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# LEADER GUIDE

SUMMER  
2026



Heart of America Council



## Heart of America Council

Dear Scoutmaster:

Welcome to a summer of fun at the H. Roe Bartle Scout Reservation! Your summer camp staff eagerly looks forward to serving you, as you prepare your Troop for the opportunities of adventure offered at the Bartle Reservation. Summer camp is one of the highlights of a troop's year-round program.

Maximizing your Scouts' success requires preparation of your Scouts, their families, and the Troop's leadership. In preparing for camp, it is **important that you read our Camp Leaders Guide, Micosay Guide, and Program Guide. We hope you notice and take advantage of the continual improvements made to provide an even better camping program including new Handicraft Lodges, campsite upgrades and more!**

**The Leaders and Program Guides and other most recent summer camp resources will be available on the Council website at [www.hoac-bsa.org](http://www.hoac-bsa.org)** (look under Camping, Camping Resources then under H. Roe Bartle Scout Reservation). **It is critical that the Leaders and Program guides are shared with every troop leader and every parent.**

The summer camp experience is an opportunity for your troop to build upon and use the skills that your Scouts have been building all year. Working with your Patrol Leaders Council, plan an exciting summer camp experience. Encourage your Scouts to use all of the facilities and programs offered, including several **outpost programs** to enrich your Scout's summer camp experience. I strongly encourage each unit as you determine who will be your Camp Scoutmaster, to select a unit leader that has the experience and training to effectively guide your Scouts and other leaders for the session.

In addition to your summer camp experience, please **take advantage of all our council properties; incorporate them into your Troop's year-round camping program.** Our scout reservations provide your Troop many program opportunities, supported by a dedicated Campmaster Corps to support your Troop during its year-round camping.

Thank you for choosing to camp with us. The entire camp staff looks forward to this opportunity to work to provide your Scouts with a memorable summer camp experience. Don't hesitate to contact any staff member for assistance.





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# WHAT IS CAMP?

The Heart of America Council provides program facilities and services to youth members, without regard to race, color, national origin, age, gender or handicap.

The H. Roe Bartle Scout Reservation, located near Osceola, Missouri, is home to thousands of Scouts and Leaders each summer. The 3,700-acre reservation consists of three camps: Lone Star, Sawmill, and Piercing Arrow. The H. Roe Bartle Scout Reservation has been a summer home to Scouting and the Tribe of Micosay since 1929.

Fun with a Purpose! This is the foundation that allows the Heart of America Council to provide a superior summer camp experience to the youth members of our council. Each age appropriate camp program recognizes the importance of providing an enjoyable and attractive experience for young people, while at the same time, addressing the elements that are important to youth development, such as social adeptness, caring relationships, creative use of time and respect for oneself and others.

The philosophy of the camp staff is a total commitment to serving Scouts and their Adult Leaders to the best of our ability. In pursuit of this meaningful goal, we pledge to strive to incorporate the following things into every activity.

- 1. Teaching & Coaching:** Traditional Scouting skills will be taught to all those in need of instruction.
- 2. Values:** All camp staff members are committed to being good role models; always exemplifying the Scout Oath and Law.
- 3. Fun:** We will deliver fun-filled camp-wide programs that will be enjoyed and remembered by everyone that attends camp.
- 4. Quality:** An emphasis on quality and good health, with careful attention paid to program content, menu selections, trading post sales, and physical activities will be a part of everything we do.





Micosay was conceived to intensify the aims and ideals of Scouting. The purpose and ideals will carry over into a Scout's life wherever they may be, but the basic program is for the Bartle Scout Reservation.

**Call Night** - On night four of each session, a campfire referred to as a "Call Night" is held in each camp. .

**Call Night is an event to be witnessed by Micosay members and registered campers.**

Download the 2026 Micosay Calendar at  
[www.hoac-bsa.org/micosay-calendar](http://www.hoac-bsa.org/micosay-calendar)





## PLANNING YOUR SUMMER CAMP ADVENTURE

As Scoutmaster, planning for summer camp should start several months before your unit arrives at camp. As a Scoutmaster, it is your responsibility to ensure your Scouts are prepared to set and accomplish their personal goals. Here are a few basic tips to help you ensure this happens.

Let each Scout set their own goals and choose the activities that interest them at camp. You should take a few minutes at a troop meeting to talk with each scout about their summer camp agenda and provide guidance on any suggested changes.

Dedicate portions of several troop meetings for patrols to set goals and discuss activities that they would like to participate in at camp. (Refer to the program guide.)

Some troops find it helpful to hold a “Summer Camp Meeting” just prior to camp to go over what Scouts need to bring with them for the session. At this meeting you should also hand out information packets to parents, finalize paperwork needs, **make sure health forms are complete and signed**, secure the needed equipment for the troop campsite, and briefly review each Scout’s program schedule.

Most of all, remember that summer camp is an opportunity for Scouts to grow both mentally and physically. They need to be allowed to make most of their own decisions regarding program participation, and the older Scouts are a valuable asset in preparing the younger Scouts for camp.

These steps have proven to be helpful to ensure that Scouts have a fun-filled successful summer camp.

- 1. Find out what your Scouts want to do.** Before camp, schedule a few minutes at troop meetings to talk about camp.
- 2. Meet with patrol leaders’ council.** Ask Patrol Leaders to discuss with their patrol members what they would like to do at camp. Encourage them to be creative and plan some fun activities.
- 3. Meet with your senior patrol leader.** See if they are going to attend camp. If they are not, then from those Scouts attending, elect a camp Senior Patrol Leader. Include them and your troop senior patrol leader in all your camp planning meetings.
- 4. Have a serious session with yourself.** Your camp goal should be to meet the goals of the Scouts you serve.



## PLANNING YOUR SUMMER CAMP ADVENTURE

- 5. Meet with your troop committee.** The committee members need to be involved in summer camp planning. It is their responsibility to help you and the troop to be successful. Discuss such items as transportation, equipment and finances. The committee also needs to review the Micosay guide for procedures and Tribal Recommendations. Identify the adults who will be attending with you the entire session and who will be attending part time. Have part-time leaders submit in writing the dates of when they will be at camp.
- 6. Experience Tells Us.** This is a collection of what experience has taught us regarding merit badges and advancements.
- a. Summer camp is not a place where you pay a fee and get four badges automatically. Instead, camp offers merit badges as one portion of the overall program.
  - b. The first year camper, generally speaking, should take no more than four merit badges. Scouts may take as many badges as they want, but experience shows us that a balanced approach is best for the first-year camper.
  - c. The most difficult badges to earn are those requiring a great deal of physical skill, coordination, time and stamina such as: swimming, lifesaving, rifle shooting, archery and most Lakefront badges.
  - d. Complete merit badge prerequisite work prior to camp (see Program Guide)
  - e. Scouts should try doing something new at camp to get a well-rounded experience. Try a handicraft merit badge, an ecology merit badge, an aquatic or Scoutcraft merit badge combination. Don't sell the Outpost programs short. First, second and third year campers will enjoy and grow from the Outpost programs. Patrol Activities are a great way to get scouts involved in new program areas.
  - f. Your campsite is your home for the session, so work at making it comfortable by bringing banners and flags to dress it up



## PLANNING YOUR SUMMER CAMP ADVENTURE

- Schedule time for rest! Too often units don't take time to sit and enjoy
- Be flexible. Each session over 1,000 Scouts attend camp. While the staff is there to meet everyone's needs, a Scout should always be friendly, cheerful, and courteous. Practice the Scout Law in camp when dealing with others.
- Communicate. If you have a special need or want to do something spectacular, tell us about it and we will give it our best shot. Please communicate the requests 4 weeks prior to camp leadership.
- Encourage older Scouts who have earned most of the badges to try a COPE program, help younger Scouts and work Micosay duties. See the Outpost Section in the Program Guide for ideas.
- One last thing, we want to make this the best camp experience possible for all Scouts. If you have any suggestions, we will gladly listen to your ideas.





## GETTING SCOUTS EXCITED ABOUT CAMP

Promotional information should be shared with Scouts and leaders in your troop. Some ideas for promotion include, but are not limited to:

- Take Scouts to camp during the “off season” and let them explore. Discuss the different program areas around camp. The Short Term Camping Reservation form should be completed at least two weeks in advance of “off season” camping visits and submitted to the Bartle Scout Reservation.
- Hold troop fundraising projects to help Scouts earn part of their own camp fees. The HOAC sponsored popcorn sale is an easy and effective way for all Scouts to earn their entire camp fee in just a few weeks.
- Initiate a program whereby Scouts who perform well in the troop may get a full or partial scholarship to camp
- Review the camp goals of each Scout and show them how they can meet these goals and still have fun at camp.
- Hand out information sheets to the Scouts’ parents to share information about camp
- Show photos or videos of previous summer camps at meetings
- Tell your troop’s history at camp around the campfire. Plan hikes to points of interest mentioned in your history. The names and places mentioned will be brought to life to your Scouts.
- Invite former and current staff members to visit your troop to talk about camp to heighten the Scouts’ interest
- Talk about the merit badges, and other programs and the many adventures they offer to new Scouts as well as seasoned Scouts



## INFORMING PARENTS ABOUT CAMP

Successful troops hold an informational meeting for parents before camp. This meeting can be held in conjunction with a Court of Honor, troop meeting, or at some other convenient time a few weeks before summer camp. Parents need to be informed about all of the details regarding summer camp. Visitor's Day information, camp rules, equipment needs, and departure and arrival times should all be covered during this meeting. All of the needed information for a pre-camp meeting can be found in this Leader's Guide.

A suggested agenda for the pre-camp meeting is below.

### SAMPLE CAMP ORIENTATION AGENDA

1. Welcome and Purpose of Meeting
2. Travel Information
  - a. When to meet, what to wear, route, method of transportation.  
**Parking at camp is limited, carpooling is strongly encouraged.**
  - b. What to bring for the trip
    - i. Current, signed Annual Health and Medical Record. A photocopy of the signed medical forms should be given to the Camp Scoutmaster and reviewed at least one week prior to the day the troop leaves for camp.
    - ii. Sack lunch/or lunch money, etc.
  - c. When and where the troop will return
3. Schedule While at Camp
  - a. Visitor's day, date, time (10:00 am to 5:00 pm) and special troop arrangements
  - b. Ceremony schedule
4. How Parents Can Reach Their Scouts / Emergency Updates
  - a. Mail (Address on Page 37)
  - b. Subscribe to mobile text alerts  
[mobile-text-alerts.com/subscribe/boyscouts](http://mobile-text-alerts.com/subscribe/boyscouts)
  - c. Emergency telephone number (417-646-8115)  
**PLEASE – EMERGENCY ONLY**
  - d. During emergencies at camp, parents need to consult Council website homepage at [www.hoac-bsa.org](http://www.hoac-bsa.org) for updates
5. What to Bring to Camp and What NOT to Bring to Camp
6. Prescription Medication
  - a. Scout's full name on container
  - b. Original container with dosage printed on container
  - c. Parent should check-in medication with a designated troop leader



## INFORMING PARENTS ABOUT CAMP

7. Program Schedule
  - a. Review the Camp Program Guide
  - b. What the troop will be doing for fun (e.g. hikes and Outpost Programs)
8. Expenses to Anticipate
  - a. Merit badge costs
  - b. Items available in the Osage River Trading Company (camp trading post)
  - c. Other miscellaneous items
  - d. Troop's camp banking procedures
9. Questions From Audience
10. Troop Pictures From Last Year
11. Inspirational Closing





## REGISTRATION REQUIREMENTS

The Heart of America Council provides program, facilities, and services without regard to race, color, national origin, age, gender, or handicap. All youth, full and part-time leaders camping on the reservation must be currently registered with Scouting America. No camper, youth or adult, will be permitted to stay in camp unless their full camp fees have been paid prior to the start of their camp session.

While we encourage Scouts and Leaders to camp with their troop, sometimes it might be necessary for them to camp with another troop during the summer. If this becomes necessary for any member of your troop, remember that a memorandum authorizing the Transfer of Session is required.

**Please understand that the unit where the Scout(s)/Leader(s) primary registration is held, will be financially responsible for these campers.** A separate billing and attendance statement will be maintained by the Program and Camping Service office for the Scout(s) and Leader(s) from one troop camping with another troop. |

If a Scout(s)/Leader(s) intends on transferring their membership to a new unit, please complete the Transfer Funds/Reservations Memorandum (form is included on page 57 in Appendix), signed by the Scoutmaster and Committee Chairman of both units authorizing this arrangement. This must be on file at the Council Service Center in the Program and Camping Service office prior to the start of the camping session.



# BARTLE CAMP FEE SCHEDULE



## Payment Schedule:

- \$75.00 deposit is due with each reservation for Scouts and Full Time Leaders at the camp draw
- 1/2 of Balance due by **Wednesday, February 18, 2026**
- Final Payment due by **Wednesday, April 22, 2026** AND names of all campers

SCOUTS BSA CAMP FEES	ON OR BEFORE 4/22/26	4/23/26 OR AFTER
Scouts*	\$470	\$495
First Two Leaders	\$370	\$395
Additional Full Time/Shared Leaders	\$470	\$495
Part Time Leaders	\$70 per day	\$80 per day

\*There are no **part-time Scouts** at camp.

**Two Part Time Leaders CAN combine to share a full time slot (Only 2 Leaders).**

\$75 of each Scout and Full Time Leader fee is non-refundable if updates are made on/before 4/22/26.

\$20 of each Part Time Leader day will be non-refundable \***See Refund Policy**

## Debit/Credit Card Fee

A 3% service fee will be added to all Scouts BSA Summer Camp fees if the Troop pays with Debit or Credit Cards. No additional fees will be assessed for Checks or Cash.

## 2026 Refund Policy

A unit is expected to pay for the number of campers and leaders at the final fee payment date for their camp. **No refunds will be granted after the final fee payment date**, however, transfers within the unit will be allowed. We understand that certain circumstances do arise that may result in a camper not being able to attend camp at the last minute. Should such a circumstance arise, a letter requesting a refund and explaining the extenuating circumstances must be sent to the Camping Committee of the Heart of America Council within two weeks of the end of your camping session. Letters should be mailed to:

**Heart of America Council  
10210 Holmes Road, Kansas City, MO 64131  
Attn: Council Camping Committee**

Any request concerning a medical illness of a Scout or Leader must be accompanied by a signed doctor's statement. Refunds will not be approved for the following, vacation plans, extended sports schedules, weather, no shows and for those who opt out of camp for unapproved reasons. **The Camping Committee will review all requests and their decisions will be final. Refund requests must be made within two weeks of the end of your camping session and will not be accepted and/or reviewed if submitted after the two week deadline.**

**Under No Circumstance will Refunds or Updates be made to the Troop's Roster/Billing Statement after September 30th**



## FINANCIAL NEED CAMPERSHIPS

Registered youth members who cannot pay the total cost of attending summer camp may apply for partial financial assistance (a.k.a. a campership). The Campership Fund assists youth members with funds to attend camp with a percentage of the cost based on need, but is not intended to provide the total fee. Families, units and/or the chartered partner are expected to provide a substantial portion of the fee.

The information requested is confidential and necessary to help determine the percentage of need for each applicant. Please print legibly when filling out the form.

**Applicants for camperships MUST be currently registered members of the Heart of America Council. Applications for unregistered persons and applications without signatures will be returned.**

Campership forms can be found at [www.hoac-bsa.org/camping-resources](http://www.hoac-bsa.org/camping-resources).

