

# IRON HORSE 2017 DAY CAMP



## WALKING LEADER'S GUIDE JUNE 26<sup>TH</sup> - 27<sup>TH</sup>

**Camp Director: Laura Guengerich**  
(913) 963-5009

[Laura@IHDayCamp.xyz](mailto:Laura@IHDayCamp.xyz)

**Registrar: Gena Chavez**  
(913) 660-8860

[Gena@IHDayCamp.xyz](mailto:Gena@IHDayCamp.xyz)

**Program Director: Emily Wheeler**  
(913) 948-2095

[Emily@IHDayCamp.xyz](mailto:Emily@IHDayCamp.xyz)

**Program Director: Sandey Broman**  
(913) 486-6021

[Sandey@IHDayCamp.xyz](mailto:Sandey@IHDayCamp.xyz)

**Staff Advisor: Nathan Rackers (816) 569-4964**  
[Nathan.Rackers@Scouting.org](mailto:Nathan.Rackers@Scouting.org)

Dear Walking Leader,

Welcome to an Experience that will start your boys on an Adventure through CUBCRAFT. The Iron Horse Camp staff is gearing up to provide a fun, safe time, for your Cub Scouts.

This Walking Leaders guide will provide you with information to help make your Pack's stay at Day Camp pleasant and enjoyable. This guide is meant to answer most questions that you, and other pack leaders and parents, may have regarding our camp.

Your leadership is vital to every cub scout in your pack. Thank you in advance for taking time out to help your boys to start a rich scouting adventure.

"A Journey of a thousand miles begins with a single step" – Confucious

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## **Purpose of Day Camp**

Organized day camping is defined as an experience of group living in an outdoor environment. It is a multi-level experience under the supervision of trained leadership, which usually takes place during the daytime, but occasionally occurs during the twilight hours. The program of activities provides fun and adventure in the outdoors. Emphasis is placed on new experiences difficult to obtain in the usual indoor den atmosphere. Cub Scout day camps ideally encourage participation of den and pack leaders to strengthen packs so their boys benefit and grow with a good outdoor experience.

## **Walking Leaders Responsibilities**

The Walking Leader is responsible for ensuring the Pack, Adults, Boys, & Den Chiefs, are following the Camp policies at all times. They are the main contact for the Pack during Camp. Every Walking Leader must sign the Walking Leader agreement.

Each Pack must have at least 1 designated Walking Leader, and they must have attending training.

## **Pack Coordinator**

The Pack's Day Camp Coordinator is responsible for all communication between the Day Camp and the pack so it is very important to us to know who the pack coordinator is at all times, if the packs' coordinator changes, please call the registrar with that information.

Coordinators should be aware that all leaders- with the exception of Den Chiefs – must be 18 years old. It is required that there is 1 REGISTERED ADULT LEADER FOR EVERY 5 BOYS. If a Walking Leader is to be at camp 3 days or more, they must be BSA registered. There must be 2 adult leaders with a group at all times, no matter how few boys a pack might have.

## **Day Camp Map**

You will be provided a map of all locations at camp during setup weekend.

## **Remind**

We will be using remind for all announcements, and emergency notifications at camp. Any parent who would like updates about camp can subscribe to our messages. For text updates send a text to 81010 and the message should read "@ihd" The purpose of this will be to give your pack information as it happens. This will include, but not limited to: schedule & location changes, late start, camp closing, and inclement weather. We will use this method only during the camp week. Your text message rates will apply, so we will limit the number of messages sent.

You can also communicate with us directly through Remind.

## **Walking Groups**

Our areas can handle only 30 boys at one time. If your pack is larger than this, you will be asked to divide them into smaller groups to stay in line with this number. Be sure to have in mind how you want to divide the pack. You may choose to divide along den lines, or the Wolf, Bear line – whatever way you choose. We will call if we need to know the number of boys in each group and a designation for each group such as A/B.

## Health Forms

### **“DO NOT SEND HEALTH FORMS TO THE COUNCIL OFFICE”**

Each and every person, whatever age, **must** have a completed health form on file to be allowed to remain in camp. This includes Cubs, Den Chiefs, Walking Leaders, Youth Leaders and Adult Staff. Before health forms are turned in, the Pack Coordinators should check to make sure that all lines are **completely filled out**. Every question should have an answer, even if the answer is “not applicable”. The form must be signed, giving permission to treat, even if it is for an adult. Take note of all health information and inform all walking leaders if there is a health problem.

## Lunchtime

**There will be NO meals provided at camp.** You will spend your lunchtime in your den home. So make use of it.

## No Tot lot!

### **“PLEASE BE ADVISED THERE WILL NOT BE A TOT LOT AT DAY CAMP THIS YEAR!”**

Please make other arrangements for any child that is not a registered cub scout.

