



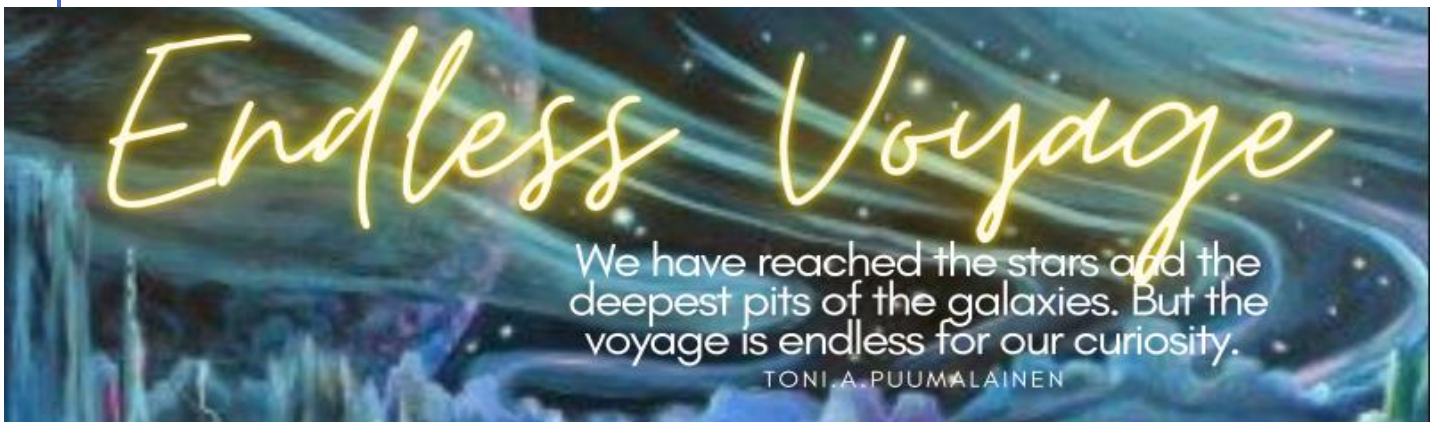
Prepared. For Life.®



Boy Scouts of America | Tidewater Council

# CUB SCOUT SPRING BREAK DAY CAMP 2021 GUIDEBOOK

*Theme:*



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**LOCATIONS, DATES/TIMES, AND COST**

**Where:**

Virginia Beach Moose Lodge  
3133 Shippo Corner Road, Virginia Beach, VA 23453

**When:**

April 5-9, 2021  
9:00 AM - 4:00 PM Monday through Thursday, 9:00 AM - 1:00 PM Friday

**Cost<sup>1</sup>:**

Cost for Currently Registered Scouts: \$125  
Cost for Non-Scouts: \$200  
\$10 Discount for Siblings  
**Registration Ends March 15**

**APPROACH TO CORONAVIRUS PANDEMIC – BOY SCOUTS OF AMERICA – TIDEWATER COUNCIL**

Adhering to Virginia government restrictions in response to the current coronavirus pandemic is of utmost priority to all BSA staff and volunteers for the safety of our participants and one another.

Please know this event will only be conducted in compliance with CDC recommendations and guidelines and in full compliance with the orders of the Governor’s Office.



<sup>1</sup> Registration & Check-In Policy - Page 3.

## Cub Scout Day Camp FAQ

Read this guidebook in its entirety and use the Table of Contents for specific sections.

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### BSA Response to Coronavirus (COVID-19) Pandemic

Please see the following link for the most up-to-date information regarding Boy Scouts of America, Tidewater Council's official COVID-19 Response, as well as updates to procedures and policies:

<https://tidewaterbsa.com/covid-19-response/>

Questions regarding COVID-19 specifically should be emailed to Council Day Camp Advisor Rich Becker at [richard.becker@scouting.org](mailto:richard.becker@scouting.org).

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### Registration & Check-In Policy

Register by March 15, 2021. To register for the event, go to <https://scoutingevent.com/596-STEMCamp21>.

Registration fees are required to cover program costs, administrative costs, and insurance for council events. For registration questions, contact Geraldine Eady at [geraldine.eady@scouting.org](mailto:geraldine.eady@scouting.org) or 757-309-2718.

