

Tidewater Council

Day Camp Guide 2019

PASSPORT TO ADVENTURE

TIDEWATER COUNCIL - DAY CAMP GUIDE

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TIDEWATER COUNCIL CUB SCOUT DAY CAMP 2019

General Information

This guide is general information put together by the directors, advisor, and volunteers of the Tidewater Council to explain how day camp works in the Cub Scout program and how to register. It does not go into detail on each individual camp's day-to-day operations. Though as a council we have a theme, each camp has its own directors that bring variety of program to each camp. No camp will be exactly like the other.

Each camp is planned, organized and conducted by trained camp and program directors with the assistance of volunteers such as yourself. Without the assistance of a large number of parents and volunteers, day camps could not occur. Each den of eight to twelve Cub Scouts needs a den leader and assistant den leader for two deep leadership. Each activity station also needs at least one adult and many such as crafts, shooting sports and games require more.

Camp programs are designed to support **Elective Adventure Requirements, and STEM**. Care is taken to avoid too many basic rank Adventure requirements, as day camp is a supplemental program.

Packs are asked to sign up as a group and provide at least one adult for every four registered Scouts. These adults can help for the entire week or trade off, as long as each day's ratio is fully covered. This insures adequate adult supervision for the dens and aids the camp director in providing a great day camp experience for the Scouts.

If you have questions about this guide, specific questions about an individual camp, or day camp in general, please contact any of the camp directors. Directors are listed on the Camp Locations chart.

Camps will use the current Cub Scout Shooting Sports requirements. No advancement recognition is awarded at camp. Camp budgets include the patch, t-shirt, program materials, leader training, and site and operation expenses.

Thank you for your support and dedication to Tidewater Cub Scouting. We know from experience how much the scouts enjoy day camp and appreciate your involvement.

Susan Miley-Petrehn
Council Day Camp Advisor
Susan.Miley-Petrehn@scouting.org
Cell 757-284-0796

PARENT SECTION

WHAT IS CUB SCOUT DAY CAMP?

Cub Scout Day Camp is a day or up to a weeklong outdoor experience for Cub Scouts. Camps vary in the hours of operation, but they normally run from 8:30 or 9:00 AM to 3:30 or 4:00 PM. Twilight camps normally run from 3 or 4 PM until around 9 PM, giving parents the opportunity to be involved on a more flexible schedule. Both a Camp and a Program director, along with a staff of volunteers, conduct the camp programs. You are invited to be part of the staff!

Cub Scout Day Camp:

- Promotes year-round Cub Scout program
- Provides opportunity to complete **elective adventure requirements** at every rank
- Encourages Cub Scouts to benefit and grow with a good outdoor experience

The daily program centers on Cub Scout and Webelos electives as they relate to the outdoor program. The Scouts will work on activities that are challenging and age appropriate. There are a wide range of activities, varying between camps, but most camps will include most of the following:

- Shooting Sports (BB Guns, Archery, and/or Wrist rockets/Sling shots)
- Sports and games
- Academics
- Science
- Nature
- Crafts
- Skits and songs
- Lunchtime programs

All registered Cub Scouts are eligible to attend day camp. Day camp uses the same ranks to identify age groups as your pack.

- **Tigers** are school-age youth that have completed kindergarten; An adult partner must attend with each Tiger
- **Wolves** have completed the first grade
- **Bears** have completed second grade
- **Webelos** have completed third grade
- **Arrow of Light Scouts** have completed fourth grade

TIGER Partners: It is a National BSA requirement that all Tiger Scouts must have an adult partner with them at all activities. The adult partner is expected to participate. The camp director will identify one of these adults to be a den leader for their day camp den.

Please note that Lions are not part of Day Camp. The Lions program runs September through early June for kindergarten, and Scouts bridge to Tigers at the start of summer camp time.

What Scouts Need to Bring to Camp

Each Scout should bring the following items. At the individual camp's "Scout and Parent Orientation" sessions, the directors will identify any additional items needed for that camp.

- Refillable water bottle/canteen
- Lunch (refrigeration is not available, so please pack accordingly)
- Sunscreen & Insect repellent -lotion only
- Closed toe shoes/not Crocks
- Hat or sun visor
- Bandana/wash cloth/hand towel
- Required prescription medication in original container(s) (see below)

Medication

Medication that must be taken during camp hours, must be 1) listed on Medical Part B; 2) in the original medication container for that individual; 3) Turned into the camp Medic in a gallon size, re-sealable bag, with the person's name and phone number on it. All medication must be picked up prior to closing on Friday. Epi Pens should be carried by the person or day camp den leader.

Fees

The basic camp fee is designed to cover basic operations, training, camp patches, t-shirts, and program. An "Early Bird" discount rate is offered to encourage early registration for program planning. After the deadline, regular registration fees apply. Registration after the regular deadline, must have written permission of the camp or program director for the desired camp and a late fee will be added. Please refer to the payment chart for fees and dates. A \$5.00 sibling discount is available for the second Cub Scout from the same family to attend the same camp in the same week.

Pack Day Camp Coordinator (see Pack Section for details) will collect your pack's registrations, fees, and medical forms. The Pack coordinator will then submit all registration and medical forms, and one payment to Tidewater Council. Pack coordinators are expected to attend one of the Pack Coordinator Orientation sessions. Tentaroo will NOT be used for 2019 Day Camp.

Scouts and adult volunteers registered after June 1st will not be guaranteed a T-shirt upon arrival at camp, as orders are placed well in advance. Additional shirts will be ordered as needed.

Camps have maximum capacities and can fill before the deadline. Apply early to reserve your spot. After a camp has reached capacity or the sign-up deadline has passed, all Cub Scout registrations must have the camp director's written approval to be added to the camp roster.

Fees cover the following items

Patch

Promotional Information

Camp crafts and supplies

Insurance

Day camp T-shirt

Staff training and recognition

Camp Picnic for campers and fulltime staff

Forms to Complete

Your Pack day camp coordinator will collect: (Please do NOT alter the forms in this guide.)

