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WESTERN MASS COUNCIL
CUB RESIDENT CAMP



C.S.I.

CUB SCOUT

INVESTIGATORS

2012 CAMP GUIDE

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BOY SCOUTS OF AMERICA®
WESTERN MASSACHUSETTS COUNCIL

Dear Friends,

Allow us to start by saying it is a privilege to be serving as Camp Director and Program Director at the Western Massachusetts Council Cub Scout Resident Camp this summer. We have both been involved with various summer camp programs for several years and it is a pleasure for us to return.

This summer, the resident camp program is based around the Cub Scout Investigators (C.S.I.) theme. We will be implementing this theme throughout the camp experience. You will be receiving more details as the week of camp approaches.

We have a solid group of core staff identifying the program details and helping to recruit the best possible staff of volunteers to work with our Scouts.

This Leader's Guide is your resource to our Cub Scout Resident Camp program. Contained herein, you will find details about our program, our facilities, policies and procedures and the documents that you will need to properly plan and prepare for your summer camp experience with us.

Over the course of the off-season, I would strongly encourage you to contact us if you have any questions or if there is any way in which I can assist you in arranging your camping experience with the Western Massachusetts Council.

We look forward to welcoming you to Cub Scout Resident Camp this summer.

Yours in Scouting,

Vicki Kornacki
Program Director

Dan Shea
Camp Director

WESTERN MASSACHUSETTS COUNCIL POLICIES

Mission of the BSA

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Camp Visitations

Chesterfield Scout Reservation and Horace A Moses Scout Reservation meets all state and local health and safety codes and are reviewed annually during a visitation conducted by the Boy Scouts of America. Our national accreditation assures Scouts a clean, comfortable, safe, fun-filled quality experience.

Nondiscrimination Policy

The camp programs of the Western Massachusetts Council are open to all registered youth regardless of race, creed, color or national origin, ethnic background, sexual orientation, or economic status

PLANNING YOUR SUMMER CAMP EXPERIENCE

Pre-Camp Information

Summer of 2011

- Finalize 2012 camp dates

Fall (October/November)

- Recruit camp leaders (remember, two-deep leadership)
- Plan parents meeting (dates, fees, program)
- Coordinate with incoming Scouts

Winter (December-February)

- Get commitments from parents and Scouts
- Apply for camperships or investigate other funding for Scouts with financial needs
- Finalize key adult leadership
- Give medical forms to Scouts that need them

March

- Follow-up on Scout commitment to camp

April

- Plan a second parents meeting (finalize plans, equipment needs, transportation, etc.)
- Follow up on medical forms

May

- Submit payment for camp program to Council service center
- Collect any outstanding medical forms
- Attend pre-camp meeting

Summer

- Go to Camp!!!! **AUGUST 5 CUB SCOUT RESIDENT CAMP**

Pre-Camp Planning Meeting for Cub Scout Resident Camp

When: Wednesday, August 1st at 6:00 (Subject to change)

Where: Nunes Building, Horace A. Moses Scout Reservation

What you will need:

- Pack roster
- Late campership requests
- Special dietary requests
- Visitor information
- Late Medical forms
- Sunday Cookout and Friday BBQ Ticket order form

• CAMP FEES

Program	Paid in full to by: 5/20/2012	Paid in full after: 5/20/2012
Full Week Resident Camp (Aug 5-11)	\$295	\$320
Full Week Adult or Den Chief	\$90	\$90
Short Week Resident Camp (Aug 5-8)	\$175	\$195
Full Week Adult or Den Chief	\$60	\$60

Family Discount

Each additional Scout attending the same Camp program from the same immediate family will receive a \$20 discount

Day Camp Discount

A \$15 discount applies if the Cub Scout also attended Cub Day Camp.

Meal Fees

Adults who will not be attending for the entire week may opt to buy meals individually at a cost of \$5.00 for breakfast, \$6.50 for lunch, and \$8.00 for dinner. Meal tickets may be purchased at the camp office.

Refunds/Cancellations

Refunds of camp fees (exclusive of deposits) will be considered only if written communication is submitted to the Council Service Center two weeks prior to the scheduled arrival date. Deposits are not refundable. Refunds will be issued for the unused portion (exclusive of deposits) for a Scout who leaves camp for a verifiable medical reason. Homesickness is not considered a “refundable” medical reason. Camp fees are transferable to another Scout in your unit. **No refunds can be granted for any reason after August 31, 2012.**

Camperships

It is the policy of the Western Massachusetts Council that no Scout shall miss the opportunity to attend summer camp for lack of funds. A limited number of camperships are available directly from the Western Massachusetts Council. The necessary form requiring information and certification from both the unit leader and the parent/guardian is provided in the Forms section of this guide. **Campership applications must be submitted on or before May 20, 2012 along with a \$25 deposit.**

WHAT TO BRING TO CAMP

It is important to bring the right gear to camp with you. Below is a list of gear recommended for a week at summer camp.

