Welcome to Camp Read
WELCOME TO CAMP

Curtis S. Read Scout Reservation
one location with endless opportunities.

Thank You for choosing Curtis S. Read for your 2020 Summer Camp Experience.
Make Your Experience the BEST

• Organization is Critical
  – Have a plan, and share it with your Scouts and their Families.

• Review the Leaders Guide
  – Regardless if it is your 1\textsuperscript{st} time or 51\textsuperscript{st} time read the Leaders Guide.

• A Good Attitude
  – Even the best plan can hit a snag. A good attitude will make any problem seem less troublesome.

• Ask Questions
  – If you don’t ask questions we can’t help.
Contact Info (Before Camp)

- Website
  - www.wpcbsa.org/Read

- Email
  - sandra.owens@scouting.org
  - richard.stockton@scouting.org
  - wpc.camping@scouting.org

- Fax
  - 914-449-9690

- Phone
  - 914-773-1135
    - Ext. 2612
    - Ext. 2602

- Address
  - Westchester-Putnam Council, BSA
    41 Saw Mill River Rd.
    Hawthorne, NY 10532
Contact Info (At Camp)

• Websites
  – www.wpcbsa.org/Read

• Fax
  – 914-449-9690

• Phone
  – 518-494-2228

• Email
  – sandra.owens@scouting.org
  – richard.stockton@scouting.org
  – kris.oconnor@scouting.org
  – wpc.camping@scouting.org

• Address
  – Curtis S. Read Scout Reservation
    1377 Palisades Rd. #1
    Brant Lake, NY 12815
Changes for 2020

• Activities
  – Tomahawk Sessions have been added to online system
  – White Water Rafting available as a full day activity

• Advancement
  – Additional Merit Badge classes for Communication
  – Age Changes for STEM Ranch programs, ranging from 12-14 years old rather than all starting at 14
  – In STEM Ranch, we have added Pulp & Paper, which is earned during the same class as Plumbing (it’s a combined class)
  – In Buckskin, we have added Theater Merit Badge
  – Public Speaking has moved to Buckskin only

• Administration, changed in 2019 but worth noting again
  – Unit Medical Forms book
  – All forms available online, no longer in Leader Guide
Waubeeka Food Project

• Created an Assistant Food Service Manager
• New Menu that will be available by June 1
• New Campsite Equipment for Cooking
  – Propane Stove
  – Griddle & BBQ Grill attachment
  – Water Boiling Station
  – Charcoal Table
• Pilot: Providing Lunch (Two Days)
Activities
Activities

• Register online after April 1st for registered Scouts and leaders who paid their deposits.

• Activities sign-up are attached to people rather than the Troop

• Review Carefully
  – Note activity fees and age requirements
Activities for Older Scouts

- High Ropes Course
- ADK Challenge
- Mountain Biking
- Operation Nighthawk
- STEM Badges
- BSA Lifeguard
Out of Camp Activities – book early!

- Whitewater Rafting
- Canoeing Brant Lake
- Backpacking Overnight
- ADK Challenge
Summit Trek Opportunities
Online Registration

- System opens April 1\textsuperscript{st}
- Scouts must have paid deposits to register for Merit Badge Classes & Activities
- Watch for time conflicts
- Organize for less time lost due to travel!
- All badges have class size limitations
- You Must Register all adults
- Classes and activities with fees should be paid for during the reservation process
Go to wpcbsa.org and sign-in to MyCouncil or register for a new account by clicking on MY COUNCIL and then (login or) Create Login
From the Home Screen, scroll down and then click on Unit Websites.
Search for your Unit. All units are added to the system when Site Deposits are entered. Select “Scouts BSA Troop” from the drop down, enter your troop #, City, and choose your Council from the drop down. Then click on “Begin Search”.

Select Your Unit

<table>
<thead>
<tr>
<th>Unit</th>
<th>City</th>
<th>Charter Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop 1 - Anytown, NY</td>
<td>Anytown, NY</td>
<td></td>
</tr>
</tbody>
</table>
On the right-hand side, click on “Unit Roster”. Then from the “Tools” drop down, select “Import Unit Roster”.
The “Download Template” will then appear (see below). You will need to use the Template provided by this system to create your full roster of scouts and adults. Don’t worry right now about who might or might not be going, it will save you steps (and time!) later to just upload the full roster now. Have your most recent charter handy – all the information you need is on this.

