

LEADER PLANNING GUIDE

CASCADE PACIFIC COUNCIL - CUB SCOUT RESIDENT CAMPS

A guide for adults organizing their way to camp.

IS CAMP SAFE?

- 1:1 ratio of scouts to adults
- Certified instructors
- Nationally accredited
- 24 hour Health Officer on site
- State Statutes for Camps
- 30 year history of success.

IS CAMP EDUCATIONAL?

- 8 core competencies
- Life skills
- STEM focus
- Reducing stress, improving moods, boosting concentration, and increasing confidence

IS CAMP CREATIVE?

- Themed program
- Imagination centered
- Enthusiastic staff
- Skits, songs, fun
- Structured and unstructured play

IS CAMP AVAILABLE?

- Low cost
- Flexible dates over 8 weeks
- Scholarships available
- Participate with parent, den or pack
- Council staffed to help



2020

Welcome to camping in the Cascade Pacific Council!

Our camps for Cub Scouts are safe, creative and educational. In our 30th year of Cub Scout Camping in our council, our camps safety is centered around a nearly 1:1 ratio of parents to youth, stringent accreditation standards, and close relationships with our local health departments.

We know that *young scouts need creative ways to learn kindness, giving, and responsibility—especially when choosing right and wrong.*

Our cub camps provide a unique outdoor experience and curriculum to build confidence, and teach kindness and responsibility, in a fun and safe outdoor environment. It is my hope that all our Cub Scouts have a meaningful outdoor adventure each summer. Camps have proven to provide a significant impact in our children and their parents.

As an adult, we challenge you and the other parents to come and enjoy the experience as well. Many leaders and parents report that they are unsure who enjoyed camp more: the Scouts or themselves. One way to ensure your enjoyment is to follow the BSA motto, **“Be Prepared.”** Leaders often arrive surprised that they owe extra fees for youth that cancelled last minute or they left things at home that they needed. This guide is one of two that will help you prepare. The Planning Guide has all the things you need to know now about the general registration and preparation for camp. Coming in March is the *Program Guide* which will highlight all the special features and considerations for the camp you are attending.

Once again, thank you for choosing to camp with us this summer — we look forward to the adventure too!