- Trunk or Pack
- Cub Uniform
 - Cub Shirt
 - Cub Pants or Shorts
 - Cub socks
 - Web or leather belt
- Activity Uniform
 - Short Sleeve Activity Shirt
 - Cub Pants or Shorts
 - Cub socks
 - Web or leather belt
- Sleeping Bag
- Sweater or Sweatshirt
- Raincoat or Poncho
- Sturdy shoes or hiking boots
- Old sneakers for boating
- Laundry Bag
- Toiletries
 - Toothbrush
 - Toothpaste
 - Dental Floss
 - Comb
 - Soap
- Deodorant
- Bath Towel
- Other Personal Articles
- Sunscreen
- Long Pants or Jeans
- Shorts
- Extra clothes
- Swim Suit and Towel
- Flashlight and extra batteries
- Insect Repellant (non-aerosol)
- Water Bottle
- Hat
- First Aid Kit
- Shower Shoes
- Pocketknife
- Watch
- Notebook or Paper
- Pen or Pencil
- Camera
- Spending Money
- Pillow
- Sunglasses

DO NOT BRING:

- Fireworks
- Sheath Knives
- Bows and Arrows
- Alcohol
- Aerosol Can Products
- Drugs
- Firearms
- Ammunition
- Squirt guns
- Un-Scoutlike literature
- Pets
- Cell Phones
- Any and all valuable items

ARRIVAL AND CHECK-IN

Sunday Schedule

1:00 pm	Check-in Begins
5:40 pm	Waiter Call
5:45 pm	Colors
6:00 pm	Dinner
7:15 pm	Waterfront Orientation and Overview of Emergency Procedures*
8:15 pm	Opening Campfire
10:00 pm	Taps

***Required attendance from everyone in camp including all adults**

Vehicles in Camp

Each unit is permitted one trailer that may be kept in-site during the week. Each unit is permitted one vehicle that may enter the camp before 12pm to drop off equipment. That vehicle must be removed from the camp before 12pm. During camp, all vehicles must remain parked in the Main Parking lot. Vehicles that do not comply with this policy are subject to tow at the owner's expense.

Arrival

Scouts should be told to arrive no earlier than 12:00pm on Sunday and gather at their campsite or some other pre-determined location. All gear should be placed at the campsite sign in the Upper Parking lot. No units or individuals may begin the check-in process before 1:00pm, however units may begin setting up their campsite prior to check-in. Units will be meeting their Site Guides at the Main Parking Lot at approximately 12:50pm. The Site Guides will be trained on the proper check-in procedures and units will be guided through the registration process by these staff members. Individual program participants will meet as a group and go through the check-in process as a unit.

Luggage Drop-Off

Gear that is placed at the campsite sign in the Main Parking Lot will be transported to the Unit's campsite while they are going through the check-in process. Please note: because of the risk of transporting propane, our crew will **not** transport propane or any other combustible fuel.

****Western Massachusetts Council Summer Camps and the Western Massachusetts Council are not responsible for any lost, stolen, or damaged items. Please be sure that you clearly mark personal items for easy identification and that you do not set any delicate items to be transported.****

Check-in

Once all of a Unit's Scouts have arrived, the Site Guide will take the Unit down to the Dining Hall to begin the check-in process. The unit leader will begin by reviewing and settling the unit account with the Reservation Director. Without exception, this is the only staff member authorized to settle unit and individual accounts at summer camp. All campers shall then be given wristbands to wear on their right wrist for easy identification. The unit shall then receive a brief Dining Hall orientation.

The Site Guide shall then lead the unit to the Health Lodge for medical check-ins and Waterfront buddy tags. Once this is completed, the unit will then head to the Waterfront for swim checks. After swim checks are completed, the unit will have completed all components of the check-in process. The Site Guide will offer the unit a tour of the camp, if the Unit chooses to do so.

Medical Check-in

In order to have a quick check-in, please make that all completed BSA Health and Medical Records are mailed to the Council Service Center no later than May 31, 2011. Failure to have these forms submitted by this date may result in a delayed check-in process at the Health Lodge. Units that follow the procedure and have turned everything in by the deadline will receive preference in the check-in process and will do our best to get them through as quickly as possible.

An adult leader from the Unit should collect all medications to give to the Health Officer. Another adult should review medical forms with the Health Officer's assistants and receive buddy tags.

Early Arrivals

Early arrivals are generally limited to adult leaders and key youth leaders. Units are required to obtain approval of the Reservation Director at least two weeks prior to arrival. The early arrival form should be turned in at that time. Units arriving early should stop in at the Nunes Building to check-in. All program areas will be closed and strictly off limits before Monday morning. If youth are present, youth protection must be observed at all times.

CAMP RULES AND REGULATIONS

BSA Health and Medical Record

If there is one single item that could be called the most important of camp planning, it is the BSA Health and Medical record. It must be completed and signed in order for a Scout to stay in camp. **No one, youth or adult, will be allowed to stay in camp without a completed BSA Health and Medical Record.**

The Medical Form is required by both the Commonwealth of Massachusetts and the Boy Scouts of America for anybody staying in camp. It must be filled out to show the results of a physical exam by a licensed medical practitioner within the last 12 months. All other sections of the form must be filled out or updated, every year, by the parent/guardian (if under 18). This includes Scouts and adults. The immunization records must have a date on each one. "Up to date" written on them is not acceptable.

The camp is required to keep these forms on record. Units should keep a copy for their records and should encourage parents to do the same. The camp will not be able to return medical forms nor will we be able to provide copies of these forms, so please come prepared.

Required Information

The following must be completed on the BSA Health and Medical Record before your unit arrives in camp:

- Parent/Guardian Signature
- Licensed medical practitioner signature
- Health examination by a licensed medical practitioner within the last 12 months
- All immunizations must have a date
- Indemnification and Talent Release clauses must be signed

Health and Medical Services

Health Lodge

Our Health Lodge is always open to those in need of medical attention. If the Health Officer is not in the Health Lodge, he or she can always be reached through our radio network. There is a base radio in the Reservation Office and the staff have auxiliary radios in most program areas. All of our program areas are equipped with first aid kits that are regularly checked and restocked by the Health Officer. We are required to log any incidents requiring any level of first aid or medical attention.