## Evaluations

This year a suggestion box will be kept at the registration table. It will be checked often and improvements will be made as soon as possible. It is always best to know of problems before camp is over so it can be solved right away, whenever possible.

We will also have end of camp evaluation as well. Please take the time to fill out the evaluation sheet which will be provided prior to the end of day camp. Remember... this evaluation is our only means of communication with you on the quality of the camp that we offer. Your honest opinions and suggestions will be greatly appreciated. When filling out the sheet, please keep in mind we cannot change the weather, bugs or terrain of the camp. Return the completed sheet at the closing ceremony on Friday. There is also a boy's evaluation of camp!!

***Remember that we LOVE to hear what we are doing right too.***

## Saturday before Camp

The Saturday before camp, the Camp Administration area will have your pack campsite assignment. After your pack is assigned a campsite you may set up your den area/campsite for Monday. Setup times are from 12pm-4pm. Your pack will also have the opportunity to sign up for a flag ceremony and sign up for special den time activities. It is recommended you take advantage of this time so you are ready Monday morning for the FUN adventures.

## Pack Sacks & Packets

Saturday your pack will be given a sack which will have your campsite area, your schedule for the week inside, 1 t-shirt per registered boy, with completed health forms.

If your unit ordered and paid in advanced for any pre-order trading post items.

## Daily Check-In & Out

When you arrive at camp, and have checked in you will receive a colored bracelets for every Adult and Den Chief who is authorized to be in camp that day. **The bracelet must be worn all day.** After unloading from your vehicles and before opening flag, have one leader check your pack in with the registrar at Administration. Indicate which boys or adults are in camp must be on the check-in sheet. These check-in sheets must be turned in as a pack – not by den or walking leader. **You must be able to answer why any boy is not at camp that day.**

## Daily Attendance Sheets

Every person in camp must be check in/out daily at the registration table. You will need an attendance sheet for your pack to drop off at registration daily. You will need a Wrist Band Form daily for Check-in. The camp registrar will keep a master list of attendance for each day.

## Late Arrivals & Early Outs

Any camper arriving in camp late (after opening flag) must check in at security and administration to be added to the pack's daily check in sheet. **Campers leaving camp early (before closing flag) MUST have a note signed by the parent on file at administration.** This note should indicate the time the boy will be leaving and who will be transporting the boy. When the camper is ready to leave camp he must be brought to administration where the person picking up the boy(s) will meet him. **The person must present picture identification** (even if he/she is the parent) at security **and** at administration before the driver will be able to check the boy out of camp. This is for the safety of your child, so please cooperate with these rules. **No late check outs will be allowed after 2pm. If a boy must leave between 2pm and end of camp, please have them leave prior to 2pm.**

## Camp Uniform

**Boys:** Camp T-shirt, shorts, or jeans, tennis shoes & socks, **(shoes must be closed toe)**, hat (optional). **Each day camper must be in uniform at all times.**

**Adults:** Your own shirt or camp shirt **(no tube tops, short shorts, allowed)**, walking shorts or jeans, tennis shoes & socks, **(No sandals allowed)**, hat (optional)

A limited quantity of Adult T-Shirts will be available for purchase at Trading Post. Any person wearing inappropriate attire will be asked to leave!

## Look For Sunshine – Be Prepared For Rain

No wind, nor hail, nor rain will dampen our spirits. Camp will NOT BE canceled due to rain. Just bring your rain gear and continue as scheduled. Trash bags make great disposable ponchos. You might ask parents to send a towel and/ or dry clothes for the trip home.

## Off Limit Areas

There are a couple of “off limits” areas in camp which are designated with tape and rope. For your safety and the conservation of the camp, please observe these areas.

## Woodsy Owl Says: Give a Hoot, Don't Pollute

It's your camp-be proud of it!! Help keep it clean. Please teach boys a Scout always leaves the "WOODS" better than he found it. Empty your campsite of trash before leaving each night. The trash dumpster at camp is located near the Administrative area or dining shelter. Please do not leave trash in your den camp site. There are many "critters" that will rearrange your camp site overnight for you. Also please take your theme decorations home after the close of camp. **Also, in nature animals do die, it is part of the life cycle. If you come across a dead animal leave it alone, nature will take care of it. If it is an area where the boys are supposed to be, please notify camp staff to take care of it.**

## Transportation

For your protection, we strongly advise you to have a written permission slip for each boy, signed by the parent(s). It should inform the parents of the mode of transportation to and from camp. National policy states: "Every boy MUST have a seat, and wear a seat belt". Also please be mindful of passenger air bags. The transportation of anyone in the bed of a pickup truck is prohibited. This policy will be strictly enforced and anyone not adhering to it will not be allowed to enter camp.