- Scout Registration Form
 - Code of Conduct
 - Authorization to Pick up Scout
 - Medical Forms (A & B only, Not C)
 - Volunteer Registration Form
 - Staff Agreement Form
 - Tot-Lot Registration Form
- Everyone at Camp must have Medical Forms***

CAMP LOCATIONS – 2019

LOCATION- DISTRICT	CAMP DIRECTOR	PROGRAM DIRECTOR	CAMP DATES	TIMES
Elizabeth City – Albemarle Forest Park Baptist Church	Christina Raymer (252) 207-6860 Christinaraymer@yahoo.com	Kylene Doran (757) 739-7184 Kylenedoran1225@gmail.com	June 24-28	Mon - Thur 8 AM - 4 PM Fri 8 AM 1 PM
Portsmouth – Three Rivers Coast Guard Base Portsmouth Twilight Camp	Griffin Roblyer (906) 370-7135 Gdroblye@mtu.edu	Karen Allgaier (757) 985-9553 K_allgaier@yahoo.com	July 8-12	Twilight 3 PM - 8 PM
Virginia Beach – Princess Anne Tabernacle Baptist Academy	Brian Fleischman (757) 831-6410 Brian.k.fleischman@gmail.com	Jeanne Blair (757) 319-3366 jbttbbb@verizon.net	June 17-21	Mon - Thur 9 AM - 4 PM Fri 9 AM - 1 PM
Chesapeake – Three Rivers Great Bridge Baptist Church	Chris Hetherington (973) 315-0635 raginbull58@gmail.com	Tim Briggs (757) 406-7995 timbriggs@me.com	June 24-27	Twilight 4 PM – 9 PM
Norfolk – Bayside Elks Lodge	Brittany Szkaradnik (609) 408-3622 bbszkaradnik@gmail.com	Michelle Miranda (339) 440-0541 michelle.renee.miranda@gmail.com	June 24-28	Mon - Thur 9 AM - 4 PM Fri 9 AM - 2 PM
Virginia Beach – Princess. Anne Salem UMC	Kate Nicholson (757) 918-6891 ibktmyldy@gmail.com	Renee McCroskey (757) 581-3974 mccroskeyrenee@gmail.com	July 9-12	Twilight 3 PM - 8 PM

Note: Camp locations and start/stop times are subject to change. Due to base security concerns and schedules, some camp locations may be forced to change. Updates will be on the Tidewater Council Website and in the “Electronic Knapsack.”

DAY CAMP 2019

LOCATION ADDRESSES

ELIZABETH CITY – FOREST PARK BAPTIST CHURCH (North Carolina)

300 Forest Park Rd.
Elizabeth City, NC 27909

PORTSMOUTH COAST GUARD BASE (Portsmouth)

4000 Coast Guard Blvd.
Portsmouth, Virginia 23703-2199

TABERNACLE BAPTIST ACADEMY AND CHURCH (Virginia Beach)

717 Whitehurst Landing Rd.
Virginia Beach, VA 23464

GREAT BRIDGE BAPTIST CHURCH (Chesapeake)

640 S Battlefield Blvd.
Chesapeake, VA 23322

ELKS LODGE (Norfolk)

1231 Typo Ave.
Norfolk, VA 23502

SALEM UNITED METHODIST CHURCH (Virginia Beach)

2057 Salem Rd.
Virginia Beach, VA 23456

Military Volunteers

Tidewater Council can provide a letter requesting no-cost orders to active duty military volunteers. Should you require a letter for your command, **please provide to your camp director**: your command's name and address, your name and rank, the camp date and location where you will volunteer. The camp director will forward requests to the council day camp advisor. **While Tidewater Council is happy to request the special orders, the final decision is made by the military command. Submit requests to the camp director as early as possible.** OPNAVINST 5760.5D Navy Support and Assistance to Youth Groups, section 4d. <http://govdocs.rutgers.edu/mil/navy/5760.5D.pdf> Other services have their own instructions.

Tot Lot Program

Tot lot is a convenience for adults who volunteer at camp and have children that are not Cub Scouts, and are under 14 years of age. Tot-lot children must be toilet trained and at least two years of age. Children 10 thru 13 years old may register for the Go-For Patrol, offered by most camps. **The fee is \$4 per day, payable daily at the camp.** The money covers insurance, supplies, snacks and drinks. Each child attending needs to have a Tot lot registration form and Medical Forms A & B, submitted prior to camp. Tots may not tag-along with the adult volunteer during camp activities. Full week adult volunteers receive one free tot/patrol slot.

The person in charge of the Tot lot plans activities for the younger crowd and will develop a full program of crafts, story time, nature activities and quiet time geared toward the younger child. Tot lot participants may be included in the lunch program if the activity is age appropriate.

Cub Scout Day Camp Advancement

The day camp programs contain a well-balanced variety of adventure achievements. However, the primary objective of day camp is not advancement. Our overall objective is to be outside, try new things, learn new skills, make new friends, and to have FUN! Each camp has a Program director that plans that camp's program. So, each camp may have similarities, but will be unique in what they offer. Day camp den leaders will have record sheets for tracking the Scout's progress throughout the week. At the end of camp, copies will be made for both the Scout and the pack. Packs should receive a packet of their Scouts activities by the district Roundtable following camp. Camps do not award any recognition other than the day camp patch.

Camp Pictures

Procedures vary by camp. Most camps take pictures and sell packets for a \$3.00 fee per scout. Contents vary, but packets often include a den and individual Scout pictures. Picture packets are usually distributed in the closing package. Photographic authorization is on Medical Part A.

Tentaroo

On-line registration is not being used in 2019. Please use the documents in this packet. Payment may be made by credit card or by cash or check at the Scout store.

PACK SECTION

Pack Day Camp Coordinator - Job Description

The pack day camp coordinator's job is twofold. First, it is to ensure that every family in the pack knows about day camp and has an opportunity to sign up. This is done by promoting day camp at den and pack activities. There are promotional suggestions listed below. The district's camp director can be invited to attend a pack meeting to tell everyone about day camp.

The pack coordinator also sets the pack's deadline for turning in the registration forms to the pack. They are responsible for turning in the cover sheet, the pack roster, the Scout, adult and tot-lot registration forms, with signed code of conduct and staff agreement forms and medical forms A&B for everyone attending camp. The pack coordinator will collect all fees at the unit level and provide one unit payment to council. If additional individuals wish to sign up after the pack's deadline, the pack coordinator helps them fill out the required forms. Then submits an additional cover sheet with a unit roster and required documentation to council in a timely manner. **Please do not hold packets until the next council deadline. Timely processing is critical for directors to prepare for a successful camp. Please, forms must not be altered.**

Promoting Day Camp in Your Pack

Day camp can be a wonderful experience for your Scouts and a valuable contribution to your pack's summer program. The key to giving every child an opportunity to attend camp is to get the information out to the unit in a timely manner. This affords families the opportunity to make plans for attending camp.

