
 - a. Designate responsibility for each activity
 - b. Have Patrol Leaders report on the advancement of each Scout in his Patrol.
 - c. Discuss the results of the morning inspection with the Patrol Leaders.
6. Make the program work by checking up on all assignments that you make to Patrol Leaders.
7. Give leadership to your Troop program at summer camp just as you do the rest of the year.

Scoutmaster's Responsibilities

DO:

1. Set a tone and example that will give your troop real class. Insist on manners, good fellowship, clean sportsmanship, clean fun and a clean camp.
2. Allow Patrols to plan and carry out some things they thought of and want to do. This is accomplished by PLC meetings prior to and during camp.
3. Have enough program to keep everyone busy – BUT...
4. Allow for and suggest some time when each Scout can "go and do something with a friend."
5. Keep the OUTING in Scouting
6. Be sure there is personal achievement, advancement possibilities and fun in the program. **Counsel each Scout on the appropriate number of Merit Badges he should be working on.** There is more to camp than the merit badge program!
7. Keep in personal touch with what is happening in the troop. Get verbal patrol reports each day.
8. Make the method succeed by expecting and helping it to work.
9. Plan an afterhours program in your campsite at night.



DON'T:

1. Allow too many activities to be scheduled. Camping should be relaxing, not a weeklong sprint.
2. Be alarmed if things happen that are not in the published schedule – some circumstances warrant changes in plans.
3. Engage in activities that can be done better in town, like baseball and football.
4. Overlook the four big items in the program – WOODCRAFT, CAMPCRAFT, AQUATICS, and PHYSICAL FITNESS.
5. Judge the success of the camp experience by the number of merit badges earned.
6. Give boys a title and a camp leadership job and then do all the leading yourself. You are there as an advisor and counselor.
7. Permit a camp violation or an error in operation to persist or continue – correct it immediately. A Scout Camp is a TRAINING CAMP. Be kind, but firm when necessary.

Advancement at Camp

Advancement can and should be a big part of your Troop's program. Take inventory of your Troop's advancement needs and build the troop and patrol programs around these needs. Advancement will be a natural result of a Scout's participation in that program. Various camp program activity areas and personnel offer special help for training on skills required for advancement. In order to keep track of achievements, make sure each Scout takes his *Boy Scout Handbook* to Camp.

Merit Badge Applications: Proper merit badge applications must be used at camp. Please try to have the 'blue cards' completed before camp so as to hasten the sign up procedure; however, merit badge cards may be purchased in the Trading Post. Troop leader signatures are required on all cards. Completed cards will be distributed to the Scoutmaster on Friday afternoon after completion. Scouts need to bring a 'blue card' with them at the start of Monday's merit badge sessions.

Merit Badge Counselors: All Merit Badge Counselors are qualified members of the camp staff under the direct supervision of an area director. Recognized merit badge counselors at camp may not necessarily be recognized counselors in the community, but all are fully qualified instructors in their fields and are approved by the Council Advancement Committee. At no time should a requirement be waived or altered by any member of the camp staff. Camp conditions may require the limitation of optional requirements (i.e. if there are 3 options to complete a requirement, it is possible that only 1 or 2 will be available at camp).

Partial Merit Badge Completions: Scouts who finish some, but not all of a merit badge's requirements will receive a partial completion form (blue card). This form is valid until the Scout's eighteenth birthday. The partial completion will be honored at camp and at home. Any merit badge counselor can be contacted for the completion of a merit badge started at camp.

Advancement Reports: Troop Leaders must file the Standard Advancement Report for any advancement in merit badges or rank. These forms are available at the camp office. More and more Troop leaders are using the online advancement system which speeds up the whole process.

Service Projects: Star and Life service projects may be carried out at camp with the approval of the Scoutmaster and the related camp personnel. Eagle service projects cannot be done at camp.

Advancement Methods

All advancement at our Camp is accomplished in four distinct steps by the same methods that are standard in the BSA.