## Camp Bulletins

An enlarged map and master schedule will be posted in the administration area. Also posted, will be any information pertinent to camp. Any schedule changes will be announced at opening and closing, and sent out through remind.

## Lost and Found

Any articles found not belonging to you, please return it to the administration. If you have lost any articles, check with administration. We will not be responsible for any misplaced items!! Be sure to mark names and Pack # on everything that can be separated from the boys. Anything left after camp on Friday will be thrown away.

## Trading Post

The Trading Post will be open daily. Hours will be during program times only. It will be closed during lunch so they may have a break as well. Try using your free time in your rotation to visit. A handout of trading post supplies and prices will hopefully be available for each pack before camp.

## Opening and Closing Ceremonies

Dens are offered the opportunity of conducting either an open or closing flag ceremony for the camp. Saturday before camp begins, if you wish to participate, a representative from your pack will be given the chance to sign your group up on a signup sheet at administrative table. Sign up will be handled on a first come, first serve basis. If you have any questions, please ask, we will be happy to help. Important updated announcements will be given at opening/closing ceremonies and noontime activities. Please be sure your group is present at each ceremony.

## Campsite Cooking

We encourage cooking together for a pack lunch. **ABSOLUTELY NO FIRE IN THE TENT, CHARCOAL USE IN CAMPSITE IS PROHIBITED. LPG OR PROPANE FUEL IS AUTHORIZED. THERE WILL BE A LOCATION SET ASIDE TO DO PACK COOKING.**

## Camp Spirit

We've got the spirit and we want you to have it too! The Spirit yell will be:

**We've Got Spirit, Yes We Do! We've Got Spirit, How About You???**

## Pack Yell and Song

Make up a simple pack yell and song along the way! An example of a yell might be- one, two, three we're the best that we can be, Pack \_\_\_\_! Whatever your Cubs come up with....let us hear you throughout camp!

## Pack Flag

Who are you? Let the boys pick a name for the group and then make a flag telling us who you are as you carry your flag from area to area. You must furnish all materials and there are no camp specifications as to what size or material your flag is made of. This flag is, also, a great place to display any special awards your group may earn!

## Campsites i.e. Den Homes

Your campsite will be assigned by the Day Camp Staff according to the size of your group. A map of campsite locations will be available at administration. Remember... this is YOUR HOME AWAY FROM HOME for a week, so dress it up... using the "CubCraft" theme and let your imagination run!!! **Rembert to have your Pack number displayed for easy Identification** Whatever you choose, your cubs will welcome the chance to help with ideas and construction of your home!

A campsite MUST have the following items:

- Storage for boy's equipment & supplies
- Hand washing station
- Trash bag or container
- Mailbox or message box
- Boy Seating

## Suggested items and atmosphere for your campsite might include:

- Bulletin Board (If you have a dry erase board, we will leave messages)
- Individual storage for boy's supplies
- Campsite banner with name
- Games for the boy's to play
- Cupboard

All family members are invited to assist in your campsite setup. Children are not allowed in Activity Areas during setup. Campsite setup times are Saturday prior to camp from 12pm-4pm.

## Leaders' Daily Bring List:

Canteen of water Group Daily Check in sheet

Walking Leaders Guide booklet (this book) Container of water

### Optional:

Hat

Your own supply of crayons

Bug repellent

Ideas for games and crafts

Roll of trash bags

Group pick-me-up treats

**\*Note:** In case of a delay between program area rotations, please be prepared to use “fillers” or activities that your cubs will do “in place.” This could be a song, memory game, or story to help keep them occupied. Every effort will be made for you to not have to use them however.

## **Boys' Daily Bring List (These can be left at camp overnight)**

Be in Uniform

Canteen of water raincoat, poncho or trash bag

Spray Bottle for the water fight

Sunscreen

Bug Spray

Hat

### **Optional:**

Backpack or sack for completed crafts and trading post items

Money for trading post

## **Items needed for Activities**

***1 Toilet Paper tube, 1 Full 16oz water bottle.***

We will also be having Service Project for a station. We will be making dog treats and activity packets for Children's Mercy.

***1 Box of Crayons, 1 small thick plastic bottle (12oz Gatorade or similar)***

## **Day Camp Staff**

This fun and exciting adventure has been made possible by a special group of people – your camp staff, fellow scouts, parents, and other adults who have volunteered their time, efforts and talents. Our hat off to them... they've been GREAT-T-T!!!

