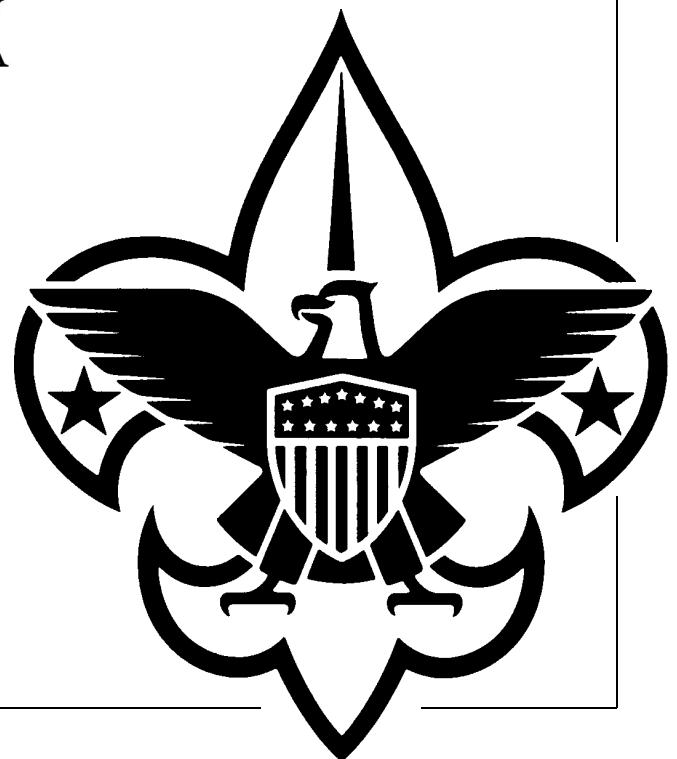
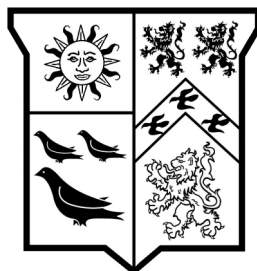


PLANNING GUIDE

CASCADE PACIFIC COUNCIL - RESIDENT CAMPS



2019



Welcome to camping in the Cascade Pacific Council!

For our Cub Scouts we know that *young Scouts need creative ways to learn kindness, giving, and responsibility—especially with choosing right and wrong.* Cub Scout Camp provides a unique outdoor experience and curriculum to best teach these skills through adventure and fun in a safe environment.

For our Scouts, *young people learn to make better choices by being faced with challenge and adversity. Outdoor adventure provides a special canvas for new adventures in an environment that is outside of their normal one.* Summer camp opens youth to the highest amount of character building potential. By your act of signing your Scouts up to come to one of our camps, you have secured an adventure that could very well be the highlight of their entire year!

As an adult we challenge you and the other parents to come and enjoy the experience as well. Many leaders and parents report that they are unsure who enjoyed camp more, the Scouts or themselves. One way to ensure your enjoyment is to follow the BSA motto, “**Be Prepared**”. This guide is one of two that will help you prepare. This Leader Guide has all the things you need to know now about the general registration and preparation for camp. The *Program Guide* which will highlight all the special features and considerations for the camp you are attending.