- **Learning**
A Scout learns by doing. He learns outdoor skills by hiking and camping. He learns Scout skills in Patrol and Troop sessions. He advances naturally by doing things with his fellow Scouts.
- **Testing**
A Scout demonstrates his ability to his counselor or to members of the Patrol Leader's Council or other Troop staff members.
- **Review**
Three or more members of the Troop Committee conduct the Board of Review. The Board of Review for the Ranks of Star, Life, and Eagle will usually occur when a troop returns home. If there are enough bona fide members of the Troop Committee in camp, then this step may be accomplished in an outdoor setting
- **Awards**
The Scout is "recognized" in front of his fellow members for his accomplishments. Awards should be presented as soon as they have been earned - at a campfire while a troop is in camp. Merit Badges and Badges of Rank should be awarded as soon as possible after a Scout is reviewed.

Merit Badges

The following badges were offered during the summer of 2016 and are included here for illustration purposes. The final 2017 merit badge list and schedule will be published in the 2017 *Camp Dittmer Program Guide*.

<p>Aquatics Canoeing, Lifesaving, Rowing, Kayaking, Motorboating Swimming, Small Boat Sailing, <i>BSA Lifeguard</i></p>	<p>Outdoor Skills Cooking, Orienteering, Fishing Pioneering, Wilderness Survival</p>
<p>Nature Environmental Science, Nature Forestry, Geology, Mammal Study Reptile & Amphibian Study, Soil and Water Conservation</p>	<p>Shooting Sports Rifle Shooting (12+), Shotgun Shooting (13+), Archery</p>
	<p>C.O.P.E. Climbing (13+)</p>
<p>Craft Lodge Art, Basketry, Woodcarving, Leatherwork Indian Lore, Painting</p>	<p>Eagle Trail & Special Offerings Cit in the Nation, Cit in the World, Communication, Personal Fitness, Sports, Athletics</p>
<p>Science & Technology STEM badges coming in Summer 2017, Space Exploration</p>	<p>Health Lodge First Aid, Emergency Preparedness, Fire Safety</p>

Merit Badges Offered

The final list of badges that will appear on the regular daily camp schedule will be published in the *Camp Program Guide* in February. Other badges may be available on an individual “by appointment” basis. Don’t see a badge that you’re anxious to complete at camp? **Let us know!** The Program Director will make every effort to accommodate your interests.

Merit Badge Pre-Requisites

No Scout should come to camp without knowing beforehand what merit badges they plan to take, what the requirements are, and which requirements must be done or should be done before arriving at camp. **PLEASE BE PREPARED.**

Some requirements are simply impossible to accomplish at camp. Others are extremely difficult or very time consuming. A few are better done prior to camp. After all, who wants to spend their time in the beautiful woods of Camp Dittmer writing out long merit badge requirements? Even though merit badge sessions in camp will NOT cover requirements that are listed as pre-requisites, the staff will make every effort to work with Scouts if the requirement can be completed at camp.

To prove that a pre-requisite has been completed, a Scout can either show evidence or provide a signed note from his Scoutmaster (listing the merit badge, requirements completed, and Scout’s name).

Number and Difficulty of Merit Badges

Simple planning can ensure that each scout successfully completes each Merit Badge attempted. Leaders are welcome to check on the progress of their Scouts at any time.

Our recommendation is that first year Scouts participate in the *Brownsea* program and sign-up for one merit badge. Scouts attending camp for their second year and above should sign-up for two to four merit badges. Camp should be a fun experience, whether one is learning new skills or enjoying program area activities.

Also, please make sure your Scouts do not take badges too difficult for them. Environmental Science is not a good badge for a first year Scout. Basketry is! If a Scout attempts to complete too many badges, or badges that are too difficult, this may lead to partials, increased frustration, and delayed advancement.



First-Year Campers – Brownsea Program

A fun time for first-timers! The Brownsea program is designed to help new Scouts complete outdoor requirements for the Tenderfoot through First Class Ranks, while still leaving time for Troop programs, merit badges, relaxation, and special camp programs. A five-mile hike, knife use, a service project, swimming and nature are all part of the exciting Brownsea Program.

Scouts should come prepared with a water bottle, long pants and compass.

