

Cub Scout Day Camp Guidebook 2017 *6 Bug Hunters*



BOY SCOUTS OF AMERICA
SOUTHEAST LOUISIANA COUNCIL

Serving Scouting in Southeast Louisiana Parishes of

Assumption, Jefferson, Lafourche, Orleans, Plaquemine, St. John the Baptist, St. Bernard, St. Charles, St. James, St. Tammany, and

Terrebonne

4200 S. I-10 Service Rd. West, Metairie, Louisiana 70001

P.O. Box 1146, Metairie, Louisiana 70004

(504) 889-0388 Fax: (504) 889-1162 Toll Free: (800) 394-9410

Table of Contents

Letter to Parents and Pack Leaders.....	3
What is Day Camp?	4
Who is Day Camp For?	4
Why Should I Send My Son?	4
What Will My Son Do at Day Camp?	4
Advancements at Camp.....	4
When and Where is Day Camp Held?	5
Fees and Deadlines	6
How to Register	6
Pack Day Camp Coordinator	6
Day Camp Den Supervision.....	7
How Can I Help?	7
Camp Staff.....	7
Parent Orientation Meeting.....	8
What to Bring and What Not to Bring	8
Cell Phones	8
Medication.....	8
Emergencies	8
Uniforms in Camp.....	9
Check-In	9
Check-Out	9
Tot-Lot Program	9
Registration Assistance Sheet	10
Refund Policy.....	11

Forms included

1. Annual BSA Health and Medical Record Parts A and B
2. ***For Cypress District Only – the St. Tammany Fire District hold harmless agreement***
3. Tot-Lot Registration Form
4. Scout, Staff and volunteer Registration is online only
5. Registration Assistance Sheet

Letter to Parents and Pack Leaders

Hi, and welcome to Cub Scout Day Camp! Your son will enter into a world of fun and have the time of his life at our 2017 "Bug Hunters" Camp! This guide has been prepared to help you feel comfortable about the Day Camp Program and Staff giving useful information whether you are planning to volunteer or send your son to Day Camp and to answer your questions. This guide does not cover all the details of what each individual camp's day to day operation will be like. For questions and information pertaining to your specific District's camp please contact that camp's director.

For those of you who have sent your son to Day Camp before, you should be familiar with much of this information. This guide will serve as a very good review. Whether you are new to Day Camp or a camp veteran, it is important to read the entire guide as it contains new information and answers many of your questions and concerns.

Each district day camp is planned and conducted by a volunteer camp director and program director. The day camp can only be held with the assistance of volunteers such as yourself. Without the assistance of large numbers of parents, day camp could not occur. For example, each den of eight to ten boys will need two adults to supervise them. Each program activity such as crafts, archery, or games needs one or more adults to staff it. As you can see we do need your help.

When you volunteer at Day Camp you will be helping to provide a great camping experience to the scouts that attend. As Camp Directors, we know from personal experience how much the boys enjoy and appreciate your involvement. Oh, did we mention, volunteering at Day Camp is a lot of FUN!

Begin your plans and preparations for a great Day Camp experience. Our pledge is to make this a most memorable experience for you and your Scout.

We look forward to seeing you really soon!

The Day Camp Directors

What is Day Camp?

Cub Scout Day Camp is a 5-day outdoor experience under the supervision of specially trained volunteers. The Camp Director and the Camp Program Director have attended the Boy Scouts of America National Camping School and have completed certification standards set forth by the BSA national office. Additionally, the BB gun and Archery range officers receive Shooting Sports training and certification.

The Southeast Louisiana Council takes pride in assuring that our Day Camps meet the requirements for national accreditation. The National Standards are established to ensure the health and safety of every camper, leader, staff, and visitor while at camp and to ensure that every Cub Scouts will have a high-quality fun filled Day Camp experience. Besides the **fun** he will have, each boy will learn from his time here at camp. He will meet other Cub Scouts and Leaders from around the district, and as with any Scouting Program, it will help to instill in him the values and character he will need to become the kind of man you want him to be.

Day Camp:

- Provides the Scout with an opportunity to begin work towards their next rank in Cub Scouting
- Encourages participation so that Cub Scouts benefit and grow with a good outdoor experience.
- It assists in the recruiting and inspiration of future Cub Scout Leaders and helps strengthen den and pack organization.
- Provides continuation of the Cub Scout program through the summer and assists the pack in qualifying for the Summertime Pack Award.

