

Cub Scout Leaders Guide

(This guide is a resource for units attending a summer resident camp program at the Pipsico Scout Reservation. For more programming related information, please see the activity guide for the specific event you are attending)

Pipsico on the Pipsico Scout Reservation opened in 1988 as a long-term summer camp. Facilities include a 40-foot climbing/rappelling tower, a modern air-conditioned dining hall, an Olympic-size swimming pool (with handicap access), shower and latrine facilities (for both male and female participants), a fully equipped health lodge, a trading post, shooting ranges (for archery, rifle and shotgun programs) and central shower facilities.

Pipsico Scout Reservation is the perfect spot for your boys to have a great outdoor adventure. It has 917 acres of land, with a mile of unspoiled beach on the bank of the James River in Surry County, Virginia. It is home to bald eagles, blue herons, wild turkeys, deer, and much more. On the beach you will find fossil remains of sharks, whales, and other marine life.

Pipsico Program

Assignment to Dens

After you arrive at camp, scouts will be assigned to “activity dens.” These dens will participate as a group in the daily program activities.

Daily Program

After breakfast each day, Scouts will assemble into activity dens for a fun-filled day of non-stop activity that includes archery, BB guns, swimming, handicrafts, and much more. Scouts will have the chance to earn several belt loops, complete several Achievements and Electives, and various requirements for Activity Pins. Before you leave for home, you will receive a list of advancement requirements that were met during your time at camp.

All leaders will receive a schedule of events by day during camp. Make sure your unit is on time for camp-wide activities such as mealtime musters, religious services, and campfires.

Some meals in our Dining Hall are served family-style. Your pack will be asked to provide a table host and a waiter for each table at each meal; the duties of the table host and waiter will be explained during check-in. Normally you will have one or more camp staff members as your guests at each table. Guests are chosen by selecting camp staff members’ totems and placing them on the tables prior to the meal. Be sure to select different totems each meal so you can meet as many of our camp staff as possible.

Special Events

During your stay at camp, we will have several special camp-wide programs. These include an opening campfire on your first evening and a closing campfire the night before you depart. We encourage you to prepare a song, skit, or story for the closing campfire. Your performance should be in keeping with Scouting values and not single out unsuspecting individuals as “victims” (such as when someone is soaked with water or made to appear foolish) and have prior approval from the Program Director. A non-denominational worship service and a Catholic mass will be offered. All Scouts will be encouraged to attend one of these events as part of their “duty to God.”

For Unit Leaders

We want adult leaders to get as much out of camp as their Scouts do. Therefore, we encourage adult campers to distribute themselves among the activity dens and accompany their Scouts to daily activities. Sometimes, we may ask them to help with “crowd control,” or assist boys learning new skills. At other times we will invite them to join in the fun, or simply sit and marvel at the boundless energy of our young campers. Have you been too busy to get the training you need? Did you bring along some new leaders or adult volunteers you hope will take a more active role in Pack leadership? Then take advantage of our wide selection of training while you’re with us!

Facilities

Campsites

Every campsite in Pipsico is divided into two sections. Larger Packs will have a site to themselves, while smaller Packs may share a site, each occupying a section. The two sections share a common latrine facility. At the latrine

is a washstand with running water for washing and drinking. Hot showers are available at the pool, the Central Shower between sites 8 and 9, and the women's shower adjacent to the pool.

In most sites, each section has nine wall tents on wooden platforms. The tents are equipped with two army-style cots each. For your sleeping comfort, we recommend each camper bring a mosquito net and poles to support it (these may be lashed or taped to the cot legs.) Mosquito nets are also available in the Trading Post.

You will need to label each tent so the occupants can be easily identified. This may be as fancy as routed wooden signs, or as simple as names written on pieces of duct tape at the foot of each cot.

Each section has a flagpole, picnic table, and bulletin board. There is a trashcan at each latrine. Each latrine also has a shovel, rake, and hose that serve as fire-fighting equipment; the hose serves double duty for daily cleaning of the latrine. Lanterns are provided in the latrines as night-lights. The camp's Quartermaster will refill them as needed.

