

# SCOUTS BSA SUMMER RESIDENT CAMP

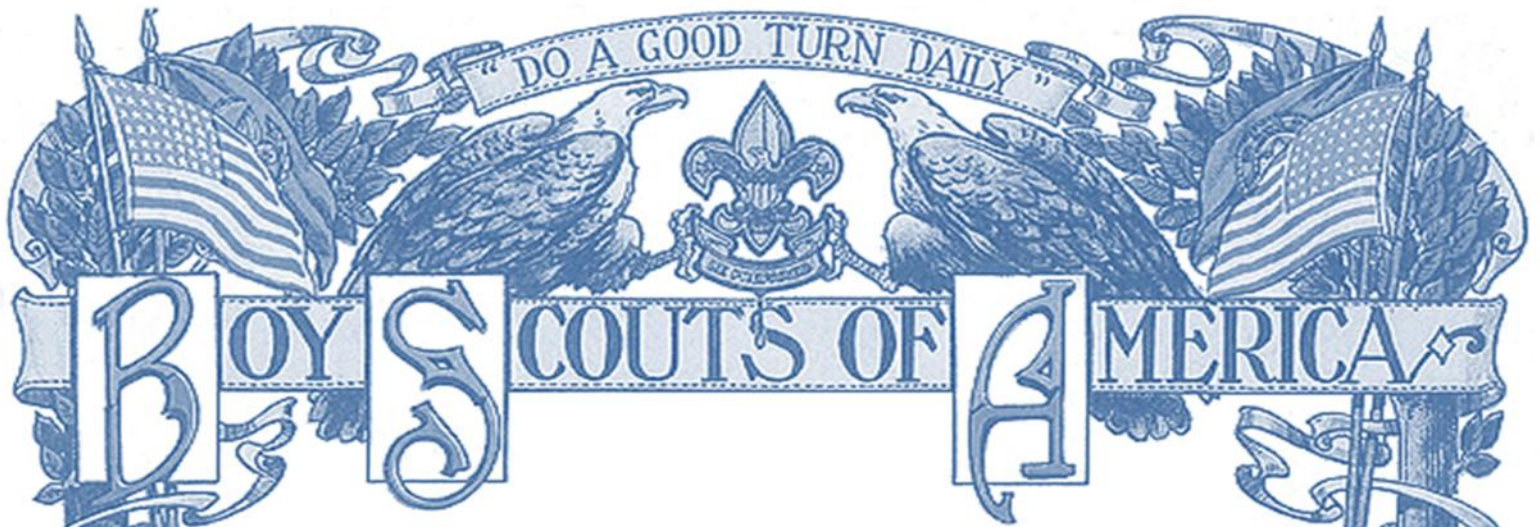


## LEADER'S GUIDE

-2019-

**Prepared By:**  
Derek Walden, Camp Director  
614-585-9253  
[Derek.Walden@scouting.org](mailto:Derek.Walden@scouting.org)





## Letter from the Camp Director Walden

Dear Camp Oyo Scouters,

In the summer of 2018, I participated in an experience many Scouting families all over Southern Ohio have been experiencing for many years: I spent a week of my summer at Camp Oyo for BSA Resident Camp. I now understand the magical allure and special draw this camp has over all Scouters who visit. As a representative of our program, I look forward to sharing Camp Oyo with everyone who visits during our exemplary summer camp.

Please use this *Leader's Guide* to prepare for your unit's resident camp experience. We want your camping experience for you and your Scouts to be filled with fun, adventure, and growth. In the grand tradition and legacy of Camp Oyo, our outstanding staff will continue to foster a camping culture based on youth-led leadership, local conservation and stewardship, and program-based advancement that will guarantee campers and leaders have a rewarding week at camp.

Thank you for all you do for Scouting in your unit and our community. I look forward to seeing you at camp.

Yours in Scouting,

Derek J. Walden  
Camp Director



## Table of Contents

.....	5
Registration.....	6
How to Register.....	6
2019 Registration Process.....	6
Sharing a Campsite.....	6
Provisional Camping.....	6
Reservations for the 2020 Season.....	7
2020 Camp Oyo Dates.....	7
2019 Camp Fees.....	7
Payment Policy for 2019.....	7
Payment of Fees.....	8
Individual Deposit.....	8
Camp Fee Rates.....	9
Complimentary Leaders.....	9
Camperships.....	9
Camp Refund Policy.....	9
Refund of Site-Saver Deposit.....	9
Refund of Camper Fees.....	10
Camp Cancellation.....	10
Requesting and Receiving a Refund.....	10
Life at Camp.....	12
Camp Oyo.....	12
Camp Oyo Accommodations and Capacity.....	12
Exceeding Campsite Capacity.....	12
Camp Equipment.....	13
Recommended Equipment for Scouts.....	13
Additional Equipment for Scouts.....	13
Optional Equipment to Bring.....	13
Special Equipment to Bring.....	13
Do Not Bring to Camp.....	14
Equipment Provided by Camp*.....	14
Recommended Unit Equipment.....	14
Optional Unit Equipment.....	14
Damaged Equipment.....	14
Equipment Damage Charges.....	15

Arrival: Check-In Procedures .....	15
Departure: Check-Out Procedures .....	16
Basic Services .....	17
Chapel Services .....	17
Lost and Found .....	17
Mail .....	17
Showers and Restrooms .....	17
Telephone Service .....	18
Trading Post .....	18
Flag Ceremonies .....	18
Campsite Inspection .....	18
Uniform in Camp .....	18
Camp Policies .....	19
Alcohol & Narcotics .....	19
BSA Registration .....	19
Campfires .....	19
Illegal, Immoral, or Unacceptable Acts .....	19
Initiations .....	19
Knives .....	19
Noise Pollution .....	19
Respect of Others .....	20
Tobacco .....	20
Trees .....	20
Vehicles in Camp .....	20
Wildlife .....	20
Food Service .....	21
Table Waiters .....	21
Salad Bar .....	21
Food Service Management .....	21
Special Dietary Needs for Health or Religious Reasons .....	21
Visitors and Family Night .....	22
Camp Visitors .....	22
Visitor Meals .....	22
Family Night .....	22
Skit and Song Standards .....	22
National Accreditation .....	23



Health and Safety .....	24
Health Forms and Physical Examinations.....	24
Medical Recheck.....	24
Prescription Medications .....	24
First Aid Services.....	24
Sick Call.....	25
Insurance Coverage.....	25
Processing Claims.....	25
Exceptions.....	26
Camp Emergency Procedures .....	26
Camp Mobilization Procedures.....	26
Lost and Missing Persons .....	27
Medical Emergencies.....	27
Fire Emergencies .....	28
Aquatic Emergencies .....	28
Severe Weather .....	28
Earthquake .....	29
Security and Personal Safety .....	29
Buddy System.....	29
Security .....	30
Youth Protection .....	30
Youth Protection Guidelines.....	30
Camp Map .....	32



# Registration

## How to Register

All site-saver registrations are to be made on line at: <https://skcscouts.org/camps/summercamps/scouts-bsa-resident-camp-camp-oyo/> . This deposit is not refundable or transferable if the unit does not attend camp in the year for which the reservation was made. You will need to select your choice of camp, session and campsite. A \$100.00 per unit deposit is required for your Site-saver registration. Payments can be made online or mailed to the Simon Kenton Council Leadership Development center.