Mail completed and signed applications to:  
**HEART OF AMERICA COUNCIL  
ATTN: CAMPING AND PROGRAM SERVICES  
10210 HOLMES RD, KANSAS CITY, MO 64131-4212,**

For full consideration the Campership Application must be received by March 1, 2026 at the Council Service Center.

# WHAT TO BRING TO CAMP



The Scout uniform builds individual and unit pride. The Scoutmaster's attitude toward wearing the Scout uniform will be reflected in the dress of their troop. Scouts should wear their uniform to and from camp with pride! Scouts and Scouters who have their Field Uniform (Class "A") shall wear it to camp-wide flag ceremonies, as well as campfires, Micosay Ceremonies (if not in Micosay attire) and religious services. Those who do not own a complete uniform should wear their Activity Uniform (Class "B").

Every troop coming to camp should take a few minutes to determine if it has everything necessary for a quality program. Remember that there is no electricity in your campsite. The following is only a suggested list of items to take to camp. Consult the Scoutmaster's Handbook for a more detailed list.

## Equipment and Supplies Everyone Should Bring – No Glass Containers

- Annual Health and Medical Record (**current year, completed and signed**)
  - Bible or Prayer Book
  - Camp Box with Lock (suggest extra key or combination to Scoutmaster)
  - Official Scout Uniform (shirt, troop neckerchief with slide, shorts or pants, belt, and socks)
  - Camp T-Shirt (new ones available at trading post)
  - Extra shirts, shorts, underwear, socks, etc.
- |                                |                           |                                   |
|--------------------------------|---------------------------|-----------------------------------|
| • Pajamas                      | • Sweater or Light Jacket | • Long Pants                      |
| • Sun Block                    | • Raincoat or Poncho      | • Non Aerosol Mosquito Repellent  |
| • Handkerchief                 | • Hat or Cap              | • Bath towels                     |
| • Toothbrush & Toothpaste      | • Shampoo, Soap, Comb     | • Sleeping Bag/Blankets, Pillow   |
| • Flashlight & Extra Batteries | • Scouts BSA Handbook     | • Merit Badge Pamphlets           |
| • Paper & Writing Utensils     | • Water Bottle            | • Pocket Knife (No sheath knives) |
- Hiking boots and tennis shoes (no flip flops or open toe shoes)
  - Swimming Attire (Swimsuits must be modest. For adult or youth males, tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed. For adult or youth females, bikinis are not allowed. Modest tankinis with no bare midriff or one piece swimsuits are appropriate. Participants are encouraged but not required to wear a swim or T-shirt in the pool for modesty and sun protection.) **T-shirts must be worn to and from the pool.**

## OPTIONAL EQUIPMENT

- |                      |                        |  |
|----------------------|------------------------|--|
| • Moccasins          | • Camera               | • Sunglasses                             |
| • Musical Instrument | • Small Rug or Mat     | • Work Gloves                            |
| • Sewing Kit         | • Stamps and Envelopes | • Nylon Line, Clothes Pins, Coat Hangers |
- Clothes Washing Soap (in plastic bottle/biodegradable powder)

**Spending Money** – Souvenirs, snacks, merit badge supplies and craft kits are available at the Osage River Trading Company. Troops may wish to operate a "bank" to hold money for Scouts while at camp. Only small bills; Ones, Fives and Tens should be brought to camp. The Trading Post cannot easily make change for larger bills.

All personal items and spending money should be kept in a secure camp box while at camp. **Equipment and clothing should be clearly marked with your full name and troop number. The Heart of America Council is not responsible for securing or for the loss of personal items. It is your responsibility to keep track of all personal valuables while at camp.**



## DO NOT BRING VALUABLES TO CAMP

### Items Your Troop Should Provide For Your Campsite

- Troop Flag
- Troop First Aid Kit
- Lockable Box for Medication Storage and Log Book
- Troop Religious Materials (Prayer Books, Bibles, etc. per Faith)
- Troop Merit Badge Book Library
- Program Reference Materials
- Water Containers, Drinking Cups and Ice Cart
- Garden Hose (100 foot)
- Lanterns (Battery Operated or Propane Only)
- Rope and Binding Twine
- Trash Bags
- Lock Box for Troop Valuables
- Clear Plastic Covers for Campsite Bulletin Board
- Clipboard with Extra Paper
- Thumbtacks
- Bow Saw, Rake, and Shovel
- Alarm Clock (wind up or battery)

## CAMPSITE EQUIPMENT PROVIDED BY HOAC

- American Flag
- Two-Person Tents 9 1/2' x 7 1/2')
- Latrine and Water Supply
- Flagpole
- Canvas or Nylon Cots
- Tent Platforms
- Bulletin Board
- Picnic Table
- Campfire Area

**Do not use the same hose that is left at latrine for cleaning purposes to fill water containers**

## TENTING

All campers and leaders must be housed in established campsites. "Overflow" leaders may be housed in another campsite.

## PERSONAL CAMPING EQUIPMENT

No facilities are available for the use of personal camper-type vehicles. No personal tents are to be used in the campsite. Carpets may be used but must be taken home with the unit and not thrown into the camp dumpsters. No decks are to be constructed to tents.

## TENT PLATFORMS

Tent platforms are not to be moved under any circumstances.





**TRANSPORTATION TO AND FROM CAMP** - Transporting the Scouts, troop equipment, and personal gear is the shared responsibility of the troop committee and parents. A bus should be considered to help alleviate parking problems at camp. **Parking at camp is limited, therefore carpooling is strongly encouraged.** All buses, trucks and trailers must be parked in designated areas.

It is recommended that a member of the committee be appointed to serve as transportation chair for the troop. The primary responsibility of this person is to plan the trip to and from camp.

**ARRIVAL TIME** - Gates will open at 12:00 noon. Upon arrival, proceed to your assigned campsite where you will be met by your Campsite Hosts and Commissioner. The Campsite Hosts will work with the SPL to get Scouts organized and to the pool for medical re-checks and swim tests. The Campsite Commissioner will complete tent and cot inspections with a unit leader and review their role for the session.

## CHECK-IN PROCEDURE

1. Two leaders will be allowed in camp at 11:00 am. One proceeds to the campsite to do tent/cot inspection while the other takes all paperwork to the designated area in each camp for early check-in. The Assistant Camp Director, Camp Director and Micosay representative will be there to do check-in with: Bartle Rosters (printed from [mycouncil.hoac-bsa.org](http://mycouncil.hoac-bsa.org)), Part Time Leader Rosters and Micosay Paperwork, and new paid registrations for Scouts and Scouters if turned in after May 15th. **BE SURE TO CROSS OFF ANY SCOUT OR LEADER NOT IN ATTENDANCE AND PROVIDE A REASON - REFER TO REFUND POLICY. PLEASE DO NOT LIST STAFF MEMBERS FROM YOUR TROOP ON YOUR CAMPER ROSTER.** Also, bring any other forms that need to be turned in.
2. After 12:00 (noon), check-in will resume at the ORTC in Piercing Arrow. Sawmill and Lone Star will remain in the Dining Hall.
3. All participants proceed for medical rechecks and swim tests. Youth campers should wear swim suits, t-shirts and shoes and proceed to the pool, and bring their medical examination forms. Adult leaders should proceed to the Commissioner Barge with their medical examination forms, completing this task **no later than 3:00 pm.**
4. Scoutmaster attends leaders' meeting at 3:30 pm.
5. Leaders visit dining hall after leaders meeting to orient which door to enter and where unit will sit.
6. Emergency Procedures Meeting at your campsite shelter at 5:00 pm.  
**All registered campers and adults must attend.**
7. Campsite Host will take your troop on a tour of the camp after dinner.
8. Trailers must be moved to the Trailer Parking Area near the entrance to Piercing Arrow before 4:30 pm.

**PART TIME LEADERS AND FULL TIME LEADERS ARRIVING AT CAMP AFTER THE TROOP HAS ARRIVED ON DAY 1** - Part time leaders and any full time leaders who arrive at camp after the troop has checked-in on day one should **FIRST** stop at Cortes Health Lodge to verify with the staff that their health form is on file. Then receive a form to present at RHQ for official check-in. If the leader wants to use the pool while at camp, they may take their swim test at 1:00 pm on any day during camp.

## CHECKING OUT OF CAMP PRIOR TO THE END OF A SESSION

The complete responsibility for Scouts camping at Bartle belongs to the troop's camp Scoutmaster (SM) and the Assistant Scoutmasters registered full time in camp (the Troop Leaders). They must have complete knowledge of who the legal guardian is of all their Scouts, if other than both parents.

Reservation Headquarters personnel are the only persons with the authorization to release a Scout to leave the Reservation; unless it is after hours and then the Camp Director will be authorized.



The Scoutmaster and the other Troop Leaders must have complete knowledge of who is going to take a Scout off the Reservation. The Scoutmaster will fill out and sign the Bartle departure notice. They will hand deliver the form to the Reservation Headquarters accompanied by the Scout to meet the parent or person authorized to transport the Scout. **IF A PERSON OTHER THAN THE PARENT OR LEGAL GUARDIAN** is taking the Scout out of camp, a signed and dated note (a signed and same date FAX is permissible) from the parent or legal guardian must also be delivered to the Reservation Headquarters with the departure notice.

**ADULT:** Check out at Reservation Headquarters. Provide date and time of expected return.

## CHECK-OUT PROCEDURE AT THE END OF CAMP SESSION

1. Check out begins immediately after breakfast. **All troops must clear campsites by 10:00 am.**
2. Your assigned Commissioner will check your troop out. Scoutmaster and Senior Patrol Leader should be in campsite for check-out. Scoutmaster will sign off verifying that camp is clean.
3. After packing is completed, and all Scouts are out of tents, leaders and assigned Commissioner should note any damaged equipment, necessary repairs, and ensure trash removed from the tents.
4. Leaders settle outstanding financial accounts, such as leader's fees, damage fees, etc. All fees need to be settled prior to your departure. This is a unit's responsibility. Make all payments at the ORTC.

**FEE PAYMENT AT CAMP** - The Assistant Camp Director in each camp will contact your unit to finish the check-in process by completing the fee payment process. Since your camper rosters have already been turned in, complete the payment worksheet and reconcile your account with the Assistant Camp Director. Your unit will be expected to settle all fees before leaving camp.

Scouts and Leaders who are not registered in your troop, but camping with your troop will need paperwork from their own unit in order to complete the fee payment process.

**IF YOUR UNIT LEAVES CAMP OWING A BALANCE, YOUR UNIT WILL AUTOMATICALLY BE PLACED IN THE LAST SECTION TO DRAW FOR THE NEXT CAMPING SEASON.**

**LEADERS PICK UP ALL HEALTH FORMS AT THE CAMP ORTC BEFORE LEAVING CAMP**





**CAMP SCOUTMASTER** - There must be at least two (2) registered adult leaders (over the age of 21) with each troop in camp at all times. All troops with female youth will be required to have at least one female registered adult (over 21 years of age) in camp at all times.

Preferably, the troop is under the leadership of its registered Scoutmaster. The Camp Scoutmaster participates in the camp-wide daily leaders' meeting, and assigns and coordinates the responsibilities for all adult leadership in camp for their troop.

Under the troop system of camping, the Camp Scoutmaster is in charge of your troop at all times. All additional adult Scouters in camp are considered Assistant Scoutmasters. The majority of instructing, disciplining and organizing of your troop is up to you.

The staff works with you and serves as your camp liaison. Our purpose is never to take over your job as leader of your unit, but to aid you in achieving the utmost respect of your Scouts, to work as your special advisors and liaisons and to provide an environment in which your troop can grow into a more proficient organization with quality trained leaders and Scouts.

**SENIOR PATROL LEADER COUNCIL** - Each Troop's Senior Patrol Leader is part of the Camp Senior Patrol Leader Council. At this meeting "patrol activities" are scheduled and camp wide activities planned. The time and location will be announced.

**PATROL LEADER COUNCIL** - This group of the troops' junior leaders plans and carries out the troop program while in camp. They meet daily (prior to the Senior Patrol Leader Council meeting) to plan patrol activities and their troop's part in camp-wide activities.

**SHARED CAMPSITES** - Often campsites are shared by two or more troops. Troops are to cooperate on various campsite duties. Scoutmasters should encourage the Senior Patrol Leaders of each troop to work out a rotation of flag duties, latrine cleaning, and shower cleaning schedule. Adults/Camp Scoutmaster will assign shower house supervision at night and two deep leadership in campsite during ceremonies.





**KP's** - KP's assigned from your unit report to the Dining Hall 15-20 minutes before the meal and assist in getting the table ready for meals. During the meal, the KP makes certain that the food is retrieved from the serving counter and placed on the table. The KP is the one who goes back to the serving counter to pick-up "seconds" when available. Tables are assigned to each unit, and KP's eat at their assigned tables. KP's also assist in the cleanup of the Dining Hall and their tables after meals. Special instructions are given to all KP's at each meal to cover variables. Your first meal will be served at 6:00 pm on Day 1 of your session, and your last meal will be breakfast on Day 10. KP duties should be rotated among all Scouts at the table. The following is a list of mealtime duties that the KP will be expected to handle.

- The KP must pass a cleanliness inspection by the Commissioner Staff. As in a normal restaurant situation, KP's are expected to have clean hands and have on a clean shirt. If they do not pass inspection, they will be required to clean themselves and then be re-inspected before they can begin their duties.
- Special instructions will be given by the dining hall staff to aid the KP in setting their table. They can check and replenish salt, pepper, and napkins, if needed, at this time.
- At the conclusion of the meal and program, the Program Director will announce, "KP's please remain." Cleanup should not begin until the Dining Hall is dismissed.
- Once the table is cleared, the KP will wash the table top using a prepared solution and sweep under and around the table. When each KP's area is clean, they hold up their hand for an area inspection. They cannot leave until dismissed by a staff member.

Cleanup should take between 12 to 15 minutes. If there is spilled food, the KP responsible will be required to do some spot cleaning as well. We request there only be one KP per table per meal and that they follow directions closely.

While being a KP may not be the "most enjoyable task," it is an important one. A concerted effort will be made by the staff to help KP's. However, firm control must be maintained and KP's will be expected to follow directions. If inexperienced KP's need assistance, please ask a youth leader to stay and provide instruction. An experienced Scout should handle the first meal responsibility of a session.

**Called Braves should not be assigned KP duty during their induction sequence (day 5 through 8).**





## CAMP ACCREDITATION

Each year the H. Roe Bartle Scout Reservation and Heart of America Council has maintained Scouting's full accreditation to operate the three Scout camps.

## SAFETY MOMENTS

Unit Leaders are strongly encouraged to incorporate into all activities Safety Moments that are shared with the youth and/or adults, including at regular unit meetings, campouts and daily **while attending summer camps**. Safety Moments are exactly what the name implies: opportunities to prepare for an activity, review safety measures and report incidents correctly. Scouting has prepared presentations on numerous topics in a new series that includes incident reporting helps, safe use of medication in Scouting, weather-related safety, winter activity, and winter sports. These can be found at <https://www.scouting.org/health-and-safety/safety-moments>. Some Safety Moments are for an Adult Audience Only, which will be indicated at the top of the Safety Moments page.