Boy Scouts have signed up to be the Youth Staff. These Scouts are participants in our day camp experience. They will be assisting the adult staff in their program areas. This is a weeklong commitment with leadership responsibilities. Not only do they help the Cub Scouts in program areas, but hopefully through their examples, encourage the boys to become Boy Scouts. A big cheer for a great bunch of kids... we couldn't do it without them!!!

## **Program Areas**

Program areas are for activities only. All packs need to keep their boys out of the areas when it is not their time to be in the program area.

## **Pack Awards**

We love giving out awards, we will have many awards available for your Pack to earn, We will have a full list prior to camp.

## **Advancement Sheets**

We recommend that the walking leaders keep track of any advancement requirements earned each day, then after camp is over, transfer to individual advancement sheets to be sent home to parents to be recorded in boys' rank book. We will provide you with a suggested advancement list based on possible activities scheduled during camp.



## **Cub Scout Shooting Sports Award**

Each Cub will be eligible for the Archery, BB Gun, Slingshot Rank Level One award participate in the safety discussions and shoot. The head Walking Leader for each group will be responsible to identify which boys complete the award. No form is required; just have your pack awards chairperson handle the details

## **Day Camp Patches**

Each registered Cub Scout will receive a day camp patch at closing ceremony on Friday. (These patches will be in your pack sack.)

## **Walking Leader Certificates**

A "Thank You" certificates for every walking leader that attended camp all 5 days will be placed in your pack sack. This is a special way of saying "Thanks" for giving their time and energy in bringing the boys to camp and providing transportation for Youth Staff.

## **Coup Beads**

Beads will be given to each boy at every scheduled activity area for "DOING HIS BEST"! Beads may be worn on their camp coups, or other display, these are to be provided by the pack. Don't lose them! We cannot replace the beads.

## **Spirit Beads**

As you will find out, we love to hear the boys sing and have a good time. Camp Director, Program Director and other key Staff will be giving "spirit beads" to groups they hear singing and giving pack yells along the pathway.

## **Clean Campsite Award & Rules**

Every day an inspection team will tour the camp. Each campsite will be visited to make sure your group has met all inspection requirements. If your campsite meets the inspection requirements, the team will leave an award in your mailbox!!

Campsites will be judged by the following inspection point system:

10 pts. - Storage of boys' equipment & supplies

10 pts. - Hand washing sanitation

10 pts. - Overall clean campsite (NO litter & trash container available)

10 pts. - Weatherproof mailbox or message area

10 pts. - Boy seating, such as sit upons

A range of one to ten points will be used in judging each category. To receive the Daily Clean Campsite award you must receive at least 40 points. Additional points may be awarded for optional items in your campsite.

## **Daily Clean Sweep**

Every night after camp, our inspection team will inspect the cleanliness of your den home. There will be three daily clean sweep awards, Gold, Silver, and Bronze

## **Clean Sweep Totem**

Any campsite receiving a clean campsite award all 4 nights will be presented with a CLEAN SWEEP TOTEM for their flag. This totem will be awarded at closing ceremony on Friday.

## Campsites of the week

At the closing ceremony on Friday, three "Campsites of the Week" selections will be made. Selections of the winners will be based on observations made throughout the week by staff members. The main considerations will be for creative campsite theme carried out by the group – participation of the boys in making the campsite decorations – displaying the "Scout Spirit" by the entire group – neatness of the campsite at all times. You must have received a clean sweep totem to be eligible. The selections are not based on 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> best.

## Floodles (pronounced flu-dulls)

(Fun Loving & Outstanding Oppportunity for Day campers, Leaders and staff, Expressing Special thanks)

Floodles are a token of appreciation your pack hands out to staff at day camp. They are small, include your pack number and often incorporate the theme. You should plan on having 70-90 Floodles, depending on whether you give them to directors, registrars, parking, and security in addition to station staff. ALL staff love receiving Floodles!!!

Floodles are a token of appreciation from staff to your pack as well.