Medication

All medications must be brought to the Health Officer upon check-in. This includes any non-prescription medications. Scouts may carry rescue inhalers (with a pharmacy label) after the Health Officer logs them in. All prescription medications must be in their original, pharmacy-labeled containers. Unit leaders are asked to assist the Health Officer in making sure that the Scouts requiring medications report to the Health Lodge at the appropriate times.

The Health Lodge stocks several non-prescription medications as directed in the camp physician's standing orders. Medication should not be part of a personal or unit first aid kit. Adults may not retain their own medications. It is required that these medications be listed on the adult's BSA Health and Medical Record. No medication may be kept for, or administered to, Scouts by an adult leader other than the Health Officer while on camp property.

Sickness in Camp

No Scouts that are sick for more than 24 hours may remain in camp. If for some reason a parent/guardian or anyone else listed as a contact cannot pick up the Scout at camp, the unit leader shall be responsible for bringing the Scout home.

Religious Exemption

Requests for religious exemption from medical care and treatment should be directed to the Western Massachusetts Council, telephone 413-418-4002 ext 7033.

Camper Release Form

Parents should fill out this form and submit it with the rest of their paperwork before your unit's arrival in camp. This is especially important in case of a divorce, separation or instability within a Scout's home life. Unit leaders should make sure that the parent/guardian notes who has legal custody of the child and, more specifically, who cannot remove the Scout the property. **Any Scout leaving camp prior to Saturday morning must have this form on file and must secure permission from both a unit leader and the Reservation Director prior to leaving camp.**

Emergency Procedures

The Camp Staff has undergone extensive training so that they are prepared for any emergency situation that might arise in camp. The camp has also created an emergency procedures manual, a copy of which is given out at registration. The camp has emergency phone numbers posted near all telephones, UHF/VHF radio communication throughout the camp, a written agreement with local rescue personnel, the local hospital, and a local physician. If you have any questions on emergency procedures, please ask. During an emergency, your responsibility is for your unit.

Emergency Signals

When you hear the camp siren, you must immediately assemble your unit at the Parade Field (Dining Hall at night or during inclement weather), take a head count, and designate an adult leader to report your attendance to the staff member in charge, and await further instructions. If for whatever reason the Parade Field or Dining Hall are unsafe, the staff will direct you to a safe location. Leaders need to make Scouts aware that emergency vehicles may be traveling the roads as well. Units should stay at the designated location until the all clear is given.

Drills

In accordance with National BSA summer camp policy, an emergency drill will be conducted each week of camp. Unit leaders will not be notified of the time of the drill in order to truly test the response of the camp.

Storms

Whenever a serious storm approaches, everyone in camp should move into the nearest designated shelter. The primary shelter is the Dining Hall. If weather is too severe for those in the Wild Goose side of camp to get to the Dining Hall, the designated area is the Old Timers building.

Lost Bather

- Report situation to Aquatics Director (or any other staff member)
- Aquatics Director and/or the Reservation Director, Program Director, or Ranger will provide directions

Lost Person

- Report situation to the Reservation Office, including as much information as possible
- Reservation Director, Program Director, and/or Ranger will provide directions

Personal Accident

- Give immediate first aid
- Report accident to Health Lodge, Reservation Office, or nearest staff member
- Health Officer will administer medical care and/or make request for assistance

Fire

- Evacuate your unit to Parade Field. Immediately report the location of the fire to the Reservation Office, or nearest staff member
- Check your unit Fire Guard Chart provided at your campsite for further details

Flood, Earthquake, Tornado

- Reservation Director, Program Director, and/or Ranger will provide directions
- Evacuations will follow as directed by local authorities

Youth Protection Policies

The following policies have been adopted by the Boy Scouts of America to provide security for the youth in our program. In addition, they serve to protect adult leadership from situations in which they are vulnerable to allegations of abuse

Two-Deep Leadership – Units are required to provide a minimum of two registered adult leaders or one registered adult leader and a parent of a participating Scout at all times in camp. One must be at least 21 and the other must be at least 18. Co-ed units must have at least one male and at least one female leader. If there is a problem, contact the Camp Director.

No One-on-One Contact – One-on-one contact between youth and adult members, except in parent-child situations, is strictly prohibited. In situations that require a personal conference, the meeting should be conducted in the view of others.

Respect of Privacy – Leaders must respect the privacy of youth in situations such as changing clothes and taking showers. Adult leaders are not permitted to enter a youth shower facility and youth members are not permitted to enter an adult shower facility.

Separate Accommodations – When in camp, no youth is to share or sleep in the same tent as an adult, other than his or her own parent/guardian.

No Secret Organizations – There are no secret organizations recognized by the Boy Scouts of America. All Scouting programs are open to parents and leaders.

All suspicions of abuse must be reported directly to the Reservation Director.

Proper Clothing – Proper clothing for activities is required. Skinny dipping is not an appropriate Scouting activity.

Constructive Discipline – Discipline in Scouting should be constructive and reflect Scouting values. Corporal punishment is not permitted.

Hazing – Physical or mental hazing is strictly prohibited and is not included in any Scouting activities.

Supervision – Leaders must monitor and guide the leadership techniques used by junior leaders and see that the BSA policies are obeyed.

