



Boy Scout Summer Camp

A Nationally Accredited Boy Scout Camp

2018 Leaders' Guide

Western Massachusetts Council

1 Arch Road, Suite 5 - Westfield, MA 01085

Phone (413) 594-9196

Toll Free (800) 649-1735

Fax (413) 562-1041

2 South Street, Suite 125 - Pittsfield, MA 01201

Phone (413) 594-9196

Toll Free (800) 649-1735

Fax (413) 236-0902

www.wmaScouting.org

Welcome to Boy Scout Camp

WESTERN MASSACHUSETTS COUNCIL BOY SCOUTS OF AMERICA



Welcome to Summer Camp 2018 at the Horace A. Moses Scout Reservation.

The Boy Scouts of America defines the three aims of Scouting as growth in moral strength and character, participating citizenship, and the development of physical, mental, and emotional fitness. To help accomplish these aims, one of the key methods is the Outdoors experience.

Robert Baden-Powell once said, "A week of camp life is worth six months of theoretical teaching in the meeting room."

The BSA enhances his view by describing the Outdoors method as follows:

Boy Scouting is designed to take place outdoors. It is in the outdoors that Scouts share responsibilities and learn to live with each other. It is here that the skills and activities practiced at troop meetings come alive with purpose. Being close to nature helps Scouts gain an appreciation for God's handiwork and humankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.

Troops come to camp to supplement their own unit program. Scouts come for fun and adventure. A Scout's week at camp will not be solely measured or defined by making progress towards rank advancement or earning merit badges and other awards. It will be remembered based on his experiences and adventures, daring to try new things, failing and succeeding, trying it himself. As time goes on, the stories will naturally become exaggerated (I know!) - the trails were steeper, the water colder, the mile swim longer, the activities more challenging, merit badges tougher, and so on. But, isn't that what it's all about? A game with a purpose.

You'll see several physical changes and improvements at camp including our new expansive deck around the Trading Post and Scoutmaster deck. Sit, relax and enjoy fellowship with other Scouts.

The theme this summer is *Island Oasis*. Many of our activities, meals and program will be centered on the theme. Troops are encouraged to have fun with this (costumes, decorations, cheers, etc.)

The entire camp staff looks forward to a great summer experience for the boys and adult leaders. Leaders should take advantage of our expanded adult training opportunities, and the distinguished Scoutmaster's Merit Badge.

These are exciting times for Scouting in the Western Massachusetts Council and at Moses Scout Reservation. We appreciate you joining us this season. Please don't hesitate to contact me if you have any questions.

Summer Camp provides all of us a week of living the Scouting program! I'll see you at the Horace A. Moses Scout Reservation.

Bob Walz
Camp Director
Western Massachusetts Council
CampDirector@wmascouting.org



Prepared. For Life.™

Table of Contents

Welcome	1
Event Registration.....	4
Important Pre-Camp Information, Dates & Fees.....	4
Sunday – Welcome to Camp Schedule.....	6
Daily Camp Schedule	10
Miscellaneous.....	11
Directions to the Horace A. Moses Scout Reservation	11
Camp Office	11
Signing In and Out of Camp	11
Telephone: (413) 568-0211	11
Mail and Correspondence	11
Internet at Camp	11
Unit Radios	11
Rifle and Archery Ranges.....	11
Medical Checks.....	12
Health & Safety in Camp.....	12
Youth Protection Policies.....	12
Scout Travel Out of Camp.....	13
Unauthorized Persons in Camp	13
Alcoholic Beverages, Smoking, Fireworks, and Pets.....	13
Vehicles in Camp	13
Adult Leadership.....	13
Campsite Obligations.....	13
Damage to Camp Property	11
Maintenance Request	11
Unit Equipment	11
The Scout Uniform in Camp.....	11
Campsite Safety	11
Showers & Toilets	11
Camp Trading Post.....	11
George W. Magee Fund.....	12
Additional Program Materials Fees	12

Emergencies in Camp.....	12
Food Service Plans	14
Provisional Campers	15
Camp Commissioner Service	15
Programs for Leaders	15
Adult Leader Training	16

Event Registration

Log into the council website (www.wmascouting.org/summer-camp) to do the following:

1. Reserve a campsite for the appropriate week of camp, if you have not done so already. The reservation includes payment of a \$50 site deposit (which is put towards your total balance), and selection of your top 3 campsite choices.
2. Pay the \$50 per Scout deposit that is due February 28. This step is important because it gives us a preliminary roster for camp which allows us to ensure we have the appropriate number of staff.
3. Pay balances for the Scouts who are attending camp with your unit.
4. Sign up your Scouts for merit badges and other programs (Project C.O.P.E., ATVs, etc.).
5. The Tentaroo system allows you to track your boys' progress during the week. The staff updates attendance and completed requirements on a daily basis.
6. Blue cards are managed in Tentaroo. The system gives you the ability to print blue cards when you return home. If all of the requirements have been completed, the counselor's digital signature is on the card. If not, the card prints out as a partial. All merit badge information is stored in Tentaroo for many years, so you will be able to print cards from previous years if a blue card is lost. This is particularly important for those Scouts preparing for their Eagle Board of Review.

