



**2018 ADMINISTRATION SECTION**

**SUPPORT & HELP**

(419) 422-4356 x131

[kora.burtch@scouting.org](mailto:kora.burtch@scouting.org)

<http://www.blackswampbsa.org/camping/boy-scout-camping>



# 2018 ADMINISTRATION SECTION

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## 2018 ADMINISTRATION SECTION

### WELCOME TO CAMP

Scouts and Scouters,

We have amazing programs in place for the 2018 season at both Camp Berry & Camp Lakota! Whether you are a Cub Scout, Boy Scout or tenured Scouter; we have something for everyone. From our ATV and C.O.P.E. programs to our various high adventure programs you can rest assured that both Scouts and Scouters alike will have a mountain-top experience in the Black Swamp.

Along with a few additions and the continuance of our long-standing traditions here in the Black Swamp since 1990, we've worked to plan the best program for Scouts and Scouters alike throughout the nation. A great program is not possible without an amazing staff and we have hand-picked our team from around the country. We encourage everyone who comes to Berry or Lakota to try new things, test your abilities and open your minds and imaginations to new adventures; but above all else, have fun!

The Administration Section contains most of the details regarding camp. The Point of Contact (POC) and Unit Leadership should carefully read this section to ensure the unit is prepared for the summer camp experience. After reading the Administration Section, leaders should also pay close attention to the Program Section. This is where all the detailed information regarding programming at each camp can be found.

If you look through this guide and find that there is information missing, please share that with our team. We are always looking for suggestions to improve for next year. The Black Swamp Area Council appreciates your continued support of the Scouting Program and sincerely hopes that this year's summer camp will be one of your greatest scouting experiences. We look forward to seeing you here in the Black Swamp of Northwest Ohio!

Warm Regards,

Tom James  
Camp Director – Camp Berry  
[tom.james@scouting.org](mailto:tom.james@scouting.org)  
317-695-6224

Doug Speer  
Camp Director – Camp Lakota  
[dspeer449@gmail.com](mailto:dspeer449@gmail.com)  
419-203-3827



## 2018 ADMINISTRATION SECTION

### WELCOME TO CAMP

## Guiding Principles of Black Swamp Area Council Camps

### BSA Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

#### Scout Oath

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times  
To keep myself physically strong  
mentally awake, and morally straight.

#### Scout Law

A Scout is:  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
& Reverent

Black Swamp Area Council Camps are equal opportunity facilities that do not discriminate on the basis of sex, color, race, creed, or religion.



# 2018 ADMINISTRATION SECTION

## THE DETAILS

### Pricing Information

#### Registration Prices

REGISTRANT TYPE	EARLY BIRD	STANDARD PRICE
In-Council Youth	\$295	\$325
Out-of-Council Youth	\$295	\$325
Webelos cross-over (thru 5/1/17)	\$265	\$295
Sibling Discount	\$265	\$295
Second Week Fee	\$147.50	\$162.50
Adults	\$105	\$105
Every 10 scouts	1 Adult Free	
Adult Day Fee	\$18 per day (12 pm – 12 pm)	
Troop Reservation Fee	\$75	\$75

#### Payment Methods

Online payment may be made through our online reservation system by using a credit or debit card or E-check. Alternately, personal or troop checks can be sent to our reservations office. The address for our reservations office is 2100 Broad Avenue, Findlay, Ohio 45840.

#### Early Bird Pricing

To lock in the early bird price, individuals (youth or adult) must have \$75 nonrefundable deposit in by March 31, 2018, and make full payment no later than 11:59PM EST on May 1, 2018.

#### Standard Pricing

Standard pricing will go into effect at 12:00AM EST on May 2, 2018, for individuals not yet paid in full.

#### Checks

**Checks must be made payable to “Black Swamp Area Council.”** Checks not made payable to “Black Swamp Area Council” will be returned to the sender. Checks that need to be returned will not be applied to the due balance of a reservation.



## 2018 ADMINISTRATION SECTION

### THE DETAILS

#### Refund Policy

All refunds must be requested in writing, using the “Refund Request Form”. Please note that we will hire our staff and order supplies and food based on the number of participants that you have reserved with us. As we make our purchases and hire our staff, those funds are no longer available for refunds. Valid reasons for requesting a refund include illness, death in the family, or change in business plans. To avoid confusion, please inform parents of the refund policy when they register their sons for camp. All refunds must be requested in writing within 14 days after the conclusion of the event. For Boy Scout Resident Camp, each session or week is considered a separate event.