Scout Travel out of Camp

If a Scout requires transportation from camp, the unit will work with the camp to ensure youth protection is followed. On trips away from base camp, two adult leaders must be present.

Reporting Abuse

It is required by law that suspected incidents of child abuse be reported immediately to the state agency having this responsibility.

Communicating with Camp

Phone

In the event that you or someone in your unit needs to contact camp, please use the following numbers:

Camp Office:

(fax)

Western Massachusetts Council:

413.418.4002 x7033

413.236.0902 (fax)

Mail Communications

Please direct all business mail to:

Horace A Moses Scout Reservation

310 Birch Hill Road

Russell, MA 01096

Camp Management

Position	Name	Before July 20th	After July 20th
Reservation Director	Daniel Shea	(413) 594-9196	(413) 568-0211
Program Director	Vicki Kornacki	(413) 212-1678	(413) 212-1678
Camp Commissioner			
Ranger			

Mail Services

The following format should be used when corresponding with unit members in camp:

Scout's Name
Unit Number and Community
Horace A Moses Scout Reservation
310 Birch Hill Road
Russell, MA 01096

Mail will be made available to units immediately following dinner. Please be sure that an adult leader from each unit stops in each evening to pick up any mail that has arrived. Outgoing mail can be dropped off throughout the day at the Nunes Building. In order for outgoing mail to make the mail pick-up of that day, it must be delivered no later than noon of that day.

Food Packages

Food packages mailed to your Scouts at camp should only contain as much food as can be eaten in a single day. Scouts should not store food in their tents.

Cell Phone Policy

It is the policy of the Western Massachusetts Council that use of cellular phones be restricted to the unit leaders only and that any Scout or youth will not be allowed to bring a cellular phone to any of the WMC properties owned or operated by the Council. Unit leaders will be asked to secure any phone found in the possession of any youth, and to keep it safe until the units' time at the property is finished. Any leader may bring their own cell phone for their personal use, and at their own discretion. Reception at HAMSR is unreliable, and the camp will not provide facilities to keep batteries charged. Parents who do need to speak directly with their children may call the Reservation Office.

Unit leaders who allow usage of their personal cell phones do so at their own discretion, and the camp is not responsible for damages or any charges that may appear on their phone.

Homesickness

If for some reason one of your Scouts should begin to feel homesick, the phone and Health Officer are not the answer. Unit leaders who are inexperienced or just want help are encouraged to get their Commissioner involved.

Scout Use of Phones

Scouts that need the use of a phone may only make calls from the Reservation Office and must be done under the supervision of a unit leader. Unit leaders are encouraged to speak with their Commissioner or other camp management before allowing Scouts to call home.

Visitors to Camp

In order to keep camp safe, all visitors must follow the visitor policies.

Drop off/Pickup

Parents, relatives, and friends are welcome on Friday afternoon and Saturday morning for the Closing Ceremonies and during drop-off on Sunday afternoon.

Unit Visitors

Visitors are welcome in camp if invited by their unit and notification is given to the camp ahead of time. Units should fill out the Authorized Visitor Form; this will allow your visitors to pass quickly through visitor check-in. If the camp is not pre-notified, we will dispatch a staff member to find a unit leader from your unit to vouch for the person. Unannounced visits pose a security risk to the camp and we ask that you check the motives of the person before vouching for them.

Once the person has been properly authorized, the camp will allow them to sign in and issue them identification that must be turned in when they sign out. All adults are required to wear this identification to show them as having signed in. We encourage all unit leaders and committee members to come up to visit during the week. For a unit trying to recruit adult volunteers, this is a great opportunity for them to see Scouts in action.

Non-Unit Visitors

If you are not affiliated with a unit staying in camp and wish to visit our facility, please call ahead to arrange a visit before your arrival so that a tour may be arranged.

Meals

Visitors in camp are more than welcome to join their unit during a meal in the Dining Hall. Visitors who wish to do so must purchase a meal ticket from the Trading Post and present this ticket upon entering the Dining Hall. The meal costs are as follows:

Breakfast:	\$5.00
Lunch:	\$6.50
Dinner:	\$8.00

Overnight Visitors

Visitors are welcome to stay overnight if invited by a Unit. Visitors must sign in at the Reservation Office and must be approved by the Reservation Director. They also must provide a full medical form and review it with the Health Officer. The cost for an overnight stay is just the cost of meals.

Following BSA guidelines, units must have two registered adults or one registered adult and one parent of a participating Scout (one age 21 or older and the other age 18 or older) with the Unit at all times. When leadership changes during the week, leaders must sign in and out at the Reservation Office and incoming leaders must pick up identification.

All those who stay overnight, both youth and adult, must have a current BSA Health and Medical Record on file in the Health Lodge.

Leaving Camp

Visitors and Scouts must sign out at the Reservation Office if they are leaving camp prior to the normal Saturday morning departure. In the event a Scout needs to leave camp, please refer to the Pick-up Authorization section.

Campsite Safety

Buddy System

The buddy system should be used at all times. Scouts should never travel alone, even if on bike or on short walks.

Walking Barefoot

Walking in camp barefoot is dangerous. Scouts may only be without their shoes in the immediate waterfront areas, camp showers, and in tents. Shoes must be close-toed so as to protect all parts of the foot.

Clotheslines

Clotheslines should be strung away from trails and should always have something on them. Don't use tent outriggers or guy lines.

Knives

Knives with fixed blades or knives having blades longer than 4" are prohibited for both Scouts and leaders with the exception of knives designated for cooking purposes only. They are to be kept in a sheath when not in use and may not be carried by Scouts at any time.

