



**You're Invited To**  
**CUB SCOUT DAY CAMP**  
**Registration Open Now!**

<b>Treasure Coast/ Indian River Day Camp</b>	<b>Camp Abalufa</b>	<b>6/13-6/17/22</b>
<b>Everglades District Day Camp</b>	<b>TBA</b>	<b>7/18-7/22/22</b>
<b>Lighthouse/Sailfish Day Camp</b>	<b>Tanah Keeta</b>	<b>7/18-7/22/22</b>

Register online at  
<https://www.gulfstreamcouncil.org/daycamps>

**Treasure Coast/Indian River:** June 13-17, 2022 at Camp Ahbalufa

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**Sailfish/Lighthouse:** July 18-22, 2022 at Tanah Keeta Scout Reservation

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**Everglades:** July 18-22, 2022 at IBEW Local 728 WPB

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## Camp Director Letter

Welcome!

It is a pleasure to present this booklet to you on behalf of our Cub Scout Day Camp Family. I hope that you find this guide informative and useful. It will serve as an introduction to those new to the program and refresher for the veterans.

The camp is planned and administrated by our team of Day Camp Professionals utilizing Associate Guides of Program and Staff. Please note, we are looking for additional adults to assist for every five Cub Scouts enrolled in Day Camp. The volunteers need not volunteer for the entire week, so long as there is coverage for supporting the program.

This year, the Cub Scout Day Camp theme is **Wild, Wild West**, where we will have a “rootin’, tootin’” adventure as we journey across the United States, build railroads, experience the Gold Rush, and live on the frontier. Scouts will enjoy crafts, games, sports, and aquatics activities. We will promote Scouting and the Scout spirit in our activities while we balance a program in both education and advancement all while staying in the theme of **Wild, Wild West**. The program is designed for all registered Cub Scouts (scouts who have completed Kindergarten and not yet completed 5<sup>th</sup> grade).

If you have any questions, please do not hesitate to contact your District’s Day Camp Leadership. We wish to thank you for your support and dedication to our camp! We know from experience how much the boys and girls enjoy themselves and appreciate your involvement.

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<b>June 13-17, 2022</b> <b>Camp Ahbalufa</b> 3548 Selvitz Rd Fort Pierce, FL 34981	<b>July 18-22, 2022</b> <b>Tanah Keeta Scout Reservation</b> 8501 SE Boy Scout Rd Tequesta, FL 33469	<b>July 18-22, 2022</b> <b>IBEW Local 728 WPB</b> 4620 Summit Blvd West Palm Beach, FL 33415

## General Information

**All registered Cub Scouts are welcome to attend. Campers will be assigned by Scout Rank to a den.**

Any camper **not** already registered with a pack must pay current registration fee (to accompany a BSA registration form) **and** the Day Camp registration fee with completed application.

## Specific to Tigers

Tigers—Cubs who have just completed kindergarten and are going into the first grade in the fall—According to BSA policy, each Tiger Scout must be accompanied by a parent or guardian partner at all Scout activities. Therefore, this adult must attend camp every day and must fill out a separate registration. Tiger partners only pay for their t-shirt. There is no additional fee, but they are not considered volunteers as they are part of their cub's program.

## Scout Siblings

\*Our **Siblings Program** is for children of **Camp Volunteers** only and is designed for younger siblings of Scouts who are at least two years old and potty trained. Each child must also have a health form and cover sheet on file.

## To Register

Register online through [www.gulfstreamcouncil.org/daycamps](http://www.gulfstreamcouncil.org/daycamps). Login as an individual / family (if you have not already created an account) and click "your roster" to add your attendees. (If you add your entire family, the system will remember it and you will not have to do so again.) Select "Event Registration" and make sure that the "Switch Event/Facility" is noted as "Day Camps." Youth Registrations will have a "+ New" tab. Click it and select 1) your youth, 2) how they wish to attend (see fee structure below) and 3) the Day Camp you wish to attend. Then click "Create Registration." (Please note: if your child was registered last year, their name will show in the event registration. To register for this year, click "+ New Youth". On the screen, "Add Event Registration," note any allergies or dietary restriction, grade, shirt size and any notes to better prepare for your scout. Add additional shirts by selecting the youth, then selecting, "Shirts and Additional Items" then dragging the shirt size into the column.

## Fees

\$120.00 per camper if before April 16, 2022

\$140.00 per camper if before May 21, 2022 (Everglades/Sailfish/Lighthouse if before June 18, 2022)

\$170.00 per camper on or after May 21, 2022 (Everglades/Sailfish/Lighthouse on or after June 18, 2022)

\$15.00 per Tiger Partner

Staff children get a DISCOUNT! If you are a full-time volunteer – an adult who works all five days of camp and attends the staff training – you pay only \$75.00 per camper. Full-time volunteers also receive a free T-shirt.

