

# Camp Coordinator's Guide



BOY SCOUTS OF AMERICA  
MINSI TRAILS COUNCIL



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*Updates will be posted at [www.akelaland.com](http://www.akelaland.com)*

**This Copy was last updated February 21, 2020**



## The Aims of Scouting

The Aims of Scouting are Character Development, Personal Fitness and Citizenship Training. Our Camp seeks to enhance these aims through the Methods of Scouting

## The Methods of Scouting

- *Ideals* – The Scout Oath, Law, motto and slogan are built into the fabric of our camp. They are emphasized by the actions and explanations provided by our staff as well as through ceremonies and lessons.
- *Outdoor Programs* – We design our camp program to help your Scouts learn to be more comfortable in the outdoors, learn camping skills and learn to appreciate the natural beauty of our camp and the world around us.
- *Advancement* – Opportunities for advancement abound at camp. As Cub Scouts we place the emphasis on doing our best and learning as much as we can while having fun!
- *Association with Adults* – By providing opportunities for meaningful as well as positive casual interactions with both staff, leaders and parents, we hope Scouts will build lasting relationships that result in character modeling and mentoring.
- *Personal Growth* – An emphasis is placed in all of our programs in stretching beyond what you can already do. Whether it be swim lessons, camp lessons or awards and patches, they are all intended to encourage personal growth.
- *Uniform* – Uniforms are worn proudly by our staff and encouraged for campers at colors ceremonies. Uniforms are one way we show that we are all part of the greater Scouting movement and allow us to recognize the talents and achievements of our campers, leaders and staff.
- *Leadership Development* – Our camp provides progressive programs that expect a greater level of self-responsibility and leadership at each new rank. Leaders are encouraged to allow Scouts to try to solve their own problems and be self-sustaining as much as is developmentally appropriate.
- *Patrols* – While Cub Scouts are not always organized into patrols, activities will be provided for dens to participate in together, strengthening their teamwork ability. In our Pioneer camp program, Scouts are organized into patrols with patrol flags and yells, and they are introduced to the patrol method.

## Accreditation

Akelaland is Nationally Accredited by the Boy Scouts of America. Each year a team is sent to renew our accreditation through an extensive and thorough visitation process.

## Akelaland Camp Staff

The staff of Akelaland are hired each year to provide the best quality of programming possible. Key staff are trained by the National Camping School and hold national certifications in the areas they teach or manage. Many of our staff started here as a camper and began volunteering as a Scout. Staff must complete at least 28 hours of training prior to being able to serve as a full staff member. Adult staff are required to obtain clearances and background checks. Staff with extensive training are recognized with special emblems on the reverse of their staff hats.

### *Akelaland Shall Always be my Home The Akelaland Alma Mater*

By James "Foof" Feuerstein

#### *Chorus*

Way, Ho! Way, Ho, Akelaland,  
Camp where my heart shall always be.  
And when we're old and gone, our memories still live on,  
Of our years at Akelaland.

#### *Verses*

In the forest wide, where the General trod,  
Scouts forever in brotherhood shall be  
While thy springs still flow, good Scouts shall always know  
That Akelaland shall always be our home

In thy wooded paths, I have learned to walk,  
In the ways that shall forever guide my feet  
By thy pristine streams, I have kept my honor clean  
That Akelaland shall always be my home

When the fire's burned low, and our hikes are done,  
And our sons shall forever take our place.  
Let them find the paths we have blazed for them  
That Akelaland shall always be their home



### *The Akelaland Song*

Well there's a Cub Camp in the Poconos  
A Camp that's really worth your while.  
I've seen a dozen other cubbing camps  
And our camp's got them beat a mile (or two, or three)  
Come to Akelaland today  
Put on your shorts and come prepared to stay.  
When cubbing time rolls around again you'll say  
(Again you'll say)

## Camp Coordinator's Checklist

### **Submit to Council:**

- ┌ \$100 Campsite Deposit/Reservation (ASAP)
- ┌ Register your pack on DoubleKnot (ASAP)
- ┌ Updated Participation Count (January 15)
- ┌ \$100/Scout to receive the discounted fee(March 1<sup>st</sup>)
- ┌ Remainder of Camp fees (June 1<sup>st</sup>)