The pack committee appoints the pack day camp coordinator. This person is the camp director's point of contact for the pack. While it is recommended your unit sign up its scouts for the same camp, it is not required. This will aid in carpooling and coordination of parent volunteers to assist in camp. Decide which camp works best for your pack.

A great opportunity to make the initial presentation is at a pack meeting where the attendance will be high. Make a production of the presentation. Perform a short skit relating to the camp theme or some of the activities conducted at camp to make an impression on the scouts and their parents.

Please do not alter the forms in this guide. It is best to encourage families to use the fillable documents and print. Also have copies of: Camp schedules and locations, Scout registration form with Code of Conduct copied on back, Staff/Volunteer Registration form with Staff Agreement copied on back, Tot-Lot forms, and Medical Forms A & B for everyone attending. Keep a record of which families have received the information. This will make follow-up easier.

TENTAROO: No online in 2019, only paper forms will be used. The Pack Coordinator will process registration papers and make payment via credit card or by check/cash at the Scout shop.

Use the camp theme in planning the pack presentation.

Each pack is required to provide at least one full time volunteer for every four Scouts attending camp for each day of camp (groups of less than four also require a leader). As the pack coordinator collects the camp registrations, use the “Day Camp Unit Roster” to keep track of the youth that have applied and paid fees as well as the adults committed to help as den leaders.

Steps to conducting an effective pack promotion:

1. Select the camp to attend as a pack. Packs can do more than one camp.
2. Decide on how much financial support the pack can provide.
3. Set the date to present the information to the scouts and their parents. The sooner the better. Pack meetings with high attendance provide the ideal opportunity.
4. ***Set a deadline for the parents to return the forms and money. Again, the sooner the better. Several camps fill up even before the deadline. Your deadline is in advance of council’s.***
5. Make enough copies for each family to get a list of the camps, Scout registration forms with Code of Conduct copied on back, adult registration forms with Staff Agreement copied on back, Tot-Lot forms for volunteers with other children and Medical A & B (Copies – You keep the originals) for everyone. Adults volunteering must be registered with BSA, with background checks and current Youth Protection Training (YPT).
6. Prepare your presentation to your pack and gather other needed materials (props).
7. Have a sign-in sheet, roster or other method of keeping track of who attends the presentation.
8. Work with den leaders to get the materials in the parent’s hands.
9. Schedule a backup meeting for anyone who missed the presentation. Follow up individually with phone calls, personal visits, or at den meetings.
10. Use personal reminders, flyers, pack newsletter, electronic communication system, or phone calls to remind parents of the pack’s sign-up deadline.
11. Use the PACK ROSTER FORM to keep track of which scouts and parents are going to camp. *Remember we need one adult for every four scouts* (groups of less than four still need one adult) for each day of camp.
12. Complete the process: Collect paperwork and bring all of the forms for your Pack, as one package, to the Scout shop. Remember to turn in everything as early as possible. It is best not to wait until the deadline to register, camps have a maximum capacity.

HOW TO PROMOTE DAY CAMP SCRIPT

A pack meeting is the ideal place to introduce day camp. This is just one type of presentation. Use this script or make up your own. If you do decide to use this one, read and rehearse it several times and then put it aside and use your own words. It will sound much more natural that way. Check with the camp director for the camp selected, to see what kind of activities the camp has planned. Most camps will do sports, crafts and games, but may not host all shooting sports. Families will want to know the exact times for camp opening and closing.

Tailor the presentation along the lines of the theme for the camp. Use costumes and props – hats, clothing, themed items made from cardboard, or something from the “How To” book. Sports equipment and crafts from previous camps would also be appropriate.

Hello Scouts and parents!

My name is _____ and I am your pack day camp coordinator. Many of you are already familiar with day camp but for those of you who aren't, here is a little of what day camp is all about.

Day camp is a day or weeklong outdoor experience every Cub Scout will enjoy. They go to camp each morning and begin the day with an opening ceremony. The scouts are assigned in dens and begin a series of great activities. They make some special crafts (hold up some items from previous camps) similar to these. They will likely play some sports. Most camps shoot BB guns, bows and arrows, and some shoot wrist rockets. Parents don't worry, we are under strict control and have trained instructors.

They will learn about nature and do science experiments. After a lunch break and rest period, there are more activities. The day ends with a closing ceremony. We are going to have a great time and we want all of you to come.

Den leaders will now hand out forms for you and your Scouts to register for day camp. We want to get all of our Scouts to go to camp on _____(date) at _____(location). To sign up, please complete the application, medical forms and Code of Conduct for your son. We need parents to attend as well. We must provide at least one adult for every four scouts that we send to camp for each day. The adults will serve as den leaders or station helpers. For adults volunteering at camp, there is a Tot-Lot (babysitting service) available at a small extra cost. We would like you to be there for the entire week, but even a day or two will help. For those of you in the military, the Tidewater Council can provide a letter to your Commanding Officer requesting no cost TAD orders. These letter requests need to be submitted to me to the director.

The cost to go to camp this year is \$_____ if we register by _____ the Early Bird date. So, I need your forms back by _____. This covers the materials and equipment that our Scouts will use, the patch, T-shirt, facility and operating fees, liability insurance, and the picnic for the campers and staff. After the Early Bird_____, the cost increases to \$_____ per Scout.

For those needing financial assistance, some camperships are available. Please see me if you would like information on applying. There is a \$5.00 discount if you have more than one child attending the same camp. There is a regular rate deadline too, _____ and then permission and a late fee are required. So, let's get registered early. I know it is still a long time until summer, but many of these camps fill up early. With that in mind, we need to get the paperwork done and payments made to our pack. Let's take advantage of the Early Bird rate, so please get these forms filled out and returned to me by _____.

The bottom line, this is great fun for our Scouts, parents, and siblings.

If you cannot attend day camp, please let me know. Then we won't miss someone that wants to attend.