### 2019 Registration Process

All registrations are completed online.

- Visit <https://scoutingevent.com/441-2019oyosummercamp>. Follow the register here link.
- Enter all the names of the Scouts and Leaders that will be attending camp.
- Enter the billing information and “Book Reservation”. This will complete your registration process.

Any payments that are made cannot be applied until the “Book Reservation” process is complete.

The names of everyone entered will be your official Troop Roster for camp. All payments can be made online or by mail. **Each unit is required to be paid in full prior to your arrival to camp.** Changes and additions to your registration can be made also. After any additions are made you will need to complete the “Book Reservation” process again.

### Sharing a Campsite

Units may join together in a campsite to help meet two-deep leadership requirements. It is up to the units wishing to share a site to get together and make this happen. In order to accommodate the maximum number of Scouts at camp in a given session, the camp administration may place smaller troops together in a campsite.

### Provisional Camping

Scouts, who cannot attend camp with their home unit, are encouraged to attend camp. When a Scout comes to camp without his unit, he will be placed with another unit or placed in a camp staff-led provisional unit.

If a Scout would like to attend with another unit, the Scout or Scoutmaster should make arrangements with the Scoutmaster of the unit the Scout would like to attend before camp begins so that proper arrangements may be made. For this session of camp, the Scout should function as he is a member of this unit, and use this unit number on all camp paperwork so that advancement and other records are properly routed back at the end of the session. Scouts who do not attend camp with a unit will be placed in a camp staff-led provisional unit with two-deep leadership. This is not recommended for first-time campers.

## Reservations for the 2020 Season

Units that are attending camp in 2019 have the first choice in reserving the same site in the same week for 2020. They have until noon on Friday (week of camp) to reserve the same site for the following year. Please notify Camp Administration if you wish to reserve a site for 2020.

Other units may sign-up for the weeks in the 2020 season when the corresponding week in 2019 has concluded. If the unit so desires, the deposit may be used as part of the current year's fees or the camp will maintain their current deposit on account for the following year. Reservation deposits are required to hold a site after December 31<sup>st</sup>. As of January 1<sup>st</sup>, a unit making a deposit may take any site not held by a deposit.

## 2020 Camp Oyo Dates

June 22 – June 26 (Scouts BSA Week 1)

June 29 – July 3 (POTENTIAL ONLY - Scouts BSA Week 2)

## 2019 Camp Fees

Boy Scout Summer Camp	Due Date	Youth	Adult
Early Bird Fee	Paid in FULL by April 15	\$300	\$150
Regular Fee	Paid in FULL by May 15	\$320	\$150
Late Fee	If Paid after May 15	\$340	\$170

## Payment Policy for 2019

The \$300 Discounted rate OR a \$40 non-refundable deposit is due on or before April 15th for each youth slot. Deposits may be transferred to another scout in your unit or to a different camp during the current year. If no payment has been made for a youth by April 16th, The SKC Camping Department will contact your Troop and registration contact, via phone and email. If still no contact has been made, the SKC Camping department has the right to cancel your unpaid or non-deposited registrations, to allow other Troops to use those slots to attend Summer camp.

- Discounted Rate – Registration must be paid in full before April 15th.
- Regular – Registration Paid in full on or before May 15th.
- Late fee – Paid in full after May 15th.

Example 1: Troop XYZ has a site saver for 20 scouts, and 5 adults. 10 of the youth slots are paid in full, 5 of the youth slots have a paid deposit, the 5 remaining unpaid youth slots will

be removed April 16th. Troops can add those back onto the roster by paying deposit or paying in full.

Example 2: Troop XYZ has a site saver for 15 youth, and 3 adults. All 15 youth registrations are unpaid. April 16th your entire summer camp registration will be canceled, and that space will be made available for another Troop.

- Counselor-in-Training, which is a one-week program, has a fee of \$100.
- There may be additional charges for specific camp programs; consult the 2019 Camp Oyo Program Guide for details.

## Payment of Fees

Your unit is responsible for payment of fees; the Simon Kenton Council does not track individual camper payments. We strongly suggest that participants make regular payments each month to their troop as needed so the troop can make the payment dates to the Columbus Service Center. If a payment Due Date falls on a weekend or holiday when a Service Center is closed, the Due Date will be the next business day. Failure to meet the payment dates may result in loss of your reservation.

You must include your registration number to make your payment along with the names of the youth attending and the adults.

Council Service Center can be found at the following location and phone number:

**Simon Kenton Council, BSA**  
Leadership Development Center  
807 Kinnear Rd  
Columbus OH 43213  
614-436-7200

### Individual Deposit

By **April 15** for Scouts BSA Summer Camp, a per-person, Individual Deposit of \$40 is due. This deposit is based on the number of youth and adult reservations you have on record with the Simon Kenton Council on that date. This deposit is non-refundable, but is transferable to another person, so long as the reservation does not decrease. You may increase your reservation after this date provided there is room available in camp.

**Example 1:** If a Troop has a reservation for 15 youth on April 15, but only 12 youth attend camp, the Troop is responsible for 12 full camp fees plus 3 lost Individual Deposits of \$40 each.

**Example 2:** If a Troop has a reservation for 15 youth on April 15, but comes to camp with 18 youth, the Troop is responsible for 18 full camp fees.

**Example 3:** If a Boy Scout Troop has a reservation for 15 youth on April 15, three youth from the original reservation do not attend, but four new youth join and attend, then the Troop is responsible for 16 full camp fees.



## Camp Fee Rates

The normal camp fee is the Regular Rate. This rate will be applied unless the Discount Rate is verified for each individual during check-in. For all members of your troop to qualify for the Discount Rate, fees for all members of your unit must be paid by April 15. If not, only those individuals who paid by April 15 qualify for the discount, and other members are charged the Regular Rate.

