

Cub Scout Summer Camp  
Unit Leader's Guide  
(Revised 2026)



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## **Cub Scout Summer Camp Purpose**

The purpose of the Lincoln Heritage Council Cub Scout Summer Camp is to provide an opportunity for Cub Scouts to experience a high-quality outdoor program that prepares scouts for their next steps on their scouting trail. For Wolf and Bear Scouts, we prepare them to become more comfortable camping outdoors and provide a safe camping experience with memories that will last a lifetime – a camp that is filled with adventure, fun, excitement, fun, challenges, and more fun! For Webelos and Arrow of Light Scouts, we prepare them to become more independent in preparation of Scouts BSA Summer camp. We want Scouts to leave wanting more adventure when they cross over to a Troop. Scouts will be able to schedule and pick their own classes and be exposed to more age appropriate activities that will leave an imprint on them they will never forget!

## **The Buddy System**

Our camp operates on the buddy system. This means that a Scout should **never** be anywhere on camp without another Scout. This helps to ensure the safety of all campers. Even on a short walk to the Trading Post to purchase a refreshing beverage, the Scout should still have a buddy with them.

The Buddy system is also important if a Scout gets hurt. The buddy can go for help or wait with his friend until help arrives. The system also works when Scouts are hiking and may become lost. It's better to be lost with a buddy than by yourself. We should never have just one lost Scout.

For Webelos/AOL Scouts, they may have to walk around camp to their classes away from scouts in their own unit. It is of the utmost importance that they find a buddy to travel to their next class with. This can be a scout from their previous class or a friend who is in a class in the same program area.

**All staff and adult leaders are required to enforce the Buddy System.** If you see a Scout without a buddy, ask them where their buddy is. Remind that Scout of the importance of the Buddy System.

Remember: The SAFETY of our campers is our number one priority.

## So You Have Come to Camp, What's Next?

### Safe Campsites:

We ask that you work with the units around you to ensure a safe and orderly camp as free from danger as possible. This includes grouping tents together to limit tripping hazards and marking all guide wires. Staff, adult leaders, and Scouts should ensure that tents and gathering areas are not placed under dead branches or near damaged trees. Fires (if permitted) should be started only in the pre-established rings available in each campsite. Tents should not be any closer than 10 feet to the fire ring and should be moved if they are. There should be no flames in any tent.

### Happy Campsites:

Most likely there are other units in your campsite, aside from waiter duty it will be necessary for you to communicate with the other leaders in your campsite to ensure the best camping experience. This also means that your tents should be as close together as possible.

### Smooth running schedule:

Our goal is to provide a high-quality program to Scouts who attend our camp. To that purpose, we have a schedule which will be maintained throughout camp to the best of our capabilities. Arriving at all activities on time will help facilitate the best possible experience for your Scouts. Most places can be walked to within 15 minutes. Please ask the staff if you have any questions.

### Departing Procedures:

- Walk all gear to the front of the campsite, **then** retrieve your car.
- Load quickly and move out of the field carefully.
- All garbage should be left at the Campsite entrance for retrieval by staff.
- Patrol the area for additional gear and trash.
- Acquire the approval of the Campmaster for your site.
- One leader from each Pack should proceed to the admin building to check out and receive patches.

# Trading Post Hours

## Day 1

10:00 am - 3:30 pm

## Day 2

9:00 am - 11:50 pm

12:30 pm - 5:30 pm

Partial Trading Post during Camp Movie at the Movie Location

## Day 3

9:00 am - 11:50 pm

12:30 pm - 5:30 pm

## Day 4

9:00 am - 9:30am

after closing for about 30 minutes

## Aquatics

### Buddy Tags:

There are three ability groups designated by our Aquatics staff in accordance with the BSA Safety Afloat program: Non-swimmer (or Learner), Beginner, and Swimmer. These are designated by a coloring scheme on the Buddy tag received by every person entering the Aquatic Area.

*Non-Swimmer or Learner Buddy Tags* are a white tag with the Person's Name on it.

*Beginner Buddy Tags* have a Red Semicircle Colored at the top of their tag. *Swimmer*

*Buddy Tags* have both the top Red Semicircle and a bottom Blue Semicircle.

Any person entering the Aquatic Area, beyond the gate, must hang a tag signifying their presence in the aquatic area. This helps the aquatics area to account for the people in and around the water and ensure no one is missing.

**The Buddy Tag should only be touched by the person whose name is on it.** Any person wanting to participate in an aquatic activity must complete a medical recheck by the Medical Officer and a Swimming test by a designated staff member. All persons in the designated aquatic area must hang their buddy tag on the buddy board in their intended area.