## HEALTH OF CAMPERS

Each Scout and adult leader participant at the H. Roe Bartle Scout Reservation should be aware of the vigorous nature of camp living. Every effort will be made to meet the special needs of Scouts (youth) attending camp when proper notification is made using the Special Needs Request form. **Please understand that electricity and air conditioning are not available at Camp at the Bartle Scout Reservation and it may be too much for some Scouts and adults. Scouts are invited to try the special needs program offered through the Heart of America Council's Rotary Scout Camp.**

**Adults must also be in good condition** if they are to effectively fulfill their role of supporting young people. Sometimes the special needs of adults place stress on camp resources and divert from the purpose of Scouting – to serve youth. Therefore we ask that you carefully consider whether your participation will serve the needs of the Scouts or be a distraction.

## SPECIAL NEEDS

Any Scout with special physical or dietary needs and adults with special dietary needs that require the attention of the camp staff, should complete the 2026 On-line Bartle Special Needs Request form. Special dietary needs will only be accommodated for medical or religious purposes. This form needs to be submitted through the online site 4 weeks before your camp session begins and a current year doctor's note must be uploaded for medical special needs." This form must be submitted annually. (Paper forms will NOT be accepted)

**SPECIAL NEEDS REQUEST - [www.hoac-bsa.org/camping-resources](http://www.hoac-bsa.org/camping-resources)**

## USE POLICY FOR MOTORIZED CARTS

The Health and Safety of all Scouts and Leaders attending is our first priority as they participate in outdoor programs at our summer camp operation. From time-to-time, youth members with disabilities may have a challenge with the amount of foot-travel that is required to participate in the programs at camp and are in need of special assistance in the form of a motorized cart while at camp. In order to protect all Scouts and Leaders while in camp, the following guidelines have been established for the use of motorized vehicles, principally golf carts, for transportation of individuals with limited mobility.



Golf carts or similar personal transportation devices are not permitted at camp without prior approval of a Bartle Special Needs Request form.

## YOUTH

- If available, Bartle will coordinate transportation of youth with special needs. A Special Needs Request Form must be submitted four weeks prior to the Scout arriving at camp.
- On the Scout's Camp Physical, the need for a motorized vehicle must be noted as required by the signing physician (MD, DO, NP or PA).
- Personal vehicles are not allowed, unless they are specifically designed for a particular Scout with a disability. Personal vehicles must be inspected by its authorized dealer or maintenance facility for the personal vehicle and approval for the suitability of use of the vehicle at camp must be provided in writing to the camp staff prior to being used at the camp so that it can be determined safe to operate on the rocky terrain found at our reservation. Not all such vehicles are designed or are safe in this environment and could put a Scout at risk of injury. When a personal vehicle is used, a Certificate of Liability Insurance covering the vehicle must be presented to the camp staff. This Certificate must name the Council as a co-insured with limits of one million dollars.
- The personal vehicle must only be used for the purpose of transporting the person with a disability. **Additional riders or operating the vehicle for other purposes is not permitted.**

## ADULTS

- **The camp will not provide vehicles for adult leader use.**
- **Adults** may bring their own personal vehicle (which could be a golf cart but not any kind of ATV such as a Gator) to camp if the above criteria are also met. This also requires a letter signed by a physician, stating that they are in need of this type of assistance.

## YOUTH & ADULTS

- All personal vehicles must have head lights, a first aid kit and fire extinguisher.
- The use of a golf cart or personal vehicle authorized for use pursuant to this policy is restricted to the Scout Reservation where the approval has been given and shall not be used anywhere off that reservation or on public roads.

## PETS AT CAMP/SERVICE DOGS

Pets are not allowed at the H. Roe Bartle Scout Reservation. However, Service Animals are allowed. Service Animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. In order to bring a service dog to camp you must fill out a 2026 On-line Special Needs Request, upload proof of 1 million dollar policy insurance and proof of training for the Service Dog.

Download the Bartle - 2026 Special Needs Form: [www.hoac-bsa/campingresources](http://www.hoac-bsa/campingresources)



## PHYSICAL EXAMINATIONS

Every Scout and adult must complete the Annual Health and Medical Record current printing for attending camp. This is the only form accepted at HOAC Camps this year and is included in the Appendix of this guide. The Annual Health and Medical Record require a **MD, DO, PA OR NURSE PRACTITIONER SIGNATURE, NO EXCEPTIONS AND BE DATED WITHIN ONE YEAR OF THE LAST DAY OF THE SESSION YOU ATTEND.** Older versions of Health forms and sports physicals will NOT be accepted.

**FIRST AID:** The troop is responsible for all minor first aid. It is important that each troop be prepared to treat minor cuts, scrapes and abrasions. More severe cases will be treated at the reservation health lodge. Each troop must provide transportation to and from the Health Lodge or to local health facilities in non-emergency situations. If transportation is not available from the troop, check with the Lead Commissioner in each camp for assistance.

## SUGGESTED TROOP FIRST AID KIT (for 20 Scouts)

- One 2" roller bandage
- Paper cups
- Two rolls of 1" adhesive tape
- Neosporin (triple antibiotic)
- 1 box assorted adhesive bandages
- Safety pins
- Sunburn lotion (aloe vera)
- Four triangular bandages, 40"
- Two bars of soap (biodegradable)
- Latex/Rubber Gloves
- Thermometer
- Scissors
- Sunscreen
- Tweezers
- Six elastic bandages, 3 - 6" wide
- Twelve 3"x3" sterile pads
- Baking soda
- ½% Cortisone cream
- Tylenol (non aspirin, 325 mg)
- Insect repellent (non-aerosol)
- Two 1" roller bandages
- Cornstarch
- Alcohol swabs
- Sewing Needle
- Petroleum jelly
- Medical log book
- Imodium AD
- Mylanta
- Diphenhydramine (Benadryl 25mg) Ibuprofen 200mg
- Visine/Nephron A eye drops

**NOTE:** Refer to the First Aid merit badge pamphlet and The Scoutmasters Handbook for additional information.

**PRESCRIPTION/ NON-PRESCRIPTION MEDICATION:** A Scoutmaster may dispense any prescription if properly labeled with frequency and dosage by the pharmacy. If not properly labeled, the Health Lodge must administer medication. All prescription drugs dispensed by the unit must be locked with restricted access and records kept detailing dispensing activity. All drugs needing refrigeration may be kept in the locked refrigerator in the Commissioners area or Health Lodge. **All needles must** be disposed of in a sharps container also located in the Commissioner Area or Health Lodge.

**UNUSUAL BEHAVIOR:** If you have a concern for a Scout's welfare or threats to harm them self or others, TWO leaders should escort the Scout to Cortes Health Lodge and the Camp Director should be notified.

**CORTES HEALTH LODGE:** The Cortes Health Lodge is an excellent first aid facility. First aid at the Health Lodge is just that...first aid. It is not a hospital or an emergency room.

The council is fortunate to have many physicians volunteer their time and services to provide a high level of care at the Health Lodge. The treatment of pre-existing or non-camp related illnesses or injuries should not be expected; such cases will be referred to local health providers who charge for services.

**SICK CALL HOURS:** Sick call at Cortes Health Lodge is held following every meal and/or after religious services and includes **NON-EMERGENCIES** such as sore throats, poison ivy, and problems that are not life threatening.



**EMERGENCY CARE:** Emergency care is available 24-hours-a-day. In case of emergency, contact the camp office during office hours (7:00 am – 10:00 pm) or the Commissioner staff area after hours. They will coordinate with the Health Lodge for treatment. In suspected neck, back injuries, fractures and other suspected severe injuries, do not attempt to move or transport the patient without instruction by qualified personnel from the reservation health lodge. In these instances, paramedics, the physicians, and/or a nurse will be sent to transport the patient.

**TICK BORNE DISEASE:** Anyone participating in outdoor activities should take steps to prevent exposure to tick bites.

1. Wear long-sleeved shirt and long pants. Tuck pants into boots or socks.
2. Wear light colored clothing to make it easier to spot ticks.
3. Conduct frequent and thorough “tick checks.” Finding and removing the ticks quickly is important. “Tick checks” should be conducted at least every 4-6 hours while in remote areas of camp.
4. Insect repellents can help repel ticks (use non-aerosol).
5. Stay on trails and avoid “bush whacking” through high grass and brush.

**REST AT CAMP:** The amount of sleep a Scout 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.. This means each troop should respect the quiet time from 9:45 pm to 7:00 am.

**HOMESICKNESS:** Coming to camp the first time, and occasionally the second time, may be cause for a case of homesickness. We regard homesickness as a normal healthy occurrence for a Scout. The staff is instructed to be aware of the campers’ moods and emotional adjustment. They also make an effort to involve the camper in all camp activities. Experience tells us that within a few days the camper is busy having fun and feeling secure with the staff, new found friends and the outdoors. **KEEP THE SCOUT BUSY.**





**HYDRATION:** Each latrine is equipped with a drinking fountain. Proper hydration is important during hot weather. Troops are encouraged to use water coolers but must provide separate cups (disposable/reusable) for each person. Each Scout and Leader should be encouraged to carry drinking water with them.

**HEAT ALERT:** HEAT INJURIES CAN BE SERIOUS! **PROPER HYDRATION** (NOT SODA POP OR COFFEE), HATS, LOOSE CLOTHING, AND LIMITED ACTIVITY WILL REDUCE HEAT injuries including HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE. Heat Alert information will be issued when needed. Action should be taken by all leaders and staff to prevent heat injuries.

**HEAT ALERT 1** Reduce action, increase WATER intake.

**HEAT ALERT 2** Sharply reduce all activity, increase water intake (1 quart per hour), and be aware of possible sun/heat stroke.

**HEAT ALERT 3** Take immediate action to stop activity, seek cool areas, and increase water intake. Classes not requiring physical exertion will continue.

**NOTE: SOFT DRINKS OR COFFEE DO NOT REPLACE WATER!**



## **ACCIDENT, HEALTH, AND ILLNESS INSURANCE COVERAGE**

The Heart of America Council provides a supplemental accident and illness insurance coverage for each registered member and leader of our council. This council-wide policy is an “excess policy” that protects each member all year long while attending official Scouting functions. All claims are to be submitted directly to Council Service Center by the family. Claim forms and limits of the policy may be obtained at the Council Service Center, the Health Lodge or the Council website at [www.hoac-bsa.org](http://www.hoac-bsa.org). Contact the Heart of America Council for further details. Non-registered visitors to camp are not covered by this policy.



## SAFEGUARDING YOUTH

Our nation's greatest asset is our youth, and Scouting is pledged to protecting and nurturing our children. Abuse can be physical, emotional, sexual, or consist of hazing, bullying or harassment. Any unit adult leader, Commissioner or Staff member who suspects, knows of, or witnesses a child being abused at camp, or at a unit meeting or activity, is mandated by the states of Kansas and Missouri to notify proper officials. While at camp, all suspected child abuse incidents (i.e. physical, emotional, and sexual) must be reported to the Camp Director immediately. All reports are confidential.

To attend Scout camp within the Heart of America Council, all persons (youth and adults) must be registered with Scouting America prior to arrival at camp. Scouting requires that adult leaders must have completed Safeguarding Youth Training, which also includes a background investigation. Safeguarding Youth Training is provided at [www.my.scouting.org](http://www.my.scouting.org) (online only, in-person courses are no longer authorized). The process is simple, self-explanatory and when you have successfully completed the training, print out your certificate for your records. If you entered your Scouting registration number, your training automatically will be updated on the council's records.

Each camp and activity area will follow Scouting requirements for Safeguarding Youth and the appropriate safety guidelines for the specific activity (such as water activities, climbing, shooting sports). The camp Staff and Commissioners are highly trained in these safety measures, and in most cases camp leadership, lodge directors and senior Staff are Camp School trained for their activities.

The Staff and Commissioners will uniformly enforce these safety and Safeguarding Youth rules.

### 1. SCOUT OATH, SCOUT LAW, OUTDOOR CODE, and THE GUIDE TO SAFE SCOUTING

All youth and adult participants are expected to act in accordance with the Scout Oath, Scout Law, Outdoor Code and follow the current edition of The Guide to Safe Scouting. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership.

### 2. ACTIVITIES TO PROTECT YOUTH AND ADULTS

National Safeguarding Youth Standards must always be followed at all times by every person on the Reservation – Scouts, Troop Leaders, Commissioners, Staff and Visitors – NO EXCEPTIONS. Anyone caught or suspected of abusing a camper will be required to immediately leave camp property pending outcome of the investigation by the local law enforcement. All forms of bullying, hazing and harassment including verbal, physical, sexual, emotional and cyberbullying are prohibited as forms of Scout abuse and will be prosecuted.

- A.** Every Adult Leader, Commissioner and Staff member is a mandatory reporter of violations of youth protection laws which requires you to report any actual or suspected incident of abuse. Youth protection incidents are not to be investigated by Troops or HOAC Staff. The person discovering the suspected abuse should personally inform the Camp Director immediately, but should not discuss the incident with others nor attempt to investigate any alleged incident. The reporter has legal protection from being revealed as the source of the report, but that protection is negated if he or she discusses the matter with other people.



- B.** Scout-appropriate language is the standard for all persons at camp. Sexual conversations of any nature including “jokes” are prohibited. Racial, ethnic, religious, sexist (including sexual orientation and gender identity) comments, jokes and slurs are prohibited. All youth and adults must follow Youth Protection Standards for language and behavior.
- C.** Visitors – With the exception of Family/Visitors days during specified visiting hours, all visitors must check in at Reservation Headquarters before entering camp and must wear the designated wristband at all times while on the Reservation. This includes everyone arriving to attend Micosay or Order of the Arrow ceremonies, counseling or related activities, regardless of whether or not they intend to remain on the property after the activity.
- D.** Identifying registered campers is a safety measure to help prevent unauthorized access to the youth and the property. Each youth camper will wear a wristband reflecting their swim level.

Full-time or part-time leaders wishing to swim must have a leader’s band and a swim band. Broken wristbands should be replaced as soon as possible at the Pool. Visitors wear BRIGHT PINK wristbands and may not enter the Dining Hall nor participate in camp programs, including use of the pool. Staff members and Commissioners will wear a current year camp-issued identification badge that is visible during all activities.

- E.** Youth tent partners must be the same gender and not more than two years (24 months) in age difference. Ideally there are two youth per tent, but to prevent lone tenters, three may tent together – again provided they meet the gender and age requirements.
- F.** Adults must not stay in tents nor shower with youth members. Restrooms at the pools are designated for use by gender and age groups, and campsite latrines are for individual use only – including the urinal area. The only exception to this rule is if the Scout is registered as Special Needs, the parent may apply to the HOAC Scout Executive or his designee for consideration of the Scout’s circumstances.
- G.** Abiding by the “two deep” leadership policy that governs all Scouting activities also applies to use of social media, which means there should be no private messages and no one-on-one direct contact provided through social media sites. All communication between adults and youth should take place in a public forum. Email communication between adults and youth should always include one or more authorized adults openly “copied” (included) on the message or message thread.
- H.** Social media and other electronic communications may not be used to harass, bully or demean another person, nor to engage in any commentary that is racial, ethnic, religious, sexual or sexist (to include sexual orientation or gender identity). These restrictions include communications between adults and youth as well as youth with other youth, All social media channels are, by nature, designed to be social, that is, shared with members of the public. As such, whatever social media activities you engage in should be completed with the understanding that the public will see them and may engage in an online dialogue with you as a result. You should not do anything on a social media channel that reflects poorly on you, other individuals in your council or unit, Scouting America, or anyone else. Before posting any content on any social media channel, you should first ask yourself if that content is in keeping with the precepts of the Scout Oath and Law.
- I.** Inappropriate public displays of affection and sexual activities are prohibited during Scouting.