- A minimum of \$75 per person is non-refundable.
- Tracking overpayments, if any, is the responsibility of the unit. The refund of any overpayments should be handled at either the 10-Day Out Meeting, or during check-in at camp.
- Unit paid fees are only transferable within the same unit to a Scout or adult leader not currently registered for that specific activity.
- If a refund request is approved, refund checks will be issued to the individual or entity paying the original fee within 30 calendar days of approval.
- Mail written refund requests to:

Black Swamp Area Council  
Attn: Refund Committee  
2100 Broad Avenue  
Findlay, OH 45840





# 2018 ADMINISTRATION SECTION

## THE DETAILS

### Dates

#### Session Dates

<b>Week 1</b>	June 17 – 23, 2018
<b>Week 2</b>	June 24 – 30, 2018
<b>Week 3</b>	July 1 – 7, 2018
<b>Week 4</b>	July 8 – 14, 2018
<b>Week 5</b>	July 15 – 21, 2018

\* Only Camp Lakota operates during June 17-23 (week 1).

#### Important Dates

<b>February 1, 2018</b>	Final Merit Badge Lists Released
<b>March 30, 2018</b>	\$75 non-refundable deposit per scout due
<b>April 2, 2018</b>	Boy Scout Campership Forms due
<b>April 7, 2018 9:00AM</b>	Merit Badge Registration opens online
<b>April 14, 2018 1:00PM</b>	Camp Orientation Meeting at Berry
<b>April 21, 2018 9:00AM</b>	Camp Orientation Meeting at Lakota
<b>May 1, 2018</b>	Remainder of camp fees due for a total of \$295. After this date, camp fee is \$325 except for Webelos who cross over and/or first time registered Scouts in the Council after March 30. Their fee is \$265 if they register by June 1, 2018.
<b>May 1, 2018</b>	Webelos Crossover Campership Forms due

### Contacts

Have a question? Need some help? Reach out to our team!

#### **Doug Speer, Lakota Reservation Director**

Ph. 419-203-3827

Email: [dspeer449@gmail.com](mailto:dspeer449@gmail.com)

#### **Brady Kohlenberg, Lakota Program Director**

Ph. 419-934-1002

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#### **Tom James, Berry Reservation Director**

Ph. 317-695-6224

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#### **Ethan Huelskamp, Berry Program Director**

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## 2018 ADMINISTRATION SECTION

# REGISTRATION SYSTEM

### Registration System

**BEFORE STARTING THE REGISTRATION PROCESS, PLEASE HAVE IN MIND THE NUMBER OF SLOTS (YOUTH & ADULT) YOU WOULD LIKE TO RESERVE. ONLY RESERVE SLOTS YOU KNOW YOU CAN FILL. ONCE A SLOT HAS BEEN RESERVED, THERE IS A \$75 NON-REFUNDABLE FEE ASSOCIATED WITH IT, REGARDLESS OF THE AMOUNT PAID ON THE SLOT. YOU CAN ALWAYS ADD SLOTS DOWN THE ROAD. BE CAUTIOUS WHEN MAKING YOUR INITIAL REGISTRATION.**

### Making Your Initial Registration

1. Navigate to [www.blackswampbsa.org](http://www.blackswampbsa.org).
2. On the Home screen, click the “Register for Summer Camp” button
3. Select which camp and which week your unit would like to attend camp.
4. Click the “Register” button
5. Enter in the contact information of the individual making the reservation.
6. Select the box above “1. Reserve a block of space”.
7. Enter the numbers in for the amount of scouts, adults, Webelos Crossovers/New Scouts, and Scout siblings you will be bringing to camp.
  - a. For Example; your unit would like to make a registration for 20 scouts, 8 adults, and 2 Webelos Crossovers. Below is what you would select for each registration type.
    - i. Scouts: 20
    - ii. Adults: 8
    - iii. Webelos Crossovers: 2
8. Click the “Continue” button.
9. Select the box above “3. Reserve the facility for this registration”.
10. Select which campsite you wish to reserve.
11. Click the “Continue” button.
12. Select the box above “4. Checkout”.
13. Look over the information that is listed. If accurate, click the “Checkout” button at the bottom.
14. Select your payment option. You can pay via PayPal, Credit Card (Visa, MasterCard, American Express, and Discover), E-check, Gift Card, or mail-in payment.
15. Fill out the information that is requested for your payment option.
16. Click the red “COMPLETE ORDER” button on the right hand side. This is **required** in order to finish your registration.
17. This will take you to a receipt for your reservation confirmation.
18. CONGRATULATIONS! You have made your reservation for summer camp.