FILLING OUT THE FORMS

Please fill out required forms completely. Do NOT alter the forms in this guide, as this is the information we need to have. Use fillable PDF's on paperwork when possible, found on the TidewaterBSA.com website. If you must, Print neatly on all paperwork. Day camp directors do not have access to Council's data base, so they are not able to figure out what they cannot read. These forms are turned into your Pack's Day Camp Coordinator. Your pack's coordinator will turn in the complete packet of forms and payment to Tidewater Council. They will use the documentation to register your pack and identify those attending.

Everyone needs a Medical A & B – Keep the originals with the Pack and turn in signed copies!

Cub Scouts: Youth finishing kindergarten and entering the 1st grade in Fall will be the new Tiger Rank and are required to have an Adult Partner (AP) with them at camp at all times.

- Scout Registration Form. Make sure that the grade you write in reflects the grade that **WILL BE COMPLETED** this June. Please, carefully consider the t-shirt size, extras are not available for trading, we order what you mark on the registration.
- Code of Conduct signed by Cub Scout and Parent; the Scout must write their name on this document, “do your best” to sign. They are agreeing to these statements for camp.
- Annual Health & Medical Record (Parts A & B; Not C) Filled out by the parent/guardian.

Volunteers – Youth or Adult: Volunteers must be at least 14 years of age, or a trained Den Chief volunteering with their den. Volunteers that are 18 years or older are to be registered with BSA and have a background check. Full week volunteers receive a free t-shirt; please indicate the correct size t-shirt. All other volunteers have the option to purchase a t-shirt.

- Staff Registration
- Staff Agreement – completed and signed
- Annual Health and Medical Record (Parts A & B) filled out by parent or adult participant
- If currently CPR and/or First Aid certified, include a copy of the certificate(s)
- All volunteers age 18 years and older must complete Youth Protection Training (YPT)
- Only volunteers age 21 and older count toward adult/youth (1 to 4) ratio requirements

Tot Lot: Tots are children of adult volunteers, for the days the adult volunteers at camp. Children are to be potty-trained and at least 2 years of age. Children ages 10 to 13 years of age may register with the Go-For Patrol, as they are not old enough to register as a volunteer.

- Tot-Lot Registration Form – must be submitted prior to the beginning of camp
- Annual Health and Medical Record (Parts A & B) filled out by the parent/guardian

Pack Roster and Pack Payment Forms:

The Pack Roster Form lists all Scouts and qualified adult volunteers (age 21+) attending camp. Rosters without required documentation will not be accepted. You may use as many adults as necessary to meet required ratio of 1 adult per 4 scouts for each day of camp. The Pack Payment Form compiles the amount of money due to the council for the registrations being turned in. It also has a check list of all required documents due with your payment.

VOLUNTEER & STAFF SECTION

Elements of a Successful Day Camp Program

Adult Participation — parents are urged to volunteer either on a daily basis or for the entire week. Adults can participate in a variety of ways; at activity stations, with the dens, or Tot-Lot. (Note: Please no promise is made that they will be in their Scout's den. We do our best to place adults where they ask, but it doesn't always work out. Directors place as needed at camp.)

Friendly Atmosphere — this means more than the activities themselves, relaxed outdoor living, unhurried yet exciting and miles of smiles!

Balance — there should be time for strenuous activity and time for rest, time for quiet activities and time for noise and motion, time for development of new skills and time for leisure.

IMPORTANT - Cub Scout day camp is meant to give a taste of many outdoor activities. As a den, the Scouts experience such a variety of programming, that hopefully there will be something that each scout "likes best".

Qualities of a Good Day Camp Leader (Volunteer)

MATURITY
COMPETENCE
IMAGINATION
UNDERSTANDING YOUTH NEEDS
PATIENCE
COMMITMENT
AGREEABLE PERSONALITY

SENSE OF HUMOR
ADAPTABILITY
GOOD APPEARANCE
SENSE OF RESPONSIBILITY
COMPASSION
TACT
POSITIVE ATTITUDE

Volunteer Information Session: When the camp staff/leader is recruited, a commitment is made by each individual to attend staff/leader information session. This will be held before opening of day camp. The camp director will determine the dates of each individual camp's sessions. This will allow time for staff/leaders to secure tools, equipment, and materials needed for their particular activity.

A Day Camp Staff Agreement form must be signed prior to working at day camp. All volunteers 18 years and older are to be BSA registered scouters, with background checks and must have current Youth Protection Training. Reminder, volunteers must be at least 14 years old.

Individuals that are CPR and/or First Aid certified, are asked to submit a copy of their current certificate. This assists each camp in meeting National requirements. All Day camps are subject to National Camp Accreditation Standards (NCAP) and are assessed for accreditation.

Duties of Adult Den Leaders (Volunteers)

1. Responsible to the Camp Director.
2. Attend the Camp Director's meeting at the beginning and end of the day.
3. Assign den buddies.
4. Take attendance at the start of each day. The Camp Director or designee will check with you on attendance after opening. Camp directors must contact parents of all absent scouts.
5. Do a head count upon arriving at EACH program area. Follow posted procedure for lost scout if there is a discrepancy in the count.
6. Go over the schedule with the Cub Scouts at the start of each day.
7. Hand out and maintain control of name tags, if used.
8. Escort den from station to station; Encourage singing and games along the way.
9. Assist in program areas as needed so scouts make the most of the opportunities available.
10. If recognition beads are being used, make sure each scout receives their bead at the end of each station for the project completed to the best of their ability.
11. **FILL OUT ACHIEVEMENT SHEET ON EACH SCOUT AFTER EACH STATION!!**
12. Help scouts with songs or skits for the family program.
13. Be concerned with camper safety; prevent such dangerous actions as rock throwing, etc.
14. All first aid must be performed by the camp medic and recorded in the medical log. For minor injuries, escort Cub Scout to the camp medic. For major emergency follow posted camp procedures. Keep calm!
15. Maintain control of the den; Report any problems you cannot handle to the Camp director.
16. Keep on schedule and do not punish the group with not going to a station.
17. Check each scout in and out of camp each day. If you must leave before all of the scouts have left, notify the Camp director or designee to assume that job.
18. Observe and recognize Scout-like behavior.
19. Smoking must be in designated area only, out of sight of ALL youth, including yours at camp
20. Use the Cub Scout Sign; do not yell "Signs up."
21. Do not yell at the Scouts or other volunteers!
22. Do NOT make up additional rules. We use the scout Oath and Law as our guidelines.
23. **RELAX AND HAVE A GOOD TIME!!!**
24. The Camp director reserves the right to dismiss youth and adults that are not doing their best to live by the Scout Oath and Law.