### 3. UNIT LEADER YOUTH SAFETY RESPONSIBILITIES

Our Scout Reservation is an open campus for Youth Protection purposes. This means that although the camp operates with procedures and policies designed to prevent abuses of all types, Unit Leaders remain fully responsible for the safety and behavior of the Scouts at all times both on and off the Reservation. The Scout Reservation Staff and Commissioners are responsible for providing the facilities and environment for the Scouts to enjoy various programs and activities. Please refer to The Guide to Safe Scouting for the most current information on safety in Scout programs.

### 4. BUDDY SYSTEM

**ALL ACTIVITIES ON THE RESERVATION REQUIRE THE USE OF THE BUDDY SYSTEM**, whereby campers engage in activities with at least one other Scout of the same gender and within two years of age so that they can monitor and help each other. The Buddy System is a requirement for Unit Leaders to enforce any time a Scout leaves your campsite, to include attending merit badge classes; going to the showers, pool or trading post; or any other activity where the adult unit leaders are not providing direct contact supervision. When Scouts are enrolling in Merit Badge classes, the unit should ensure that they are including at least one other Scout who qualifies as a Buddy.

### 5. YOUTH SAFETY IS EVERYONE'S RESPONSIBILITY AND OUR TOP PRIORITY AT CAMP

There never is a case where a youth or adult should argue with the Staff about camp rules. Belligerence and abuse of Staff will not be tolerated. We ask that youth and adults cheerfully follow the direction of Staff for everyone's safety and enjoyment. If you feel that a rule is not being enforced or not being enforced fairly, you should comply with the direction of the Staff and then ask your Unit Leader to discuss the issue with the Camp Director following a meal or after the next leaders meeting.

Likewise, we would never ask anyone to continue participation if they do not feel safe. If you feel unsafe, please report that to the Staff member in charge of the activity and they will excuse you from the program area. We are aware of "unwritten" camp rules and do not condone them. If you feel we are enforcing an unwritten rule follow the procedure noted above to speak with the Camp Director.

If you have questions or concerns about Youth Protection, please contact Alan Sanders at 816-569-4923 or [Alan.Sanders@scouting.org](mailto:Alan.Sanders@scouting.org).

### ACTIVE SHOOTER EMERGENCY

Active Shooter situations can occur at any time and are defined as "Any individual or group actively intending physical harm against one or more people located on the H. Roe Bartle Scout Reservation." The individual or group intending harm must be identified as soon as the situation is recognized by staff or campers. Senior staff must be notified as soon as a threat is recognized. Senior staff have procedures that will be executed. Part of that procedure will be to notify all staff and campers via intercom and radio of an active shooter situation. All individuals are to remain in their current locations, move to the nearest woods and spread out and protect themselves by hiding behind trees, rocks etc. Do not remain in buildings or head to gathering spots when this event is declared. All individuals should remain 50 feet apart and stay there until The Reservation Director announces an "ALL CLEAR." No one else can issue the "ALL CLEAR".



## Heart of America Council (HOAC) General Camp Rules

Each camp and activity area will follow Scouting guidelines for safety and youth protection for any given activity. Our staff and Commissioners are highly trained and in most cases camp leadership, lodge directors and senior staff are Camp School trained for their activities.

### 1. SCOUT OATH, SCOUT LAW, OUTDOOR CODE, and THE GUIDE TO SAFE SCOUTING

All youth and adult participants are expected to act in accordance with the Scout Oath, Scout Law, Outdoor Code and follow the current edition of the Guide to Safe Scouting.

### 2. SAFEGUARDING YOUTH

National Youth Protection & Safeguarding Youth standards must always be followed. All adult Scouters must have a current Safeguarding Youth Training Certificate.

### 3. SMOKING, ALCOHOL, MARIJUANA and ILLEGAL SUBSTANCES

- A. Use of tobacco products and vaping is only permitted in designated areas. (Over 21)
- B. There is no place in Scouting for the possession or use of alcohol or illegal substances. Anyone found in violation of this policy will be required to leave HOAC property and may be reported to local law enforcement and their local council. If the unit is unable to provide proper leadership to satisfy BSA Youth Protection standards, the Reservation will assist the unit in securing additional leadership.
- C. While some states have provisions for medical use of Marijuana, it is still illegal at the federal level and is not allowed on any BSA property.

### 4. CLOTHING, UNIFORM, ATTIRE and FOOTWEAR

- A. **Uniform** - All participants are encouraged to arrive in field uniform. Field uniform is also required for formal flag raising, flag lowering and religious services.
- B. **Camp attire** - Clothing worn by participants must not promote illegal drugs, alcohol, violence, sexual activity, racism, sexism or bigotry. Clothing must cover all private parts and undergarments completely. Generally, it is hot at camp. Loose fitting and light-colored clothing is more comfortable.
- C. **Swimming attire** - Swimsuits must be modest. For males, tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed. For females, bikinis and tight-fitting swimsuits that allow exposure are not allowed. Modest tankinis or one-piece swimsuits are appropriate. Participants are encouraged but not required to wear a swim or T-shirt in the pool for modesty and sun protection. T-shirts must be worn to and from the pool.
- D. **Footwear:** Footwear is required by all participants while at camp. Shoes or boots are most appropriate for safety reasons. When at the pool or shower house, flip flops or slides may be worn. Closed toed footwear should be worn to the pool. Socks are not required to be worn with shoes.
- E. **Micosay & Order of the Arrow members** will follow the direction of the Micosay or Order of the Arrow as to their dress.



## 5. EQUIPMENT and FACILITIES

**A. Showers** - Showers are available at dedicated shower facilities.

- i. "Makeshift" showers are NOT allowed in campsites.
- ii. Adults can use the showers anytime except from 6:00 am to 7:00 am, when the showers are closed for cleaning.
- iii. Adult Males can use both Adult and male Scout showers from 10:00 pm until 6:00 am once all the youth have vacated the facility. Likewise, Adult females can use female Scout showers from 10:00 pm until 6 am once all the youth have vacated the facility.
- iv. Scouts may use their designated showers from 7am until 9:45pm.
- v. On Micosay ceremony nights, New Braves and new Warriors may use their designated showers until midnight.
- vi. Female showers are always off limits to both male Scouts and adult males and visa-versa.

### B. Dining Hall

- i. Scouts should wash their hands prior to entering the dining hall. If their hands are visibly dirty, they will be asked to go wash them.
- ii. As a courtesy, we offer and encourage the use of antibacterial gel as Scouts and adults enter the dining hall.
- iii. Hats are to be removed upon entering the dining hall.
- iv. Scouts and adults are expected to follow the directions given by the staff and to use proper table manners during the meal.
- v. All Scouts and adults should attend meals in the dining hall. If for some reason they are not able to attend, Youth Protection practices must be maintained.

**C. Troop Equipment** - Unless otherwise noted, troops may bring their typical equipment to camp with them. This includes canopy's, stoves and other equipment. You must respect the conservation areas when placing your equipment. Troops may use dry cell batteries of any type that are in good working condition. The camp does not offer charging facilities beyond cell phones and C-Pap Machines.

**D. Care of equipment and facilities** - It is expected that all participants will care for and protect camp equipment and facilities. In most cases if damage occurs, the Troop is expected to pay for any necessary repairs. If camp equipment cannot be repaired, the Troop will be charged the replacement cost of the item. There are to be no flames in tents or cabins. This would include charcoal, mosquito coils and similar items.

**E. Liquid fuels** - The use of liquid or jellied fuels, gasoline, or oil lighting and/or cooking equipment, petroleum-powered motors and generators other than in automobiles are prohibited at camp except when used in an Outpost program area. The storage of any type of liquid fuel (excluding propane or isobutane compressed gas used for stoves grills and lanterns) in the troop campsite is strictly prohibited. Motors or generators run by battery or other means are not acceptable at camp due to the potential fire hazard and noise pollution they create. Small solar panels are allowed.

# CAMP RULES & REGULATIONS



**F. Battery Charging** - Generally, phone and C-Pap battery charging is available at each commissioner barge. **HOAC is not responsible for items left unattended.** In some cases locking phone charging areas are available. Battery charging stations are free, but we do ask for donations to maintain the charging stations. Please turn your phone off while charging. Phones not turned off may be put into a quiet place, so they do not disturb the area.

**G. Electric Vehicle (EV) Charging Stations** - With the addition of 3 electric vehicle charging stations at the HRB Maintenance Area, you are now able to charge your electric vehicle overnight for a minimal fee. We provide a level 2 EV charger with a J1772 plug and 24' of cable. The J1722 end is compatible with most all EV's but your adapter might be needed for a Tesla.

These stations are first come, first serve and are operational from 5pm to 7am daily. Charging is only allowed overnight due to restrictions on space at the Maintenance Facility. A \$20 donation, payable to the Maintenance Facility, is required to help cover the costs of equipment and electricity.

EVs can be plugged into the stations at 5pm (no earlier) daily but must be picked up and moved from the Maintenance Facility by 7am the following day. They will take your contact information, collect the donation, select a space for your charging needs, and remind you of the pickup times and schedule.

**H. Wet Cell Batteries (Car batteries)** are not allowed at camp

**I. Hammocks** - Hammocks are not allowed

**J. Bikes** - Bikes are not allowed in camp

**K. Vandalism and Pranks** - Vandalism and pranks which cause damage and/or require labor necessary to restore the camp property to its original condition will not be tolerated. Scout troops engaged in such practices may lose their placement in future camp draws. Scouts and leaders making unauthorized entry into buildings and/or program areas or not in their campsite after taps may be asked to leave the reservation.

**L. Aerosol products banned** - Aerosol spray used inside tents WILL remove waterproofing from tents. If waterproofing is destroyed, the replacement cost is charged to the troop.

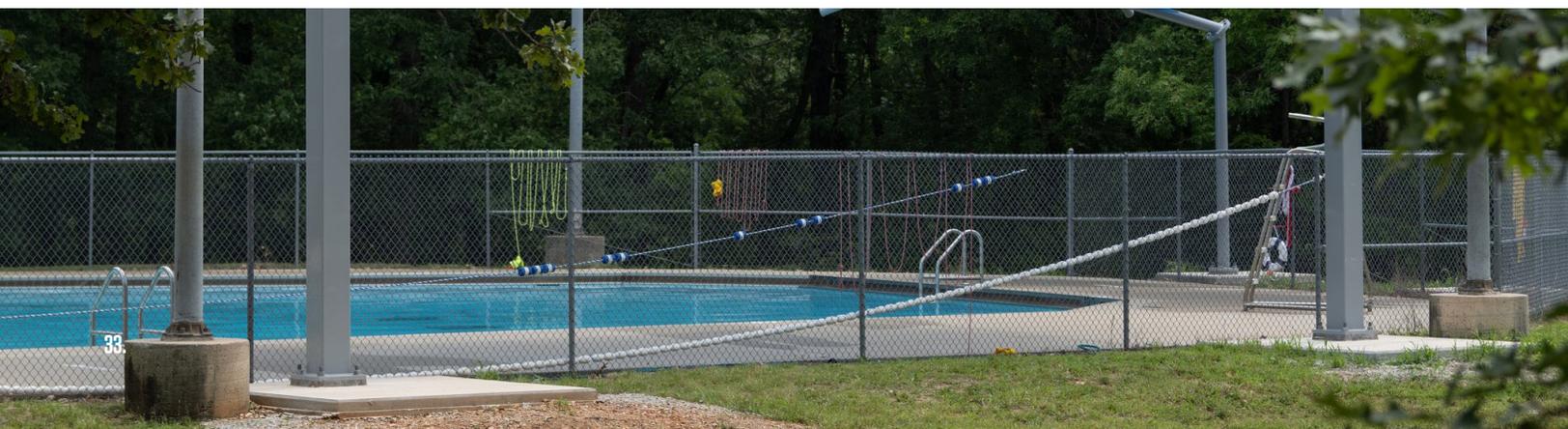
**M. U.S. Army Corps of Engineers and Boundary Markers** - Army Corps of Engineer property surrounds much of the reservation. Yellow signposts mark these boundaries. Removing or damaging these markers or other boundary markers is very costly because resurveying is required to replace any missing markers. Tampering with survey markers is also illegal. Please be sure that Scouts respect these markers.





## 6. EMERGENCY and SAFETY PROCEDURES AT CAMP

- A. Emergency Procedures** - Emergency procedures are discussed in detail at the first leaders meeting; please make sure that a representative is available at this meeting! In the event of an emergency, each Unit Leader should account for their youth and adults (keep a roster with you) reporting any missing persons to their campsite host or ORTC immediately. All Youth and adults must follow the direction of the camp staff during emergencies.
- i. FIRE:** In case of fire, report it to the camp office IMMEDIATELY. The camp staff is organized to help in firefighting, and the Iconium Fire Department will respond. Stay out of their way so no one gets hurt. **DO NOT ATTEMPT TO FIGHT THE FIRE.**
  - ii. LOST CAMPER:** Report a lost camper to the commissioners immediately.
  - iii. SEVERE WEATHER:** In case of severe weather warning (wailing siren for 3 minutes), please go to assigned storm shelter.
  - iv. STORM SHELTER PROCEDURES:**
    - a.** On Day 1, the complete troop will have a Storm Shelter Overview presented by the campsite host at 5 pm.
    - b.** Campsite Scoutmaster must have a complete roster of everyone in camp and bring this roster with them when entering the storm shelter.
- C. Vehicle Safety** - Do not ride in or on truck beds, tailgates, or trailers – NO EXCEPTIONS - Follow the Guide to Safe Scouting Scouting regulations prohibit using the cargo area of trucks (including pick-ups with camper shells) and trailers for transportation of passengers, or persons riding on the tailgate of station wagons.
- D. Camp Speed limit** - The maximum speed limit for all vehicles at camp is 15 miles per hour (5 miles per hour inside camp). Driving off-road is not permitted.
- E. Pioneering and rope projects** - Any rope or pioneering projects must comply with the current edition of the Guide to Safe Scouting. Check with Camp Director before erecting any projects.
- F. Running and Walking in Camp** - We do not run in camp for safety reasons. At Bartle, the black topped surface on Scout Camp Road lacks an apron and has steep drop offs creating a potential hazard. It is a public road open to thru traffic. Hiking, jogging, etc. are at your own risk on this road. Adult joggers, runners and walkers are encouraged to use the safer Family Housing Circle Road. Youth are not allowed to run in camp. Any running should be done during daylight and preferably before breakfast. While runners do not need to check out of camp, they should check out with their unit and be sure all Youth Protection standards are maintained.





## 7. CLEANLINESS

- A. Your troop is responsible for keeping your campsite and campers clean.
- B. The Maintenance Commissioner can give you information for proper procedures to clean and maintain your latrine.
- C. Trash should be taken to the dumpster daily and when leaving your campsite. Do not leave chairs, rugs, etc., when you depart.
- D. Cleaning the Pool Shower House is the responsibility of the leaders under the direction of the Staff. Please see the Pool Staff for direction, scheduling and procedures. The Maintenance Commissioner can also help you with this.
- E. Adult leaders will be responsible for assigning and/or cleaning the campsite shower houses.
- F. Please remind everyone that a good Scout takes only pictures and leaves only footprints. Please do not litter.