Who is Day Camp For?

Camp is open to boys who have completed kindergarten through boys going into the fifth grade and are registered in the Boy Scouts of America. If your son is not yet signed up for Cub Scouts he may join before the start of Day Camp.

Those finishing kindergarten will come to Camp as Tiger Cubs and must have an Adult Partner with them at all times. Boys who have completed the first grade and who were Tiger Cubs during the school year will come to Day Camp as Wolf Cubs. Boys that have completed second grade will be in a Bear den. Boys going into fourth grade will be in a Webelos den and boys going into fifth grade will be in an Arrow of Light den.

The Cub Scouts will not be in mixed rank groups, because our program areas are geared to the different rank levels. For example, Webelos will be working on more advanced projects than Tigers or a Wolf den.

What Will My Son Do at Day Camp?

Day Camp activities start with an opening ceremony each morning and conclude each evening where we retire the flag and present the day's recognition awards. The exact hours for each day camp vary. You will receive detailed information about your camps hours of operation at the Parent Orientation Meeting. Your Camp Director will notify you of the date, time and location for this meeting once your son is registered for camp.

The daily program contains a well-balanced variety of activities. These include strenuous activities, time for rest, quiet times, times for noise and motion, learning new skills and making new friends. The exact program will vary from camp to camp but most will include the following:

- Shooting Sports (BB Guns and Archery)
- Sports and / or Games
- Special Webelos activities
- Nature
- Crafts
- Skits and Songs

Many camps have a special Family Day activity on Friday. All family members are invited to attend. Your camp's program director will inform you of the details. There may be a small fee for family members. Everyone attending Family Day is required to complete a BSA Health and Medical Record parts A and B.

Advancement at Camp

While at camp, the boys will complete some of the requirements in their hand books. The camp director with the help of the den chaperone/leader will keep a record sheet for each boy and record daily what requirements he completes. At the end of camp these advancement records will be sent home either with the boys or with the Pack Leader. The information on what the scout has completed at camp can then be transferred to the boy's handbook by the parents or Den Leader.

When and Where - is Day Camp Held?

<u>Date</u>	<u>Day Camp Detail</u>
June 5 to June 9	<p>Day Camp: - Bayou District Location: Camp Chilantakoba (Elks Lodge Property – 1228 Coteau Road, Houma, LA) Camp Director: Brandy Lasseigne (Email: brandylasseigne@yahoo.com) (985) 859-9431 Program Director: Maria Foret (Email: mariaforet77@gmail.com) (985) 855-8268</p> <p>Parents Meeting Thursday; June 1, 6:30PM @ Terrebonne Library in Gray, La</p>
June 5 to June 9	<p>Day Camp: - Cataouatche District (West Bank) Location: Alice Harte Charter School (5300 Berkley Drive, New Orleans) Camp Director: Lauren Tarantino (Email: dagger1229@yahoo.com) (504) 330-0489 Assistant Director: Ruth Hoth (Email: hoth217bsa@gmail.com) (716) 462-3162</p> <p>Parents Meeting Thursday; June 1, 6:00PM @ Alice Harte Charter School Staff Meeting Thursday; June 1, 7:00PM @ Alice Harte Charter School</p>
May 29 to June 2	<p>Day Camp: - Pelican District (Metairie) & Fleur De Lis (New Orleans) Location: Archdiocese of New Orleans Hispanic Apostolate (2525 Maine Ave, Metairie) Camp Director: Lauren Tarantino (Email: dagger1229@yahoo.com) (504) 330-0489</p> <p>Parents Meeting Thursday; May 25, 6:00PM @ Archdiocese of New Orleans Hispanic Apostolate Staff Meeting Thursday; May 25, 7:00PM @ Archdiocese of New Orleans Hispanic Apostolate</p>
June 19 to June 23	<p>Day Camp: – Cypress District (St. Tammany & St. Bernard) Location: Camp Villere (60095 Camp Villere Road, Slidell, LA) Camp Director: Leah McGuire (Email: lmcguire132@gmail.com) (228) 222-7158 Program Director: Jessica Rocks (email: lavala70458@hotmail.com) (504)261-7746</p>

Fees and Deadlines: *Read Carefully*

Cub Scouts are considered registered for camp upon checkout of the Online Registration with all fees paid in full.

