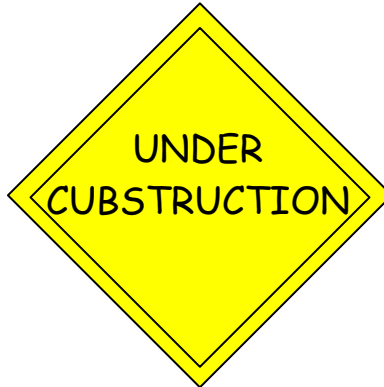


UNDER CUBSTRUCTION

Day Camp Parent and Leader Guide



Hiawathaland Council
Boy Scouts of America
2210 US 41 South
Marquette, MI 49855

(906) 249-1461 or 1-800-236-1441

All things regarding camp and any scouting event can be viewed at www.upscouting.org

Spring 2011

Dear Cub Scout Parents,

As the warmer weather approaches, thoughts turn to the out of doors, and the activities of summer. While making your summer plans, don't forget to include the wonderful experience of 2011 Cub Scout Day Camps. You and your son joined Scouting to share more time together and experience the fun and adventure of great outdoor activities. Day Camp offers that opportunity for you and your son to enjoy and learn many scouting fundamentals while having FUN! The games and activities in Day Camp are developed to provide excitement for every level of Cub Scouting. This opportunity is provided to help your Cub Scout become a better Boy Scout and individual.

Please review the dates and take advantage of the Day Camp being hosted by your District Cub Day Camp staff and volunteers. The easy to use registration form in the back of this booklet allows you to register for any Day Camp you wish to attend. Simply return the completed registration form, health form and fees to your Pack Camp Coordinator by your district due date. Detailed registration instructions are listed on page 4. There will be late fees applied this year so please be on time!

If you have questions about camp please feel free to contact your District Day Camp Director. We hope to see you at camp!

DAY CAMP PROGRAM INFORMATION

Cub Scout Day Camps are fun summer time experiences designed to give Cub Scout aged boys a camp experience without staying overnight. The daily schedule is generally from 8:30 am to 4:00 pm. Boys will be divided into dens by rank and spend about 45 minutes at each activity. Please see your own district day camp brochure for details. **Parents are urged to attend and lend a helping hand.**

The Cub Day Camp is designed to enable the Cub Scout to meet many requirements for Wolf, Bear, and Webelos ranks, electives, and activities pins. While there may be some variations, most Day Camps will offer many of the following programs:

BB Guns Archery Camp Skills Games Nature Handicrafts

2011 Under Construction Day Camp Chart by Districts

District	Date & Time of Camp	Camp Location	Camp Director	Day Camp Fees	Sibling Program Available And Cost	Last Date for Regular Registration with District	Late Fees after May 2011 Roundtable	Notes
<i>Chippewa</i>	Sat. June 4	Kinross Fair Grounds	Ben Hunt coppercreksolutions@hotmail.com	\$30	\$30	Thursday April 28, 2011 Roundtable	\$5	
<i>Pere Marquette</i>	Sat. June 11	TBA	TBA	TBA	TBA	Thursday April 7, 2011 Roundtable	\$5	
<i>Red Buck</i>	Sat. June 18	UP State Fairground (Pocket Park)	Jamie Siedlecki jamie.siedlecki@gmail.com	\$20	\$20	Monday May 9, 2011	\$5	
<i>Copper Country and Menominee Iron Range</i>	Youth are invited to attend any District Day Camp in the Council that your Pack chooses	You must follow the above registration deadlines and requests of that District	Contact the District Day Camp Director for further instruction					

REGISTRATION FEES

- On time day camp fees include the Day Camp T-Shirt, Camp Patch and all program materials.
- Districts have set the roundtable in May as their on time roundtables.
- **Council must receive all registration forms and fees by May 14th or \$5 late fees will apply. No phone orders. Fax orders will need money taken from unit account.**
- **Camp Sign-Up Forms** and **health forms** are located in this guide, with your pack leadership, council office or at www.upscouting.org .

Parents: fill out the **Camp Sign-Up Form** and **Health and Medical Form, BSA #680-001** and turn in to your pack leader. Your Pack Coordinator is in charge of registration, which is due by the District's Roundtable date listed in chart above. See complete **How To** details on page 5.

LATE REGISTRATIONS

- Families/Packs who miss the Day Camp pack registration deadline should contact their Pack Coordinator who will either contact the District Day Camp Director or will advise families to contact the director about registering personally.
- Cub Day Camp T-Shirts and craft supplies will not be guaranteed after the Roundtable deadline.
- Your District Day Camp Director will make late registration and payment decisions.
- **DO NOT send late payments directly to the Council Office until contacting and receiving District Director's O.K.**

Parents and unit leaders: send in a **separate roster and money** for those who are late. If council receives roster but no payment, money will be taken from the unit account. If account lacks appropriate funds then registration is void.

REFUND POLICY

There are no refunds given to individuals unless there is a special case of illness, accidents, or family situations where it is impossible to attend camp. **The request must be sent in writing from the Unit to the district camp director and council office before the first day of day camp begins. No refunds will be given after the first day of camp.** The district day camp director and the council day camp coordinator will review the request. Any refunds will be made to the unit after completion of camp. If approved, refunds will be issued from the Council Service Center to the unit account only.

