The BSA Pioneer Trails District Presents

2017 Guidebook for Walking Group Guides and Day Camp Staff

June 20 - 22, 2017
8:00am-3:00pm
(Check-in opens at 7:30am)

Polson Ranch
5475 Douglas Ave
Sedalia CO

CSI: CUB SCOUT INVESTIGATORS
# Group Guidebook

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Welcome to Day Camp
Day Camp Purposes, Values, and Goals

The Pioneer Trails District Day Camp Staff welcomes you to the excitement, adventure, and outdoor fun that can be found celebrating **Cub Scout Investigators**!! Please acquaint yourself with the information in this guidebook!

Camp Purposes:
Organized day camping is defined as an experience of a Cub Scout group living in an outdoor environment. Day Camp is a multi-level experience under the supervision of trained leadership carried on during the summer daytime. The program of activities provides fun and adventure in the outdoors at a site that provides seclusion and natural resources. Emphasis is placed on new experiences difficult to obtain in the usual indoor den atmosphere.

Camp Values:
- We promote and emphasize the 12 Points of the Boy Scout Law.
- We promote fun and adventure with a purpose - this is why Cub Scouts join the program, why they remain Cub Scouts, and why they move on to Boy Scouts.
- We strengthen den and pack organizations for year round operation and provide a fun method of recruiting. Also, we provide an opportunity for units to earn the National Summertime Pack Award and to work toward qualifying for the “Scouting’s Journey to Excellence” Award.
- We strive to meet the individual needs and interests of every Cub Scout by offering a meaningful and educational Scouting program.

Camp Goals:
- Our primary goal is to help the Packs in the Pioneer Trails District succeed!
- We strive to meet the purposes of Cub Scouting in every part of Day Camp. We strive to live and teach the 12 points of the Scout Law.
- We will provide 3 safe and fun-filled days of sports, crafts, challenges, games, special activities, and nature.
- We encourage Cub Scout advancement, and challenge each Cub Scout to do his best.

It takes a big team to make Day Camp a Success. You as parents, leaders, and group guides are a vital and important key to this team! We can’t do it without you!

Thank you!
The Boy Scouts of America believes that its top priority is to protect the safety of our children. We have developed effective policies that create a safe environment for young people involved in Scouting activities. Youth Protection policies and training are essential for all leaders and staff.

- Two-deep leadership
- No one-on-one contact
- Respect privacy
- Separate accommodations
- Proper preparation for day camp activities
- No secret organizations
- Appropriate attire
- Constructive discipline
- Hazing is prohibited
- Youth leader training and supervision
- Member responsibility
- Unit responsibilities

Three R’s of Youth Protection
1. Recognize that anyone could be a child molester and be aware of situations that could lead to abuse.
2. Resist advances made by child molesters to avoid being molested.
3. Report molestation or attempted molestation to authorities.

Cameras and Imaging Devices:
While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.

Preventing Child Abuse, Basic Information:
There are several forms of abuse: neglect, physical abuse, emotional abuse, and sexual abuse. We are committed to recognizing, resisting, and reporting any forms of these abuses. Please educate yourselves on these topics, and work toward the prevention of these serious abuses.

Sexual Molestation by Peers:
Approximately one-third of sexual molestation occurs at the hands of other children. If a child tells you about club initiations in which sexual activity is included, or if a child tells you about inappropriate (deception, pressure, or force) sexual activity by other children, this is a form of sexual abuse and you need to take steps to stop the activity. This form of sexual misconduct is serious and cannot be ignored.

Signs of Sexual Abuse:
The clearest indication that a child has been sexually abused is disclosure of the incident. Children often do not report their abuse, so camp leaders must be alert for the other signs, such as: Hints, indirect messages, seductive or provocative behavior, physical symptoms, self destructive behavior, unhappiness, regression, or difficulty at school.

Day Camp Program Overview

Webelos Program
- Large Group Morning/Afternoon Programs
- BB Guns Shooting Sports (*2 days only)
- Archery Shooting Sports (*2 days only)
- Pellet Rifles Shooting Sports (*2 days only)
- Wrist & Rubber Band Rockets
- Webelos Crafts
- Webelos Sports
- Webelos Scout Skills
- Webelos Nature

Cub Scout Program for Tigers, Wolves, and Bears
- Large Group Morning/Afternoon Programs
- BB Guns Shooting Sports
- Archery Shooting Sports
- Wrist & Rubber Band Rockets
- Cub Crafts
- Cub Sports
- Cub Scout Skills
- Cub Nature
Day Camp Rules and Regulations

EVERYONE MUST CHECK IN AND OUT EVERY MORNING AND AFTERNOON.