## Complimentary Leaders

While all adult leaders receive a deeply discounted camp fee, the Simon Kenton Council offers a complimentary leader based on the following:

Under 5 Scouts	0 Free adult leaders
5-20 Scouts in camp	2 complimentary adult leaders
21-32 Scouts in camp	3 complimentary adult leaders
33 or more Scouts in camp	4 complimentary adult leaders

## Camperships

Limited Camperships are available for boys with a financial need who are registered with the Simon Kenton Council, BSA. (Out-of-Council participants should check with their home council for possible campership assistance.) Normally, up to 50% of the fee may be awarded.

Because campership funds are limited, we ask that applicants justify their need for assistance.

Campership Applications should be sent to the Council Campership Committee by March 1<sup>st</sup> for consideration. (Campership Applications received after March 1<sup>st</sup> will be considered only as funds remain available.) Applicants for camperships will still receive the early Discount Rate, provided they pay the balance of their fees within two weeks of campership notification. Campership applications are completed during the registration process by the unit leader. Additional information can be found at:

<https://skcscouts.org/camps/campingforms/>

## Camp Refund Policy

Qualified refunds are made to units, not to individuals, since fees are paid to the camp by the unit. Units should then give the refund to the individual.

### Refund of Site-Saver Deposit

A unit may cancel their camp reservation for the following summer and receive a refund of their site-saver deposit prior to December 31<sup>st</sup>. The unit must send a written note to the Camping Department at the Simon Kenton Council Service Center in Columbus.

The unit site-saver deposit fee is not refundable after January 1<sup>st</sup> of the year you are attending, but counts toward total camp fees or can be held for the following year's deposit. After January 1<sup>st</sup>, the deposit is not refundable or transferable if the unit does not attend camp in the year for which the reservation was made.

### **Refund of Camper Fees**

- If a Scout cannot attend camp, but another Scout in the same unit (not previously registered for camp) attends in his place, the Camper fees are transferable.
- Requests for refunds of camper fees will be considered as follows:
- Prior to March 1<sup>st</sup>, individual cancellations are eligible for a refund of 100% of individual camper fees paid.
- Between March 1<sup>st</sup> and May 1<sup>st</sup>, individual cancellations are eligible for a refund of individual camper fees paid, less the non-refundable individual deposit fee of \$40.
- Between May 1<sup>st</sup> and fifteen days prior to the start of the camp session, individual cancellations due to illness, death in the family, or other similar personal emergency are eligible for a refund of 50% of individual camper fees paid. Summer School attendance, discipline, or changes of family schedule do not constitute a personal emergency.
- Individual cancellations not meeting the conditions outlined above are not eligible for a refund of individual camper fees paid.
- After the start of the camp session (check-in), Scouts who leave camp prior to noon on Tuesday due to a death in the family, family emergency or injury at camp may, at the discretion of camp management, receive a coupon to attend camp as a provisional camper in a later camp session during the same camping season.

## **Camp Cancellation**

In the event a full session of camp is cancelled, full refunds will be made. In the event that a session is cut short due to an unforeseen emergency, partial refunds, based on the percentage of the camp session missed, will be made.

### **Requesting and Receiving a Refund**

- As soon as a refund is foreseen according to these guidelines, the Unit Leader should complete and submit a Refund Request Form to the Camping Department at the Simon Kenton Council Service Center in Columbus if more than seven days prior to the start of camp or to Camp Management during camp check-in.
- Refund requests should provide complete information and reasoning for the request to assist Camp Management in considering the request.

- Refund requests made prior to the start of camp will be noted and forwarded to camp for camp fee reconciliation during check-in. Refunds issued prior to check-in will be deducted from total fees paid to camp.
- All camp fees and refund requests must be reconciled during camp check-in. No refunds will be negotiated after the close of the camp.
- The Camp Director is fiscally responsible for the summer camp operation, and, in consultation with the Camping Department, is the authority on all camp refund matters.
- All camp refund requests and fee reconciliations are reviewed by the Camping Department after camp to ensure accuracy.
- Any and all refunds will be issued by check from the Council Service Center:

**Simon Kenton Council, BSA**  
Leadership Development Center  
807 Kinnear Rd  
Columbus OH 43213  
614-436-7200



## Life at Camp

### Camp Oyo

Simon Kenton Council's Camp Oyo can be found just outside of Portsmouth, Ohio. In close driving distance to Shawnee State Forest, the Scioto River, Carter Caves and the New River. Camp Oyo allows for plenty of activity both on and off site. While at camp, Oyo has lodges and tent camping space available. A pool, Dining hall with kitchen and basketball courts can also be rented at the camp.

Take St. Rt. 52 west out of Portsmouth. Go 7 miles to St. Rt. 125 north. Follow St. Rt. 125 for 6 miles to Camp Oyo. Turn right onto the forest road. The parking lot is on the left side of the road and the camp gateway is on the right side.

#### Camp Oyo Accommodations and Capacity

Camp Oyo uses BSA wall tents. Tents are set up with the four corners roped to stakes. The camp provides two bunks and two pads per tent. Campsite capacity is based on two people in each tent. Each campsite has a dining fly with a picnic table, a trash can with a lid, a broom, a hose, and cleaning supplies. Latrines have running water and a supply of toilet paper.

Campsite	Capacity	Cabin	Capacity
Delaware	12	Block House (Bottom)	10
Iroquois	16	Block House (Top)	18
Lakeview	30	Clark	14
Mingo	30	Dan Beard	20
Shawnee	20	Lang Lodge	40
Wagner	40	Lewis	14

#### Exceeding Campsite Capacity

If your unit will exceed the capacity of your assigned campsite, there are several options:

1. Remain in the assigned campsite and bring your own tents to supplement the camp-provided tents. Unfortunately, we are not able to provide additional tents beyond what is normally in the campsite.
2. Move to a larger campsite, if available.
3. Overflow into additional campsites. We will do our best to place the unit in neighboring campsites.

