

CUB SCOUT RESIDENT CAMP



STAFF GUIDE

WELCOME!

Thank you for volunteering as a leader at Cub Resident Camp (CRC)! Along with the Boy Scout Summer Camp staff, our objective throughout the week will be to provide fun & memorable experiences for your Scouts and YOU. While we do need you to accompany and manage your son's den, we do want you to build those memories with him as well.

There are many exciting new aspects to our program this year. Firstly, we are merging the Cub Scout and Webelos Resident camps into Cub Resident Camp (CRC). This will afford us the opportunity to offer everyone camp-wide programs and activities that had previously not been available. Campers will still be put in a den according to their age and Cub Scout level (Tiger, Wolf, Bear, Webelos, Arrow of Light). They will do advancement appropriate for their level in separate den activities but the pack will also do fun activities together like a water carnival and trip to the Wildlife Refuge.

There are some exciting changes coming with the Cub Scout program. National BSA has made some major changes to how the program will be delivered starting June 1, 2015. We will be the first ones in our council to implement the new program this summer. While many of the things we do at camp will stay the same (bb's, archery, swimming, etc) you will see some fun new additions such as Fitness requirements for all and Cast Iron Cooking for Webelos.

The Gold Standard

During camp, you will be expected to set the example. The words on this page will guide us.

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.

CUB SCOUT MOTTO

"Do Your Best!"

THE SCOUT LAW

A Scout is:

Trustworthy

Loyal

Helpful

Friendly

Courteous

Kind

Obedient

Cheerful

Thrifty

Brave

Clean

Reverent

STAFF STRUCTURE

Camp staff will fall under two categories – “Program Staff” and “Administrative Staff.”

The Program Staff consists of all staff members assigned to program areas, such as aquatics, nature, and shooting sports. These staff members fall under the direction of the Program Director. The Program Director is responsible for the direction of all program staff towards creating, planning, and executing a high-quality program for the campers. Eric Jordan, the Waubeeka Program Director, has done a great job restructuring the camp program to include the new Cub Scout Advancement and adding in a lot of fun activities!

The Administrative Staff consists of all staff members assigned to support roles such as commissioners, dining staff, den leaders, medical staff and other support staff. These staff members fall under the direction of the Camp Director. The Camp Director is responsible for the overall successful operation of the camp and the management of all camp staff.

DEN LEADER DESCRIPTION AND DUTIES:

Volunteer staff who have completed a staff application, have passed a background check and have satisfactory references can serve as den leaders at Cub Resident Camp. Each leader will be assigned a den of cub scouts to supervise. In the event that there is enough staff, an assistant den leader will be assigned as well. We will make every effort to assign a leader to their son’s den or if preferred, to another den. Den assignments are the discretion of the camp administrator.

Den Leader Duties-

The den leader must be a man or woman 21 years of age or older of well-known good character and ability. Responsibilities of the den leader include the following:

- Assist and supervise the boys in the den.
- Escort the den to program areas.
- Assist in program areas as needed so that boys make the most of their opportunities.
- Be concerned for camper safety. Maintain the Buddy System.
- Assist with dining and hygiene as needed.
- Maintain order and promote good behavior. Not allow bullying, physical or verbal abuse, bad language or actions. All should be reported.
- Be knowledgeable of the Cub Scout and Webelos Scout programs if possible.
- Report any observations concerning Youth Protection issues immediately to the Camp Director.
- Have fun!

Qualities of a Good Den Leader-

- Patience
- Kindness
- Promptness
- Sharing (their time and leadership with their own son)
- A good motivator
- Willingness to be a showman and silly
- A singer, although it is not necessary to be in key
- Cheerleader
- Willing to try new adventures
- Able to enforce camp policies
- Assist with homesick duties
- Follow the Scout Oath and Law in words and deeds

Termination Of Employment

Although it is never our desire to terminate anyone's employment, certain staff behaviors can lead to progressive or immediate termination. Failure to carry out assigned responsibilities, violation of the Staff Guide or conduct unbecoming to members of the Boy Scouts of America will be deemed sufficient cause to terminate summer employment without prior notice.

TYPICAL DAY IN CAMP

Days in camp start early, are packed full of fun and activities and end with a good scrub and good night! While it is expected that den leaders will be with their den most of the day, there will be "time off" blocks where leaders can shower, attend to business or just decompress.

**Please note that den leaders should not be on cell phones during supervision times. If necessary, please let support staff know of the need to make a call so there is no lapse in supervision.*

Some den leaders may have attended Resident Camp previously and will find some marked differences this year. We hope the changes are for the better and look forward to your feedback. Please be sure to hand in your evaluation form before you leave camp if possible.

Morning Routine

Dens begin rising at 7:00 a.m. Den leaders should wake their den, encourage them to wash, change and pack for the day, clean their tents and tent site and proceed to the flag pole. Dens will NOT have to wait tables or serve for breakfast. After clearing, dens will move to their first activity.

Afternoon Routine

After morning activities, the den assigned for lunch service should arrive at McIntyre Pavilion at 11:50, set up for lunch then remain to clear the tables. After lunch, dens have siesta for 1 hour from 1-2 p.m. Dens must be supervised during this time. Leaders may opt to take personal time with coverage.