All Camps \$80.00 – when paid on or before Friday, May 5, 2017

Only T-shirt ordered by the May 5 deadline are guaranteed to be available at camp

\$95.00 - paid after Friday, May 5, 2017

Registration for all Day Camps will be via Online Registration with a cutoff two weeks prior to the start date of each camp. All registration two weeks prior to the start date of each camp is at the discretion of the Day Camp Director, based on space availability.

All funds will be collected via the Online Registration by either Credit Card or and Electronic Check.

Southeast Louisiana Council
Boy Scouts of America
P.O. Box 1146
Metairie, LA 70004

Phone: 504-889-0388
Fax: 504-889-1162
E-mail: sela@bsamail.org

How to Register - Pack Day Camp Coordinator

To assist with registration, some districts are offering a District Day Camp Registration Day. Check with your district Cub Scout Roundtable and / or your district e-mail newsletter for these dates.

It is highly recommended that all registration be handled by the "Pack Coordinators". This is a leader or parent who is responsible for seeing that every boy in the Pack receives information to register for Day Camp.

Pack Day Camp Coordinators:

- Distribute the Day Camp Guidebook and registration forms to your pack's families. Each parent should have a copy of this guidebook as well as the registration packet

Registration Packets are available on the council web page at www.bsa-selacouncil.org and at the Council Service Center. They may also be available at your District's monthly Roundtable meetings.

The Day Camp Coordinator will schedule two parents to chaperone each den each day and assist in filling out the Volunteer Form. Every scout attending Day Camp must have a Volunteer Form turned-in at the time of registration. An adult who volunteers all five days will receive a free camp T-shirt. Reminder, every Tiger Cub must have an Adult Partner with him at all times. The camp director will use this information to assign boys to their Day Camp Dens and to insure proper adult supervision. Remember that Cub Scouting is a family activity, so get those parents involved

- The following forms must be returned *to the Camp Director at least two weeks prior to the start of camp*. The preferred method is to mail these forms to the Camp Director. Each camp director's address is listed in this guidebook.
 1. Online registration for each Scout completed and paid in full
 2. All BSA Health and Medical Records
 3. *All Volunteer Forms & Training Certificates*
 4. *Tot Lot Registration Forms*
 5. *For Cataouatche District Only – the White Dove Fellowship waiver form*
 6. *For Cypress District Only – the St. Tammany Fire District hold harmless agreement*
- The Pack's Day Camp Coordinator will coordinate the registration process for the pack. There is no walk-in registration at camp. (This policy may be amended at the discretion of the Camp Director).
- The Pack Day Camp Coordinator will insure that the parents are aware of the Parent Orientation date, time and location encouraging all parents to attend.
- Packs can sign up and register new Tiger Cubs with council after June 1, 2016. New Tiger Cubs (boys completing Kindergarten) can only be registered in the BSA after June 1st (national policy). Day Camp fees for newly joined Tiger Cubs (BSA registered after June 1, 2016) will be \$70.00 even if registering for camp after the Early Bird deadline. Every Tiger Cubs must have an Adult Partner with him each day during camp.

- Siblings in the Tot-Lot Program must be pre-registered. Sibling payments and Annual Health and Medical Record (complete parts A and B) are collected at camp. Siblings may only participate in the Tot Lot program while their parent is working at Day Camp. Tot-Lot may not exist at every camp. Please check with your Day Camp Director for Tot-Lot information.
- **Everyone must have the Annual BSA Health and Medical Record, Parts A and B completed and on file while at Camp.**
- The scout fees include a t-shirt, a patch and camp certificate.
- Adult and additional Scout t-shirts may be ordered.
- Transportation to and from Day Camp is the Pack's or parent's responsibility.

Day Camp Den Supervision

Adult supervision from each Pack is essential to run Day Camp. BSA National Camp Standards mandates that we have 1 adult for every 4 boys who attend. Therefore, all Packs and parents who are registering boys for Day Camp must provide sufficient adult supervision.