Program station supplies are provided by the camp. Den time activities are the responsibility of the den leader. It is helpful to have a small box with simple games, crayons, paper, scissors, marbles, etc. Ask the camp's Program director for assistance.

Den Chiefs and Youth Assistants

Den Chiefs must be at least the rank of First Class and trained. Den Chiefs may be younger than 14 years old, but then must volunteer with their regular Cub Scout Den and Den Leader and must have attended Den Chief Training. A copy of the training certificate must be submitted.

Volunteer Youth must be 14 years of age or older. These youths will serve as runners, station assistants, den leader assistants, general helpers and carry out assigned duties. For youth ages 10 thru 13, please see information about the Go-For Patrol. Age is a National requirement.

Youth Protection

Any suspected or alleged child abuse will be reported to the Camp director immediately. The Camp director will immediately notify Scout Executive, Bill Deany, by calling (757) 685-5303.

All day camp staff volunteers, 18 years and older, must have current Youth Protection Training, whether or not they are registered adults. The Youth Protection Training course is available at my.scouting.org or can be taken in a classroom setting. Print the certificate.

Please continue to use only your original my.scouting.org training account. Otherwise, you will create a new BSA ID # with each new account.

Refund Policy

Refund requests must be made on the Tidewater council, Camp and Activity Refund Application. Copies of the form are provided upon request through the current day camp Advisor. Completed forms are submitted to the day camp Advisor. On the form, you must give a reason for the request, and it should be accurate and compelling and submitted by the deadline. There is a minimum 15 percent surcharge on refunds, and other monies already expended will determine the amount of the actual refund. Refunds are provided back to the unit that submitted the original payment and they have the option to reimburse the individual registrant. If a unit store account exists, money will be deposited there, otherwise a check will be written.

From the Events Handling Guide:

Refunds are permitted if they are requested two (2) or more weeks prior to the event. After that, the funds can only be transferred to another member in the same chartered organization for use at that specific event. Refunds are not granted regardless of circumstances after the two (2) calendar week deadline before the event. If an event is not held, all funds shall be returned without any fee or expense withheld, first to the unit account or next to the unit via the committee chair. Because materials and other supplies are purchased prior to an event, it is impossible to have a more liberal refund policy. If a registrant is sick, the event is still held, the materials were purchased and the event expected them to attend. If a registrant suddenly realizes that they did not plan their calendar well or their school changes a test, this is outside of the control of the event. In other words, the event must plan and make decisions based on every registrant's attendance, not on unforeseen circumstances.

Personal Equipment Used at Camps

Our day camps are hosted at a variety of locations that are not council property. Often, we ask volunteers to bring items to camp, such as tables, chairs, canopies, easy-up, car-ports, wagons, water jugs, and the like. Funding is not in our camp budgets to buy and store these items for camp. We appreciate the generosity of our families and volunteers. Please understand that these items are not covered for loss or damage. The weather is unpredictable in the summer months and has caused destruction of property at times. The owner bears the burden of damaged or lost personal property.

2019 Cub Scout Day Camp - Tidewater Council Pack Payment Form

Check & Date one: Original ___/___/___ Additional ___/___/___

District _____ Pack # _____ Day Camp Location _____

Pack Contact Name: _____ Phone _____

Email: _____

Youth Registration Forms: (Include only those with attached paperwork)

Early Bird rate through April 22	<input type="text"/>	x	\$95 = \$	<input type="text"/>
April 23 to June 1	<input type="text"/>	x	\$105 = \$	<input type="text"/>
After June 1 (written permission from director) . .	<input type="text"/>	x	\$125 = \$	<input type="text"/>
LESS: Number of Sibling Discounts . . .	<input type="text"/>	x	-\$5 = -\$	<input type="text"/>

*(Each Scout receives 1 shirt with registration; this entry is **only** for additional purchases)*

ADD: Additional Youth T-Shirts x \$12 = +\$

*(Full week volunteers receive 1 free shirt; this entry is **only** for additional purchases)*

ADD: Adult T-Shirts purchased (M – XL) x \$12 = +\$

ADD: Adult T-Shirts purchased (2X up) x \$20 = +\$

ADD: Tot-Lot T-Shirts (no free shirts). . . x \$12 = +\$

TOTAL AMOUNT DUE THIS FORM \$

Forms Must be Attached:

- Day Camp Unit Roster (Updated each submission)
- Cub Scout Registration Form (one per scout)
- Code of Conduct (one per scout – signed by parent & scout)
- Staff Registration Form (one per adult or youth volunteer) must be 14 yrs or old
- Staff Agreement Form (one per adult or youth volunteer, signed)
- YPT (Youth Protection Training) per volunteer 18+yrs (unit can provide a printout from myscouting.org)
- Tot-Lot Form (one per child – parent must volunteer at camp the same day)
- Medical Forms Parts A & B (one for each Scout, adult & tot at camp; NOT Part C)
- Campership Requests Form

Additional Forms that can be included:

- Authorization to Pick-Up Scout (someone other than parent picking up the scout)
- CPR and First Aid certificates (Adult volunteers can help camps meet this National requirement. If adults have a current certificate, please provide a copy)

2019 Cub Scout Day Camp - Tidewater Council

Pack Roster Form

Check & Date one: Original ___/___/___ Additional ___/___/___

District _____ Pack _____ Day Camp _____

Pack Contact Name: _____ Home # _____

Address: _____ Cell # _____

Email: _____ Work # _____

Each pack is to meet ratio of 1 Adult to 4 Scouts EACH day. These adults will not necessarily be assigned to these Scouts at camp, you are assisting in meeting required camp ratio. You can register as many adults as necessary to meet ratio each day. Adult volunteers making ratio must be at least 21 years of age. Volunteers age 14 to 20 are NOT listed here. Tigers require Adult Partner at camp daily, list one to one below. Individuals running activity stations are Staff and do not count in your Pack ratio. Do NOT modify forms in the guide book.

Page _____ of _____ Use additional sheets to list all Scouts.

