



2020 CAMP FALLING ROCK LEADERS & PARENTS' GUIDE



BOY SCOUTS OF AMERICA[®]
SIMON KENTON COUNCIL

REVISED February 22nd, 2020

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A MESSAGE FROM THE DIRECTORS

Dear Scout Leader,

On behalf of the 2020 Camp Falling Rock camp staff, thank you for selecting CFR as your summer camp destination this year. We are proud of the Boy Scouts of America's history and pledge our support to you in helping develop Scouts into responsible young men and women. We thank you for making a significant personal commitment of your time and talent to serve these youth and help instill the values of Scouting.

We have been hard at work planning and preparing to provide each and camper with a one-of-a-kind experience. Our staff is committed to making your summer camp experience the highlight of your Scouting year. CFR offers your Scouts the opportunity for outstanding adventures, including rappelling, canoeing, swimming, fishing, hiking, shooting, as well as opportunities for advancement. We continually enhance our program to provide the best well-rounded camping experience for your unit.

We are pleased to share exciting updates and improvements thanks to the hard work of volunteers and Scouters, like yourself. From our Merit Badge list and Scout Skills to the program for older Scouts we invite your youth and adults to check out everything this outstanding camp program has to offer. The program schedule lists basic details about our new activities and you can check the program guide found on the council camping web page for more detailed information.

This guide is constantly being updated to provide you with latest information on our facilities, programs and tools. For the latest information and changes, please visit our website at www.skscouts.org. Being prepared before arrival at camp can make the difference between a good experience and a great one. Our staff is trained to support you and their goal is to make this week the best camping experience ever.

Yours in Scouting,

Matt Shaw
Program Director

Phil Smith
Director of Support Services

ABOUT CAMP FALLING ROCK



Camp Falling Rock provides Scouts with the ultimate camping experience. CFR is a nationally accredited camp located 11 miles north of Newark, Ohio. Camp Falling Rock sits on more than 600 acres of land with rolling hardwood forests, streams, waterfalls, and scenic meadows. The center piece and pride of Camp Falling Rock is the large rock formation which provides a beautiful backdrop to our historic covered bridge. Camp Falling Rock's facilities include, well-equipped dining hall, tent camping sites, a modern pool and lake for fishing and boating, a shooting sports pavilion, a climbing tower, a nature center, and a large activity field.

CAMP LOCATION & CONTACT INFORMATION

OFF-SEASON (August 1st – June 7th):

Simon Kenton Council Camping Department
807 Kinnear Rd.
Columbus, OH 43214

MAIN: (614)436-7200

FAX: (614)436-7917

E-MAIL: allison.cramer@scouting.org

SUMMER CAMP SEASON (June 8th – July 27th):

Camp Falling Rock
12637 Houdeshell Rd. NE
Newark, OH 43055

OFFICE: (740)745-5327

FAX: (740)745-5924

E-MAIL: CampFallingRock441@gmail.com

****For specific program questions during the off-season, contact clrcommissioners@gmail.com. This e-mail account is maintained by camp volunteers and seasonal administration, so please allow several days for a reply****

DIRECTIONS

The camp is located approximately 11 miles north of Newark, Ohio.

- From State Route 16: Turn north (left) onto St. Rt. 79.
- (This is the Cedar Street Exit)
- Go approximately 11 miles on St. Rt. 79 until you reach Township Road 210 (Rocky Fork Road).
- At the intersection of St. Rt. 79 and Township Road 210 look for a sign for Camp Falling Rock.
- Turn left onto Township Road 210, follow this to Houdeshell Road.
- Turn left and proceed on it to the summer (lower) camp entrance.

UNIT LEADER TIMELINE

AUGUST – DECEMBER

- Secure a site-saver for your unit, locking in a campsite and week/session

JANUARY

- Gather preliminary estimates of youth and adults attending this summer
 - Revise site-saver and roll it into a registration
- Download and distribute (available on www.skscouts.org)
 - Program offerings and prerequisites to your unit
 - Leaders & Parents' Guide to your unit
- Establish dates for...
 - PAYMENT deadline for summer camp commitment and collection of payments on unit level
 - Council deadline for Discount Fee is April 15th
 - Council deadline for Regular Fee is May 15th
 - UNIT LEADERS summer camp preparation meeting for leaders attending summer camp
 - PARENT information meeting before your unit's payment deadline
- Review unit records...
 - Identify youth and adults that will need an updated Annual Health and Medical Record before summer camp
 - Parts A, B, and C (with medical examination) must be up to date
 - Identify adult leaders that will need to update their Youth Protection Training prior to summer camp

FEBRUARY & MARCH

- Meet with unit leaders attending summer camp to review unit plans and preparations
- Meet with parents to distribute information about summer camp and unit deadlines
- Attend our Spring Leaders' Meeting on March 31st, 6:30 PM, at the SKC Leadership Development Center

APRIL

- Collect payments for summer camp
- April 15th deadlines
 - Campership applications due
 - Full payment due to secure Discount Fee, OR \$40 deposit due for each youth attending camp (See **REGISTRATION** section for more info)

MAY

- Begin individual program planning with youth in your unit
- May 15th deadlines
 - Full payment due to secure Regular Fee (See **REGISTRATION** section for more info)
 - T-shirt pre-orders and payment due
- Verify Annual Health and Medical Records are updated
 - Prepare two copies for each participant for summer camp

JUNE & JULY

- No refunds available after June 1st (See **REGISTRATION** section for more info)
- Submit any Special Dietary Needs forms no later than June 1st to the SKC Camping Department
- Finalized program plans with each youth in your unit.
- Make a list of expected visitors for Family Night, as well as who will be eating dinner in the Dining Hall
- Verify unit summer camp information with camp administration (See **BEFORE CAMP** section for more info)

CAMP DATES

2020 CAMP FALLING ROCK SESSION DATES

June 21 – June 27	Boy Scout Week 1
June 28 – July 4	Boy Scout Week 2
July 5 – July 11	Boy Scout Week 3
July 20 – July 24	Webelos Week 1
July 27 – July 31	Webelos Week 2

SELECTING A CAMPSITE

Camp Falling Rock uses BSA wall tents. Tents are set up with the four corners roped to stakes. The camp provides two cots per tent. Campsite capacity is based on two people in each tent. Adult leaders will be assigned tents and cots in a fashion similar to your youth. Units are welcome to provide and use their own tents and equipment as they desire, but please inform the camp administration so we can update our equipment needs for your unit.

Each campsite has a dining fly with two picnic tables, a fire ring, a trashcan with a lid, a broom, a hose, and cleaning supplies. Latrines have running water and a supply of toilet paper. For extra toilet paper, please ask your campsite host. Firefighting tools are located at the latrine and include a rake, a shovel, and a bucket.

CAMPSITE	CAPACITY	CAMPSITE	CAPACITY	CAMPSITE	CAPACITY
	(2 per tent)		(2 per tent)		(2 per tent)
Baden Powell A	26	Maple Grove A	40	Pine Grove 3	26
Baden Powell B	26	Maple Grove B	20	Pine Grove 4	26
Buzzards Roost	20	O.A.	20	Pine Grove 5	26
Dogwood A	40			Pine Hollow A	30
Dogwood B	20	Pine Grove 1	24	Pine Hollow B	20
Eagle's Nest	20	Pine Grove 2	24	Pioneer A	20
Sassafrass	40			Pioneer B	20

**For specific campsite information, such as terrain and features, please contact the camp administration

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 attempt to fit all tents within the designated space.
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.

BOOKING A REGISTRATION

After January 1st

2020 REGISTRATION PROCESS

All registrations are completed online. Visit www.skcscouts.org/camps/summercamps, and click the "Register" link.