Your bulletin board will have a Fireguard Chart, which you should fill out upon arrival. Most campsites have an established fire ring, where you are welcome to have Pack or patrol campfires in the evenings. **Do not** dig into the ground to form fire pits. There is ample dead wood on the ground around camp, which you are welcome to cut and burn; do not cut any standing trees or saplings, dead or alive. For safety, you should establish a properly marked ax yard.

Showers

Hot showers are available at the pool and Central Shower building. Showers for females are located adjacent to the pool. Except for emergencies and scheduled cleaning and maintenance, adults may not enter the youth showers, nor may youth enter the adult showers. Adult showers are always open. Hours for youth showers are 6:00 AM to 11:00 PM.

Trading Post & Spending Money

In addition to program materials, our Trading Post offers a variety of snacks and drinks, and a wide selection of camping supplies, Scouting materials, and special Pipsico Scout Reservation souvenirs. Remember that the proceeds from the Trading Post support your Scouting programs!

Health & Safety

Medicals

All Scouts and leaders must submit an Annual Health and Medical Record form to the camp Health Officer during check-in on their first day of camp. Anyone staying in camp overnight must have a BSA physical form on file at the Health Lodge. Anyone reporting to camp without a current physical will be required to get one at his or her own expense within 24 hours. The nearest source of physicals is a one-hour round trip from camp, and the cost is likely to range from 100 to 150 dollars. Please make sure you bring copies of current physicals with you for all unit members attending camp!

Emergency Procedures

The Pipsico Scout Reservation maintains emergency procedures to meet, and in some cases, exceed the standards set by the Boy Scouts of America. It is essential for everyone's safety that every member of your unit fully understands that these procedures exist - their life, your life, or someone else's life could depend on it. It is also part of the BSA's national standards that we conduct an emergency drill during your stay at camp. Please be sure to follow only instructions delivered by the staff chain of command. Likewise, if an emergency arises, or is brought to your attention, please notify the nearest staff member immediately so that we may launch the appropriate procedures. Do not attempt to resolve an emergency situation alone. Notify the nearest staff member.

Fires, Stoves, Tents & Open Flames

For safety reasons, there are to be **no open flames in tents**. This ban on open flames in tents includes a ban on the use of matches, candles, kerosene, propane or liquid lanterns in tents. Lighting in tents is to be provided by battery-powered lanterns or flashlights only. It is, however, acceptable to use a lantern under a dining fly. All cooking fires, campfires and stoves are to be attended while they are burning. Fires are only to be built in

designated areas and must be extinguished so that they are cold to the touch when unattended. Spraying aerosol cans of any type (insecticide, deodorant, hair spray, etc.) are also prohibited in tents. The propellants in these products will damage the waterproofing treatment on the canvas.

Liquid Fuels

Adult leaders only may use Stoves and lanterns requiring liquid fuel. Extra fuel must be turned over to the Quartermaster for safekeeping in locked storage.

Youth Protection Policies

Leaders are asked to review the Guide to Safe Scouting before attending camp and ensure compliance by their unit with policies as detailed in the Guide, particularly in respect of youth protection policies. Failure to comply with Guide to Safe Scouting and youth protection policies will result in disciplinary action. Key portions of the youth protection policies found in the Guide to Safe Scouting are reproduced below. Other Guide to Safe Scouting policies are also contained elsewhere in this guide.

Packs must have at least two adults in camp at all times; at least one must be registered with BSA, and at least one must be 21 or older. Units may rotate leaders, provided the incoming and outgoing leaders follow the prescribed check-in and checkout procedures at the camp office. The two leaders need not be together nor in the campsite at all times. However, one youth may not be alone in the campsite (or anywhere else in camp) with an adult who is not his parent or guardian. This situation may be avoided by strict adherence to the buddy system and BSA's Youth Protection guidelines.