Food in Campsites

Since food and food odors attract animals, all food maintained in a campsite must be secured in tightly sealed containers. Trash generated during the day should be secured in plastic bags and left at the campsite entrance no later than 5:00pm each day. The Ranger staff will conduct a trash collection run each day of operation on or after 5:00pm. Do not leave trash or garbage in your campsite overnight.

Lanterns and Stoves

Propane stoves and battery or propane lanterns are allowed. The use of liquid fuel may only be used with prior approval of the Camp Director and stored under the supervision of the Ranger.

Flames in Tents

Under no circumstance should there be flames of any kind in tents. **No Flames in Tents!**

Driving in Camp

Camp and vendor vehicles are allowed in camp at the discretion of the Reservation Director and Ranger. During camp, private unit vehicles are not allowed in camp. Private vehicles are to be parked in the Main Parking lot. The Reservation Director alone may grant exceptions to this rule. Anyone driving a vehicle is expected to obey the posted camp speed limit and drive safely. A vehicle operator must be at least 18 years of age to drive on camp property. No one is allowed to ride in the bed of a truck and everyone must wear a seatbelt. Vehicles and bikes must adhere to the camp speed limit. **The camp speed limit is 15 mph.**

Personal Hygiene

A Scout is Clean – Unit leaders are urged to make sure Scout shower regularly. Youth showers are located at both ends of camp. The camp has separate shower facilities for adults and youth, male and female. No person over the age of 18 may shower in the youth showers. No exceptions! Units will be asked to clean the Shower House they use at least once during their stay at camp.

Smoking Policy

Smoking is discouraged at camp, but we recognize the prerogatives of adult leaders. Under no exception are adults to smoke in any camp buildings or in front of youth. It is also strictly forbidden for anyone under the age of 18 to smoke.

Leaders Leaving Camp

Two-deep leadership must be maintained within your unit at all times. Unit leaders are responsible for the supervision of their unit's youth at all times. If sufficient leadership is available and a leader desires to leave camp, the leader must sign out at the Reservation Office. Upon returning, the leader must sign back in at the Reservation Office. **Leaders may not consume alcohol during short, temporary absences from camp.**

CAMP SERVICES

The Chaplain Service

A Scout is Reverent. Each week, the Western Massachusetts Council Summer Camps holds an interfaith service on Wednesday evening at 5:15pm. This is a great time to enjoy friendship and fellowship while experiencing a few moments of worship and giving thanks. Each week's message is based on situations that we all encounter in our daily lives. Join us for a time of thought provoking messages, worship, sharing of thoughts and concerns and inspiration. Come to a place where all are welcome.

Food Services

Our mission is to provide quality service and food to everyone attending summer camp. We believe that a well-fed Scout is a happy Scout. To that end, WMCSO operates its own food service and maintains a dining hall and kitchen facility.

Menu

Our camp menu is planned on a two-week rotating schedule and, as per national standards, is approved by a licensed dietician. A copy of the week's menu will be available at the beginning of each week and posted in the Dining Hall.

Dietary Needs

Anyone with dietary needs or restrictions should feel free to call the Food Service Director or Health Officer so that special arrangements can be made as necessary. Our staff will do its utmost to accommodate food allergies and special diets, but we need to have adequate notice to order food from our suppliers. There is a section on the BSA Health and Medical Record that lists food allergies, but we ask that all special needs be brought to the attention of the Reservation Director ahead of time. Any other food service questions should be directed to the Reservation Director.

The Dining Hall

Our Dining Hall is set up to serve cafeteria style. Our Steward will be present before, during, and after all meals to ensure that service runs smoothly and to coordinate with the kitchen. We ask that questions during the meal be directed to the Steward instead of the Food Service Director and that you cooperate with any requests the Steward may have.

Ice

Bags of ice are available for units to purchase. Ice tickets, redeemable through the kitchen, will be sold at the Trading Post.

Commissioner Service

A great deal of your Unit activities will occur under the leadership of your Unit's Scouts and leaders. However, you are not alone. The Western Massachusetts Council Summer Camps Commissioner Service is here to assist you. Each Unit attending camp has a commissioner assigned to it throughout their stay. The Commissioner is a knowledgeable and dependable program resource for your Unit. They know everything about the camp and its programs.

They can help you get settled into your campsite. They can help you get acquainted with the camp and its program opportunities. They can guide you through the day-to-day operations of the camp. They can help adjust your program to meet your changing needs. They will find solutions to little problems that may arise from time to time, and much more. You can use your Commissioner as your liaison to camp. When you have a question or need help, see your Commissioner first.

At camp, Commissioners are available to ensure that your Unit receives the maximum benefit that the camp experience has to offer. They are able to assist in campsite inspections, special troop programming, and general support. This group has a wealth of knowledge and experience. Take advantage of their assistance; they are a real asset to your Unit's operation.

Quartermaster

Each unit will have a broom, fire rake, shovel, and latrine cleaning items in their campsite upon arrival. If needed, disinfectant and toilet paper will be available from the Quartermaster/Commissioner Building for 20 minutes immediately following each meal.

Camp Equipment

Individuals and units will be charged for repair or replacement of camp property damaged as a result of misuse. The determination of fault shall lie with the Camp Commissioner and shall be determined when Site Guides are reviewing the Campsite Inspection Form with unit leaders on Saturday morning. The value of repair or replacement shall be determined by the Camp Ranger, based on the anticipated cost.