Select your session date on the right side of the screen, then select participant type(s) and quantity. Enter billing information and click "Book Reservation". Any payments that are made cannot be applied until the "Book Reservation" process is complete. All payments can be made online or by mail. If any additions or revisions are made in the future, you will need to complete the "Book Reservation" process again.

The names of every participant entered will be your official unit roster for camp. Please use each participant's legal name, as it will better enable the camp and your unit to utilize our record keeping component of the registration system.

CAMP FEES & PAYMENT DEADLINES

PAYMENT SCHEDULE

Due **APRIL 15th**

- Full Discounted Fee (\$280 Yth / \$310 Provo / \$150 Adult) or \$40 deposit per youth
- Any youth without minimum deposit will be removed from unit registration
 - Youth may be re-added onto registration with full payment of Regular Fee

Due **MAY 15th**

- Full Regular Fee (\$300 Yth / \$330 Provo / \$150 Adult)
- Any youth without fully paid fee will be removed from unit registration
 - Youth may be re-added onto registration with full payment of Late Fee

AFTER May 15th

- Full Late Fee (\$320 Yth / \$350 Provo / \$170 Adult)
- Unit will forfeit \$40 deposit for any youth with unpaid balance

**All first-year/cross-over scouts will be guaranteed the Discounted Fee after deadlines, but units must make arrangements with SKC Camping Department.

PAYMENT OF FEES

Your unit is responsible for the collection and payment of all fees. Payments can be made through the online registration system, or by mailing in your unit’s payment to:

Simon Kenton Council, BSA
 Leadership Development Center
 807 Kinnear Rd
 Columbus OH 43212

Simon Kenton Council does not track individual camper payments, but each unit has the option of setting up a Parent Portal in the online reservation system to accept individual payments. Unit leaders should contact the SKC Camping Department if they would like the Parent Portal set up for their unit. We strongly suggest that participants make regular payments each month as needed so the Troop can make their overall payment by or before the payment deadline(s). Failure to meet payment dates may result in loss of your registration and reservation.

COMPLIMENTARY LEADERS

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

Under 5 Scouts	0 complimentary adult leaders
5-20 Scouts in camp	2 complimentary adult leaders
21-30 Scouts in camp	3 complimentary adult leaders
31 or more Scouts in camp	4 complimentary adult leaders

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 make those arrangements with each other, but both units must coordinate that decision with camp administration. To accommodate the maximum number of Scouts at camp in a given session, camp administration may place smaller Troops together in the same campsite. Should camp administration need to place two Troops together in the same campsite, notifications will be made to all units involved.

PROVISIONAL SCOUTS & COUNSELOR-IN-TRAINING

PROVISIONAL SCOUTS

Youth who cannot attend camp with their home unit or want to attend another or different week are encouraged to attend camp. When a youth comes to camp without their unit, they will be placed in a provisional unit with leadership provided by the camp or in another unit that is attending camp that week. This is not recommended for first-time campers. Provisional scouts should register online at www.skscouts.org/camps

If a youth would like to attend with another unit, the youth or unit leader should make arrangements with the unit leader of the unit with which the youth would like to attend camp before that week of camp occurs. For this session of camp, the youth should function as a member of this unit. The provisional scout should use this unit number on all camp paperwork so that advancement and other records are properly routed back at the end of the session.

COUNSELOR-IN-TRAINING

The Counselor-in-Training (CIT) program allows campers to experience what it is like to be a member of the camp staff. Our CIT trainer and camp staff will give Scouts a behind-the-scenes experience on how the camp program and operations take place. Scouts will learn the fundamentals of camp staff, assist in program areas, and meet with key personnel of our camp staff, giving them an opportunity to ask any questions they may have. This is usually the first step in becoming a member of camp staff for the following summer.

- Counselor-in-Training A, which is a one-week program, has a fee of \$100. Participants must be age 14+.
- Counselor-in-Training B, which is a two-week program, has a fee of \$200. Participants must be age 15+, and have completed the CIT A program.
- There may be additional charges for specific camp programs. Please consult the program section for details.

FINANCIAL ASSISTANCE

DUE BY MARCH 31st

CAMPERSHIPS

It is the goal of Camp Falling Rock and Simon Kenton Council that every youth should have the opportunity to attend camp.

Camperships are available to help youth and families that need financial assistance. Families and unit leaders of Simon Kenton Council units may apply for a campership for a youth participant through the online registration system when registering that youth. Applications are due in the online registration system no later than March 31st.

Financial aid is not designed to pay the entire camp fee for the Scout. The family, unit, and/or chartering institution should pool their resources first, with a financial aid request designed to meet the balance required.

To apply for financial aid, enter the participant's information into your unit's registration. At the bottom of the screen there will be a prompt asking if that participant wishes to seek financial aid. Once financial aid is selected, the unit leader will be re-directed to a separate page to fill out the online campership application form.

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 31st. The unit must send a written or e-mail request for a refund to the SKC Camping Department.

The unit site-saver deposit fee is not refundable after January 1st of the year the unit is attending.

REFUND OF REGISTRATION/CAMPER FEES

Request for refunds must be submitted to the camping department as soon as possible for consideration for processing. They can be submitted by email to allison.cramer@scouting.org or mailed to the Simon Kenton Council office:

Simon Kenton Council, BSA
Attn: Camping Department
Leadership Development Center
807 Kinnear Rd
Columbus OH 43212

Below is the refund schedule for Summer Camp:

- Refund request received **BEFORE May 15th** = Refund minus \$40 deposit fee
- Refund request received **after May 15th** before camp = 50% refund
- Refund request received **after June 1st** of camp = NO REFUND

Refund requests will be reviewed by the camping department and exceptions will be made for **EXTREME circumstances only (medical emergencies, death in the family, etc.). Refunds will not be granted for scheduling issues, change of mind, etc.*

Please remember, any and all refunds will be issued by check to the unit (not an individual) from Simon Kenton Council. 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.

CAMP CANCELLATION

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

PARTICIPANT PACKING LIST

Please mark all personal items with name and unit number

SCOUT PAPERWORK

- Completed current Medical Form (Parts A, B, **and C with doctor signature**)
- Totin' Chip
- Firem'n Chit
- Scout Handbook
- Completed Merit Badge Pre-Req Work

CLOTHING TO BRING (FOR 1 WEEK OF CAMP)

- Official Scout uniform (needed for flag ceremonies, chapel, and campfires)
 - Uniform shirt(s)
 - Scout shorts and/or pants
 - Scout socks
 - Scout belt (or leather belt)
- Clothes for each day (include extras for emergencies)
 - Shirts (Scouting related preferred, no tank-tops)
 - Shorts/pants (if not using uniform shorts/pants)
 - Socks (if not using uniform socks)
 - Underwear
- Belt
- Hiking boots and/or shoes (closed heel and toe)
- Pajamas or sleeping clothes
- Swim suit
- Hat

See page 28 for camp clothing policies*

CAMPING GEAR

- Sleeping bag or blankets
- Pillow
- Scout knife or pocket knife
- Toiletry articles (toothbrush, toothpaste, soap, comb, etc.)
- Towels
- Spending money
- Tote, foot locker, duffle bag, or backpack
- Water bottle/canteen
- Poncho or rain gear
- Sunscreen
- Work gloves for projects
- Personal first aid kit

OPTIONAL INDIVIDUAL EQUIPMENT TO BRING

- Order of the Arrow Sash
- Daypack/backpack
- Work clothes (if participating in service projects)
- Ground cloth/tarp for floor of tent (or extra tent covering)
- Watch
- Sunglasses
- Insect Repellent
- Compass
- Matches
- Camera
- Writing materials
- Small, metal mirror
- Sewing kit
- Bible or prayer book
- Pre-addressed envelopes & stamps
- Playing cards, frisbee, or other games
- Trading patches

SPECIAL EQUIPMENT TO BRING

- Participants in **Lifesaving Merit Badge** will need to bring long pants, long sleeve shirt and shoes that will get wet.