When you are ready to import your roster, you will need to select how to handle the Duplicates first, then select your document, then Import File.
**The only information not required is 2 out of the 3 phone numbers. All other information is required.**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSA</td>
<td>PersonId</td>
<td>NameFirst</td>
<td>NameLast</td>
<td>Email</td>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>PhoneHome</td>
<td>PhoneWork</td>
<td>PhoneMobile</td>
<td>PrimaryPhoneType</td>
<td>DateOfBirth</td>
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<tr>
<td>2</td>
<td>1234567</td>
<td>Scout</td>
<td>Smith</td>
<td></td>
<td><a href="mailto:smithfamily@gmail.com">smithfamily@gmail.com</a></td>
<td>1 Buckskin Way</td>
<td>Anyt</td>
<td>NY</td>
<td>12345</td>
<td>914-555-1212</td>
<td></td>
<td></td>
<td>H</td>
<td>01/02/2003</td>
</tr>
<tr>
<td>3</td>
<td>1234568</td>
<td>Scout</td>
<td>Jones</td>
<td></td>
<td><a href="mailto:jonesfamily@gmail.com">jonesfamily@gmail.com</a></td>
<td>1 Waubeeka Way</td>
<td>Anyt</td>
<td>NY</td>
<td>12345</td>
<td>914-555-1212</td>
<td></td>
<td></td>
<td>H</td>
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<tr>
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<td>John</td>
<td>Doe</td>
<td></td>
<td><a href="mailto:doefamily@gmail.com">doefamily@gmail.com</a></td>
<td>1 Summit Drive</td>
<td>Anyt</td>
<td>NY</td>
<td>12345</td>
<td>914-555-1212</td>
<td></td>
<td></td>
<td>H</td>
<td>01/04/2004</td>
</tr>
<tr>
<td>5</td>
<td>2345678</td>
<td>Jimmy</td>
<td>Doe</td>
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<td>Anyt</td>
<td>NY</td>
<td>12345</td>
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<td>Scouter</td>
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<td>12345</td>
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<td></td>
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<td>Anyt</td>
<td>NY</td>
<td>12345</td>
<td>914-555-1212</td>
<td></td>
<td></td>
<td>H</td>
<td>01/03/1960</td>
</tr>
</tbody>
</table>
Step 8: Once you have imported your roster, when you click on “Unit Roster” you can view your list in the below format.
Go to Registrations in the right-hand column, then Click on your week at camp.

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 1-7, 2018</td>
<td>Week 1 Camp Read</td>
<td>0</td>
</tr>
</tbody>
</table>
**RECOMMENDATION**  Set this page as a Favorite's Tab!
Member’s Page – where you add Scouts & Leaders’ registrations
You will be able to add multiple Scouts and Leaders (you don’t select which ones at this time). Once you click “Save” it brings you to the payment screen right away, so make sure if you are planning to make payments for both Scouts and Leaders in this transaction, you add all at this point. See note at the bottom in red.

If you have Scouts who qualify for discounts – don’t pay them in full! You will need to email Sandy with their information after the Deposit is made, to have the discounts applied.
Back on the Members Screen, you can click on “View” next to an “Empty Slot” that you have registered. From the “You Can”, select Populate from Roster.

Your Roster will come up, and you will be able to select the participants. This Roster page includes the age, which is helpful when you have Scouts and Parents with the same name.
April 1st is when the real fun begins! It’s Activity Selection Time! From the Scout’s dashboard, click on the Activities Tab. Then on the right, select “Add/Remove Activities”

<table>
<thead>
<tr>
<th></th>
<th>Sun, 5</th>
<th>Mon, 6</th>
<th>Tue, 7</th>
<th>Wed, 8</th>
<th>Thu, 9</th>
<th>Fri, 10</th>
<th>Sat, 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
<td>B- Space Exploration (B- Space Exploration)</td>
</tr>
<tr>
<td>10am</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
<td>B- Swimming (Session 1)</td>
</tr>
<tr>
<td>11am</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This will bring you to the Currently Selected List (on left) and the Available Activities List (on the right).
Once you select an activity, it will show you which sessions are available.
**Note, if you have an activity already selected, the Sessions Available will only be ones that can still be taken. Note below how Kayaking does not show Sessions 1 or 2, because they don’t fit in the Scout’s schedule availability.
From the Scout’s dashboard, you can also make selections if needed for Transportation, Additional overnights (if they are arriving or staying over on a Saturday night), and if they are going to have Visitor’s come for meals, etc.