**WALK-IN REGISTRATION ON THE DAY OF THE EVENT IS NOT PERMITTED. YOU MUST PRE-REGISTER TO PARTICIPATE. REGISTRATION AFTER 3-15-21 INCLUDES A SURCHARGE AND REQUIRES WRITTEN APPROVAL FROM THE CAMP DIRECTOR.**

**Pre-Camp Check-In** is a vital part of the camp administrative procedure. Scheduled for the Saturday preceding camp, each camp asks that **all** volunteers and participants come to collect their Day Camp T-shirt (the official uniform for Cub Scout Day Camp) and **submit the paper hardcopy of all necessary forms** to have onsite during camp.

**Check-In** during the week of camp is **½ hour prior to scheduled camp start** (8:30 AM - 9:00 AM). Medical Pre-Screenings are required for check-in.

Due to space and time constraints, registrants checking in late will be asked to **stay in their car** and check in after 9:30 AM or arrive on time to attend all activities on program schedule. If participants were not accounted for at the Pre-Camp Check-In, an additional delay should be expected upon arrival the first day of camp.

*You are encouraged to use online registration early, attend the Pre-Camp Check-In, and arrive on time to have the best opportunity to enjoy this event without potentially missing out on fun.*

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### Refund Policy

If the Commonwealth of Virginia's regulations require event cancellation, all registrants can expect a full refund.

We are sorry that we **cannot** refund event fees if your youth/Scout does not show up to the event under any other circumstances. If you are unable to attend, we suggest working with your pack to see if someone else can take your spot.

**Any refund requests need to be made through the Council Service Center during normal business hours, no later than two (2) weeks prior to the start of the event. There is a minimum 15 percent surcharge on refunds.**

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## Event Summary

### What is Cub Scout Day Camp?

Cub Scout Day Camp is a weeklong outdoor experience for youth ages 6-11. Both a Camp Director 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 youth to learn and grow with a good outdoor experience

The daily program centers on encouraging a love of science through a fun space exploration theme. The participants will work on activities that are challenging and age appropriate. There are a wide range of activities, which may include:

- Shooting Sports (BB guns, archery, wrist rockets)
- Sports and games
- Science
- Nature
- Crafts
- Skits and songs
- Lunchtime programs

## Event FAQ

### 1. Who is eligible to attend Cub Scout Day Camp?

All youth ages 6-11 are eligible to attend day camp. Day camp uses the same ranks to identify age groups as your pack.

- **Tigers** are first (1<sup>st</sup>) graders, and may only attend with an adult
- **Wolves** are second (2<sup>nd</sup>) graders
- **Bears** are third (3<sup>rd</sup>) graders
- **Webelos** are fourth (4<sup>th</sup>) graders
- **Arrow of Light Scouts** are fifth (5<sup>th</sup>) graders

**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.

### 2. What uniform do we wear for the event?

- The camp T-shirt is the official uniform to be worn at camp. This applies to all youth as well as adult volunteers.
- No button-down shirts, neckerchiefs, or slides.
- Hats are encouraged. Great for sun protection!
- Wear sneakers or boots - NO open-toed shoes, Crocs, etc.
- Bring rain gear if applicable.

### 3. Do we need to bring anything to camp?

Each Scout (and volunteer!) should bring the following items. At the individual camp's "Scout and Parent Orientation" sessions, Camp 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
- Bandana/wash cloth/hand towel
- Required prescription medication in original container(s)
- 5 gallon bucket or similar, with lid – will serve as a seat and a way for your camper to carry his or her projects

#### 4. How are medications and allergies handled at camp?

To best understand each person's medical needs, we **must** have the Health and Medical Forms A and B filled out and on file **prior** to camp, preferably before Pre-Camp Check-In to have all allergies and medications on file.

**Allergies** to food and medications are assessed by the Camp Medic before camp so that accommodations can be made. To keep each Scout safe, we ask that **NO food sharing** occur at camp. It is expected that any food allergies are handled by separate lunch seating.

**Medications** that must be taken during camp hours must be:

- 1) listed on Medical Form 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.

Epi Pens should be carried by the person or responsible adult.

**All medications must be picked up prior to camp closing.**

#### 5. Is there a reduced fee for not participating in camp the entire week or day?

No – the fee is to attend and participate, whether there for a few hours or the whole event.

#### 6. Can we attend camp after / before my child's appointment or other activity?

Yes, you can come and go as you need for other activities, however:

- A new Medical Pre-Screening will be required to be re-admitted onsite (COVID-19 Procedures)
- The participant may miss part of the activities offered in this wonderful event.
- Please plan accordingly.