A registered Cub Scout or Boy Scout leader, parent, guardian, or a person 18 years of age or older may volunteer as a Day Camp Den Chaperone. These adults will be responsible for guiding the boys in their Day Camp Den from location to location throughout the day, assist with activities and discipline. The Pack may choose to provide full time leaders (Monday through Friday) per Den or to share the responsibility among several adults.

Every Cub Scout who registers for Day Camp must submit a Volunteer Form to the Day Camp Director two weeks before the start of camp. This form is used to assign boys to their Day Camp Dens and to insure proper adult supervision of the Day Camp Dens. When you volunteer to help all five days you will receive a free camp T-shirt.

Please note this is not optional: our Day Camp is planned, organized, and staffed by volunteers. The camp cannot operate without pack and parent assistance.

These Requirements must be followed and all Packs and Parents.

How Can I Help?

Each Cub Scout Day Camp has 20 to 30 adult positions to fill each year and they must be filled by parents and leaders of the boys attending camp. So yes, we need your help!

You do not need to be a Den Leader or Cubmaster to help. A parent who has a week, a day, or even a few hours can volunteer to help their son and others have a memorable time. We will need a few parents to help with check-in each morning or to set up some of our games and crafts. Any amount of time you can spare will be put to good use. Parent volunteers will need to arrive 30 to 45 minutes before the start of camp so that you may be briefed on your responsibilities. You will be expected to follow the same policies as the Day Camp Staff. Wear comfortable clothing, but no halter-tops or other similar abbreviated clothing. Smoking is prohibited around the Cub Scouts during Day Camp. Please let the Camp Director know that you are interested in helping at the Parent Orientation Meeting.

If you have any special skills or access to supplies that might be useful to the Camp Directors, please let them know on your application. The more help we have, the better program we can put on for our Scouts.

Camp Staff

If you would like to experience the fun of working with Cub Scouts at Day Camp in a program area, we have a place for you. We need fun-loving adults who can spend time at camp. There is no fee for staff members. When you volunteer all 5 days you will receive a free Day Camp T-shirt. All staff must be registered with the Boy Scouts of America.

Boy Scouts, Venture Crew or Explorer Scouts, age 14 and older, may volunteer as a Day Camp Den Chief or as a Program Aid. Volunteering at Day Camp offers these Scouts an opportunity to display leadership skills, pass on useful information to younger Scouts and encourage those younger Scouts to continue on in Scouting as well as gaining service hours to use toward their rank. The positive influence of these Scouts on our Cub Scouts helps to further build our Scouting program. Contact your Camp Director and fill out the Staff Form today.

Parent Orientation Meeting

This is when you can meet the staff, talk with the camp director, and have those last-minute questions answered. The Camp Staff will review and collect any missing forms. The camp director will review details about their camp such as check-in and check-out procedures, your son's day camp den assignment, camp rules and other important information about camp. It is very important that you attend this meeting. Last minute needs or changes to camp will be announced at this meeting. Your Day Camp Director will notify you of the meeting date, time and location.

What to Bring

Each Cub Scout who attends Day Camp will receive a theme T-shirt. To ensure that your child's T-shirt will fit, we recommend that you order one size larger than your child normally wears. You will receive the size you order, we cannot make exchanges. Only T-shirts ordered on or before May 6th are guaranteed to be available at camp.

Most Day Camp Directors distribute T-shirts at the Parent Orientation Meeting. Your Day Camp Director will let you know how to pick up your T-shirt.

On the first day of camp, please make sure your son has the following items each day in a back-pack. Label all items with your son's name and pack number.

1. A hat, sun screen, rain gear (poncho)
2. A drinking cup, sports bottle or canteen
3. A towel and bathing suit (on the days your camp has water activities)
4. Everyone must wear shoes and socks at all times (except during water activities). Water shoes are allowed during water activities
5. No sandals or open toe shoes (including CROCS) are allowed at camp – this applies to Scouts and Adults.
6. A nonperishable lunch packed in a plastic bag with your son's name on it. If you send perishable food, you or your pack will need to provide your own cooler to keep the food cold.
7. Most camps provide water; your Camp Director will let you know.
8. A little spending money if your camp has a trading post (optional)

Remember to eat a good breakfast before coming to Camp!