**There will be many other awards you can earn as a pack, they will be announced at the Walking Leader Training.**

# Health & SAFETY

## Safety Rules and Regulations

- Only 6 – 11 year old registered Cub Scouts are allowed in the Day Camp area.
- **Smoking is prohibited while with the boys – field strip and use trash containers for cigarette butts. NO SMOKING in any building at any time.**
- Please instruct boys to use only the latrines. Please help to keep the latrines clean by monitoring your boys.
- All glass bottles and containers are prohibited.
- Use the outdoor water spigots for filling containers. Do not disconnect any hoses that are attached to water spigots. **ONLY adults, or boys while under supervision, may use the water spigots.**
- DO NOT honk car horns.
- QUITE SIGN (Cub Scout Sign) will be enforced through Opening/Closing Ceremonies. This sign applies to everyone.
- No alcoholic beverages are allowed on any Scout Reservation or at any scout function.
- Park in designated areas only.
- No vehicles, other than camp vehicles, will be allowed in camp from 7:00 a.m. to 4:30 p.m.
- Notify the administration of any late arrivals or early departures.
- Buddy System – boys must always have a buddy with them. Any boy found alone will be taken to Administration until his leader comes for him.
- Leaders will be responsible for their own boys. Know where they are at all times. A leader in front and a leader behind the group will help you keep track of your boys.
- If a Cub Scout is seen with a pocketknife, it will be confiscated and returned to his leader on Friday after the close of camp.
- **ALL SHOES MUST BE CLOSED TOE.**
- **NO RUNNING** in camp. Stay on established paths.

## Youth Protection

Child abuse is a crime against youth. Child abuse can involve the mental, physical, and sexual victimization of children. The Boys Scouts of America has made it a policy that Scout Executive of each council, as well as key members of professional and volunteer staffs, becomes familiar with child abuse and its various manifestations.

If you suspect that a child in camp is a victim of child abuse, you **MUST** report this to the Professional at camp or call (816) 942-9333 and ask for a senior District Executive.

Heart of America Council Policy on Youth Protection states: Each unit needs to have at least one adult walking leader trained in Youth Protection in attendance daily.

**All adults in camp will be required to wear a colored bracelet for identification. The wrist color of an adult bracelet changes every camp day.**

## Water Rules

- You may have a misting bottle to keep cool.
- Squirt guns are NOT allowed at camp, only squirt bottles.
- Boys are not allowed to shoot any staff, or leader, without permission, **they might have electronic devices.**

## Emergency Procedures

### Emergency Signal

These emergency signals will be demonstrated at the Opening Flag ceremony on Monday morning.

- **Three Long Blast of an Air Horn:** When this emergency signal has been sounded, it means we have a lost boy or a fire, or a flood is threatening. All Cub Scouts, leaders and staff are to report immediately to the flag mall area. Further instructions will be given at that time.
- **One Continuous Blast of an Air Horn:** When this emergency signal has been sounded, it means a tornado warning has been issued. If you are in an activity area, the adult staff person in charge will give you instructions on shelter to be taken. **WALK, DON'T RUN!!!** If you are on a trail, go quickly to low ground and follow regular tornado drill precautions –crouch down on your knees, head down, and arms protecting the head. Remain there till the “ALL CLEAR” signal has been given!
- **One Short Blast of an Air Horn:** This means an “ALL CLEAR” has been issued and you can continue as scheduled.

### If You Spot a Fire

Report the fire immediately to the staff in the Administration Building. Action to be taken will be determined by the administration staff. Do NOT attempt to put the fire out yourself.

### Tornado Warning before Camp Begins

Day Camp will be delayed in the event a tornado warning is in effect at 8:00 a.m. Camp will begin one hour after the warning has been lifted.

### In Case of a Severe Thunderstorm

The safest area in a severe storm in an open area is a low-lying group of trees. Options would be under a dining fly in an activity area, in your den home or the pack may leave camp as a group. Remember boys must be cared for until parents pick them up and the pack must check out of camp if the pack decides to leave early.

## **Lost Boy**

Report to Administration as soon as possible; the staff will take necessary action. Take a head count before leaving for camp and again in the vehicle before you leave the camp.

## **USE THE BUDDY SYSTEM**

## **Animals**

Don't go near wild animals that seem to be choking, excited or afraid. Rabid means "sick". Tell a staff member the minute you have seen one.

## **Emergency Phone for Day Camp**

This is an EMERGENCY PHONE ONLY!!! The number is (913) 963-5009. NO PERSONAL CALLS, except for emergencies, will be permitted. Make sure you know how to reach every boy's parents or guardian in case of an emergency, and they know how to reach you.

## **Alert Your Boys To All Emergency Procedures!**

REMEMBER, IN CASE OF AN EMERGENCY, STAY WITH YOUR BOYS!! DO NOT PANIC! WALK, DO NOT RUN!!!

## **First Aid**

A first aider or doctor will be on duty during Day Camp hours.

## **Medications**

Walking Leaders will dispense medications! Cub Scouts requiring medications while at camp may leave it with the first aid staff if refrigeration or special administration is required. Minor band aids are allowed and encouraged to be dispensed in other parts of the camp. ASTHMA INHALERS AND BEE STING KITS must stay with the walking group. Health forms must be current!