Todd McDonald

*Director of Program and Member Experience
Cascade Pacific Council, BSA*

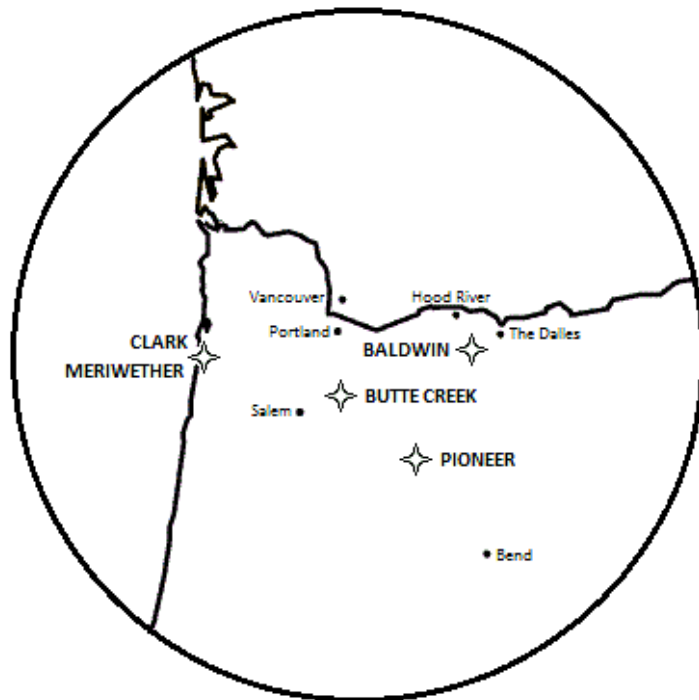


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Prepared. For Life.™

Resources & Contact Information



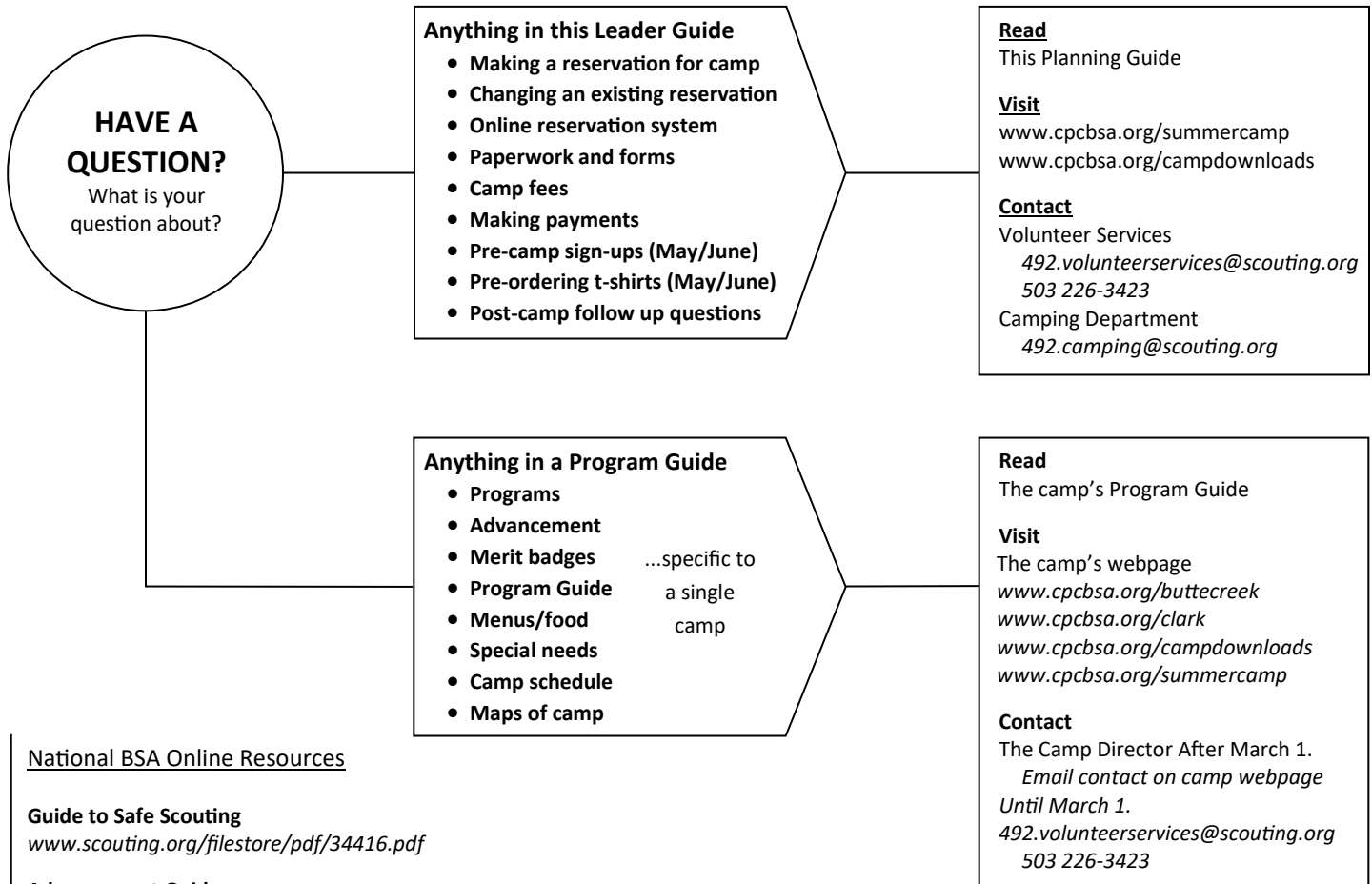
BOY SCOUTS OF AMERICA®
CASCADIA PACIFIC COUNCIL

Have questions? Need more information? This page can point where to go!

COUNCIL CONTACT INFORMATION

Address Cascade Pacific Council
2145 SW Naito Parkway
Portland OR 97201

Website www.cpcbsa.org
Phone (503) 226-3423
Fax (503) 225-5733



National BSA Online Resources

Guide to Safe Scouting

www.scouting.org/filestore/pdf/34416.pdf

Advancement Guide

www.scouting.org/filestore/pdf/33088.pdf

National Camp Accreditation Program.

www.scouting.org/outdoor-programs/camp-accreditation/

Camp Addresses

Butte Creek

13462 S Butte Creek Rd
Scotts Mills OR 97375

Camp Clark

17500 Cape Lookout Rd
Cloverdale OR 97112

Use this format

Scout's Name - Pack #
Camp _____
Street address
City State Zip

Council Online Resources

www.cpcbsa.org/summercamp

Main hub of information for CPC summer camping

www.cpcbsa.org/campdownloads

Information *Council Leader Guide*
Camp Program Guides
Maps to/of camp
Menus

Forms

BSA Medical Form
Opportunity Fund Application
Refund Request Form
Special Needs Form
Pack Roster
Permission forms for outbound programs

Cub Advancement

www.cpcbsa.org/csadvancement

CAMP FEES 2020		Scout	Scout	Adult Full Session	Adult Pro-rate per night
Cub Scout	Butte Creek	\$256 3-night		\$75	\$40
	Clark	\$343 5-night	\$256 3-night	\$155 or \$75	\$40

Pro Tip Ask each scout's family to make the \$100 commitment which covers the initial deposit and the March 1st payment up front. In this way, the family is making a financial commitment toward their scout's attendance and if the scout cancels the pack treasury is not at a loss.

MAKING A RESERVATION

The Cascade Pacific Council uses an online reservation system. Reservations are made by pack (not individuals) and each pack will need to have an account. Here are the links to start the reservation process:

Butte Creek: www.cpcbsa.org/buttecreek

Clark: www.cpcbsa.org/clark

Pro Tip Fully fill out the pack roster in the reservation. Camp management teams are able to print all completed rosters, which means you won't have to fill out a roster by hand in the camp parking lot.

Most in-council packs will already have an account in place because the same account is used to register for events all year. If you can't access your pack's account, contact your district executive or the Member Services Desk at the council office.

To get back into the online system to alter a reservation or to make further payments, go to the "Log In" button in the upper

www.cpcbsa.org and click right-hand corner.

Make sure to update your account to reflect current leadership – and make sure it's a leader who is attending camp. Camp management teams use the information on the reservation to contact packs. If your pack's account lists someone like a former Cubmaster, the pack treasurer, it is likely that the adults who are attending camp will miss crucial emails and phone calls regarding payments or program changes. To add you or other key leaders to the camp communications go to the link below and enter the info. This way more people can receive the camp communication.

www.cpcbsa.org/campemail

PAYING FOR CAMP

Payment Schedule

Camp fee payments occur in three steps:

- 1. Initial Deposit:** \$10 per Scout secures their reservation. (non-refundable.)
- 2. Commitment Payment:** An additional \$90 per Scout is due by March 1 to continue to hold the reservation. Packs that don't make this payment risk losing their reservation. (Total \$100 is non-refundable.)
- 3. Full-balance Payment:**
 - May 1 – Packs who pay their balance in full by May 1 will receive a code redeemable for free camp shirts for all Scouts included in their May 1 count
 - Pay in full two-weeks prior to arrival date. (No refunds after this date)
 - Adult fees are refundable.