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# REGISTRATION SYSTEM

### Adding Additional Youth & Adults to Your Registration

1. Navigate to [www.doubleknot.com](http://www.doubleknot.com).
2. Click on Log-on button and enter your login information.
3. If you don't remember, or don't know, your login information, please contact Kora Burtch at [kora.burtch@scouting.org](mailto:kora.burtch@scouting.org).
4. A summary page listing your registration should appear on the screen.
5. Click on View Details, beside your summer camp registration.
6. Click Update.
7. If you are adding anyone, click box #1 (Reserve a block of space).
8. Change the number in the appropriate box.
9. Click continue.
10. To name participants, click box #2 (Name individuals).
11. If your Troop has done a registration with us before, you should have a roster of previous participants on the left hand side. To add someone from this roster, click the green plus sign next to their name.
12. If your Troop has never done a registration with us before, you will need to click the "Add New Participant" button at the top of the screen.
13. You will be asked to select which registrant type (Scout, Adult, Webelos Crossover, Scout Sibling).
14. Provide participant information.
15. Repeat steps 12-14 for every participant.
16. Click continue at the bottom of the screen.
17. Once complete with changes, you need to follow the Checkout process as detailed in the section on page 10.
18. Remember, your registration is not saved until you go through the checkout process.

### Removing Youth & Adults from Your Registration including Unnamed Scouts

1. Follow steps 1-6 in the previous section in order to login.
2. Select box #2.
3. Click the red minus sign next to the name of who you are removing from your registration.
4. Repeat that process until everyone is removed that needs to be.
5. Click the continue button at the bottom of the screen.
6. Click on box #1.
7. In the spots reserved column, remove the extra reserved spots. By the time your registration is finalized, the space reserved column should show all zeros. The participants named should equal the total number of participants you are bringing to camp.
8. If you still have numbers in the Space Reserved column, these are un-named participants. If they are still showing up after your 10-Day-Out meeting, your Troop **WILL** be responsible for paying for these slots.
9. Once you have completed your adjustments, click the continue button.
10. You now need to follow the Checkout process as detailed in the section on page 10.



## 2018 ADMINISTRATION SECTION

### REGISTRATION – MERIT BADGES

#### Registering for Merit Badges

1. **Merit Badges will go live on April 7, 2018 at 9:00 am.**
2. **To have a better chance of getting your desired merit badges, we recommend that you login right at 9:00 am. Special note: Eagle required Merit Badges fill up very quickly.**
3. Login to the online registration system, and select your summer camp registration.
4. Make sure that all of your scouts are named. If not, refer to page 11.
5. Click on box #3 (Register by Individual).
6. Select the participant that you would like to register for merit badges.
7. Select the merit badge category.
8. Find the merit badge that you would like to register for. If this merit badge is on a waitlist, it will specify that by the merit badge name. Click the green plus sign to add this class to the participant's schedule.
9. Repeat this process until you have registered that participant for all the merit badges they need.
10. Repeat the process for each participant going to camp.
11. Once complete, click the continue button.
12. Click the box labeled "Check schedule conflicts". This will tell you if a participant has time conflicts with their merit badges.
13. Once you are satisfied with merit badge selections, you need to Checkout to save your changes.



## 2018 ADMINISTRATION SECTION

### CAMP POLICIES

#### Camp Policies

Scouts and their leaders at camp are expected to live by the Scout Law at all times. Troop leaders are expected to instill this law in their Scouts and serve as an example to them. In addition to abiding by the Scout Law, Black Swamp Area Council Camps have set forth the following policies. We thank you for your cooperation and understanding in helping us maintain high standards of conduct.

#### Alcohol and Drugs

The use of alcoholic beverages and controlled substances is prohibited on any property that is owned or operated by the Boy Scouts of America. This policy will be strictly enforced for all those who use or visit our camp facilities. Violations will result in expulsion from camp and will be reported to authorities.