### **To Do:**

- ┌ Recruit and begin collecting payment from participating Scouts and adults early in the year
- ┌ Distribute Health Forms and camp information to parents – *See Parent's Guide*
- ┌ Attend the Pre-Camp Leaders meeting at 2pm in the Akelaland Dining Hall on Saturday, June 15<sup>th</sup>, 2019 – Pick up Buddy tags at that meeting
- ┌ Ensure all adults have completed Youth Protection
- ┌ Ensure all campers and adults have a Health Form signed by a doctor
- ┌ Get a final count and collect money for Pack Pictures and meal tickets
- ┌ Complete Buddy tags
- ┌ Update your pack roster with any changes on doubleknot prior to your arrival.

## Submitting Camp Fees & Camper Counts

To receive the maximum discounts and ensure a speedy check-in, please pre-pay your camp fees by June 1<sup>st</sup> to the council office. Call 1-610-264-8551 and ask for the camping secretary to review and pay your fees. There is a schedule of required payments to receive the discounted fee that is described on the campsite reservation form.

## Health Forms

All campers (including Scouts and adults) will need a physical in the last year. Many packs hand out physical forms at the start of each school year so it can be completed at a Scout or leader's next regular medical appointment. Physical forms are included in the Parent's guide and the most up to date physical form can be found at [www.scouting.org](http://www.scouting.org).

## Pre-Camp Leaders' Meeting

The Pre-Camp Leaders meeting will be held at 1pm in the Akelaland Dining Hall on June 15<sup>th</sup>, 2019. Please have someone from your pack present to review check-in and program notes and to pick up your buddy tags.

## Youth Protection

All leaders and parents must complete Youth Protection Training. This ensures that all adults understand the expectations for behavior in Scouting functions as well as our rules and procedures. Pack's must ensure that all adults coming to camp have completed the training, but it is recommended that all adults associated with your pack complete this vital training. Youth Protection Guidelines MUST be followed during your stay at Akelaland and your pack MUST double check the training status of all adults prior to coming to camp.



## Pack Pictures

Your pack must pay for pack pictures at registration. Prices for pack pictures are: \$6 (5x7 photo) \$10 (8x10 photo). Please find out who would like to purchase pack pictures and collect money prior to checking in. We will need a total number of pictures and payment at check-in. Pack pictures will be available for pick-up in the Trading Post on Wednesday of your week.

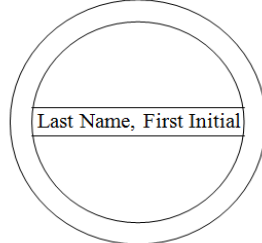
## Photo Policy

Our staff will take pictures of camp activities throughout the week. We will provide secure access to your pack to pictures and may use them in brochures, our websites and promotional materials. We will not identify Scouts by name in photos used in promotions. By attending camp you agree to be photographed and allow us to use the photos.

## Family Dinner

Our camp has a special Family Dinner on Friday nights. Please ask which parents are coming up for dinner and purchase tickets at check-in. Meals are sold on an honor system and if you have additional unexpected guests, please pay during the week at the Trading Post. Prices for the Family Night Dinner are: \$10 (Adults), \$6 (5 to 10 years old), Free (4 and under). Prices for meals the rest of the week are released each spring.

### TWO BUDDY TAGS PER PERSON



## **Your Site Fee Entitles you to the Following Free Leaders with paid campers:**

1-7 Scouts	2 free leaders
8-11 Scouts	3 free leaders
12-15 Scouts	4 free leaders
16-19 Scouts	5 free leaders
20-23 Scouts	6 free leaders
24-27 Scouts	7 free leaders
28 or more Scouts	8 free leaders

PLEASE DO NOT COME INTO CAMP PRIOR TO NOON.  
THE STAFF NEEDS TIME TO CLEAN AND SET UP PRIOR  
TO YOUR ARRIVAL.

## Meeting Up

Your pack should meet up first in your campsite. Make sure your campers know when & where to meet, as well as what to wear. Most packs choose to wear their Cub Scout Uniforms over top of their swimsuits. If your pack already completed their swim tests, you don't need to wear swim trunks that day. If you see a problem with your campsite, let us know at check-in.