DO NOT BRING TO CAMP

- *Sheath Knives*
- *Spring-loaded Knives*
- *Fireworks*
- *Lighters or Torches*
- *Personal archery equipment*
- *Personal firearms and ammunition*
- *Bicycles*
- *Martial Arts equipment*
- *Pets*
- *Cell phones*

BEFORE CAMP

UNIT PACKING LIST & CAMP EQUIPMENT

PAPERWORK & ESSENTIALS:

- Registration paperwork and necessary payments
- Unit rosters (multiple copies)
- Med Form binder or briefcase
- Prescription Medications (in properly labeled containers and separated by youth)
- Copies of Special Dietary Needs requests
- Insurance claim form and policy number (for out-of-council units)
- List of visitors for Family Night, as well as a count of who is eating both in and out of the Dining Hall
- Merit Badge Blue Cards

EQUIPMENT PROVIDED BY CAMP

- Latrine with washstand
 - Broom, shovel, and rake stocked at the latrine
 - Toilet paper available for free at the Trading Post
- Trash can with lid (trash bags available for free at the Trading Post)
- Fire ring
- 2 picnic tables
- Dining fly
- BSA wall tents in campsites (one tent for every 2 youth or adults)
- Folding cots and end pieces (1 per participant)

RECOMMENDED UNIT EQUIPMENT

- Lanterns & fuel (propane only please)
- First aid kit
- Lockable cashbox
- Rope & twine
- Frisbee, playing cards, and other games

OPTIONAL UNIT EQUIPMENT

- Spare blankets and ground cloths
- Cooking & dishwashing gear
- Dutch ovens
- Coffee & coffee pots (for adults in campsite)
- Water jugs/coolers
- Axes & saws
- Surprise awards and/or snacks for boys
- Patrol equipment boxes
- American Flag
- Troop/Crew Flag

UNIT LEADERSHIP MEETING

As your unit prepares to collect money, finalize registration, and share information with parents, it may be a good idea to have a unit leadership meeting to confirm your unit's plans and logistics. When your leadership is on the same page regarding your unit's organization and policies for camp, you can better ensure a consistent and quality experience for your Scouts and their families.

PRE-CAMP LOGISTICS

- Registration and Payments
 - When is your unit's deadline for each family to pay for summer camp? (to allow you to meet the April 15th Discount Fee deadline or May 15th Regular Fee deadline)
 - Will your unit be pre-ordering camp shirts? If so, what will be your payment deadline for collecting the money for the camp shirts?
- Medical Forms
 - What will be your deadline to have all updated Annual Health and Medical Records collected from all youth and adults going to summer camp
 - How many copies of your unit's medical records will your unit take to camp (one copy will stay in the Health Lodge)
 - Which youth will need to take prescription medications during the week, and at what times of the day? Which adult leader(s) will be responsible for overseeing this process?
- Travel Arrangements
 - What time will your unit meet on Sunday to depart? Will this location be the same as it is for your other year-round campouts?
 - Will your unit be stopping for lunch on the way to camp, or should all participants eat before your unit gathers?
 - What time do you plan to be back on Saturday for parents to pick up their youth?
- Communication
 - When will you meet with parents prior to camp to distribution information?
 - How will parents communicate with the unit and unit leaders during camp? Is there one contact person in or out of camp they should coordinate with?

DURING CAMP

- How will your unit keep track of merit badge progress and completed blue cards during the week?
- Will your unit have any policy or method of keeping track where each Scout is going during each session?
- What will your unit's policy be regarding spending money?
 - Will your scouts hold their own spending money, or will the unit secure the money in a lockable container?
 - Are there certain items in the trading post your unit are not allowed to purchase? Are there any specific hours that you do not allow your Scouts to buy snacks?
- Will your unit participate in Family Night on Wednesday?
 - Will all parents be invited?
 - Will you eat together in the dining hall, or bring food for the campsite?
 - What is the earliest time you will allow parents to enter camp? What time should they plan to leave?
- How will your unit handle any emergencies?
 - Who will have copies of your unit rosters?
 - Do you (and your unit) know where the rally point is in camp?
 - Is your unit first aid kit properly stocked to handle any basic medical needs?
- What is your unit's policy on youth having electronic devices?
 - Will you allow scouts to call home? What if they are homesick?

PARENT MEETING

It is highly recommended that your unit hosts an informational meeting for parents prior to summer camp. Some units hold this meeting several months before camp, while others wait until several weeks before camp. Below is a list of topics that you may wish to cover with parents in your unit prior to camp.

PAYMENT DEADLINES

Unit leadership should clearly communicate deadlines for any payments to either Simon Kenton Council or your unit. We suggest setting your unit's payment deadline several days prior to the actual council deadlines to allow time for any issues that may come up with collecting payments.

DEPARTURE AND ARRIVAL

The times and locations of your departure for camp and expected arrival back from camp should be determined. Please note that check-in starts no earlier than 2:00 PM on Sundays, and we ask that units plan to depart no later than 10:00 AM on Saturdays. The following travel plans should also be discussed:

- If a lunch stop is planned/needed on the way to camp, families should be aware so they can plan for youth to have money with them.
- Personal gear should be packed with the expectation that gear may not be accessible upon arrival at camp. Your unit may want to encourage participants to bring a daypack with their swimsuit, towel, water bottle, rain gear, and any other anticipated needs for the first several hours at camp.

DURING THE WEEK

There are several topics that your unit may want to share with your parents in preparation for their youth to spend a full week at camp. It is recommended that your unit share their policies and thoughts on the following topics:

- The general camp program schedule and activities offered during the week.
- Recommendations to assist with packing for camp (see PARTICIPANT PACKING LIST on previous pages)
- Keeping track of merit badge and program progress during the week (e.g. bluecards).
- Youth possession and use of electronic devices.
- Unit protocols and routines for youth taking prescription medication
- Suggested amount and safe storage of each youth's spending money.
- Food and drink in the unit campsite.
- Unit policies on purchasing snacks and drinks from the trading post (i.e. hours that youth are not permitted to visit the trading post).
- Communication between youth and their parents during the week (e.g. phone calls, mail, etc).
- Family Night procedures and preferences.
- Camp policies and procedures pertaining to youth and unit activities in camp.

PARENT COMMUNICATION

It is recommended that each Troop have one person out-of-camp serving as the main point of contact for parents during the week. That contact person can then relay any information, concerns, or questions to the unit leader(s) in camp. This is especially important during times of severe weather in camp as multiple phone calls from parents in the unit can disrupt the unit leaders responsibilities and ability to address the needs of their youth.

Parents should be reminded that calling their youth or adult leaders at camp is not suggested as it requires camp administration to pull them out of the programs and activities.

Families often enjoy seeing updates from camp through social media, and the camp administration regularly posts pictures and news on the camp Facebook and Instagram pages during the week. Follow us on Facebook at www.facebook.com/BSACampFallingRock

CHECK-IN PROCEDURES

ARRIVAL: 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, as the camp staff is not able to accommodate early arrivals. Camp staff will greet you upon arrival in the parking lot and assign you a Staff Troop Guide who will guide your unit through check-in and serve as a liaison throughout your camping experience.

The Camp Commissioner and staff will greet you upon arrival and assign you a staff member who will guide your unit through check-in and serve as a liaison throughout camp.

Scouts BSA Resident Camp check-in is on Sunday.