Important Pre-Camp Information, Dates & Fees

For those who may not be able to access **Tentaroo**, contact Steve Roberts at (413) 594-9196.

Reserving Your Place

- ___ Units register using **Tentaroo**. A **\$50 troop site deposit (to be applied to camp fees)** is due at the time of registration. (Please note that no balances will be carried forward from previous years to cover this deposit.)
- ___ Scouts wishing to register as **provisional campers** should register using **Tentaroo**.

Preliminary Roster with Deposits

Due February 28

- ___ Submit a preliminary number of Scouts and adults and pay the \$50 *per Scout*. Deposits are transferable if a Scout is not able to attend camp. Complete this using **Tentaroo**.

Spring

- ___ A **Troop Parent's Night** is planned for camp promotion. If you'd like someone from the Council to assist with this promotion, contact the Council Service Center to make arrangements.
- ___ The troop committee meets to discuss camp. **Two-deep leadership for** camp should be arranged. Both leaders must be registered Scouters. One must be 21 years of age or older.

Campership Applications

Due April 1

- ___ Scouts with financial needs apply for **campership assistance** using the **Campership Application**. This is a paper form available on the council website or at the council service centers.

Early Bird Fees Paid

Due May 15

- ___ Scouts register for camp by May 15 and pay in full for early bird fee. After May 15, the fee increases as shown below. Add individual Scouts names and make payments using Tentaroo.

***Any Scout attending Boy Scout Resident Camp who has paid their total balance by the Early Bird deadline of May 15, 2018, will receive a commemorative Council Shoulder Patch. The unit leader receives a special limited edition version of the commemorative Council Shoulder Patch if at least 50% of those attending camp in their unit have paid in full by the Early Bird deadline of May 15, 2018.

Medical Forms

Due June 1

_____ **Medical forms (Parts A, B & C)** for all Scouts and all adults staying overnight should be completed and 2 copies should be returned to the troop. One copy (with Unit #) should be sent to the Council Service Center by June 1 for nursing review. **Medical forms submitted prior to camp will allow your unit to register more quickly on Sunday.** The unit should bring a second copy with them to camp, and the original should be kept by the Scout's family.

***Note:** State law prohibits campers without a completed medical form from staying in camp. This includes any forms that do not have the doctor's signatures and immunization dates. State law requires a tetanus shot within the last ten years. If complete immunization records are available, they should be attached to the medical form.*

Merit Badge/Troop Activity Selections Due Mid June

_____ **Merit Badge Selections:** Each Scout attending camp should make his merit badge selections in **Tentaroo**. Details of each badge offered during camp can be found in the accompanying **2018 Summer Camp Program Guide**. Every effort will be made to accommodate each Scout's requests.

_____ **Troop Activity Selections:** Your unit's Patrol Leader's Council should hold a meeting to plan for camp (i.e. activities, meal plan, etc.). An **Activities Planning Sheet** is available on the council website. Sign up for activities at one of the pre-camp meetings. Note – COPE and shotgun fees are no longer required.

Pre-Camp Meetings

June 18 & 21

_____ Pre-Camp Meetings are held to provide units with the latest updates as they get ready for summer camp, sign-up for afternoon troop activities, and ask questions. The meetings will be held upstairs at the **Westfield Council Service Center** and begin promptly at **7:00 pm**. The Scoutmaster and Senior Patrol Leader should plan to attend the meeting for your week of camp. You can attend either meeting.

If your leaders cannot attend either meeting, send your afternoon activity requests to the Council Service Center or email them to Program@wmascouting.org.

Full Fee Paid

Due June 30

_____ Scouts who have not already paid for camp must pay in full by June 30. After this date, the fee increases as indicated below. *This does not apply to new Scouts or Webelos who have just crossed over.*

Refunds

Refunds are handled on a case-by-case basis. Email requests to steven.roberts@Scouting.org.

Fee Schedule for the 2018 Summer Camp Season

For troops attending with their own leadership, and for Scouts attending NYLT or with the Provisional Troop.

The complete 2018 Summer Camp Fee Schedule can be found downloaded from www.wmascouting.org/summer-camp

Troop Deposit (Applied to camp fees)	\$50
Deposit due by February 28 (per Scout)	\$50
Paid in full by May 15 (Early Bird)	\$385
Paid in full from May 16 to June 30	\$405
Paid after June 30	\$425
New Scout/ Webelos regardless of registration date	\$385
Extra Unit Adults	\$100
CITs (per week)	\$100
Siblings: First Scout pays fee based on date of payment, siblings receive discount	\$25 discount
Additional Weeks: Scouts who attend multiple weeks receive a discount for each additional week.	\$50 discount