**For anyone participating in boating:** You must be classified as a Swimmer to be able to do boating. If you are unable to pass the Swimmer Test or were unable to make it to the pre-camp swim test offered, you can participate in boating if there is an adult (18+) who is classified as Swimmer.

The Buddy system is employed to keep track of the Scouts while in the water. Each Scout must have at least one buddy and those Scouts must stay in the same designated aquatic area as their tags indicate on the Buddy Board.

## **Dining Hall Guidelines**

- 1) Please sit at the tables with your group's corresponding colored centerpieces. This is of utmost importance during severe weather so that the staff knows where to find you. If there are not enough tables and chairs for your entire group, please notify the dining hall steward.
- 2) Please wait until your campsite has been called before going to the serving line.
- 3) While going through the line please observe the following practices:
  - a. "Hug" the wall (stand with a shoulder against it)
  - b. Hold your plate with both hands
  - c. If you don't want something, please say, "no, thank you." If you want more, please ask.
  - d. If you don't like the main course, you may ask for a peanut butter sandwich (with jelly on the side.)
  - e. If you want seconds (if available) you must save your plate and wait for your group to be called.
- 4) Milk is available at Breakfast and Dinner but not lunch. Each person is allowed one milk per meal.
- 5) Please do not fill your canteens/water bottles with anything other than water. Use cups for lemonade and restrict bigger containers to water only.
- 6) Youth are not permitted to hang out in the dining hall during non-mealtimes unless they have a class in the dining hall. Adults needing to use the internet may do so as needed.
- 7) A charging station for devices will be available throughout the day and night but may not be monitored at all times.

## **Waiter Call**

### **Before the Meal:**

- A. Place a napkin at each spot of your campsite's tables.
- B. Place the noted utensils at each spot of your campsite's tables.
- C. For Lunch and Dinner, retrieve one water pitcher per table.

### **After the Meal:**

- A. For Lunch and Dinner, return the water pitchers.
- B. Take a rag and wipe off each of your campsite's tables.
- C. Using a broom, sweep under each of your campsite's tables.

## **Summer Camp Emergency Procedures**

The staff at Tunnel Mill are trained to the specific dangers and procedures for our camp. In the event of an emergency there is little the campers will need to do. Here are the few things you need to remember in case of an emergency:

### **Signals:**

- Three blasts of an airhorn signifies a camp-wide emergency.
- Instructions will be relayed through our camp-wide intercom system.
- Please listen to directions from the nearest staff member. For most emergencies, all people on camp will either go to the dining hall or flag poles, but it may vary. If you cannot find a staff member, go to the dining hall and someone will be there to direct you.
- Individual distress can be signaled with continuous blowing of a whistle.
- While at a program area, Area Directors will give you guidance as needed for the emergency.

### **Possible Emergencies**

- Severe Weather:
- Medical Emergency:
- Fire Emergency:
- Aquatics Emergency:
- Missing Camper:
- Potentially Dangerous Animal:
- Unauthorized Person on Camp:
- Hazardous Material Spill:
- Earthquake:
- Active Shooter:

## Other Key Summer Camp Policies

### Smoking

Scouting America's official policy is: "Adult leaders should support the attitude that they, as well as youth, are better off without tobacco in any form and may not allow the use of tobacco products at any Scouting America activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants."

Camp policy doesn't differ from this but does note that all forms of Nicotine use should be done discreetly and away from youth participants and staff. This includes Cigarettes, Cigars, Pipe Tobacco, Snuff and other smokeless products, and Electronic Cigarettes. Many of our staff members are themselves youth in scouting and should be treated as such with regard to this and other youth-related policies.

### Knife Policy

Summer Camp has the following Pocket Knife Policy over and above the guidelines set forth in the Guide to Safe Scouting:

Campers should not bring knives to camp that are:

- (a) larger than 4 inches in blade length,
- (b) unable to be sheathed or closed,
- (c) illegal under local and state regulations.

As is the Policy of the Scouting America, Cub Scouts should not have or use a pocket knife, while engaged in a Scouting activity, without proper safety training. This training is conducted using the Whittling Chip program and is signified by carrying the Whittling Chip card. Only Bears, Webelos, and AOL Scouts can earn the Whittling Chip in Scouting. No Scout, while at camp, should use a pocket knife without adult supervision.

Scouts should always observe all rules of safe pocket knife handling, but should especially ensure proper distance from others and should always be conducted while seated and away from high traffic areas.

Staff members are expected to follow all rules of knife safety but may carry knives. Campers are not permitted to carry knives except as noted above. Please report any infractions to an Area Director or Administration Staff.