The person dropping off and picking up the Cub Scout is responsible for signing in and signing out of registration. If ANY child is not signed out, he/she will be considered lost and EMERGENCY procedures will be initiated accordingly.

- Transportation to and from day camp should be conducted with safety in mind. Please carpool as much as realistically possible! ALL SCOUTS MUST BE BUCKLED UP!
- Be prepared for any and all Emergency Signals that occur during camp (see back cover page).
- Please adhere to all posted rules and regulations that pertain to Day Camp, especially in shooting sports.
- Polson Ranch is a PRIVATE PROPERTY. Do not allow boys to climb on or play around farm equipment, wood piles, or other potentially dangerous areas.
- KEEP SCOUTS IN DESIGNATED AREAS. NO Scout is to be anywhere near the stream bed, except when hiking with Nature Guides.
- Respect all signs that say “DO NOT ENTER” or “OFF LIMITS”. These areas are marked for your protection.
- NO Alcohol and NO Smoking are allowed at any time during Day Camp.
- NO glass of any kind is allowed in camp.
- Picking up Cub Scouts from camp early is highly discouraged. If the Cub Scout must be picked up early, parents are to check in at registration, and camp staff will locate the cub scout and sign him out.
- Only authorized persons on the BSA Health Form will be allowed to pick up a scout. There are NO exceptions for ANY reason!
- All visitors must sign in at registration and wear a nametag while on the property.
- If there is any trouble with a NON-DAY CAMP related person(s) in any area of camp, report immediately to headquarters or the Camp Director.
- Please keep your Cubs ON SCHEDULE during the entire day for all 3-days.
- Everyone should attend opening and closing ceremonies each day. Scout achievements will be accomplished at these events.
- Please help in each activity area: ASSIST THE STAFF and THE CUBS that need help with the station activity. Please help clean the area before moving to the next station or when finished.
- The BUDDY SYSTEM will be used at all times. Your Cubs are not to go anywhere alone. Two-deep-leadership applies if a Group Guide needs to accompany the Scouts to the port-a-potties.
- Discipline is the responsibility of the Group Guide; however, if you need assistance, contact the Camp Director.
- Keep all areas clean and neat at all times. Remember, Scouts leave an area cleaner than they found it and leave no trace. PLEASE CARRY OUT ALL TRASH!
- Running is permitted only during specific activities. At all other times, please WALK!
- ROCKS OR OBJECTS ARE NOT TO BE THROWN. Playing with sticks is a huge temptation, but is not allowed. Please ask all Cubs to leave the sticks where they are.
Day Camp Check-In Procedure

Main Day Camp
1. Park in Designated Parking Area.
2. One Walking Group Guide per Pack should check-in the entire pack at the Registration Area (Polson Barn).
3. Sign in ALL boys as a unit by Pack Number and receive your specific group symbol.
4. You will follow the schedule for your specific symbol throughout the whole day.
5. Turn in any missing BSA Medical Forms. NO FORM = NO CAMP for boys or adults.
6. Register & Pay for any previously unregistered boys.
7. Pick up ID lanyards for Group Guides.

8. Get Daily Activity Schedule, FOLLOW SYMBOL.
9. If any T-shirts, hats or water bottles were not picked up at the Equipment Swap, you will get them at Registration.
10. Take all boys to the main arena assembly area each day.

Mini-Camp and Tot-Lot Note:
Parents must register all Mini Campers directly at the Mini Camp and Tot-Lot Area.