Sunday – Welcome to Camp Schedule

1:00 pm – 4:00 pm	<p><u>Camp Opens & Unit Check-In Begins</u></p> <p>Camp will open at 1:00 pm for units to begin arriving. You should not plan on arriving before 1:00 pm, because the staff will not be prepared to check you in. The camp is closed on Saturday. Units are prohibited from arriving on Saturday afternoon unless prior arrangements have been made with the Camp Director and Ranger.</p> <p>Proceed to the main parking lot where you'll be greeted by members of the staff. Signs and staff will direct and assist you as you enter the camp. Unload your gear at the sign for your campsite. Your gear will be transported to the site for you. You'll meet your site host who will assist your unit through the check-in process, take you on a camp tour and serve as your liaison during the week.</p> <p><u>Unit Pictures – Pavilion</u></p> <p>Once the unit is all present, you'll have your troop picture taken near the pavilion on the parade field. Scouts and leaders should come to camp wearing their uniforms for pictures, along with their bathing suits underneath. Uniforms can be taken off after pictures and you'll be ready for swim checks. Swim checks are part of the overall check-in process before heading to your campsite to set-up.</p> <p><u>Unit Check-in – Manor House</u></p> <p>The unit leader and Senior Patrol Leader of each unit should be present for unit check-in. When the unit is all present, your site host will guide you through the check-in process. <i>The Scoutmaster will check in the whole unit at one time.</i></p> <p>You will need the following when checking in your unit:</p> <ul style="list-style-type: none">• A roster with the names and telephone numbers of all Scouts and leaders present at camp.• The names and telephone numbers of all Scouts who are registered, but not yet in camp.• Any unpaid balances must be paid at this time. <p><u>Medical Checks/Wrist Bands – Manor House</u></p> <p>Immediately following unit check-in, any members of your unit (youth or adult) for whom the medical staff has questions or who have medications will meet with the staff. Any camper with food allergies will be asked to have their picture taken to make it easier for the kitchen staff to identify them. All other members of the unit will proceed directly to receive their wrist bands. Every camper will receive a buddy tag for swimming and a wristband that must be worn at all times during camp. The unit leader should bring an extra copy of all medical forms to camp, along with all medications <u>IN ORIGINAL PACKAGING with original labels!</u></p> <p><u>Camp Tour/Swim Tests</u></p> <p>After receiving wrist bands, your host will take your unit on a tour of camp, ultimately arriving at the waterfront for swim tests. Swim tests may be done prior to camp, but we reserve the right to retest any Scout or leader before swimming! This is a precaution for the safety of our campers and staff!</p>
5:45 pm	<p><u>Evening Colors & Camp Opening</u></p> <p>Join us for evening colors and the opening of camp at the flag pole by the dining hall.</p>
6:00 pm	<p><u>Opening Cookout</u></p> <p>Held outside the dining hall.</p>
7:00 pm	<p><u>Leader's Meeting</u></p> <p>There will be a meeting for the unit leader of each unit at the Manor House. We would like to welcome you to camp and share some important safety and emergency procedures, as well as update you on any last-minute program changes.</p>
7:30 pm	<p><u>Waterfront Orientation</u></p> <p>The waterfront orientation is required for all campers and adults. Here you will learn about safety procedures and other important waterfront information.</p>
8:30 pm	<p><u>Opening Campfire</u></p> <p>Join the 2018 camp staff for the opening campfire!</p>
10:30 pm	<p><u>Taps</u></p>

Daily Camp Schedule

Sunday		1:00pm Unit Arrival /Check-In Camp Tour w/ Site Host Medical Rechecks Swim Tests Program Confirmation	5:45pm Evening Colors 6:00pm Opening Cookout 6:45pm Leaders' Meeting 7:30pm Waterfront Orientation 8:30pm Opening Campfire 10:30pm Taps
Monday	6:30am Polar Bear Swim 7:00am Reveille 7:30am Buffet Breakfast 8:15am Morning Colors 9:00am Morning Instruction Periods Begin 10:30am Leaders' Meeting	12:15pm Buffet Lunch 1:15pm SPL Meeting Siesta 2:00pm Activity Period #1 3:00pm Activity Period #2 4:00pm Activity Period #3	5:45pm Waiters to Dining Hall 5:50pm Evening Colors 6:00pm Dinner 7:00pm Vespers 7:30pm Evening Programs 10:30pm Taps
Tuesday	6:30am Polar Bear Swim 7:00am Reveille 7:30am Buffet Breakfast 8:15am Morning Colors 9:00am Morning Instruction Periods Begin 10:30am Leaders' Meeting	12:15pm Buffet Lunch 1:15pm SPL Meeting Siesta 2:00pm Activity Period #1 3:00pm Activity Period #2 4:00pm Activity Period #3	5:45pm Waiters to Dining Hall 5:50pm Evening Colors 6:00pm Dinner 7:00pm Evening Programs 10:30pm Taps
Wednesday	6:30am Polar Bear Swim 7:00am Reveille 7:30am Buffet Breakfast 8:15am Morning Colors 9:00am Morning Instruction Periods Begin 10:30am Leaders' Meeting	12:15pm Buffet Lunch 1:15pm SPL Meeting Siesta 2:00pm Activity Period #1 3:00pm Activity Period #2 4:00pm Activity Period #3	5:45pm Waiters to Dining Hall 5:50pm Evening Colors 6:00pm Dinner 7:00pm Evening Programs 10:30pm Taps
Order of the Arrow Day			
Thursday	6:30am Polar Bear Swim 7:00am Reveille 7:30am Buffet Breakfast 8:15am Morning Colors 9:00am Morning Instruction Periods Begin 10:30am Leaders' Meeting	12:15pm Buffet Lunch 1:15pm SPL Meeting Siesta 2:00pm Activity Period #1 3:00pm Activity Period #2 4:00pm Activity Period #3	5:45pm Waiters to Dining Hall 5:50pm Evening Colors 6:00pm Dinner 7:00pm Evening Programs 10:30pm Taps
Friday	6:30am Polar Bear Swim 7:00am Reveille 7:30am Buffet Breakfast 8:15am Morning Colors 9:00am Morning Instruction Periods Begin 10:30am Leaders' Meeting	12:15pm Buffet Lunch 1:15pm SPL Meeting Siesta 2:00pm George Magee Camp-wide Activity 3:30pm Afternoon Social Activities	5:50pm Evening Colors Advancement Ready 6:00pm Tropical Feast 8:30pm Closing Campfire 10:30pm Taps
Tropical Day			
Saturday	7:00am Reveille 8:00am Breakfast 8:45am Check-Out w/ Site Host 9:25am Assemble for Closing 9:30am Closing Ceremony 9:45am Departure		

