

# Cub Jam: Resident Camp 2010

## **Policies Guide for Units and/or Parent/Son Teams attending Cub Resident Camp**

If you are coming with all the Cubs in your pack or if it is just you and your son, we are looking forward to working with each of you and are eager to have you and your Scouts in camp. We hope your Cub Scouts have fun, develop self confidence and self-reliance, gain knowledge from the various program areas available, and appreciate our natural environment – the great outdoors.

There are three things that we ask of ourselves, all of our staff, and you:

*TEAMWORK*  
*COOPERATION*  
*FLEXIBILITY*

We feel that if we all work together and are flexible to the circumstances at camp, the boys will have an exceptional program.

This Leader's Guide is designed to help you prepare for a successful experience at camp. We have a list of policies and guidelines for leaders to help make camp fun and safe.

We are happy to have you with us and hope your experience will be as rewarding for you as it will be for your boys. Remember: we are all building memories that the boys will have and be able to remember for the rest of their lives.

As you complete your preparation for camp, please let us know if we can be of further assistance. Fun and excitement await everyone, so come along for the adventure!

See you soon! We're looking forward to having you at the next big thing this summer!

Yours in Scouting,

Steven Straub	David Hunter	Diana Huber	Ben Senff
Camp Co-Director	Camp Co-Director	Camp Commissioner	Staff Advisor
502-899-5883	502-955-6488	502-295-1484	502-361-2624

Please note: From June 19-August 1, these individuals will be living at Tunnel Mill and will have limited access to the numbers listed above. Either contact the camp directly at 812-256-2038 or call the council office at 502-361-2624.

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# Cub Resident Camp

(Only Parent/Son Teams can attend Cub Resident Camp.  
Every child must have a parent/guardian at camp.)

## CAMP FEES

### Parent/Child Team

- \$100 Early Bird Special, paid in full by April 16<sup>th</sup> (\$10 savings plus a special patch!)
- \$115 Regular Rate, paid in full two weeks prior to the start of your scheduled session.

### Additional Participants (from same family)

- \$65 “Additional Boy” fee -- must be registered Wolf (2nd grade) or Bear Scout (3rd grade) in Fall 2010
- \$50 “Additional Adult” fee

### Siblings

- **Siblings are not permitted at Cub Resident Camp at any time.** Camp is a time for parent/son teams to enjoy time together in the outdoors.

## CAMP ORIENTATION MEETINGS

In order to prepare you and your son for the Resident Camp experience, it is required that you (or someone from your group) attend one of the two cub parent orientation sessions at the Sam Swope Scout Center prior to camp. All orientations will begin at 7:00 p.m. and will last approximately 1 hour (You can arrive at 6:30 to process paperwork and medical forms; you may also stay after the meeting if needed to take care of these tasks.)

- July 14, 2010
- July 21, 2010

## **IMPORTANT STEPS FOR PLANNING A SUCCESSFUL RESIDENT CAMP EXPERIENCE**

1) **Submit Your Applications as a Unit:** To ensure all your youth and adults can attend the same session, it is highly recommended that you submit all of your applications at the same time.

2) **Camp Promotion Night:** Contact our Promotions Director Diana Huber at 502-295-1484 or your district executive to obtain a copy of our camp promotional DVD. If possible, a member of the camp staff will try to attend your meeting to show the video and present information on the resident camp program. This presentation should be done at a pack meeting or other type of parents' night for the pack as it is very important to have as many parents as possible at this meeting. Discuss possible sessions to attend camp and speak positively about the values of the resident camp experience. Out-of-council packs may request a camp promotion video to use at a parents' night program.

3) **Early Bird:** Any parent/child team who pays their fee in full by April 16<sup>th</sup> receives a \$15 discount and a special patch. There is no discount for additional youth or adults; however, all Scouts that are part of the team will receive the special patch.

4) **Fee Schedule:** The regular youth and adult fees are due in full no later than 14 days prior to the start of the session. Your spot at camp is not guaranteed until your fee is paid in full. Fees are transferable but non-refundable except for the following reasons: serious illness, job relocation, or summer school. All refund requests must be made in writing to the council office within two weeks of your session. **A \$30 fee will be retained on all refunds. NO REFUND IS GUARANTEED.**

5) **Medical Form:** All youth and adults attending resident camp must complete Parts A and C of the official BSA medical form, #34065. You may print a copy from the national BSA website or council website. Carefully follow instructions on each form and check all signatures. Please mark each form with the person's name, pack, and session attending. Please make sure you only submit copies of your medical form as the forms will not be returned to you at the end of camp because the camp medical officer makes notes and annotations on these forms for camp purposes. At the conclusion of the camping season, all forms will be shredded.