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

Todd McDonald

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

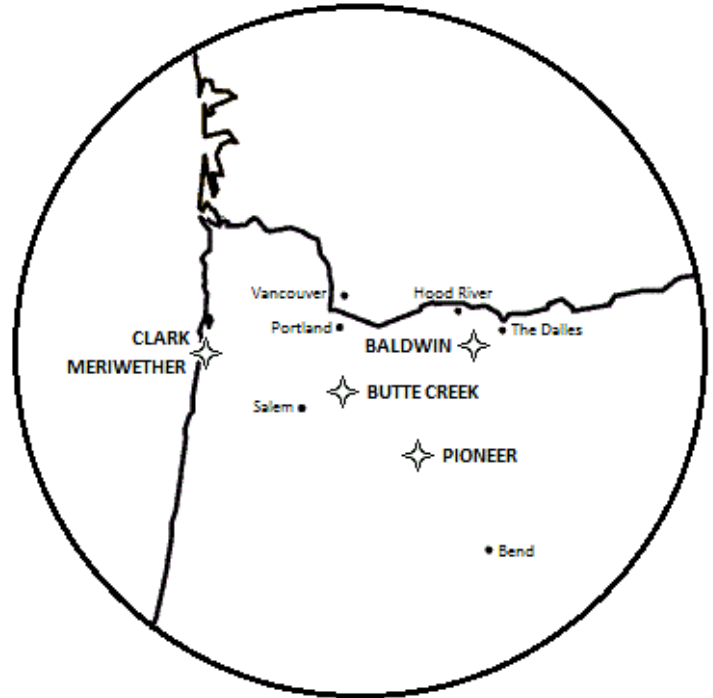


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Prepared. For Life.™

Resources & Contact Information



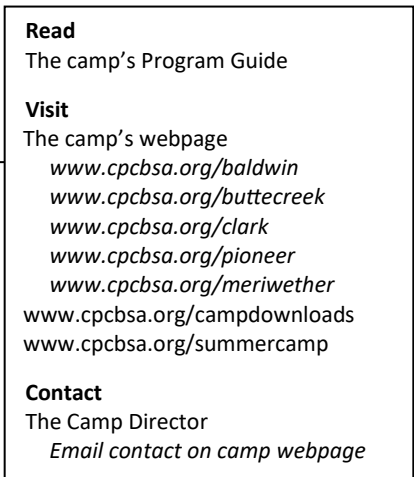
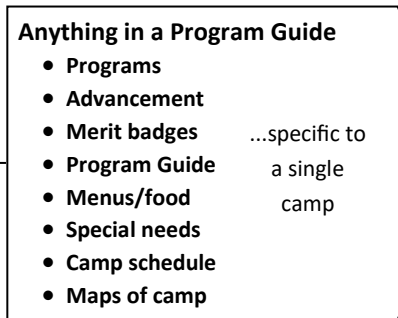
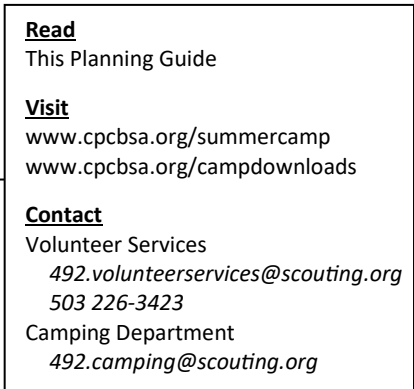
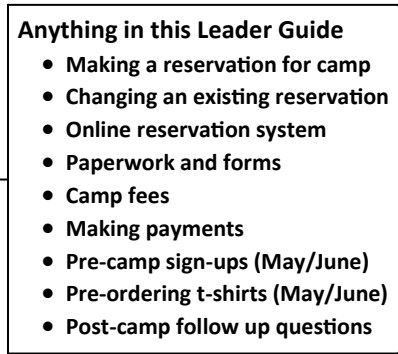
BOY SCOUTS OF AMERICA®
CASCADIA PACIFIC COUNCIL

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

COUNCIL CONTACT INFORMATION

Address Cascade Pacific Council
2145 SW Naito Parkway
Portland OR 97201

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



National BSA Online Resources

Guide to Safe Scouting
www.scouting.org/filestore/pdf/34416.pdf

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

BSA Merit Badge Requirements
www.scouting.org/meritbadges.aspx

BSA Rank Requirements
www.scouting.org/filestore/boyscouts/pdf/524-012_BS_Requirements.pdf

Camp Addresses

Camp Baldwin
76201 Dufur Valley Rd
Dufur OR 97021

Camp Pioneer
62681 Twin Meadows Rd
Idanha OR 97350

Butte Creek
13462 S Butte Creek Rd
Scotts Mills OR 97375

Camp Meriwether
17500 Cape Lookout Rd
Cloverdale OR 97112

Camp Clark
17500 Cape Lookout Rd
Cloverdale OR 97112

Use this format Scout's Name - Troop/Pack #
Camp _____
Street address
City State Zip

Council Online Resources

www.cpcbsa.org/summercamp
Main hub of information for CPC summer camping

www.cpcbsa.org/campdownloads
Information *Council Leader Guide*
Camp Program Guides
Maps to/of camp
Menus

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

www.cpcbsa.org/meritbadges
Instructions for online merit badge sign-ups (May-June)

www.cpcbsa.org/tourplan

www.cpcbsa.org/incidentreport

CAMP FEES 2019		Scout	Scout	Adult Full Session	Adult Pro-rate per night
Cub Scout	Butte Creek	\$220 3-day	\$294 4-day	\$75 or \$93	\$30
	Clark	\$320 5-day	\$205 3-day	\$155 or \$75	\$30
Scouts BSA*	Baldwin	\$320-\$350		\$155	\$30
	Pioneer	\$320-\$350		\$155	\$30
	Meriwether	\$340-\$390		\$155	\$30
	Meriwether Rovers	\$330-\$345			

* Please use the camp webpage for specific prices per week

Pro Tip Ask each Scout's family to make the \$10 Initial Deposit and \$65 Commitment Payment up front. In this way, the family is making a financial commitment toward their Scout's attendance and if the Scout cancels the unit treasury is not at a loss.

MAKING A RESERVATION

The Cascade Pacific Council uses an online reservation system. Reservations are made by unit (not individuals) and each unit will need to have an account. To start the reservation process, go to <https://scoutcampsnw.org/register-today/>.