## **Injury and Accidents**

Injuries if more than minor bring the victim to the First Aid Station. If you feel the person should not be moved, send for help immediately. Report all injuries and accidents to First Aid / Administration – no matter how minor they may be considered.

## **Insect Stings**

Bring victim to the First Aid Station for proper treatment. If victim has a life threatening reaction to bee stings, administer medication from bee sting kit at once.

## **Fainting**

Sit the victim down and place his head down between his legs. Send for the First Aider.

## **Overheated**

Sit the person down in the shade. Contact First Aid / Staff immediately rest at least 15 minutes.

## **Snake Bite**

CARRY the person to First Aid IMMEDIATELY!! Do not attempt to treat victim yourself. Keep the snakebite area lower than the rest of the body. Identify the snake if possible.

## **Poison Ivy**

To help prevent, take a bath immediately upon arriving at home from camp with Fels-Naphtha soap. Wash clothes each day to prevent poison ivy rash.

## **Chiggers**

You may get them!!!.

## **Ticks**

Spray each boy before coming to camp. Wearing a hat will help. Have parents check the boys for ticks when reaching home. If you find a tick on a boy at camp, please take him to the First Aider. If one is found at home, remove the tick and tape it to a piece of paper and bring it to the First Aider the next morning. We will need to know the boy's name, pack number, and location on his body where the tick was found. ((Tick Beads))

## **Watch For Sunburns**

**Don't look at the sun!!!**

Sunscreen and a hat will help.

## **Youth Registration and Insurance Coverage**

Please remember that ONLY Guest, Cub Scouts, Boy Scouts, and Adult Leaders/ Staff are covered by the Boy Scouts of America's general accident and liability insurance policies. Those visiting Day Camp to sample the Scouting experiences must check-in daily.

REMEMBER... Day Camp is a time for the boys to let go! The quality of fun the boys have at Camp will depend on our program PLUS you as a leader or parent. Let the boys yell, get dirty and most of all HAVE FUN! This is the time for the boys to be free from most restrictions. Have fun with them... you have a chance to be one of the kids again. Plan on getting dirty with them... no one will notice!

## **Flag Etiquette**

The flag will fly each day in Day Camp except during rainy weather. All Cubs, Den Chiefs, and Adult Leaders are expected to be present at flag- rising and lowering ceremonies. The camp salutes the colors when commanded to do so, and the salute is held until the flag reaches the top and the command "to" is given. At retreat, the camp is commanded to salute when the flag starts down and the salute is held until the command "to: is given and the flag is removed from the flag rope.

### **Commands:**

**"Camp attention":** Each camper stands quietly, hands at side, eyes on color guards.

**"Camp salute":** Cub Scout salute if in camp T-shirt or scout uniform; civilian salute for others.

**"To":** Command given when saluted may be dropped.

**"Color Guard Advance":** Designated person gives this command when the flag has been properly placed and signifies the end of the ceremony.

**"Color Guard Retreat":** Designated person gives this command when the flag has been properly placed and signifies the end of the ceremony.

### **Raising and Lowering**

When the flag is raised in the morning it is spoken of as "Colors". When the flag is lowered at the end of the day it is called "Retreat".

### **Hoisting**

Check the ropes, untangle if necessary. All clasps should be fastened on the flag before it is started upward. At colors one guard may hold the flag as the color bearer attaches it to the rope before raising it briskly to the top. At retreat, the color guard steps forward to catch the flag as it is lowered so that it does not touch the ground. The upper corner of the flag should be in the color bearer's hand before he unfastens the clasps.

## **Camper Conduct and Salute**

Campers should stand at attention, hands at sides, and all eyes on the flag. There should be no talking, giggling or whispering.

### **Folding**

The Flag is held by the color guard with the blue field nearest the flagpole. The Flag is folded in half lengthwise, and then folded in half again lengthwise so that the blue field is on the outside. Fold the flag in triangular folds beginning at the end away from the flagpole (stripe end). When finished, the Flag will be folded in a triangle with blue showing all the way around. (See the Wolf book for more instruction.) The flag is carried with the point forward. Once folded the flag is given to the Camp Director.

### **Ceremony:**

The "ceremony" takes place after the flag has been raised or before it is lowered. The ceremony itself varies but may consist of the Pledge of Allegiance or any appropriate opening or closing ceremony. The Den Leader or Den Chief of the pack conducting the Flag ceremony should be at the flag pole to assist if needed. A designed Youth Staffer will be available should your Cub Scout have difficulty with Raising or Lowering the flag.