Cub Scout Camper Name	(Use Ditto “” mark if same person all week) Adult Volunteer Name(s)
1. _____	M: _____
2. _____	T: _____
3. _____	W: _____
4. _____	Th: _____
	F: _____
5. _____	M: _____
6. _____	T: _____
7. _____	W: _____
8. _____	Th: _____
	F: _____
9. _____	M: _____
10. _____	T: _____
11. _____	W: _____
12. _____	Th: _____
	F: _____

Tiger Scout Name	Tiger Adult Partner (must attend with Tiger)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

2019 Cub Scout Day Camp - Tidewater Council CUB SCOUT – Worksheet - Registration Form

(To Be Filled Out by a Parent or Guardian)

All registration forms are to be turned in to Council through your Pack Day Camp Coordinator. Registration requires this form, the Scout Code of Conduct, Medical Forms - Parts A & B (not C), and fees. Unit Coordinators must submit all registration forms with the "Pack Payment Form" and the "Pack Roster Form". Units are required to meet ratio: 1 adult for each day for every 4 scouts (Wolf, Bear and Webelos/AOL). For Tigers, an adult partner is required the entire time the Tiger is at camp. Do NOT modify this form.

The form is available in fillable PDF, or Please PRINT neatly in INK. PACK # _____

District (Check Box): Princess Anne Bayside Three Rivers Albemarle

Cub Scout's name _____ Birth (mm/dd/yy) _____ Age _____
(Only one scout per form. Each Scout must have all of their own individual forms.) Indicate: BOY / GIRL

Address _____ City _____ State _____ Zip _____

School Grade being completed June 2019 Kindergarten 1st 2nd 3rd 4th

Does Scout have an IEP or 504 Plan? Yes No This assists camp in program planning

Parent/Guardian Name	Parent/Guardian Name
Primary phone #	Primary phone #
Secondary phone #	Secondary phone #
Email Address	Email Address

Check box for day camp location Cub Scout will attend: (only one camp per form)

<input type="checkbox"/> Portsmouth Coast Guard Base Portsmouth, VA #7301 Twilight Camp July 8 – 12	<input type="checkbox"/> Forest Park Baptist Church Elizabeth City, NC #6411 June 24-28	<input type="checkbox"/> Tabernacle Baptist Academy Virginia Beach, VA #6414 June 17 – 21
<input type="checkbox"/> Norfolk Elks Lodge Norfolk, VA #6461F June 24 - 28	<input type="checkbox"/> Great Bridge UMC Chesapeake, VA #7308 June 24 – 27	<input type="checkbox"/> Salem UMC Virginia Beach, VA #6463 Twilight Camp July 9 - 12

SCOUT'S T-SHIRT (Check only *One* – Each Scout receives one shirt with registration, additional shirts are below)

Youth-Med (10-12) Adult-Small Adult-Med Adult-Large Adult-XL

(These are the only sizes being offered for Scouts. The first shirt comes with paid registration. Additional Scout shirts may be purchased below. Shirts for adult volunteers must be ordered on the adult volunteer form, NOT this form. Scouts registering after the April early bird date are not guaranteed shirts upon arrival at day camp.)

ADDITIONAL **SCOUT T-SHIRT(s)** are \$12 Each (Indicate quantity after size: how many, not a check-mark)

Y-Med ___ Adult-S ___ A-M ___ A-L ___ A-XL ___ Total Quantity ___ X \$12 = \$ _____

Cub Scout Registration Early Bird fee until April 22 is \$95 + \$ _____

Regular Registration fee April 23 thru June 1 is \$105 + \$ _____

Late Registration (Camp Director approval) After June 1 is \$125. + \$ _____

Cub Scout Sibling Discount, Subtract \$5 for second Scout of same family - \$ _____

Council Approved Campership (attach copy) - \$ _____

TOTAL AMOUNT for this Scout \$ _____

“Code of Conduct” Form must be attached and signed by both Scout and Parent/Guardian

CUB SCOUT DAY CAMP - CODE OF CONDUCT

The following applies to all Cub Scouts attending day camp. This document must be read and signed by the Scout and their parent/guardian. **Submit this form with your camp registration.**

1. Scouts are expected to use the Scout Oath and Law as basic guidelines.
2. **The Buddy System is in effect at all times.** Den leaders will assign buddies. Buddies stay together at all times throughout camp. Den leaders/walkers and camp staff may re-assign a buddy as necessary. Scouts should know who your buddy is and where they are at all times.
3. For early departures, please provide written notification in advance. Scouts must sign-out with their Den leader prior to departure. The adult must be listed on the Scout's form - Authorization to Pick Up.
4. Scouts must ask for permission from their den leader before they leave their den at any time during the day. At the end of the day, Scouts must be signed out with the Den leader prior to departure.
5. When Scouts arrive at camp, they will check-in with their Den leader first.
6. **Scouts will leave their knives at home.** Activity stations using knives will provide them as needed.
7. Scouts will not carry matches. If needed, they will be provided for the activity.
8. **Scouts will wear closed toe shoes and socks at all times, except when swimming. Crocks are not authorized.** Sandals that cover the toe completely and secure around the heel are acceptable.
9. Scouts will be respectful towards all adults, staff, other Scouts and visitors.
10. Scouts will be respectful and mindful of the feelings, safety, and property of their fellow Scouts.
11. Scouts will use appropriate language at all times. Improper language is the use of foul, profane or abusive words. Please address adults by their proper name or camp name.
12. Scouts are not to throw objects in camp that are not otherwise part of a supervised camp activity.

I have read and understand the Code of Conduct. I understand that repeated violation of this code will lead to quiet time, a phone call or a note home, and/or possible dismissal from day camp. There are no refunds if you are asked to leave camp.