Webelos Resident Camp check-in is Monday.

VEHICLES & TRAILERS: Upon arrival at camp, all vehicles will proceed to the parking lot. After the unit has been assigned a Staff Troop Guide, a member of the Ranger staff will meet up with your unit to arrange bringing one vehicle and/or trailer into camp. The driver of the designated vehicle will be permitted to drive into camp under the escort of the Ranger Staff. Drivers are to follow all directions of the Ranger staff regarding speed, designated road usage, and vehicle/trailer placement in the campsite. Units will be permitted to keep one trailer in their campsite during the week with permission of the Ranger and/or Camp Director, weather permitting. Once a trailer has been dropped and/or the vehicle has been emptied of gear, the Ranger Staff will then escort the vehicle back to the parking lot. **No unit vehicles are permitted to be operated in camp without the explicit permission and/or supervision of the Ranger staff or Camp Administration.**

REGISTRATION: The Unit Leader is to proceed to “Check-in” at the administration building as instructed by the camp staff. While the Unit Leader is at registration, the Staff Troop Guide 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.

- Your unit’s camp roster, including any leaders who may rotate in or out of camp during the week. Your Staff Troop Guide will show you the camp’s unit roster generated by the online registration system. Once the camp’s unit roster has been revised and verified, the Unit Leader will bring their roster with them to the administration building.
- Copies of receipts of all camp payments online or in person prior to your arrival at camp.
- Check, cash, or unit credit card for any balance due for camp fees or visitor meals.
- Medical excuses, if applicable, for any Scouts that are not attending and requesting a refund.
- Total count of visitors for Family Night, including whether or not each visitor will be eating with the unit. Family night meals will be catered in the campsites for units and visitors.
- Copies of any Special Dietary Needs Forms if you have anyone who cannot eat certain foods for medical or religious reasons (Original forms should have been submitted several weeks prior to arriving in camp).
- Have another Unit Leader keep the Annual Health and Medical Records with the unit as they proceed to the campsite. A Health Lodge Representative will come to your campsite to check over your Annual Health and Medical Records, which must have 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.

GO TO YOUR ASSIGNED CAMPING AREA, unload equipment and minimally set up your campsite (you will have more time later in the afternoon to complete set up). A Health Lodge representative will come to your campsite to complete Health Checks, collect Annual Health and Medical Records, and collect any prescription medications to take to the Health Lodge. While Health Checks are being completed, have everyone store gear and change into swimsuits. Shoes must be worn. Once Health Checks are completed, your Staff Troop Guide will immediately prompt

your unit to head out of the campsite to the remaining check-in stations. **Please follow the directions of your Staff Troop Guide.**

THE NEXT 3 STEPS MAY OCCUR IN A DIFFERENT ORDER DEPENDING ON WAIT TIMES. PLEASE FOLLOW THE DIRECTIONS OF YOU STAFF TROOP GUIDE.

GO TO THE DINING HALL for orientation and table assignments.

GO TO THE FIRST AID STATION for a safety talk. All Health Form re-checks and medicine collection will be completed in the campsite by a Health Lodge Representative upon arrival.

GO TO THE WATERFRONT AREA. Buddy tags are given only to persons who have been given a Health Check in their campsite. Swim Checks will be given to everyone during check-in to determine their swimming ability, and buddy tags are issued at this time. Swim Checks are also held during the week for those who wish to move up in classification. Classifications for ability groups are as follows:

- Non-Swimmer (White) - Comfortable in shallow water.
- Beginner (Red) - Can jump into water over their head, swim 25 feet, turn around, and swim back 25 feet.
- Swimmer (Red & Blue) - Can jump into water over their head, swim 100 yards (75 yards with any strong stroke and 25 yards using a resting backstroke), and rest by floating.

RETURN TO THE CAMPSITE for additional camp set-up. Your Staff Troop Guide will help your unit complete their inventory/equipment paperwork, as well as setting up the remainder of their tents and cots. Should your unit not finish their campsite setup by dinner time, a team of camp staff will complete your setup after dinner.

FLAG CEREMONY AND DINNER will take place in the Parade Field and Dining Hall starting at 6:20. Waiter call will be played at 6:10, indicating that each unit should send their assigned waiters to setup for dinner. Even if your campsite setup is not complete, please stop and prepare your unit to be on time. Attire for Sunday dinner is the Field Uniform (uniform shirt, scout shorts/pants, scout socks, etc). Your unit will not be returning to their campsite immediately after dinner, so make sure each participant has their flashlights and water bottles with them.

THE CAMPWIDE TOUR will take place immediately following dinner. Your unit will be dismissed from dinner to their Emergency Cans, then a staff member will escort them on a tour of the camp. While the Campwide Tour is taking place, meetings will be held for Unit Leaders and Senior Patrol Leaders. It is also at this time that camp staff will be dispatched to any campsites that are not fully setup to finish setting up tents and cots.

CHAPEL AND CAMPFIRE follows the Campwide Tour. Assuming reasonable weather, both Chapel and Campfire will take place in their respective locations up the hill behind the Dining Hall. Following the conclusion of Campfire, units will be dismissed back to their campsites. Taps will play shortly after campfire, indicating campsites should remain quiet and youth should be heading to bed.

DURING CAMP

CHECK-OUT PROCEDURES

FRIDAY CHECK-OUT MEETING: Please plan for the Unit Leader and Senior Patrol Leader to attend a Check-out Information meeting immediately following dismissal from lunch on Friday.

- The Ranger staff, weather permitting, may offer to escort unit vehicles into camp immediately after the Friday Check-Out Meeting to hook up to their trailers in preparation for Saturday. Otherwise, arrangements will be made to move vehicles into camp Saturday morning. Any and all decisions regarding vehicle movements related to check-out may be altered at the discretion of the Ranger and/or Camp Director.

SATURDAY MORNING: Friendship Circle, Breakfast, and Flag Ceremony will occur at their regularly scheduled times. Unless otherwise arranged with camp administration, your Staff Troop Guide and Check-out Commissioner will not be available to check your unit out until after Flag Ceremony has been completed.

1. After flag ceremony, your Staff Troop Guide will meet you in your campsite to assist you with your check-out procedures. Specifically, they will assist your unit with dropping and folding camp tents and cots. Your unit is welcome to begin dropping and folding tents and cots before breakfast, but your Staff Troop Guide must ensure that it was completed to the expectations of the camp administration.
2. Your Staff Troop Guide will inform you of the number of folded tents and cots that will remain in your campsite in the Scoutmaster tent, as well as the number of tents and cots that will be carried to the road. Your unit will be responsible for assisting the Staff Troop Guide with ensuring the correct number of tents and cots are in the appropriate locations.
3. Once your tents and cots are dropped and folded, and your units gear is packed up and loaded into your trailer and/or vehicle, your unit will be responsible for making sure the campsite is ready for the next unit that will arrive on Sunday:
 - All trash will need to be picked up, and the campsite policed for any remnants of trash
 - All camp picnic tables must be placed under the dining fly
 - All campsite bowling pins must be placed in the Scoutmaster tent
 - The fire ring must be cleaned out and moved under the picnic tables
 - Your campsite latrine must be cleaned out, and all campsite tools returned to the latrine
 - If your unit is sharing a latrine with another campsite, the first unit to leave is responsible for cleaning the latrine
 - The campsite trash can must be emptied and returned to the dining fly. All bags of trash are tied and set by the road.
 - Please help our Ranger staff by not saving filled trash bags until Saturday. Please set your bags out during the week as they become filled.
4. Once your Staff Troop Guide has deemed that your unit is ready to be checked out, they will call for a Check-out Commissioner from the administration building. The Check-out Commissioner will then verify that all steps of the check-out process have been completed.
5. When the Check-out Commissioner verifies that your unit is checked out, they will then call for and authorize the Ranger staff to escort your vehicle and/or trailer from the campsite to the parking lot.
 - No unit vehicles are permitted to be moved without the permission and escort of the Ranger staff
 - The Ranger staff will not escort the unit vehicle out of camp until the Check-out Commissioner has verified that the unit is checked out.
6. Your Staff Troop Guide will guide your troop to the parking lot for final departure. Please make sure to...
 - Grab one more Ski from the Trading Post
 - Pick up your Annual Health and Medical Records and medications from the Health Lodge
 - Check the Lost and Found in the Administration Building