6) **Financial Assistance:** Identify boys who may have a problem paying for their resident camp experience and try to help them find some way to earn money. Excellent sources of funds for Scouts needing assistance are the annual Popcorn sale and Camp Card sale. Unit fundraisers can also be used to earn funds for resident camp use. Camperships are available for Lincoln Heritage Council Scouts only. Complete a financial assistance application for each Scout who needs assistance and return them to the Scout Service Center. Camperships are limited to those Scouts whose families' financial situation qualify for assistance. Campership applications are due no later than March 15<sup>th</sup>.

**7) Camp Orientation Meetings:** (see page C-3 for schedule). You (or someone from your group) must attend one of the two cub parent orientation sessions at the Sam Swope Scout Center prior to camp. You may arrive starting at 6:30 to process paperwork and medical forms. For those who cannot arrive early, we will process paperwork once the orientation meeting has concluded. The meeting will begin at 7:00 p.m. (Eastern Daylight Time) and will last approximately one hour. You need to bring:

- Medical forms (copies)
- Final roster, including adults and Scouts
- Any dietary needs for scouts or leaders



# PROGRAM OVERVIEW

**Cub Jam: The Next Big Thing** provides an action packed program of fun and adventure from reveille to taps at a pace that never seems to end. The Resident Camp program is like an all-you-can-eat buffet. Our goal is to provide you with so many activities that no one will go away wanting more.

**Location** – Cub Jam is located at the Tunnel Mill Reservation (3913 Tunnel Mill Road) in Charlestown, Indiana.

**Time Zone** – Tunnel Mill Reservation operates on Eastern Daylight Savings Time.

**Camp Staff** – The staff is responsible for conducting all the excellent programs and assisting parents with camp wide activities ensuring all participants have fun as they Rock The Mill. The staff is made up of adult Scout leaders, Boy Scouts, and Venturers with a genuine desire to provide campers with the best program possible. Qualified and certified adult staff members supervise activity areas requiring specialized supervision, such as the pool and shooting sports area.

**Campsite Living** – We will be using several of Tunnel Mill’s best campsites. **Sleeping at camp is in tents PROVIDED BY EACH PARENT/CHILD TEAM.** Each campsite is equipped with rustic bathroom facilities. Each campsite has sheltered picnic tables for campsite activities. There are two central shower houses available for everyone’s use that have individual, locking shower stalls.

**Uniforms** – Each Scout and adult will be provided a Camp T-shirt that should be worn during activities. If the camp shirt is not worn, please wear another Scouting-related t-shirt. Adults and youth need to dress for a day at camp, not a day at the beach. **Short shorts, halter tops, open-toed shoes, and crocs are not allowed in camp.** Shoes and socks must be worn at all times outside the pool area to avoid injuries.

**The Daily Program** consists of a variety of outdoor activities. Parent/child teams will be given specific times to visit the program areas of archery, BB’s, fishing, and free swim. Other activities, including sports, hiking, crafts, and many others, will be available during session time, and each parent/child team will have the opportunity to select which program areas they want to visit. Materials for all program areas are provided by the camp, and staff supervise all programs. Scouts will be able to work on several advancement requirements and belt loops during this time. The daily program starts immediately after flags Saturday morning. **YOU NEED TO BRING EVERYTHING YOU NEED FOR THE DAY WITH YOU TO BREAKFAST IN YOUR DAYPACK.** Tunnel Mill is a large property with many hills. You want to avoid excessive trips back to your campsite during the day.

**Special Activities** – Evenings are devoted to special activities, which include campfires, camp wide games, and an outdoor movie! (Note: Movie will be moved indoors if weather conditions are not favorable.)