If you are unsure what campsite you have been assigned you can email [akelaland@gmail.com](mailto:akelaland@gmail.com) during the summer or call the council office during the off season (1-610-264-8551).

## Registration

Check in times will be available on [Akelaland.com](http://Akelaland.com) prior to your arrival. Your pack will begin check-in at the Parade Field Porch of the Dining Hall. If you did not submit your roster by email, you will need a roster of all adults and Scouts to register. At registration you will: pay remaining camp fees, pay for pack pictures, pay for those attending the family dinner, and you may place your deposit for next year's camp. Whenever possible, please collect all money from parents ahead of time and pay for all of this together. Checks may be made payable to Minsi Trails Council. You will receive your patches and can pick up any additional Buddy Tags you might need. A staff member will help you through the rest of check-in. **After you are checked in, you are free until the Colors Ceremony and waiters report to the dining hall at 5:45 pm.**

## Dining Hall Orientation

In the Dining Hall to review the waiter system. If your pack has members with special dietary concerns, please review them with the Dining Hall Staff. Please also encourage parents to email concerns prior to camp at [akelaland@gmail.com](mailto:akelaland@gmail.com) two or three weeks prior to camp.

## Health Lodge

At the Health Lodge you will review any pertinent medical information with the health officer. **Every person staying in camp must have a BSA Medical form (parts A, B & C) with a doctor's signature in the last 12 months.** Medications in their original bottles must be brought to the Health Lodge check-in. Procedures for storing and accessing your medications will be reviewed at this time. For more information see page 6 of this guide.

## Swim Tests

Every pack must travel to the pool even if they have already completed their swim tests. Hand your completed (but not yet colored) swim tests to the lifeguard staff. If your pack has access to a lifeguard and pool prior to camp they may complete their swim tests and submit a roster of completed swim tests and the credentials of the person completing the test. Those who complete a test prior to camp will not need to test on Sunday, but the staff reserves the right to retest anyone who appears to not swim as well as their tag indicates. Anyone who chooses not to test will be listed as a non-swimmer.

PROGRAM SCHEDULES WILL BE GIVEN OUT AFTER THE  
SUNDAY EVENING CAMPFIRE

## Camp Coordinator's Checklist

### **At Registration you need:**

- ┌ Remainder of Camp Fees Owed
- ┌ Money and count of Pictures & Family Dinner meals
- ┌ Pioneer Camp forms for Pioneer Camp participants.
- ┌ Money for next year's camp deposit (Optional)

### **At the Dining Hall you need:**

- ┌ Allergy/Religious Need food forms OR a parent/adult who can explain any special food needs members of your unit might have

### **At the Health Lodge you need:**

- ┌ A BSA Medical Form (parts A, B & C) for all Scouts and Adults that includes a Doctor's Signature within the last 12 months
- ┌ All Medications that will be in camp

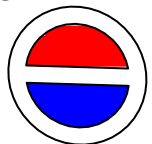
### **At the Swimming Pool you need:**

- ┌ Your Completed Buddy Tags
- ┌ Your Scouts/Adults who need to take a swim test ready to swim
- ┌ A roster of all Scouts/Adults who already completed the Swim Test – *see swim test roster form*

## The BSA Swimmer's Test

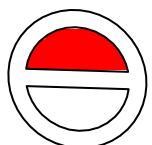
### **To qualify as a swimmer, you must:**

- ☐ Jump in water over your head feet first, level off and begin swimming
- ☐ Swim 75 yards in a strong stroke without stopping, including making at least one sharp turn
- ☐ Swim an additional 25 yards using the backstroke
- ☐ Float on your back



### **To qualify as a beginner, you must:**

- ☐ Jump in water over your head feet first, level off and begin swimming
- ☐ Swim at least 25 feet, turn around and return to your starting point



## Text Alerts

If you would like to receive text alerts regarding camp weather, schedule changes, emergencies and reminders, text @akelaland to the number 81010. This is reset each week, so do not set up text alerts until the day you arrive at camp.

## Youth Protection Reminders

All of your adults who are staying in camp MUST be registered leaders and complete Youth Protection training. Even trained leaders might need some reminders. Review these with your unit:

**No One on One Contact** – You can only be alone with your own son. Ensure that you are always traveling in groups or in full view of others.