# Camp Equipment

## Recommended Equipment for Scouts

- Completed and appropriate Medical Form
- Flashlight with extra batteries
- Official Scout Uniform
- Scout knife or pocket knife
- Extra Shirts and shorts
- Scouting related T-shirts
- Swim suit
- Belt
- Socks for each day
- Underwear for each day
- Scout Handbook for your program level
- Cap or Hat
- Pajamas
- Handkerchiefs
- Sleeping Bag or blankets
- Toilet articles-toothbrush, toothpaste, soap & holder, comb, etc.
- Towels
- Sleeping Pad and/or cot
- Spending money for extra program fees or trading post
- Pack, bag or foot locker
- Extra shoes and/or boots (NO OPEN-TOES SHOES)
- Water bottle/canteen/hydration system
- Poncho or rain gear
- Sunscreen
- Lip Balm
- Work gloves for projects

## Additional Equipment for Scouts

- Completed Merit Badge work
- Merit Badge pamphlets
- Totin' Chip
- Firem' Chit
- Order of the Arrow Sash
- Order of the Arrow Attire

## Optional Equipment to Bring

- Insect Repellent
- Writing materials
- Small, metal mirror
- Ground cloth/tarp to cover tent
- Camera & film
- Sewing kit
- Bible or prayer book
- Watch
- Sunglasses
- Pre-addressed envelopes & stamps
- Pillow
- Compass
- Personal first aid kit
- Trading patches
- Please make all personal items with name and unit number

## Special Equipment to Bring

Participants in several aquatic badges will need to bring long pants, long sleeve shirt and shoes that will get wet. Participants going on overnights must bring a backpack and other items.

### Do Not Bring to Camp

- Fireworks
- Personal Archery equipment
- Personal firearms and weapons
- Private ammunition
- Bicycles
- Martial Arts equipment
- Pets
- Personal laptops, iPads, tablets or other computing devices
- Radios, TV's, video games or MP3 players
- Immoral materials
- Non-participating siblings

### Equipment Provided by Camp\*

- Latrine with running water and toilet paper
- Broom, hose and cleaning supplies
- Trash can with lid
- Firefighting tools-rake, shovel, flapper, and water barrel with lid in campsites
- Picnic Table and Dining Fly
- BSA wall tents in campsites (one tent for every 2 people up to the campsite capacity)

### Recommended Unit Equipment

- American Flag
- Pack or Troop Flag
- First aid kit
- Lockable cashbox
- Program books
- Unit program materials
- Unit roster sheet
- Adequate camp leadership
- Insurance claim form and policy number (for Out of Council Units)

### Optional Unit Equipment

- Cooking & Dishwashing gear
- Coffee & coffee pots (for campsite)
- Axes & saws
- Rope & twine
- Laundry detergent
- Dutch ovens
- Lanterns & fuel (propane only please)
- Patrol equipment boxes

\* Equipment is provided up to the capacity of the camping area. Units should bring the above equipment to accommodate additional campers beyond the capacity of their camping area. Each individual is required to have a minimum of 30 square feet of floor space in a tent, and tents must be marked **"No Flames in Tents"**.

### Damaged Equipment

It is expected that Scouts will properly take care of all equipment they use. Sometimes, however, equipment is damaged and it needs to be repaired or replaced. If members of your unit misuse camp equipment, the cost of repairing or replacing any damaged equipment should be settled before your unit leaves camp. Damages should be reported to a member of the Camp Administration or the Ranger Staff. In the event damages are discovered after your departure from camp, an invoice will be sent to your unit for payment.

If you find something that needs repair in your campsite, please notify your assigned staff member or write a "Work Order" for the Ranger Staff. Work Order forms are located in the Boyd Lodge, and each camp has a designated location to collect work



order requests. Our Ranger Staff pride themselves on meeting your needs in a timely fashion.

### **Equipment Damage Charges**

Each camper and troop is responsible for taking care of the camp equipment assigned for their use. In case of damage to this equipment, the individual or troop is responsible for the cost of repairing or replacing the damaged item. The current fees for damages are as follows:

- Canvas Replacement for Cots (Rips, Cuts, Writing on Canvas) \$30.00
- Cot Replacement (when canvas and frame are both damaged) \$70.00
- Cot End Board Replacement \$5.00 each
- Cot Leg or Side Board Replacement \$6.00 each
- Picnic Table Boards \$15.00 each
- Rip in Tent \$5.00 per inch
- Writing on Tent Canvas \$10.00 per panel

Charges for destroyed waterproofing and types of damage not noted above will be determined on a case by case basis. The maximum fee per tent and platform set is \$300.00.

## **Arrival: Check-In Procedures**

Please plan to arrive in camp between 2:00 p.m. and 3:00 p.m. in the afternoon. Please do not plan to arrive early; the camp staff is not in a position to check-in units that arrive early. The camp staff will greet you upon arrival and assign you a Troop Guide who will lead your unit through check-in and serve as a liaison throughout the week.

1. **Registration:** The Unit Leader is to proceed to registration as instructed by assigned staff member. While the Unit Leader is at registration, the staff member will proceed to the campsite with the unit. Please have the following items completed and ready when you arrive to make check in at camp as simple and fast as possible.
  - Two (2) copies of your unit's camp roster, including any leaders who may rotate in or out of camp during the week. If there are boys who were supposed to come to camp but didn't, please be prepared to verify that they are safe and properly supervised where they are. Copies of receipts of all camp payments made at our council service centers prior to your arrival at camp.
  - Check, cash, or money order for any balance due for camp fees or visitor meals.
  - Completed Refund Request, if applicable.
  - Visitor Night Meal Order

- Special Dietary Needs Alert if you have anyone who cannot eat certain foods for medical or religious reasons.
2. **Go to your assigned camping area.** Unload equipment. Minimally set up area (you will have more time later in the afternoon to complete set up.) Have everyone store gear and change into swimsuits. Shoes must be worn.
  3. **Go to Dining Hall** for orientation and table assignments.
  4. **Go to First Aid Station.** Medical re-checks will be given and medications turned-in. Please have Current and appropriate Health Forms with all appropriate signatures for each person (youth or adult) who will be staying overnight during the week. A health form is required for anyone staying overnight at camp.
  5. **Go to Swimming Area.** Buddy tags are given only to persons who have been given a medical re-check. Complete swim tests. **Swim Tests** will be given to everyone during check-in to determine their swimming ability. Swim Tests are also held during the week for those who wish to move up in classification. The swimming area is sectioned off by depth for each ability group (non-swimmers in shallow water, swimmers in deeper water) during Free Swim time. Classifications for ability groups are as follows, with the Swim Tests:
    - White, non-swimmer, comfortable in shallow water
    - Red, beginner, can swim 50 feet
    - Blue, swimmer, can swim 100 yards (75 yards with any strong stroke and 25 yards using a resting backstroke) and rest by floating
  6. **Return to the campsite.** Complete additional camp set-up, conduct the opening inventory / damage. Check off your campsite with your Troop Guide.