## 8. CONSERVATION PRACTICES

- A. Follow the Outdoor Code
- B. Do not cut down any trees.
- C. Do not hike trails that are marked “Closed” and do not cut across switchbacks.
- D. Only conduct conservation projects that have approval of the Camp Management.
- E. Never leave a fire unattended! Make sure to put it “dead out” with water and dirt.
- F. Please leave your campsite cleaner than you found it.
- G. Please pick-up any trash you find along camp trails.
- H. Wildlife - The H. Roe Bartle Scout Reservation is home to many types of wild animals. Hunting, harming or collecting wildlife is not permitted. Only your Camp Ecology Director is authorized to collect and display wild animals.
- I. Endangered species - The Council of Chieftains passed a resolution banning the use of endangered species claws, feathers, and/or parts from being used for Micosay attire. Remember that Federal Law protects birds of prey, and possession is punishable by fines or imprisonment. These are also inappropriate for the Order of the Arrow.

## 9. PERSONAL FIREARMS

Personal firearms, archery equipment and sheath knives are not allowed at camp, or on camp archery or firing ranges. If brought to camp, such personal equipment must be turned in to the camp administration until checkout at the end of the camp session. Tell your Scouts to leave them at home.

Scouters may NOT carry firearms at Scouting Activities. While various state laws may have authorized individual Scouters to legally carry or conceal firearms, they are NOT permitted to carry them while involved in scouting activities.



## 10. VEHICLE STORAGE

All vehicles must be parked in designated parking areas with proper ID tags displayed. Absolutely no cars/vehicles/trailers of any kind will be allowed in campsites. All troop buses, trucks and trailers must be parked in designated areas. The owner of each vehicle is the person solely responsible for its security. The Heart of America Council is not responsible for loss or damage caused by fire, storm, theft or vandalism to any person, vehicle, and trailers or for any loss or damage to articles left in vehicles.

## 11. TAPS

All youth should be in their bunks with lights out at taps. Adults should turn lights down and remain quiet for the rest of the evening. Please do not disturb other campsites.

## 12. EAGLE BOARDS OF REVIEW

Eagle Boards of Review must be scheduled during visitor's hours only. If they are setup for any other time, family and District Chairman may not be allowed on the Reservation. Boards cannot be scheduled for the Point, MOS Memorial Lodge, Lone Bear Lodge, Order of the Arrow Facilities or the shelter in Staff Family Circle. They can be scheduled for the Chapel and Blue Elk Lodge areas (if scheduled ahead of time). Please don't embarrass yourself by inviting parents to camp for a Board of Review when they will be turned away after a long drive. It is requested that you do not use Camp staff for Eagle boards as it takes them away from their staff duties.

## 13. STAFF HOUSING

Campers and troop leaders are not permitted in the Staff Housing Areas. Remember, this is their camp home. Just as you deserve privacy in your troop site, the staff also deserves their privacy.

## 14. SELLING POLICY

The sale of merchandise to campers, leaders, or staff for personal or unit profit is not permitted. The use of Heart of America Council, H Roe Bartle Scout Reservation Naish Scout Reservation, Rotary Camp or Tribe of Micosay logos are protected, and written permission is required.

"The Heart of America Council, Boy Scouts of America, by signature of the Scout Executive shall have the sole right to authorize the use of insignia, words, phrases, designation marks, pictorial representation and descriptive remarks related to the program of the corporation, including the Tribe of Micosay, on commercial products, promotional efforts and/or sale and distribution to members of the Boy Scouts of America and/or the general public. The use of same shall be only as authorized and approved by the Scout Executive."

## 15. HEART OF AMERICA COUNCIL DRONE (sUAS) POLICY

The general use of Drones (sUAS) on the H. Roe Bartle Scout Reservation is strictly prohibited. Do not bring any Drones to camp.

## 16. TROOP ROCKS

"Troop Rocks" are a unique method for troops to build camp traditions. If your troop would like to establish a troop rock, see your assistant camp director or camp director for approval. Troop rocks are not permitted in campsites.



**CAMPSITE COMMISSIONERS** - Your campsite is the base from which the program at the Heart of America Council camp operates. A Campsite Commissioner is assigned to your campsite to help develop and carry out a full and balanced camping program. The degree of assistance rendered by the commissioners will depend upon the needs, desires and experiences of each troop. The primary purpose of their work is to help you help your troop. They will visit your campsite every day to offer assistance with your camp program.

The Campsite Commissioners' function will be similar to that of your unit commissioner back home, except they will be available to you during the full time you are in camp. They have a sound understanding of Scouting's basic principles, the patrol method, and possess most, if not all, of the traditional Scouting skills.

Campsite Commissioners are there to help you, but not do it for you. In short, they will not take over the running of your troop, a patrol, or a single youth. You and you alone are the leader of your troop in camp, so don't expect, or ask, these staff members to assume your responsibilities.

**MAINTENANCE COMMISSIONER** - The Maintenance Commissioners are important staff members at camp. They are there to provide attention to most of your maintenance needs.

Refer to them for information on campsite maintenance projects. Your support of maintenance is not limited to your campsite. Ask these Commissioners early in the session about needs in other areas of the reservation. There are always projects that could use additional manpower. Troops are encouraged to bring basic hand tools to help complete projects.

For safety reasons, the maintenance yard is restricted to staff only. These Commissioners will help you get tools and arrange for materials that are required to do your project.

**CAMP CHAPLAIN SERVICE** - There is a Chaplain in camp or on the reservation at all times. They are there to minister to the needs of the Scouts and Scouters. The Council's Jewish, Community of Christ, Episcopal, Catholic, Restoration and Protestant Committees on Scouting select the chaplains.

Chaplains are excellent people to get involved in working with homesick campers and other problems that may arise. They are accessible through your Campsite Commissioners or the Camp Director.

The Chaplains provide many religious programs during the time at camp including: information on religious emblem programs and other programs as announced.

The Protestant Chaplains, offer Bibles and/or New Testament books at their worship times for those who have not received one in the past or did not bring one to camp. If you would like to receive one, ask your camp Chaplain when they visit your campsite.

In addition, the Chaplain provides camp church services during each session. All Scouts and Scouters are expected to attend and wear their field uniform (a.k.a. Class A). If there are Scouts/Scouters who play instruments and would like to help with worship services, please bring them to camp and let your Chaplain know that you are available. We encourage participation from all who are in camp during the session. There will be an offering received at Chapel services to continue the work of the chaplains/committees at camp. Service times will be announced in camp. Please attend a service of your choice. Remember a Scout is reverent!

**OSAGE RIVER TRADING COMPANY (ORTC)** - The Osage River Trading Company is your one-stop location in camp to take care of camp business or purchase needed supplies. Hours are from 7:00 am - 10:00 pm daily (No trading post sales during meal time). On opening night campfire, call night, and closing night campfire the ORTC will close at 6:30 pm.

**BANK PLAN** - A limited amount of space is available for storage of unit bank bags on a first-come first-served basis. The bag must be a locking bag. It will be signed in and out during regular office hours. If the bag is not a locking bag it will not be accepted.

**GATE CLOSURE** - Gates at the Maintenance Barn / RHQ will be closed and staffed from 11:00 pm to 6:00 am daily.



**ICE AVAILABLE** - Bag and block ice is available at the ORTC.

**RESERVATION BUS** - The bus schedule is posted at the ORTC and on your bulletin board

**WI-FI** - Free Wi-Fi will be available outside all 3 Dining Halls 24 hours a day. It is not available at the Training Center, Program Center or Reservation Headquarters. The Dining Halls will be open 8:30-11:00 am and 1:30 - 4:30 pm to adult leaders in between meals for Wi-Fi usage.

**MAIL** - Out-going mail is picked up at 10:00 am. In-coming mail is delivered to the ORTC office by 3:00 pm. An adult leader from each campsite should pick up mail at the ORTC. There is no mail service on Sundays or holidays. When mailing something to camp, please be sure to include your return address AND the following information to ensure that the mail reaches the right camper:

Full Name & Troop Number

Camp \_\_\_\_\_ (Lone Star, Piercing Arrow, OR Sawmill), Campsite \_\_\_\_\_

Bartle Scout Reservation

5525 NE Scout Camp Rd

Osceola, MO 64776-9000

**TELEPHONE** - One of the questions from parents is where their Scout will be and how can they be reached. Please encourage parents to write and not to call unless it is a real emergency. Incoming calls will be taken by the ORTC and messages forwarded to the requested party. The camp telephone number is 417-646-8115. Offices are open from 7:00 am to 10:00 pm to handle incoming calls. Emergency messages after 10:00 pm will be handled on an individual basis.

**SECURITY AT CAMP** - Occasionally belongings are misplaced, lost, or even stolen. Scouts should not bring valuables to camp and should mark all belongings with their name and troop number. Many items remain in the camp lost and found each session because the owner cannot be identified. Rings, watches, claws, etc. should never be taken to the Pool or Lakefront. The Heart of America Council is not responsible for lost or stolen items.

**TRAINING** - Every Scout deserves trained leaders. Please remind your first time leaders that training is available in your district before camp and at camp this summer. A new leader should have training before he/she is a camp leader or recommended for Micosay.

**WRISTBANDS** - Visiting hours are from 10:00 am to 5:00 pm. All visitors, including Tribesmen MUST have a visitor wristband, except on Visitor Day. Please see the Guidelines for Visitors in the appendix.

Colored wristbands will be issued for full-time and part-time leaders. Visitors are BRIGHT PINK. They may not enter the Dining Hall or participate in camp programs.

Each camper will have a wristband reflecting their swim test. Swimmers are BLUE, Learning swimmers are RED, and Non-swimmers are WHITE. Full-time or part-time leaders wishing to swim must have a leader's band and a swim band. Visitors may not swim.

Broken wrist bands will be replaced as soon as possible at the Pool. Take the broken band to the Pool for replacement.



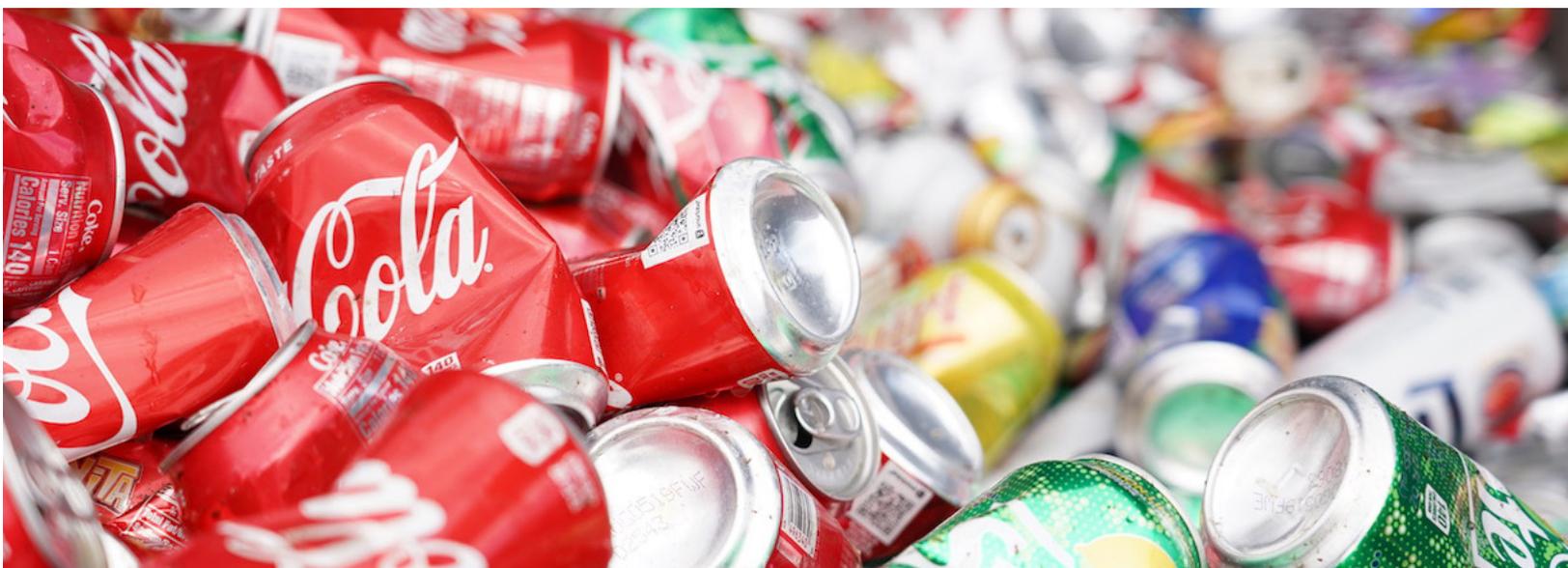
## LEAVE NO TRACE RECYCLING PROGRAM

We are asking each troop to do their part as stewards of our Reservation and assist us with the collection of cans and cardboard recyclables. We will have collection points at several locations throughout each camp. Currently there are bins at each ORTC and the main camp collection points located behind each dining hall.

It is suggested that each campsite collect all of their recyclable cans and cardboard and deliver them to the marked bins behind the dining halls prior to each meal. Cardboard can be flattened and placed in the trailer.

Environmental stewardship, like recycling, is a responsibility we all share. As members of Scouting America, it is even more important to be an environmentally conscious and responsible role model to all around and help support HOAC's "Leave No Trace" ideals.

Each ORTC will also have a bucket specifically for collection of used batteries. Don't throw those flashlight batteries in the regular garbage! Take them to your ORTC and place them in the marked bucket for proper recycling and disposal.



**Canned and Non-Perishable Food Collection** - If every troop were to donate 1 can of food for every Scout and Scouter that is registered and attends summer camp, we would be close to fulfilling our goal. Collection baskets will be available at each ORTC during check-in, throughout the session, and on Visitor's Day. Please spread the word and consider donating to help us reach our goal! Let's challenge ourselves and our troops to help those less fortunate and in need.

### **Non-Perishable Food List**

Canned Foods - Dried Foods - Cooking Oils - Freeze Dried Goods - Powdered Drinks, Coffee, Tea



**Troop Pre-Camp Calendar Schedule** - Many weeks before your arrival date at Bartle, the Troop's leadership should complete this schedule by filling in the dates and assignments, and distributing as necessary to ASMs and parents.