*Projected schedule, subject to change

Miscellaneous

Directions to the Horace A. Moses Scout Reservation

Take the Mass Pike to Exit 3 Westfield.

Turn RIGHT off the exit onto Route 10/202 South and drive toward the center of town. Turn RIGHT onto Route 20 West. Follow Route 20 to Route 23. Turn LEFT up the hill. Take your first LEFT onto General Knox Road.

The camp entrance is on your RIGHT on Birch Hill Road.

Drive slowly (speed limit is 15 mph throughout camp) up the hill to the parking area in the Parade Field on the right.

Have a GPS? Set it to 310 Birch Hill Road, Russell, MA 01071

Camp Office

The camp office is located in the Manor House. During the day, the camp clerk will be in the office. During off-hours, contact either the health officer at the health lodge or the camp director. Please report any emergencies, direct any questions, or check in and out of camp at the office.

Signing In and Out of Camp

Everyone (adult or youth campers, visitors) who enters or leaves the camp during the week must sign in/out at the camp office except during Sunday arrival and Saturday departure. Occasionally, it is necessary for a Scout to leave during the camp session. **The medical form contains a list of individuals who ARE authorized and who are NOT authorized to pick up a boy from camp.** At least one adult must be listed in the authorized section. If your child may not leave camp with a particular individual, please notify the camp director and your son's unit leader of the situation. We are required to confirm the identity of each adult who is removing a child from camp (a driver's license is preferred) for any reason. As a courtesy to our staff, please give **at least a 1 day notice** for a boy to leave camp for a non-emergency.

Telephone: (413) 568-0211

In case of emergency, parents may contact the camp office. Please advise parents that it is not possible to immediately contact their son to get him to a phone. Please leave a message with the person answering the phone, and your son or leader will be contacted as soon as possible.

Mail and Correspondence

Scouts love to get mail and care packages from home. Please inform parents of the camp address below. Keep in mind that if you are sending something, please mail it no later than Tuesday to ensure that items are received in time.

**Scout's Name and Troop # Moses Scout Reservation
310 Birch Hill Road
Russell, MA 01071**

To save postage, write your letters and notes in advance, write on the envelope the day of the week the letter is to be opened, and send your correspondence along with your unit leader.

Internet at Camp

WiFi is available for adult leaders, and is password protected. Use of the camp's WiFi is limited, and all users must agree to follow the camp's Acceptable Use Policy before access will be given.

Unit Radios

Each unit will be provided with a radio that can be used to contact the camp director and other staff in the case of an emergency. These radios should be charged during the day (special charging stations in the Manor House) and be present in the campsites during the night.

Rifle and Archery Ranges

Only camp rifles and ammunition may be used at summer camp. Only camp bows may be used in camp. Safety and Massachusetts gun laws mandate this to promote the safety and well-being of all campers. No other guns, weapons or ammunition are allowed in camp.

Medical Checks

Each person's medical form will be reviewed by the camp health officer **prior to arrival**. In the cases where there are questions or for those with medications, the person will meet with the camp health officer upon arrival. All Scouts and adults registered in camp **MUST** have a completed medical and immunization form signed by their family doctor. Anyone without these records cannot remain at camp. The necessary forms are available at the Council Service Center. Due to state law and BSA requirements, **NO OTHER FORMS CAN BE ACCEPTED. PLEASE SUBMIT YOUR COMPLETED MEDICAL FORMS (PARTS A, B & C) FOR ALL SCOUTS AND ADULTS COMING TO CAMP BY JUNE 1.**

Notes on the medical form:

- Requires physical exam within 24 months (updated yearly); tetanus shot within the past ten years.
- Completed and signed by a doctor or licensed health-care practitioner.
- Signed by a parent or guardian.
- Adults over 40 require a yearly physical.