\$10.00 extra T-shirts

\$5.00 per day – Before/After Care from 8-9am and 4-5pm (\$25 flat fee)

\*\*Parents must be on staff for at least 5 days and attend Staff Training to be considered full time.

Fee Includes: Day camp, patch, T-shirt, cup, all crafts, sports, and camp activities, and of course, lots of FUN!

## Advancements

The program at Day Camp contains a well-balanced variety of achievements, electives, and activity badges. Our camp director and area directors (often referred to as Den Leaders) will note activities and participation for every Scout. Although we will track and record each scout's accomplishments while at camp, it is the parent's responsibility to transmit the information to their pack leader so that their scout can receive the appropriate recognition. Upon the last day of camp, each camper shall receive a record of what they accomplished at camp.

## Youth Protection Guidelines

All volunteers must be trained in Youth Protection. A copy of your training certificate is required along with your signed staff agreement. If you are not currently trained, you must complete online Youth Protection Training at [www.myScouting.org](http://www.myScouting.org). If any assistance is needed, please contact your camp's Director or Program Director.

## Refund Policy

Refund requests must be in writing and submitted to the District Director or Executive. Cub Scout Day Camp will follow the Gulf Stream Council's standard refund policy, which can be viewed here:

[www.gulfstreamcouncil.org/files/33720/Refund-Policy](http://www.gulfstreamcouncil.org/files/33720/Refund-Policy)

## Day Camp Hours:

Treasure Coast ..... 9:00am - 5:00pm

Sailfish/Lighthouse ..... 9:00am - 4:00pm

Everglades ..... 9:00am - 4:00pm

## Transportation and Authorization to Release

Scouts must be signed in with their den leaders 15 minutes prior to the start of camp each morning. Each scout must be signed out with the same den leader at the end of each day. No scout is permitted to come or leave without an authorized adult speaking to the den leader each time. Den leaders will verify that the person picking up the scout is listed as authorized to pick up the scout. People other than the authorized person must present written permission from the scout's parent or guardian, as well as a picture ID. If the person cannot provide this authorization, only the Camp Director may approve the release of the scout to the adult in question. The Director will provide a written permission card to be given to the den leader who will allow the adult to sign the den sign out log and take the scout(s).

**IMPORTANT:** On the new BSA Med Forms, there is a section to list Adults Authorized to take the Scout to and from events, as well as Adults NOT Authorized to take Scout to and from events. **Please make sure these sections are completed!**

## Procedure for Early Pick-up of Scouts

Any parent, who is picking up a child early from camp must first check in at Camp Headquarters. The Camp Director will provide a card and directions to the scout's current location, which gives the authorized adult the authority to enter camp and pick up the scout. Upon arrival to the den site, the adult will give the den leader the completed card, sign the scout out on the Den Sign Out Log, and then be allowed to leave.

## Before and After Care

Some parents may need additional time to allow for work schedules. For \$25 per week blanket fee, you can utilize our before and after care option as many times as needed. The morning care runs from 8:00-9:00am, and aftercare runs from 4:00-5:00pm. (Treasure Coast's camp does not offer this as their camp begins earlier and ends later.) Scouts must be signed in each morning and signed out each evening. No Scout is permitted to leave or come to camp without an authorized adult speaking to their camp den leader.

## Transportation

Parents are responsible for their scout's transportation to and from camp. You might arrange to carpool by seeing if others from your pack are attending. For those planning to carpool: everyone must follow the rules and procedures outlined in [The Guide to Safe Scouting](#). Several important points are:

- All drivers must have a valid operator's license and be at least 18 years of age.
- Seat belts must be provided and used by all passengers and the driver except in school and commercial busses.
- Trucks, trailers, and campers shall not be used to transport Scouts and leaders except in the cab.
- Drivers shall operate vehicles at reasonable speed and in accordance with state and local laws.
- All vehicles must be covered by a public liability and property damage insurance policy as required by the Florida State law.

## Lunch

Lunch is not provided. Please provide a healthy lunch and drink in a lunch bag with the youth's name clearly labeled. Please ensure that the lunch does not require refrigeration or heating. Snacks and water are provided.

## Special Needs

If there is a camper that has special needs, please talk with the camp director about those needs so we may devise a plan to accommodate them to make their week more enjoyable.

## Medications

All medications (*in the original prescribed bottle*) MUST be given to the camp health officer with written instructions. If the camper requires an asthma inhaler or an epi-pen, please notify the directors and the camp health officer. Please note campers must be 24 hours without fever reducing medicine and without a fever of 100 or higher or vomiting. If a child has a fever or shows signs of illness such of vomiting or diarrhea, the parent will be contacted to pick the child up. Please do not return the child to camp until the child has 24-hours symptom free. This protects the staff and other children from becoming infected.