## Departure: Check-Out Procedures

- Advancement records, including merit badge cards, will be distributed before closing campfire. Check all packet material thoroughly! It is much easier to make corrections while you are still at camp.
- All medical forms and medications will be available after the Friday Night Campfire (for units departing early) or for pick up on Saturday morning.
- Clean your campsite, check out is required
- Remove trash from pit latrines - it belongs in the trash barrel.
- Place all trash in trash barrel for pick-up by Ranger Staff.
- Make sure water barrels are full, clean, and covered.
- Police the campsite for trash and lost items.
- Check the Lost and Found box.

- Your Troop Guide will report to your campsite after breakfast to assist you with check-out. Your Troop Guide will examine the campsite and determine if your unit is free to leave
- The site check sheet will be used to assess any damage to the site and/or equipment. Arrangements for restitution for damages will be made before the troop leaves camp, though exact charges may not be known.
- When you have vacated the campsite, your Troop Guide will turn in site check sheet.
- Complete session evaluation.
- Please plan to depart by 9:00 a.m. Have a safe trip home!

If you plan on leaving after campfire the last night or before 8:00 a.m. in the morning, please make arrangements in advance with your Troop Guide and Camp Administration.

## Basic Services

### Chapel Services

There will be inter-denominational chapel services at various times throughout camp. All Scouts and leaders are encouraged, but not required, to attend. In addition, the chapel is available for special troop services.

### Lost and Found

The "Lost and Found" box is located at the camp office at Boyd Lodge. After the camping season concludes, all items left in the box will be moved to the Council Service Center in Portsmouth. They will be available there for pickup until September 1<sup>st</sup>, after which time they will be donated to charity.

### Mail

Mail is picked-up and delivered each day. Outgoing mail should be placed in the camp mailbox. Incoming mail will be distributed to your unit by a staff member, or can be picked up in the camp office. Mail received after a unit has left camp will be returned to sender, so be sure that there is a return address. Mail should be addressed as follows:

**Camp Oyo**  
Scout's Name  
Troop #, Campsite  
C/O Camp Oyo  
168 Shawnee Road,  
West Portsmouth 45663

### Showers and Restrooms

Warm water showers and toilets are located on camp. Separate facilities are provided for men, women, and boys.



Restroom/latrine facilities are also located around camping sites, program areas, dining halls, and other central camp facilities.

### **Telephone Service**

Camp office phones are for official camp business and emergency use only.

### **Camp Oyo - 740- 858-1801**

Incoming emergency phone messages will be delivered as soon as possible. All other messages will be delivered at the next meal.

Scouts should not use the phones unless absolutely necessary and, then, should be accompanied by an adult leader. Long distant phone calls must be approved by Camp Administration

### **Trading Post**

The Camp Trading Post provides a wide assortment of souvenir, program and comfort items for sale. Handicraft Kits, supplies, patches, T-shirts, hats, merit badge pamphlets, candy, soft drinks, ice cream, sundries, and many other items are available. Items not available at the Trading Post can usually be obtained upon request. \$50 should be sufficient to meet the needs of most boys, depending on the program they are attending and the projects they wish to complete. The Trading Post is open mornings, afternoons, and evenings for your convenience. A schedule is posted on the Trading Post door.

### **Flag Ceremonies**

Your unit is encouraged to conduct morning and evening flag ceremonies in your campsite.

Camp-wide flag ceremonies are held each morning and evening. Please assemble by units at the specified times. If your unit would like to conduct one of these ceremonies, schedule a time with the Program Director.

### **Campsite Inspection**

Camp cleanliness is the responsibility of the unit and unit leadership. Our camps use a self-evaluation method to maintain campsite sanitation. The Senior Patrol Leader should check for cleanliness of the latrine, washstand, tent areas, and campsite grounds. The area should be free of safety hazards, and needed repairs should be reported on a Work Order to the Ranger Staff. The Camp Commissioner is your campsite health and safety consultant and will periodically visit your campsite.

### **Uniform in Camp**

The official uniform is always appropriate dress at camp. We mandate that Scouts wear the official field uniform to the evening meal, vesper services, and campfires. A Scouting-oriented T-shirt may be substituted for the official shirt at other times. Demonstrate your unit's Scouting Spirit by being the best-uniformed unit in camp.

## Camp Policies

This is not necessarily a complete listing of all policies in place regarding camping at Simon Kenton Council Camps, and these are subject to change without notice. Any staff member, leader, or camper unwilling to abide by these policies will not be permitted to remain in camp. The Camp Director is the highest authority in camp in interpreting these policies. When deemed necessary by the Camp Director, appropriate civil authorities may be notified.

### Alcohol & Narcotics

Possession, consumption, or being under the influence of alcohol, narcotics, or dangerous drugs will not be tolerated on the properties of the Boy Scouts of America.

### BSA Registration

All participants and staff must be appropriately registered members of the Boy Scouts of America, and Youth Protection Trained. Youth Protection Training is available online at [www.skcbasa.org](http://www.skcbasa.org).

### Campfires

Those wishing to have a campfire in their unit campsite should check with the Camp Commissioner for current options to meet the specific program goals – ceremony, warmth, cooking, etc. Campfires must remain within the campfire ring, and large, bonfire-style campfires are not permitted in campsites.

### Illegal, Immoral, or Unacceptable Acts

As a character building organization caring for other people's children in camp- illegal, immoral, or other activities generally considered as unacceptable by society have no place in the Boy Scouts of America.

### Initiations

Initiations or hazing of any kind are not permitted in the Scouting program and will not be tolerated at camp.

### Knives

Knives are permitted to be carried when an individual can show proof of completion of a knife safety class, such as Totin' Chip. Knife style and design should be in keeping with appropriate Scouting uses. Folding pocketknives or leatherman-type tools work best.

### Noise Pollution

To fully enjoy the experience of camp life, leave at home all radios, TV's, video games, etc... Be a good neighbor. Quiet times are 10:30 p.m. to 7:30 a.m.

## **Respect of Others**

Do not create a disturbance or cause others to have a bad experience at camp. Respect other campsites. Respect the private property of the neighbors surrounding the camp property - lines are marked. Respect staff quarters and residences - no camper should enter the staff living quarters. Take care of the camp facilities and equipment.

## **Tobacco**

Campers are not permitted to use tobacco in any form at BSA camps. Adults are asked to confine smoking and tobacco use to designated areas (your personal vehicle and other areas announced at the Leaders Meeting on Opening Day). No smoking is allowed in or around the kitchen and dining hall, program areas, campsites, tents, or any other camp building.