The camp reserves the right to remove any Scout or leader who might endanger the health of other campers.

Health & Safety in Camp

The health lodge is well equipped and capably staffed by trained personnel. Please comply with the following points:

- **All medications (prescription and over-the-counter) must be administered under the supervision of the Health Officer and must come to camp in their original packaging!** Certain medications (such as asthma inhalers and bee sting epi-pens) may be carried by the user after check-in with the nurse.
- At the first sign of illness or injury, bring the Scout or adult to the health lodge.
- Camp insurance will cover only those claims that are treated by the health lodge staff.
- When serious accidents or illness occur, parents will be notified immediately by camp personnel.
- In case of emergency, Scouts will be taken to the hospital. Unit leaders may be requested to drive.
- If a Scout must be confined to bed away from his unit, his parents will be advised to have him return home for recuperation.
- Forms are available for any Scout or leader requesting a religious exemption.

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.

1. **Two-Deep Leadership** – Units are required to provide a minimum of two registered adult leaders at all times during camp. **Both must be at least 21 years old.** Co-ed units must have at least one male and at least one female leader. If there is a problem, contact the camp director.
2. **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.
3. **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.
4. **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.
5. **No Secret Organizations** – There are no secret organizations recognized by the Boy Scouts of America. All Scouting programs are open to parents and leaders.
6. **Proper Clothing** – Proper clothing for activities is required. Skinny dipping is not an appropriate Scouting activity.
7. **Constructive Discipline** – Discipline in Scouting should be constructive and reflect Scouting values. Corporal punishment is not permitted.
8. **Hazing** – Physical or mental hazing is strictly prohibited and is not included in any Scouting activities.
9. **Supervision** – Leaders must monitor and guide the leadership techniques used by junior leaders and see that all 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 camp, two adult leaders must be present.

Unauthorized Persons in Camp

The Western Massachusetts Council takes very seriously the safety of its campers and all involved in the Scouting program. If you happen to notice an individual who looks or acts suspiciously, i.e., emerging from the woods or just wandering around aimlessly, you should do the following:

1. Do not jump to conclusions or take things into your own hands. Keep an eye on the individual, and send another adult leader to contact one of the following in order of sequence.
 - a. **Camp director or camp ranger**
 - b. If the above are not immediately available, contact the **program director or any area director**, who will contact the camp director and/or camp ranger.
2. Once camp leadership is notified, they will assess the situation with your assistance and make a determination of what action should be taken.

Alcoholic Beverages, Smoking, Fireworks, and Pets

No alcoholic beverages are permitted on the Scout Reservation. Per Massachusetts Regulation 430.165 smoking is not permitted on camp property. No fireworks are allowed on Scout property. Leave Fido at home. No pets are allowed while at summer camp!

Vehicles in Camp

Leaders are required to park their vehicles in the designated parking lot. Parking regulations will be strictly enforced to ensure right of way for camp and emergency vehicles. **Illegally parked vehicles will receive one warning after which they are subject to towing.** All drivers are requested to respect the **15 MPH speed limit on all camp roads.** No passengers are to be transported in the beds of trucks, trailers, or campers for any reason. Motor vehicles are prohibited on roads going through campsites and program areas. These roads are for service vehicles only. This rule is in place for your safety, so please abide by it. Contact the camp director if someone in your unit has special transportation needs and we will work to accommodate these needs.

Adult Leadership

Two adult leaders are required for each unit in camp. There is no charge for these leaders. **Both leaders must be over 21 years of age;** other assistants must be over 18. Additional adults are welcome and will be charged \$100 for the week or for individual meals at the rates of \$4.00 for breakfast, \$6.00 for lunch, and \$8.00 for dinner. Remember that any adult staying overnight must be registered members of the Boy Scouts of America and have a completed medical form- Parts A and B completed unless they plan on using the waterfront or staying more than 2 nights. Check in with the health officer upon arrival at camp, and wear a wrist band.

Campsite Obligations

The camp reserves the right to transfer a troop from one site to another when necessary. This also applies when troop registration exceeds the maximum capacity of the site. If your unit cannot fill the site to the maximum capacity, we may move another unit into your site in order to achieve the site's most efficient use. Each site has platforms set to meet its maximum number determined by the Council Camping/Maintenance Committees. In the event that you exceed the maximum listed, you will either be moved to a larger site or **the camp director may request that you set up an additional tent** (supplied by the camp) for every two additional Scouts. The tent will be set up with the help of your site host. The camp provides one cot per person. **No platforms may be moved without the consent of the camp director or camp ranger.**

Campsite	Maximum	Campsite	Maximum
Bunker Hill	42	Nathan Hale	24
Champlain	18	Pynchon	28
Crown Point	22	Ticonderoga	30
Ethan Allen	32	Saratoga	34
Fallen Timber	34	Yorktown	24

Damage to Camp Property

Repair/replacement fees will be assessed for any damaged or missing equipment or facilities at check-out. It is understood that normal wear and tear happens at camp, but your care helps keep costs down.