#### Tobacco

The use of tobacco products by anyone is prohibited. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

#### Vehicles

No vehicle is allowed beyond the main parking lot without permission of the Camp Director. A gate is in place at each access point into the camp, and we ask every leader's cooperation with, and support in, enforcing this policy. The safety of our campers on camp roads is our primary concern. Only official camp service and emergency vehicles will be permitted beyond the main parking lot without a pass.

- a) There will be a window of opportunity on Sunday during check-in so trailers and equipment may be driven in to the campsite, and then again on Saturday during check-out, so trailers and equipment may be driven out of the campsite.
- b) Only one vehicle per campsite at a time (displaying a temporary vehicle pass) during Check-In.
- c) No one is allowed to ride on any camp equipment. No Scouts or Scouters are to ride in the back of a car, truck, cart, etc.
- d) Assigned parking area for each camp will be outlined at the pre-camp meetings.
- e) Arrangements will be made for those who require special transportation accommodations. Prior notification at the pre-camp meetings is **required** if this service is needed.
- f) Speed limit is 10 mph; please keep our Scouts and camp safe.
- g) If weather is bad, please request a tractor to remove trailer.

#### Taps

Taps are at 11:00 pm for Lakota & Berry campers. No one is to be out of their campsite after taps, unless accompanied by an adult or staff member.



## 2018 ADMINISTRATION SECTION

### CAMP POLICIES

#### Uniforms

Scouts should be in the Field Uniform for assemblies, flag ceremonies, dinners, campfires and other ceremonies where uniforms are appropriate. Otherwise, we recommend a troop t-shirt or camp shirt be worn for other activities. Closed toe and closed heel shoes must be worn at all times. Water shoes, sandals, flip flops and “Crocs” are allowable in the beach/pool and shower areas **ONLY**.

#### Pets & Animals

Pets of any kind are not permitted in camp at any time. Please do not bring your pet from home. Be sure to inform any visitors, parent drivers, or guests that they should also leave their pet at home. The BSA makes only one exception to this for resident Camp Rangers and their families. An additional exception can be made for service animals with appropriate paperwork.

#### Requirements for Participation

To qualify for participation in Black Swamp Area Council Camp activities, all campers, youth, and adult, must have a completed and current Personal Health and Medical Record. (“Current” is defined as being signed by a doctor, or approved medical practitioner, within 12 months of the day your unit departs camp.) There are no allowable exceptions to this rule. **Children and/or siblings of those registered for a specific program, including Cub Scouts, are not to attend unless the program has been specifically designed with adequate facilities to handle them.**

#### Adult Leadership

Two adult leaders per unit must be on-site at all times. One leader must be over the age of 21; the 2nd or assistant leader may be 18 or older. If proper adult leadership cannot be arranged for, the unit must be sent home. (If your unit is having difficulty finding 2 leaders, please contact the Camp Director as soon as possible so we can assist you in finding a second leader or arrange for a surrogate leader.)

#### Provisional Scouts

Scouts that cannot attend with their unit may attend camp as a provisional Scout. Prior to camp, we will refer provisional Scouts to units that are willing to host them for the week. Scouts will not be allowed to check into camp unless accompanied by a unit. Please let us know if your unit is willing to host a provisional Scout.

#### Security Wristbands

The security and safety of all of our campers are paramount. All staff, visitors, and campers, youth and adult, will receive a wristband upon check-in. Thereafter, anyone in camp without a wristband will be treated as a trespasser and dealt with accordingly by camp management and/or the authorities.

#### Staff Areas

Staff tents/cabins and showers are off limits to youth and adult campers.



# 2018 ADMINISTRATION SECTION

## CAMP POLICIES

### **Firearms**

No firearms or ammunition of any sort may be brought to camp. Camp Berry & Camp Lakota provide all necessary shooting sports equipment and ammunition.

### **Fireworks**

All types of pyrotechnics (smoke bombs, sparklers, aerial fireworks and other match lit items) are strictly prohibited on camp property per BSA policy and U.S. Forest Service regulations.

### **Expulsion for Behavioral Reasons**

Campers sent home for behavioral reasons will not have any portion of their camp fee refunded.

### **Unpaid Fees**

All unpaid fees are due upon arrival prior to setting your camp up or taking your tour. The final amount that your troop owes is determined by the Business Manager based upon your online reservation. Transaction logs of all payments may be viewed 24/7 by visiting your online reservation.