Opportunity Fund Camperships

The council operates a special fund to help in-council Scouts with financial needs go to camp. Leaders can find *Opportunity Fund Applications* on the council website on each of the camp pages. Applications are due to the council office by May 1st. Requests turned in after May 1st will only be considered if additional money is available. Funds are distributed on a first-come-first-served basis. Forms must be in the Portland Service Center no later than three weeks prior to the start of camp.

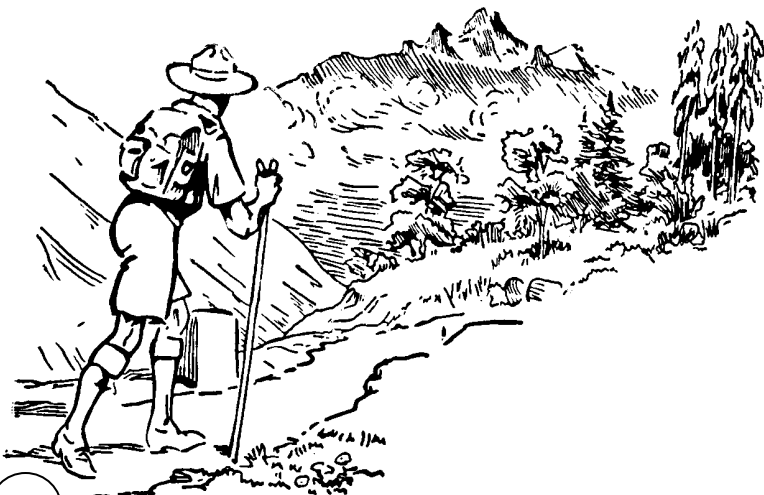
Pro Tip If you have adults switching out mid-week, let the camp's Business Manager know at check-in. If your pack has enough pro-rated nights to add up to a full session, you can pay the full-session fee instead of the pro-rated fees.

Adult Fees

Adult fees may be paid upon the adult's arrival at camp. Pre-paid adult fees are fully refundable if the number of leaders coming to camp changes.

Cub Scout packs are required to have a ratio of 1 adult for every 6 youth. In an effort to help packs with the cost of camp, a certain number of adults in each pack can attend for free. The number of free adults is based on the number of scouts the pack brings to camp, with a maximum of three free adults per pack.

	FREE ADULTS PER NUMBER OF SCOUTS	
	# of Youth	# of Adults
CUB SCOUTS	1 - 6	1
	7 - 12	2
	13+	3



Refund Policy for Cancellations and No-Shows

- **On or before March 1:** The \$10 initial deposit per scout is non-refundable.
- **Between March 1 and two weeks prior to camp:** The initial deposit and commitment payment are forfeited for each Scout whose reservation is cancelled, for a total of \$100 per scout.
- **Within two weeks of camp:** No refunds are granted unless:
 1. The Scout’s family moves out of council.
 2. There is a death or serious illness in the scout’s immediate family that requires his attendance.
 3. The scout himself becomes ill and is therefore unable to attend camp.
 If a refund is granted, the initial deposit and commitment payment will be forfeited (a total of \$100) for that scout.

How to Make a Refund Request

All refund requests for scouts must be in writing.

- **For scouts who drop more than two weeks before camp:** Send written or emailed requests to the council Camping Department at 492.camping@scouting.org.
- **For Scouts who drop within two weeks of camp:** Turn in a *Refund Request Form* while at camp to the Camp Director or Business Manager. List the reason each no-show Scout is unable to attend. Refunds will be granted according to the refund policy above and will be mailed to the pack’s registered Committee Chair in early October. They will be combined with other refunds due to the pack, minus any outstanding camp debts the pack owes the council.

Reservations for Next Summer

If you would like to make a reservation to attend a Cascade Pacific Council camp next summer at a Scouts BSA Camp, you can talk with the Business Manager during your week at camp or go online any time to www.cpcbsa.org/summercamp. The initial deposit of \$10 per Scout will be needed at the time you make the reservation. Cub Scout Resident Camp reservations open in November for the following summer.

Visitors

Adults who are not registered and paid for as pack leaders attending camp with their scouts are considered visitors. Visitors need to pay for any camp meals they have while at camp.

Day Visitor Meal Fees	
Breakfast	\$5
Lunch	\$6
Dinner	\$7

Cascade Pacific Council camps do not have in-camp overnight accommodations for visitors not registered with the pack. Visitors need to make arrangements to stay in one of the public campgrounds near each of our camps.

Children who are not currently registered with a pack attending camp may not stay in camp overnight. This includes anyone under the age of 18 – e.g. siblings of scouts, den chiefs, children of leaders, etc.

PRE-CAMP LEADERS MEETINGS

Council staff and camp management have two in-person meetings to share information about the upcoming camping season and to answer questions from adult leaders. Pack leaders will also be able to pick up camp t-shirts that are pre-ordered online before May 15.

Stay tuned! A date for the in-person and webinar for the pre-camp meeting will be announced in February.

		Start of camp*		Camp dismissal	
		Day	Time	Day	Time
Cub Scout	Butte Creek	Day 1	6pm	Day 4	10am
Cub Scout	Clark 3-night	Day 1	6 pm	Day 4	10am
Webelos Only	Clark 5-night	Day 1	2 pm	Day 6	1 pm

Change from 3-day programs to 3-night programs.
 We are changing our 3-day program to a 3-night program. Arrival is 6pm on day one and last day departure is 10am on day four. This change was made to add more impact based on our theme. The first and last night programs will be inspirational and will have a great impact on their experience. 3-night programs will be open to all Cub Scouts: Tiger-Webelos.

**Plan to arrive 30-45 minutes before the start of camp.*

ARRIVAL AT & DEPARTURE FROM CAMP

There is little time between sessions for camp staff to recover from one session and prepare for the next. Please follow your camp’s arrival schedule so the staffers can get the break and rest they need to provide your scouts with a great program.