Pro Tip Fully fill out the unit roster in the reservation. Camp management teams are able to print all completed rosters, which means you won't have to fill out a roster by hand in the camp parking lot. This will also simplify the pre-camp online merit badge and activity sign-ups that begin in May.

- **In-council units:** Most in-council units will already have an account in place because the same account is used to register for events all year. If you can't access your unit's account, contact your district executive or the Volunteer Services Desk at the Portland council office.
- **Out-of-council units:** Creating an account will be part of the online registration process. Contact the council if you need any help setting up your account.

To get back into the online system to alter a reservation or to make further fee payments, go to www.cpcbsa.org and click the "Log In" button in the upper right-hand corner.

Make sure to update your account to reflect current leadership – and make sure it's a leader who is attending camp. Camp management teams use the information on the reservation to contact units. If your unit's account lists someone like a former Scout/Cubmaster, the unit treasurer, or a church secretary as the only contact, it is likely that the adults who are attending camp will miss crucial emails and phone calls regarding payments or program changes.

Scout BSA Girls and Boys at Camp. The Cascade Pacific Council will adhere to the following policy regarding lodging for girls and boys at our camps for the summer of 2019. CPC will accommodate linked Scouts BSA troops who wish to share resources by staying in the same campsite. All units attending our camps should understand that the constraints of our facilities, the needs of other units in our camps, and the capacity of our staff may result in needed dialogue and compromise. We look forward to providing our Scouts and Scout leaders a quality summer camp experience and will do our best to meet the needs of each unit attending our camps.



PAYING FOR CAMP

Payment Schedule

Camp fee payments occur in three steps:

1. **Initial Deposit:** \$10 per Scout secures their reservation
2. **Commitment Payment:** An additional \$65 per Scout is due by March 1 to continue to hold the reservation. Units that don't make this payment risk losing their reservation.
3. **Full-balance Payment:**
 - May 1 – Units who pay their balance in full by May 1 will receive a code redeemable for free camp shirts for all Scouts included in their May 1 count
 - June 1 – Every unit's balance must be paid in full by June 1

Opportunity Fund Camperships

The council operates a special fund to help in-council Scouts with financial needs go to camp. Leaders can find *Opportunity Fund Applications* online at www.cpcbsa.org/campdownloads. Applications are due to the Portland service center by May 1st. Requests turned in after May 1st will only be considered if additional money is available. Funds are distributed on a first-come-first-served basis. Forms must be in the Portland Service Center no later than three weeks prior to the start of camp. **(Note: 2019 Funds are not Depleted.)**

Adult Fees

Youth Protection requires that a minimum of two adults per unit must attend camp to provide adequate leadership, supervision, and coaching for Scouts. Adult fees may be paid upon the adult's arrival at camp. Pre-paid adult fees are fully refundable if the number of leaders coming to camp changes.

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

In addition to the minimum two adults necessary for Youth Protection, Cub Scout units are required to have a ratio of 1 adult for every 6 youth and Scouts BSA units are strongly advised to have a ratio of 1 adult for every 8 youth.

	FREE ADULTS PER NUMBER OF SCOUTS	
	# of Youth	Free Adults
CUB SCOUTS	1 - 6	1
	7 - 12	2
	13+	3
SCOUTS BSA	1 - 8	1
	9 - 16	2
	17+	3

In an effort to help units with the cost of camp, a certain number of adults in each unit can attend for free. The number of free adults is based on the number of Scouts the unit brings to camp, with a maximum of three free adults per unit.

Refund Policy for Cancellations and No-Shows

- **On or before May 1:** All fees paid are transferable within the reservation. If the entire unit reservation is cancelled, the \$10 initial deposit per Scout is forfeited.
- **Between May 1 and two weeks prior to camp:** The initial deposit and commitment payment are forfeited for each Scout whose reservation is cancelled, for a total of \$75 per Scout.
- **Within two weeks of camp:** No refunds are granted unless:
 1. The Scout’s family moves out of council
 2. There is a death or serious illness in the Scout’s immediate family that requires attendance.
 3. The Scout becomes ill and is therefore unable to attend camp
 If a refund is granted, the initial deposit and commitment payment will be forfeited (a total of \$75) for that Scout.

How to Make a Refund Request

All refund requests for Scouts must be in writing.

- **For Scouts who drop more than two weeks before camp:** Send written or emailed requests to the council Camping Department at 492.camping@scouting.org.

For Scouts who drop within two weeks of camp: Turn in a *Refund Request Form* while at camp to the Camp Director or Business Manager. List the reason each no-show Scout is unable to attend. Refunds will be granted according to the refund policy above and will be mailed to the unit’s registered Committee Chair in early October. They will be combined with other refunds due to the unit, minus any outstanding debts the unit owes the council.