Unit Equipment at Camp

Each unit should bring along their unit flag, campsite furniture, tarps, saws, lanterns, fuel, axes, sharpening stones, fire gloves, and any other items that will make their stay at camp more comfortable.

Photographs

Unit photographs shall be offered to all units. Photographs shall be available on Monday evenings before dinner between 4:45pm and 5:30pm, before dinner. Photographs are included in the participant cost. At the request of our photography service, there is no scheduled time for each unit within the time window – simply show up within the window and photographs will be taken on a first-come, first-served basis.

Adult Leaders' Meeting

On Monday, Wednesday, and Friday morning, there will be a Leader's Meeting for all adult leaders in the Reservation Office at 9:15am. These meetings are hosted by the Camp Management and are meant to be a forum for adult leaders to share their thoughts on how camp is operating, make recommendations, and meet together for a short time. Camp management will also use this time to pass along any updates and reminders of upcoming activities, field questions, and simply be available. One adult leader from every unit is required to attend.

Reservation Office/Nunes Building

At all times, there shall be a staff member assigned to the Reservation Office. During regular business hours, this person shall be the Camp Office Manager. During off-hours, this position shall be manned by an over-18 staff member. Please report any emergencies, direct any questions, and check in and out of camp at the Reservation Office.

The Order of the Arrow

What is the Order of the Arrow? What is Pocumtuc? What does the Order of the Arrow do at summer camp?

The Order of the Arrow (OA) was founded in 1915 by co-founders E. Urner Goodman and Carroll A. Edson, as a means of reinforcing the Scout Oath and Law. Since then, the OA has blossomed, and now acts as the National Honor Society for the Boy Scouts of America. The purpose of the Order is fourfold:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Abiding by the principles of Brotherhood, Cheerfulness, and Service in the Order, the OA serves to help young scouts continue on their Scouting path.

Pocumtuc Lodge is the Lodge of the Western Massachusetts Council. It stands at over 400 members, with over half of them as youth members. Pocumtuc prides itself on its service to others, and will not hesitate to lend a hand in helping out.

The OA also has a strong impact on the Council's camps. This summer, the Lodge will be performing service every week. **Wednesdays** will be dedicated as "OA Day", and both arrowmen and non-arrowmen can choose to give an hour of service to their camp. Also, the OA will be converting arrowmen to Brotherhood members, and it is our hope to increase the Brotherhood member count in the Lodge with the help of summer camp. The Lodge will also host weekly ice cream socials, on the same day as the hours of service, to encourage fellowship between all Scouts, not just arrowmen.

The OA is a tremendously useful resource for all units in the Western Massachusetts Council, and highly encourages Scouts to camp often. We also encourage all Troops to elect arrowmen into the Lodge annually, and our election season starts on January 1st, 2012. Pocumtuc Lodge looks forward to seeing Scouts at summer camp, and also as Arrowmen in the making.



CUB SCOUT RESIDENT CAMP

Basic Overview

Let's begin with a basic overview of the Resident Camp Experience. Scouting is a family adventure and that doesn't stop at camp, in fact, an adult family member accompanies boys attending Cub Scout Resident Camp. The boy and his adult partner will eat meals, attend activities, perform flag ceremonies, and share a campsite with others assigned to their campsite. Traditional campsite names such as Ethan Allen and Crown Point will be replaced with theme related names. Some sites may hold a single Pack, while others may combine two or more packs, based on the size of the Packs and campsites. As part of the Resident Camp experience, each site is encouraged to create a Den Flag and/or a plaque for the dining hall. One Resident Camp Staff member is assigned to each site as the Site Guide; the Site Guide is the Akela for those assigned to that site. On opening day, the Site Guides provide a camp tour and orientation.

The Site Guide will lead the boys and adults through each day's activity rotation and may help the activity leader if requested. For part of each day, the boys will attend activities by rank. Keep in mind that rank is what they will be in the fall, not what they were this past year.

Meals are a special time at camp –in addition to eating, this is when the whole camp participates in showing Scout Spirit through songs and cheers. Who knows what will happen then!! All boys take turns performing waiter duty and some may be called upon to say grace for one of the meals.

Evening activities, including camp-wide Campfires, Vespers, and Storytelling are also scheduled.

Camp Program

Throughout their week at Resident Camp, the Cub Scouts will participate in a variety of age-appropriate activities designed to provide a fun, knowledgeable camping experience. On Monday through Friday, the boys' activity rotations will include: Waterfront, BB Range, Archery, Handicrafts, Nature & Conservation, Scoutcraft, Climbing Wall area, and Den Time. Part of the daily rotation will be by rank, rather than by site, affording additional age /rank specific skills & activities. Saturday, our last day at camp, will include camp-wide games (affording the adults an opportunity to pack for home) and the closing ceremony.

This year we will be offering the short week program as well as the full week. The short-week program will run through lunch on Wednesday. They will experience the regular camping program during their stay and have a special closing ceremony prior to their departure.

Waterfront: The Waterfront staff at the Moses Scout Reservation is BSA certified. They also provide Safe Swim Defense and Safety Afloat training to adults as scheduled by the Camp Office. The Cub Scouts and their adult partners are able to swim and use row boats (in accordance with BSA policy). Instructional swimming and retakes of the swim test are conducted at the discretion of the Waterfront staff, upon request. During the Rank-based rotation, Webelos will have the opportunity to work on Aquanaut or receive canoe instruction.