## **Trees**

Please do not cut any live trees unless advised by a camp official. Cutting or damaging trees could result in financial charges.

## **Vehicles in Camp**

In the interest of camper safety, the following restrictions apply to vehicles on camp property:

- Only camp-approved vehicles will be permitted on inner-camp roads.
- All vehicles are to be parked in the camp parking lot and not in individual campsites.
- Scouts are not to ride in vehicles on inner-camp roads.
- Passengers are not to ride in back of pickup trucks or on trailers at any time.
- Seatbelts must be used when traveling to and from camp and on camp roads.
- The speed limit on all camp roads is 10 m.p.h.
- Individuals with handicapped privileges may park in the handicapped parking lot inside of camp, but must have Camp Director's approval before driving out of camp.

## **Wildlife**

- Do not attempt to handle snakes, spiders, lizards or other wild critters at camp.
- No hunting or harming is allowed. In most cases, if you leave them alone, they'll leave you alone.
- Keep "smellables" in smell-proof containers.
- Keep your camp area free of garbage.
- If you see a venomous snake, make sure someone stays to spot the snake while someone else goes to notify a staff member.
- Avoid contact with rodents or rodent droppings. Contact the ranger staff to safely dispose of these.

## Food Service

Please assemble by unit 15 minutes before the meals for roll call. Everyone must attend meals as a way of periodically verifying the whereabouts of all campers and leaders in camp. If a member of your unit is missing at mealtime, please report this to the Camp Director.

Meals are served as follows:

- 8:00 a.m. Breakfast
- 12:30 p.m. Lunch
- 6:00 p.m. Supper

### Table Waiters

Each table must have a waiter for each meal. (Only one waiter per table is needed; extra waiters tend to get in the way more than they help.) Table waiting should be included in the unit's camp duty roster for the week. Table waiters arrive 15 minutes prior to the meal to set up. After the meal they stay to clean up. The Food Service Staff will dismiss the table waiters when the dining room is clean (usually 10-15 minutes after meals.)

It is strongly suggested that one adult leader per unit monitor the table waiters before and after meals.

### Salad Bar

There are Salad Bars available at almost every meal. At Breakfast there is cereal and fruit. Lunches and Suppers feature a variety of fruit and salad selections. Soups are also offered from time to time. Bread, peanut butter, and jelly are always available.

### Food Service Management

The council has contracted with a professional food service management company to provide food and dining hall services. If you have any food service or dining hall issues, please contact their official representative/manager for assistance or visit with a senior camp official.

### Special Dietary Needs for Health or Religious Reasons

Please inform the camp administration in writing of these needs by May 1<sup>st</sup> using the Special Needs request form. We will do our best to serve you. We can generally accommodate vegetarian, gluten free, and food allergy meal requests without any problem...**with proper notification.** People with disorders such as lactose intolerance, wheat allergies, etc., may bring their own food items to use as supplements, and we will be happy to store/refrigerate them. Please mark items with the person's name and unit number.

# Visitors and Family Night

## Camp Visitors

Visitors are always welcome at camp; however we ask that parents refrain from visits to camp other than Family Night. All visitors must check-in and checkout with the camp office and must receive an official “visitors pass”. When they first arrive at camp, visitors should purchase meal tickets in the Trading Post if they are going to eat meals in the dining hall.

## Visitor Meals

Fees for visitor meals are:

- \$6 for breakfasts
- \$6 for lunches
- \$6 for supper

## Family Night

Wednesday evenings at Camp Oyo are great for visiting with family and friends in the wonderful setting of the Shawnee Forest. A special meal will be served beginning at 6:00 p.m. following a 5:45 p.m. assembly. Troops and/or families are also welcome to bring their own picnic “fixin's” and eat outside (no outside food in the dining room, please).

All Scouts should plan to remain in camp until Saturday morning, and not go home on Family Night.

Please be prepared to give us a head-count of family night visitors during check-in on Sunday, so that we may be prepared with enough food. Unless picnicking, visitor meal tickets must still be purchased in the Trading Post for the family night supper.

## Skit and Song Standards

The Simon Kenton Council and the Boy Scouts of America believe that Scouting is a character-building organization, and that this concept should permeate our program to all levels, including skits and songs.

1. All acts (skits, songs, run-ons, etc.) must be screened by the unit leader and the person in charge of the event (campfire or song) prior to performance in front of a group.
2. Campfire programs are the place where the positive example is set.
3. No Toilet Humor – anything that involves bodily functions, toilet paper, etc.
4. No Water – where the audience, participants, or stage area gets wet.
5. No embarrassing an audience member without their prior knowledge and agreement to participate.
6. No racial put-downs, making fun of mental or physical abilities, religious groups and others.
7. No portrayal of violent behavior.



8. No performances with sexual overtones.
9. Avoid anything that is not in keeping with the ideals of the Boy Scouts of America.
10. Unacceptable acts that get on stage will be removed immediately.

You may find that many traditional skits and songs that have been performed in the Boy Scouts of America for years and years are no longer acceptable under these standards. However, many of these songs and skits can be modified to meet these standards.

## National Accreditation

All Simon Kenton Council Summer Camps are accredited by the Boy Scouts of America. Visited annually by a team knowledgeable and trained in camping standards, our camps maintain a top rating for their facilities, programs, and staff.



## Health and Safety

### Health Forms and Physical Examinations

It is required that all members of the Boy Scouts of America have periodic evaluations by a physician to participate in the long-term camp program. Scouts and leaders who do not have a valid health form will not be permitted to remain in camp. **We also strongly suggest that participants attach a photocopy of their insurance card to their health form to expedite hospital services if necessary.**

In recent years in an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their physical capabilities, the Boy Scouts of America established minimum standards for providing medical information prior to participating in various activities. The form is 3 parts including **parts A, B, and C** which requires a doctor's signature, for all participants. The medical form and special needs request form are available on our website at [www.skscouts.org](http://www.skscouts.org).

#### Medical Recheck

Upon arrival in camp, a quick re-check will be given to all boys and leaders by the Health Officer before participation in any camp activity. Medical forms must be submitted to the camp at this time. They will be returned to the unit at the end of the session.

#### Prescription Medications

All medications must be submitted to the First Aid Station for safekeeping and storing. Exceptions must be approved by the Health Officer and include insect sting kits, medication to control heart problems, asthma inhalers, and other medication that is required immediately in an emergency. All medications will be returned at the end of the session. It is the responsibility of the unit leadership to ensure that scout are taking their correct medications and dosages at the correct time.