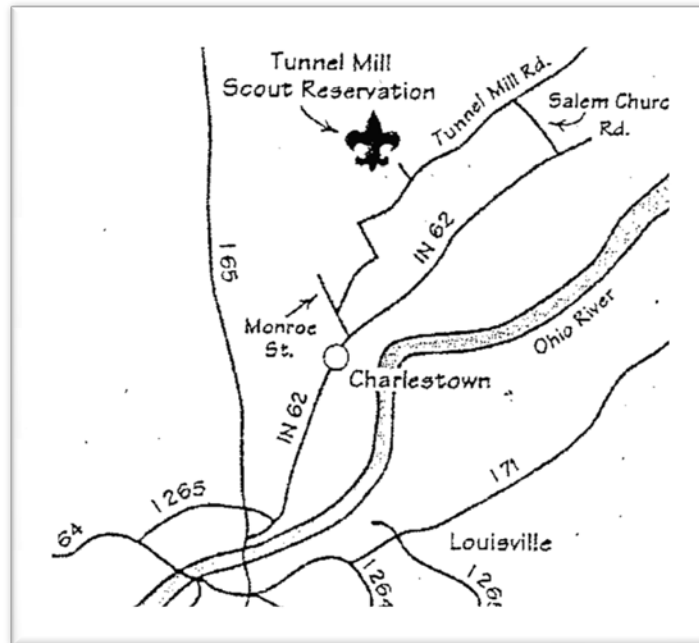
**Rainy Day Activities** – When it rains during program hours, programs will continue. Some program activities and/or locations may change to make accommodations for rainy situations. However, there will be program opportunities rain or shine. EACH PARENT MAY WANT TO BRING SOME DECKS OF CARDS (REGULAR CARDS, OLD MAID, GO FISH) SHOULD PROGRAM BE MOVED TO THE DINING HALL. Please know that emergency procedures are in place for severe weather.

**Trading Post** – There is a camp trading post with souvenirs, snacks, drinks, supplies, and Scout items. The Trading Post will be open throughout the session. Please remember to bring small bills. The majority of items available can be purchased for less than \$15.



## HOW TO GET TO TUNNEL MILL

Tunnel Mill Reservation is located 4 miles east of Charlestown, Indiana. You can reach the camp by turning off IN State Highway 62 at either Monroe Street or Salem Church Road. If you are heading east of IN 62, turn left onto Monroe Street and right onto Tunnel Mill Road. There is a small sign as you approach Tunnel Mill Road. If you choose you can proceed onto Salem Church Road about 4 miles east and turn left. There is a highway department sign directing you to the Reservation at Salem Church Road. Take Salem Church Road until it ends at Tunnel Mill Road and take a left.



# PRE-CAMP PROCEDURES

## Before Camp/Pack Parent's Pre-Camp Meeting

- ❑ Go over the “What to Bring” List as well as explain key policies from this guide. This will ensure that each parent/child team will have what they need and know what to expect at camp.
- ❑ Let everyone know there will be at least one mile of walking each day. Let leaders know that there are hills at Tunnel Mill.
- ❑ **Be sure that each Scout and parent knows their pack number.**
- ❑ Remind each parent/child team to eat lunch before they arrive.
- ❑ Remind the teams that siblings do not attend this camp.
- ❑ Remind the parent/child teams that pets are not allowed to come to camp.

## Checklist for the day you leave for camp:

- ❑ Is every Scout wearing his swim trunks?
- ❑ Do the boys understand the importance of the buddy system while at camp?
- ❑ Does each parent/child team have spending money for the camp trading post?



## CHECK-IN SCHEDULE AND PROCEDURES

**When to Arrive** – Camp starts during the daytime hours on the Friday your session begins. **Check-in starts at 1:00 p.m. and we HIGHLY recommend you arrive by 3:00 p.m.** The sooner you arrive on Friday, the more time you will have to enjoy the activities. The closer you arrive to 1 p.m., the more time you will have to set-up your campsite. **REMINDER:** National BSA Standards state that passengers may NOT be transported in the bed of a truck, trailer, or camper at any time. Each passenger in all vehicles must use a seat belt.

**Medical Forms** – Upon arrival, every Scout and parent must have a completed medical form. The parent (or leader in charge of the unit) submitted these forms at the pre-camp orientation meeting. Regulations allow no exceptions. This form must be on file before you can stay at camp. Every Scout and parent will be given a medical re-check upon arrival but full examinations are not available. If you have had changes in medical history since you completed the form, please be prepared to amend the form at camp.

**Vehicles/Parking** – No vehicles will be permitted beyond the parking area. **You will not be able to drive into your campsite.** You will only be able to drive to the entrance of your campsite, so please pack accordingly. You will be asked to move your vehicle to a parking lot immediately after unpacking so other campers can unload their gear as well. **Because parking is limited, units are asked to carpool as much as possible.**

**Check-in Procedures** – This list serves as a general outline for check-in at Cub Resident Camp; due to circumstances (such as weather and other issues), this list may be altered upon your arrival at camp.