CHECK-OUT REMINDERS:

- Merit badge cards will be returned to each Scout upon their successful completion of the merit badge, not at the end of the week. Check all advancement materials thoroughly! It is much easier to make corrections while you are still at camp.
- Check-out is required for all units, regardless of departure time.
- Place all tied trash bags by the nearest main road for pick-up by Ranger staff.
- Check with the Office Manager for any mail items that may not have been picked up.
- Don't forget to turn in your camp survey to your Staff Troop Guide.
- Please plan to depart by 9:30 AM. Have a safe trip home!

BLENDING PROGRAM

We are introducing a blended program at CFR this year. A Blended Program means that merit badges are held in a semi-open program style. Merit Badges Classes will start at the top of the hour and run for 50 mins. However, Scouts do not need to schedule ahead what and when they will be taking. This allows Scouts to benefit from the structure of a more closed program with the flexibility of an open program. Some of our programs will be held on a more scheduled occurrence, this will be marked in the program guide.

PROGRAM SCHEDULE

Our program operates each day over the course of a morning session (9:00AM – 12:00PM), an afternoon session (2:00PM – 5:00 PM), and several evening programs (times will vary). Scouts may work on any requirements for most of our program offerings during the scheduled session and areas.

Several of our higher-risk and specialty programs face some restrictions due to either the safety needs of those program areas or the availability of specialized instructors:

- All aquatics merit badges and rank advancement programs are offered only during the morning sessions so that they can offer open swim, open boating, and open iceberg in the afternoon.
- Climbing Merit Badge is offered at High Adventure during the morning session, along with open zipline. Open climbing and rappelling are offered in the afternoon.

Programs are dependent on weather. For safety reasons, some programs may have operations halted until weather clears or the area is safe for Scouts to participate. This may include Aquatics, Climbing, ATV and Shooting Sports.

WEEKDAY CAMP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
7:55	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony
8:00 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00 AM	Program Opens	Program Opens	Program Opens	Program Opens	Program Opens
12:00 PM	Program Closes	Program Closes	Program Closes	Program Closes	Program Closes
12:30 PM	Lunch	Lunch	Lunch	Lunch	Lunch
2:00 PM	Program Opens	Program Opens	Program Opens	Program Opens	Frontier Friday
5:00 PM	Program Closes	Program Closes	Program Closes	Program Closes	Program Closes
5:55 PM	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony	Flag Ceremony
6:00 PM	Dinner	Dinner	Dinner	Dinner	Dinner
7:00 to 9:00 PM	Evening Program: Massive Mayhem	Evening Program; Tie Dye Tuesday	Evening Program: Family Night	Evening Program: Forte Thursday	Evening Program: Closing Campfire

FOOD SERVICE

Simon Kenton Council partners with an outside vendor to provide outstanding nutrition and meal services to our camps. 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 administration present in the dining hall or in the administration building.

MEAL TIMES:

	<i>Waiter Call</i>	<i>Flag Ceremony</i>	<i>Meal Time</i>
Breakfast	7:45 AM	7:50 AM	8:00 AM
Lunch	12:15 PM		12:30 PM
Dinner	5:45 PM	5:50 PM	6:00 PM

**Sunday dinner will be at 6:30 PM to accommodate time needed for check-in*

***Flag ceremonies will precede breakfast and dinner. Please make sure your unit wears their field uniform to breakfast and dinner.*

TABLE WAITERS

Each unit must assign a waiter for each table during each meal. Only one waiter per table is needed. Table waiting should be included in the unit's camp duty roster for the week. Table waiters arrive 20 minutes prior to the meal to set up and must stay AFTER the meal to clean up. The Dining Hall staff will dismiss the table waiters when the dining room is clean (usually 10-15 minutes after meals.)

It is recommended that one adult leader per unit supervise and guide the table waiters before and after meals.

SALAD BAR & ADDITIONAL OPTIONS

At breakfast, cereal and oatmeal will typically be offered. Lunch and dinner feature a salad bar. The salad bar is stocked to supplement the planned meals for lunch and dinner and is not intended for participants to prepare a full-plate salad. Adult leaders are reminded that the well-being of our youth is our top priority, and youth should be permitted and encouraged to be first served at the salad bar.

SPECIAL DIETARY NEEDS FOR HEALTH OR RELIGIOUS REASONS

Please inform the SKC Camping Department in writing of these needs by May 1 using the Special Needs request form. We will do our best to serve you. We can generally accommodate all food allergy and special dietary need requests without any problem if the request is made in a timely manner. Should a food allergy be severe enough to warrant the unit bringing additional food for a participant, arrangements should be made with camp administration prior to arriving at camp.

HEALTH LODGE & MEDICAL EMERGENCIES

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 and initial care. Special arrangements for the treatment of more serious cases have been made with local facilities. All medical emergencies must be reported to the Camp Administration immediately. Emergency service is available 24 hours a day, but will only be summoned as deemed necessary by the Camp Administration and Health Lodge staff.

Financial responsibility for any medical treatment received at a local clinic or hospital is the responsibility of the family, not Simon Kenton Council.

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.

UNIT FIRST AID

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 Lodge.

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 a half an hour to 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.

Please do not bring any youth or adults to the Health Lodge after taps for non-emergency first aid. If a camper requires urgent care during the night, remember to abide by the "no one-on-one contact" part of the Youth Protection Guidelines when bringing them to the Health Lodge.

PRESCRIPTION MEDICATIONS

All prescription medication will be checked into the Health Lodge during Sunday Check-in, or upon arrival to camp during the week. **Prescription medications must be in their original prescribed bottles to ensure proper and legal administration. (NO medications will be accepted in baggies or non-prescription containers.)**

***For more information regarding our policies on securing prescription medication, see the Policies section of the Leaders' Guide*

Prescription medications are to be administered to the youth in your unit by one of your registered unit leaders. This leader should be familiar with which members of your unit take medications at which time, and should have access to directions for administering medication to each person necessary in the group.

- Prescription medications are to be checked out by a unit leader up to 30 minutes prior to each meal or up to 30 minutes prior to evening curfew (taps).

- The unit leader may either administer the medications to the necessary youth outside the health lodge, or may take the container up to the dining hall to administer the medication during the meal. Unit leaders must ensure all prescription medications are under supervision during the time they are in the unit's possession.
- Once all medications have been administered, the unit leader will return the prescription medications to the Health Lodge either before or immediately after the meal. Please note that the Health Lodge is closed during meal time to allow our Health Lodge staff to participate in the meal at the Dining Hall.
- If any members of your unit need any special accommodations regarding the time of their prescription meds, please make arrangements with the Health Lodge staff.

All youth prescription drugs must be locked in the Health Lodge with restricted access. Also, please note that needles used for insulin injections or other prescribed medications must be placed in the biohazard container located in the Health Lodge. The Health Office will provide storage for medications requiring refrigeration.

All medications must be submitted to the First Aid Station for safekeeping and storing. Exceptions must be approved by the Health Officer and may include insect sting kits or other allergy medications, 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.