#### 7. What happens if there is inclement weather?

All camp staff has Hazardous Weather Training to ensure the safety of our youth. Please be prepared. In the case of extreme heat, thunder/lightning, or other foul weather, camp may close early or be cancelled.

#### 8. How do we register through the Cub Scout Pack? What forms are required?

Cub Scouts Packs should assign a "Pack Day Camp Coordinator" to collect forms, fees, and ensure each unit has appropriate adult volunteer representation for the youth attending camp. **Paper copies of forms are required, even if registering online.** We are not permitted to digitize Medical Forms.

The forms your Pack Day Camp Coordinator will collect include the following from this Leader's Guide:

- Pack Roster Form
- Code of Conduct
- Authorization to Pick Up Scout
- Volunteer Registration Form
- Staff Agreement Form
- Medical Forms A and B

Alterations to the forms in this guide are strictly prohibited. Everyone at camp needs to have Medical Forms A and B on file: this includes staff, Scouts, and volunteers. Please reference Page 14 for all necessary forms.

**9. I volunteered to be the Pack Day Camp Coordinator – how does this work??**

Firstly, we want to thank you sincerely for taking on this very important position! Your role is vital to the Cub Scout Day Camp administrative process. For everything you need to know about being the Pack Day Camp Coordinator, look to the Pack Section on page 8. If you have additional questions, contact [padaycamp@gmail.com](mailto:padaycamp@gmail.com) or 757-550-0624.

**10. Volunteering at camp and active-duty military. Anything I should know?**

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, and your name and rank. 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. See OPNAVINST 5760.5D Navy Support and Assistance to Youth Groups, section 4d. (Other services have their own instructions.)

**11. My older child is a Den Chief in Scouts BSA. Can they volunteer?**

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.

**12. What food is included in the cost?**

Our camp plans a special event at camp closing that includes a group-wide food service. Please talk to the Camp Directors to find out more about this option.

**13. If my Scout is only one from my pack attending camp, how does he/she register?**

We ask that the same registration process be followed, with the adult volunteer registering the single youth as part of the pack.

**14. What advancements will my Scout earn at Day Camp?**

The day camp program contains a well-balanced variety of adventure achievements. However, the primary objective of day camp is not advancement (though it IS a great opportunity to earn the Cub Scout Outdoor Activity Award).

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 who plans the camp's program. So, each camp may have similarities, but will be unique in what they offer.

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.

**15. Will my child need any money at camp for souvenirs or camp pictures?**

Camp will have a trading post which will sell a variety of items for a nominal cost. The trading post will be open from Tuesday to Thursday. Note that this is entirely optional, and a camper does not need to bring money with them to camp.

**16. Are siblings / friends allowed to attend?**

Absolutely! All attendees must be registered through the traditional process, but our camp is a great way for friends to meet and interact with each other.

**17. Can the camper attend camp with another adult?**

- Youth can attend camp under the supervision of another adult so long as that adult is not responsible for more than **four participants total**.
- All adult volunteers must be BSA Youth Protection-trained. Two-deep leadership and no one-on-one contact policies must always be followed. No youth is to be alone with an adult who is not their own parent/guardian.
- All guidelines of the Guide to Safe Scouting and BSA Youth Protection Policies must always be followed.

**18. Is water available at the camp location?**

Yes. National Camp Standards require potable water sources to be available at camp. Everyone attending should bring their own personal water bottle (preferably full at the start of the day) to be refilled.

**19. What if there is an emergency?**

In the case of an emergency (such as a lost camper), any staff member should notify the Camp Director. All stations will have the contacts for the Medic and Directors at camp. Parents/guardians will be notified as needed.

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# 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 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 and adult registration forms, signed code of conduct forms, 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 the 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 the council in a timely manner. **Please do not hold packets until the deadline. Timely processing is critical for directors to prepare for a successful camp, and the event may fill to capacity. 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, and Medical Forms A & B for everyone attending. Keep a record of which families have received the information. This will make follow-up easier.

Online Registration: The pack coordinator will process registration in Black Pug and select those attending camp. Payment can be made by 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 who 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 the 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, and Medical A & B 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: Use Black Pug online registration. Then bring all 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.

**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 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. Most camps shoot BB guns, bows and arrows, and/or wrist rockets. Parents, don't worry, we are under strict control and have trained instructors. They will likely play some sports.