- 1) Drive to upper field (as directed by sign). Staff members will greet you and give you directions to your campsite where you can unload your gear.
- 2) Meet with your Campmaster at your campsite.
- 3) Select your camping area.
- 4) Unload your gear and move it to the camping area.
- 5) Once gear is unloaded, all cars need to be immediately moved to designated parking areas.
- 6) After each parent/child team parks their vehicle, they need to check-in at the Administration Building. While there, they will complete the following tasks:
  - Each team will receive security bracelets for both youth and adult participants to wear at all times while on camp, starting immediately after receiving the bracelets.
  - All adults and youth must complete a medical recheck. Remember you have to turn in all prescription medication to the health officer at the medical recheck. This applies to both youth and adults.
  - Each parent will receive a parent's camp guide that provides each team's individual camp schedule and other pertinent camp information.
- 7) Swim tests will offered during the afternoon on each half hour starting at 2:00 and ending at 5:00. You must arrive on time and hear important safety information before you can swim test. If you miss this presentation, you must

wait until the next scheduled time. Late swim tests will be offered on Saturday morning, but it is recommended that you take your swim test on Friday so that your Scouts do not miss out on program opportunities.

- You **MUST** complete a medical recheck before you can swim test.
- BSA Aquatic regulations require anyone (youth or adult) wanting to swim beyond the shallow end of the pool to pass a swim test. Scouts and parents should change into their swimming attire before leaving their campsites if they did not wear them to camp.
- **Scouts and parents who have inhalers MUST bring them to the swim test.**

8) It is recommended that you take a camp tour. Tours start at the Trading Post every thirty minutes on the quarter hour. The first tour starts at 2:15, and the last tour will start at 5:15. Tours last approximately 20 minutes and can be taken before or after your swim test as time permits.

9) Other optional activities will be available on the main activity field from 2:00 until 5:30.

### *Cub Scout Leadership Requirements and Expectations at Camp*

- ✓ Set a good example – be a good example.
- ✓ Be a good sport.
- ✓ Be prepared – camp will go rain or shine.
- ✓ Parents are responsible for the good behavior and good practices of their Cubs at all times and are expected to be available to assist their Cubs Scouts and camp staff to assure the best camping experience.
- ✓ Be flexible – adapt to the day.
- ✓ At ALL times, the parents will supervise the Cub Scouts.
- ✓ Your main role is to know where your scout is at all times.

# GENERAL POLICIES

- 1) **Youth Protection** – Please review BSA youth protection policies found in the *Guide to Safe Scouting*. All adult and youth camp staff members have completed BSA Youth Protection Training.
- 2) **Hazardous Substances**
  - ◆ Adult leaders are asked to use discretion with smoking in the presence of young people. Smoking is not permitted in any camp building or program area and is restricted in other camp areas. No smoking is permitted by anyone under the age of 18. **Because of the proven health risks associated with tobacco products, adults are asked not to use tobacco products in the presence of youth (which includes many of the camp staff).** This camp could easily be destroyed by the careless use of cigarettes or matches.
  - ◆ The use of alcoholic beverages and illegal drugs is prohibited and will not be tolerated on Scout property. Violators will be asked to leave. *This policy will be strictly enforced.*
  - ◆ Liquid fuel is not permitted in camp.
- 3) **Unauthorized items include the following:**
  - ◆ Animals may neither be brought to camp nor taken home from camp. **Pets are not permitted at camp.**
  - ◆ Neither personal shooting sports equipment nor ammunition is permitted at camp.
  - ◆ **Fireworks and cap guns of any sort are not to be brought to camp.**
  - ◆ Ignition devices (i.e. matches, hot sparks) are not to be used unless under the supervision of adults or camp staff.
  - ◆ Sheath knives or knives with blades over three inches should be left at home.
  - ◆ Expensive jewelry, pocket video games, radios, and music players should be left at home.
- 4) **Conduct**
  - ◆ Intentional damage to camp property will not be tolerated.
  - ◆ The LHC will expect full restitution including full cost of materials, labor, and other costs related to the replacement or repairs of camp property.
  - ◆ For everyone's safety and the camp's conservation, please use only clearly marked fire rings for unit campfires.
  - ◆ Parents will be expected to monitor their Cubs' behavior at all times.
  - ◆ Scouts should not go off by themselves. Emphasize the buddy system.
  - ◆ Do not allow Scouts to enter the cemetery.
- 5) **Health**
  - ◆ *Rest:* Sleep and rest are important, especially at camp. Parents are asked to help keep their Scouts quiet between taps and reveille to assure ample time for rest and sleep.

- ◆ *Prescription medication:* **The taking of prescription medication is the responsibility of the Scout's parent or guardian. As per national standard, all prescription drugs for both youth and adults are to be kept in locked storage under the supervision of the health officer.** The health officer may make an exception for a limited amount of medication to be carried by the camper, leader, or staff member for life-threatening conditions, including EPI pins for bee stings, heart medication, diabetic emergency medication, and inhalers.