1. \_\_\_\_\_ Fundraising for Scouts needing help. (As early as known)
2. \_\_\_\_\_ Submit all "Special Needs Request" online four weeks prior to session (see Leader's Guide Appendix).
3. \_\_\_\_\_ Troop swim for qualification (Who cannot).
4. \_\_\_\_\_ Promotion meeting with parents (see Leader's Guide Appendix for handouts)
5. \_\_\_\_\_ Assign ASMs going to camp the following duties:
  1. First aid/prescription lock box and all Current Annual Health and Medical Record forms gathered and checked for completeness prior to arrival at camp.
  2. Transportation
  3. Banker
  4. Equipment
  5. Visitor's day (parking, lunch, supper, announcements, etc)
  6. ASMs to check on MB progress at camp
  7. Trail to First Class program
6. \_\_\_\_\_ Meeting with PLC to discuss patrol methods at camp.
7. \_\_\_\_\_ Make a Merit Badge schedule for each Scout and list badges they want to take. (We recommend four for first year campers, some handicraft). Complete on-line Merit Badge sign-up two weeks prior to your session.
8. \_\_\_\_\_ Ensure all adults attending are BSA registered and trained.
9. \_\_\_\_\_ Download Pre-camp MB resource guide and Bartle t-shirt order form and deliver to Camping Services prior to May 4, 2026 for a discount (see Leader's Guide Appendix)
10. \_\_\_\_\_ Outpost program requests - see Outpost Program Guide on page 40.
11. \_\_\_\_\_ Complete and Sign Micosay recommendation forms immediately after full Troop Committee has voted. (See Micosay Leader's Guide Appendix).
12. \_\_\_\_\_ Complete the "Bartle Camp Fee Worksheet" before arriving at camp, if possible (see Leader's Guide Appendix). PDQ after arriving.
13. \_\_\_\_\_ Sign up for Outdoor Leader Skills (See Program Guide)
14. \_\_\_\_\_ Wilderness First Aid & Mental health Awareness

**Heart of America Council**  
**10210 Holmes Rd. Kansas City, MO 64131**  
**Ph: 816-569-4928**

**Additional forms can be found at**  
**<https://www.hoac-bsa.org/camping-resources>**



## SAMPLE LETTER TO INFORM YOUR PARENTS ABOUT CAMP

TO THE PARENTS OF FIRST TIME BARTLE CAMPERS:

You and your Scout are about to embark on a fun-filled adventure – Summer Camp at the H. Roe Bartle Scout Reservation. We say ‘you and your Scout’ because you are one of the major influences on how your Scout will view their camping experience. If you show interest, enthusiasm and encouragement, your Scout is much more likely to do the same. Demonstrate that you believe in their abilities. Bartle is a wonderful experience where your Scout will have a great time and will grow both physically and mentally. With your help, they will get the most out of their experience.

As the time to depart for camp draws near, your Scout will need your special attention helping them acquire, mark and pack their clothing and Scouting items. Prior to this special day, it might be fun if someone suggests and/or organizes a Mom’s brunch for after the troop leaves or a get together at someone’s house for “Mom’s Night Out.” There’s comfort in numbers! Also, “seasoned” Moms will have a wealth of information and experiences they will gladly share.

Your Scout will be looking forward to your visit on Visitor Day. We suggest you plan to arrive between 10:00 and 11:00 am. Every family is encouraged to attend. Parking at camp is limited, therefore carpooling is strongly encouraged. Your attendance and support for your Scout on this special day during each session helps them to know how important they are to you. Additionally, they are anxious to share with and show you what they are experiencing.

Many troops have a buffet picnic lunch. Food should be brought to camp in disposable containers. Due to the heat, please don’t leave dishes that contain mayonnaise or ingredients such as tuna out for more than a couple of hours and be sure to take that food home with you. Most often enough food is brought on Visitor Day to allow the Scouts and leaders to have enough for not only the noon meal, but also an evening snack. Campers look forward to this day during their session because we all know that home-cooked food is much tastier than camp food.

Bring your lawn chairs. Expect the weather to be sunny, hot and humid. The camp is dusty and rocky, so wear your most comfortable shoes (sandals are not a good choice). Your youth will want to show you where they spend their days and this requires considerable walking. You will be able to see Bartle through the eyes of your Scout. Do not bring pets to camp!

Please plan your departure from the campsite no later than 4:00 pm, as the youth will have evening activities to attend. If your Scout is a bit sad to see you leave, don’t delay – that only makes it harder for them (and you)! In most instances, within a very few minutes after you leave, your Scout will be off to another adventure and a fun filled evening. Your Leaders are aware that departure time is sometimes difficult, so be ready to handle homesickness that might arise.

You might consider mailing a short note or a funny card to your Scout on the day before they leave for camp so they will get some mail shortly after they arrive at camp. However, DO NOT TELL THEM ALL THE FUN YOU ARE HAVING WHILE THEY ARE GONE! Make your letter sound as if life is RATHER DULL AT HOME.

Bartle is a large place with hundreds of campers per session. Please do not call unless it is truly an emergency that cannot wait. Even then, it will be some time before the message can be delivered, and a return call placed back to you. Phones can be a source of homesickness. Should your Scout call home, we suggest you give them encouragement that you want them to stay and have a great camping experience.



## **BARTLE - ON-LINE SPECIAL NEEDS REQUEST - Dietary**

We ask individuals requiring a very special diet (this option is only if medically necessary or required by religion) to review the following information.

### **Camp Food Service:**

- **Does not use tree nuts or peanuts in preparation of food. Some items used are made in facilities that also process tree nuts and peanuts. Please note peanut butter is offered/available at the communal fruit and bread table.**
- Cannot be responsible for food brought from outside.
- Uses a vegan/dairy free butter alternative for most cooking application.
- Any Soy Sauce that is used is gluten free.

H. Roe Bartle Scout Reservation can provide substitutes or alternative menus for participants with one of the following dietary restrictions:

- **Vegetarian (not Vegan)** - A meal that does not include animal protein. Protein alternatives such as beans, legumes and tofu will be used.
- **Gluten free** - A meal that does not include gluten (i.e. Wheat). Rice and/or corn is the most common substitution
- **Dairy free** - A meal that does not incorporate dairy items such as cheese, milk, or butter. Eggs are not considered “dairy” and will be included as necessary.
- **Kosher/Halal** - A meal that adheres to this style (not certified) and does not include pork. Substitution of turkey, chicken, or beef will be used. Dairy and meat are not mixed but may appear in separate parts of the meal.

**SPECIAL NEEDS REQUEST FORM - [www.hoac-bsa.org/camping-resources](http://www.hoac-bsa.org/camping-resources)**

### **Be prepared with the following information:**

District, Troop Number, Session, Leader Name and Phone Number, Name and Age of person needing the special request, Explanation of special request and PDF or JPEG of Doctor’s note stating reason for special request.

# APPENDIX | PART-TIME LEADER DAYS



Troop \_\_\_\_\_ District \_\_\_\_\_ Session \_\_\_\_\_ Camp \_\_\_\_\_ Campsite \_\_\_\_\_

Leader Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Total by Leader
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
<b>TOTAL BY DAY</b>										

# APPENDIX | SHARED FULL-TIME LEADER DAYS



Troop \_\_\_\_\_ District \_\_\_\_\_ Session \_\_\_\_\_ Camp \_\_\_\_\_ Campsite \_\_\_\_\_

Leader Name		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Total by Leader
Ex.	John Scout										
	Make Camp										
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											

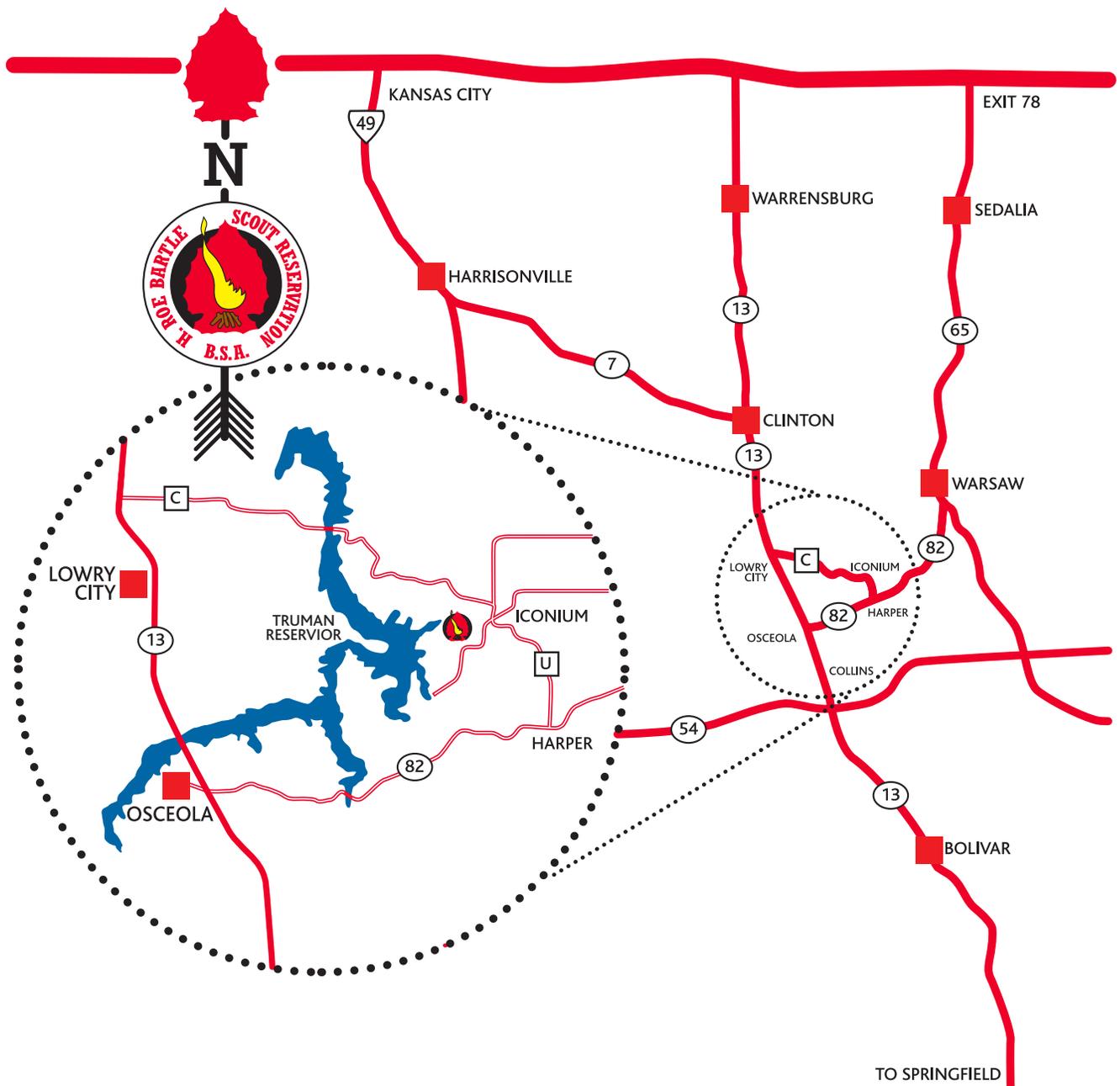
# APPENDIX | DIRECTIONS TO CAMP



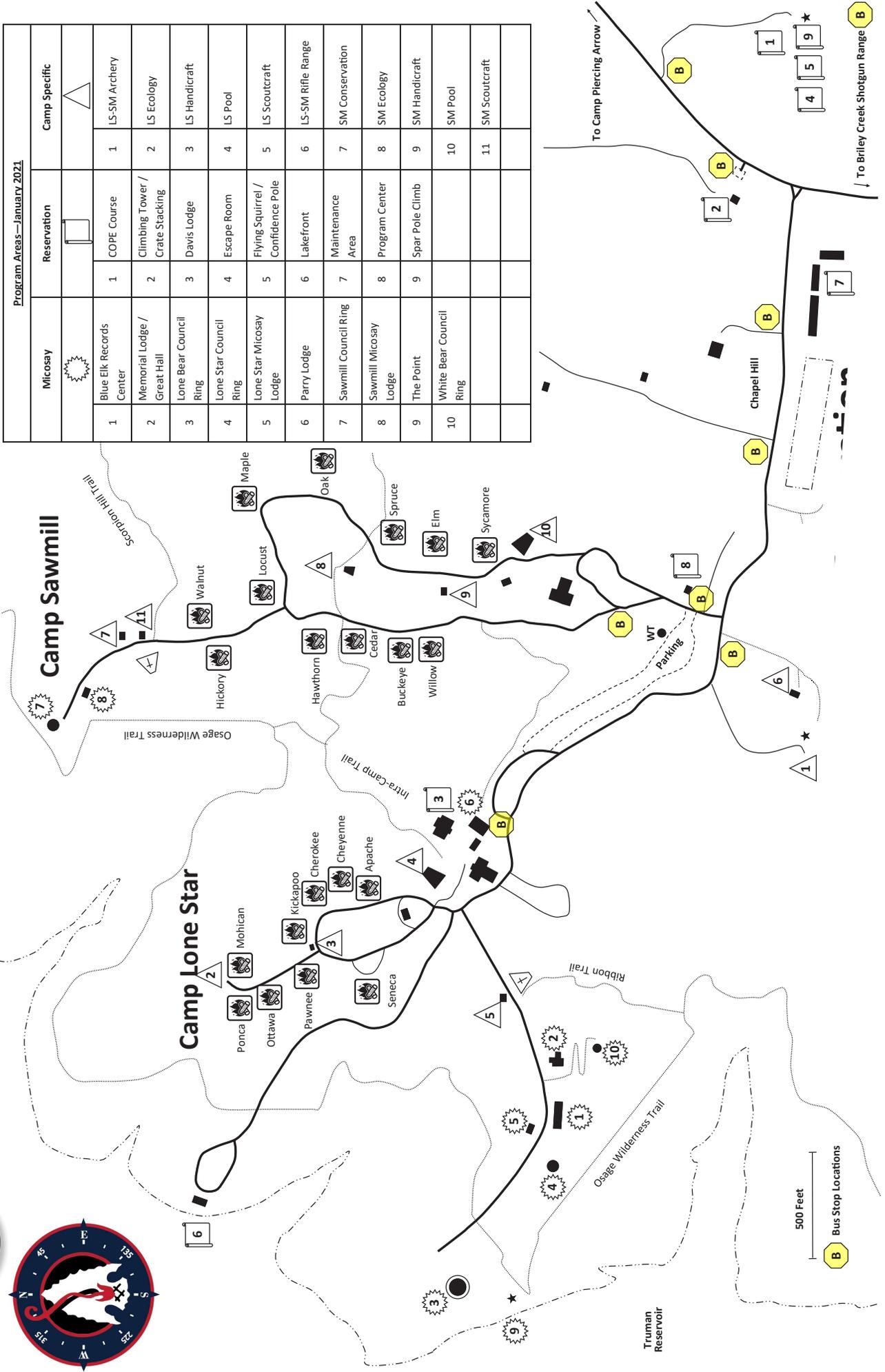
**South from Kansas City via Harrisonville** - I 49/Hwy 71 south to Harrisonville. Highway 7 from Harrisonville, south to Clinton. Highway 13 from Clinton to St. Clair County Highway C. Stay on Highway C approximately 12 miles to a stop sign. Turn right (south) through the town of Iconium, Missouri. The camp entrance is less than a mile from Iconium on Boy Scout Camp Road. Signs will point the way.

**North from Springfield** - Highway 13 through Lowry City to St. Clair County Highway C. Stay on Highway C approximately 12 miles to a stop sign. Turn right (south) through the town of Iconium, Missouri. The camp entrance is less than a mile from Iconium on Boy Scout Camp Road. Signs will point the way.

**West from St. Louis** - Take I-70 to exit 78, and then go south on Highway 65 through Sedalia, Missouri to Warsaw, Missouri. Stay on Highway 65, two miles south of Warsaw to State Highway 82 to Harper, Missouri (approximately 17 miles). At Harper, take St. Clair County U to Iconium, Missouri. The camp entrance is less than a mile from Iconium on Boy Scout Camp Road. Signs will point the way.