**ANY PERSON ANYWHERE ON THE CAMP GROUND SHOULD STAND AT ATTENTION, FACING THE FLAG, DURING FLAG CEREMONIES.**

## **Noontime Activities**

**Monday's Activity will be announced**

**Tuesday there will be no noontime scheduled. It will actually be the Camp Picture Directly after Opening Ceremony**

**Wednesday's Activity is the Egg Drop (Remember this is a pack event, only ONE package per pack will be allowed.**

**Thursday we will be attempting a World Record**

**Friday's Activities will be a Box Race (directions will be handed out at leader training)**

### **Egg Drop Rules**

**This is a Pack activity ONLY:** bring a single, fresh, hen's egg from home. Pack it so well that when it is dropped from a high place, it will not break. Please abide by the following rules so that it is fair to all.

1. Each Pack or individual needs to bring a fresh chicken egg from home. It cannot be cooked. Every egg that does not break will be checked to see if it is uncooked. You may not coat the egg with any type of materials such as chemicals, rubber latex, cement, ect... In other words, the packing may not be fused onto the egg.
2. You may use some type of suspension system, so long as it is not fused onto the egg, or you may just pack the egg in some type of packing: jell-o, popcorn, crushed newspaper, plastic peanuts, ect... You may use a self-opening parachute.
3. Put your name and pack number on the outside of the package. You can even name your egg.
4. Bring your egg to administration before lunch on Wednesday. Staff will drop the eggs at the noon time activity.
5. You must stay out of the drop area.
6. After your package has been dropped and retrieved by the staff member, the staff member will check to see if your egg is broken or not. Package will be opened.
7. Good Luck!!!!

## Sample Letter to parents

Following is a sample letter to parents and a sample permission slip. The parent's letter and permission slip is only a guide for your use.

Parents Note

Dear Parents:

Day Camp is just around the corner and I know your son is looking forward to five days of fun and adventure. So that camp will be a time to remember, I would like to share some thoughts with you.

1. We will leave each day from \_\_\_\_\_ at \_\_\_\_\_ a.m. We will return around \_\_\_\_\_ p.m. at \_\_\_\_\_. If your son cannot attend camp on any day, please call \_\_\_\_\_.

The Cub Day camp emergency phone number is (913-422-1035). Be aware that this is to be used ONLY for emergencies. Be sure your son's health form has been completed, signed and return to me by \_\_\_\_/\_\_\_\_/\_\_\_\_.

2. Your son will need to bring daily:

a. A canteen of water

b. Bug spray

c. Sunscreen

d. Whatever the weather, your son will get wet during the activities at camp, so please send a towel and/ or dry clothes.

3. Camp uniform will consist of the Day Camp T-shirt and coup, jeans or shorts, sturdy shoes (tennis shoes) and socks. NO SANDALS. Since we will be in the sun, you may want to send a hat. Be SURE your son's name and pack number is on all items that can be separated from him.

4. ABSOLUTELY NO KNIVES OR ANY KIND OF SUPPER SOAKER WATER GUNS!

5. Rain gear should be sent upon need. A garbage bag makes a great disposable raincoat. It is your decision whether or not your son attends camp on rainy days – camp will not be canceled due to rain.

6. Any medication should be sent to camp with a walking leader, along with written instructions in the original prescription bottle. The medication can be dispensed by the Camp Nurse. Immediate need medications (Inhalers, bee-sting kits, ect....) must be maintained with the walking group.

7. A list of Achievements that your son has earned at camp will be sent home for you to record in his book at the end of Day Camp.

8. There will be items for sale at the Trading Post, so you might want to send some money for purchases.

9. Your son will be in the great outdoors all day and might come in contact with poison ivy. You might want him to bathe immediately upon arriving home using Fels Naphtha Soap, which is best for removing ivy oils. Washing his clothes immediately also prevents ivy from spreading.

10. Check for chigger bits and ticks daily. Have him bathe with ½ cup of bleach added to his bath water. Apply bug repellent each morning thoroughly around tight places in clothing (socks, waistbands, ect.)

11. If for any reason your child must be picked up at camp by you or someone you designate, a signed note from home must be sent the morning (or earlier) of the event. Please identify who will be picking up the child and at what time.

(Arrangements must be made with the pack for the details of the pickup.) The person (even if it is a parent) will be asked to present picture identification to the camp director before your child is released. Any child leaving early must be checked out by 2:00 in the afternoon, no later and no exceptions.

12. Any child repeatedly causing problems will be sent home. With your help and cooperation, Day Camp will be a fun experience he will always remember.