#### 6) Safety – Camper safety and welfare should be foremost in our minds

- ◆ **Closed-toed shoes** are to be worn at all times (except in the showers where flip-flops or crocs are recommended). Heelies are not permitted at camp.
- ◆ ATV's are not allowed at the camp.
- ◆ Stress to your Scouts to stay on trails and to stay out of non-staffed program areas.
- ◆ Scouts should not run on gravel roads nor in their campsites.
- ◆ Remind the Scouts to not walk on or dislodge any of the rock or wood trail outlines or markers.
- ◆ The creek is off limits to Scouts (except for camp programming).
- ◆ For everyone's safety and the camp's conservation, please use only clearly marked fire rings for unit campfires.
- ◆ Do not allow Scouts to throw rocks, sticks, pine cones, or other objects.
- ◆ Report any maintenance problems to the camp director immediately.
- ◆ Please respect the privacy of the camp staff by staying out of their living areas – do not cross the bridge unless instructed by staff.
- ◆ Camp operates on the buddy system. Scouts should never be anywhere alone.
- ◆ **If a leader or any Scout needs to leave camp for any reason, please make sure your leader in charge knows, then register the details of your plans at the administration building when you sign-out. Also, sign-in upon your return.**

#### 7) Sanitation

- ◆ Help keep camp clean – leave camp better than you found it.
- ◆ Water conservation is practiced at all times at camp. Do not waste water.
- ◆ The latrines in campsites will be clean upon your arrival. Scouts are expected to maintain the cleanliness of the latrines during their stay. Please keep the lids down at the latrines to keep the smell down.
- ◆ Put all trash in garbage cans.
- ◆ Recycle all items as appropriate using proper receptacles.
- ◆ For the safety of everyone in camp, **no garbage or food must be left in the campsites or tents at night. Food smells attract unwanted visitors.**

#### 8) Visitors to Camp

- ◆ Adult visitors are welcome at any time.
- ◆ **Siblings are not allowed.**
- ◆ **All visitors must sign-in at the Administration Building upon arrival at camp. They must also sign-out when they leave.**
- ◆ **Parents should not take their children off the camp property without signing them out.**

### 9) **Vehicle Policy**

- ◆ No cars are permitted to be parked by the campsites unless approved by the Health Officer for medical purposes.
- ◆ Cars should remain parked in designated areas until participants are ready to leave camp.
- ◆ Units are encouraged to carpool to camp as much as possible because parking facilities are limited.
- ◆ Parents who are staying for the full session and not “tag teaming” with another adult may be asked to park their car farther away from the main part of camp.

### 10) **Telephone service**

- ◆ The camp phone number is (812) 256-2038. This number should only be used while camp is in operation from June 19-August 1. For other questions, please contact that council office at 502-361-2624.



# WHAT TO BRING

## Cub Resident Camp

### HOW TO PACK YOUR GEAR

Each parent/child team should consolidate gear as much as possible. In order to expedite the transfer process, it is important your gear be compact and labeled. ***BE SURE TO PUT YOUR NAME ON ALL ITEMS YOU BRING TO CAMP.***

### CAMP GEAR RECOMMENDED FOR EACH PARENT/CHILD TEAM

#### ***Day pack or book bag***

Water bottle or canteen

#### ***Rain gear***

Sleeping bag or sheets/blankets

Shorts and extra T-shirts

Shoes (2 pair)

Socks and underwear

Bandanna or handkerchief

Pajamas or something to sleep in

Small pillow

Swim attire

Soap and shampoo

Toothbrush and paste

Alarm clock

Lantern (Propane or battery only)

Trashbags

Hand sanitizer

Sunscreen

Camera

Notebook and pencil

Plastic trash bags

Wolf or Bear Handbook [optional]

#### ***Flashlight***

Swimming towel

Bath towel and washcloth

Fishing gear [if desired]

Indiana fishing license (16 and over)

Pocketknife and whittling chip

#### ***Drinking cup***

Scout uniform [optional, no neckerchief]

First Aid Kit (minor cuts, etc)

Blanket or lawn chair

Sharpie Marker

Hat [optional]

**TENTS: All parent-child teams must provide their own tents.**

### **DO NOT BRING**

Music devices, portable game players, or televisions do not need to come to camp as we will be creating our own fun. Boy should not wear Heelies. Crocs, flip-flops, or other open-toed shoes should be worn for shower purposes only. **Don't bring food or snacks that you intend to keep in your tent – Rocky Raccoon and Sammy the Skunk are nearby!**