### **Initiations**

Older Scouts sometimes feel that new Scouts should be “initiated into the troop with a physical activity or another embarrassing stunt.” Leaders should be alert to this possibility and direct the boys’ efforts into meaningful programs. Behavior such as snipe hunts, running the gauntlet, belt line, or similar punishment has no place in Scouting and is not permitted.

### **Infectious Disease**

Camp is a tight community where pathogens can spread rapidly. It is extremely important that units immediately report all illness to our health officers. If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home to recuperate. Camp Management and our health & safety team reserve the right to send a participant to a local health care facility to get checked-out if they suspect a participant has a health concern that could affect the health & safety of the camp.

### **Emergency Procedures**

On your first day in camp, emergency procedures will be explained to troop leaders and Scouts. In the event of an emergency, please notify a member of the camp staff immediately. Please do not attempt to deal with the emergency yourself, regardless of the situation. If the situation seems at all dangerous, the priority is to evacuate all Scouts and leaders from the area.

### **Bicycles**

Camp Lakota encourages youth and adults to bring their bicycles to camp. Having a bike at camp is a privilege that can be taken away if the following rules are not followed. All bikers must wear a helmet when riding. Bikes are to go a safe speed (under 5 mph). Bikes must be in good working order. Camp management reserves the right to inspect any bike, at any time. They also reserve the right to restrict the riding privileges of an individual if unsafe riding practices are observed or if any rules are violated. Camp Lakota is not responsible for any property damage, injuries, or stolen property during your stay. Camp Berry allows bicycles for the Cycling Merit Badge.



## 2018 ADMINISTRATION SECTION

### BEFORE LEAVING HOME

#### Before Leaving Home

- Inform parents about your unit's plan
- Share the camp's mailing address

Camp Berry  
Scout Name, Unit #  
11716 CR 40  
Findlay, OH 45840

Camp Lakota  
Scout Name, Unit #  
2180 Ginter Road  
Defiance, OH 43512

- Mail sent to camp should always have a return address
- In order to save postage and ensure that your scout receives his letter or package, we recommend sending the week's mail with unit leadership and having them distribute at the appropriate time. Just label Day 1, Day 2, etc.

#### Required Documents

- Certification and claim forms for Troop Accident & Sickness Insurance—out of council only
- Each out of council unit must have a valid Tour Plan—out of council only
- Each youth and adult leader has:
  - The BSA Annual Health and Medical Record, signed by a physician and guardian. Parts A, B & C are required.
  - A copy of the Family Insurance Card attached to the medical form
  - If taking medications, the Scout's parents and the adult leaders attending should follow procedures enclosed in this publication
  - Any program-specific forms or items (High Adventure waiver, ATV waiver)
- For Scouts to be called out for the Order of the Arrow, bring a letter from your local OA Lodge verifying the election results
- All Scouts and adults are registered (Check those new Webelos)
- Travel: all drivers must have a map to camp; all parties must wear a seat belt. Please arrive as a group





## 2018 ADMINISTRATION SECTION

### ADULT LEADERSHIP

#### Role of the Adult Leader

**Each unit must have a minimum of 2 responsible adult leaders on the camp premises at all times. In accordance with new BSA National policy, all adults accompanying a troop to residence camp must be a registered member with the BSA.** At least one leader must be 21 years of age or older. The second adult leader must be at least 18 years old. Leaders must be present both day and night.

All adult leaders should expect to assist the camp staff in providing a safe, fun experience for the Scouts. Leaders are:

- Responsible for maintaining unit safety and discipline at all times. This includes safe travel to and from camp.
- Responsible for coordinating all unit and individual activities to ensure maximum benefit to participants.
- To be aware of each youth's personal goals and objectives in order to promote Scouting's advancement program. For the Boy Scout Merit Badge program, please refer to the Merit Badge Schedule and Prerequisites List (which is available in the program section).
- To participate in camp activities on a daily basis. This should include program area visits, punctual attendance at meetings and conferences, and collection of progress reports on each youth's activities.
- To be prepared to help and assist others, specifically, other camping units and staff personnel as needed. Assistance should be given in a spirit of mutual cooperation and support but not at the expense of one's own unit.
- To monitor and evaluate unit and individual progress in camp and to provide counseling, guidance, and encouragement.
- To review the daily schedule of unit activities with fellow leaders before departure for camp. This process should include review by experienced leaders who may not be participating in the current trip but have been to Camp Berry or Camp Lakota before. There are many experienced Scouters (like your Unit Commissioner) in your district willing to assist you.
- To be sure that each adult leader and the Senior Patrol Leader complete and turn in camp evaluations. These forms are the primary means of evaluating the program and staff at each camp and they are used each week by the camp and program directors to determine if there is a problem that should be addressed immediately. In addition, they are studied in great detail by members of the Camping Committee of the Black Swamp Area Council to recommend improvements for the next year.
- Expected to serve as a positive role model for youth. This includes language, attitude, and behavior.
- Knowledgeable of all camp rules and policies.