Reservations for Next Summer

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

Visitors

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

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

Cascade Pacific Council camps do not have in-camp overnight accommodations for visitors not registered with the unit.

Visitors need to make arrangements to stay in one of the public campgrounds near each of our camps. The one exception to this policy is for individual drivers who arrive Friday evening to take Scouts home on Saturday; this arrangement must be made with the Camp Director upon your unit’s arrival.

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

PRE-CAMP LEADERS MEETINGS

Council staff and camp management have in-person meetings to share information about the upcoming camping season and to answer questions from adult leaders. Stay tuned for online streaming and videos after the meeting. www.cpcbsa.org/leadermeeting

Friday, May 31 at 7:00pm : Butte Creek & Camp Clark
 Saturday, June 1 at 1:00pm: Meriwether, Pioneer, Baldwin
 Cascade Pacific Council Office 2145 SW Naito Parkway, Portland.
 Stay tuned for online streaming and videos after the meeting.

		Start of camp*		Camp dismissal	
		Day	Time	Day	Time
Cub Scout	Butte Creek	Day 1	1pm	Day 3 Or 4	6:30pm
	Clark	Day 1	1pm	Day 3 or 5	4pm
Scouts BSA	Baldwin	Sun	12pm	Sat	10am
	Meriwether	Sun	12pm	Sat	9:30am
	Pioneer	Sun	1pm	Sat	9:30am
	Monday arrival	Mon	before		
	Normal week		7am		
Monday arrival	Mon	before			
Monday-start week		8am			

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

ARRIVAL AT & DEPARTURE FROM CAMP

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

Early Arrivals at Scouts BSA camps

Units traveling more than four hours or those with religious conflicts may petition to arrive at 6pm the evening before their session is scheduled to start (Saturday night for Sunday-start weeks; Sunday night for Monday-start weeks). **Early arrival plans must be pre-arranged through the council office.** There is a \$25 fee per unit; no discounts apply. Email 492.camping@scouting.org to request early arrival.

Mid-week checking in and out of camp

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

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

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

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

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

Leaving at the end of the session/week

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

TRANSPORTATION & PARKING

Vehicle-related accidents are a significant cause of injury in the BSA. Your cooperation with our vehicle use policies helps keep all Scouts safe and ensures that driving in our camps will continue to be permitted in the future.

Vehicles transporting Scouts must be operated in accordance with local and state laws and be in good mechanical condition. All passengers, adult and youth, must use a seat belt in accordance with state laws. Transportation in RV's is NOT advised.

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

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

Camp driving & vehicle rules:

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

CHECK-IN PAPERWORK

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

- All payment receipts and records:** Bring a copy of all camp fee payments made by your unit. If there are discrepancies in the camp's payment reports, unit records can help track down where things went awry.
- A method to pay for any outstanding fees:** Camps can accept cash, personal or troop checks, and major credit cards.
- Unit roster:** Use either the roster form or a printed copy of your online reservation roster. Make sure to fill it out completely, including emergency phone numbers for every Scout and adult. The phone numbers will be used by camp management in the event of an evacuation or emergency.
- Special Needs Forms:** These should be sent in at least two weeks before your session of camp so camp management can plan ahead, but any last-minute or forgotten forms should be turned in at check-in.
- Refund Request Forms:** Refund requests for last-minute cancellations or no-shows must be turned in to the Camp Director or Business Manager while you are at camp. Multiple Scouts can be listed on one form.
- Medical Forms:** Every person at camp must have a current and properly filled out BSA Medical Form. See the section on medical forms on page 7.
- Unit Membership List or UML:** This is primarily for Out-of-Council units; camp management will have a copy of UMLs for all Cascade Pacific Council units. A UML is a list of all people currently registered with a Scout unit and is available from your District Executive or council office. This is not the same thing as a camp roster, which only includes Scouts and adult leaders who are going to camp. A UML is used to verify that Scouts on the camp roster are registered members of the BSA. Scouts not included on the UML aren't registered and must bring either:
 1. A completed youth membership application with applicable fees OR
 2. A copy of the youth membership application turned in with a copy of the receipt of the fee payment
- Proof of insurance:** All members of every unit must be covered by accident insurance, whether as an individual or under the unit's group policy. Traditional Cascade Pacific Council units are covered through a council policy and do not need to bring proof of insurance. All LDS units can get their Deseret policy numbers from their ward clerk. Bring proof of insurance and blank claims forms with you to camp; the proof must include the name of the insurance company and the policy number.



ADVANCEMENT & MERIT BADGES

The Cascade Pacific Council adheres to the *Guide to Advancement* when setting policies and procedures for the rank and merit badge programs in the summer camp setting. Our camps pride themselves on offering quality merit badge instruction because we know that merit badges can be crucial building blocks to a Scout's success.