Day Camp Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Pack Walking Leader \_\_\_\_\_ Phone \_\_\_\_\_

## Sample Permission Slip

I give permission for my son \_\_\_\_\_ to go to the Cub Scout Day

Camp held at Cub World from \_\_\_\_\_ to \_\_\_\_\_. I understand that he will be riding in cars (or buses) with the adult leaders of Pack \_\_\_\_\_. I understand that my son must meet the pack at \_\_\_\_\_ at

\_\_\_\_\_ a.m. and that I will pick him up at \_\_\_\_\_ at \_\_\_\_\_ p.m. I will notify the Pack Leader at \_\_\_\_\_ if my son is unable to attend camp for any reason.

Signed \_\_\_\_\_

Day Time Phone # \_\_\_\_\_

# Sample Schedule & Activities

## Monday, Wednesday, Thursday

8:30 – 9:00	Check-In
9:00 – 9:20	Camp Opening
9:20 – 9:30	Travel Time
9:30 – 10:15	1 <sup>st</sup> Activity
10:15 – 10:25	Travel Time
10:25 – 11:10	2 <sup>nd</sup> Activity
11:10 – 11:20	Travel Time
11:20 – 12:05	3 <sup>rd</sup> Activity
12:05 – 12:15	Travel Time
12:15 – 12:45	Lunch
12:45 – 1:30	Noontime Activity
1:30 – 1:40	Travel Time
1:40 – 2:25	4 <sup>th</sup> Activity
2:25 – 2:35	Travel Time
2:35 – 3:20	5 <sup>th</sup> Activity
3:20 – 3:30	Travel Time
3:30 – 3:45	Closing
3:45 – 4:00	Check-Out/Leave

## Tuesday

8:30 – 9:00	Check-In
9:00 – 9:20	Camp Opening
9:20 – 10:05	Camp Picture
10:05 – 10:15	Travel Time
10:15 – 11:00	1 <sup>st</sup> Activity
11:00 – 11:10	Travel Time
11:10 – 11:55	2 <sup>nd</sup> Activity
11:55 – 12:05	Travel Time
12:05 – 12:35	Lunch
12:35 – 12:45	Travel Time
12:45 – 1:30	3 <sup>rd</sup> Activity
1:30 – 1:40	Travel Time
1:40 – 2:25	4 <sup>th</sup> Activity
2:25 – 2:35	Travel Time
2:35 – 3:20	5 <sup>th</sup> Activity
3:20 – 3:30	Travel Time
3:30 – 3:45	Closing
3:45 – 4:00	Check-Out/Leave

## Friday

8:30 – 9:00	Check-In
9:00 – 9:20	Camp Opening
9:20 – 9:30	Travel Time
9:30 – 10:15	1 <sup>st</sup> Activity
10:15 – 10:25	Travel Time
10:25 – 11:10	2 <sup>nd</sup> Activity
11:10 – 11:20	Travel Time
11:20 – 12:05	3 <sup>rd</sup> Activity
12:05 – 12:15	Travel Time
12:15 – 12:45	Lunch
12:45 – 1:30	Camp Closing

## Sample Rotation

#	Activity	Description	1st	2nd	3rd	4th	5th
1	Triwizard Tournament	Archery	I	H	G	F	E
2	The Maze	Relay Races	J	I	H	G	F
3	Invisibility Cloak	T-Shirt Bleaching	K	J	I	H	G
4	Magic Boat	Paddle Boats	L	K	J	I	H
5	Nimbus 2011	Weather Broom	M	L	K	J	I
6	Quidditch	Human Foos Ball	N	M	L	K	J
7	Norbert	Egg Heads	O	N	M	L	K
8	Stupify	Fossil making	P	O	N	M	L
9	Singing Ball	Wiffle Ball	Q	P	O	N	M
10	Transfiguration	Soap Making	R	Q	P	O	N
11	Triwizard Tournament	BB Guns	S	R	Q	P	O
12	School Break	Free Time	T	S	R	Q	P
13	Using the Floo	Letter Boxing	U	T	S	R	Q
14	Magic Paper	Marble Paper	V	U	T	S	R
15	Marauders Map	Map & Compass	W	V	U	T	S
16	Quidditch	Human Foos Ball	A	W	V	U	T
17	Potions	Making Chalk	B	A	W	V	U
18	Aragogs Web	Slack Line	C	B	A	W	V
19	House Badge	Leather Slides	D	C	B	A	W
20	Magical Creatures	Animal Prints & Poop	E	D	C	B	A
21	Triwizard Tournament	Sling Shots	F	E	D	C	B
22	Pass the Quaffle	Ball Catchers	G	F	E	D	C
23	School Break	Free Time	H	G	F	E	D