# CAMP LONE STAR AND CAMP SAWMILL



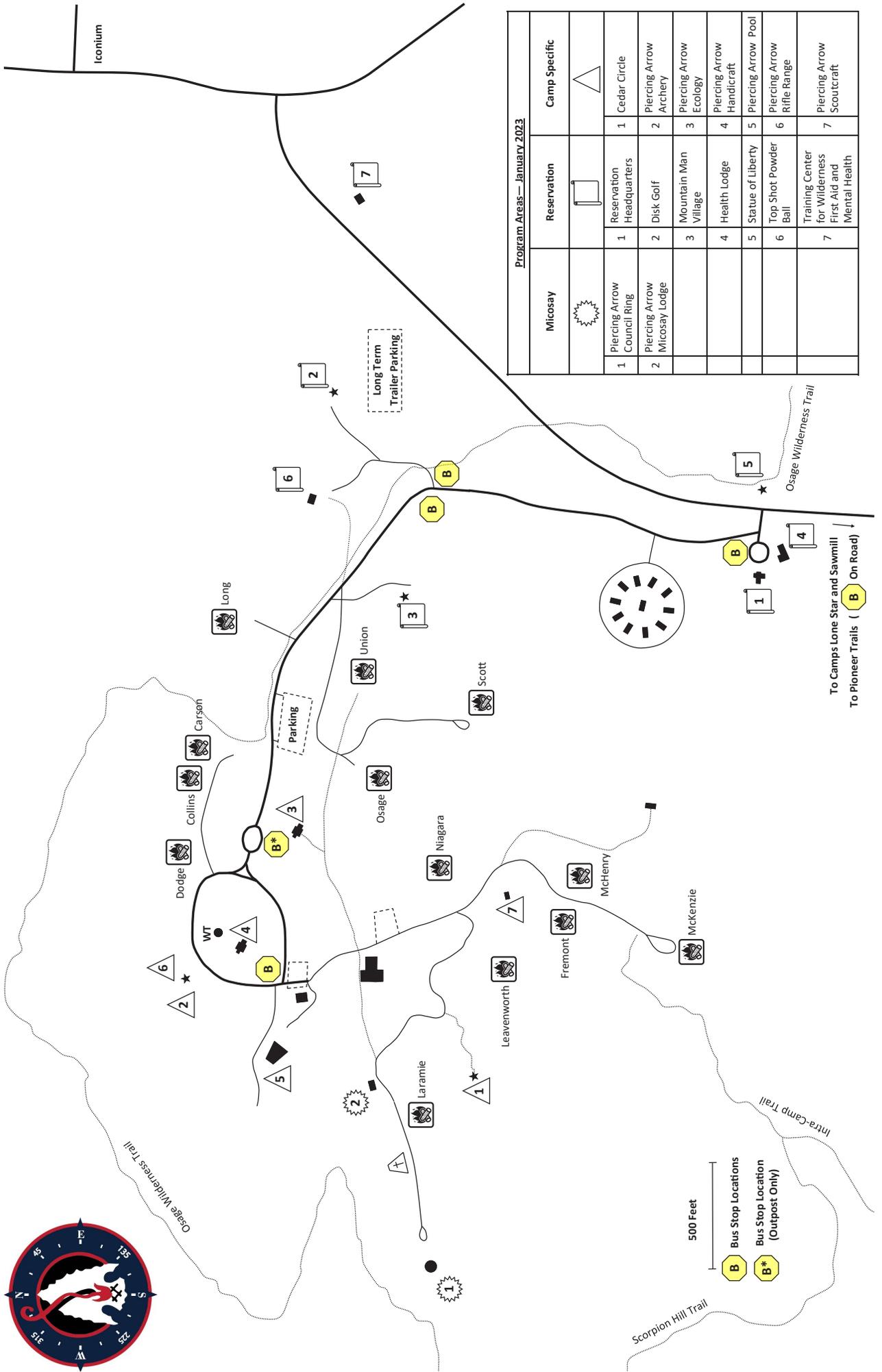
500 Feet  
 Bus Stop Locations

Truman Reservoir

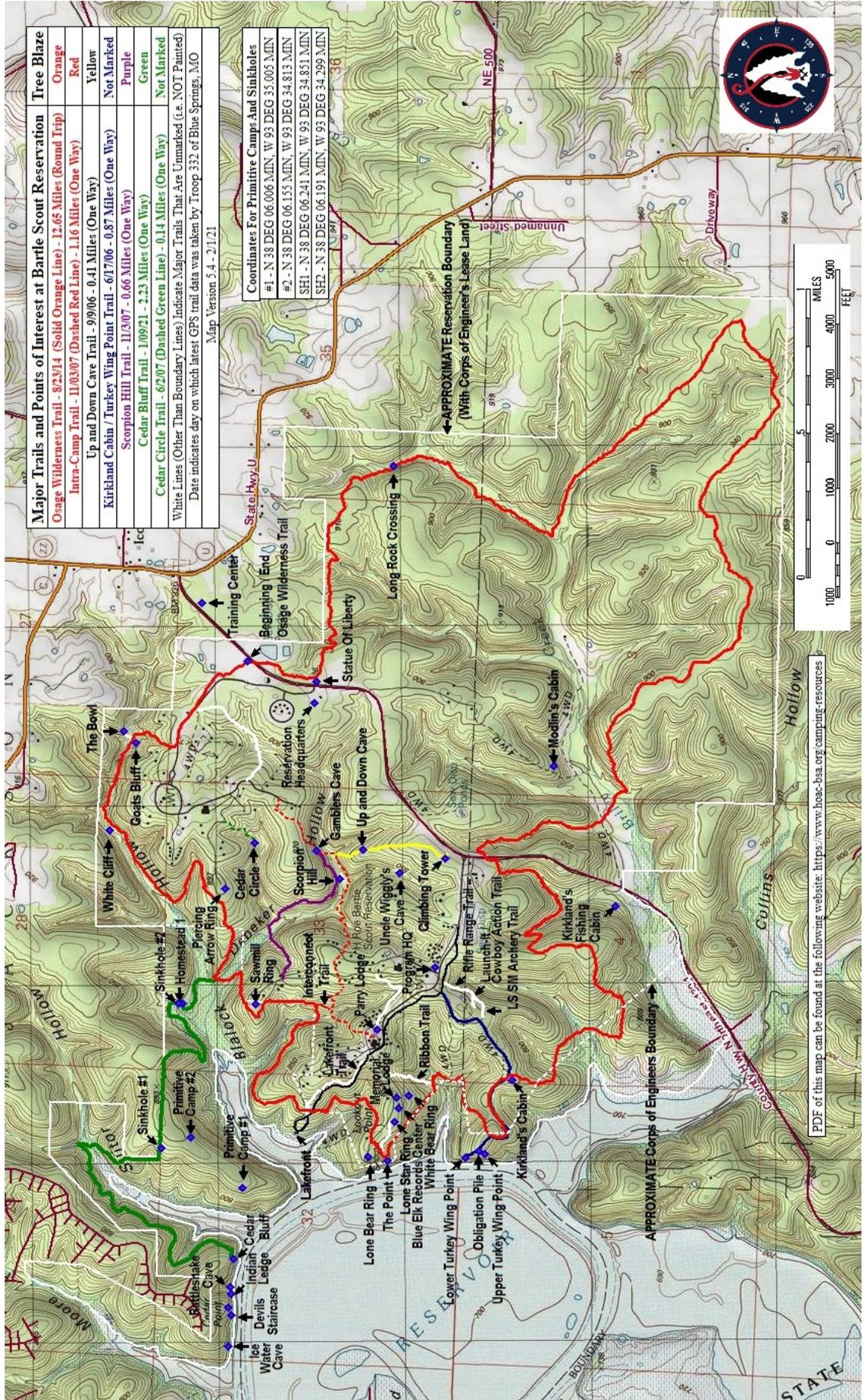
To Camp Piercing Arrow

To Briley Creek Shotgun Range

# CAMP PIERCING ARROW



# BARTLE TRAILS



## Part A: Informed Consent, Release Agreement, and Authorization

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### High-adventure base participants:

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_

### Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

**With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.**

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.

*Every person who furnishes any BB device to any minor, without the express or implied permission of the parent or legal guardian of the minor, is guilty of a misdemeanor. (California Penal Code Section 19915[a]) My signature below on this form indicates my permission.*

I give permission for my child to use a BB device. (Note: Not all events will include BB devices.)

**Checking this box indicates you DO NOT want your child to use a BB device.**



**NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.**

List participant restrictions, if any: \_\_\_\_\_

None

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont Scout Ranch, Philmont Training Center, Northern Tier, Sea Base, or the Summit Bechtel Reserve, **I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met.** The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature for youth: \_\_\_\_\_ Date: \_\_\_\_\_

(If participant is under the age of 18)

### Complete this section for youth participants only:

#### Adults Authorized to Take Youth to and From Events:

You must designate at least one adult. Please include a phone number.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Adults **NOT** Authorized to Take Youth to and From Events:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_



## Part B1: General Information/Health History

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

**High-adventure base participants:**

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Height (inches): \_\_\_\_\_ Weight (lbs.): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Phone: \_\_\_\_\_

Unit leader: \_\_\_\_\_ Unit leader's mobile #: \_\_\_\_\_

Council Name/No.: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Health/Accident Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_



Please attach a photocopy of both sides of the insurance card. If you do not have medical insurance, enter "none" above.

**In case of emergency, notify the person below:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Home phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Alternate contact name: \_\_\_\_\_ Alternate's phone: \_\_\_\_\_

### Health History

Do you currently have or have you ever been treated for any of the following?

Yes	No	Condition	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	Last HbA1c percentage and date: _____ Insulin pump: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hypertension (high blood pressure)	
<input type="checkbox"/>	<input type="checkbox"/>	Adult or congenital heart disease/heart attack/chest pain (angina)/heart murmur/coronary artery disease. Any heart surgery or procedure. Explain all "yes" answers.	
<input type="checkbox"/>	<input type="checkbox"/>	Family history of heart disease or any sudden heart-related death of a family member before age 50.	
<input type="checkbox"/>	<input type="checkbox"/>	Stroke/TIA	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma/reactive airway disease	Last attack date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Lung/respiratory disease	
<input type="checkbox"/>	<input type="checkbox"/>	COPD	
<input type="checkbox"/>	<input type="checkbox"/>	Ear/eyes/nose/sinus problems	
<input type="checkbox"/>	<input type="checkbox"/>	Muscular/skeletal condition/muscle or bone issues	
<input type="checkbox"/>	<input type="checkbox"/>	Head injury/concussion/TBI	
<input type="checkbox"/>	<input type="checkbox"/>	Altitude sickness	
<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric/psychological or emotional difficulties	
<input type="checkbox"/>	<input type="checkbox"/>	Neurological/behavioral disorders	
<input type="checkbox"/>	<input type="checkbox"/>	Blood disorders/sickle cell disease	
<input type="checkbox"/>	<input type="checkbox"/>	Fainting spells and dizziness	
<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease	
<input type="checkbox"/>	<input type="checkbox"/>	Seizures or epilepsy	Last seizure date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Abdominal/stomach/digestive problems	
<input type="checkbox"/>	<input type="checkbox"/>	Thyroid disease	
<input type="checkbox"/>	<input type="checkbox"/>	Skin issues	
<input type="checkbox"/>	<input type="checkbox"/>	Obstructive sleep apnea/sleep disorders	CPAP: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	List all surgeries and hospitalizations	Last surgery date: _____
<input type="checkbox"/>	<input type="checkbox"/>	List any other medical conditions not covered above	



## Part B2: General Information/Health History

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### High-adventure base participants:

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_

### Allergies/Medications

DO YOU USE AN EPINEPHRINE AUTOINJECTOR? Exp. date (if yes) \_\_\_\_\_  YES  NO

DO YOU USE AN ASTHMA RESCUE INHALER? Exp. date (if yes) \_\_\_\_\_  YES  NO

Are you allergic to or do you have any adverse reaction to any of the following?

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication		<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Food		<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

List all medications currently used, including any over-the-counter medications.

Check here if no medications are routinely taken.  If additional space is needed, please list on a separate sheet and attach.

Medication	Dose	Frequency	Reason

YES  NO Non-prescription medication administration is authorized with these exceptions: \_\_\_\_\_

Administration of the above medications is approved for youth by:

\_\_\_\_\_/\_\_\_\_\_  
 Parent/guardian signature MD/DO, NP, or PA signature (if your state requires signature)

**Bring enough medications in sufficient quantities and in the original containers. Make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medication unless instructed to do so by your doctor.**

### Immunization

The following immunizations are recommended. Tetanus immunization is required and must have been received within the last 10 years. If you had the disease, check the disease column and list the date. If immunized, check yes and provide the year received.

Yes	No	Had Disease	Immunization	Date(s)
<input type="checkbox"/>	<input type="checkbox"/>		Tetanus	
<input type="checkbox"/>	<input type="checkbox"/>		Pertussis	
<input type="checkbox"/>	<input type="checkbox"/>		Diphtheria	
<input type="checkbox"/>	<input type="checkbox"/>		Measles/mumps/rubella	
<input type="checkbox"/>	<input type="checkbox"/>		Polio	
<input type="checkbox"/>	<input type="checkbox"/>		Chicken Pox	
<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis A	
<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis B	
<input type="checkbox"/>	<input type="checkbox"/>		Meningitis	
<input type="checkbox"/>	<input type="checkbox"/>		Influenza	
<input type="checkbox"/>	<input type="checkbox"/>		Other (i.e., HIB)	
<input type="checkbox"/>	<input type="checkbox"/>		Exemption to immunizations (form required)	

**Please list any additional information about your medical history:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DO NOT WRITE IN THIS BOX.**  
 Review for camp or special activity.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Further approval required:  Yes  No

Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Part C: Pre-Participation Physical

This part must be completed by certified and licensed physicians (MD, DO), nurse practitioners, or physician assistants.

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### High-adventure base participants:

Expedition/crew No.: \_\_\_\_\_

or staff position: \_\_\_\_\_



You are being asked to certify that this individual has no contraindication for participation in a Scouting experience. For individuals who will be attending a high-adventure program, including one of the national high-adventure bases, please refer to the supplemental information on the following pages or the form provided by your patient. You can also visit [www.scouting.org/health-and-safety/ahmr](http://www.scouting.org/health-and-safety/ahmr) to view this information online.

### Please fill in the following information:

	Yes	No	Explain
Medical restrictions to participate	<input type="checkbox"/>	<input type="checkbox"/>	

Yes	No	Allergies or Reactions	Explain	Yes	No	Allergies or Reactions	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Medication		<input type="checkbox"/>	<input type="checkbox"/>	Plants	
<input type="checkbox"/>	<input type="checkbox"/>	Food		<input type="checkbox"/>	<input type="checkbox"/>	Insect bites/stings	

Height (inches)	Weight (lbs.)	BMI	Blood Pressure	Pulse
			/	

	Normal	Abnormal	Explain Abnormalities
Eyes	<input type="checkbox"/>	<input type="checkbox"/>	
Ears/nose/throat	<input type="checkbox"/>	<input type="checkbox"/>	
Lungs	<input type="checkbox"/>	<input type="checkbox"/>	
Heart	<input type="checkbox"/>	<input type="checkbox"/>	
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	
Genitalia/hernia	<input type="checkbox"/>	<input type="checkbox"/>	
Musculoskeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Neurological	<input type="checkbox"/>	<input type="checkbox"/>	
Skin issues	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

### Examiner's Certification

I certify that I have reviewed the health history and examined this person and find no contraindications for participation in a Scouting experience. This participant (with noted restrictions):

True	False	Explain
<input type="checkbox"/>	<input type="checkbox"/>	Meets height/weight requirements.
<input type="checkbox"/>	<input type="checkbox"/>	Has no uncontrolled heart disease, lung disease, or hypertension.
<input type="checkbox"/>	<input type="checkbox"/>	Has not had an orthopedic injury, musculoskeletal problems, or orthopedic surgery in the last six months or possesses a letter of clearance from his or her orthopedic surgeon or treating physician.
<input type="checkbox"/>	<input type="checkbox"/>	Has no uncontrolled psychiatric disorders.
<input type="checkbox"/>	<input type="checkbox"/>	Has had no seizures in the last year.
<input type="checkbox"/>	<input type="checkbox"/>	Does not have poorly controlled diabetes.
<input type="checkbox"/>	<input type="checkbox"/>	If planning to scuba dive, does not have diabetes, asthma, or seizures.