We recommend that every Pack have a "buddy board" or other tracking system in the campsite so Scouts may be easily located at all times. Every Scout should be with a designated buddy at all times when outside the Pack's campsite. Except for a parent or guardian, an adult cannot be a Scout's buddy. A Scout may be without a buddy only when he is traveling between program sessions and no other Scout from his Pack or from the previous program session is going his way. This exception will only be allowed during scheduled rotation times, and only on the most direct route between program areas.

Adult leaders must respect the privacy of youth members and protect their own privacy at all times. Except in emergencies, adults and youth may not enter each other's designated sleeping and shower areas. No Scout may share a tent with an adult who is not his own parent or guardian.

Unit Responsibilities

Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it. The BSA does not permit the use of corporal punishment by unit leaders when disciplining youth members. The unit committee should review repetitive or serious incidents of misbehavior in consultation with the parents of the child to determine a course of corrective action including possible revocation of the youth's membership in the unit. If problem behavior persists, units may revoke a Scout's membership in that unit. When a unit revokes a Scout's membership, it should promptly notify the council of the action. The unit should inform the Scout executive about all incidents that result in a physical injury or involve allegations of sexual misconduct by a youth member with another youth member.

Medical Matters

Prescription Medications

All prescription drugs are kept and administered by the unit. It is to be kept in a secured location out of the reach of the children. If medication requires refrigeration, it can be checked in with the Health Officer check-in. Provide a list of medication, dosage and to whom you are administering medication to when you check in with the Health Officer. By law, medications must be in a container with a typed label from the pharmacy. Medications will be given only in accordance with the label. Handwritten changes will not be accepted.

Allergies & Special Medical Needs

All individuals, youth and adult alike, who have allergies or special medical needs (e.g. asthma), must be brought to the attention of the Camp Health Officer. Unit leaders who have individuals with special dietary requirement or food allergies should contact the Food Service Director at check-in to discuss food requirements.

Pipsico is open to any registered member of the Boy Scouts of America, and every effort will be made to accommodate special needs. Available accommodations include (but are not limited to) facilities accessible by wheelchair, special diets, and (with adequate advance notice) electricity in campsites for essential medical equipment.

While summer camp is a totally different experience from school, the need for discipline, attentiveness, and social interaction is much the same. If a Scout uses medication during the school year to manage behavioral conditions such as ADHD, we strongly encourage that he continue on those medications during camp.

Medical Treatment

All injuries and illnesses, regardless of severity, must be reported to and treated at the Health Lodge **immediately**. This applies to all campers, youth and adult. The Health Officer is required to keep a log of all injuries or illnesses. Pipsico has a Health Officer on duty at all times. Other key staff members are also trained in first aid and CPR. In the event of serious medical problems, the camp has agreements with the Surry County Rescue Squad, a medical treatment facility in Smithfield, and Sentara Obici Hospital in Suffolk.

The cost of medical treatment away from camp will be billed to the camper's primary insurance carrier. Registered Tidewater Council units are covered by supplemental insurance, which covers certain deductibles and other expenses for injuries and illnesses incurred at camp. Parents must make arrangements for treatment of pre-existing conditions. Tidewater Council's policy does not cover out-of-council units; those units need to submit a certificate of insurance from their home council or unit prior to arriving at camp. We recommend that this be done when making your final camp fee payment.

Before You Leave Home

Check to make sure you have all of the following:

- Medicals: Check for completeness, including dated physician signatures. Separate into youth and adult, then sort each stack alphabetically.
- Fees Paid: Final payment is to be made no later than June 1st. Family Night meal tickets are available to be purchased at the Trading Post.
- Other: Review packing checklists and make sure Scouts have any special equipment needed for programs, and applicable Pack equipment is packed. Make sure everyone has bathing suits and towels readily accessible.