Maintenance Request

If a unit notices that maintenance is needed on their site, a CTS, etc. during the week, please fill out Maintenance Request Form located in your campsite binder and turn it in at the daily leader's meeting or in to the camp office.

Unit Equipment

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

The Scout Uniform in Camp

The Scout uniform is an important part of the Scouting program. The **full field uniform** should be worn at the morning and evening colors ceremonies, during the evening meal, and during the opening and closing campfires. An activity uniform may be worn during the day. T-shirts should reflect Scouting values. Encourage your Scouts to wear their uniforms by setting the example yourself.

Campsite Safety

Please share the following important safety tips with all of the members of your unit:

1. **Buddy System** – The buddy system should be used at all times. Scouts should never travel alone, even if on short walks.
2. **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.
3. **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 brought to the dumpster behind the dining hall.
4. **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.
5. **Flames in Tents** - Under no circumstance should there be flames of any kind in tents. **NO Flames in Tents!**

Showers & Toilets

Showers are available at camp. We ask the cooperation of troop adult leadership in careful supervision of the shower areas and in leaving the shower house neat and orderly.

Units share the responsibility of keeping the shower houses, CTSs, and latrines clean and sanitary. A duty roster will be distributed to unit leaders at the start of each week. Unit leaders are required to verify that their unit properly cleans their assigned area after lunch on the day assigned. Camp commissioners will inspect the facility every day at 2:00 pm to ensure it has been properly cleaned. Please immediately notify the camp director or ranger if you experience any problems with these facilities or any plumbing problems.

Camp Trading Post

The Trading Post is for Scouts and leaders and provides personal comfort items, handicraft projects, and outdoor skills materials. Snacks, drinks and camp souvenirs are also available. The hours are posted at the Trading Post. Payments at the trading post may be made by cash, check or credit card. **Unit account information is not available at camp.** If Scouts wish to set up a pre-paid account at the trading post, they should see the trading post manager.

George W. Magee Fund

As you travel around camp, you will note many buildings, like the pavilion on the parade field, that have a sign indicating they were erected with money provided by the **Magee Fund**. This fund contributes money annually to camps across Massachusetts to assist in providing the best possible facilities for Scouts. During camp you will hear more about this fund and its founder, **George W. P. Magee**. The Friday afternoon camp-wide event will be run in his honor.

Additional Program Materials Fees

Personal - Scouts may want to bring personal spending money for the trading post, handicraft items, archery kits, basketry supplies, advancement books, snacks, shotgun ammunition, and deposit for additional weeks at camp. Personal merit badge books are required for some programs. Plan on \$5 for each merit badge book needed.

Troop - The troop may want to bring funds for Dutch oven cooking materials and awards to be purchased at the trading post.

C.O.P.E. & Shotgun – no longer required in 2018

ATV – The cost for the ATV course is \$35. If the class is not full, adults are invited to participate. The cost for the **ATV Night Ride** is \$25 (must have previously completed the ATV certification course).

Troop Pictures – An electronic copy of your troop picture will be emailed to the Scoutmaster at no cost.

Emergencies in Camp

It is essential that all leaders, campers and staff be familiar with the following emergency procedures. Please take a few minutes to review these procedures with your unit.

What to do:

1. When the siren sounds, all program areas will close immediately. **Everyone MUST report to the flagpoles outside the Nunes Building** (in front of the trading post).
2. The unit leader will assemble (**standing**) the unit separately from other units and will take a head-count of Scouts and adults. The camp commissioner will be present to collect the report.
3. When all leaders and campers are accounted for, further instructions will be given.

ALL CLEAR!

When the emergency (or drill) is over, the camp will be dismissed by the camp director or program director. Leaders, campers and staff will resume a normal program.

DRILLS

A camp that is prepared has few emergencies. Should an emergency arise, it is essential that everyone in camp know how to respond. Drills will be held to insure that everyone knows what to do, and can do so calmly and effectively. Drills are a very serious matter and we expect everyone will treat them in that manner.

DIRECTIONS FOR SPECIFIC EMERGENCIES

Medical Emergency & Major Accidents

1. Give the necessary emergency first aid. Do not move an injured person except to prevent further injury.
2. Send two runners to the health lodge. **Do not call 911**. Response time from medical personnel at the camp is ALWAYS FASTER than from emergency services. **If a radio is available please use it to notify camp staff.**
3. The runners will report the location and type of medical emergency.
4. The camp nurse will administer the necessary care and determine the need for further treatment.

Lost Person

1. The troop leadership will conduct a preliminary search of the campsite, individual tents and the immediate area.
2. If unsuccessful, the Scoutmaster will report the situation to the camp director and will provide a description of the missing person, including where he was last seen.
3. The camp director will organize a search party or take other action as needed.