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 children to register for day camp. We want to try to get all of our Scouts to go to camp on \_\_\_\_\_ at \_\_\_\_\_ (location). To sign up, please complete the application,

medical forms, and Code of Conduct for your child. We need parents to attend as well. We must provide at least one adult for every four Scouts we send. The adults will serve as den leaders or station helpers. 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, Tidewater Council can provide a letter to your Commanding Officer requesting no cost TAD orders. These letter requests need to be submitted to me.

The cost to go to camp this year is \$\_\_\_\_\_ if we register by \_\_\_\_\_ (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 \$10.00 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 till 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 who wants to attend.

~~~~~\*~~~~~  
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.

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# Forms

## Filling Out the Forms

Forms for Cub Scout Day Camp can be referenced in the appendices of this guide. 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 PDFs on all paperwork.** Print neatly on all paperwork. Day Camp Directors do not have access to the council's database, so they are not able to figure out what they cannot read. These forms are turned into your Pack 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 through Black Pug, and then identify those attending.

**Cub Scouts:** Youth in 1<sup>st</sup> grade are Tigers and are required to have an adult partner (AP) with them at camp at all times.

- Scout Registration: Make sure that the grade you provide reflects the Scout's current grade. Please carefully consider the T-shirt size; extras are not available for trading and we order what you mark on the registration.
- Code of Conduct signed by Cub Scout and parent/guardian. The Scout must write their name on this document; "do your best" to sign. They are agreeing to these statements for camp.
- Annual Health and Medical Record (parts A & B done by the parent; Not C)

**Volunteers – Youth or Adult:** Volunteers must be at least 14 years of age, or a trained Den Chief volunteering with their den. Volunteers who 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 participant
- If currently CPR or first aid certified, include a copy of the certificate
- All volunteers age 18 years and older must complete Youth Protection Training
- Only volunteers age 21 and older count toward adult/youth (1 to 4) ratio requirements

### **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 daily or for the entire week. Adults can participate at activity stations or with the dens. (Note: Please do not promise parents they can be in their child’s den; it doesn’t always work out.)

**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 programing, 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 should be BSA registered Scouters (with background checks) and must have current **Youth Protection Training**. Reminder, volunteers must be at least 14 years old.

Individuals who 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 Program (NCAP) standards 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 Scouts 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 dangerous actions such 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.
20. Use the Cub Scout Sign; do not yell "Signs up." Do not yell at the Scouts or other volunteers!
21. Do NOT make up additional rules. We use the Scout Oath and Law as our guidelines.
22. RELAX AND HAVE A GOOD TIME!
23. 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 youth will serve as runners, station assistants, den leader assistants, and general helpers, and will carry out assigned duties. For youth ages 10 through 13, please ask for information about the Go-For Patrol. Age is a National BSA requirement.

NOTE: The Camp Director reserves the right to dismiss youth and adults who are not doing their best to live by the Scout Oath and Law.

## Youth Protection

Any suspected or alleged child abuse will be reported to the Camp Director immediately. The Camp Director will immediately notify Scout Executive, James Parnell, by calling 214-883-6027.

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](http://my.scouting.org) or can be taken in a classroom setting. Print the certificate.

Please continue to use only one training account. If you are or were a registered Scout in Tidewater Council, and you are creating a training account for the first time, you MUST use your BSA ID# to set up your account so that it links to your records of advancement. Otherwise, you will create a new BSA ID#.

## 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 and has caused destruction of property at times. The owner bears the burden of damaged or lost personal property.

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# References

## Appendix A

### 2021 Cub Scout Day Camp - Tidewater Council Forms

Use the links below to access each form:

***Completed by Pack Day Camp Coordinator (person submitting Pack registration)***

[Pack Payment Form](#)

[Pack Roster Form](#)

***Completed by Parent/Guardian***

[Authorization to Pick-up Scout \(required for each youth\)](#)

[Pre-Day Camp Medical Screening Checklist](#)