Group Guide Responsibilities

- Be responsible to the Day Camp Director in upholding and following the rules of the camp.
- Attend to the Scout’s basic needs for safety, water, sunscreen, and lunch.
- Camp Staff & Group Guides are required to have Youth Protection Training. This 20 minute training can be completed online at http://my.scouting.org. Certificates of completion should be turned in prior to camp.
- One Group Guide from every pack should register all Cub Scouts as a group every morning and sign them out every afternoon.
- If a Cub Scout stays home for a day, please inform the registration staff at the start of the day at registration, so parents do not have to be called.
- Be the “mature leader” for your specified group of 5 boys, and assist with the larger group of Scouts.
- Keep the boys together as a group and in order AT ALL TIMES during camp. Please emphasize respect!
- Boys must use the BUDDY SYSTEM when leaving your group to use the restroom. They must tell you when they leave and report back as soon as they return. Port-a-potties are provided throughout the camp.
- Assist your boys in activity areas as needed by the staff. Please don’t just sit on the sidelines and observe. Be an ACTIVE participant. Your boys will love to see you having fun!
- Adhere to all camp rules and regulations. YOU ARE the responsible adult in charge.
- Assist in developing a spirit of enthusiasm, fun, and cooperation among all camp participants—both young and old.
- Get the Scouts to and from all activity areas ON TIME. Please also do not leave early from an activity area. We don’t want the boys to miss out on anything.
- Discipline boys in your specified group when necessary or report discipline cases to the Camp Director for assistance. Use positive and firm discipline; please do not shout at, belittle or curse at any boy.
- If you have a boy with special needs please advise the activity Staff. We want all boys to participate at their best level. We will do our best to provide reasonable accommodations.
- Do a ROLL-CALL throughout the day. If a scout is lost, notify the Camp Director immediately!! See emergency procedures for more information.
- Demonstrate and teach good manners. Remind the boys to say “Thank You” to all Program Staff. Teach them as an example of kindness by expressing appreciation to the many volunteers that have made camp come together.
- If you have any problems with STAFF (adults or youth), please contact the Camp Director IMMEDIATELY!!
- DO YOUR BEST is our Cub Scout Motto. We hope to create a pleasant, fun atmosphere. Please see the Camp Director with any questions, concerns, or suggestions for next year.
Mini-Camp and Tot-Lot

- Mini-Camp and Tot-Lot is offered for parents of children, ages 3 years and older. The child must be potty trained. Fun activities and crafts will be offered in a safe, supervised environment while parents participate with their Cub Scout at Day Camp.
- There will be a separate registration check in and check out at Mini-Camp.
- COST is $10 per child per day. Please pay daily.
- The parent of the child must be on the property at ALL times.
- Each child attending must have a registration and BSA Medical form filled out completely.
- If your child is in Mini Camp, you will need to pick up the child during lunch. Please be ON TIME to pick them up at lunch and at the close of each day. Please pack your child a lunch every day.
- NO siblings may accompany the Guides or Cub Scouts. The child cannot walk with his/her parent to various Cub Scout stations and should be with the parent only during the lunch break.
- To help maintain 2-deep leadership, you may designate one other parent from you pack to pick up your child at Lunch time or the end of the day. Only you and the individual designated on your child’s sign-in sheet will be allowed to pick up your child. There are no exception to this rule.

Medical Information

- We are committed to the health and safety of everyone at Day Camp.
- EVERY adult and EVERY child in camp must have a BSA Medical form on file with the Camp Medical Director. This includes all Cub Scouts, Staff, Group Guides, Mini-Campers and Tot-Lot campers whether they plan to be at camp 1 day or all 3 days. Persons without medical forms will be sent home and cannot be allowed in camp!
- All health problems must be clearly described on the individual’s personal health form. These records are kept confidential and are shared only with necessary medical staff. These forms are used for the health and safety of all camp participants especially in the case of emergency.
- A QUALIFIED MEDICAL OFFICER will be on duty at all times in our camp. An appointed camp physician and hospital is on call during camp and aware of our activities.
- ANY AND ALL MEDICATION that needs to be taken during camp hours must be taken to the camp Medical Officer and administered there. Make sure times and instructions as well as complete names are on the container (which must be the original). Group Guides and parents may not carry any other children’s medicines of any kind with them. Group Guides and parents may not give children over the counter medication like Tylenol or ibuprofen while at camp.
- ANY INJURIES OF ANY KIND OR ANY MEDICAL SITUATIONS which require medical attention must be directed to the Medical Officer. This includes very minor injuries and abrasions. (ex: dizziness, scrapes, sunburn, pain, dehydration, etc.) This applies to adults and boys.
- MAKE SURE EVERYONE DRINKS PLENTY OF WATER.
- WATER IS YOUR FRIEND.
- CAMP IS HOT, DRY, AND WINDY! DRINK, DRINK, DRINK, DRINK....
Day Camp Uniforms

The wearing of Camp uniforms quickly identifies when someone is in camp who should not be, and provides a sense of community and camaraderie. All boys and adults are asked to adhere to the following:

CUB SCOUTS:
Each scout attending Day Camp will receive a special t-shirt, hat, and water bottle. The official uniform to be worn during camp consists of the Day Camp hat, t-shirt, nametag, and either jeans or shorts.

Closed toe Tennis shoes or some sort of good outdoor type of shoes are to be worn at all times. NO SANDALS, NO FLIP-FLOPS, NO CROCS or similar shoes are allowed in camp. If a boy wears these he may not be able to participate in all activities.