Mid-week Checking In and Out of Camp

Anyone entering or leaving camp mid-week must sign in or out in the camp office, be on the pack roster, and have the appropriate up-to-date BSA Medical Form.

- **Adult leaders** over the age of 18 are free to come and go from camp as long as the above requirements are met and at least two pack leaders are present at camp at all times.
- **Youth participants** under the age of 18 must meet the above requirements. It is also crucial that we know with whom youth participants are leaving. Because of that, when signing a youth out from camp, four people must be present:

Pro Tip → Simplify your mid-week check-ins by ensuring all youths, adult leaders, and expected day visitors are included on your roster when you arrive. Printed reservation rosters don’t include all leaders and visitors - their names can be added by hand.

1. The youth.
2. The adult transporting the youth.
3. A pack leader who is staying in camp and can verify that the transporting adult is authorized to take the youth .
4. A member of the camp office staff.

Camp management will not permit a youth to leave without all four people present when the youth signs out.

Leaving at the End of the Session/Week

At the end of the session, be sure to pick up medications and medical forms, look through the lost & found, and follow any campsite inspection procedures set by the camp. No in-office check-out is generally required when the whole pack is leaving at the end of a camp session, but follow whatever directions are given by camp management.

TRANSPORTATION & PARKING

Vehicle-related accidents used to be the number one cause of death in the BSA, but because stringent rules were established and followed at both the national and local level, that statistic is no longer true. For this reason, our camp staff take the rules around vehicles, trailers, and driving very seriously. Your cooperation with our vehicle use policies helps keep all scouts safe and ensures that driving in our camps will continue to be permitted in the future.

Vehicles transporting scouts must be operated in accordance with local and state laws and be in good mechanical condition. All passengers, adult and youth, must use a seat belt in accordance with state laws.

Upon your arrival at camp you will be directed toward the camp parking lot. Park as directed by the staff – they know how to best organize vehicles in their lot. Back into your spot so your vehicle is parked nose-out for safety in the event of an evacuation. A vehicle parked in an unapproved location can and will be towed at the owner's expense.

All vehicles must park in the camp parking lot. No pack vehicles or trailers are allowed to be parked in camp or in a campsite while camp is in session.

Camp Driving & Vehicle Rules:

- The in-camp speed limit is 5mph, which is only slightly faster than an adult's walking pace.
- **If** vehicles are allowed into camp, unload gear at the head of the trail to your campsite and return your vehicle immediately to the parking lot; then walk back to move your gear into the campsite.
- Do not pull into campsites. Park in designated pull-outs to unload or load your gear.
- Remember that all camp roads also serve as walking trails. Obey the speed limit and keep an eye out for Scouts.
- **No one, scout or adult, is allowed to ride in truck beds, on or in trailers, under canopies, in campers, in the back of hatchbacks, or in any non-standard seat or seat-belt arrangement.**
- If someone in your pack has mobility needs requiring the use of a vehicle, turn in a *Special Needs Form* and get an in-camp parking permit from camp management upon your arrival. A state-issued disability permit or license plate does not automatically allow a vehicle to park in camp; a camp-issued parking permit is still required. Remember that not all camps have vehicle-accessible roads past the parking lot.
- **RV parking is not available at any camp.** No one – Scout, adult, or visitor – is permitted to stay in RV's in any camp parking lot. Adults are at camp to chaperone and provide safety for the Scouts; they cannot do that from a parking lot or RV.
- ATVs, golf carts, and other non-medical personal transport are not permitted on any Cascade Pacific Council properties at any time, except for those used by certified council staff.
- The council will not accept any responsibility for vehicles parked on camp property or their contents or any vehicles damaged by driving over camp roads. Lock all vehicle and trailer doors.
- **Busing into camp.** Be sure to contact the Camp Director if your group will be arriving by bus. Each camp may have different expectations when it comes to being able to park or not park such a large vehicle.

CHECK-IN PAPERWORK

Having this paperwork ready will make your check-in process go much more smoothly.

- All payment receipts and records:** Bring a copy of all camp fee payments made by your pack. If there are discrepancies in the camp's payment reports, pack records can help track down where things went awry.
- A method to pay for any outstanding fees:** Camps can accept cash, personal or Pack checks, and major credit cards.
- Pack roster:** Please fill out and print your roster from the online reservation system. Make sure to fill it out completely, including emergency phone numbers for every scout and adult. The phone numbers will be used by camp management in the event of an evacuation or emergency.
- Special Needs Forms:** These should be sent in at least two weeks before your session of camp so camp management can plan ahead, but any last-minute or forgotten forms should be turned in at check-in. This form can be found at www.cpcbsa.org/campdownloads.
- Refund Request Forms:** Refund requests for last-minute cancellations or no-shows must be turned in to the Camp Director or Business Manager while you are at camp. Multiple Scouts can be listed on one form. This form can be found at www.cpcbsa.org/campdownloads.
- Medical Forms:** Every person at camp must have a current and properly filled out BSA Medical Form. See the section on medical forms on page 7. This form can be found at www.cpcbsa.org/medicalform.
- Youth Protection Training:** Work with your pack committee to prepare a roster of all your adults and their youth protection training certifications.
- Proof of insurance:** All members of every pack must be covered by accident insurance, whether as an individual or under the pack's group policy. Cascade Pacific Council packs are covered through a council policy and do not need to bring proof of insurance. Bring proof of insurance and blank claims forms with you to camp; the proof must include the name of the insurance company and the policy number.