**Respect of Privacy** – Allow Scouts, fellow leaders and staff appropriate levels of privacy. Give them private space for showering, changing and using the bathroom. Only intrude on privacy when health & safety demand it. **DO NOT TAKE YOUR CHILD INTO THE ADULT SHOWERHOUSE.**

**Separate Accommodations** – Adults may only stay with adults or their own child. Scouts should only tent with a child of the same gender within two years of their age, or family members.

**Constructive Discipline** – All discipline must be guided by the values, aims and methods of Scouting and be used to develop the future potential of Scouts in a positive manner. *Full required training is available online at [my.scouting.org](http://my.scouting.org).*

## Food Service

Our camp offers a full service kitchen and dining hall. Meals are held at approximately 8:00 am, noon and 6:00 pm. Your pack should have two Scouts per table report to the dining hall fifteen minute prior to the meal. An orientation on waiter service will be held and a staff member will answer questions while you set up for the meal. Waiters should clean up from the meal after everyone is dismissed and should have their tables checked by a staff member before they go.

## Food Allergies & Special Dietary Needs

If a Scout or leader in your pack has special dietary needs, please email us at least two weeks prior at [akelaland@gmail.com](mailto:akelaland@gmail.com). We will accommodate special dietary needs as best we can; however, you may need or want to bring some of your own food to supplement what we offer. Menus are subject to change, based on food availability.

## Family Dinner

All members of your Scouts' families are invited to purchase tickets to share a meal with their sons at camp before they return home. Our flag ceremony begins at 5:45 pm and dinner follows. All Scouts and leaders who have already paid for the week at camp do not need to pay for the meal. Additional tickets can be purchased for \$10 for adults, \$6 for children aged 10 and under, and free for children aged 4 and under.

## Photography in Camp

Our staff will take pictures of camp activities throughout the week. We may use them in brochures, our websites and promotional materials. We will not identify Scouts by name in photos used in promotions. By attending camp you agree to be photographed and allow us to use the photos.

## Cars in Camp

Please do not leave cars in your campsite except when absolutely necessary. Please let the camp director know if someone in your camp has a physical disability that impairs their mobility and requires the use of a vehicle. If your pack is concerned about animals, they may keep a car or trailer in their site to store food and other critter attractants.

## Fishing Licenses

Please let your adults and den chiefs over the age of 16 know that they are required to have a fishing license to fish at camp. This license should be displayed as required by Pennsylvania regulations. More information is available through the Pennsylvania Fish and Boat Commission.

## Tobacco Use

If an adult staying with your pack must use tobacco during their stay, they must travel far enough from all campers and staff that no one is able to tell there are using tobacco.

## Alcohol, Drugs & Firearms

If anyone in your pack is found to be in possession of alcohol or drugs or is intoxicated, they will no longer be welcome at Akelaland. The incident will be reported to the Boy Scouts of America and/or local authorities and additional consequences may result. Personal firearms (and bows/arrows) are not permitted in camp. All firearms in camp must be under the control of the camp director, shooting sports director or his designee. On-duty members of the police and federal agents required to carry a firearm while on property should notify the camp director.

## Pocketknives

Cub Scouts and Webelos are not permitted to carry their own pocketknives unsupervised during camp even if they have a 'Whittlin' Chip Card. Please have a leader hold all knives and provide them only when direct adult supervision is available. It is preferred that Scouts using a pocketknife have one-to-one supervision by an adult or staff member who is experienced in pocketknife safety. If a Cub Scout is found to have a knife unsupervised it may be confiscated and returned to their leader.

## Visitors & Identification

Please ask parents and family members who are visiting campers to let you know prior to their arrival. Visitors will have a special wristband that identifies them. They may pay for meals at the trading post. Please Note that visitors who do not submit a health form are not permitted to swim or climb, and care must be made that siblings do not interfere with camp programs.

## Costumes & Uniforms

Packs who choose to make costumes matching the theme may wear them at any time. Costumes in our camp are considered as if they were a full Cub Scout uniform. We recommend uniforms for evening colors for all Scouts.

## Emergencies in Camp

Staff will review emergency procedures on Sunday. If a siren sounds, please report to the parade field or dining hall as directed by staff and advise staff when all Scouts and adults are present.