ADULTS:
Class A or Class B BSA Uniform shirts or other appropriate shirts are acceptable for camp. Knee length shorts, jeans, or slacks are also admissible. No open-toed shoes (sandals) are allowed. Group Guides and staff are encouraged to wear a hat for protection from the sun.

Quick Tip:
If desired, each pack may create unique bandanas for their boys. This is great for quick pack identification.

Please mark all clothing, hats, water bottles, etc. with Scout’s Name and Pack #

Things to Bring to Day Camp

- Please bring a copy of this GUIDEBOOK.
- WATER JUG. Water is provided throughout camp but we encourage you to bring more with you.
- MID-MORNING SNACK. Far too many boys come to camp without breakfast. A snack will fight off hunger until lunch.
- COOLER FOR LUNCHES. Each person, including tot-lot mini-campers, are to bring their own lunch. These lunches will be kept in your car or den home area. Tip: Instead of ice, use milk jugs with water and freeze. When it thaws, you’ll have cold drinking water.
- LUNCHES. Avoid mayo or salad dressing, eggs, etc. Take care not to pack things that might melt or spoil. Soda, Squeeze-Its, etc. are discouraged as they contribute to dehydration and sickness in the heat. Water is best, but Gatorade or PowerAde may be acceptable.
- RAINCOAT OR PONCHO. If we have a light rain we will continue camp activities.
- TRASH BAGS. Scouts leave a place cleaner than they find it. Please bring trash bags for your group. Please leave no trace.
- WAGON. Bring a bucket with lid or large bag per den to store boys’ nametags, cups, hats, clipboard, pencils, paper, etc. Be sure to pass it on to the Group Guide for the next day.
- SUNSCREEN (lots of it!!)
- It’s really NICE TO HAVE: baby wipes, hand sanitizer, Sharpie marker, Kleenex, spray bottle mister. For lunch a blanket to sit on, or pop up awning for shade.

NOTE: Gallon sized Baggies for each boy are a great way to store daily treasures.
Daily Schedules

All Rainy Day Activities will take place as normal if there is no lightning. The Day Camp Director and Scout Executives will determine if camp will end early because of weather. No one should leave camp until a complete head count is taken, and everyone is safe.

Follow the Pack with the Microscope Symbol as they enjoy Their Cub Scout Day!

1. They start with Opening Ceremonies & Morning Program at the main arena
2. Shooting Sports BB-Guns is their first activity of the day
3. They proceed to Scout Skills
4. They proceed Back to Shooting Sports Archery
5. After Archery they have Lunch
6. Following Lunch they go to Crafts
7. Following Crafts they proceed to Sports
8. Following Sports, they proceed to Nature
9. They end their day with the closing Ceremony at the main arena
A camp trading post is much like a mini general store. It has a little bit of everything, such as fun drinks, craft kits, official Scouting equipment, walking sticks, pocket knives, souvenir items, and even edible treats. All money collected is used to improve our camp and its programs.

The Main Camp Trading Post is located on the north side of the Polson Barn.

We sell an inexpensive hot dog lunch (must be ordered in advance), ice cream treats, and other fun items the boys will love at the Main Trading Post. Price Range is $0.25-$10.

The **Rocket Fuel Station** is located in the Shooting Sports Area.

Ice Cold Root Beer and Snow Cones will be available for $0.25 a cup or $1 for a cone (limit 2 per day)

**Bring Pocket Money**  The boys should plan on bringing some pocket money to camp for the Trading Post & The Rocket Fuel Station. **PLEASE COMMUNICATE THE MESSAGE ABOUT POCKET MONEY TO ALL PARENTS IN YOUR PACK.** Every year there are some boys who come to camp without money, and this can cause adults to be in an awkward position if boys are begging them for money. By communicating this you can avoid unneeded and uncomfortable situations. **The Trading Post is purposely designed as a lesson in economics and responsible money handling for boys. This is a great time to teach a boy that a “Scout is Thrifty”.**

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**Pioneer Trails Day Camp key Staff**

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<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Day Camp Director</td>
<td>Scott Messer</td>
<td><a href="mailto:director@pioneertrailsdaycamp.org">director@pioneertrailsdaycamp.org</a></td>
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<tr>
<td>Business Program Director</td>
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<tr>
<td>Webelos Program Director</td>
<td>Christine Searle</td>
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<tr>
<td>Cub Scout Program Director</td>
<td>Kara Plehn</td>
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<tr>
<td>Shooting Sports Director</td>
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<tr>
<td>Camp Registrar</td>
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<tr>
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Our Day Camp offers a full spectrum of Shooting Sports including BB Gun Shooting, Archery, and wrist rockets daily. The Webelos also have their own Pellet Rifle event T and W.