**Qualified First Aid is available at all times**

## What to Bring and Wear

- Please bring the completed Part A and B of the BSA Medical Form.
- Everyone wears their official camp T-shirt daily. Although each Scout will receive one camp T-shirt and a plastic water bottle, additional shirts are available for purchase at \$10 each.
- Campers should come prepared with a mask and personal hand sanitizer.
- Clearly label a healthy lunch and drink in a lunch bag with the scout's name. It's best if the lunch does not require refrigeration or heating. Snacks and water will be provided.
- Swim trunks, towel, and extra change of clothes if they don't wear "trunks" all day are needed for the water activities.
- Apply sunscreen at home daily before camp and send extra for the week. Don't forget your hat!
- Bug repellent.
- **All items should be marked with your Scout's name and Pack number. Even what your Scout wears to camp!**
- Rain gear—we have fun rain or shine!
- Backpack each day for their gear and projects.

## What NOT to Bring and Wear

- No flip flops, sandals, or shoes with wheels allowed. Water shoes only permitted for the water activity time but bring other shoes for the athletic activities. **CLOSED-TOE SHOES PLEASE!**
- Knives
- Toys
- Valuables
- Electronic or battery-operated devices
- Water guns and Super Soaker guns

## Important Safeguards

- Please remember that the camp uniform for campers and staff is the camp T-shirt or Class A uniform, shorts or pants, sneakers (or other closed-toe shoes) and socks, hats or visors are recommended.
- Please wear the camp uniform each day you are in camp to aid in camp security. With everyone dressed the same, it is easy to spot when we have someone in camp that should not be. If you notice someone in camp you do not recognize and not in a camp uniform, please direct him or her to the camp headquarters immediately.
- All visitors must report to the Main Pavilion to sign in before entering the camp.  
Any camper leaving early must first be signed out at Camp Headquarters (Main Pavilion) and then signed out with the Den Leader. Please read the Procedure for Early Pickup Procedure.
- Den Leaders are responsible to make sure each camper gets signed out upon pickup at the end of each day.
- Please report any medical problems, illness or accident, no matter how small (ant bites, bee stings, any blood) to First Aid.
- Remember to drink plenty of water and/or fluids throughout the day. Also remind the campers to drink plenty of water, which will be provided at each station. The number one health concern during camp is dehydration.
- Wear plenty of sunscreen every day – at least SPF30.

**Always use the buddy system whenever a camper needs to leave their den.**

## Cub Scout Day Camp Rules and Code of Conduct

- HAVE FUN!
- Check-in/Pick-up: Scouts must be signed in and out daily. We ask you to be prompt so that our volunteers are not asked to stay longer than they have agreed to do. Cubs must request permission from their den leader before they leave their den. This includes when they leave at the end of the day. A cub will leave the camp area only in the company of those authorized to pick them up. When they are dropped off, the cub will go straight to their den area and check in with the den leader.
- The camp director must approve any cub leaving camp any time camp is in session. This includes any time between opening ceremony and camp dismissal. The cub parent must provide written authorization to release the child to anyone other than the registering parent.
- Cubs will always wear their name badges while in the camp area. They will return them to the den leader at the end of the day before they leave.
- No fighting, teasing or name-calling. Scouts must always be respectful to others. Cubs will be respectful and mindful of the feelings, safety, and property of their fellow Cubs.
- Cubs will be respectful towards all adults, staff members, and visitors
- Proper language will always be used (improper language is the use of foul, profane or abusive language). All leaders will be addressed by their proper name or camp name.
- Camp uniform must be worn daily. (Extra shirts can be ordered in advance for \$10 each)
- Cubs will always wear closed-toed shoes and socks. Sandals are not authorized.
- The **Buddy System** is always in effect. The den leader will assign buddies on the first day of camp. Buddies always stay together: this includes going to the camp health officer, restroom, and time-out. A camp staff member may allow a cub to leave their buddy such as when a buddy must stay at the Medical Station or leave early. Know where your buddy is always. The buddy system should always be followed.
- No tree climbing.
- No cub scout may carry a knife! Please leave their knives at home. Knives can only be used in activity areas and they will be provided if required.
- Cubs will not carry matches. They will be provided if required for any activity.
- Cubs will walk while in the camp area unless required to run as part of an activity.
- The only time a cub will throw an object in camp is as part of a supervised camp activity.

Repeated violation of this code will lead to time-out, a note home, and possible dismissal from camp.