BB and Archery Ranges: The Range Staff at the Western Massachusetts Council Summer Camps is BSA certified. The range is run in accordance with BSA Shooting Sports guidelines.

Handicraft: This is an area where the boys are allowed to show their creativity and do what boys do best – get messy!

Nature & Conservation: Our Scout Reservation Ranger has a plan for the camp, and we'll help him achieve it!

Scoutcraft: During Rank-based rotation, the boys will be able to learn Scoutcraft skills, especially those Bears who are eager to earn their Whittling Chip.

Climbing Area: Climbing and Bouldering will be offered during the Rank-based rotations by the Western Massachusetts Council Summer Camps BSA certified climbing staff.

Dining Hall: Meals are a special time for songs and skits! This year, the Cub Scouts will be encouraged to take on a more active role by offering grace at meals and “share the yarn” of their site’s Pirate Ship’s sightings, voyages, and conquests!

Evening Program: Opening & Closing Campfires as well as Vespers are traditional evening events at the Western Massachusetts Council Summer Camps.

Saturday Camp-Wide Games: After a week of clue-finding fun, we'll end with one final camp-wide investigation!

Honor Unit Award

This special award recognizes units who participate fully in the summer camp program at the Western Massachusetts Council Summer Camps.

Requirements:

1. Use the Den method (Den flag, patrol yell, Dining Hall plaque)
2. Show Scout Spirit (Uniform for Colors; participate in program areas)
3. Participate in Camp Programs (Vespers, Campfires, Camp Wide Games, OA Event)
4. Maintain a safe, clean campsite on a daily basis and adequately clean toilet and shower facilities on assigned days

The Camp Commissioner will certify completion of the Award and presentation will be made during the Friday Closing Ceremony.

Sunday Cookout and Friday BBQ

The cost of all meals, including the first and last meal at camp, are included in the price each boy pays to attend summer camp. Parents, family and friends are invited to stay for the Sunday Cookout and Friday BBQ. The cost for any additional family member or friend is \$7.00. Each Unit should submit the attached Sunday Cookout and Friday BBQ Ticket order form during the Pre-Camp Meeting. As food quantities are ordered in advance, we are only able to guarantee tickets to those ordered one week in advance.

Sample Daily Schedule

	Morning	Afternoon	Evening	Special Events
Sun		1:00 Arrival Medical and Swim Checks Site Inspections Camp Tour w/ Site Guides Registration	5:45 Evening Colors 6:00 Cookout 7:30 Waterfront Orientation 8:00 Gather for Campfire 8:15 Opening Campfire 10:00 Taps	Cookout Waterfront Orientation Opening Campfire
Mon	6:30 Polar Bear Swim 7:00 Reveille 7:40 Waiters to Dining Hall 7:45 Morning Colors 8:00 Breakfast 9:00-9:40 Activity Period #1 10:00-10:40 Activity Period #2 11:00-11:40 Activity Period #3	12:15 Waiters to Dining Hall 12:30 Lunch 1:15 Siesta 2:00-2:40 Activity Period #4 3:00-3:40 Activity Period #5 4:00-4:40 Activity Period #6	5:40 Waiters to Dining Hall 5:45 Evening Colors 6:00 Dinner 10:00 Taps	Safe Swim Defense and Safety Afloat
Tue	6:30 Polar Bear Swim 7:00 Reveille 7:40 Waiters to Dining Hall 7:45 Morning Colors 8:00 Breakfast 9:00-9:40 Activity Period #1 10:00-10:40 Activity Period #2 11:00-11:40 Activity Period #3	12:15 Waiters to Dining Hall 12:30 Lunch 1:15 Siesta 2:00-2:40 Activity Period #4 3:00-3:40 Activity Period #5 4:00-4:40 Activity Period #6	5:40 Waiters to Dining Hall 5:45 Evening Colors 6:00 Dinner 10:00 Taps	Site Photos Climb on Safely
Wed	6:30 Polar Bear Swim 7:00 Reveille 7:40 Waiters to Dining Hall 7:45 Morning Colors 8:00 Breakfast 9:00-9:40 Activity Period #1 10:00-10:40 Activity Period #2 11:00-11:40 Activity Period #3	12:15 Waiters to Dining Hall 12:30 Lunch 1:15 Siesta 2:00-2:40 Activity Period #4 3:00-3:40 Activity Period #5 4:00-4:40 Activity Period #6	5:40 Waiters to Dining Hall 5:45 Evening Colors 6:00 Dinner 7:00 Vespers 10:00 Taps	Order of the Arrow Day Vespers
Thu	6:30 Polar Bear Swim 7:00 Reveille 7:40 Waiters to Dining Hall 7:45 Morning Colors 8:00 Breakfast 9:00-9:40 Activity Period #1 10:00-10:40 Activity Period #2 11:00-11:40 Activity Period #3	12:15 Waiters to Dining Hall 12:30 Lunch 1:15 Siesta 2:00-2:40 Activity Period #4 3:00-3:40 Activity Period #5 4:00-4:40 Activity Period #6	5:40 Waiters to Dining Hall 5:45 Evening Colors 6:00 Dinner 8:00 Gather for Campfire 8:15 Closing Campfire 10:00 Taps	Closing Campfire
Fri	6:30 Polar Bear Swim 7:00 Reveille 7:40 Waiters to Dining Hall 7:45 Morning Colors 8:00 Breakfast	12:15 Waiters to Dining Hall 12:30 Lunch 1:15 Siesta 2:00 Camp Wide Games	5:30 Closing Ceremony 5:45 Colors 6:00 Dinner 7:00 Depart from Camp	Closing Ceremony

APPENDICES

2012 REQUEST FOR CAMBERSHIP – ONE CAMPING PERIOD ONLY

CONFIDENTIAL

PLEASE PRINT CLEARLY

WMC Cub Scout Resident Camp___ WMC Cub Scout Day Camp___
WMC NYLT___ WMC Eagle Week___ WMC AdVenture Week___
Boy Scout Camp Partner Camp (name): _____

Dates applicant will attend camp: From _____ to _____, 2012.

