

"Gadgets, Gizmos & Gears"

2018 Day Camp Coordinator's Guide

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Cub Scout Day Camp is five days of summer fun for Cub Scouts and Webelos Scouts!

Their days are filled with games, nature study, hikes, making wood and leather crafts, shooting bows and BB guns, water fun, singing songs and much more!

Day Camp is held Monday through Friday from 8:30 am to 3:30pm at three different dates and locations listed below.

2018 DAY CAMP DATES & LOCATIONS

District	Date	Location
Towpath	July 9 - July 13	Lockport Odd Fellows- Lockport, NY
Nundawaga	July 23 - July 27	Camp Sam Wood- Portageville, NY
Seneca	August 20 - August 24	Godfrey's Pond- Batavia, NY

2018 DAY CAMP FEE STRUCTURE

Status	Date	Fee
On-Time Registration	Payment received in full on or before May 4, 2018	\$100 Per Scout
Late Registration	Payment received after May 4, 2018	\$115 Per Scout

The Camp Coordinator may register any campers any time prior to May 4, 2018 by submitting:

- The Pack Registration form
- Individual Scout Form for each Scout **(with T-shirt sizes indicated for each Scout)**
- Completed Individual Medical forms for each Scout
- NYS Child Safety Act form.

The Camp Coordinator may register additional campers after May 4th by submitting the documents listed above, but will be charged the Late Registration fee.

IMPORTANT DATES

Camp Promo Presentation - **SCHEDULE YOURS TODAY**

Cub Scout Coordinator Workshop - Wednesday, January 24, 2018

Summer Camp Program Launch - Wednesday, February 28, 2018

On Time Registration Due Date - Friday, May 4, 2018

PACK LEADERSHIP

IN ORDER FOR YOUR SCOUTS TO ATTEND AND REMAIN AT DAY CAMP, YOUR PACK WILL NEED TO PROVIDE ENOUGH ADULT LEADERSHIP TO ACCOMPANY, ASSIST, AND SUPERVISE YOUR PACK'S DAY CAMPERS.

Day Camp Coordinator

- Your Pack's Day Camp Coordinator is the primary contact who the Camp Director will use to contact your pack.
- The Pack's Day Camp Coordinator is the person who
- Promotes Day Camp at Pack meetings, and arranges a Camp Promotion Presentation with Council.
- Establishes your Pack's registration process, distributes the registration paperwork and helps parents with paperwork questions.
- Submit the completed pack registration forms, medical forms and full fees to the council office by the proper due dates.
- Be available by phone or e-mail to answer any questions your parents and scouts may have before attending camp.
- Coordinates the transportation.
- Recruits the necessary adults to accompany, assist, and supervise your Scouts at Camp each day.

Leadership and Supervision Required

- Your Pack will need to provide at least two adults to accompany, assist, and supervise the first 4 scouts and one more additional adult for every 4 additional boys.
- Pack adults who choose to work on Day Camp Staff program areas will be pre-occupied and can't serve as pack or den leadership.

Camper Health and Safety

- Each camper's Individual Annual Health and Medical Form must be filled out in total, including people who are authorized to pick up the Scout during the day.
- If a Scout from your Pack has a condition that requires emergency medication be given almost immediately upon an occurrence, (epi-pen) the camper's health form must reflect who is allowed to carry and administer the medication to the Scout. That person must also be with the scout at all times and must identify themselves to the Camp Health Officer.
- If potentially severe weather has caused local officials to order the closure of Day Camp for the day, the designated on-site Pack Leader must have an emergency contact list including the names and phone numbers of both parents and emergency drivers.

A copy of the Pack Daily Leadership form listing your tentative pack Leadership must be turned in at the time full fee payment is made. Submit a final version to the Camp Director the first day of camp at the leaders' meeting. Mark the Day(s) of the week each adult will attend and make sure they are Youth Protection Trained.

Upcoming Camp Dates

Cub Scout Camp Coordinator Workshop & Brain Trust

Iroquois Trail Council, BSA is offering a Cub Scout Camp Coordinator Workshop & Brain Trust for Summer Camp 2018! Come and find out

how to make the BEST of your Camp Assignment to ensure all of your Cubs are experiencing the fullness of what Camp has to offer!

WHEN? Wednesday, January 24, 2018 at 7:00 pm

WHERE? Batavia Service Center - 201 East Main St, Batavia

WHO? All Day Camp and Resident Camp Pack Camp Coordinators

Summer Camp Program Launch and Chili Dinner

We will have exciting new program information, including the brand new 2018 Camp Program Guides! Make sure someone from YOUR Pack is in attendance. All 2018 registration forms will be available as we officially launch our 2018 Camp season!