### Warnings

Anyone not obeying the rules will be:

First Time:       Handled by Den or Station Leader  
Second Time:   Handled by Camp Director  
Third Time:      Sent Home for the Day  
Fourth Time:     Asked not to return

***As always, our goal will be to have a safe fun camp for all scouts, siblings, and leaders!  
Thank You all for your involvement.***

## **Camp Staff:**

There are not any paid staff members at our Day Camp. Each one is a volunteer! Treat them with respect! **Each Pack is required to provide volunteers (21 years or older) for each day of the camp for each group of five or less Scouts.** This ratio is a required minimum set by the National office of the Boy Scouts of America. You can split the days among volunteers, if necessary, to cover the days; but please remember that only FULL TIME volunteers will receive the discounted camp fee and free shirt. Full-time staff members benefit the success of the camp! A sense of security and safety is important to the Scouts and us.

**Everyone in attendance must complete Part A and B of the BSA [Medical Form](#)** found on the council website [www.gulfstreamcouncil.org](http://www.gulfstreamcouncil.org). Scouts cannot be dropped off on Monday without a form on file. This is for the safety of all. Please be sure to review and sign the medical release on Part A. In addition, in case of emergency, your child may need urgent care. If it is a life or death situation, medical care is always provided. However, in cases that is not life-threatening, but when your child may be uncomfortable or in pain and, your child will have to wait for your actual arrival for proper care. Although you will be immediately notified in case of injury, we put the highest priority on the care of your child. In order to avoid any delay, we ask that you sign and notarize the “right to treat” permission slip located on the medical form.

## **Adults- we need your help to provide a quality camp.**

Our camp is 100% staffed by volunteers—that means we **WANT** to be here! All volunteers must complete online Youth Protection Training and Weather Hazards Training at [www.myScouting.org](http://www.myScouting.org) and provide their certificate of completion and expiration date. If you have completed other useful trainings/certifications, please provide a copy as well (First aid/CPR; special needs experience, etc.). Please make sure to fill out the volunteer registration form online (no fee).

## **Staff Training**

All volunteers will be provided with training prior to the beginning of camp. Whether you volunteer for the full week, or just a day, you must be present for the training. As stated above BSA required training must be completed online at [www.myScouting.org](http://www.myScouting.org). Morning refreshments maybe served. Please note: Registration for this activity includes permission for Gulf Stream Council to use voice and/or photographs of participants in news coverage or similar projects approved by the Boy Scouts of America.

## **Staff Introduction**

Welcome to the Cub Scout Day Camp! Thank you for donating your time and energy to help our Cub Scouts continue to experience the best the program the Gulf Stream Council has to offer. Remember, staff membership is a privilege which carries certain responsibilities. A thorough understanding of camp policies and operations is essential to the successful operation of the camp.

**All staff members will have a daily pre-camp meeting from 8:15 a.m. to 8:25 a.m.** We will use this time to discuss the schedule for the day, review any changes that have occurred, gather our gear for the day’s events, meet staff members that may have just joined us, and discuss any problems that may have arisen. Den leaders must be in place and ready to go prior to the arrival of the first campers at 8:30 a.m.

The success of the camp is greatly dependent on how well organized you, the day camp staff is. Regardless of your staff assignment, our mission is to maintain a safe and fun experience for the scouts and to ensure proper adult coverage for all areas. Our camp theme is **Wild, Wild West**. We will be highlighting this theme during the week. Any knowledge you have of the area will work well in your participation during the week. It is our desire to incorporate as much learning, in a fun way, about the theme as is possible.

We hope you enjoy your role as a leader to these brave, adventurous scouts. Although the days may be hot and long, the memories that you are giving these boys and girls will last a lifetime. If you have any problems or concerns, please contact **the Camp Director** immediately. We are here for you and the scouts. No problem is too small! We want to provide a safe, fun camp for campers and staff.



The following are the qualities that make a great day camp leader:

- Maturity
- Competence
- Imagination
- Understanding of Boys' and Girls' Needs
- Patience
- Commitment
- Agreeable Personality
- Sense of Humor
- Adaptability
- Good Appearance
- Sense of Responsibility
- Compassion
- Tact
- Positive Attitude
- Role Model

**Staff members are to be someone:**

- who offers scouts choices
- who asks questions
- who encourages Cub Scouts

**Staff members are not to be someone:**

- who makes all the decisions
- who gives all the answers
- who yells at the campers or puts them down

**When talking with kids:**

Please say...

- Let's keep it moving so we can do as many fun activities as are possible.
- Listen carefully so you'll know what to do next.
- Stay with the den; we need your help in this activity.
- That's a unique way of doing things! How did you think of that? Let's try it this way.
- It's important that we all follow the directions and work together as a team.
- Please move over here so you can see better.

Please don't say...

- Stop talking and get back to work.
- Be quiet and listen!
- Don't run around!
- You're doing it wrong!
- Don't do that!
- Stay out of that area!