FOOD SERVICE

Our flexible, hard-working, and accommodating staff works within the limits of time, budget, and staffing to provide three tasty, healthy, and varied meals for hundreds of people each day of camp. Please review your camp's menu (including gluten free and vegan options) at <https://www.cpcbsa.org/campmenus> in early May. If anyone in your unit requires the gluten free or vegan options, or has needs beyond these, they must be communicated using the *Special Needs Form*. Requests received less than two weeks before camp may take several days to meet, as our remote camps plan their food well ahead of your arrival. If a *Special Needs Form* is turned in early and includes contact information, the food service staff can contact the family directly to work out what the camp can offer and what the family will need to provide.

Scouts or adults with very specific diets, severe allergies, multiple food limitations, or a sensitivity not covered in our alternative menus, will want to consider bringing their own food to supplement what is served at camp. By state health standards, participants are not allowed to prepare food or cook in the camp's kitchen, but most camps are able to store a small cooler or box of food in the kitchen so it is on hand during meals. Check with the camp before you arrive regarding any questions or concerns.

TRADING POST

Between souvenirs, toiletries, and refreshments, the average camper spends about \$15 per day in the camp Trading Post. Trading Posts are able to accept cash, personal checks, debit cards, and major credit cards.

ADULT LEADERSHIP

Each pack must be under the leadership of at least two adults. Two adults must be a BSA-registered adult over 21 years old who has current Youth Protection training. If the pack has a female youth, one of the registered adults must be female. **All adults need to complete youth protection training. All adults staying more than 72 hours must be registered with the BSA.** If your pack has a challenge fulfilling these requirements, please contact the council office. There are times where connecting you with another pack and leadership can be shared, and may solve these challenges.

Pro Tip

Have an adult in your pack act as a "banker" for your younger scouts. By keeping spare money in the care of an adult, money is less likely to be misplaced, dropped, or stolen.

No one-on-one contact with an adult and a Scout will be allowed unless that adult is the parent or guardian of the child.

Male and female youth, and adults must have separate sleeping accommodations.

Adult leaders who arrive or depart mid-session must check-in and check-out at the camp office. When it is necessary to rotate leadership, it is vital that there are always be at least two adults in camp for your pack in order to comply with the BSA's Youth Protection guidelines.

Medical form requirements must be completed for each adult no matter how long they are at camp. See the *Medical Form* section of this packet to determine what requirements apply.

Key Responsibilities of Adult Leaders

- Attend the pre-camp meeting in June
- Read this Leader Guide and the camp-specific Program Guide
- Ensure that all youth attending camp are registered Scouts
- Meet with parents/guardians of Scouts before camp to discuss schedules, advancement, rules of camp, the pack's emergency procedures, and potential consequences of a Scout misbehaving
- Coordinate schedules of adults attending camp
- Collect all paperwork necessary (*roster, current BSA Medical Forms, Special Needs Forms, etc.*)
- Make changes to your reservation as needed to keep it current
- Transport youth to and from camp
- Attend daily leader meetings while at camp
- Ensure their scouts know and follow camp rules
- Set the example for scouts – stay safe!
- Report hazards and problems to camp management
- Report all injuries and illnesses to the camp Health Officer
- Help during meals to maintain order and follow staff direction
- Supervise, encourage, and support scouts during camp
- Have fun and enjoy your time at camp!

Camp provides scouts with a chance to build self-confidence through setting goals and overcoming challenges. Our hope is while Scouts are at camp they will take strides toward greater responsibility, cooperation, and leadership. We know it is a lot to ask of scouts who are still maturing, and that is where you come in! Your most important role as their adult leader is to provide guidance as they choose opportunities, encouragement as they try new things, motivation as they work toward their goals, and understanding and counseling when things don't go right.

Scouts watch their leaders to know when it's okay to talk, to laugh, and to have fun. They'll also look to you for when to be serious, how to resolve conflicts, and how to treat other scouts. The more you participate, the more likely it is your scouts will participate, so have fun! Your positive attitude is a great way to ensure that your youth have a great time.

The camp staff can be a great resource for support and advice for your scouts and for you. The majority grew up in the Scouting program so they know what Scouts are going through as they experience camp. Long-time staff have also witnessed a wide variety of scout and pack issues as well as a wide variety of solutions to those issues – don't be afraid to ask them for help.

On the flip-side, if you see a staffer you think could use your help – whether it's that you have experience in a field that's related to a special needs youth or you see a staffer struggling to manage a rowdy group of scouts – feel free to ask if you can help. The young men and women on staff are growing within the Scouting program just as much as the scouts are and your support can help them on their way.



HEALTH & SAFETY

Camp management will go over emergency procedures on the first day of camp. In the event of an emergency, ensure that everyone is safe, evacuate the area if necessary, then notify camp staff immediately. If you are able to deal effectively with the situation, do so, then notify camp staff. In a large-scale emergency (such as a natural disaster), work with camp staff to ensure everyone is safe, assess injuries, and evacuate if necessary. Camp staff are trained to deal with emergency situations according to established protocols; adult leaders can help by remaining calm, following directions, and lending a helping hand when needed.

The camp staff strives to run their programs as safely as possible, but accidents and illness can happen even when every precaution is taken. Knowing this, every Cascade Pacific Council camp equips and operates a Health Lodge that is staffed by a qualified Health Officer. The Health Officer lives on-site and is available 24-hours a day to treat minor injuries and illnesses.