Each camp's Program Guide includes a schedule of the merit badges, programs, and activities offered at that camp. The schedule should include pertinent details like costs, prerequisites, and minimum age requirements. Cub Scouts will generally follow a set schedule, but Scouts should be told about any activity choices open to them. Scouts BSAs should plan to work on three or four merit badges; working on more than that can detract from the full camp experience. Merit badges, activities, and times are subject to occasional change; camp management will try to inform units of any changes before they arrive at camp. Check the Program Guide online periodically to see if it's been updated.

Many merit badges require significant time or skill to complete at camp. As your Scouts plan their merit badges for the summer, keep in mind their experience, rank goals, typical attention span, and energy level. **Not all merit badge requirements can be completed at camp and sometimes a Scout will not be able to finish a merit badge within the week.** In such cases, partials will be issued. *Partials are not failures.* Your Scout can continue to work on the partial for as long as they are a Scout.

Grid Sheets

Scouts BSA camps will post records of merit badge progress in a central location. These records, called grid sheets, are the staff's way of communicating with adult leaders what has happened in each merit badge class each day and will be updated twice daily. Grid sheets are considered official copies of merit badge progress and are turned in to the council office at the end of each session. For this reason, we ask that no one write on them except the instructor of the class. If you have a question at camp regarding a grid sheet, speak with the instructor, area director, or program director.

Pro Tip

Take photos of all your Scouts' grid sheets before you leave camp. If a question arises regarding a blue card, you then have a copy of the grid sheet to attach to an email to the council or camp director.

Reconciling Partially Completed Merit Badges

When a Scout comes to camp with a partially complete merit badge, camp staff will adhere to the following policy, as established by the council's Advancement Committee:

- If the Scout brings a partially completed blue card to camp, the camp counselor will initial the requirements completed at camp on that same card. By week's end, the counselor can determine if all the requirements have been completed and sign the card if the merit badge is completed.
- If the Scout does not bring a partially completed blue card to camp, the Scout has two options:
 - > Fill out a new blue card, repeat the requirements already completed (if offered at camp), and continue to work on the remaining requirements.
 - > Fill out a new blue card and work only on the requirements not already done. Only the requirements that are completed at camp will be signed off on this card. The Scout will then have two partial blue cards that will need to be reconciled after camp by either the unit or a merit badge counselor.

Online Sign-ups

Starting May 1st, units that have paid their fees in full will be able to sign up and pay for various merit badges and activities through their online reservation. Go to www.cpcbasa.org/campmeritbadges for instructions. This can be a great organizational tool for units as they prepare for camp. Pre-camp sign-ups are not necessary for participation in merit badges, but some activities are on a first-come, first-served basis.

Trail to First Class Program (TTFC)

Each Cascade Pacific Council Scouts BSA camp offers a program for Scouts to work on the requirements for Scout, Tenderfoot, Second Class, and First Class ranks.

The unit leader is accountable for ensuring proper advancement procedures are followed. A part of this responsibility includes the careful selection and training of those who approve advancement. ...The unit leader authorizes those who may test and pass the Scout on rank requirements. They might include the patrol leader, senior patrol leader, an assistant unit leader, another Scout, or the unit leader.

BSA's Guide to Advancement

Because a troop's leadership is ultimately held accountable for a Scout's rank advancement, the Cascade Pacific Council's Advancement Committee has instructed the camp staff to teach skills involved in rank advancement but to not sign off requirements in a Scout's Handbook. Each unit should determine who in the unit can test the Scouts on their skills and sign off on requirements. Unit leaders and older Scouts are always welcome to come to the TTFC area to help teach their young Scouts the skills they need for advancement.

Scouts BSA Female Troops

Scouting and our camps are more inclusive and diverse as we are joined by young ladies this summer. Our Guide to Safe Scouting, Youth Protection policies and National Camp Standards are there to ensure safety for all our Scouts. To ensure a fun, safe and enjoyable experience for everyone, please review the following considerations with your leaders and Scouts prior to arrival.

1. **Buddy System:** Please ensure our Scouts stay with buddy pairs. Buddies should be single gender pairs. However, the "Rule of Three" states that if a buddy group of three or more may be mixed gender. Scouts and girls are not allowed in each others tent, adirondack or cabin at any time. Monitor signs of excessive attention between the genders and toward the staff. Feelings of attraction are real, and normal. Acting on them at camp is inappropriate.
2. **Privacy:** Every effort should be made to ensure each Scout's privacy while sleeping, changing, and showering. Each camp will have slightly different resources and procedures to handle this.
3. **Welcoming:** Ensure that all Scouts, especially our newest Scouts feel welcome at camp and in Scouting. Teasing is not harmless. It is not kind. Leaders and Scouts should ensure everyone feels welcome and valuable.