### First Aid Services

A First Aid Station/Health Lodge is located in camp and is staffed by personnel trained to handle minor accidents and illnesses. First aid at camp is just that . . . first aid. Special arrangements for the treatment of more serious cases have been made with local facilities. All medical emergencies must be reported to the Health Officer immediately. Emergency service is available 24 hours a day.

The treatment of pre-existing or non-camp related illnesses or injuries should not be expected, and such cases may be referred to local health-care providers depending on the nature of the injury or illness.

**Many minor first aid needs can be met by the unit through the unit's first aid kit.** Unit Leaders should use common sense regarding what to treat within the unit and what to refer to the Health Officer.

**First aid kits should include:** antiseptic soap, 2-inch roller bandage, 1-inch roller bandage, 1-inch adhesive tape, 3-by-3 inch sterile pads, triangular bandage, assorted gauze pads, adhesive bandages, clinical oral thermometer, scissors, tweezers, sunburn lotion, lip salve, poison ivy lotion, small flashlight, absorbent cotton, water purification (iodine) tablets, safety pins, needles, paper cups, foot powder, and instant ice packs. Because of the possibility of exposure to communicable diseases, first-aid kits should include latex gloves and antiseptic to be used when giving first aid to bleeding victims, as protection against possible exposure. Mouthpieces or mouth barrier devices should be available for CPR. Properly dispose of any items contaminated with blood or other body fluids.

### **Sick Call**

**NON-EMERGENCY FIRST AID** is to be treated at the SICK CALL. This applies to sunburn, routine medications and treatments, etc. Sick Call hours are one hour after each meal and when prescriptions call for medicines to be dispensed at other specific times. Please adhere to these times as much as possible.

## **Insurance Coverage**

The BSA Accident and Sickness Insurance plan's purpose is not to replace or diminish the need for family health insurance. Rather, its purpose is to provide assurance that financial help is available to help meet emergency medical expenses should an injury or illness occur during a Scouting activity.

Particular care should be taken to remind parents and leaders that medical expense benefits are paid on an excess basis after the first \$300.

The "responsible party" for all medical services is the family of the person injured, and the family's health insurance should be reported as such to ensure proper billing.

Units of the Simon Kenton Council are automatically covered by this plan. Out-of-Council units are covered only when: a) their unit purchases this optional coverage, or b) their home council has a blanket policy covering all council units. Some out-of-council units may have their own accident and sickness policy that is completely separate from the BSA plan. In any case, out-of-council units will need to bring with them the appropriate policy number and claim form for use in making claims.

### **Processing Claims**

- Use the claim form provided to you. The unit leader should complete the leader's statement on the claim form and sign.
- Have the attending physician complete and sign his statement on the claim form or issue his own statement.

- Attach all bills to the claim form and give to parents. Parents then complete their statement (especially family insurance information) and send materials to the address on the claim form.
- Parents should keep a copy of everything sent to insurance companies.

### **Exceptions**

These insurance policies and procedures do not apply to out-of-council units or units chartered by the Church of Jesus Christ of Latter Day Saints. Out-of-council units should check with their home council for coverage or their unit insurance policy. LDS units are insured through the LDS Church.

## **Camp Emergency Procedures**

- Emergency situations must be reported immediately to the Camp Director or a senior staff member.
- All camp-wide emergencies are under the direction and supervision of the Camp Director. Everyone is expected to cooperate and follow instructions of the Camp Director or his/her designee. This will help to ensure everyone's safety and to resolve the emergency expeditiously.
- All Scouts and leaders must be familiar with basic camp emergency procedures and emergency signals. An emergency drill will be held within 24 hours of the start of each camp session.
- Firefighting equipment is located in each campsite and throughout camp, and it should not be tampered with. There is a \$25.00 fee to recharge fire extinguishers that have been maliciously discharged.
- Do not panic and remain calm.

### **Camp Mobilization Procedures**

- The camp emergency signal (depending on the camp) consists of a siren or a series of three horn blasts or Emergency Bell. We have ten minutes to assemble everyone once the signal is given!
- Everyone should proceed quickly and safely to assigned assembly areas. Campers and leaders assemble as they do before meals. If the emergency is in this area, a staff member will direct everyone to assemble in the parking lot. Unless they have already been given emergency instructions, staff members report to the camp office.
  - All camp programs and activities will cease, and staff members in those areas will remain until their area is clear of campers before continuing.
  - Adult leaders in campsites should assist in clearing everyone out of the area, making sure that no one is left behind or asleep. However, leaders should not return to their campsite if they are already in another area of camp, but should proceed directly to the assembly area.
- Leaders should take roll of who is present and missing. This should be reported to the Camp Commissioner when called for.

- Campers and leaders remain assembled until further instructions are given or until the all clear is sounded.

### **Lost and Missing Persons**

- Please remember that camp has activities available over a large area, with on property hikes to remote areas. Most “lost” Scout situations involve a Scout or leader not knowing where another Scout is, rather than the Scout actually being lost.
- First, search the camping area thoroughly – tents, latrines, and the immediate vicinity.
- Second, check areas where the Scout was last reported to have been seen or been heading.
- If a person misses a scheduled meal without prior notification, they are to be considered missing.
- Treat all reports of missing persons seriously. Notify the Camp Director immediately of who is missing, where he was last seen, when he was last seen, what unit and campsite he is in, and any other pertinent information. The Camp Director will determine a plan for the search. Camp Mobilization may become necessary to determine if multiple persons are missing.

### **Medical Emergencies**

- Administer first aid to the patient at the location of injury - program area or campsite. Upon decision of an adult Leader or senior staff member, refer to Health Lodge.
- Bring patient to Health Lodge with Unit Leader. If patient cannot be moved, send runner for the Health Officer. If an adult leader is not present, send a runner for an adult leader from the patient’s unit.
- Camp Health Officer will administer further first aid to extent of training. If further medical attention is required, the adult leader, in consultation with the
- Health Officer, will determine further steps.
- The Camp Director is notified before additional steps are taken or outside resources are evoked, unless the injury is life threatening.
- If possible, the adult leader informs the parent/guardian of the patient of the patient's condition.
- The Health Officer and Camp Director are available for reference.
- The Health Officer assembles the following in a packet for the adult leader:
  - Patient's Health History/Medical Evaluation
  - Insurance Claim Form
  - Letter of Instructions to Parents about insurance
  - Map to Outside Medical Facility
- The adult leader, or one of his assistants, transports the patient to the outside medical facility. The camp will provide transportation only if the unit has none available. Camp staff will accompany the patient only if necessary for medical reasons.
- If the patient's condition is determined immediately life-threatening or safe transportation is not available, the Health Officer will request transportation



from an emergency service. The Unit Leader must follow the patient to the hospital.