DO NOT BRING: Pocket knife, Matches, Portable Radio/CD player, iPod, Handheld Video Games.

Cell Phones

While at camp many adults will use their cell phone, but the uses of cell phones by Cub Scouts is strongly discouraged. Any youth attending camp with a cell phone must inform his Day Camp Den Leader.

Medication

If your son requires medication during camp hours, only the parent, guardian or the attending adult who has been given permission by the parent, may dispense the medication. ***No medication (this includes over-the-counter meds) may be given by the Day Camp Staff this includes the camp medical officer.*** Medications shall only be carried by an adult. Exceptions to this are for those individuals who need to carry emergency medication at all times such as asthma inhalers, Epi-Pens or similar prescribed bee sting kits, diabetes kits, nitroglycerin tablets, etc. Any medications brought to camp must be in the original pharmacy or manufacture's container with the patient's name, medication name clearly labeled with dosage instructions. List all medications on the Annual Health and Medical Record

Special Needs

Please contact your Day Camp Director in advance if you have special needs. The Boy Scouts of America promotes the inclusion of youth with disabilities and or special needs. We recognize that each child is unique, and no single plan will work for every scout. We will work together to provide an enjoyable Day camp experience for your son.

Emergencies

The camp maintains a list of persons certified in CPR and basic first aid procedures. A Camp Health Officer is in camp at all times. In case of an emergency or accident involving your child, you will be notified by the camp director. We request that you add any information to the Annual Health and Medical Record form that we may need in case of an emergency. Please notify us if there are any changes or additions to this information prior to camp. If you have an emergency and need to get in touch with your child while he is at camp, please call the camp director or the Southeast Louisiana Council at 504-889-0388.

Uniforms in Camp

All Cub Scouts, Den Chiefs, and Camp Staff are required to wear this year's Day Camp T-shirt every day. While they look great and the boys love them, these shirts serve another purpose. These shirts let us know at a glance if the wearer is a Cub Scout, an Adult Volunteer, or a Staff member. We can spot visitors or strangers in camp at a glance. For this reason, it is imperative that your Cub wear the Day Camp T-shirt each Day.

Additional T-shirts are available for purchase. Please use the T-shirt order section on the Cub Scout Registration Form to purchase additional T-shirts. Remember, T-shirts must be ordered by the early bird deadline May 5th in order to guarantee availability at camp

Your son may wear his bathing suit to camp on the days your camp has water activities. When it is time for wet games he will only need to remove his shirt, shoes and socks and then he will be ready to play. This will enable him to get wet without having to worry about changing clothes, and the wet bathing suit will help keep him cool longer as he moves from area to area.

Check-in

All campers must be signed in and signed out each day. The exact details of your camp's morning check-in procedures will be discussed at the Parent Orientation meeting. Most Day Camp hours are 8:30 AM to 3:30 PM. Cub Scouts should arrive 15 minutes early, to allow ample time for check-in before opening ceremonies begin. Attendance is taken each morning of camp. If you know that your child will not be attending camp or will be arriving late on a day, we ask that you please notify the camp director by writing a note or by phone. After roll call is taken, those children who are absent without notification, will have their absences verified by a phone call from a member of the camp staff.

Check-out

Again, for the exact details about your camp's check-out procedures attend the Parent Orientation meeting or contact your camp director. All campers will have completed the Adult Authorization section on part B of the Medical Form on file at camp. Only the persons listed on this form will be allowed to sign out a camper from camp. If they are not listed on the form, your son will not be released to them.

Identification of the person signing out the child from Day Camp may be verified with their driver's license.

If a camper needs to leave camp before the scheduled end of camp, the parents must send a signed notification to camp. Any unexpected departures will be verified with a phone call to the adult who signed the Day Camp Youth Registration form.

"Tot-Lot" Program

Not all camps have a Tot Lot program, check with your camp director for details. This program is for children ages 2 and older and potty trained. It is only for the siblings of Cub Scouts and the children of the staff or the daily Den Leaders, Chaperones and Volunteers working that day of camp. The Mother or Father of the "Tot-Lot" child must be in camp at all times.

