

Lincoln Heritage Council Day Camp Leader's Guide

Lewis & Clark Tunnel Mill Scout Reservation June 12-16, 2023



Schedule

Wednesday, May 31, 2023: 7pm

- Parent meeting via zoom. This will explain what you need to do to get your scout ready for camp. You will have time to ask questions.

Wednesday, June 7, 2023: 7pm

- Den Walker meeting via zoom. This will explain what you and your scout need to do to get ready for camp. We will also go over Camp Emergency Plans and what a day in the life of a den walker looks like.

**** please note: parents- if you are unable to attend the parent meeting you are welcome to attend the Den Walker meeting and vice versa. If you are a Den Walker attending the parent meeting, I will ask you to stay a little longer to discuss Den Walking specific items with you.**

Sunday June 11, 2023: 1pm-5pm

- Registration. Park and Check-in at the Dining Hall. Adult and scout participants will go through the check-in process. Enter through the doors on the right and please make sure that you do not need to pay any remaining balances, receive your t-shirt, backpack, cup, den number, and buddy tag. You will need to turn in a completed parts A and B of the health form (for scout AND adult participants) to receive a buddy tag. **ADULTS MUST TAKE A SWIM TEST IF YOU ARE WILLING TO CANOE ON FRIDAY WITH THE WEBELOS. ADULTS MUST TAKE THE SWIM TEST IF YOU WOULD LIKE TO SWIM IN THE DEEP END OF THE POOL. NO EXCEPTIONS**

****Please note: If you are unable to attend Sunday registration, you will be able to register on Monday morning.**

- Swim Testing. After you have gone through the registration process and have your buddy tag, please head down to the pool for your swim testing.
- During this time you may also set-up your pack area. We will be setting up pack canopies around the parade field (flag pole area). Make sure to stake down canopies well. The wind has blown several across the parade field. You will be able to drive down to the field but please make sure to follow directions from our staff. We have several areas that we can not drive on.

Monday June 12, 2023: 7am

- CAMP OPENS!!!
- Staff will be in front of the dining hall to greet you, answer questions, collect any paperwork/money that wasn't turned in during Sunday registration.

Monday, June 12, 2023: 4:30pm

- CAMP PICK UP
- Parents will park at the dining hall and walk down to the parade field (flag poles) to pick up your scout. **YOU MUST SIGN YOUR SCOUT OUT WITH THE DEN LEADER OR PACK LEADERSHIP** before you take them off camp. Please see the map below.



Follow the green line on the above map. The main entrance to camp has a sign. The sign is difficult to see (on your left) if you are coming from the North East on Tunnel Mill Road. If you are coming from the South West on Tunnel Mill Road, the red X's are entrances that are not the main entrance to camp. You will drive to the dining hall and park in front of the dining hall. You will need to walk to the pool for swim testing. During pick up times please park at the dining hall and walk down to the flags unless you work out arrangements with another adult from your pack or the den walker.

Camp Schedule:

Monday: camp opens at 7:00am and closing flags is at 4:00pm

Tuesday- Thursday: 7:30am-4:00pm (pick up at 4:30pm)

Friday: 7:30am- 3:00pm camp as usual

3:00pm family closing campfire

Unit Preparation for Camp

If your unit follows the steps listed below, the process of preparing everyone for an enjoyable experience at Day Camp should go smoothly.

Upon Receiving the Leaders Guide:

- Inform or remind all scouts and parents of the camp dates and location
- Recruit two or more adult leaders to attend camp with your unit.
- Note payment dates
- Consider unit providing adults to help run the event (please speak with the director or program director)

Finalizing plans for the outing:

- Give final notice to all scouts and parents about plans for attending camp
- Collect all Health Forms parts A & B from ALL scouts AND adults attending camp and bring them to camp for the medical officer
- Arrange for your unit's transportation to and from camp
- Ensure all your scout families have the camp information (start times, end times, what to bring, locations, important phone numbers, etc)
- Arrange payments through your unit or each family individually. (If a parent registers on their own, they may click to pay with camp cards and the unit will be charged through the unit account at council)
- Finalize registration online at www.lhcbbsa.org. Registration will be through Tent-A-Roo. You may choose to have one person from your unit register everyone on Tent-A-Roo or each person may be in charge of their own registration.