MEDICAL EMERGENCIES

If a medical emergency occurs, it is important to remember to stay calm and seek help immediately. Send someone to report the emergency to the nearest staff member during daytime hours. After taps, all emergencies should be reported to the administration building as soon as possible.

- Administer first aid to the patient at the location of injury, whether it is a program area or campsite. The nearest senior camp staff member can assist with determining whether emergency care is needed.
- Bring patient to Health Lodge with a unit leader, or emergency camp transportation may be summoned by the nearest senior camp staff member if necessary. If patient cannot be moved, send runner for the Administration Building. If an adult leader is not present, send a runner for an adult leader from the patient's unit.
- The Health Lodge staff will administer first aid to extent of their training and certification. If further medical attention is required, the Health Officer and Camp Administration will consult with the unit leader on the best course of action.
- The Camp Director will be notified before any outside care is sought or emergency services are summoned. If possible, the Camp Director will strive to arrange non-emergency transportation by the unit to the nearest hospital or urgent care.
- The Camp Administration will assist the adult leader in contacting the patient's family if needed.
- Should the patient require additional care outside of camp, the Health Lodge staff and Camp Administration will assist with the following preparations
 - Patient's Health History/Medical Evaluation
 - Insurance Claim Form
 - Additional adult supervision for the transport into town OR for the unit's campsite if needed to maintain Youth Protection Guidelines
 - Map to Outside Medical Facility
- The adult leader, or one of his assistants, will transport the patient to the outside medical facility. The camp will provide transportation only if the unit has none available.
- If the patient's condition is determined immediately life-threatening or safe transportation is not available, the Health Officer will request the Camp Director summon 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 Lodge regarding outside care.
- Please consult the section on insurance coverage for instructions on filing a claim.

VISITORS & FAMILY NIGHT

CAMP VISITORS

Visitors are always welcome at camp, but we ask that parents use extreme discretion with visits to camp other than Family Night on Wednesday night. We find that unplanned parental visits can increase the likelihood of a camper experiencing homesickness. **All visitors must sign in and check out with at the Camp Office upon arriving at camp and will be required to wear a visitor wristband at all times while on camp property.**

VISITOR MEALS

Fees for visitor meals are \$6.00 per meal, and all meal tickets should be purchased from the Trading Post after checking in at the administration building.

FAMILY NIGHT

Each Wednesday night, we openly invite families and friends to visit their campers and leaders. It is recommended that families and visitors plan to arrive at camp after 5:00 PM so as not to interrupt their progress in the program areas.

- All Scouts are expected to remain in camp during Family Night and should not plan on leaving camp with their parents.
- **Families are reminded to leave all pets at home** when visiting camp due to camp restrictions on pets.
- While we welcome all visitors for Family Night, please remember that this is an outdoor camp with gravel roads and unimproved trails. While we will do our best to assist those with special mobility needs given the proper notice, **we cannot guarantee assisted access to all areas of camp.** Specifically, no visitors will be permitted to park anywhere other than the main parking lot.

Family Night dinner will be served beginning at 6:00 PM. Troops and/or families are also welcome to bring in or prepare their own food for dinner on Family Night (the dining hall, will be closed to campers).

- Please be prepared to give us a head-count of family night visitors during check-in on Sunday, so that we can prepare enough food. Unless visitors plan to bring their own food, visitor meal tickets must still be purchased in the Trading Post for the family night dinner.
- Units will be eating in their campsites with a catered dinner from the dining hall. Staff will deliver meals and service items, then pick up trash and materials prior to the campfire.
- Units will be invited to participate in the Family Night Campfire by preparing a song or skit to perform in front of visitors and families.

GENERAL 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 may be required to leave 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, TOBACCO, AND 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. Campers are not permitted to use tobacco or electronic smoking devices in any form at BSA camps.

Smoking and use of tobacco products by adult leaders is permitted only in the parking lot. Smoking is not permitted in any campsites, program areas, buildings, common areas, or trails. No smoking is allowed in or around the kitchen and dining hall, program areas, campsites, tents, or any other camp building.

APPROPRIATE BEHAVIOR

As a character-building organization charged with the safety and well-being of all participants, it is expected that all youth and adults conduct themselves in a manner befitting of the Scout Oath and Law. This also applies to all behavior, equipment, personal possessions, and general conduct in camp.

BSA REGISTRATION

All participants, adult leaders, and volunteers must be appropriately registered members of the Boy Scouts of America, and Youth Protection Trained. Youth Protection Training is available online at www.scouting.org/training/youth-protection

RESPECT OF OTHERS

Do not create a disturbance or cause others to have a bad experience at camp. Respect the private property of the all those participating in the summer camp program, as well as the property of those surrounding the camp. Respect staff quarters and residences. No camper should enter the staff living quarters and should remain outside of the marked Wells Camp staff area. Take care of the camp facilities and equipment.

CAMPFIRES

Those wishing to have a campfire in their unit campsite should check with the camp administration for any campfire prohibitions due to dry weather or other concerns. Campfires must remain within the campfire ring, and large, bonfire-style campfires are not permitted in campsites.

SONGS AND SKITS STANDARDS

The Simon Kenton Council and 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 will be screened by the Camp Administration prior to performance in front of a group.
2. Campfire programs must set a positive example for all who are involved.
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 portrayals or mentions of race, ethnicity, religion, mental or physical ability, or other cultural groups will be tolerated.
7. No portrayal of violent behavior.
8. No performances with sexual overtones or content are permitted.
9. Avoid anything that is not in keeping with the ideals of the Boy Scouts of America.

Any skits, songs, or acts that are deemed inappropriate by the Camp Administration will be ended immediately and the group will be escorted off the stage by the camp staff.

CLOTHING & ATTIRE

All participants, leaders, and volunteers are expected to adhere to the BSA field or activity uniforms while in camp. Short and long-sleeved t-shirts are preferred for all activities. Sleeveless shirts are permitted, tank tops and shirts with shoulder straps are not. Shirts with the sleeves cut off cannot also be cut down the sides of the shirt. While BSA uniform shorts and pants are preferred, any shorts or pants of similar style and length are appropriate as well. Closed-toe and closed-heel shoes are required for all travelling outside of the campsite (sandals are acceptable within the showerhouse or a unit's campsite). **No Flip-flops or sandals are allowed to be worn around camp.**

Swimsuits should be comfortable, functional and modest. For males, swim trunks or board shorts are appropriate. Tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed. For females, bikinis are not allowed.

FIREARMS

Only council-owned firearms are permitted in camp and for use in camp programs. The carrying of firearms by any adult leaders, youth, or visitors is prohibited. Upon arrival at camp, any firearms should be immediately checked in with the Camp Director, Camp Ranger, and/or Shooting Sports Director.

INITIATIONS/HAZING

Initiations or hazing of any kind are not permitted in the Scouting program and will not be tolerated at camp. Any suspected initiations or hazing should be immediately reported to the Camp Director.

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. **Hunting and sheath-type knives are not permitted.** Tomahawks, axes or hatchets are not to be carried or used outside of approved program areas or established unit axe yards.

NOISE POLLUTION

To fully enjoy the experience of camp life, leave all radios, TV's, video games, etc. at home. Be a good neighbor by showing respect for neighboring campsites. Quiet times are 10:00 PM to 7:00 AM.

TREES

In abiding by the Outdoor Code, please do not damage or kill any live trees while at camp. If a tree poses a danger to the safety of campers or unit/camp property, please notify Camp Administration as soon as possible. Any and all falling or trimming of trees will be done under the supervision of the Camp Ranger. This includes the use of hammocks and related chairs that may damage trees. Scouts and leaders are encouraged to follow Leave No Trace principles.