If advanced medical care is necessary, the camp management will help you as the situation requires. Here are the usual steps taken in an emergency situation:

- The first priority is getting the patient the care they need. Camp management will contact local emergency services should ambulance or air transport be necessary. Non-emergency transportation is the responsibility of the pack, always keeping in mind two-deep leadership both at camp and in the vehicle. When necessary, the camp director can help resolve a temporary leadership shortage during an emergency situation.
- In situations requiring any sort of advanced care, the patient's family must be contacted as soon as possible. In most cases, this is the responsibility of pack leadership. For this reason it is absolutely vital that pack leaders know how to get ahold of the parents or family of every person with them at camp. Make sure all contact numbers on your pack's medical forms are up-to-date. If a Scout's parent/guardian or an adult's next-of-kin cannot be reached, the pack leader will be asked to make care decisions on the patient's behalf.
- When accompanying a patient to the hospital or urgent care, the pack leaders need to bring two things:
 - > A copy of the patient's *BSA Medical Form*, which includes the patient's health history and a permission-to-treat. Your pack's medical forms will be kept in the Health Lodge.
 - > The pack's accident insurance information and forms. Anyone needing advanced medical care, either on or off property, will be billed by the medical service provider or the hospital for the services rendered. All expenses associated with such treatment become the responsibility of the patient's family, handled through their personal health insurance or the pack's supplemental accident insurance. For most pack policies, a family's medical insurance is the primary insurance; pack accident insurance is secondary. Most secondary insurance policies will cover the deductible required by the family's insurance; illness is not normally covered. Check your policy to determine what is covered. All questions regarding pack insurance coverage should be directed to the insurance company. There is no fee for basic care and first aid performed by camp staff.
- Packs should fill out a *BSA Incident Report* immediately after the incident, and turn it in to their council office after camp.
- Upon returning to camp, leaders need to report back to the Health Officer and camp management with details of the patient's diagnosis, treatment, follow-up care, etc. Those details are needed for camp medical logs, council incident forms, risk prevention efforts, and in some cases, Health Department reports.

BSA MEDICAL FORMS

All Scouts, leaders and adults are required to bring a current and complete BSA Medical Form, with all required signatures, with them to camp. Do not use other medical reports or forms – use the official BSA Medical Form only.

Be prepared!
Pro Tip Establish a pack phone tree before leaving for camp. Make a folder with pack medical insurance information, a pack roster with current phone numbers, blank BSA Incident Report forms, and blank paper for notes. Use a bright-colored folder and keep it in an easy-to-find location in your campsite so it's on-hand in an emergency. Make sure all your adult leaders know what it looks like and where to find it.

New! The newest version of the Medical Form has been released. Please make sure your form has the 2019 date on the bottom of it. The old versions will be obsolete as of January 2021.

Part A requires a parent/guardian signature for youth or the adult's signature. **Part C** requires a signature from an appropriate medical professional. Medical professionals who can sign Part C are listed in the instructions at the top of the form. Signatures are valid until the end of the same month the next year. For example, a form signed Aug 5, 2019 is valid until Aug 31, 2020.

72 hours is counted as 72 hours per camp session, not just 72 consecutive hours. Anyone who is going to be at camp for more than 72 hours

total throughout a camp session must have Part C filled out and signed by an appropriate medical professional. Camp Clark 5-day sessions are over 72 hours and will require medical forms Parts A, B and C. Medical forms will be turned in during health checks and kept in the Health Lodge for the duration of the session. Every person staying at camp will go through a verbal health check so the medical staff know what medical issues are present in camp. Remember to pick up your medical forms before leaving camp on the last day of the session.

Less than 72 hours 3– Night Camp	More than 72 hours 5-night Camp
Part A Part B	Part A Part B Part C

Medications at Camp

- **Scouts:** Organizational camp regulations require that all medications, whether over-the-counter or prescription, for persons under the age of 18 be kept in locked storage. They will be kept at the camp health lodge.
- **Leaders:** Prescription medications for persons age 18 and over must be kept in locked storage and can be kept by the owner in their campsite. If the owner does not have lockable storage of their own, they must store their medication in the health lodge.
- **Emergency medications or devices** (epi-pens, emergency inhalers, glycerin tablets, etc.) that are needed in time-critical, life-threatening situations may and should be carried by the owner, no matter their age. Let the Health Officer know about such medications so they know to look for them in an emergency.

The camp Health Officer will post a schedule with regular medication times. It is the pack's responsibility to know what medications their Scouts take and when. A leader from your pack will need to accompany your Scouts to get their medication. The Health Officer won't know your Scouts like your leaders do, so your leaders need to be present to ensure the right Scouts take the right dosages of the right medications at the right times. If someone in your pack needs medication outside of the scheduled times, the Health Officer can arrange that individually as needed. Camp Health Officers cannot administer immunizations, prescriptions, or over the counter medicines, nor can they recommend any medications.

CAMP RULES

Every camp will have rules specific to their property and programs which will be included in their *Program Guide* and/or covered at camp. The rules listed here are some of the general rules that are enforced at all our council camps.

- Use the buddy system (single gender OR three people in the buddy group).
- A Scout is Kind: be considerate of other's feelings. Hazing, initiations, or bullying are not part of Scouting.
- Wear closed-toe shoes. Flip flops may be worn inside the shower house only.
- Use only already downed or split wood for firewood. Do not cut down trees or branches.
- Do not deface, destroy, or purposefully damage camp's or other's property.
- Stay within the boundaries of camp.
- Folding pocket knives and multi-tools are allowed for Cub Scouts who have earned their Whittlin' Chip. No sheath knives or spring-assisted knives are allowed at Cascade Pacific Council camps.