Feminine Hygiene products will be available at no cost in our health lodges and other areas in camp.

We hope that each leader will pay attention to the needs of their Scouts and speak up right away if there are any needs or concerns to camp leadership. We stand ready to be of service.

FOOD SERVICE

Food service staff work hard to provide meals that are healthy and varied. They will do all they can to accommodate your food needs, but keep in mind that a food service staff prepares and serves three meals a day for hundreds of people so there is a limit to what they can do.

Each camp's menu will be posted at www.cpcbsa.org/downloads by early May and will include the general menu and its vegetarian, gluten-free, and dairy-free alternatives. If your unit has someone with special food needs, make sure to fill out a Special Needs Form before your arrival at camp. The food service staff only makes the alternative menu options if someone requests them, and the appropriate way to request those alternatives is with a *Special Needs Form*. By turning in your form early, it allows the staff to order enough alternative menu ingredients for each week.

If a Scout or an adult has a very specific diet, severe allergies, multiple food limitations, or a sensitivity not covered in our alternative menus, they will want to consider bringing their own food to supplement what is served at camp. By state health standards, participants are not allowed to prepare food or cook in the camp's kitchen, but most camps are able to store a small cooler or box of food in the kitchen so it's on hand during meals. Check with the camp before you arrive regarding any questions or concerns. If a Special Needs Form is turned in early and includes phone number on it, the food service staff can contact the family directly and work out what the camp can offer and what the family will need to provide.

If a Scout or adult with special food needs does not let the food service staff know about their special need ahead of time, then it could take a meal or two before their need can be accommodated. As mentioned above, camps order supplies in advance for the needs they know about so get *Special Needs Forms* in early!

TRADING POST

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

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

ADULT LEADERSHIP

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

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

Sleeping Accomodation Rules.

1. Adults and youth may not share the same sleeping area. (unless a parent is sharing with only their child.
2. Adults and youth must only share sleeping area with their own gender. (Siblings may share a sleeping area)
3. Youth must not exceed three in age difference when sharing sleeping areas.

It is always a good idea to bring extra tents to ensure sleeping rules are met.

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

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

Key Responsibilities of Adult Leaders

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

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

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

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

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

HEALTH & SAFETY

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

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

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

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

BSA MEDICAL FORMS

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

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

Part A requires a parent/guardian signature for youth or the adult's signature. **Part C** requires a signature from an appropriate medical professional. Medical professionals who can sign Part C are listed in the instructions at the top of the form. Signatures are valid until the end of the same month the next year. For example, a form signed Aug 5, 2018 is valid until Aug 31, 2019.

72 hours is counted as 72 hours per camp session, not just 72 consecutive hours. Anyone who is going to be at camp for more than 72 hours total throughout a camp session must have Part C filled out and signed by an appropriate medical professional. All Scouts BSA Resident Camps, Camp Clark, and Butte Creek 4 day sessions are over 72

hours and will require Medical forms Parts A, B and C.

Medical forms will be turned in during Health Checks and kept in the Health Lodge for the duration of the session. Every person staying at camp will go through a verbal Health Check so the medical staff know what medical issues are present in camp. Remember to pick up your medical forms before leaving camp on the last day of the session.

Medications at Camp

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

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

Less than 72 hours	More than 72 hours
Part A Part B	Part A Part B Part C

CAMP RULES

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

- Use the buddy system. (Single Gender or there must be three people in the buddy group. "Rule of Three")
- Be considerate of everyone's feelings.
- Wear close-toed shoes at all times. Flip-flops may be worn in (not to) the showerhouse.
- Do not cut down trees or branches. Only use already downed or split wood for firewood.
- Do not deface, destroy, or purposefully damage camp's or other's property.
- No hazing, initiations, or bullying. BE KIND
- Stay within the boundaries of camp
- Folding pocket knives and multi-tools are allowed for Scouts BSAs who have earned their Totin'Chip. Cub Scouts may use pocket knives under adult or staff supervision. No sheath knives or spring-assisted knives are allowed at Cascade Pacific Council camps.