VEHICLES IN CAMP

Upon arriving at camp, all vehicles must park in the parking lot. Even if the service gate to camp is open, please do not drive into main camp without prior approval of the Camp Director and/or Camp Ranger. Unauthorized vehicles entering camp may be blocked from further movement, may be towed at the owner's expense, or may result in the summoning of law enforcement.

When operating a vehicle in camp, the following rules apply

- Scouts are not to ride in vehicles on internal camp roads.
- Passengers are not to ride in the 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 mph.
- Equipment Trailers are to be parked in the parking lot, or in the appropriate location designate by the Camp Ranger and/or Camp Director. Extra fuel may not be stored in equipment trailers.

WILDLIFE

- Do not attempt to handle snakes, spiders, lizards or other wild critters at camp. In most cases, if you leave them alone, they'll leave you alone.
- No hunting or harming of animals is allowed. Keep all food and "smellables" in latchable, smell-proof containers.
- Keep your camp area free of garbage and secure all overnight trash in appropriate containers.
- If you see a venomous snake, make sure someone stays to spot the snake while someone else goes to notify a staff member. Do not attempt to handle the snake yourself.
- Avoid contact with rodents or rodent droppings. Notify the camp administration of the presence and location of rodents or other nuisance creatures within your campsite or camp building.

MEDICAL POLICIES

Each unit is responsible for bringing youth to the Health Lodge in non-emergency situations and/or to receive daily medications.

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 can only accept the BSA National Medical forms. **We cannot accept sports or other physical forms.** 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, and 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.

MEDICAL RECHECK

Upon arrival in camp, a quick re-check will be given to all scouts and leaders by the Health Lodge staff 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.

***See the DURING CAMP section for more information about checking medical forms.*

MEDICAL CARE/FIRST AID

All details regarding the day-to-day Health Lodge information for summer camp can be found in the DURING CAMP section of this Leaders' Guide.

PRESCRIPTION MEDICATION

All prescription medication will be checked into the Health Lodge during Check-in. **Prescription medications must be in their original prescribed bottles to ensure proper and legal administration.**

If a unit strongly prefers to keep their unit's prescription medication in their own campsite, they may make such arrangements with the Health Officer and Camp Director. The unit must show proof of lockable storage, knowledge of proper administration protocols, and understanding that access and verification may be requested at any time by the Health Officer and/or Camp Director during the week.

MEDICAL EMERGENCIES

All medical emergencies should be immediately cared for and reported to the nearest camp staff member. Please refer to the DURING CAMP section for a basic description of the first-aid services of the camp, and the EMERGENCY PROTOCOLS part of the POLICIES section for specific information regarding a wide variety of camp emergencies.

MEDICAL, HEALTH, & SICKNESS INSURANCE

The Simon Kenton Council provides accident and sickness insurance coverage for each registered member of our council. This council-wide coverage protects each member all year long while attending official Scouting functions. Maximum benefits are \$15,000 for Accident Medical expenses and \$7,500 for Sickness Medical expenses (sickness that manifests itself during the Scout's activity). All claims are to be submitted directly to SKC Leadership Development Center by the family. Claim forms may be obtained at the SKC Leadership Development Center or the Health Lodge. Contact Simon Kenton Council for further details.

NOTE: All units or individuals visiting Camp Falling Rock from out of council must provide their own insurance and claim forms, in case of accident or illness while at camp or in route to camp. You will be required to provide proof of coverage at the Administration Building.

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.

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 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 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 this statement on the claim form or issue their 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.

EMERGENCY PROCEDURES

Emergency situations must be reported immediately to the nearest camp staff member or to Camp Administration.

- 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.
- Outside emergency services may only be summoned with the approval of the Camp Director. It is critical that you report any emergencies to the Camp Administration and do not attempt to contact emergency services yourself.
- 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.
- It is important to remain calm during an emergency, especially when giving instructions to your unit.

CAMP MOBILIZATION PROCEDURES

- The camp emergency signal (depending on the camp) consists of a siren or a series of three horn blasts. 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 camper or leader not knowing where another camper is, rather than the camper actually being lost.

- First, search the campsite thoroughly. Check all tents, latrines, and the immediate vicinity. Very often, campers reported missing after taps are often found asleep in their tents.
- Second, check areas where the camper 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 Camp Administration immediately of who is missing, where they were last seen, when they were last seen, what unit and campsite they are in, and any other pertinent information.
- The Camp Director will determine a plan for the search. Camp mobilization is treated as a last resort, but may become necessary if all other attempts to find the missing camper are not successful or to determine if multiple persons are missing.

SEVERE WEATHER

Severe weather at camp can include 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 or other camp locations.
- **Tornado.** Proceed to areas as instructed for maximum protection. Stay away from windows. If caught in the open with an approaching tornado, seek a low area and lie there. After the tornado passes, the camp will mobilize. Buildings with a lower level serve as an emergency shelter in the case of a tornado. (Dining Hall and Legend Lodge)
- **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.*

FIRE EMERGENCIES

- Small fires that are easily fought using immediately available firefighting equipment must still be reported to the Camp Director, Camp Ranger, or nearest 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 nearest 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.
- A charge of \$25 will be assessed to the unit for the discharging of a fire extinguisher in a non-emergency situation

AQUATIC EMERGENCIES

The camp will follow the Lost Bather 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 immediately notify the Camp Director of the lost swimmer, and the Camp Mobilization Procedures will be activated.
- The Aquatics Director will manage the lost swimmer search until outside authorities (if needed) assume control. 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. **Unit Leaders should support the aquatics staff by setting a positive example for campers.** Campers or leaders who forget their buddy tag are NOT to be ridiculed.

MEDICAL EMERGENCIES

- Administer first aid to the patient at the location of injury. 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 must be notified before additional steps are taken or outside resources are contacted, unless the injury is life threatening.
- If possible, the adult leader should inform 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 their 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 or to ensure Youth Protection guidelines.
- 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.

EARTHQUAKE

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

- 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 Administration will assess the situation and camp facilities before sounding the all clear.

SECURITY

- All participants (Scouts) and leaders must be appropriately registered members of the Boy Scouts of America and must be registered at camp. Camp identification is required, and the appropriate wristbands must be worn at all times. Unregistered, non-Scout siblings are not permitted in camp.
- Any suspicious individual, group, or vehicle should be reported to the Camp Administration immediately.
- When exploring remote areas of camp, always have a buddy.
- Do not enter other campsites without permission.
- Before leaving camp for any reason, everyone must sign out in the Administration Building, Legend Lodge. This is particularly important during emergencies. 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 and leave camp with the Scout.

YOUTH PROTECTION

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 always important to use the buddy system for both youth and adult leaders.

SCOUTING'S BARRIERS TO ABUSE (Excerpt from the Guide to Safe Scouting - 2018 Printing)

The BSA has adopted the following policies for the safety and well-being of its members. These policies primarily protect youth members; however, they also serve to protect adult leaders. All parents and caregivers should understand that our leaders are to abide by these safeguards. Parents and youth are strongly encouraged to use these safeguards outside the Scouting program. Registered leaders must follow these guidelines with all Scouting youth outside of Scouting activities.

REGISTRATION REQUIREMENTS - Adult program participants must register as adults and follow Youth Protection policies.

ADULT SUPERVISION - Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age- and program-appropriate supervision must always be provided. All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

- In situations requiring a personal conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.
- Private online communications (texting, phone calls, chat, IM, etc.) must include another registered leader or parent.
- Communication by way of social media (Facebook, Instagram, Snapchat, etc.) must include another registered leader or parent.

Discipline must be constructive.