Prohibited and Restricted Items

- **Tobacco products (smoked or smokeless), e-cigarettes, & vapor cigarettes:** The use of tobacco products, e-cigarettes, and vapor cigarettes by anyone under the age of 21 is strictly prohibited by both federal law and BSA policy. Adults may use such products and items only in designated area – check with camp leadership for where those areas are. Outside of the designated areas, all council properties are tobacco-, e-cigarette-, and vapor cigarette-free zones. That includes all buildings, campsites, trails, and program areas. Smoking in view of any scout is strictly prohibited.
- **Alcohol, marijuana, and other drugs:** It is the policy of the BSA that the possession or consumption of alcohol, the possession or use of controlled substances, including marijuana, and/or being under the influence of alcohol or controlled substances are not permitted on property owned and/or operated by the BSA, or at any activity involving the participation of youth members.
- **Weapons:** No weapons of any kind are permitted at camp. Personal equipment is not permitted on camp ranges during summer camp, e.g., personal bows, rifles, or shotguns. Weapons are not permitted to be stored in vehicles in camp parking lots.
- **Fireworks, exploding or gunpowder-operated items:** BSA policy strictly prohibits these types of items. Should they be discovered, the person(s) who have or use them will be required to leave camp for the remainder of the session.
- **Chainsaws:** Chainsaws are not permitted at any council property, except those used by certified Ranger staff.
- **Pets:** Pets and emotional support animals are not allowed at camp. Service animals trained to provide a specific and medically documented service must be approved through the council office before being brought to camp. Any animal not approved in advance will need to be removed from camp immediately.
- **Bicycles:** No bicycles are allowed at camp except those used in staff-led biking programs.

Safety Rules: "S" Rules.

Stay with a buddy

Sticks stay on the ground

Stones stay on the ground

Slow Down

Sanitation (Wash hands)

Shoes stay on the feet. (except beach, showers, and sleeping bag.)

Stay within the boundaries of camp.

MISCELLANEOUS

Uniforming

Scouts wear uniforms for the same reasons a sports team does – it sets a standard, promotes group spirit, and establishes equality. An official Scout uniform is appropriate at any time during camp, but is encouraged for flag ceremonies, meals, campfires, chapel services, and other formal ceremonies.

Flag Ceremonies

The camp will also have camp-wide flag ceremonies in the morning and evening and often follow the ceremonies with important announcements. Scouts are encouraged to wear uniforms.

Lost & Found

Lost-&-found items are kept at camp for the duration of each session, then taken to the council office. Any items unclaimed items are donated to local charities. Socks, underwear, towels, and water bottles are not kept or sent to the council office.

Chemical Fuels

Gas-fueled lanterns and stoves may be used for outdoor lighting and cooking. Canister-type fuels are recommended over liquid. A knowledgeable adult must light and refuel gas-fueled devices; fuel should never be handled by Scouts. The use of gas-fueled items in a tent or adirondack is strictly prohibited. The use of liquid fuel as a fire-starter is strictly prohibited.

Rest

Enough sleep, or the lack thereof, can have a huge impact on the attitude and success of both scouts and leaders. For your pack's health and out of respect for others, keep your scouts in your campsite and settled down between 10pm and 6am each night.

Weather

Oregon weather can vary greatly, even in the summer. Temperatures can range from the 50's to the 90's in the day and can drop into the 30's at night. Program continues rain or shine, so be prepared and bring appropriate clothing and gear.

Employment Opportunities

The Cascade Pacific Council hires over 300 young men and women to staff at our camps. Interviews are held in February and March and hiring continues through the spring. Staff can start as young as 15 years old at resident camps. Applications and more information can be found at the council office or at www.cpbsa.org/campstaff.

PLANNING FOR CAMP

6 to 12 MONTHS AHEAD OF TIME

- Schedule a time for your den leaders to discuss what the Scouts in your pack want to do and accomplish at camp.
- Using scouts' input, research camp options and decide which one best meets the needs and wants of your pack.
- Make your pack's reservation at www.cpcbsa.org. Reservations open the first weekend in November.
- Schedule time at committee meetings to discuss camp planning. Incorporate input gathered from Scouts.
 - > Include your den leaders when adult leadership hold camp planning meetings. If the current youth leaders are not attending camp with the pack, designate a "camp den leader" and have them assume leadership duties for camp.
- Talk with parents and scouts about paying for camp. Go over what portion of the fee families are responsible for and opportunities for fundraising.

JANUARY

- Secure adult leadership.
 - > At least two leaders must be at least 21 years old and be registered with the pack; all others must be at least 18 years old and associated with the pack (i.e. the pack leadership can vouch for each adult's good character). One of the registered leaders must be female if there are female Scouts.
 - > All adults that will be at camp for over 72 hours must be registered with BSA and have taken the Youth Protection training.
 - > Cub Scout camps require a minimum of two adults per pack, with an overall ratio of one adult for every 6 youth.
 - > If this is a challenge, contact the Council office or Camp Director. We may be able to put your group with another group.
- Promote camp attendance at pack and den meetings.
- Collect fees. \$100 non refundable is due March 1.
- Pro-tip:** It is recommended to collect fees, especially the non-refundable portions, directly from families so that each family is making the financial commitment for their scout to attend. If their scout is a no-show, the pack treasury is not at a loss.
- Give blank *BSA Medical Forms* to every participant, scout and adult, so they can arrange any needed physical exams.
- Give a blank *Special Needs Form* to each participant who has special needs.
- Provide the link to *Opportunity Fund Form* for those scouts who would like to apply for financial assistance.
- Ask older scouts (or other teenage family members, male or female) if they'd like to work on a camp staff, either as a paid staff member for the whole season or as a volunteer Staff-In-Training (S.I.T.) for two weeks. Applications are available on the council website. Interviews are in February and March.
- Add people to the camp communication list on www.cpcbsa.org/campemail. Our system only allows two contacts. This page allows packs to have more people receive our camp communication emails.

FEBRUARY

- Collect fees for the upcoming March 1st payment .
- Contact the Council Office to drop any youth numbers who have not committed. After March 1 your pack will owe \$100 for each Scout registered for camp.**

MARCH

- Each scout attending camp must have at least \$100 of their camp fee paid by March 1st.
- Download the *Program Guide* for the camp you're attending. The link for each camp's program guide can be found on the camp's webpage or on the Camp Downloads page.
- Contact parents or hold a meeting to talk about program dates and times.