HEALTH HISTORY FOR ALL CUB CAMPS

Everyone attending Cub Scout camps is required by BSA standards to have a **Health and Medical Form, BSA #680-001, with parts A and B completed**, on file at camp: pack/troop leaders, all scouts, parents, and siblings. Turn in your **Health Form** with your **Camp Sign Up form** to your PACK Leaders. Make copies. Health forms are not returned.

ADULT LEADERSHIP

Adults are needed to walk with each den and to run a station. Tiger Scouts (1st grade in the fall) must be accompanied by an adult with a 1:1 ratio. Camp directors also need help developing the program. Please be ready to volunteer. It's FUN!

WHAT TO BRING TO CAMP

Here is a general list:

- Completed health history (should be turned in already to the District Camp Registrar – Deb Stock)
- Lunch, drinks and water bottle
- Backpack or hip pack
- Cap or hat
- Sneakers- **NO SANDALS**
- Insect repellent and sunscreen
- Jacket, rain poncho and clothes to match weather

WHAT NOT TO BRING TO CAMP: Pets, cell phones for scouts, MP3 or CD players, matches, lighters, sheath knives

CAMP UNDERSTANDINGS

Day Camp Guidelines are as follows:

1. **Everyone will need a health form:** siblings, scouts, staff, parents
2. Campers, adults and staff will wear a wrist band for security reasons. Scouts will wear the camp t-shirt for security reasons. Staff will wear a different color of camp t-shirt for security reasons.
3. Anyone leaving Camp prior to his or her Pack check out must sign out at the Camp Registration. Only those individuals listed on the Release of Campers section located on the **health history form** are authorized to remove a camper during their session. This is for security reasons.
4. No pets will be allowed to camp unless it is a trained assistance animal.
5. Alcoholic beverages, illegal drugs, or non-prescription drugs are not permitted at Day Camp.
6. There is **NO SMOKING** at Day Camp in view of Scouts. Smoking area will be located away from Scouts and designated by Day Camp staff. All buildings are smoke free.
7. Vehicles are to be parked in the designated parking area.
8. Shoes are to be worn in camp at all times except when swimming
9. In case of emergency in Camp a horn, siren or whistle will be sounded. All Scouts and Scouters are to return to the designated area set up by district Day Camp staff. Leaders will take a headcount and standby to receive instructions.

PARENT INSTRUCTIONS FOR A TOTALLY AWESOME DAY CAMP

1. Fill in 2010 **Camp Sign Up Form** with the camps you and your son want to attend. Use a separate sheet for each person. Do not leave anything blank.
2. Complete **Health Form** for each person attending camp whether they are participating or not.
3. Hand in **Camp Sign Up Form, Health Form** and **fees** to your Pack Camp Coordinator.
4. Some camps have limits on numbers of campers and there will be late fees of \$5 after May 6, 2010. So don't forget.
5. If you are late, contact your pack coordinator about attending. They will either call for you or have you contact the District Camp Director personally.
6. If possible, attend camp with your son as a walker or pack station volunteer and have FUN!

PACK CAMP COORDINATOR INSTRUCTIONS FOR A FULLY ORGANIZED CAMP

1. Read through the **Pack Camping Coordinator Job Description Form**. It has great ideas.
2. Collect the **Cub Scout Sign Up Form, Health Forms** and **fees** from the parents of pack Scouts.
3. Use the **Day Camp Roster/Payment Form** to record names, phone numbers, rank, T-shirt sizes, health form received, Camp cost and extra shirt/patch ordered. This Form (attached) can be filled in by hand or can be downloaded from the website. See specific instructions on next page for "How to Use the Excel Spread Sheet For Your Computer".
4. Make **copies** as described on bottom of *Roster/Payment form*. Make copies of the health forms because they are not returned.
5. Turn in copies as specified in district camp chart to the Round table for your district.
6. **Do not be late.** There may be limits on attendance and late fees of \$5 will apply. If you receive a call after the deadline from a parent, either you call the District Camp Director or have the parent call personally. Follow up with the family. **Send in another roster with late registrations only (not total)**
7. Attend the Day Camp Training Date set up for your district for last minute news for your pack. Usually set up as the last roundtable of the year in May or June.
8. Bring an updated copy of the **Roster/Payment Form** to Day Camp and register the pack.
9. Attend camp if possible and walk with the pack or be a station volunteer and have fun.
10. If you cannot attend camp, designate a pack leader to take over the registering and check out for the pack on Day Camp days.

HOW TO USE: The Roster/Payment Form Excel Spread Sheet on Your Computer

1. Read through all instructions.
2. Download and save the **Roster Form and the Sample Form** to your hard drive from www.upscouting.org
3. Review how the **Sample Roster** looks.
4. Enter name and phone number of each attendee for camp.
5. Enter ranks as listed; T for Tiger; W for Wolf; B for Bear; W1 for Webelos 1; W2 for Webelos 2; A for Adult; S for Sibling as listed on bottom of the **Roster Form**.
6. Enter the numeral 1 for each T-shirt for each person per line.
7. Enter the cost of day camp according to what your district is charging. Use the chart on page 2 of this **Guide**.
8. Enter the \$10 cost of an extra t-shirt and patch. An example of this would be an adult, or sibling who cannot participate but would like to wear our cool t-shirt.
9. The spreadsheet will add and separate the ranks for you, total amount of t-shirts, cost of camp and extra shirts and then a final cost to the pack.
10. Save frequently during the process.
11. Continue with Camp Coordinator Instructions starting with Number 4.