- Discipline must reflect Scouting's values.
- Corporal punishment is never permitted.
- Disciplinary activities involving isolation, humiliation, or ridicule are also prohibited.

RESPONSIBILITY - Leaders must ensure that all participating in Scouting activities abide by the Scout Oath and Scout Law.

Adult leaders and youth members share the responsibility for the safety of all participants in the program, including adherence to Youth Protection and health and safety policies.

- Adult leaders are responsible for monitoring behavior and intervening when necessary.
- Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership.

All leaders are required to adhere to the Scouter Code of Conduct.

ACCOMMODATIONS - Separate accommodations for adult males and females and youth males and females are required.

Tenting

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents should be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- Spouses may share tents.

Lodging/Cabin Accommodations - Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

Restrooms - Separate shower and latrine facilities should be provided for male and female adults as well as for male and female youth. If separate facilities are not available, separate times should be scheduled and posted. Privacy of youth is respected.

- Adults and youth must respect each other's privacy, especially in situations such as changing clothes and taking showers at camp.
- Adult leaders should closely monitor these areas but only enter as needed for youth protection or health and safety reasons.

PROGRAM REQUIREMENTS –

- The buddy system should be used.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected is prohibited.
- All aspects of the Scouting program are open to observation by parents and leaders. The BSA does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all activities.

REPORTING REQUIREMENTS - Adult leaders and youth members have a responsibility to recognize, respond to, and report Youth Protection violations and abuse.

Reporting Youth Protection Policy Violations

- Serious Youth Protection policy violations or behaviors that put a youth's safety at risk must be reported to the Scout Executive.
- Alternatively, policy violations may be reported to the Scouts First Helpline when the Scout Executive is not available.

- Online reporting is also available at www.scouting.org/health-and-safety/incident-report/

Mandatory Reporting of Child Abuse

- All persons participating in Scouting programs are mandated reporters of child abuse.
- Reports must be made to local law enforcement and child protective services. State law may require additional reporting.
- This reporting duty cannot be delegated to any other person.
- Reporting to the Scout Executive or Scouts First Helpline ensures that follow-up can occur for the safety of our Scouts. Scout Executives and Scouts First coordinate follow-up actions.

Scouts First Helpline - As part of its “Scouts First” approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known or suspected abuse/behavior that might put a youth at risk. **1-844-SCOUTS1 (1-844-726-8871)**

When to use it:

- Anytime you believe a youth has been harmed or their safety and wellbeing is at risk, and you cannot immediately reach your Scout Executive or local council.
- If a Scout is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is unable to resolve the problem.

If someone is at immediate risk of harm, always call 911.

BSA Incident Reporting Resources: www.scouting.org/health-and-safety/incident-report/

CAMPER SAFETY POLICY

SIMON KENTON COUNCIL'S CAMPER SAFETY POLICY

PREAMBLE:

As Scouting volunteers and staff, we know that the Scout Oath and Law should be the only rules we need to live by. With increased incidents negatively impacting child safety in today's world, we need to be vigilant in our efforts to maintain a safe camping environment for all Scouts.

ACTION ITEMS THAT MUST BE FOLLOWED ARE:

- Upon check-in, all camp units must provide a Troop roster listing all Scouts and adults. This roster needs to be checked against the Troop submitted copy and the unit charter for all Simon Kenton Council units.
- All scouts, adult leaders, and visitors in camp MUST wear a wristband. These wristbands will be issued at check-in in the Administration Building. This is a way for the staff, and everyone who attends camp to easily identify individuals that have not checked in or do not belong on camp property. This is a National Standard and must be followed by everyone.
- All vehicles must proceed to and park in the camp parking lot.
- All visitors are required to check in and out at the Administration Building.
- Camp Staff under the guidance of their Camp Director will monitor camp for unauthorized persons. Any question or concerns regarding unauthorized persons should be referred to the Camp Director. Those persons found not to be official guests of Camp Falling Rock will be asked to leave and escorted off the premises. Any problems or safety concerns regarding unauthorized persons will be referred to the Camp Director or their designee.
- Upon departure from camp, all campers will leave with their unit leadership, parent, guardian or an individual approved by the legal parent or guardian. When a Scout leaves Camp Falling Rock with someone other than the unit leadership, the unit leadership needs to be aware of this action and sign a Camper Release Form. This process is intended to maintain the accountability of all Scouts and provide for their safety.
- Unit leaders are reminded to be aware of problems related to unauthorized release to non-custodial parents, and to make camp administration aware of any potential or anticipated custody concerns while the Scout is at camp.
- Units will be notified of threatening weather conditions and advised to move to designated storm shelters if necessary.
- An emergency drill will be conducted weekly. Please refer to the Leader's Guide to see the procedures to follow for all emergencies.

SCOUT DISCIPLINE POLICY

It is expected that all Scouts camping at Camp Falling Rock will live up to the principles and values of the Scout Oath and Law. To allow unit leadership and their Scouts to more clearly understand their rights, and what course of action will be taken if their rights are violated, the following information should be shared before arriving at camp:

1. The Scout Oath and Law are the foundation of all rules in camp. Unit leadership is responsible for enforcing these rules and disciplining Scouts that break them.
2. In the case of inter-troop conflicts or problems, the unit leadership of the individual Scouts involved is responsible for disciplining each of the individual Scouts.
3. The camp administration (beginning with the Camp Director and Camp Commissioner(s) of any camp involved) is available and prepared to assist in initiating and establishing communication in the event of inter-troop problems.
4. If the camp administration believes further disciplinary action is required of the unit leadership, they will request it to the unit leadership. If it is not forthcoming, the Chartering Organization and District Executive will be contacted.
5. Camp administration encourages unit leadership to immediately send any Scout home who steals, vandalizes, or intentionally places another Scout in danger or harm. The administration reserves the right to take that action themselves if necessary, including sending the entire Troop home within 24 hours.
6. Hazing, "midnight raids", tent-ditching, or other such pranks or similar activities are not allowed at Camp Falling Rock. Such activities place Scouts at risk of injury and may cause bigger problems to occur.
7. A curfew of 10:00 PM will be strictly enforced for all Scouts. Scouts are required to be in their campsites by 10:00 PM. Any Scout who must leave a campsite after 10:00 PM must be accompanied by an adult unit leader or camp staff member. Always maintain two-deep leadership (no one-on-one contact between Scouts and adults). Refer to #8 for exceptions.
8. Scouts may attend a scheduled camp activity past 10:00 PM if they have their leader's permission and they use the buddy system. Activities could include night hikes, star parties, and outpost activities under camp staff leadership.

Our Scout camp will be a safe haven for the ideals of the Scout Oath and Law.

EQUIPMENT REPAIR POLICIES

DAMAGED EQUIPMENT

Scouts are expected to properly care for all the equipment they use. Sometimes, equipment is damaged and it needs to be repaired or replaced. If you find something that needs repaired in your campsite, please notify camp administration as soon as possible. Our Ranger and operations staff pride themselves on assisting you with your needs in a timely fashion.

If members of your unit misuse camp equipment, the cost of repairing or replacing any damaged equipment is the responsibility of the unit and should be settled before your unit leaves camp. The unit may then request the individual member to reimburse them. In the event unreported damages are discovered after your departure from camp, an invoice will be sent to your unit for payment.

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 unit is responsible for the cost of repairing or replacing the damaged item (unless the individual is registered for camp without a unit). The current fees for damages are as follows:

- Cot replacement (when canvas and/or frame are 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/cot (if patchable) - \$5.00 per inch
- Writing on tent canvas - \$10.00 per panel
- Broken wooden tent poles - \$20.00 per pole

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/or other equipment is \$400.00.

CAMP MAP