One week before Camp:

- Review schedules with your scouts and families.
- Double-check medical and health history.
- Prepare the unit equipment to bring to camp. (canopies, coolers for lunches, camp chairs for lunch time)
- Finalize transportation arrangements to and from camp.
- Review the Guide to Safe Scouting and Camp Regulations with leadership.

Camp Policies and Procedures

Anyone participating in this event will be required to follow BSA National Guidelines as outlined in the Guide to Safe Scouting.

The Law is the Rule: Everyone is expected to abide by the Scout Law, Oath, and Slogan.

Buddy System: Everyone will use the Buddy System. Pairs for Safety. Adults/ Leaders should be notified before scouts leave a designated area.

Camp Security: All visitors to the camp must stop at the admin building or other communicated location and check-in, they will receive a wristband to wear while on property. Upon conclusion of their visit, guests will sign out so that camp administration will know who is on camp property at all times.

Alcoholic Beverages and Illegal Substances: will not be tolerated and are against BSA policy. Possession or use will result in immediate dismissal from camp.

Smoking and Tobacco: BSA guidelines require a smoke-free, tobacco free, vaping free environment for our scouts. If you must smoke, vape, or use smokeless tobacco, please do so out of sight of youth participants, youth staff, and not inside any buildings. Please “field dress” your butts and dispose of them properly remembering the ever-present danger of forest fires.

Vehicles: The Health and Safety Committee along with the Camping Committee has established a written policy and procedure of vehicles in camp.

- Participant vehicles are to remain in designated parking areas during the entirety of the camp day.
- When traveling to camp, one person per seatbelt and they must be worn. No riding in truck beds. No ATV's, go carts, or golf carts are permitted. Only Staff carts are permitted.

Uniforms: The Day Camp uniform is the provided camp t-shirt. If you are a leader that will be attending all the days of camp, you will be provided with a camp t-shirt. Any adult not attending all the camp days will need to wear a scout t-shirt or scout appropriate attire.

Camp: Follow BSA guidelines for camping:

- Walk, do not run, within the camp lunch area
- Remember tent stakes and tie-downs.
- Closed-toed shoes must be worn at all times.
- Leave no Trace.
- Trash your trash. It should be removed from all camp areas.
- No pets or bikes

Knives, Hatchets, Axes, or Firearms: No firearms are permitted at Camp. No fixed blade, sheath or survival knives are permitted. Folding or pocket knives are permitted by those Scouts that have earned their Whittlin' Chip or Totin Chip.

Rocks and Sticks: Although tempting, rocks must not be thrown or kicked and sticks may not be swung. Injury/damage to property usually results from this action. Such actions will result in your being asked to leave the campout immediately.

First Aid: There will be a medical officer stationed on camp. All medical treatment or emergencies should be directed to the health officer. Minor first aid treatment can be given in session areas where limited first aid supplies are available.

Camp Emergencies: If there is an emergency, there will be 3 long blasts of the air horn and everyone should rally in a designated area. Once the emergency has passed, campers will be given instructions on where to go next. Campers should remain in the designated area until the "All Clear" signal has been given. Leaders should review these procedures with their campers.

Trash: Your trash must be taken to a trash can provided. If trash cans are not available, please take your trash with you when you leave camp.

Cleanup/Check-out: When your unit is ready to leave camp we ask that you please clean up your area and leave it the same or better than you found it. Please take everything with you.

Youth Protection: Camp will adhere to all Youth Protection Guidelines. Leaders, parents, and staff are required to adhere to all Youth Protection Guidelines. For more information regarding Scouting's Youth protection policy, go to: <https://www.scouting.org/health-and-safety/youth-protection/>

Cub Scout Survivor Day Camp 2023

Lewis and Clark District: Lincoln Heritage Council

June 12-16, 2023:

Camp time: 8:00AM-4:30PM

Dear Scout & Parents,

We have a FUN week planned for you. Here is some important information that will help you and your parents have a great week at camp. Activities at each day camp are developed around a theme. This year's theme is Cub Scout Survival! This theme will provide fun and engaging program elements for young boys and girls. Popular activities include BB guns, archery, crafts, sports and water activities.