Siblings in the Tot-Lot Program must be pre-registered, so that we will know how many snacks and craft supplies to have on hand, No walk-ins. A nominal fee may be charged to cover expenses and will be collected at your Day Camp site. The child must have a completed BSA Health and Medical Record parts A and B on file in the Day Camp First Aid Station. The Tot-Lot Registration form must be turned in to the Day Camp Director one week prior to the start of camp. They can be mailed to the Camp Director. Do not send the Tot Lot registration to the council office. Bring a cup and lunch for the little ones. Information about daily Tot Lot procedures will be discussed at your camp's Parent Orientation Meeting

In Conclusion, we are looking forward to meeting you at camp and providing a great camp experience for your scout. If you have any comments or suggestions for improvement of this guide, or questions about Day Camp in general please contact the Southeast Louisiana Council at 504-889-0388.

2017 Cub Scout Day Camp Registration Assistance Sheet

Prepare for your Cub Scout to soar at Southeast Louisiana Council's "Cub Scout Investigators" Day Camp! Registration for this year's camp will be online only. Please view the details and instructions below to register for your camp. Please do not lose this sheet to insure your online registration is a swift and smooth experience.

Please visit www.bsa-selacouncil.org, select Camping, Cub Scout Camping, Day Camp and select your District's camp to begin registration.

Click on <Register>

Click on <Add New Participant>

Type: Cub Scout, Volunteer, Staff-Adult, Staff-Youth

What is Staff?

A Staff member is a parent who is heading a specific station at camp or working as a Den Leader with a Den and volunteering all 5 days of camp.

What is a Volunteer?

A volunteer is a parent who is volunteering to help with camp any number of days during the week.

Step 1: Enter all the information for each participant. First Name, Last Name, etc.; Then click <Add>

A green check mark will appear as each person is registered.

Step 2: Click on the Form <Day Camp Registrant> to provide additional information for each Registrant.

Unit Type: (Pack, Troop, Crew or Post)

Unit Number: Must enter the Unit Number with 4 (four) digits. Please proceed Unit Numbers smaller than 4 (four) digits with leading zeroes. For example: "22" needs to be entered as "0022", "307" need to be entered as "0307", "2000" can be entered as "2000".

Day Camp: _____

Thoroughly Read the Information Sheet for your Camp.

**Your registration is not final until you have completed the checkout process and paid all applicable fees. Once you are complete you will not have the availability to edit or adjust registration that you previously entered.

Please be sure to answer all qualified questions to complete your registration. Below are deadline dates to be aware of.

Parent/Staff Meeting: _____

Registration Deadline: _____

Day Camp Dates and Location: _____

Contact Information regarding Camp

Day Camp Director: _____

Day Camp Program Director: _____

District Executive: _____

Council Refund Policy

Cancellation Policy

The following policy statement is applicable to all council and district activities where a fee is collected by the Southeast Louisiana Council. Online convenience fees (if applicable) are not refundable. All activities are considered non-refundable, unless there is a medical emergency or a death in the immediate family. Refund requests will only be considered if made in writing.

A service charge of twenty-five percent (25%) of the activity fee will be assessed on all refunds to cover the costs incurred in preparation of the activity and processing the refund. Written refund requests must be submitted prior to the start of any event. Any requests after the activity will be considered only for personal illness or family emergencies.

No refund requests will be accepted after ten (10) days following the end of the activity. Consideration for a full (minus charges and costs incurred) refund will be considered for special hardship cases and for advanced-level training courses such as Wood Badge. For major activities that require a non-refundable deposit, such as council contingents to the National Jamboree and Philmont, a full refund less the non-refundable deposit will be considered based on the time of the request and the council's ability to fill the slot with another participant. If the slot is not able to be filled, no refund will be available.

No refunds of any fees are available until 30 days after the event.

Refund checks will be issued to the individual or entity paying the original fee within 30 days of receipt of the request pending its approval.

Fees are only transferable within the same unit to a Scout or adult leader not currently registered for that specific activity.

If an activity is canceled or postponed due to weather, every effort will be made to reschedule the activity. If an activity is canceled and the participant cannot participate during the alternate date, the full fee will be refunded minus any service fees and costs incurred by the event prior to the cancellation. This amount may vary from event to event

Send all refund requests to the Council Program Director, Tracy Jones at: tracy.jones@scouting.org