APRIL

- Collect remaining camp fees in anticipation for the May 1st deadline.

MAY

- Be ready for the May 1 "Drop Date." Remember: After May 1 the non-refundable deposit per scout goes from \$10 to \$100.
 - > Reconfirm the number of scouts going to camp. Adjust participant numbers on your reservation as needed. Go online or call/visit the council office to make any changes.
 - > Collect and pay any remaining fees. Packs who pay their total pack fees by May 1 will receive a discount code via email for the free t-shirt incentive.
- Place your pack's pre-camp clothing order through the council website.
- Update the contact information on your pack's reservation. This ensures camp management is able to contact a leader who is attending camp.
- Inform scouts what to bring and for what activities to prepare for.
- Inform parents when and where camp is, what activities their scout is planning to do, how to send mail, how much camp costs, and how to get in touch in case of emergency.
- Reconfirm leadership for camp.
- Make arrangements to attend the June pre-camp meeting.
- Collect *Special Needs Forms* and send to the council office.

JUNE

- Attend the pre-camp information meeting. Stay tuned for streaming and recorded options.

ONE MONTH BEFORE CAMP

- Send out final camp notice and information to parents.
- Reconfirm leadership at camp.
- Review adult leader responsibilities with all adult leaders attending camp.
- Meet with youth to talk about camp expectations, rules, and procedures.
- Meet with parents of all youth attending camp. Go over the expectations, rules, and procedures the scouts are expected to follow. Make sure parents understand what will happen if and when issues or problems arise at camp.
- Have committee members visit parents of youth not registered for camp; encourage them to attend.
- Secure transportation to and from camp.
- Get a count for the end-of-week family meal if your camp offers one (check in the camp's *program guide*). Your pack's leadership will be asked for the number of guests they expect to join them.

Continued on next page...

THREE WEEKS BEFORE CAMP (No Refunds Two Weeks Prior)

- Collect all youth and adult medical forms, making sure forms have current parent and doctor signatures and parents' contact information.
- Make sure all youth are currently registered members of the BSA. Membership will be verified upon arrival; those not registered will be required to register as members.
- Gather pack insurance information including policy number and claim forms. (Non Cascade Pacific Council packs)
- Pay all remaining camp fees. Information for camp is printed two weeks prior to your arrival; please verify that all information is correct.
- Print pack roster.

TWO DAYS BEFORE CAMP

- Check on transportation to and from camp.
- Make sure anyone who has joined your group since you attended the pre-camp meeting has a completed medical form. Re-check all forms for proper signatures.
- Hold inspection of personal packs and patrol gear.
- Troop equipment should be ready to pack.
- Inform youth of customs, practices, and rules at camp.

THE DAY YOU LEAVE

- Inspect youths' personal packs, bags, and gear.
- Verify and bring copies of den roster or troop roster, receipts, and all paperwork to camp.
- Collect any medical forms that have not been turned in, and check them for current proper signatures. Note: Any Scout with a medical form without a current parent and doctor signature will be asked to leave camp. (The 3-night resident camps do not require a doctor's signature.)
- Label all medications, including aspirin, cough syrup, and such, with name and pack/troop number before coming to camp. **Leave medications in their original containers.**
- Determine reasons for unexpected absences of your youth and prepare a *Request for Refund Form* to be given to the camp director or business manager at check-in. ALL REFUND REQUESTS MUST BE MADE UPON ARRIVAL AT CAMP.
- Reconfirm transportation for closing day.

2020 SUMMER CAMP DATES

BUTTE CREEK

Session 1	June 27-30	Sat-Tues
Session 2	July 1-4	Weds-Sat
Session 3	July 8-11	Weds-Sat
Session 4	July 11-14	Sat-Tues
Session 5	July 15-18	Weds-Sat
Session 6	July 18-21	Sat-Tues
Session 7	July 22-25	Weds-Sat
Session 8	July 25-28	Sat-Tues
Session 9	July 29 - Aug 1	Sat-Tues
Session 10	Aug 1-4	Sat-Tues
Session 11	Aug 5-8	Weds-Sat
Session 12	Aug 8-11	Sat-Tues
Session 13	Aug 12-15	Weds-Sat

CAMP CLARK

Session 1	June 28-July 3, Webelos	5-night
Session 2	July 5-10, Webelos	5-night
Session 3	July 12-17, Webelos	5-night
Session 4	July 19- 24, Webelos	5-night
Session 5	July 25- 28, All Cub Scouts	3-night
Session 6	July 29 - Aug, 1 All Cub Scouts	3-night
Session 7	August 1-4, All Cub Scouts	3-night
Session 8	August 5-8, All Cub Scouts	3-night
Session 9	August 8-11, All Cub Scouts	3-night
Session 10	August 12-15, All Cub Scouts	3-night



Parent Email Templates (Copy and paste).

After registration online is complete but before March 1.

We are all set and signed up for [Camp Name], [Camp Dates].

Our young Scouts need creative ways to learn kindness, giving, and responsibility—especially with choosing right and wrong. Cub Camps provide a unique outdoor experience and curriculum to build confidence, and teach kindness and responsibility, in a fun and safe outdoor environment.

I need your help so that our experience getting there is stress free. Here is a quick check list to help answer your questions and help prepare us for our adventure.

Key Tasks

- Pay \$100 before February 15th. This non refundable deposit holds your spot.
- Read the parents planning guide at www.cpcbsa.org/parentcampplan.
- Camp Scholarships. Download the form, complete and submit to the council if you need help with paying for camp. www.cpcbsa.org/campfund
- Special Needs Form. Download the form, complete and submit to the council if you have special medical considerations at camp. www.cpcbsa.org/campdownloads .