- Camp Hours: Camp begins at 8:00 am and closes at approximately 4:00 pm. Please arrive a little early on Monday to finish the one-time check-in details.
- Camp Location: Tunnel Mill Scout Reservation
3913 Tunnel Mill Road
Charlestown, IN 47111
- Phone: Kris Hampton, Camp Director: 502.609.5287
- Uniform: All campers will receive a Camp T-shirt. This will be the uniform of the week. Please wear it every day.
- Lunch: Each camper, little buddy, and adult will bring a sack lunch everyday. Please do not bring milk. Each pack will provide a cooler for their pack to keep lunches in. Ice is the responsibility of each pack.
- Shoes and Socks: Closed toe shoes and socks must be worn at camp. **NO SANDALS.**
- Little Buddies: Little Buddies have their own program in and around the administration building. The cost for the child is \$25.00 for the week. The parent ***must*** be present on site the entire day for the child to be accepted. Children ***must*** be potty trained.
- Outer-wear: Hats are helpful to keep the sun off your face and to aid against ticks (check children daily). Sunscreen will be helpful to avoid sunburn. Bug Spray is always good to bring with you to camp.
- Rain: **CAMP IS OPEN RAIN OR SHINE.** Rain gear will be necessary on rainy days. We do have a severe weather plan at our day camp location. Please feel free to contact us if you have any questions.
- Transportation: Everyone must provide their own transportation. Carpooling is encouraged. The Guide to Safe Scouting states that beds of trucks, trailers, and campers will not be used to transport passengers at any time, and a seatbelt is required for each passenger in all motor vehicles (except commercial buses). Please be aware of the speed limits posted.

SWIMMING or
WATER DAY:

Please pack a swimsuit and towel each day.

FISHING:

The campers will be fishing. Camp will provide poles, and bait. Please DO NOT send fishing poles from home. We may have fishing poles available for purchase in the trading post.

MEDICATION:

The camp requires that all prescription and over-the-counter (OTC) medications be stored under lock (including those requiring refrigeration), except when in the controlled presence of health care staff or other adult leaders responsible for administering and/or dispensing medications. Exceptions will be made for life saving medications i.e. epi pins, inhalers etc.

TRADING POST:

There will be a trading post available each day. We will have items that range from \$0.25 up to \$10.00. There will be something for everyone. Please don't send your scout with a lot of money that could be easily lost. It is best if you can put money in a baggie and mark their name on it.

CLOSING:

We will have a closing campfire/awards ceremony on Friday beginning at approximately 3:00pm. All families are welcome and invited to attend. More information will go home during the week of camp.

We are looking forward to enjoying the week with you at camp. If you have any questions please do not hesitate to call me at 502.609.5287. You may also email me at kristina_hampton@yahoo.com. See you at Camp!

Kris Hampton
Day Camp Director
Lewis & Clark District

Kerry Holder
Day Camp Program Director
Lewis & Clark District

Fee Schedule/Refund Policy:

Fee Schedule: All fees should be paid based on the following information:

- The rate for a weekend camp is \$85.00 per scout
- The rate for a week long camp is \$120.00 per scout
- Adults are FREE!

Refunds: A refund will be made to an individual or group that cancels program attendance/registration, less a 15% administrative charge as long as a written request is made at least 30 days prior to a council or district program/activity.

No refunds will be given to an individual or group that cancels program attendance/registration within 30 days of a scheduled council or district program/activity. Exceptions for medical situations or family emergencies can be made but must be submitted in writing within 7 days after the program/activity.

Fees are transferable to other Scouts but not refundable. All requests for refunds must be submitted in writing with a copy of the receipt or canceled check.

Questions? Contact the following:

Director:

Kristina Hampton
502.609.5287
kristina_hampton@yahoo.com

Program Director:

Kerry Holder
812.725.6289
mrskholder02@yahoo.com

District Executive:

Jonathan Barfield
318.332.9095
jonathan.barfield@scouting.org