Adult participants are expected to enforce the rules of safe knife handling and the camp knife safety policy published in the pre-camp and camp leaders guide. Additionally, when responding to an infraction of knife safety, leaders should not "take a corner" from the Scouts whittling. This has been considered hazing in the past and does not promote the Scouts use of safe knife handling. While at camp, infractions should result in the loss of the privilege for an appropriate amount of time. Incidents requiring more severe punishments should result in the loss of the Scouts Whittling Chip and a retraining of knife safety before its return.

## Running

- Scouts are encouraged to walk at all times on camp unless participating in a designated activity.
- Scouts should not run on gravel roads and in their campsites.

## Play Structures

- Note: For all structures, leaders and parents are expected to monitor their Scouts' behavior and ensure they are being safe.
- The pirate ship and playground at Scoutmaster Flats is available at all times.
- The swings near the campsites are for everyone's enjoyment and should be shared appropriately.

## "Missing Home" (or Homesickness)

- Missing home is a natural reaction for anyone, especially first-time overnight campers.
- Before camp: Discussing camp life, addressing Scout (and parent) concerns, and making sure everyone feels like part of the group are great ways to help prepare Scouts.
- At camp: Ensuring that Scouts are fully engaged in programs and activities helps them to not focus on all the things they might miss from home (family, family pet, video games, etc.).
- First-time campers who miss home and contact their families back home are likely to go home and not return. This is contrary to one of our main goals: to provide Scouts with a positive experience for their first overnight campout. We pride ourselves on keeping Scouts in camp for the entire session, and we are happy to ensure they have a great time.

**Before you allow a Scout to call home, please let our staff know so that our Camp Commissioner can get involved in helping them enjoy a positive camping experience.**

## Safeguarding Youth Guidelines

According to the *Guide to Safe Scouting*, Scouting America has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to prevent false accusations of abuse.

• **Minimum two-deep leadership on all outings required:** Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. Appropriate adult leadership must be present for all overnight Scouting activities. Co-ed overnight activities – even those including parent and child – require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of Scouting America.

• **One-on-one contact between adults and youth members is prohibited.** In any situation requiring a personal meeting, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.

• **Separate accommodations for adults and Scouts required.** When camping, no youth is permitted to sleep in the tent of an adult (except in child and parent/guardian situations). Showers are clearly labeled by gender. Youth and adults must shower at different times or in

different facilities.

- **The privacy of youth is respected.** Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

- **Inappropriate use of cameras, imaging, or digital devices prohibited.** While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images inside or within five feet of shower houses, restrooms, or other areas where privacy is expected by participants.

- **No secret organizations.** Scouting America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

- **No hazing.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

- **No bullying.** Verbal, physical, and cyberbullying are prohibited in Scouting.

- **Youth leadership monitored by adult leaders.** Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that Scouting America's policies are followed.

- **Discipline must be constructive.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

- **Appropriate attire for all activities.** Proper clothing for activities is required. Revealing clothing or bathing suits are not appropriate in Scouting.

- **Members are responsible to act according to Scout Oath and Law.** All members of Scouting America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.

- **Units are responsible to enforce Safeguarding Youth Policies.** The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. The parents of youth members who misbehave should be informed and asked for assistance.

- **Mandatory reporting of child abuse.** All involved in Scouting are personally responsible to immediately report to law enforcement any belief or good faith suspicion that any child is or has been abused or exploited or endangered in any way. No person may abdicate this reporting responsibility to any other person.

- **Social media guidelines.** The policy of two-deep leadership extends into cyberspace. Another adult leader should be copied on any electronic communication between adult and youth members.

Specifically at our Camp, please keep these policies in mind:

- Scouts and adults do not share tents (with the exception of children and parents/guardians).
- When using a latrine, please always knock or announce before entering.
- Males and females have designated areas at the pool house. Adults should not enter the

youth side of the pool house except to the extent that health and safety require. In these cases, at least two adults should go together and announce themselves before entering.

- Please remember that many of the staff are themselves youth participants in the Scouting program.
- If in doubt with regards to these policies or someone's age, gender, or needs: Please do not be afraid to respectfully ask questions. It is better to ask an uncomfortable question than to violate youth protection policies, even inadvertently.