**Den Leader Responsibilities**

- Attend daily morning and afternoon staff meetings.
- Arrive early enough each day to set up your area before the campers in your den arrives.
- On the first day assign buddies and record on sheet in the den leader's packet.
- Take attendance at the start of each day. The camp director or designee will check with you on attendance after opening.
- Do a head count upon arriving at each program area and follow posted procedure for lost camper if count is incorrect.
- Go over the schedule with the cub scouts at the start of each day.
- Hand out and maintain control of nametags.
- Have your dens ready for opening ceremonies by 8:40 a.m.
- Escort den from station to station. Encourage singing and games as you move from area to area.
- Assist in activity areas as needed so campers make the most of the opportunities available.
- Help campers with songs or skits for opening or closing ceremonies. Den skit/song – skits will be performed throughout the week. Check the schedule for your den's assigned performance time. These skits/songs allow the scouts to grow and show their creativity.
- Be concerned with camper safety. Prevent such dangerous actions as rock throwing, shoving, walking barefoot, etc.
- Execute emergency and evacuation procedures if and when necessary.
- If minor first aid is needed, escort Cub Scout and their Buddy to camp health officer after the rest of the den has been taken care of. For major emergency follow posted procedures.
- Maintain control of the den. Report any problems you cannot handle to the Camp Director.
- Check each camper in and out of camp each day. If you must leave before all of the campers have left, notify the camp director or designee so the camper can be placed under another leader's custody.
- Observe and recognize Scout-like behavior.
- Use the Scout Sign so you don't have to yell at the scouts.
- Relax and have a good time!!!

## Activity Leader Responsibilities

- Attend daily morning and afternoon staff meetings.
- Arrive at camp early enough each day to be certain all supplies and equipment needed for that day's activity are at your station and prepared for use before the first group of scouts arrives.
- Develop an interesting and entertaining way to present your activity. If you need creative assistance, contact the program director.
- Thoroughly review (and test if possible) the activity you will lead prior to running the activity.
- If you are leading a sports activity, please review all the information to make sure all the requirements are adequately covered.
- Organize the campers as soon as they arrive in your area and get them started on the activities as quickly as possible. Demonstrate or show the campers a sample of the activity and assist them as needed.
- Encourage den leaders to help their scouts at your station.
- Keep the campers in your activity area until the end of their session. Do not permit them to wander off in the middle of the session.
- Encourage sharing, fair play, sportsmanship, and politeness among both scouts and leaders.
- Watch the clock! Camp will run smoothly if we all stay on schedule.
- Help the program director by providing an accurate record of achievements and electives scouts earn.
- Break down the station daily and store equipment and supplies in our storage container.
- Accept other responsibilities as assigned by the camp director.
- Be aware of emergency and evacuation procedures.
- Have a good time. If you don't the scouts won't.

## Support Leader Responsibilities

- Attend daily morning and afternoon staff meetings
- Arrive at camp early enough each day to be certain that you can assist in the area you are assigned.

- If you are working with crafts, know your craft prior to assisting the campers in the assembly of theirs.
- If you are working with a belt loop activity, know the belt loop requirements.
- Encourage sharing, fair play, sportsmanship, and politeness among both Scouts and Leaders.
- Watch the clock! Camp will run smoothly if we all stay on schedule
- Be aware of emergency and evacuation procedures
- Although the discipline of other dens is not your responsibility, if you observe a major infraction of the camp rules, you are expected to either intervene or notify the camp director immediately.
- Have a good time. If you don't, the scouts won't.

## Den Chief Responsibilities

- Help set up in the morning.
- Assist den leaders with making sure all cub scouts have a buddy.
- Either lead or follow the den line (whichever the den leader prefers).
- Lead songs while walking/den times.
- Build den spirit with songs, yells, etc.
- Have games/songs/activities ready when you have to wait.
- Help den with flag ceremony.
- Help the scouts at each activity station. Assist the activity leader as needed.
- Be an example to cub scouts.
- Observe scout-like behavior.
- Escort cub scouts to first aid if needed. (Note: allowing injured cub and their buddy and one Scout to escort injured cub will still maintain two-deep leadership at the den.)
- Aid in passing out camp recognition.
- Be a good sport and be prepared.
- Help put away equipment before leaving in afternoon.
- Have a good time and smile. Don't forget, the scouts are watching you.

Remember, as a den chief, you are a leader. Set a good example for the cub scouts and remember the Scout Law. You are not here to play or participate in activities or crafts. Lunch time is free time for den chiefs.

## Sibling Den Leader Responsibilities

- Be responsible to, and follow directions of, the camp director.
- Under the guidance of the program director, use a planned program of age-appropriate activities to safely entertain non-scout children of volunteer parents at camp.
- Attend planning meetings, as requested, to become familiar with the planned activities, games, crafts, etc.
- Arrive at the sibling area to assist with set-up before the scouts arrive each day and assist with break-down and cleaning up after camp.
- Supervise, assist, and encourage the children in your care as they play.
- Sign children in and out and follow all attendance procedures.
- Escort the children, outside your designated area, with another staff member with you to the after-lunch program, if the activity is age appropriate.
- Encourage the children to drink plenty of water throughout the day.
- Report any behavioral problems, incidents requiring First Aid, or situations requiring summoning the parent from camp, to the tot-lot area, to the camp director immediately.
- Relax and have fun with the kids.