Communications

1. During an emergency, the telephone will be used only for calls pertaining to the emergency.
2. Only the camp director or his designee will notify the Scout executive of camp emergencies. Only the camp nurse, camp director, or their designee will contact the parents of a sick or injured Scout.
3. In the event of an emergency, please refrain from making any comment to newspaper or television personnel. Refer all questions to the camp director or his representative.

Hot Weather

1. During periods of extremely hot weather, we will modify program plans to prevent Scouts from engaging in strenuous activities. We may recommend to leaders they bring their Scouts to the waterfront to cool off.
2. Water jugs will be dispersed around camp and will be located at the trading post. Stay hydrated!

Earthquake & Floods

1. All leaders and campers must immediately report to the flagpoles in the parade field.
2. Scoutmasters will take a head count and report the information to the Program Director.
3. The camp director/camp ranger will assess the danger and announce further instructions.

Lost Bather

1. A missing buddy tag, an unclaimed buddy tag or similar situation will result in an alarm.
2. The aquatics director or assistant director will sound the alarm.
3. The aquatics staff will empty the swim area and call all boats in.
4. Scouts, leaders and staff will follow the standard alarm procedure.
5. The nurse and assigned staff will report to the waterfront.
6. The program director and commissioners will be stationed at the camp office to remain by the phone, assign staff as needed, and gather troop reports.
7. The aquatics director will direct the aquatics staff in a systematic search of the swimming or boating areas.
8. When all Scouts, leaders and staff are accounted for, the all clear signal will be sounded.

Severe Weather

1. In the event of a severe storm warning, the alarm will be sounded.
2. Scouts, leaders and staff will follow the standard alarm procedures, except as noted in #3.
3. In the event of sudden and unexpected severe weather, all Scouts, leaders and staff will immediately take cover. **DO NOT** attempt to return to your campsite or send runners until the severe weather has ended.

Hazardous Materials Spill

1. Evacuate the area.
2. Alert the camp director immediately.
3. The camp director will secure the area and issue further instructions as deemed appropriate by authorities.

Rabies

1. Avoid all contact with wild animals.
2. If an animal is observed acting strangely, act calm and stay away from it.
3. Make a report to the camp director immediately, including the type of animal and its location.
4. If bitten by any animal, report **immediately** to the health lodge.

Child Abuse

1. The Western Massachusetts Council follows the Youth Protection Guidelines of the BSA. The use of the buddy system by Scouts is required. Two-deep adult leadership is mandatory.
2. If a case of child abuse is suspected, report it immediately to the camp director, who in turn will report it to the Scout executive.
3. The allegations should be kept strictly confidential with as few people involved and as little discussion as possible.

Fire

1. Evacuate the area
2. Notify the camp director
3. Camp director or his designee calls the Fire Department who will handle the fire

Food Service Plans

All the menus for the 2018 summer camp season have been designed to provide nourishing and wholesome meals. Three food service plans are available:

Plan 1: Dining Hall

The troop eats its meals in the dining hall. All meals are prepared by the camp chef and staff. Troops provide one waiter per table for **dinner only**. **Waiters should arrive at the Dining Hall fifteen minutes before these meals.**

Breakfast and lunch will be offered buffet style. Breakfast is served between 7:30 and 8:10 (morning colors at 8:15), while lunch is served between 12:15 and 1:00. Campers may arrive whenever it's convenient during these times, or as designated by their unit.

Plan 2: Patrol Cooking

The troop or patrol does troop/patrol cooking in their campsite. The dining hall staff issues food prior to each meal. This method encourages maximum Scout advancement. You may want to keep this in mind as you plan your troop's meals and decide on your meal plans. *Note: If your unit will be eating out all or most of its meals, please let us know of any special requirements you have.*

Plan 3: Combination

A combination of the above plans is available to troops who would like to program some of their meals for patrol feeding.

NOTE: *Your troop food service plan should reflect what you want your boys to accomplish in a long-term camping experience. Your Scouts' needs for advancement and adventure should dictate your cooking plans. We ask that you determine your troop's needs and inform us of your requirements at the **pre-camp meeting**. This information enables us to purchase supplies most efficiently. Since a substantial portion of your summer camp fees is allocated for food cost, prior knowledge of your feeding plan enables us to maximize our purchasing dollar.*

Trail Cooking

Troops or patrols going on the trail are asked to indicate this at the pre-camp program meeting or as soon as possible. As stated above, this allows us to purchase appropriate supplies, since not all meals on the regular menus can be easily taken on the trail. Your plans for these meals will be confirmed 24 hours prior to your departure.

Please remember: When a troop is on the trail or doing patrol feeding, there will be no food provided for them in the dining hall. *Note: Bring your own personal utensils (knife, fork, spoon, plate, bowl and cup) if you are not eating at the dining hall.*

Special Diets and Allergies

We are happy to accommodate campers or adults who have special dietary needs or allergies. Please let us know as soon as possible so we can make special arrangements for such options as vegetarian meals, diabetic diet, etc.