## **SUSPECTED CHILD ABUSE**

The following are definitions of child abuse:

1. Other Cub Scouts: Mean-spirited or hurtful teasing and taunting by other Cub Scouts. Leaders must be made aware of problems and watch for any further actions against the child and see that it is stopped at once. Bear in mind that what one child considers a friendly tease can be perceived as a devastating comment by another child.
2. Scouts: Teasing, taunting, bullying, hazing, cruel practical jokes, ridiculing, etc. These actions can put an end to Cub Scout camping.
3. Leaders: If there is any alleged child abuse from a leader, immediate action will be taken. Notify the Camp Director of the situation. The leader will be asked to leave camp at once. The Camp Director will notify the Scout Executive and may be legally obligated to report the incident to the authorities.
4. A Family Member: A child coming to camp who has been beaten, bruised, and/or abused at home. If there is even suspicion of abuse, the leader must report this to the Camp Director. The Camp Director will notify the Scout Executive and may be legally obligated to report the incident to the authorities.

Child abuse can be:

1. Physical: hitting, slapping, or in any way physically harming a child.
2. Mental: tormenting, teasing, belittling, yelling, swearing, or making examples of the child in a derogatory manner.
3. Sexual: fondling, petting, sexual harassment, or molesting.

**There is Zero Tolerance for Child Abuse in Any Way, Shape, or Form. By**

**Indiana State Law (IC 31-33-5 and IC 12-17.2-3.5): If Abuse is Suspected, it Must be Reported.**

## Summer Camp – Dangerous Wildlife Policy

### *General Safety*

- 1) **Leave the wildlife alone.** Unless an animal is a danger to Scouts and/or Scouters or is itself in danger, it should be left alone. If the animal is posing a threat to campers and/or to itself, notify the Camp Director immediately. The Camp Director or appointees will then deal with the removal of said animal.
- 2) **Do NOT wear open-toed shoes.** Except for pool house or shower house use, you should not wear open-toed shoes. When transiting to/from those locations, you should carry your sandals with you and wear shoes.
- 3) **Do NOT reach under things you cannot see.** This includes places such as under rocks or logs or around cliff faces.
- 4) **Keep your equipment stowed away.** Remember, no food in tents. If any food is brought, it should be stowed in a “raccoon proof” box, outside and away from tents.
- 5) **Keep tent flaps shut.** Tent flaps left open for an extended period of time are an invitation to wildlife.
- 6) **Carry a flashlight at night.** This will keep you from running into things.
- 7) **Stay on the trails.** Trails are usually clear of debris so you can see what is in front of you.
- 8) **If you or a Scout has a tick,** do not attempt to remove the tick yourself. Contact the Health Officer, who will remove the tick and provide appropriate follow-on care. Be sure to check both youth and adults for ticks after returning home, and seek medical attention as needed.
- 9) **What to do if you come across wildlife in camp:**
  - a) Stay calm and keep people away .
  - b) If necessary, send someone to contact the Camp Director/Ranger/Health Officer.

## Participant Packing List

### HOW TO PACK YOUR GEAR

Each individual camper (youth or adult) may want to consolidate their gear into a single duffel bag or heavy trash bag (waterproof), including the sleeping bag, with their name and pack number on it. Pack gear should be consolidated as much as possible. Be comfortable but leave the kitchen sink at home!

### PERSONAL CAMP GEAR RECOMMENDED FOR SCOUTS AND LEADERS

Daypack or book bag	Cub Scout handbook (optional)
Sunscreen	Bandana or handkerchief
Water bottle or canteen	Bath towel and washcloth
Rain gear	Pajamas or something to sleep in
Spending Money (\$50) in small bills	Fishing gear [if desired]
Notebook and pencil	Small pillow
Sleeping bag or sheets/blankets	State fishing license (18 and over)
Plastic trash bags	Swim attire
Shorts/pants and extra T-shirts	Pocketknife and whittling chip
Scout uniform [no neckerchief please]	Soap and shampoo
Shoes (2 pair)	Drinking cup
Flashlight	Toothbrush and paste
Socks (several pairs)	Hat (optional)
Underwear (several pairs)	Swimming towel

### All units must provide their own tents.

We encourage Packs to put multiple same-gendered scouts in a single tent to conserve space. There will be other packs in the campsite with you. Each campsite is assigned a certain number of people. All the people will fit in the campsite, please be considerate.

### PACKING LIST FOR THE PACK

Copies of Medical Form  
Battery Powered Alarm clock  
First Aid Kit (for minor cuts, scrapes, etc)  
Trash bags  
Parent's Emergency Phone Numbers  
Camera  
Bucket and soap for washing T-shirts  
Lantern (Propane or battery preferred)  
Lawn Chairs  
Sharpie Marker  
Hand sanitizer  
Webelos Handbook (optional)  
Bedtime snacks kept in a cooler or "Rubbermaid" type box  
Skit Ideas for Closing Camp Fire