## Emergency Plan

### Procedure for Intruders

If someone on camp property is not in the official uniform and/or not checked in at camp headquarters, the camp director needs to be informed immediately. All staffers who notice a non-camper on the grounds should send their den chief or assistant den leader up to the headquarters immediately to have someone notify the camp director about where the person is. The director will approach the intruders(s) and if they have no purpose associated with camp (not a lost parent or relative), will deal with the situation accordingly.

Under no circumstances should anyone other than the Camp Director approach the intruder.

### Emergency Signal

An emergency signal, 2 long blasts of an air horn repeated twice, will sound in case of emergency.

Upon hearing the emergency signal, please gather at the camp headquarters. The Scouts will then line up by dens and within the dens, assure everyone's presence. This includes all program personnel and the Den Leader. The den leader must state whether their entire den is present and accounted.

### Lightning Storms/Severe Storms

In the case of inclement weather involving lightning, move immediately to the main pavilion. *DO NOT* go under the canopies as they have metal poles. All campers must stay clear of elevated places or under trees where lightning is most likely to strike. The Scouts will sit together by dens and, within dens, by the buddy system to assure everyone is present. This includes all program personnel and the Jr. Wranglers group. The den leader must account for their entire den.

## Lost Camper Plan

- Once it has been determined that the camper is not with their group and is nowhere in the general area of the group:
  - Immediately notify the camp director.
  - If the camp director is not available, go to the program director, or other "second in command".
- The camp director secures the services of two or three staff members to serve as runners or messengers. Give them the campers' name and any other identifying information, and have them do the following (aided by program area staff):
  - Do a buddy check and check each program areas, especially waterfront territories. (Most lost campers will be located in area checks.) Check the trading post area – inside, outside, all around. Bathrooms – inside and all around. Cars, camp vehicles – inside, under.

- o If loss occurred when moving from one program area to another and the possibility of taking the wrong trail is likely, have someone check the ways to the other program areas.
  - o Check sports field areas that might attract campers.
  - o Have the staff check each den with the den leader.
- Interview the den leader. If general area checks fail to turn up the camper, get the leader in charge of the campers' den to determine the following:
  - o Was the camper subjected to or threatened with disciplinary action at camp or at home? (If so, this is not the time to discuss it.) Did other den members subject the scout to teasing or harassment?
- Try to determine whether this is a voluntary or involuntary loss.
  - o Involuntary:
    - Unlawful custody resulting from a divorce action and the scout leaves with the parent without telling anyone.
    - The scout climbed in a vehicle that left camp, whether a camp vehicle or a private car or bus.
  - o Voluntary:
    - Is the scout a chronic wanderer?
    - Is the scout a chronic runaway?
    - Could the scout have taken a wrong trail and gotten lost?
    - Has the scout shown attraction to some nuisance area?
- If the camper has not turned up by now, it is time to go to the next level of procedure.
  - o Gather all the dens for a POW WOW or other previously selected activity while the following steps are taken.
  - o Notify the Scout Executive and Staff Advisor and, if possible, your District Executive. The District Executive can be of assistance because of their knowledge of the area.
  - o Using all available staff and a camp map, which should be divided into sectors, have the staff search the entire sector in which the camper was last seen. The staff should work in a line; close enough to see the next person plainly. Check everything - on top of something - under something.
  - o Notify parents. Determine whether there are problems at home. Was there a problem in getting the campers to attend? Maybe he went home
  - o Notify the local law enforcement agency at the discretion of the Scout executive. Where campgrounds are bounded by land served by park rangers or the forest service, they must be notified in addition to law enforcement officials.
- The following factors could require that authorities be notified at an earlier point in the procedure:
  - o Health - diabetes, epilepsy
  - o Weather - impending storm
  - o Time of day - close of daylight
- The camp director's duties are to:
  - o Stay near the phone
  - o Stay in one place
  - o Direct operations
  - o Continue the staff search until the camper is found or a large-scale search is mobilized.
  - o Refer all media contacts to the Scout Executive; issue all statements to the media through one authoritative source, either the Scout Executive or the Council President.
  - o Camp Staff does not issue any statements to the media. Direct all inquiries to the Council office