- Upon return to camp, the adult leader and patient must report to the Health Officer what outside care was given.
- Please consult the section on insurance coverage for instructions on filing a claim.

### Fire Emergencies

- Small fires that are easily fought using immediately available firefighting equipment must still be reported to the Camp Director, Camp Ranger, or a senior staff member as soon as possible for further assessment.
- Out-of-control fires and structure fires must be reported immediately to the Camp Director, Camp Ranger, or a senior staff member, as the safety of everyone in camp is of paramount importance.
  - The camp will assemble according to the Camp Mobilization Procedures in an area that is deemed safe and away from the fire.
  - Camp management will coordinate fire-fighting measures, calling outside resources as deemed necessary.
  - If evacuation is necessary, it will be coordinated and directed by camp management.

### Aquatic Emergencies

- The camp will follow the Lost Persons plan when a buddy tag is unaccounted for on the "IN" board or when a person is unaccounted for during a buddy check.
  - The aquatic area will be quickly and safely cleared and secured for the search.
  - The Aquatics Director will manage the lost bather search until outside authorities (if needed) assume control. The Camp Director will be notified immediately.
  - Additional staff members will participate as directed.
  - A lost person search will simultaneously be conducted throughout camp.
- Management of buddy tags and buddy boards is the responsibility of the aquatics staff. Campers or leaders who forget their buddy tag are NOT to be ridiculed.

### Severe Weather

Severe weather at camp can include light to heavy rain, thunderstorms, high winds, tornadoes and flash floods. These can approach quickly and without warning, and they can strike at any time of the day or night. Camp management monitors local weather conditions and takes steps deemed necessary to protect campers, leaders and staff. Follow instructions as directed, including for mobilization.

- **Severe Thunderstorms.** Take shelter in substantial buildings or structures. Program areas will remain open when appropriate, or alternative programs will be available. The Camp Director when necessary may call for camp mobilization in the dining hall.

- **Tornado.** Proceed to areas as instructed for maximum protection. Stay away from windows, and take safety under strong tables or in interior corridors or basements. If caught in the open with an approaching tornado, seek a low area and lie there. After the tornado passes, the camp will mobilize.
- **Flash Flood.** Flash floods can occur after heavy rains – even when the rains are not in the immediate area. Seek higher ground and shelter. Avoid streams and creeks, and do not cross fast-moving water.
- **High Wind.** Seek shelter from the hazards of flying debris.
- **Lightning.** Avoid tall metal objects and aquatic activities. Seek shelter. If caught in an open area, squat with hands shielding the head and avoid contact with the ground except for shoes.
- **Heat.** Summer temperatures in the afternoon can be blazing. At times it may be necessary to reduce action and increase WATER intake. Soft drinks, tea, or coffee DO NOT replace WATER. The staff will do its best to inform you when extra care and concern are needed, based on a nationally recognized heat index.

***Drink Water - Drink Water - Drink Water***

### **Earthquake**

Earthquakes are very uncommon in Ohio, but the following steps should be followed if one occurs:

- Earthquakes usually strike without warning.
- If you are inside, stay inside; if you are outside, stay outside.
- Take cover under a heavy table, desk or bench, in a supported doorway, or along an inside wall.
- Do not use any flame source, as there may be gas leaks.
- Avoid electrical wires that may have fallen.
- Follow the Camp Mobilization Procedures and assemble in a safe, outside area.
- Camp management will assess the situation and camp facilities before sounding the all clear.

## **Security and Personal Safety**

### **Buddy System**

This is personal safety and security at its most basic level. Having someone else watch out for you while you watch out for them is the key to the buddy system. The buddy system is to be used for all swimming, hiking, and outpost camping activities. It is important to use the buddy system at all times - boys and adults.

## Security

- All participants (boys and leaders) must be appropriately registered members of the Boy Scouts of America, and must be registered at camp! Camp identification is required.
- Any suspicious individual, group, or vehicle should be reported to the Camp Office immediately for resolution.
- Campers, leaders, and staff are asked not to wander off the camp property.
- When exploring remote areas of camp, always have a buddy.
- Do not enter other campsites without permission.
- Everyone must check out with the Camp Director, or his designee, before leaving camp for any reason. This is particularly important during emergencies. The "Checkout" sign-out sheet is located near the camp office. Everyone leaving camp must sign out (and in).
- Unit leaders are responsible for knowing who is authorized by custodial parents/guardians to pick up a Scout and for ensuring that Scouts leave camp only with authorized individuals. Unit Leaders must consult with parents/guardians and complete a Camper Release form, which indicates specifically who is authorized to check-out the Scout.

## Youth Protection

### Youth Protection Guidelines

In Camp, the following procedures have been established to comply with Youth Protection Guidelines:

- **Two-Deep Leadership** –
  - At all times, there must be two (2) adult leaders in camp in each campsite. One of these adults must be over the age of 21 and a registered member of the Boy Scouts of America. The other may be a parent of a Scout in the Unit.
  - At no time should there be one-on-one contact between an adult and youth member. Any one-on one contact (Scoutmaster Conferences, counseling, etc.) should be done in sight and with knowledge of at least one additional Adult Leader.
- **Scout's Right to Privacy** – It is the policy of the Boy Scouts of America that Adults respect the privacy of Youth in regards to changing clothes, showering, sleeping arrangements, and vice-versa.
- **Showers** – We have separate shower and changing areas for youth and adults in camp. Except in an emergency situation, adults should not enter the camper shower room. In the event that it is necessary to do so (injury, fight, etc.) you should enter with another adult, if possible.
- **Sleeping arrangements** – Youth and adults are not permitted to share tents in camp. Youth must bunk with other youth, and adults with other adults. In the situation where your Unit has an odd number of adults and youth, we will provide additional tents as needed.

- **Hazing and Initiation** – Initiations and Hazing, in any form, are not permitted in the Boy Scouts of America or in Camp. Such activities do not promote the Aims and Purposes of the Boy Scouts of America and are considered to be abuse.
- **Discipline** – At no time should physical discipline, in any form, be used. This includes having Scouts run laps, do push-ups, etc. as punishment.
- **Adult role models** to the Scouts we serve, we must always be mindful that our words can sometimes hurt. Emotional and psychological abuse has no place in Scouting, as well.

# Camp Map