<table>
<thead>
<tr>
<th>General</th>
<th>Options</th>
<th>Activities</th>
<th>Journal</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>No Response Provided</td>
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<td></td>
<td></td>
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<tr>
<td>Additional Overnights</td>
<td>No Response Provided</td>
<td>edit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visitor Meals</td>
<td>No Response Provided</td>
<td>edit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On a Leader’s Options page you also have the additional option of pre-ordering Hand Crank Ice Cream for the Troop to make and enjoy.
Transportation

• In-camp transportation
• Transportation to and from Camp
  – 12 passenger vans
  – Book at least 10 days prior
General Information

• Must have two deep adult leadership
• Cell phone coverage
• Wireless internet access
• Trading Post stock expansion
• Visa and MasterCard accepted
Medical Information

• Medical forms
  – ABC form (must have parent & physician signatures)

    *REQUIRED FOR EVERYONE STAYING OVERNIGHT*

  – Meningitis form (if staying two weeks)

  – Forms cannot be Uploaded – Must be paper copies, we suggest creating a Binder *Do Not Email*

• Over the Counter Medication
  – The New York State Department of Health Regulations only allow for parents and legal guardians to administer OTCs. Due to this fact, we are not allowed to dispense any OTCs to your Scouts. We are only allowed to dispense prescribed medication.
Medical Information

• All Scouts and adults must have forms
  – Forms must be signed properly and completely filled out, even if only staying one night, they are still required
  – Indicate allergies or special conditions

• All medications must be in original containers

• Special Needs form available on website

All forms available at www.wpcbsa.org/read
Fee Schedule

- March 31\textsuperscript{st} - $50.00 per-Scout / Leader
- May 15\textsuperscript{th} – Paid in full Scouts & Leaders
- Discounts – 2\textsuperscript{nd} Week & Sibling – email Sandy!
- Refunds & Cancellations
- Payments accepted NOW (like right now)
- Individual parent payments are not practical, please make all payments online
  (No payments will be accepted over the Phone)
Camperships

- Financial assistance available
- Available to out of council troops as well
- Completed forms due by April 15th
Adult Training

- CPR/AED
- Safety Afloat / Safe Swim Defense
- Trek Safely
- Leave No Trace
- Climb On Safely
- BSA Aquatics Supervision

**Indicate interest by signing up online!!**
Camp Leader Responsibilities

Before Camp

• Manage Camp fees
• Promote Camp
• Attend Leaders Meetings
• Apply for Camperships
• Register Scouts for Merit Badges & Activities
• Ensure all Adults attending camp have Youth Protection Training
• Register all Adults attending camp in online system (required by NYSDOH)
• Submit all Medical, Dietary, and other required forms
• Arrange Transportation to and from camp
• Double and triple check all paperwork
Camp Leader Responsibilities

During Camp

- Check in on time (between 12:15PM & 2:30PM)
- Park in designated parking areas (Never on Roads)
- Turn in any required paperwork
- Adhere to Two-deep leadership at all times
- Confirm Merit Badge and Activity Schedules
- Ensure wrist bands are worn by scouts and leaders at all times
- Attend all Leaders Meetings
- Ensure supervision of Scouts at all times
- Assist the camp with programs and service projects
- Take time to fill out an evaluation form
- Be Prepared for your check-out appointment (Thursday or Friday)
Special Forms

- Camp Read Association
- Permission Slips
- Out of Camp Activities
- Leave Camp Early
- Special Needs Accommodation
- Food Allergies & Dietary Needs
- Merit Badge Schedule Request Form

All available at www.wpcbsa.org/read
Promotion Tools

- Videos online
- Presentations at your unit
- How else can we help?
- Facebook
How Can You Help?

• Order of the Arrow Weekend
  – May 15-17
• Eager Beaver Weekend
  – June 12-14
• Come to Camp Ready to Help
Taste of Read

Did your Scout just cross-over or are they a First Time Sleep-Away Camper? Then A TASTE OF READ is the perfect program. Nervous Scouts (and parents) can trust Read’s experienced staff to provide a safe and fun Outdoor Scouting Adventure.

- Program designed for the first time away from home – Scout
- 12 Merit Badge Options
- All Meals served in McIntyre Pavilion
- Designed as come alone or with parent
- Sun to Wed (August 9 to 12)
Questions? Comments. Concerns!

Thank You