## Action Plan for Accident or Illness

- Immediate Action
  - Of utmost importance is the proper care of the injured or ailing individual. **Contact the medical officer immediately to supervise the care, treatment and/or transportation of the injured party.**
  - In cases involving lack of breathing or shortness of breath, severe bleeding, or internal poisoning, capable and trained first-aiders should apply their skills to control or assist in the immediate recovery process.
  - Alert the local hospital and provide the essential information related to the injury, accident, or illness.
- Arrange transportation to the hospital.
- Local Notification
  - Get all the facts, including names and statements from all witnesses.
  - If a person other than the Scout Executive (or their designated representative) is the first to receive the information, contact the Scout Executive and Staff Advisor before any further steps are taken. Give the Scout Executive and Staff Advisor as much of the following information as possible.
    - When? Date and time of day.
    - Where? Give the specific location, including the address and community if possible.
    - What? Nature of the accident or illness.
    - How? If known – for example, swimming, boating, and hiking.
- Notification of the next of kin or nearest relative is the sole responsibility of the Scout Executive (or their designated representative).
- Notify local authorities as dictated by the situation (police, sheriff, fire authorities, coroner, medical examiner, etc.).
- Complete procedures are listed in Report of Serious or Fatal Accidents and Illnesses, No. 19-147. The camp director has a copy and is the only person in need of one.

## Fire Drill Instructions

- A fire in an activity area is to be reported immediately by the director of that area.
- At the beginning of camp, each camper will be assigned a buddy and instructed to know their buddy's name.
- Each camper will be informed about the fire signal and the place to form in line with their buddy. Campers will be told to stand alone in line if their buddy is absent, and not to take another partner.
- The den leader will devise a quick method for checking the presence or absence of campers.
- Fire extinguishers will be kept in a specified place.
- Den leaders, program director and other key adult staff members will be instructed on fire fighting.
- The den leader will have campers form buddy lines at the entrance to the activity area. Take a quick, thorough, "presence" check. Await the messenger to inform you of the route by which to leave the camp.
- Den chiefs will search the immediate area for missing campers (check bathrooms, etc.) and get them into line.
- If all campers are present, the den leader will lead them out of camp with the den chief following at the end of the line.
- If any campers are missing, the den leader will remain to find them and lead them out of camp to join their group.
- After all campers and staff are accounted for, staff members will report to the camp director for fire-fighting or further instructions.

## Resources

### Directions to Camp:

#### **Everglades: IBEW Local 728 WPB**

[4620 Summit Blvd, West Palm Beach, FL 33415](#)

From I-95: Exit West on Southern Blvd (exit 68) / turn South (left) onto Kirk Rd / turn West (right) onto Summit Blvd / take first left after S Military Trl into parking lot.

Kris Hanson, **EG Director**, [hansonk7405@gmail.com](mailto:hansonk7405@gmail.com), 561-951-7002

Tonya Morgan, **EG Program Director**, [tonyamorgan09@gmail.com](mailto:tonyamorgan09@gmail.com), 931-801-8507

#### **Treasure Coast/Indian River: Camp Ahbalufa**

[3548 Selvitz Rd, Fort Pierce, FL 34981](#)

From I-95: Exit W Midway Rd in Port St. Lucie (exit 126) to Glades Cut Off Rd / turn right on W Midway Rd (signs for US-1) / turn left on to State Hwy 709 / Glades Cut Off Rd / turn left onto Selvitz Rd.

Jade Cyr-Hoke, **TC/IR Director**, [pack479cubscout@gmail.com](mailto:pack479cubscout@gmail.com), 561-248-5554

#### **Sailfish/Lighthouse: Tanah Keeta Scout Reservation**

[8501 SE Boy Scout Rd Tequesta FL 33469](#)

From I-95: Exit East on Indiantown Road / turn North (right) onto Island Way / turn North (right) onto SE Country Club Drive / turn West (right) onto Boy Scout Road. Parking lot is at the end of the drive.

Michael Sauble, **SF/LH Director**, [msauble99@yahoo.com](mailto:msauble99@yahoo.com) 772-341-5008

Wayne Bartnick, **SF/LH Program Director**, [wayne.bartnick@gmail.com](mailto:wayne.bartnick@gmail.com), 561-719-2515

#### **Gulf Stream Council Director of Camping**

Alec Connolly, [Alec.Connolly@lflmail.org](mailto:Alec.Connolly@lflmail.org), 772-260-6796

#### **Day Camp Staff Advisor**

Tiffany Brown, [Tiffany.BrownSmith@scouting.org](mailto:Tiffany.BrownSmith@scouting.org)

## Code of Ethics for Volunteers

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. Like them, I assume certain responsibilities and expect to account for what I do. I will keep private matters confidential.

I promise to volunteer with an attitude of open mindedness; to adhere to all of the procedures I learned in training; to bring to it interest and attention. I realize that I have many assets that my co-volunteers may not have and that I should use my assets to complement the program. I also realize that I may lack certain assets that my co-volunteers may possess and agree to not let that fact make me feel inadequate in any way. I will endeavor to develop a good teamwork environment with all of my co-volunteers.