Check-in

Plan on arriving between 1:15 and 3:15 PM. If you arrive early, please park and wait at the Burton Center in Pipsico. If you plan to arrive late, please notify us in advance so special arrangements can be made. If you are delayed on the way to camp, let us know. While your Camp Leader is checking in, the rest of your unit is welcome to tour our museum in the Gregson Center. At initial check-in, we will verify the number of campers with your Pack, confirm paperwork is in order and assign you to a campsite. Your **pre-ordered** T-shirts will be given to you at this time.

Check-out

After the closing campfire, leaders are encouraged to come to the Burton Center (camp office) to review their checkout packets for completeness. This is the time to make sure you have everything needed, and to resolve any questions. Plan on your Pack leaving between 8:00 and 10:30 AM on check out day. A continental breakfast will be served between 8:00 and 9:00 AM. One vehicle at a time may enter the campsite to load gear, no earlier than 7:30 AM. Once your gear is packed out and your campsite and latrine are clean, a staff member will inspect the campsite and release you from camp. Once you have been checked out of your campsite and picked up your health records and medications from the Health Lodge, we will give you your Summer Camp patches and wish you a safe trip home.

Camp Fees & Other Costs

Program	Deposits	Youth	Adult
Cub Scout Camp	\$50/site & \$25/participant	\$150 EarlyBird or \$170 Reg.	\$60 (1 st two free)
WEBELOS Resident Camp	\$50/site & \$25/participant	\$200 EarlyBird or \$220 Reg.	\$85 (1 st two free)

After May 15th, these fees are not refundable, nor can they be used to pay fees for another Scout attending. Final payment is due no later than June 1st.

We will credit deposits toward the unit's total fees due. If a youth camper cancels prior to May 15, the deposit may be applied to a replacement camper. (The name may change as long as the count remains the same.) After May 15th, these fees cannot be used to pay fees for another Scout attending. **Advance Deposits For Youth Campers Are NON-REFUNDABLE.**

Refund Policy

In cases of death of an immediate family member, severe medical condition or military transfer we will refund all but \$100 of fees paid when verified by a physician, military commander, or such official. Reasons such as vacation schedule, summer school, and last minute changes of mind are not acceptable reasons for refunds.

Camp Scholarships

It is our mission to make summer camp available to every Scout. Therefore, a limited "campership" fund is available to provide financial assistance to Tidewater Council Scouts who would otherwise be unable to attend. Scouts are expected to participate in council and unit fund raising programs to help pay the cost of camp, so camperships are limited to a maximum of 40% of the basic camp fee; for those who received camperships in previous years, the maximum is 20%.

Staff Guides

When you arrive at camp, your unit will be greeted by a Staff Guide. He will guide you to your campsite and show you the nearest water point and woodpile. Throughout the week, your Staff Guide will visit your unit site to pass on information, to interact with Scouts, and to help answer questions.

General Information

Adult & Youth Registration

All youth participants must be registered members of a Scout Pack & the primary leader must also be a registered leader 21 or older.

Alcoholic Beverages & Drugs

Alcohol and illegal drugs are prohibited. Prescription drugs must be held at the Health Lodge unless otherwise specifically approved by the camp's Health Officer.

Bicycles

Bicycles are not permitted in camp for Cub Scout or Webelos resident camp.

Contact Information

One of the best remedies for homesickness is regular mail from home. Mail will be placed in the Pack mailbox at the camp office. Outgoing mail may be deposited at the camp office; it is picked up daily after breakfast. Mail service usually takes two to four days, so encourage parents to send the first mail by the Friday before you come to camp. Use the following address:

Scout's name and Unit number
57 Pipsico Road
Spring Grove, VA 23881

Electronic Devices

Radios, cell phones, CD players, video games, and other personal electronic devices detract from the camping experience and provide an inviting target for theft. Do not bring them into camp. If you permit them during travel to and from camp, please leave them in the car during your stay at camp. Youth campers are not permitted to have two-way radios or pagers in camp, as these have proven to be highly disruptive of the camp routine.