Examiner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Examiner's printed name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Office phone: \_\_\_\_\_

### Height/Weight Restrictions

If you exceed the maximum weight for height as explained in the following chart and your planned high-adventure activity will take you more than 30 minutes away from an emergency vehicle/accessible roadway, you may not be allowed to participate.

#### Maximum weight for height:

Height (inches)	Max. Weight						
60	166	65	195	70	226	75	260
61	172	66	201	71	233	76	267
62	178	67	207	72	239	77	274
63	183	68	214	73	246	78	281
64	189	69	220	74	252	79 and over	295



# Authorization to Dispense Prescription Medications and/or Over the Counter (OTC) Medication



Scout/Venture Crew Member Name (Last, First)	DOB	
Parents Contact Number: Primary -	Other -	
<p><b>AUTHORIZATION:</b> I hereby authorize any Registered Adult Leader of the Boys Scouts of America, Heart of America Council or any other authorized adult to dispense to the above named Scout those PRESCRIPTION MEDICATIONS that are listed on Part A of his/her current BSA ANNUAL HEALTH FORM, in the manner as prescribed by the listed medical professional and those OTC MEDICATIONS listed below. These OTC MEDICATIONS may be, unless stated otherwise in the limitations/special instructions sections below, administered at the discretion the Registered Adult Leader(s) or any other authorized adult to dispense medication, for causes or conditions indicated on the labeling for the product, in the dosages stated on the labeling for a youth of the age/ weight of my Scout/Venture Crew Member.</p>		
OTC Medication	Initials	Limitations/ Special Instructions
<b>All of the medications listed below</b>		<b>No limitations</b>
<b>PAIN RELIEF:</b> Acetaminophen (e.g., Tylenol and generics), Ibuprofen (e.g., Motrin, Advil, and generics), Naproxen sodium (e.g., Aleve and generics)		
<b>DECONGESTANT:</b> Phenylephrine HCl, Pseudoephedrine (e.g., Sudafed, and generics)		
<b>ANTIHISTAMINE:</b> Diphehydramine (Benadryl and generics) Loratadine (e.g., Claritin and generics), Chlorpheniramine maleate,		
<b>ANTIDIARRHEA:</b> Pepto Bismol and generics, Immodium and generics		
<b>ANTIACIDS / ACID CONTROLLERS:</b> Calcium Carbonate, Magnesium Hydroxide, and/or Aluminum Hydroxide (e.g., Tums, Roloids, Mylanta, Maalox), and others containing some or all of these ingredients, and generics)		
<b>MOTION SICKNESS TREATMENT:</b> Dimenhydrinate (e.g., Dramamine and generics), Meclizine hydrochloride (e.g., Bonine and generics)		
<b>TOPICAL ANTISEPTICS AND SCRUBS:</b> Povidone iodine (Betadine and generics), Hydrogen peroxide, Cholorhexidine (Hibiclens) and other general antiseptics		
<b>TOPICAL ANTIBIOTICS:</b> Neosporin, Bactine, triple antibiotics (including generics) and similar products contains antibiotics with or without topical pain relief		
<b>TOPICAL BURN / SUNBURN RELIEF:</b> Creams and Gels including aloe vera and other products labeled as providing relief from minor sunburn and burns		
<b>TOPICAL ITCH / RASH RELIEF:</b> Hydrocortisone (Cortaid and generics), Diphenhydramine Hydrochloride (Benadryl Itch Relief and generics), Calamine Lotion, Loratadine (e.g., Claritin and generics)		
<b>TOPICAL MEDICAL POWDERS:</b> Gold Bond and others - Ingredients include menthol, zinc oxide, talcum powder, corn starch etc. for itch relief		
<b>TOPICAL BITE / TOXIN NEUTRALIZERS:</b> Meat tenderizer, After Bite, (containing ammonia), baking soda, papain, vinegar, and/or other ingredients to neutralize toxins)		
<p><b>I, the parent (legal guardian) of the above Scout authorize the giving of medication as indicated above. I will not hold the dispensing individual, the Heart of America Council, or Boy Scouts of America liable for administering or not administering the medication, or any adverse/ allergic reactions my Scout/Venture Crew member may have.</b></p>		
<p><b>Parent or Legal Guardian Printed</b></p>		
<p>Name: _____</p>		
<p>Signature: _____ Date: _____</p>		



# APPENDIX | LETTER TO EMPLOYER



The Heart of America Council stands ready to send a letter to your supervisor or company informing them of the leadership you provided to the Scouts in your unit while at summer camp. We will also stress the importance of this summer camp experience for each Scout. To have letter sent on your behalf, please complete the information below and turn it in to the camp office during the check in process.

\*\*\*\*\*

**PRINT LEGIBLY** - Letters will not be send if any part of the name or address is missing!

Scouter's Name:  Mr.  Mrs.  Ms.

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

(Please circle one)  Pack  Troop

Unit Number : \_\_\_\_\_ District: \_\_\_\_\_

Dates in Camp: \_\_\_\_\_ Camp Attended: \_\_\_\_\_

## SEND LETTER TO:

Supervisor's Name:  Mr.  Mrs.  Ms.

Supervisor's Position or Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN TO: HOAC, 10210 Holmes Rd, Kansas City, MO 64131 • Or fax: 816-942-8086**





**PRE-ORDER BARTLE T-SHIRTS ON-LINE ONLY** at <https://mycouncil.hoac-bsa.org/Store/18>

Receive a discount when your Troop orders (ONE ORDER PER TROOP) no later than Monday, May 4th, 2026. Your order will be pre-packaged and waiting at the Trading Post in your camp.

Orders will not be accepted after May 4th. Your troop will need to buy Camp T-shirts at camp.



## CUSTOM ORDER BACKS



If you want the option to personalize your troop's 2026 Bartle t-shirt; purchase your Bartle camp T-shirts at <https://mycouncil.hoac-bsa.org/Store/18> then provide Seen Merch a copy of your receipt and the details to customize your shirts. You can use one of the stock designs or submit your own design. Go to [www.seenmerch.com/bartle](http://www.seenmerch.com/bartle) to **download a custom order form and find additional prices**. Please email Seen Merch at [contact@seenmerch.com](mailto:contact@seenmerch.com) if you have any questions.

DESIGN 1



DESIGN 2



DESIGN 3



DESIGN 4



# APPENDIX | CAMP TRANSFER REQUEST



## Registered Membership

District \_\_\_\_\_ Unit # \_\_\_\_\_ Primary Contact Name \_\_\_\_\_

\_\_\_\_\_ Bartle Scout Camp

\_\_\_\_\_ Webelos Resident Camp

\_\_\_\_\_ Naish Scout Camp

\_\_\_\_\_ Bear Resident Camp

\_\_\_\_\_ Rotary Scout Camp

\_\_\_\_\_ Cub Scout Day Camp

Session \_\_\_\_\_ Camp \_\_\_\_\_ Campsite \_\_\_\_\_

Names of Scouts Transferring \_\_\_\_\_

Names of Full-time Leader \_\_\_\_\_

Transferring \_\_\_\_\_

Names of Part-time Leaders \_\_\_\_\_

Transferring \_\_\_\_\_

## Transfer reservations to:

\_\_\_\_\_ Bartle Scout Camp

\_\_\_\_\_ Webelos Resident Camp

\_\_\_\_\_ Naish Scout Camp

\_\_\_\_\_ Bear Resident Camp

\_\_\_\_\_ Rotary Scout Camp

\_\_\_\_\_ Cub Scout Day Camp

Session \_\_\_\_\_ Camp \_\_\_\_\_ Campsite \_\_\_\_\_

\*Camping with District \_\_\_\_\_ Unit # \_\_\_\_\_ Primary Contact Name \_\_\_\_\_

\_\_\_\_\_ (✓) These Scout(ers)/registration(s) are transferring their BSA membership to this unit. Funds totaling \$\_\_\_\_\_ will be transferred to the new Scouts.

**We authorize the Heart of America Council, BSA to transfer the above reservations. We fully understand that the primary unit will be financially responsible for these reservations unless their BSA membership is transferred.**

\_\_\_\_\_  
Unit Leader Signature (Scoutmaster/Cubmaster/Committee Chairman Signature)

\_\_\_\_\_  
Date

**We have agreed to provide leadership for the above Scouts and Scouters.**

\_\_\_\_\_  
Unit Leader Signature (Scoutmaster/Cubmaster/Committee Chairman Signature)

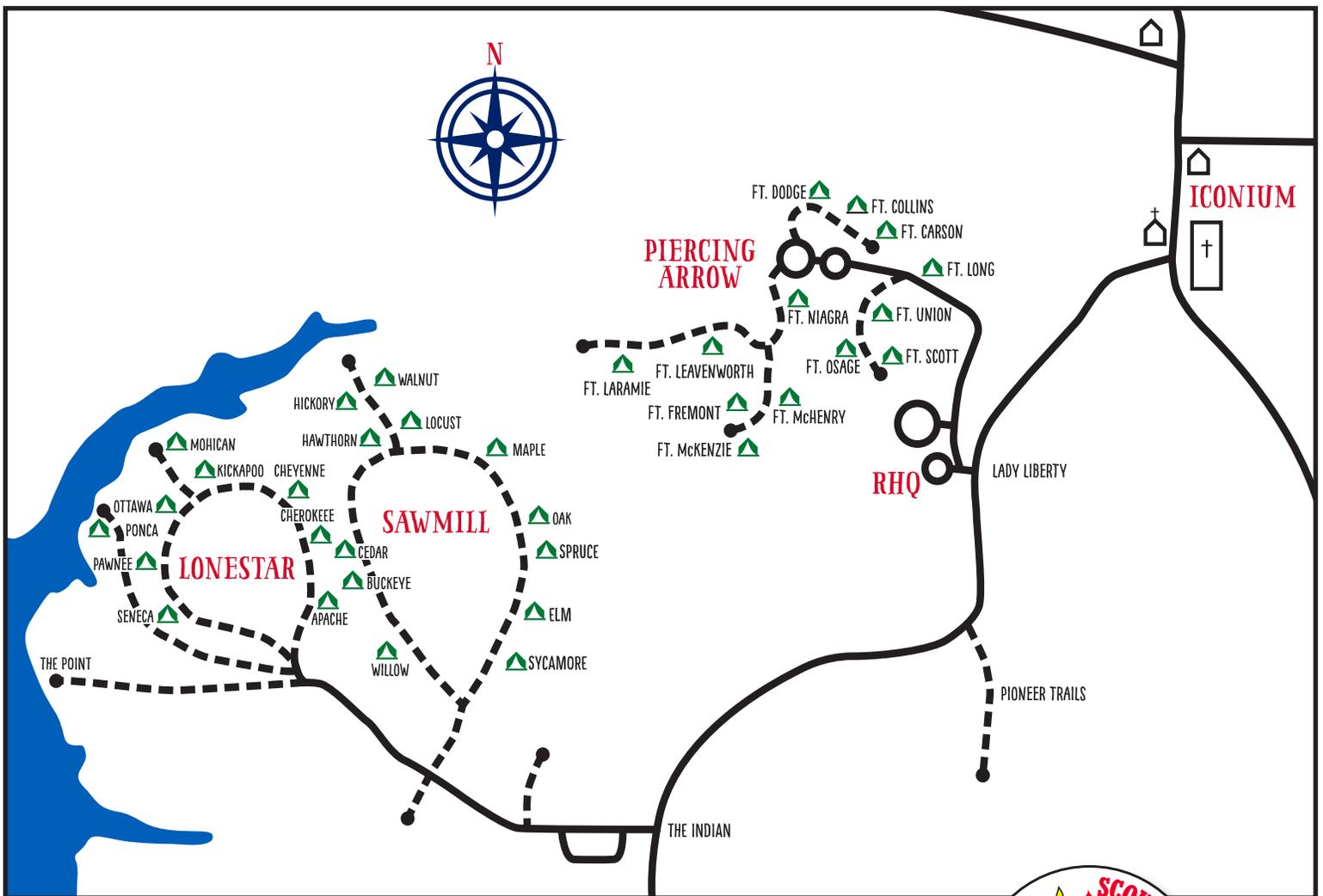
\_\_\_\_\_  
Date



## WELCOME TO BARTLE

Welcome to the H. Roe Bartle Scout Reservation. We hope that you enjoy your visit with us today. If you are in need of assistance finding your way around the reservation, please check with the Reservation Headquarters any time. For the health, safety and security of the Scouts and leaders who are camping full time with us this session, we ask that all visitors check in at the Reservation Headquarters and follow the guidelines for visitors on the opposite page.

At the time of check in, a copy of your driver's license will be made and you will be issued a visitor wristband, which we ask you to wear during your visit. On rare occasions, special arrangements may be made for visitations that fall outside the general guidelines. These arrangements must be made with the Reservation Director twenty-four hours prior to the special visitation and must be made by the full time Camp Scoutmaster of the troop that is being visited. Enjoy your day with us in the beautiful Hills of Osceola.





## GUIDELINES FOR VISITORS

All Tribesman/Visitors that come to camp must adhere to our updated Camp Visitor Policy at the H. Roe Bartle:

- All visitors must check in at RHQ upon arrival (includes all ceremonies / excludes Visitors Sunday 10am-5pm)
- All visitors must provide photo ID at time of check in
- All approved visitors will be issued a wristband
- Wristbands must be worn at all times when on camp property

Please wear your wristband at all times while on the reservation. You may be asked to show it to a staff member. Please do not be offended. Our staff has been trained to stop any person who does not have on a wristband. This is for the safety of all the Scouts.

Visitor hours are from 10:00 am to 5:00 pm. If you are a Tribesman and staying for a ceremony, we ask that you remain in the visiting campsite until ceremony time, and then depart immediately after the ceremony.

After checking in at the Reservation Headquarters, we ask that you proceed directly to the campsite of the troop you are visiting and check in with the adult leadership.

While driving on the reservation, we ask that you obey the 15 MPH speed limit and park only in the designated parking areas for each camp. All roads on the reservation are considered fire lanes and are off limits to parking.

We encourage your observation of the program areas of the camp you are visiting. The programs being conducted on the reservation require a physical examination. For your safety, we cannot allow your participation in any of the program areas.

When touring program areas of the reservation, we ask that a full time leader from the troop you are visiting accompany you.

Because of available space and the traditional mystique of our campfires and ceremonies, visitors are asked not to attend these activities.

Because of the rugged terrain of the reservation, we discourage visiting with small children. Pets are not permitted.