Scouts will practice skills needed to meet many of the requirements for Tenderfoot through First Class, including:

- Citizenship
- First Aid
- Basics of Camping and Hiking
- Knife & Axe Use and Care
- Map & Compass Use
- Use & Care of Ropes
- Knot-Tying and Basic Lashing
- Trail Safety
- Fire Building
- Water Safety
- Basic Swimming Skills
- Firem'n Chit
- Totin' Chip



Firem'n Chit

The Firem'n Chit teaches basic fire safety and the importance of the Outdoor Code. The award is presented by Troop leaders and can be earned at Outdoor Skills. Brownsea Scouts will also be given the opportunity to complete this training as part of their weeklong program.



Totin' Chip

This is an essential training for all new Scouts, and all Scouts who have had bad experiences with Knives, Axes or Saws. It is also recommended for any new leader so they can learn the same rules that apply to Scouts. The Totin' Chip is awarded by Troop leaders and can be earned at Outdoor Skills. Brownsea Scouts will have the opportunity to complete this training as part of their weeklong program.



Pre-Camp Registration

Full camp fees are due on or before Friday **May 5, 2017** at either Council Service Center. You will have the opportunity to sit down and review your camp documents and fees. By doing so, you will greatly speed up your check in at camp. Please come prepared with the following.

1. All receipts for earlier payments so that we can figure out your finances.
2. Troop Camp Roster of adults & youth
3. Individual Registration forms for youth
4. Camp Medical Forms & meds authorization forms that you have collected to date. This will allow the Health Officer to pre-screen your Scouts and speed up your medical check at camp. Final deadline for Medical Forms is Friday, June 16. That will save you (and us!) the drama of a paper chase when you're trying to pack for camp!
5. Preliminary Merit Badge sign-up (instructions to be distributed at the Camp Program Launch)

Sunday Check in

Troops are asked to check in between 1:00 and 3:00 p.m. on Sunday afternoon. **Registration will not begin before 1:00 p.m.** so please do not arrive early. Your campsite guide will greet you in the Parking Lot when you arrive and act as your guide during this process. After you check in at the office your troop only has three things to do before dinner.

1. *Medical re-check.*
2. *Swim tests.*
3. *Before dinner, your campsite guide will take the Scouts and Leaders on their camp tour.*

After dinner, we'll all get together for the fantastic opening campfire. A short leader's meeting will be held in the dining hall after the campfire. We ask that each troop send at least one representative.

Sunday Check In Schedule

ABSOLUTELY NO CHECK-IN BEFORE 1:00 PM

- 1:00** Troop arrives
Scoutmaster check-in at camp office.
Verify Rosters, Payments and seating assignments for meals.
Campsite Guides lead troops to Health Office for Medical Rechecks.
Introductions and hike to campsite. Prepare for swim tests
Swimming tests are first come first served as troops arrive at waterfront.
Campsite Setup.
- 5:40** Waiters report to the Dining Hall
- 5:45** Flags
- 6:00** Dinner
-
- 8:30** Arrive at Campfire
- 8:45** Opening Campfire