If applying for Camp Scholarship: [CAMP SCHOLARSHIP REQUEST FORM FOR TIDEWATER COUNCIL SCOUTS ATTENDING TIDEWATER COUNCIL DAY CAMPS](#)

***Completed by Youth Participant or Go-For Patrol***

[CUB SCOUT DAY CAMP - CODE OF CONDUCT](#)

***Completed by Adult Volunteer or Youth Assistant (14+ years old)***

[Camp Staff & Volunteer - Registration Form](#)

[Tidewater Council BSA - Day Camp Staff & Volunteer Agreement](#)

***Completed for EVERY camp attendee (youth and adult)***

[Annual Health & Medical Record - Forms A & B](#)

## 2021 Cub Scout Spring Break Day Camp - Tidewater Council Pack Payment Form

Check & Date one:  Original \_\_/\_\_/\_\_  Additional \_\_/\_\_/\_\_

District \_\_\_\_\_ Pack # \_\_\_\_\_ Day Camp Location \_\_\_\_\_

Pack Contact Name: \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

Youth Registration: (Include only those with attached paperwork)

March 1<sup>st</sup> through March 15<sup>th</sup> .....  x \$125 = \$

After March 15<sup>th</sup> (written permission from director)  x \$145 = \$

LESS: Number of Sibling Discounts . . .  x -\$10 = -\$

*(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 . . . . .  x \$12 = +\$

TOTAL AMOUNT DUE THIS FORM            \$       

Forms to be attached:

- Day Camp Unit Roster (Updated each submission)
- Code of Conduct (one per Scout – signed by parent/guardian & Scout)
- Staff Registration Form (one per adult or youth volunteer), must be 14 years or older
- Staff Agreement Form (one per adult or youth volunteer, signed)
- YPT (Youth Protection Training) per volunteer 18+years (unit can provide a printout from my.scouting.org)
- Medical Forms Parts A & B (One for each Scout and adult at camp. Part C is not needed.)
- Campership Requests Form

Additional Forms that can be included:

- Authorization to Pick-Up Participant (someone other than parent/guardian picking up the child)
- CPR and first aid certificates (Adult volunteers can help camps meet this National requirement. If adults have a current certificate, please provide a copy.)



## 2021 Cub Scout Spring Break 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 ages 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.

(Use Ditto "" mark if same person all week)  
Adult Volunteer Name(s)

Cub Scout Camper Name

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. \_\_\_\_\_

## CUB SCOUT DAY CAMP - CODE OF CONDUCT

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

1. Campers 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 their 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 for Authorization to Pick Up.
4. Scouts must ask for permission from their den leader before they leave their den at all times 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: \_\_\_\_\_

## 2021 Cub Scout Spring Break 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 the council through your Pack Day Camp Coordinator. Registration requires this form, the Staff Agreement form, and Medical Forms - Parts A & B (not C). Units are required to meet ratio: 1 adult (21 years +) 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. (Day Camp Directors do NOT have access to council data, please print neatly.) **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) \_\_\_\_\_

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

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

A-S \_\_\_ A-M \_\_\_ A-L \_\_\_ A-XL \_\_\_ A-XXL \_\_\_ A-XXXL \_\_\_ Total Quantity \_\_\_ X \$12 = \$ \_\_\_\_\_

Are you a BSA Registered Scouter? . . . . .  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.*

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

*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 child **if possible**:  
 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)

Crafts  Medical Staff (**Health Officer requirements**)  
 Scout Skills  Sports/Games  Guns / Archery (**Rangemaster training required**)  
 Nature/Outdoors

**"Staff Agreement" Form must be signed and attached.**

## ***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. I will 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 signing out.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

CAMP SCHOLARSHIP REQUEST FORM FOR TIDEWATER COUNCIL SCOUTS
ATTENDING TIDEWATER COUNCIL DAY CAMPS
APPLICATION DEADLINE MARCH 15th

To: The Camping Committee

Scout's Name, FIRST AND LAST NAME: \_\_\_\_\_

Telephone # of Scout: \_\_\_\_\_

Circle One: Pack Unit # \_\_\_\_\_

Name and Telephone number of Charter Representative: \_\_\_\_\_

Scout will attend: Cub Scout Day Camp (location) \_\_\_\_\_

Financial Reason Scout needs scholarship (be specific)

No Scholarships will exceed 40% of the fee for RESIDENT CAMP or 40% 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, all requests will be granted based on the total number of Scouts requesting funds.

To be eligible, the units must have held a FOS presentation and participated in the Fall Popcorn 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 fee of the program 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)

POPCORN 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.

## 2021 Cub Scout Day Camp - Tidewater Council

### Authorization to Pick-up Scout

Camp Location \_\_\_\_\_

Day Camp Den # \_\_\_\_\_

Will be completed by Camp Director

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 of 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 Scout & authorization to photograph.**