Prohibited and Restricted Items

- **Tobacco products (smoked or smokeless), e-cigarettes, & vapor cigarettes:** The use of tobacco products, e-cigarettes, and vapor cigarettes by anyone under the age of 18 is strictly prohibited by both federal law and BSA policy. Adults may use such products and items only in designated area – check with camp leadership for where those areas are. Outside of the designated areas, all council properties are tobacco-, e-cigarette-, and vapor cigarette-free zones. That includes all buildings, campsites, trails, and program areas. Smoking in view of any Scout is strictly prohibited.
- **Alcohol, marijuana, and other drugs:** It is the policy of the BSA that the possession or consumption of alcohol, the possession or use of controlled substances, including marijuana, and/or being under the influence of alcohol or controlled substances are not permitted on property owned and/or operated by the Boy Scouts of America, or at any activity involving the participation of youth members.
- **Weapons:** No weapons of any kind are permitted at camp. Personal equipment is not permitted on camp ranges during summer camp, e.g., personal bows, rifles, or shotguns. Weapons are not permitted to be stored in vehicles in camp parking lots.
- **Fireworks, exploding or gunpowder-operated items:** BSA policy strictly prohibits these types of items. Should they be discovered, the person(s) who have or use them will be required to leave camp for the remainder of the session.
- **Chainsaws:** Chainsaws are not permitted at any council property, except those used by certified Ranger staff.
- **Pets:** No participants or visitors are allowed to bring pets of any kind to camp, including dogs of any size, leashed or not. Service animals must be certified as such and appropriate documentation must be shown to camp management upon arrival at camp.
- **Bicycles:** No bicycles are allowed at camp except those used in staff-led biking programs.

MISCELLANEOUS

Uniforming

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

Flag Ceremonies

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

Lost & Found

Lost-&found items are kept at camp for 45 days after of each session. Any items unclaimed items are donated to local charities. Socks, underwear, towels, and water bottles are not kept or sent to the Portland Service Center.

Chemical Fuels

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

Rest

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

Weather

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

Rover Camp at Meriwether

Scouts who cannot attend camp with their troop or who want to attend an extra week of camp can sign up to be a Rover at Camp Meriwether or Camp Pioneer. In the Rover program, individual Scouts form a troop for a week under adult leadership provided by the camp. To sign up for a Rover week, contact the Portland Service Center.

Order of the Arrow

Each Scout Scout camp has an OA Coordinator who organizes a Brotherhood ceremony. To be eligible for Brotherhood, one must be an Ordeal member for 10+ months, be registered in the BSA, and have paid annual Lodge dues and for the Brotherhood sash. Brotherhood can only be conferred by your home Lodge, so only members of the Wauna La-Mon'tay Lodge can earn Brotherhood at our camps. We do not do a tap-out at camp. Camp might host OA service projects or crackerbarrels; see the Program Guide for details.

Employment Opportunities

The Cascade Pacific Council hires over 300 young men and women to staff at our camps. Interviews are held the first weekend in February and hiring continues through the spring. Staff can start as young as 14 years old at day camps and 15 years old at resident camps. Applications and more information can be found at the Portland and Salem Service Center or at www.cpcbsa.org/campstaff.

Swimwear Guidelines

Swimming Attire for all Scouting participants: 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. Modest tankinis or one piece swimsuits are appropriate.

PLANNING FOR CAMP

6 to 12 MONTHS AHEAD OF TIME

- Schedule a time for your patrol or den leaders to discuss what the Scouts in your unit want to do and accomplish at camp.
- Using Scouts' input, research camp options and decide which one best meets the needs and wants of your unit.
- Make your unit's reservation at www.cpcbsa.org for 2020.
- Schedule time at committee meetings to discuss camp planning. Incorporate input gathered from Scouts.
 - > Include your senior patrol leader or den leaders when adult leadership hold camp planning meetings. If the current youth leaders are not attending camp with the unit, elect a "camp SPL" or designate a "camp den leader" and have them assume leadership duties for camp.
- Talk with parents and Scouts about paying for camp. Go over what portion of the fee families are responsible for and opportunities for fundraising.

JANUARY

- Secure adult leadership.
 - > Two adults must be at least 21 years old and be registered with the unit; (Female units, one adult must be female).
 - > Cub Scout camps require a minimum of two adults per unit, with an overall ratio of one adult for every 6 youth.
 - > Scouts BSA cocamps require a minimum of two adults per unit, but recommend one adult for every 8 youth.
- Promote camp attendance at pack, den, and troop meetings.
- Collect fees.
- Pro-tip:** It is recommended to collect fees, especially the non-refundable portions, directly from families so that each family is making the financial commitment for their Scout to attend. If
- Units in the Cascade Pacific Council are automatically covered by a council-wide policy; out-of-council units should check with their council office about coverage or coverage options.
- Give blank *BSA Medical Forms* to every participant, Scout and adult, so they can arrange any needed physical exams.
- Give a blank *Special Needs Form* to each participant who has special needs.
- Provide an *Opportunity Fund Form* for those Scouts who would like to apply for financial assistance.
- Ask older Scouts (or other teenage family members, male or female) if they'd like to work on a camp staff, either as a paid staff member for the whole season or as a volunteer Staff-In-Training (S.I.T.) for two weeks. Applications are available on the council website. Interviews are typically the first weekend of February.

FEBRUARY

- Collect fees for the upcoming March 1st payment.
- Scouts BSA troops: Meet with the parents of any Webelos you know are coming into your troop at the end of the school year. Give them every opportunity to plan early for the expense of camp so their new Scout can go with friends to camp. Remember that this might be the first week-long camp for a new Scout, so work with the Scout and parents/guardians to answer questions and calm their fears.