Scout's Name: _____

Pack/Troop/Crew (Circle one) Number: _____

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email: _____

Please assist the Western Massachusetts Council and our generous benefactors by filling out the following demographic information:

Step 1- Please indicate your Ethnicity (choose one)

Hispanic/Latino non-Hispanic

Step 2- Please indicate your Race (choose one or more that best describes your scout)

White African-American Asian American Indian

Native Hawaiian Asian & White African-American & White

Other: multi-racial

SEE THE NEXT PAGE FOR MORE REQUIRED INFORMATION

Household Income Information

HOUSEHOLD SIZE: Please circle the number of persons living in your household, including yourself.

HOUSEHOLD INCOME: Please circle the total yearly income from all sources for your household that your household is less than under the column for your household size.

FY 2011 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<u>Extremely Low (30%) Income Limits</u>	\$17,300	\$19,750	\$22,200	\$24,650	\$26,650	\$28,600	\$30,600	\$32,550
<u>Very Low(50%) Income Limits</u>	\$28,750	\$32,850	\$36,950	\$41,050	\$44,050	\$47,650	\$50,950	\$54,200
<u>Low (80%) Income Limits</u>	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

SPRINGFIELD, MA HUD METRO FMR AREA FY 2011

Certification

I certify that the information in this application in true, complete, and correct to the best of my knowledge and belief. The household size and household income indicated above is accurate as of the below date.

PARENT'S SIGNATURE _____ DATE _____

APPLICANTS MUST MAKE A DEPOSIT TOWARDS THE CAMP FEE AT THE TIME THEY SUBMIT THE CAMBERSHIP APPLICATION for WMC Programs Minimum Deposit per child: \$25.00**

Parents will receive an email notification regarding campership qualification and amounts.
 Please send completed applications, deposits, and any enclosures to:

**Camperships
 Western Massachusetts Council
 1 Arch Road, Suite 5
 Westfield, MA 01085**

WMC USE ONLY:



Western Massachusetts Council, Inc., BSA
2012 CUB SCOUT RESIDENT CAMP
REGISTRATION FORM



District: _____ Pack #: _____ Cubmaster: _____

Scout's Name: _____ Age (as of July 1, 2012): _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian (print): _____ Email: _____

Phone: _____ Secondary Phone: _____

This will be my Cub Scout's _____ year at camp.

In **September 2012**, my Scout will be a:

____ Wolf (Grade 2) ____ Bear (Grade 3) ____ Webelos I (Grade 4) ____ Webelos II (Grade 5)

I will be attending camp with my Scout:

Name: _____ Relationship to Scout: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Email: _____

Registration Fee - Full Week: \$295 if paid in full by May 20th \$ _____
 \$320 if paid after May 20th \$ _____
 \$90 per adult or Den Chief \$ _____
 Discount of \$25 if also attending Day Camp \$ _____
Total: \$ _____

Registration Fee - Short Week: \$175 if paid in full by May 20th \$ _____
 \$195 if paid after May 20th \$ _____
 \$60 per adult or Den Chief \$ _____
 Discount of \$15 if also attending Day Camp \$ _____
Total: \$ _____

Please make checks payable to Western Massachusetts Council, Boy Scouts of America

Credit Card Payment: VISA MasterCard American Express Discover

Card Number: _____ Expiration Date: ____/____ Signature: _____

MEDICAL FORM ATTACHED: *Parts A, B, and C of the BSA Annual Health and Medical Record are required for all youth and adults who will be at camp for one or more days.*

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

WESTERN MASSACHUSETTS COUNCIL SUMMER CAMPS

PICK-UP AUTHORIZATION FORM

This form must be completed prior to camp for any Scout needing to leave camp. We will not be able to release a Scout unless this form is on file.

Procedure:

1. The adult must sign in as a visitor and notify the Office Manager or staff member on duty
2. The adult must be listed on this Pick-Up Authorization Form
3. The adult must be positively identified with a government issued photo identification
4. The bottom of this form completed and signed by: the adult, a Unit Leader, and a camp staff member
5. The Reservation Director **must** be notified prior to any Scout leaving camp
6. The Scout may then be released to the adult

Scout Name: _____ DOB: _____

Address: _____

City: _____ State: _____ Zip: _____

Pack/Program: _____ District: _____ Council: _____

Unit Leader at Camp: _____

The following individuals have authorization to pick up my child during his/her stay at camp. Please include your own name.

1. _____ Relationship: _____ Phone: _____

Address: _____

Town: _____ State: _____ Zip: _____

2. _____ Relationship: _____ Phone: _____

Address: _____

Town: _____ State: _____ Zip: _____

3. _____ Relationship: _____ Phone: _____

Address: _____

Town: _____ State: _____ Zip: _____

Parent/Guardian Signature: _____

Date: _____ Phone: _____

Picked up by: _____ Date: _____

Unit Leader Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

Reservation Director Authorization: _____ Date: _____

(Reservation Director must be notified prior to a Scout leaving camp)