## 2018 ADMINISTRATION SECTION

### ADULT LEADERSHIP

#### General Discipline

Discipline and conduct of all youth and leaders are the responsibility of the unit leaders in camp. The Camp Leadership Team is ready and willing to assist at any time with problems that might arise. Unit committees should be sure that the camp leaders are trained and they understand their responsibilities while in summer camp.

#### Boy Scouts of America Policy

Preventing child abuse has been adopted as a critical objective of the Boy Scouts of America. The assistance of every adult leader is essential to success. The guidelines listed on the next page are designed to protect Scouts against child abuse and adult leaders against misinterpretation of their intentions. Anyone who has questions should consult with the Camp Director. If faced with difficulty in complying with the guidelines and no advice is available, use common sense and the principles of the Scout Oath and Scout Law.

#### Guidelines for Adults and Parents

All adult leaders in camp must endeavor to protect Scouts from (1) physical abuse, which is understood to mean the sustaining of physical injury as the result of cruel and inhumane treatment or as the result of a malicious act and, (2) sexual abuse, i.e., any act involving sexual molestation or exploitation of a Scout, by any person who has permanent or temporary care, custody or responsibility for the supervision of Scouts or a Scout.

#### Reporting Child Abuse

Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director immediately. Ohio law requires that all childcare providers, including Scout leaders, must report any incidence of child abuse to child protection authorities. The number for the Ohio Department of Job & Family Services is 855-642-4453. All discussion, both at camp and over the hotline will be kept confidential.

#### Buddy System

We ask Leaders to please promote the buddy system, especially with the younger Scouts. Regardless of where you are in camp, it is always wise to do so with a partner.



## 2018 ADMINISTRATION SECTION

### YOUTH PROTECTION

#### Youth Protection Training Verification

Protecting our youth is paramount to the BSA, Black Swamp Area Council, and our camps. Therefore, the following policy is in place to protect the youth and adult leaders, and staff of Camp Berry and Camp Lakota.

**ALL adults serving as leadership for a troop in camp are required to provide verification of CURRENT Youth Protection Training.**

Please provide at check-in, or before, one or more of the following for verifications of YPT:

- ❖ Copy of a BSA Pocket Certificate Trained Card.
- ❖ Copy of the YPT online trained certificate.
- ❖ Copy of the Troop's leader training roster from [my.scouting.org](http://my.scouting.org).

Due to the length of the online YPT module as well as the limited computer/internet resources at camp, it is strongly advised that this training be completed before arriving at camp. **No adults serving as troop leadership at camp will be permitted into camp without the proper verification of YPT.**

YPT verification is not required for family and friends who may be visiting camp. However, it is encouraged that any adult family members who are staying overnight on Friday night take YPT (no verification is required by the camp).



## 2018 ADMINISTRATION SECTION

### EARLY DISMISSAL

#### Early Dismissal Policy

Our camps are extremely concerned about the welfare and safety of your son or daughter. As such, early release requests, for any reason, will only be allowed if the following steps are completed. This information is taken from the National Council's Health and Safety Guide, Security Section, copyright 1983.

- Verification must be made to assure that the person requesting release is acting as the legal parent or guardian or under the direction of the legal parent or guardian. Verification may be done by the following:
  - Approval of the Scoutmaster.
  - Presentation of proper identification matched with the name listed as the legal parent or guardian on the Scout's medical form.
  - Contact via telephone with the legal parent or guardian. The telephone number used may be supplied by the Scoutmaster or obtained from the medical form.
  - Previous arrangements made with the Scoutmaster and Camp Director by the legal parent or guardian.
- It is understood that any person who requests the early release of a Scout will abide by the policy set forth above and **completes the early release form** prior to the release of the Scout.
- It is understood that a Scout will never be released to another youth under 18 years of age without verified permission from the legal parent or guardian.
- If adult leaders need to leave camp temporarily, or if they are staying less than one night or day, they must also inform other adult leadership within their Troop that they will be leaving, and they must also sign in and out on the sheet at the office.
- No Scout will be permitted to leave camp between the hours of 11 pm and 7 am, except in the case of an emergency (camp administration must be notified). Any other dismissals during these hours must be approved by the camp administration.