MARCH

- Each Scout attending camp must have at least \$75 of their camp fee paid by March 1st.
- Download the *Program Guide* for the camp you're attending. The link for each camp's program guide can be found on the camp's webpage.
- Contact parents or hold a meeting to talk about program dates and times.
- Give blank *BSA Medical Forms* to each participant so they can arrange for any needed physical exams.
- Give a blank *Special Needs Form* to each participant who has special needs.
- Provide an *Opportunity Fund Form* for those who need financial assistance.

APRIL

- Have Scouts decide what merit badges, programs, and activities they would like to pursue.
- Consider each Scout's advancement and activity goals and plan their participation accordingly.
- Working with youth leadership, determine unit goals for camp and outline what activities the unit would like to participate in as a whole.
- Collect remaining camp fees in anticipation for the May 1st deadline

MAY

- Be ready for the May 1 "Drop Date" Remember: After May 1 the non-refundable deposit per Scout goes from \$10 to \$75.
 - > Reconfirm the number of Scouts going to camp. Adjust participant numbers on your reservation as needed. Go online or call/visit the Portland office to make any changes.
 - > Collect and pay any remaining fees. Units who pay their total unit fees by May 1 will receive a discount code via email for the free t-shirt incentive and will be able to begin their pre-camp online merit badge and activity sign-ups.
- Place your unit's pre-camp clothing order through the council website.
- Update the contact information on your unit's reservation.
- Inform Scouts what to bring and for what activities to prepare
- Give a copy of the parents' section of this guide to each parent.
- Inform parents when and where camp is, what activities and badges their Scout is planning to do, how to send mail, how much camp costs, and how to get in touch in case of emergency.
- Reconfirm Adult leadership for camp.
- Determine which June pre-camp meeting you should attend.
- Collect *Special Needs Forms* and send to the council office.

JUNE

- Attend one of the pre-camp information meetings.
 - Friday, May 30th @ 7pm Butte Creek, Camp Clark
 - Saturday, June 1 @ 1pm Meriwether, Pioneer, Baldwin
- CPC Office 2145 SW Naito Parkway, Portland OR 97201
Stay tuned for streaming and recorded options.

ONE MONTH BEFORE CAMP

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

THREE WEEKS BEFORE CAMP (No Refunds Two Weeks Prior)

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

TWO DAYS BEFORE CAMP

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

THE DAY YOU LEAVE

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

SUMMER CAMP DATES

BUTTE CREEK

Session 1	June 27-29	Thur-Sat
Session 2	July 7-9	Sun-Tue
Session 3	July 11-13	Thur-Sat
Session 4	July 14-16	Sun-Tue
Session 5	July 18-20	Thur-Sat
Session 6	July 21-23	Sun-Tue
Session 7	July 25-27	Thur-Sat
Session 8	July 28-30	Sun-Tue
Session 9	Aug 1-3	Thur-Sat
Session 10	Aug 4-6	Sun-Tue
Session 11	Aug 8-10	Thur-Sat
Session 12	Aug 11-13	Sun-Tue
Session 13	Aug 15-17	Thur-Sat

CAMP CLARK

Session 2	July 7-12	
Session 3	July 14-19	
Session 4	July 21-26	
Session 5	July 28- Aug. 2	
Session 6	August 4-9	
Session 7	August 11-13	(3-day)
Session 8	August 15-17	(3-day)

CAMP BALDWIN

Session 2	June 30-July 6	Boys & Girls
Session 3	July 7-13	Boys & Girls
Session 4	July 14-20	Boys & Girls
Session 5	July 21-27	Boys & Girls
Session 6	July 28- Aug 3	Boys Only
Session 7	Aug 5-10	Boys Only (Monday Start)

CAMP MERIWETHER

Session 1	June 23-29	Boys & Girls
Session 2	June 30-July 6	Boys & Girls
Session 3	July 7-13	Boys Only
Session 4	July 14-20	Boys & Girls
Session 5	July 22-27	Boys Only (Monday Start)
Session 6	July 28- Aug 3	Boys & Girls
Session 7	Aug 4-10	Boys & Girls (Rover Week)
Session 8	Aug 11-17	Boys & Girls (Rover Week)

CAMP PIONEER

Session 1	June 23-29	Boys & Girls
Session 2	June 30- July 6	Boys Only
Session 3	July 7-13	Boys & Girls
Session 4	July 15-20	Boys Only (Monday Start)
Session 5	July 21-27	Boys & Girls
Session 6	July 28- Aug 3	Boys & Girls
Session 7	Aug 8-10	Boys & Girls
Session 8	Aug 11-17	Boys Only