I plan to best serve the activity for which I have volunteered and to offer as much as I am sure I can give, but no more. I realize that I must live up to my promises and therefore, will be careful that my agreement is so simple and clear that I cannot be misunderstood.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

I believe that each staff member must live by the Scout Oath and Law. Since the staff members act in lieu of parents while the Scout is at camp, I understand that I must conduct myself in a manner which presents a good example, and which leads the campers to respect me and to behave properly. I promise that my language, manners, and conduct will be correct at all times.

Since it is my desire to contribute all that I can to the development of each camper's character, I accept this code and subscribe to the conduct it portrays for the entire time I am at camp.

Signature: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Camp Position: \_\_\_\_\_

## Staff Agreement

Name: \_\_\_\_\_ Pack/Troop # \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

This staff agreement pertains to the voluntary service of your time for a total of \_\_\_\_ days of **Cub Scout Day Camp**.

You are dedicating your time to work at (check all that apply):

- Treasure Coast: Camp Ahbalufa from June 13-17, 2022**  
[3548 Selvitz Rd, Fort Pierce, FL 34981](#)
  
- Everglades: IBEW Local 728 WPB from July 18-22, 2022**  
[4620 Summit Blvd, West Palm Beach, FL 33415](#)
  
- Sailfish/Lighthouse: Tanah Keeta Scout Reservation from July 18-22, 2022**  
[8501 SE Boy Scout Rd Tequesta FL 33469](#)

Camp hours for staff are 8:00 a.m. to 5:00 p.m. The daily pre-camp meeting will begin at 8:00 and staff will be needed to assist in the setup of camp prior to the arrival of camp attendees. Staff cannot leave camp until after the post-camp staff meeting each day unless other arrangements are made with the director.

The official camp uniform for staff is the camp T-shirt, shorts or pants, with sneakers and socks. If you cannot wear your camp t- shirt, you will be allowed to substitute for a Class "A" uniform or an appropriate Class B shirt.

Staff may not leave the campgrounds during camp hours without first informing the camp director in advance, so that arrangements can be made to have another staff member assume your responsibilities. In case of emergency or illness, which will prevent you from attending camp the next day, you must contact the camp director.

**If you're an Adult Den leader** in charge of your den, the management and discipline of the den is your responsibility. You must account for each camper at all times. You must discharge campers only to the authorized adult on record. You must make sure you remain organized and ensure that your den arrives to the designated activity of each rotation on time. It is imperative that you stay with your den at all times, with the exception of emergencies. If you must leave your post for an extended period of time, you must make sure that another adult is available to cover your den until you return. If your absence is only for a rest room or other short break, the den chief will be allowed to be responsible until your return.

**If you're an Adult Activity Leader** in charge of an event, you are relied upon to run the activity for your scheduled times. If you must leave your post, you must turn your activity over to your designated second in charge. If that is not an option, you are expected to advise the program director. An activity leader and their



aides are not expected to stay at their station during lunch, when not teaching a class, or when a guest speaker is present at camp.

**If you're an Adult Support Leader**, you are relied upon to assist in whatever assignment you are given for your scheduled times. This means that you may act as an assistant den leader in which case you must be familiar with the duties and responsibilities of the den leader position. If you are assigned to assist in an activity you will be expected to be familiar with your activity. If you are assigned to a craft, it is recommended that you become familiar with intricacies of the creation of the particular craft you will be working on, including creating one on your own.

**If you're a Den Chief**, you are relied upon to assist in the management of the den to which you are assigned. You are expected to help the den leader in whatever way they may need in order to maintain order and make sure the campers all stay together. The discipline of the den is not your responsibility; however, you are expected to encourage good behavior from the campers. Remember that these participants see you as a role model. Your interaction with them will greatly affect how they view Scouts BSA and troop leaders. If you are assigned to assist in an activity you will be expected to be familiar with your activity. If you are assigned to a craft, it is recommended that you become familiar with intricacies of the creation of the particular craft you will be working on, including creating one on your own.

There will be **NO SMOKING (except in designated area), ALCOHOLIC BEVERAGES, or DRUGS** (unless prescribed by a physician and stored in the first aid box). Also, please no **SWEARING**, anytime or anywhere while on camp property.

Most importantly, you agree to subscribe to the code of ethics for volunteers and help make the Wild, Wild West Cub Scout Day Camp as enjoyable as possible for all registered campers and other staff members.

I understand that the camp director may cancel all or part of the camp program or any part of this agreement at any time during camp. I acknowledge that I have received a copy of the leader manual, understand my responsibilities, and agree to abide by them.

Signature: \_\_\_\_\_

Name \_\_\_\_\_ Date: \_\_\_\_\_

Camp Position: \_\_\_\_\_

***A copy of your Youth Protection training card must accompany this signed contract.***