Guests

Guests are always welcome at camp and may eat at the dining hall at the following rates: \$4.00 for breakfast, \$6.00 for lunch, and \$8.00 for dinner. **Tickets for meals** can be purchased at the trading post. In order for us to accommodate guests at mealtimes, tickets **MUST be purchased no later than the day before the meal.**

Sunday Cookout

Parents, family and friends are invited to stay for the Sunday cookout. The cost for any additional family member or friend is \$8.00 each. **Tickets for the cookout** can be purchased at the trading post when you arrive at camp on Sunday.

Provisional Campers

Family vacations sometimes conflict with your unit's camping schedule, but that doesn't mean your Scout has to miss the fun of summer camp. The camp will provide the necessary adult leadership so your Scout can enjoy a week at camp, meet new Scouts and still feel part of a group. This is also an opportunity for a Scout to attend camp for additional weeks. The same fees, including early bird, sibling, and multi-week discounts, apply to provisional Scouts.

Camp Commissioner Service

The camp commissioner serves the leaders and units in the camp. Also consider the camp director and program director at your service. We are knowledgeable about both the Scouting program and camp. We can help you with questions you have about what's going on and ways to take advantage of our program, or help with advice for your unit that isn't necessarily related to camp. It's our goal to keep you happy during your stay at camp and ensure you return year after year. Quality customer service is our motto, so come to us first and we will work to provide the answer to any question or a resolution to any issue or concern.

Programs for Leaders

Welding: Now that we are offering the Welding Merit Badge, we are looking into providing opportunities for adults during the week to spend time learning the basics of this useful skill. Check with the program director when you arrive in camp to see what arrangements might be made if you are interested.

Scoutmaster's Merit Badge: Back by popular demand, the Scoutmaster's Merit Badge challenges all leaders, *not just the Scoutmasters*, to make the most of their time in camp. Start by getting permission from your Senior Patrol Leader to work on the merit badge. Then, spend the week completing the requirements needed to earn the badge. If you've earned this merit badge in the past, then you can earn bronze, gold and silver spoons indicating completion of the requirements multiple times.





Adult Leader Training

Scoutmaster Specific*

The purpose of Scoutmaster Position-Specific training is to provide an active, fun, and positive learning experience for new and experienced Scoutmasters to learn and apply proven techniques for running an effective Boy Scout troop. Scoutmasters will learn how to meet the aims of Scouting by applying the eight methods of the Boy Scouting program.

There is a \$5 registration fee for this course.

Introduction to Outdoor Leader Skills*

This training is designed to help you master basic camp skills required for Tenderfoot to First Class. Instructors will help you learn how to set up camp, cook, work with wood tools, learn about ropes and knots, planning campfire programs, map reading, compass skills, hiking and packing techniques, nature identification and outdoor ethics. Each outdoor session will bring to life the pages of the Boy Scout Handbook to help you deliver the promise of Scouting to yourself and the youth you serve. It will increase your comfort level and give you confidence as a trained, skilled leader.

There is a \$10 registration fee for this course.

Safe Swim Defense / Safety Afloat

Safe Swim Defense applies to all swimming activities such as backyard, hotel, apartment, and public pools; at established waterfront swim areas such as beaches at state parks and U.S. Army Corps of Engineers lakes; and at all temporary swimming areas such as a lake, river, or ocean. Adult leaders supervising a swimming activity must have completed Safe Swim Defense training within the previous two years.

BSA groups shall use Safety Afloat for all boating activities. Adult leaders supervising activities afloat must have completed Safety Afloat training within the previous two years.



Climb On Safely

Climb On Safely is the BSA's procedure for organizing BSA climbing/rappelling activities at a natural site or a specifically designed facility such as a climbing wall or tower.



Leave No Trace Awareness

Participants will receive introductory training in the skills and ethics of Leave No Trace. Topics include the underlying concept of minimum impact recreation and the Seven Principles of Leave No Trace.

This course is also included as part of Introduction to Outdoor Leader Skills.



*** Preregistration and payment is required through Tentaroo. Schedule subject to change.**

Adult Leader Training Schedule

- **Scoutmaster Specific:**

- Course Fee: \$5

- Monday and Tuesday, 9-11 AM

- Meets in the Manor House.

- Attendance at all portions is required for course completion. **Preregistration required.**

- **Introduction to Outdoor Leader Skills:**

- Course Fee: \$10

- Monday – Thursday, 2-4:45 PM

- Vespers: Monday, 7PM

- Closing Campfire: Friday, 8:30 PM

- First session meets at Scoutcraft at 1:45 PM on Monday.

- Attendance at all portions is required for course completion. **Preregistration required.**

- **Safe Swim Defense / Safety Afloat:**

- Monday, 2 PM

- Meets at the waterfront.

- **Climb On Safely:**

- Wednesday, 10 AM

- Meets at the climbing wall.

- **Leave No Trace Awareness:**

- Wednesday, 2 PM

- Meets at the ecology pavilion.

Schedule subject to change. An updated schedule will be available at the opening Leader Meeting.

There's even a patch for that!

Any adult that successfully completes a multi-day training course- Scoutmaster Specific or Introduction to Outdoor Leader Skill - will receive the highly sought-after Moses Scout Reservation Leader Training patch.