## Medications in Camp

The Boy Scouts of America wants to provide a safe environment for all Scouts and leaders. To ensure that medications are only taken by those for whom they are intended, all prescription and non-prescription medications must be locked up at all times and the taking of medication is required to be documented. Your pack must choose one of the following two options for the management of medications.

1. **Health Lodge Administration** – Your medications may be locked in the health lodge. This allows for a climate controlled environment and daily interaction with the health officer. You will be able to access your medication by contacting the health officer, preferably before or after meals. The health officer will take care of documenting each time the medication is taken.
2. **Medications in Site** – After your medications are checked into the health lodge, they will be returned to you with a locking storage box and medication record binder. Your pack will handle access to medication and must ensure that the binder is completed with documentation of when individuals take their medication. The binder and locking storage should be returned before your unit checks out.

Your pack may choose to have some medications in site and some at the health lodge. For example, a pack might choose to have the medications for adults in site, and the medications for Scouts in the health lodge. Or a unit might choose to have the medications for Scouts whose parents are in camp in the site. Please contact the health officer if you have questions while in camp.

You can speed your check in by having parents and adults pre-complete the Routine Drug Administration Record for each person that requires medication.

## Bears & Other Wildlife

Our camp is home year-round to many different species of plants and animals. As Scouts, we do our best to respect wildlife. You can help by minimizing garbage & litter and by refraining from interacting with our natural inhabitants. Wild creatures are unpredictable if you attempt to handle them. Your Scouts who are interested in studying our native species can most safely handle Red-spotted newts, frogs & toads, but remind them to wash their hands after spending time with native wildlife.

## Bicycles in Camp

Scouts and Adults may bring up a bicycle to camp as long as they comply with the following restrictions. Anyone who is violating these restrictions may be asked to discontinue their bicycle use for the remainder of the summer camp season.

- ☐ Helmets must be worn by anyone riding a bicycle at any time. Anyone found not wearing a helmet will be asked to stop riding a bicycle for the remainder of the week.
- ☐ Tigers, Wolves, and Bears must also wear knee pads and elbow pads.
- ☐ Bicycles must be used during open program or free time only. No bicycle riding at night.
- ☐ Webelos may ride on camp trails and our new bicycle trail (moderate difficulty). Tigers, Wolves and Bears may only ride on camp roads.
- ☐ Bicycles must be safe and ready for off-road use (our roads are not paved). We highly recommend getting a free safety check available at local police stations.
- ☐ Campers and leaders must operate bicycles at low speeds. Geared bicycles may only be used in the bottom half of their gear ratios. No bicycle racing. No bunny hops or wheelies.
- ☐ Scouts riding a bicycle must travel with a buddy bicycle.
- ☐ You are responsible for your own safety on your bicycle and for the security and maintenance of your own bicycle.

## Cell Phones in Camp

Cell phones are a valuable tool for camp staff and leaders. They allow for ease of communication and conveniently provide access to a wealth of information. Adults may feel free to use their cell phones at any time with the exception of restroom facilities and other areas when privacy is expected.

### **Scouts may not possess cell phones at camp.**

One of the greatest benefits of spending time at summer camp is developing an age appropriate level of independence. Even when at home, children can become upset if something doesn't go their way, or may cry when they become tired. Scouts need time to learn how to handle their own emotions and rest as needed. A hasty phone call at the first sign a child is upset transfers all problem solving responsibility to their parents. Let your Scouts have a moment to rest before they call home. If there is a problem that needs to be addressed, then contact their parents.

Many cell phones have advanced capabilities that can easily be used inappropriately by children. Restricting cell phone use by campers helps maintain a safe environment for all Scouts at camp.

Routine Drug Administration Record

7

Routine Drug Administration Record

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Pack No: \_\_\_\_\_ Campsite: \_\_\_\_\_

Medication #1: \_\_\_\_\_

Times to be taken	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Medication #2: \_\_\_\_\_

Times to be taken	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Medication #3: \_\_\_\_\_

Times to be taken	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Medication #4: \_\_\_\_\_

Times to be taken	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Name of Person in charge of these medications: \_\_\_\_\_ Signature: \_\_\_\_\_