After siesta, the den moves to afternoon activities. Dens will have open/instructional swim most days at 4:30 at the waterfront. Leaders may opt to take personal time.

Evening Routine

After open swim, dens should prepare for dinner. Scout shirt is appropriate attire for dinner for both Scouts and leaders. The den which has waiter duty should arrive at 5:50 to prepare. Flag retirement is 6:00 p.m., then dinner.

After dinner, there will be a different activity each day, with campfires Monday, Wednesday and Friday. Friday's campfire is Den participation! Dens will have all week to prepare their skit during den time.

After activities, dens will have time for hygiene before bed. 2 dens each evening will shower-scouts must be supervised by at least 2 leaders in the shower house.

After lights out, dens will be supervised by support staff so leaders can shower or have time off.

Please see the sample schedule below:

7:00-8:00 a.m.	Wake up and den time
8:00-8:10 a.m.	Flag Raising
8:10-9:00 a.m.	Breakfast
9:00-10:30 a.m.	Activity 1
10:30-11:50 a.m.	Activity 2
11:50-12:10 a.m.	Prepare for Lunch/Waiters
12:10-1:00 p.m.	Lunch
1:00-2:00 p.m.	Siesta
2:00-3:30 p.m.	Activity 3
3:30-4:30 p.m.	Activity 4
4:30-5:30 p.m.	Open/Instructional Swim and/or Boating
5:30-6:00 p.m.	Clean up for Dinner
6:00-6:10 p.m.	Flag Retreat
6:10-7:00 p.m.	Dinner
7:00-8:30 p.m.	Campwide Game or Event
8:30-9:15 p.m.	Personal Hygiene
9:15-9:30 p.m.	Ready for Bed
9:30 p.m.	Lights Out

Arrival and Departure

Den leaders and their sons should come early on Sunday to get their accommodations set, unpack and be ready to welcome campers. Leaders will camp in the site with their den in their own tent. It is preferred that a leader's son tent with another Scout. If there are extenuating circumstances, please advise the Camp Administrator. Den leaders will take over their dens at dinner, after parents have left.

After breakfast on Saturday and upon camp dismissal, den leaders may depart. They are not expected to stay late or be responsible for other Scouts in their den. Den leaders transporting other Scouts home must have permission from their parents or guardians.

POLICIES AND PROCEDURES

As in life, there are boundaries (rules and regulations) that will be adhered to as a member of our camp staff. We are an example in the lives of the young men who come to camp. As a staff member, you are agreeing to live out the Scout Oath and Law in all that you do while at camp.

The following items are designed to create a safe and orderly atmosphere in camp to allow us to do our best at all times.

ALCOHOLIC BEVERAGES

Possession or use of alcoholic beverages on BSA property while under employment shall result in immediate dismissal.

CAMPFIRE

All campfire skits/songs/cheers must be tasteful and follow the spirit of the Scout Oath and Law. Toilet humor, cross-dressing, punch lines in bad taste, and unnecessary shenanigans will not be accepted. All skits and songs must be approved by the Program Director.

CHILD ABUSE

It is MANDATORY that any staff member or volunteer report to the CAMP DIRECTOR any actual or suspected case of child abuse or neglect IMMEDIATELY. The Camp Director will then notify the Scout Executive. BSA Youth Protection Policies will be followed and enforced for all staff, adults, and campers.

DISCIPLINE

Each camper has been given the CRC Rules in the Parent Handbook. All campers and staff are expected to treat each other with respect. Small disagreements can be handled in the den with the leader and another staff member if necessary. Serious infractions such as bullying, hitting, stealing or violating safety rules should be reported to camp staff immediately. Disciplinary actions depend on the severity of the offense and include being removed from a current activity for a time out, being removed from an activity permanently and parents notified, and being removed from camp permanently and parents notified to retrieve Scout. Corporal or verbally abusive discipline is never allowed.

DRUGS

The use or possession of any illegal drug on or off camp property shall result in immediate dismissal. The proper legal authority will be notified.

GAMBLING

Gambling and games of chance are contradictory to BSA policy and most forms violate Illinois Law. Therefore, gambling by staff members at camp will result in immediate dismissal.

GOOD MANNERS AND LANGUAGE

Good manners and clean language are expected of ALL staff members at all times. We need to lead the Scouts and their leaders we serve by setting a fine example. The Scouts, their leaders, our visitors and the Camp Director expect you to set this good example.

HARASSMENT

The term “harassment” includes, but is not limited to, slurs and any other offensive remarks, jokes, or other verbal, graphic, or physical conduct. Any derogatory or offensive jokes, emails, or comments about race, ethnic origin, age, disability, religion, or gender are prohibited.

HAZING/INITIATIONS

Initiations or hazing of ANY KIND are NOT permitted in the scouting program and WILL NOT be tolerated at camp. Violation of this policy will result in immediate dismissal.