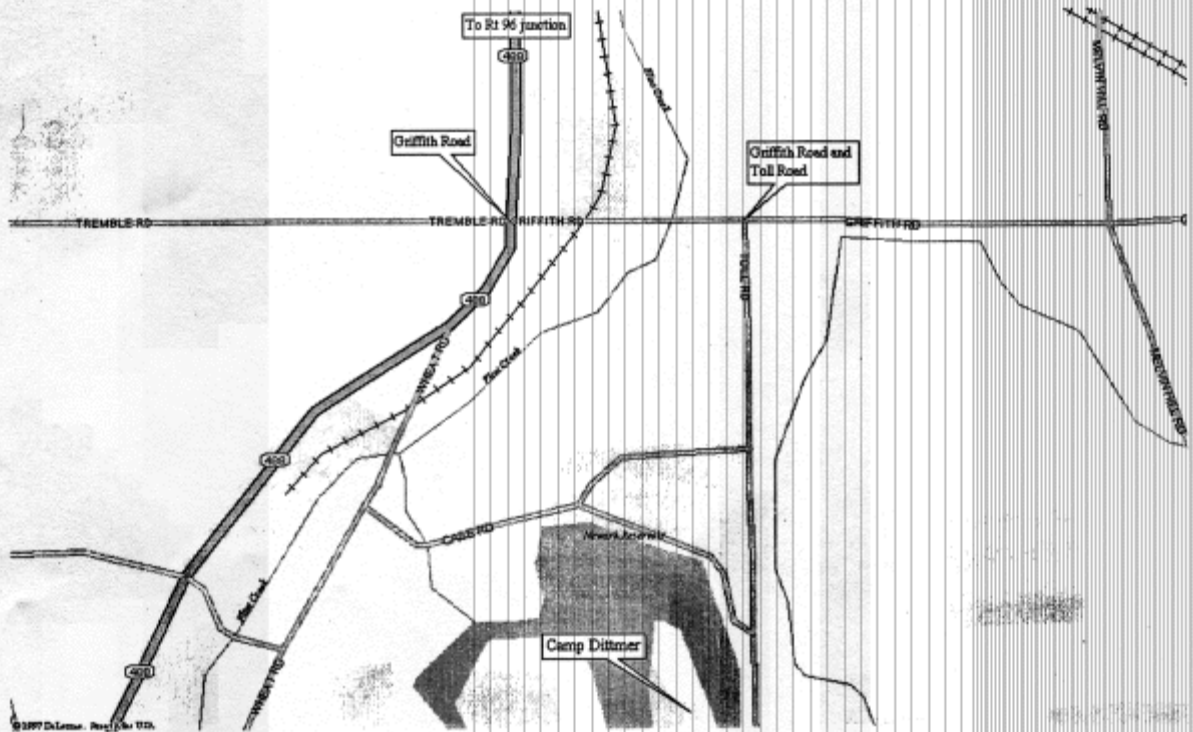
Friday (Saturday) Check Out

Make an appointment on Friday with your Commissioner for final check out. Campsite equipment will be checked for maintenance needs and damage. Troops are all encouraged to enjoy the closing campfire and stay until Saturday morning.

Saturday Mornings

Troops planning to join us for Breakfast on Saturday Morning need to inform the Commissioners no later than the Thursday morning Scoutmaster Meeting. **All troops must leave camp by 10:00 am Saturday Morning.** The staff needs 24 hours off so please be courteous of them.

Remember: "A Scout is Clean" He always leaves the camping area cleaner than he found it.



Camp Dittmer is located approximately 3 miles south of the New York State Thruway in the town of Phelps, NY on the old Newark Reservoir.

Directions from the west:

- Going east on the New York State Thruway, use exit 43, Manchester/Shortsville exit.
- After exiting the toll booth turn south on Route 21 (right)
- Go to the next red light and turn left on to Route 96 south
- Follow Route 96 for approximately 7.3 miles to the junction of Routes 96 and 488 and turn right onto Route 488 south.
- Travel approximately 1.5 miles to the junction of Route 488 and Griffith Road.
- Turn left on to Griffith Road and go approximately 1 mile to the junction of Griffith Road and Toll Road.
- Turn right on Toll Road and travel approximately 1 mile to the camp entrance on the right.

Directions from the east:

- Going west on the New York State Thruway, use exit 42, Geneva exit.
- After exiting the toll booth turn right on Route 14, south.
- Approximately ½ mile, at the junction of Route 14 and 96, turn right onto the exit ramp from Route 14 to Route 96 North, towards Phelps.
- Follow Route 96 approximately 6 miles to the junction of Routes 96 and 488 and turn left on to Route 488 south.
- Travel approximately 1.5 miles to the junction of Route 488 and Griffith Road.
- Turn left on to Griffith Road and go approximately 1 mile to the junction of Griffith Road and Toll Road.
- Turn right on Toll Road and travel approximately 1 mile to the camp entrance on the right.

Camp Address:

Camp Dittmer
 2212 Toll Road
 Phelps, NY 14532
 Phone: 315-548-3474

Council Address:

Iroquois Trails Council
 7121 Rochester Road
 Lockport, NY 14094
 Phone: 716-434-2851