Initiations, Hazing & Military Training

Corporal punishment, hazing, initiation of any sort, and military training and drill are not permitted in the Boy Scouts of America.

Leaving the Site

Anyone leaving the camp **at any time** during the week must sign out at the camp office and sign in upon their return. We strongly discourage Scouts from leaving camp during the week. Scouts may only leave with a parent, guardian or other individual designated in writing by a parent. Photo IDs are required. An adult unit leader must accompany a Scout to the office to check out. Adults leaving camp must ensure that the unit still has two-deep leadership.

Pets

No pets are allowed in camp. Please ensure that anyone planning to visit your Pack during the week is also aware of this rule.

Restricted Areas

The following areas are off limits to all campers: The ranger's home and maintenance areas, camp staff living areas, the kitchen and food storage areas (except for authorized adult volunteers,) any program area where staff is not present, and the cliffs along the James River. Scouts may visit the waterfront for beach combing or fishing only when staff is present or when accompanied by an adult leader.

Smoking

Anyone under 18 years old is prohibited from using tobacco in any form while at camp. Adults who smoke must do so out of sight of any youth members. Smoking is prohibited in any tent or building. Cigarette butts must be field stripped and placed in a trash receptacle.

Staff

We work hard to recruit and train the best possible staff to provide a dynamic program in support of your Pack. All have been selected based on Scouting skills, leadership experience, enthusiasm, and maturity. They have one of the most demanding jobs imaginable, and they do it cheerfully because they love Scouting. They have made personal sacrifices to be here for you. Most are members of the Order of the Arrow, Scouting's National Honor Society. Most of the youth are Life or Eagle Scouts, and most of the adult staff has years of Scouting experience.

As we all do, they occasionally make honest mistakes or judgment errors, and will work hard not to repeat them. In such cases, do not confront them or intervene in their work unless there is an immediate safety concern. If you feel that the performance of any staff member does not meet the highest standards of Scouting, please see the Camp Director or Program Director immediately.

Telephones

A phone for outgoing calls is available at the Burton Center. An adult leader must be present for a Scout (with his buddy) to use this phone. Calls must be collect or by calling card, and must be limited to five minutes. Should anyone need to contact a camper on an important matter, the number is:

Office: (757) 294-3912

eFax: (267) 712-3774 *this is fax to email service*

This is our business phone, and cannot be tied up with personal calls, so parents will not be able to speak to their children on this line. Phone messages will be placed in the Pack mailbox; emergency messages will be delivered

as soon as possible. If adult leaders need to receive regular calls at camp, bring a cell phone or pager, or make arrangements to check with their office on a regular schedule.

Trailers

During check-in, you may move a Pack trailer into the campsite and leave it there through the week.

Uniform and Dress Code

The BSA Field Uniform ("Class A") uniform is the expected uniform for retreat ceremonies. At other times, we encourage campers to wear an activity uniform including Scout shorts, Scout belt, and a casual shirt or T-shirt with a Scouting theme. Shirts that promote alcohol, tobacco, or are otherwise inconsistent with Scouting values are not allowed. The camp Trading Post has a limited selection of uniform items including socks, belts, and T-shirts. Not having a uniform should not prevent any Scout from attending camp; however, every effort should be made to ensure that every Scout has one, using every means available: unit and Council fund raising activities, financial assistance from your chartered organization, recycling "experienced" uniforms, etc.

In order to fulfill your t-shirt needs, be sure to pre order them in the correct sizes when you reserve your space in camp. Also, closed-toe shoes must be worn at all times, including during activities at the waterfront. Scouts at **waterfront** activities should bring an extra pair of sneakers or water shoes to wear during those activities. The only exceptions are while in a shower building, inside the pool perimeter fence, or in bed.

Vehicles in Camp

While camp is in session, all Scouts, leaders, and visitors are prohibited from driving past the gate in front of the Health Lodge. One vehicle will be allowed into your campsite during check-in to drop off gear; as soon as it is unloaded, it must be promptly moved to the Burton Center parking lot.