## 2018 ADMINISTRATION SECTION

### MEDICAL SERVICES & RECORDS

## Medical Services and Records

### Medical Services

The camp health lodge is staffed 24 hours a day by qualified medical personnel. For insurance purposes and for the health and safety of all participants, all accidents, and illnesses, no matter how minor, must be reported to the Health Lodge and recorded. Arrangements have been made with the local rescue squads and hospitals to handle any medical emergencies. **National standards require that any person staying overnight must have a valid medical form. Late arrivals should report to the health lodge.**

### Annual Health & Medical Record

Every Scout and adult leader must submit a Personal Health and Medical Record upon arrival at Camp. Leaders should provide a copy of the newest version of the medical form (available online at <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>) to each youth and adult planning to come to camp as soon as possible so that they can get their physicals completed and forms filled out properly. Parts A, B & C are required. This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. Though this document can be saved and emailed, please be cognizant of the private information saved within the record. Please understand that the BSA Annual Health and Medical Record is the only medical form recognized by Scouting—sport, military, or other medical records may not be substituted. Tips for completing this record are also located on the above website. Part C of the form **MUST** be completed **AND** signed by a health care provider and the parent.

### Medical Alerts

Scouting activities can be physically and mentally demanding. Listed below are some of the risk factors that have been known to become issues during outdoor adventures.

- Excessive body weight (obesity)
- Cardiac or cardiovascular disease
- Hypertension (high blood pressure)
- Diabetes mellitus
- Seizures
- Asthma
- Sleep apnea
- Allergies or anaphylaxis
- Musculoskeletal injuries
- Psychological and emotional difficulties



## 2018 ADMINISTRATION SECTION

### MEDICAL SERVICES & RECORDS

#### Prescription Medications

Black Swamp Area Council camps require that all prescription and over the counter (OTC) medications be stored under lock, except when in the controlled presence of health care staff or another adult leader responsible for the administration and /or dispensing of medications. **Please ask your Scouts not to bring over-the-counter medications such as Tylenol or cough syrup—the Health Lodge stocks these medications and will dispense based on the patient’s signs and symptoms.** Emergency medications such as inhalers, epi pens, and nitro should be maintained on the patient’s person. Refrigerated medications may be stored at the health lodge or in the campsite if secured under lock and key. All medication should be in a container issued by a pharmacist with the medication name and strength, the dose and dose frequency clearly marked on the container.

Each unit must make a decision to either maintain control of its medications or turn them over to our health officers for administration. If your unit chooses to maintain control of its medications, one adult leader must be designated as the unit health officer and sign the waiver shown below.

All participants taking medications must fill out the Prescription Medication Dosing Form (see the administration appendix for this form) prior to arrival at camp (we recommend that the unit health officer performs this task so that he or she is familiar with the medications). Please use one form for each participant and list the medication, dosage, and dosage schedule shown on the prescription.

Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer, and then keep them updated throughout your unit’s week at camp as medications are used. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files.



# 2018 ADMINISTRATION SECTION

## PERSONAL RESPONSIBILITY

### Personal Responsibility

Nations, states, communities, and even families have laws. These are simple rules by which people must live in order to have harmony. If we didn't have rules or laws to govern ourselves, society would be impossible. At Scout Camp, we have just one law—The Scout Law!

Why mention that in this guide? Because it gets right into that philosophy of personal conduct that we expect at camp. You should be aware that at camp each Scout must meet a stringent criterion in order to become a member of our camp staff. Besides the interview and screening process, all of our staff agrees to live by the 12 points of the Scout Law. Many of our staff are Eagle Scouts and many are members of the Order of the Arrow.

The 12 points of the Scout Law guide our camp. All camper and staff conduct is judged by how it measures up against these guidelines. At camp, we cannot tolerate and will not permit activities that do not meet the criteria of the standards set forth in the Scout Law. We ask for your cooperation and understanding as adults in helping us maintain a high standard of moral and personal behavior. We can do no less.

We purchase high-quality program equipment for all of our programs. Our guests appreciate the pride and care we take in maintaining these high standards. Please take care of camp gear. The Scouts following you have a right to expect the same quality.