Cubs attending all three days may qualify for the Rank-Level Patch and 3 Device Pins.

Shooting Sports are exciting and fun, but all safety rules must be followed at all times or our range must be closed.

**Shooting Range General Rules:**
Directions from the Range Officers must be followed by adults and Cub Scouts with exactness at all times.

**Safety comes first.**
If a boy does not follow the directions given, the Range Officer has the authority to exclude him from participation for the rest of the day.

Group Guides should be fully engaged with their boys in the shooting areas. This is not a time to be sitting down or talking.

No barrier lines, ropes, gates or caution tape should be crossed at any time, unless instructed by a Range Officer. If this rule is broken, the offender will be asked to leave the range.

**BB Gun Range Rules**
- The range may be opened only by a certified BB Gun shooting range officer.
- All commands issued by the range officer must be obeyed immediately.
- Cease fire may be called by any person on the range at any time.
- Stay behind the firing line. Do not straddle the firing line.
- You MUST wear Safety equipment (glasses) to shoot.
- Do not pick-up a gun unless told to do so by the range officer.
- Absolutely NO RUNNING on the range.

**Archery Range Rules**
- The range may be opened only by a certified archery range officer.
- All commands issued by the range officer must be obeyed immediately.
- Do not reach for objects that fall beyond the firing line.
- Cease fire may be called by any person on the range at any time.
- Bows will be placed on their rack when shooting has ceased or when retrieving arrows. No bows may be carried to the targets.
- Do not pick up a bow or nock an arrow unless told to by the range officer.
- Absolutely no running on the range.
- When retrieving arrows, hold them like a bouquet of flowers-tips in your hand.
Day Camp Emergency Procedures

FIRES:
If you see a fire, determine the size and location of the fire and report it to the nearest Camp Staff Person who will report it immediately to the fire department. Follow any emergency signals and directions. Please do not leave camp unless directed to do so.

LOST BOY:
If a Cub Scout is missing from an activity area, IMMEDIATELY go to camp registration area at the barn and report it. Provide the name, a description, known behavior or medical problems, Pack #, and time and location the Cub was last seen. Let the Day Camp Director search while you (the adult) return to your other day campers. The Camp Director will follow a complete procedure until the boy is located.

SEVERE WEATHER:
We are constantly watching for severe weather at camp. If there is severe weather, any decision regarding continuation of camp will be made by the District Executive and Day Camp Director. In case of severe weather, all persons will report to the barn. If there is an immediate threat of tornado, lie flat in the nearest ditch or lowest point on the property. Please do not leave camp unless directed to do so.

Communication & Emergency Signals
We use a loud horn to communicate important messages during camp. It is important to be familiar with each of the signals and respond to them appropriately.

1 (one) blast of an air horn
(Non-Emergency) time to rotate stations.

2 (two) blasts of an air horn
(Non-Emergency) “General Assembly”. Immediately take your group to their place at the flag pole.

3 (three) blasts of an air horn
(Urgent) Cease all activity, stay where you are and do not leave. Do a Roll-Call to account for all of your group. Wait for key camp staff to inform you of what is happening and what procedures to follow, particularly in the event of inclement weather.

4 (four) blasts of an air horn
(Urgent) Report to Registration Area (Barn) immediately and DO NOT LEAVE CAMP!
DO NOT LEAVE CAMP until instructed to do so.
Emergency Evacuation Procedure

In the event of an Emergency evacuation where we don’t have time to complete the standard check-out procedure, we will meet at either the back parking lot of Castle View High School in Castle Rock, or the parking lot of Shea Stadium in Highlands Ranch. The location will be determined by the location and type of emergency and will be communicated at the time of the evacuation.

Please note that there are two different paths to get to Castle View High. The path you will take is again dependent upon the type and location of the emergency. Driving directions to the various “Emergency Meeting Locations” are found in the pocket of your green lanyard. Which set of directions to follow will be communicated at the time of the evacuation.

Castle View High School Location

Shea Stadium Location
Driving Directions To Polson Ranch

5475 Douglas Avenue, Sedalia, CO 80135

1. Take US-85 Santa Fe Drive either Northbound or Southbound to Sedalia, CO.

2. Follow Santa Fe Drive to the main light in Sedalia, and then turn left/right heading South onto CO-67 Manhart St.

3. Cross the railroad tracks.

4. Take the 2nd right after the 2nd set of railroad tracks onto Douglas Ave. You will see the Cub Scout Day Camp banner. If you pass the Post Office you have gone too far. Go through the gate and park in the designated parking area.