Visitors

Visitors are welcome at any time between 9:00 AM and 9:00 PM. Visitors must sign in at the camp office upon arrival and sign out upon departure. Visitors must be escorted at all times by either a member of the camp staff or a registered camper from their own unit. All visitors must be wearing appropriate clothing (consistent with scouting values), including closed toe shoes.

Meal tickets may be purchased at the Trading Post after checking in at the Burton Center. The cost for guest meals is \$7.50 for adults and \$4.00 for children aged six to ten. Children under the age of six are free. Reservations and meal payments may be made when your unit checks in. After dinner, visitors are encouraged to attend the campfire with their scouts.

Weapons, Knives, Full Axes, Fireworks, Firearms

Pipsico provides all necessary and appropriate equipment for our shooting programs. Personal firearms, ammunition, bows and arrows are not permitted in camp. Also, no water guns are permitted at camp. Sheath knives are prohibited in camp by Tidewater Council policy. Pocketknives may be carried by adult leaders and any Scout who has earned the Totin' Chip. Fireworks & firearms of any kind are prohibited in camp. LEO's please notify the council prior to camp of any special requirements by your department.

Wristbands

In order to comply with BSA policies (youth, staff and adult) are required to wear a wristband while they are at camp. At registration, the unit leader will be issued with color-coded waterproof wristbands for each participant. Any campers or visitors arriving at camp after registration will need to visit the camp office in order to receive a wristband. Lost wristbands can also be replaced at the camp office. As part of our procedures, staff will conduct "wristband checks" during program sessions.

Unit Pre-Camp Checklist

Request Your Unit Committee To:

- ___ Prepare and distribute a **unit summer camp information pack** to include information on Pipsico, travel plans, medical forms, power of attorneys and equipment lists.
- ___ Arrange **transportation**.
- ___ Visit homes of Scouts who are not signed up for camp and encourage them to attend.
- ___ **Collect all fees** and forward them to the Tidewater Council.
- ___ File a **Council Tour Permit** with the Council Service Center (if required).

At A Den or Pack Meeting:

- ___ Review the programs with your Scouts & Parents.
- ___ Review the equipment list with your families.

At A Meeting of Your Pack Leaders:

- ___ Review **unit equipment lists**.
- ___ Review **travel plans**.
- ___ Review **program opportunities**.

At A Parents' Meeting Held At Least Two Weeks Prior To Camp:

- ___ **Confirm travel plans** both to and from camp.
- ___ **Check on progress towards medical examinations** and follow up on any problems.
- ___ Review program opportunities.
- ___ Make sure you have a completed medical (with power of attorney) for each Scout and adult.
- ___ Make sure you have a completed the Media Release form for each Scout and adult (on annual medical exam form).
- ___ Prepare the Camp Roster (included in this guide).
- ___ Make sure you have any receipts received for payment of camp fees and that you have cash or checks for the balance of any fees due for payment at camp.
- ___ Before pulling out of the parking lot to leave for camp make sure that you have everyone that is going, all of the unit's and the individuals' equipment, and that you have the medicals.

How to Get to Camp

Pipsico is located in Spring Grove, Virginia, approximately midway between Norfolk and Richmond. It is about 25 miles off Interstate 295 from Hopewell, Virginia.

Pipsico is centrally located to a host of attractions. The first permanent English settlement at Jamestown is a short distance via the nearby ferry. Many fascinating historical sites from the first 250 years of American history are within easy driving distance (an hour or so). Among these are Colonial Williamsburg, restored colonial plantations, the Revolutionary War battlefield at Yorktown, and Civil War battlefields around Richmond and Petersburg.

For those who want more modern adventure, local amusement parks include Busch Gardens and Water Country USA. A moderate drive from camp brings visitors to the Naval base in Norfolk, the NASA Langley Research Center, the Atlantic Ocean beaches and boardwalk at Virginia Beach, and much more.