HEALTH AND SAFETY

The main concern of every staff member must be the health and safety of those in camp. All accidents or injuries should be reported immediately to the Camp Director and appropriate Health Lodge personnel, no matter how minor. If a camper’s action poses a safety threat, the staff member should take necessary steps to correct the situation. Always feel free to discretely point out any possible safety hazard to the Area Director, Camp Program Director or Camp Director.

LEAVING CAMP

A check-out/check-in log will be kept. When checking out of camp, list the time, destination and expected time of return. When checking in, list time returned. If you must leave camp property during a camp session, you must have prior approval from the Camp Director.

PHONE USAGE

Do not use cell phones in front of campers. Please keep them on silent or vibrate. As a rule of thumb, the campers should never know you have a phone on you.

PHYSICAL

All staff members must have a current BSA medical form as defined by the Boy Scouts of America. Medical forms will be turned in only to the Health Officer.

PROHIBITED ITEMS

The following items are not permitted at camp: sheath knives, axes, fireworks, heaters, aerosol sprays; lighter fluid; alcohol; illicit drugs. If you wonder if something will be permitted at camp, check with the Camp Director.

Also, campers may not have pocketknives, incendiary devices of any type including flint and steel.

SMOKE FREE POLICY

BSA policy prohibits leaders and staff from using tobacco products in any form in the presence of youth members. All buildings or facilities are designated as nonsmoking facilities. Smoking outside entrances and exit doors is not permitted at any location.

SOCIAL MEDIA

We encourage you to post the fun and exciting adventures going on at camp to the social media of your choosing. Please remember to be tasteful and use the Scout Oath and Law to help determine if you should post something. Last names of campers may not be posted, only last initial.

UNIFORM

Den leaders should wear comfortable, appropriate clothing for camp during the day and for activities. Field uniform of at least a tan Scout adult uniform shirt with appropriate emblems should be worn for taps and dinner. All clothing must not have any profanity or suggestive content on it.

YOUTH PROTECTION IN CAMP

The Boy Scouts of America will not tolerate any form of child abuse—neglect, emotional abuse, physical abuse, or sexual abuse—in any phase of its program and will report all offenses to the proper authorities.

MANDATORY REPORTING OF CHILD ABUSE POLICY

The BSA mandatory reporting of child abuse policy requires an immediate report to applicable law enforcement or required authorities and notification to the camp director, Scout executive, or designee.

Mandatory Reporting Action Plan

1. Stop the abuse immediately.
2. Separate the parties involved.
 - If the abuse is adult on youth, require the adult to leave the location.
 - If the abuse is youth on other youth, separate the offender from the group while maintaining adequate supervision.
3. Request any assistance you need.
4. Contact the Scout executive or camp director immediately. Your Scout executive or camp director will provide information for response notifications.
5. Notify the proper authorities. If the activity is criminal or requires medical assistance, call 911.

Scouting's Barriers to Abuse

- Two-deep leadership on all outings required.
- One-on-one contact between adults and youth members prohibited.
- Separate accommodations for adults and Scouts required.
- Privacy of youth respected.
- Inappropriate use of cameras, imaging, or digital devices prohibited.
- Hazing prohibited.
- Bullying prohibited.
- Discipline must be constructive.
- Appropriate attire for all activities
- Members are responsible to act according to Scout Oath and Scout Law.

Camp Staff Conduct

Physical contact between adults and youth should be kept to a minimum. Using common sense, it is acceptable to:

- Shake hands
- Pat a boy on the back
- Give a high-five
- Touch when demonstrating or teaching a skill, such as first aid or when taking action to prevent an accident

It is unacceptable to

- Give long hugs or initiate frontal hugs
- Give massages
- Engage in wrestling or other physical horseplay
- Give pats on the buttocks
- Administer corporal punishment
- Play favorites

Camp Security Plan

An important aspect of youth protection at camp is having some control of visitors to the camp.

Identification of Staff Members and Campers. Everyone in attendance at the camp must wear identification that signifies legitimate participation in the camping program. Wristbands will be issued at check in to all scouts and adult leaders and must be worn at all times. Adults should question any person who does not have the appropriate wristband.

Identification of Camp Visitors. All visitors to the camp must sign in at the camp office. They should wear the appropriate wristband to identify them as visitors to camp. Any time a person is spotted in camp without either a visitor's nametag or camp participant identification, that person should be escorted to the office to sign in (and so staff personnel may determine why that person is on camp property).

Child-Release Procedures

It may be necessary, either expectedly or unexpectedly, for a camper to leave camp before the scheduled end of the camp session. Authorization for allowing the child to leave must be obtained from the custodial parent, who must sign a permission slip. The permission slip will have a list of all authorized persons who can take a child from camp and it must be verified by the camp director or his designee. This will transpire at the office with the camp director-no person may take a child directly from a den or program area.

Thank You!

Westchester/Putnam Council greatly appreciates your week of service to your son and his den! Without your dedication, we could not have a successful Cub Resident Camp week! Please be sure to ask for the spouse and employer thank you letter as a testament to your service.

Finally, please take a few minutes to complete the evaluation form to assist us in making improvements to CRC for the benefit of future campers.