WHEN? Wednesday, February 28, 2018

WHERE? First United Methodist Church, 8221 Lewiston Road, Batavia, NY 14020

WHAT? Chili Dinner at 6:30pm, Program Launch at 7:00pm

YOUR PACK'S CAMP PROMOTION PRESENTATION

WHEN? At one of YOUR Pack's upcoming meetings! The next Pack meeting, or The Pine Wood Derby, or The Cake Auction, or The Blue & Gold! Whenever lots of parents and Cubs will be in attendance!

WHERE? At YOUR location!

WHAT? A Camp Promotion team is ready to come to your Pack and get all of your Cubs excited about coming to Camp! We will sing songs, talk about camp, answer questions and meet with parents in order to get EVERYONE to camp in 2018!

SCHEDULE YOURS TODAY!!!

2018 CUB SCOUT DAY CAMP GENERAL PARENT INFORMATION

Daily Program Schedule (sample)

Monday thru Thursday		Friday	
Arrive	8:30	Arrive	8:30
Opening Ceremony	9:00	Opening Ceremony	9:00
Program Sessions	9:15	Program Sessions	9:15
Lunch	11:35	Lunch/family Picnic	12:00
Program Sessions	12:45	Program Sessions	12:50
Closing	3:10	Closing	2:10
Scout Pick up	3:30	Scout pick up	3:30

- Late arrival and Early Departure
Campers who arrive late must check in at the Camp Registration area before joining their group. Campers leaving early must check out at the Registration Area before leaving.
- Visitors
Visitors are welcome but they must register at the Camp Registration Area upon arrival and check out upon departure.
- Camp Uniform
Day camp will provide a T-shirt to your scout. T-shirts are a part of our security and must be worn every day.
- Inclement Weather
Day Camp will open daily regardless of weather. During severe weather the campers are brought undercover. If camp needs to be closed, your Pack On Site Leader will contact you or a person designated on your son's medical form.

- Transportation
Transportation to and from camp is the responsibility of the parent and/or Pack. If car pools are used, BSA policy requires that there be a seat belt for each Scout along with a signed note from the parent allowing transportation.
- Trading Post at Seneca and Nundawaga Day Camp Sites
A trading Post is available for snacks, cold drinks, and souvenirs.
- Items not Allowed in Camp
Smoking, alcohol, pets, controlled substances, fireworks, firearms, knives, and any portable electronic devices.
- Lunches
Everyone attending camp must bring a lunch on Monday - Thursday. Your Pack should provide a cooler to store your campers' lunches.
- Friday Lunch Program
The family picnic begins at 12:00pm Friday and is followed by an afternoon program. Parents and siblings are invited to join us for the Friday picnic. A head count and fee of \$5.00 per visitor must be submitted on Monday's arrival at camp. The Cub Scout camper's lunch is included in the camp fee.

- Advancement

Camp is not advancement based, but there will be many opportunities for your scouts to earn Achievements, Electives, and Activity Badges. We ask that the leaders keep track of what advancements their scouts have completed during camp so that they may be properly recorded by their advancement chair.

- Discipline

Discipline is the Pack's responsibility. A disruptive scout will be verbally warned to improve his behavior by his pack leaders. If the scout fails to improve his behavior, the Camp Director will take appropriate action. This could include calling the scouts parents to remove their son from camp.

- Sibling Tag-A-Longs/Tot Lot

The Pack adults and leaders may bring brothers and sisters of the camper to camp. These siblings must remain in the tot lot until all campers are relieved from their care. Siblings must be potty trained. They must submit all the same registration paperwork as the scouts and parents. Parents must be present in camp at all times. Parents are responsible to sign their child in and out of the Tot Lot at lunch break. Siblings must be pre-registered like the scouts to ensure that the camp recruits an adequate number of Tot Lot staff.

REFUND POLICY

All requests must be received by August 31, 2018, and must have the unit leader's signature to be considered for a refund. Also, we must be notified PRIOR to or during check in that a Cub Scout is not going to be in camp. **All requests will be subject to a \$25 cancellation fee.** Refund requests received **after August 20** will be subject to a **50% cancellation fee.** Requests for refunds received after **August 31** will not be considered. **BASIC FEES ARE TRANSFERABLE AMONG CAMPER'S WITHIN THE UNIT.**

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

- Illness of Scout prevents his attendance at summer camp.
- Illness or death in the campers' immediate family prevents his attendance at camp.
- Family relocation makes attending camp impractical.
- Mandatory attendance at summer school that is verifiable.
- 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 two or more days and the medical excuse is not due to horseplay or negligence of said camper.