### Charges for Damage to Camp Equipment / Facilities

<b>Writing or Burning Picnic Tables</b>	\$5.00 per inch of writing or burning \$150.00 per picnic table replacement
<b>Campsite Tools Damage</b>	\$25.00 per tool (shovel, rake, etc)
<b>Campsite Hose</b>	\$25.00
<b>Campsite Bulletin Board</b>	\$75.00
<b>Dumping of Trash</b>	\$150.00 per Occurrence
<b>Damage to Facilities</b>	\$50.00 minimum to \$2,000.00 maximum

Damages will be billed to the unit, not the individual. The unit will be responsible for collecting the necessary amount from the individual.



# 2018 ADMINISTRATION SECTION

## WHAT TO BRING TO CAMP

### Summer Camp Equipment Checklist

#### Required Documents

- Medical Form
- Copy of Family Insurance Card
- Medications- Please follow procedures listed in the administrative section.
- Please label everything with your son's name and troop number

#### Personal Equipment

- Sleeping Bag with liner or sheet inside
- Class A Scout Uniform (shirt, shorts, socks)
- Class B Uniform (troop t-shirt, camp t-shirt)
- Rain Jacket or Poncho
- Warm Jacket (fleece or sweater)
- Hat
- (10) Pairs of Socks
- (7) Pairs of Underwear
- (6) Sets of Clothing
- (1) Swimming Suit
- (2) Long Pants (jeans or Scout pants)
- (1) Long Sleeve Shirt
- (1) Pair of Tennis Shoes
- (1) Pair of Boots
- (1) Pair of Sandals (for shower only)
- (3) Towels
- Toiletries (soap, toothbrush & toothpaste, deodorant, shampoo)
- Sunscreen
- Water Bottle
- Spending Money (\$50+)
- Flashlight & Extra Batteries
- Scout Handbook
- Paper and Writing Items

#### Troop Equipment

- Troop Flag
- American Flag
- Stapler & Thumbtacks
- Magic Markers
- Extra Tarps
- Props for Favorite Stunts and Skits
- Assorted Hand Tools for Camp Projects
- Matches
- Knot Ropes
- Water Cooler
- Lanterns

#### Suggested Items for Troops

- Camp Leader's Guide
- Emergency Numbers for all Parents
- Cash Box
- The Scoutmaster Handbook
- Alarm Clock

#### Optional Personal Equipment

- Folding Pocket Knife
- Camera
- Card Games
- Compass
- Pillow
- Musical Instrument
- Spare Rope or Cordage
- Extra Shoe Laces
- Sleeping Pad for Outbounds (Lakota only)





## 2018 ADMINISTRATION SECTION

### OTHER IMPORTANT INFORMATION

## Visitors, Trading Post, Lost Property & Late Arrivals

### Visiting Camp

Parents often remark at how much their son has grown during his week away from home. Camp provides an excellent opportunity for Scouts to mature in a safe environment. For these reasons, we ask that you consider only visiting on Friday for Family Night. However, parents are welcome to visit their son in camp any day of the week.

We ask that all visitors check-in at the camp office as soon as they arrive in camp.

Remember that no pets are permitted on the property. This includes pets being left in vehicles parked in our parking lot.

### Visitor Meals

Visitors are welcome to eat camp meals and can purchase meals at the Trading Post. Unit leaders will be asked throughout the week for number of guests expected to eat in the dining hall on Friday evening. Visitor meal price is \$7.00.

### Trading Post

The Trading Post will be open at convenient hours from Sunday afternoon through Saturday morning. The Trading Post will carry camp T-shirts, jackets, patches, souvenirs, soft drinks, candy, ice cream, slushies, and a wide selection of scouting outdoor supplies. A camp patch will be given to each Scout and adult leader registered in camp. Additional camp patches will be on sale at the Trading Post.

### Lost Property

Prior to coming to camp, Scouts should be encouraged to clearly mark all personal items with their name and troop number. A lost and found box is located in the Trading Post. We recommend that one adult leader in each troop serve as a banker for the boys. This prevents the loss of large amounts of money and allows leaders to help the boys pace their spending for the week.

### Late Arrivals

Units arriving late must notify us in advance by sending an email to the respective Camp Director. Please indicate which camp you are attending. Please realize that your youth will miss program time. Your unit may even have to wait upon arrival for staff to become available. Late units will not be accommodated to the detriment of the camp program.