Scout's Name (print): _____

Scout's Signature: (Do your best!) _____

Parent / Guardian Signature: _____

2019 Cub Scout Day Camp - Tidewater Council Camp Staff & Volunteer - Registration Form

Thank you for volunteering, your time and talents are appreciated. Volunteers must be 14 years or older, or a Den Chief. All registration forms are to be turned in to Council through your Pack Day Camp Coordinator. Registration requires this form, the Staff Agreement form, Medical Forms - Parts A & B (not C), and Tot-Lot form if needed. Units are required to meet ratio: 1 adult (21yrs +) for each day for every 4 scouts (Wolf, Bear and Webelos/AOL). For Tiger Scouts, an adult partner is required the entire time at camp, please complete this form. (Day Camp Directors do NOT have access to Council data, please print neatly.) **The form is a fillable PDF or PRINT neatly in INK.**

District (Check Box): Princess Anne Bayside Three Rivers Albemarle **PACK #** _____

Volunteer's name _____ Birth(mm/dd/yy) _____ BSA# _____

Full week volunteers must be registered Scouters. Tiger parents, registration is not required. All 18+ must have YPT

Address _____ City _____ State _____ ZIP _____

Primary Phone # _____ Secondary Phone # _____

Email Address: *(Please print neatly)* _____

Military Command / Unit (if applicable) _____

Check box for Day Camp location where you are volunteering: (only one camp per form)

<input type="checkbox"/> Portsmouth Coast Guard Base Portsmouth, VA #7301 Twilight Camp July 8 – 12	<input type="checkbox"/> Forest Park Baptist Church Elizabeth City, NC #6411 June 24-28	<input type="checkbox"/> Tabernacle Baptist Academy Virginia Beach, VA #6414 June 17 – 21
<input type="checkbox"/> Norfolk Elks Lodge Norfolk, VA #6461F June 24 - 28	<input type="checkbox"/> Great Bridge UMC Chesapeake, VA #7308 June 24 – 27	<input type="checkbox"/> Salem UMC Virginia Beach, VA #6463 Twilight Camp July 8 - 12

Volunteer: **Full-Week** (OR Daily) **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**

If daily only, mark the days you will volunteer at this camp

T-SHIRT for FULL-WEEK Volunteers (One free shirt for volunteering all week) Check Size

Adult-Small Adult-Med Adult-Large Adult-XL Adult-XXL Adult-XXXL

ADDITIONAL Adult T-SHIRTS are \$12.00; \$20.00 for XXL-XXXL (Indicate *Quantity* after size)

A-S___ A-M___ A-L___ A-XL___ A-XXL___ A-XXXL___ Total Quantity___ \$___ = \$___

BSA Registered Scouter? BSA ID # _____ Yes / No Current Position _____

Do you have a current CPR Certificate? Yes / No First Aid Certificate? Yes No

(If yes, please include a copy of these certificates. Help each camp meet National requirements.)

Every volunteer age 18+ years **MUST** have current **Youth Protection Training**. Include copy or printout.

Tiger Partners and volunteers under the age 21 do NOT count toward National camp ratio! Mark here...

I am a Youth (age 14 to 17) I am a Young Adult (Age 18 to 21) I am a Tiger Partner

Otherwise ...

Indicate how and where you wish to volunteer. Camp Directors will try to meet requests, but must cover ALL areas of camp. Indicate if you are not flexible on this. Adults are meeting National camp ratio requirements.

Day Camp Den Leader (indicate rank(s) you are willing to work with) Please put me w/ my scout
 Wolf Bear Webelos Arrow of Light Yes No

Activity/Station Staff (indicate area(s) you are willing to work. Not everyone gets to be a den leader)

- | | | |
|---|--|--|
| <input type="checkbox"/> Tot-Lot Child Care | <input type="checkbox"/> Crafts | <input type="checkbox"/> Medical Staff (Requirements) |
| <input type="checkbox"/> Scout Skills | <input type="checkbox"/> Sports/Games | <input type="checkbox"/> BB Guns / Archery (Training required) |
| <input type="checkbox"/> Songs/Skits | <input type="checkbox"/> Nature/Outdoors | <input type="checkbox"/> Swimming (some camps/training required) |

“Staff Agreement” Form must be signed and attached.

Day Camp provides a Tot-Lot program with fun activities for children of volunteers that are not eligible to attend camp. Children must be registered in advance for camps to be prepared. Please use the Tot Lot registration form.

Tidewater Council BSA - Day Camp Staff & Volunteer Agreement
(To be filled out in conjunction with Staff & Volunteer Application and Medical sheet)

Name: _____

Address: _____

Occupation: _____

Most Recent Place and Date of Employment: _____

Number of Years at Current Residence: _____

Personal Reference and Their Phone #: _____

Day Camp Location and Position Requested: _____

By signing this agreement . . .

- I understand this is a volunteer position offering no monetary compensation.
- I believe that my attitude toward volunteer work should be professional.
- I believe that I have an obligation to my work, to those who direct it, to my colleagues and to the Cub Scouts.
- I will seek to be fair and consistent with the Scouts.
- I understand that there will be no abusive language tolerated by anyone at camp, including me.
- Smoking will be only in a designated area and that I have a qualified adult relieve me of my duties when I go to the smoking area. Smoking is completely out of sight of all children, including my own at camp.
- I understand alcohol and drug use is strictly forbidden. I will not have consumed alcohol prior to camp.
- I understand that firearms are strictly prohibited. Only permitted for on-duty officers.
- I will not submit the Scouts or staff to any form of initiations.
- I will be neatly groomed, and wear approved clothing. Only T-Shirts with appropriate slogans, suggestions, or pictures allowed. For women, clothing must reasonable cover the 3 B's, no spaghetti strap tops.
- I will not modify the camp T-shirt. I understand that it is the camp uniform.
- Closed toe shoes are required, **no sandals, Crocks or flip-flops**. I will lead by example.
- I will follow the guidelines presented in the Day Camp staff information booklet; and will assist, to the best of my ability, in Day Camp operations. I understand that all are volunteers and are doing their best.
- I will keep confidential matters confidential.
- I will promote a pleasant attitude and will strive to see that each Scout has a positive Day Camp experience.
- I understand that failure to adhere to this agreement could be cause for dismissal by the Day Camp Director.
- **I will attend the mandatory information session for this year provided by the Camp Director.**
- **I will not leave camp without notifying the Camp Director, and singing out.**

Signature _____ Date _____

2019 Cub Scout Day Camp - Tidewater Council Tot-Lot & Patrol - Registration Form

(To Be Filled Out by the child's Parent or Guardian)

All registration forms are to be turned in to Council through your Pack Day Camp Coordinator, who will submit them to the council with required paperwork. Registration requires this form, and Medical Forms - Parts A & B (not C). The Tot-Lot is a service provided for non-Cub Scout children of adult volunteers at Day Camp. Adult must be at camp the days the child is in the Tot-Lot or Patrol. Children must be toilet trained and a minimum of two (2) years of age. National requires volunteers to be 14 years of age or older, younger are in the Tot Program. For non-Cub Scout youth ages 10 to 13 years, they may register with the Go-For Patrol, on this form. Camp directors manage patrol availability. **This is a fillable PDF or Please PRINT neatly in ink.** **PACK #** _____

My Unit's District (Check Box): Princess Anne Bayside Three Rivers Albemarle

Child's name _____

(Only one child per form. Each child must have all of their own individual forms.)

Address _____ City _____ State _____ ZIP _____

Birth (mm/dd/yy) _____ Age _____ Indicate: BOY / GIRL

Parent/Guardian Name	Parent/Guardian Name
Primary phone #	Primary phone #
Secondary phone #	Secondary phone #
Email Address	Email Address

Check box for Day Camp location where you will attend: (only one camp per form)

<input type="checkbox"/> Portsmouth Coast Guard Base Portsmouth, VA #7301 Twilight Camp July 8 - 12	<input type="checkbox"/> Forest Park Baptist Church Elizabeth City, NC #6411 June 24-28	<input type="checkbox"/> Tabernacle Baptist Academy Virginia Beach, VA #6414 June 17 - 21
<input type="checkbox"/> Norfolk Elks Lodge Norfolk, VA #6461F June 24 - 28	<input type="checkbox"/> Great Bridge UMC Chesapeake, VA #7308 June 24 - 27	<input type="checkbox"/> Salem UMC Virginia Beach, VA #6463 Twilight Camp July 9 - 12

Indicate Days Attending: ALL-WEEK (Adult volunteer must be at camp these days)

(Or Days) Monday Tuesday Wednesday Thursday Friday

The fee is \$4 per day, per child, paid to the Camp Director at camp. Full-week volunteers receive one Tot Fee FREE as a thank you for your extended time and effort. Should you not fulfill the full week commitment, the daily rate is required.

Those registering after the April early bird date are not guaranteed shirts upon arrival at day camp.

TOT-LOT REGISTRATION (Ages 2 years +)

Tot-Lot Day Camp T-SHIRT(s) are \$12.00 Each (Indicate quantity after size)

Youth-Extra Small _____ Youth-Small _____ Youth-Med _____ Youth-Large _____ Total Quantity _____ X \$12= \$ _____

Go-FOR PATROL REGISTRATION (Ages 10 thru 13 years old)

Volunteer style Day Camp T-SHIRT(s) are \$12.00 Each (Indicate quantity after size)

Youth-Medium _____ Adult Small _____ Adult Medium _____ Adult Large _____ Total Quantity _____ X \$12= \$ _____

Day Camp Director Use Only

Day Camp area parent is volunteering _____

CAMP SCHOLARSHIP REQUEST FORM
Tidewater Council Scouts Attending Day Camps
Application DEADLINE is April 22, 2019

To: The Camping Committee (Deliver to the Tidewater Council Service Center)

From: Scout's Full Name _____ Pack # _____

Scout's Parent/Guardian Name: _____ Phone _____

Pack's Chartering Organization: _____

Charter Representative's Name: _____ Phone _____

Cub Scout Day Camp which you hope to attend (Location): _____

Financial reason this Scout needs a scholarship. Please be specific. This information is confidential. _____

A maximum scholarship of 40% of the fee for Cub Scout Day Camp.

A maximum scholarship of 30% is possible for youth that received a campership in any prior year.

A maximum scholarship of 20% is possible for youth making a third or more scholarship request.

Request what you really need. Remember, funds will be granted based on the total number of Scouts requesting.

To be eligible, the units must have held an FOS presentation and participated in a Council Product Sale.

To make sure that all sources of help have been considered, complete each line of the following.

Do not mingle numbers. Place zeros or amounts on each line.

Line A: Enter the Day Camp fee that this Scout is applying for: \$ _____

1. AMOUNT OF CAMP FEES SCOUT WILL EARN OR SAVE \$ _____

2. AMOUNT OF CAMP FEES SCOUT'S FAMILY WILL PROVIDE \$ _____

3. AMOUNT OF CAMP FEES UNIT WILL PROVIDE \$ _____

4. AMOUNT OF CAMP FEES CHARTERED ORGANIZATION WILL PROVIDE \$ _____

5. Total of Lines 1 through 4 \$ _____

6. Subtract line 5 from line A—this is the amount of your scholarship request \$ _____

SINCE THE PREVIOUS CAMPING SEASON, DID THE UNIT PARTICIPATE IN - (Check Answer)

PRODUCT SALES YES OR NO **FOS PRESENTATION** YES OR NO

SIGNED: _____

(Unit Leader or Committee Chairman)

Print Name

Date

MUST BE SIGNED BY THE EXECUTIVE OFFICER ONLY

SIGNED: _____

(Executive Officer of Chartered Organization)

Print Name

Date

All Forms found to be defective will be returned for completion. Deadline will remain in force.

All applications will be mailed to the Chartering Organization to be verified.

2019 Cub Scout Day Camp - Tidewater Council Authorization to Pickup Scout

Camp Location _____

Day Camp Den # _____
Will be completed by Camp Director
Do not prefill – The camp will

YOUTH'S NAME: _____

Our camp volunteers do not know the parents/guardians of all the youth placed in their care. For the safety of all those entrusted to us for the week, please fill out one form for each youth under 18 years of age.

Parent/Guardian Name	Parent/Guardian Name
Primary phone #	Primary phone #
Secondary phone #	Secondary phone #
Email Address	Email Address

Without written and signed authorization, we cannot release your child to anyone other than a parent/guardian. Phone calls are NOT valid authorization.

Please plan for the unexpected and for carpooling. They will be asked to present ID.

These individuals are AUTHORIZED to pick up my child from camp:

(List OTHER individuals here, as the parent/guardian is already given above.)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent/Guardian PRINTED Name: _____

Parent/Guardian SIGNATURE: _____ Date: _____

This form will be held by the Scout's Day Camp Den Leader while at Day Camp.

Make sure these individuals picking up Scouts know what DEN your Scout is in.

Each youth under 18 years must have a separate form since they are most likely assigned to different areas.

Scout's Medical Form has authorization to medically treat your son & authorization to photograph.