

Adult Quick Reference

- ◆ First Adult Guide to camp, pick up Pack binder at HQ
- ◆ Report to Group by 8:20 a.m. each morning
- ◆ Sign in all boys and adults on attendance sheets
- ◆ Bring a water bottle
- ◆ Uniform—Staff shirt or Class B with Sash
- ◆ Make sure all un-uniformed adults or sibs have wristbands and sash if available
- ◆ Send an Adult to Guide Meeting at **9:10 a.m.** each morning
- ◆ Use Two Deep Leadership always
- ◆ Sign out all boys at end of day on attendance form
- ◆ All boys must be signed out before leaders leave
- ◆ Return Pack Binder to HQ at end of day

If you have any problems, concerns or good stories to share, please see a camp director.

Thank you so much for spending time with us this week. You are SO VALUABLE!

Day Camp Adult Guidebook



June 15-19, 2009

Welcome to Day Camp!

We are so happy to have you join us! This booklet will provide you with the basics of how camp runs and what is expected of all adults at camp. Please take a few minutes to read through the info. so you can be informed.

Dates & Times:

June 15-18—All Campers should report by 8:20 a.m. to check in with their Group leader. Campers are dismissed at 3 p.m., and must sign out with their Group Leader. No camper is permitted to leave camp without signing out.

Friday, June 19—Stations will be shortened, no Archery or BB ranges and campers will leave earlier. Some packs will do a picnic for families today. Estimated end time 2 p.m.

Food & Drink:

All campers are to bring a bag lunch and water bottle. Water refill locations are located around the park. In the afternoon, icees will be picked up at HQ for the boys and adults.

Friday can be a picnic day, Groups or Pack will decide what they will do, if anything. Some may have hotdogs, pizza or bring a dish to pass. Each pack must decide for themselves what works.

If a Pack has food allergies, they **MUST** make a safe space for the campers affected. Please work with your Group leaders to protect our campers.

Be Sure to DO THESE THINGS:

- ◆ Do your best to involve all of the boys in each station
- ◆ Keep track of the boys in your Group
- ◆ Follow Camp Rules, set a good example

Things to KNOW to be Successful at Day Camp:

- ◆ Bring a Positive Attitude
- ◆ Remember everyone is a Volunteer just like you
- ◆ Encourage the boys to try everything and to participate in everything.
- ◆ Parents are there to help the boys at each station, not to leave the staff on their own.
- ◆ Have Fun!

If you have any problems, concerns or good stories to share, PLEASE bring them to HQ. If your Group Leaders or Pack Leaders cannot help you solve any problem, please let the Camp Director know. We are all here to make your stay at camp both educational and enjoyable.

Thank you again for all of you support. Remember to have fun!

Bridget VanDorn
Camp Director
Cell 412-260-3228

The Staff person will call HQ with your station, “CODE TITANIC” and give color of missing sash. Have Adult Guides recount, check bathrooms, and last station and for stragglers. HQ will verify sign out and check First Aid. When hear Code Titanic, check your station for a wrong color camper. Call immediately if you have one.

If boy is not located with normal search, there will be 2 horn blasts and CODE ADAM will be announced. This is a LOCK DOWN. **No one leaves your current station.** All boys are accounted for by adult guides and they all will stay put.

Adult Staff will hold station, Jr. Staffers will conduct sweep to HQ. All Clear will be 2 blasts and “Code Adam Cancelled” over walkies once boy is found. Continue schedule as normal.

Blanket Time

On Friday we will be adding a have a station called Blanket Time. This will be for the Groups to take a session to tie up loose ends, pass out lost and found, and practice their skits for the campfire. Just a little downtime. Once you’ve wrapped up your business you can let the boys have a little free play if you like.

Supplies You Will Need:

- ♦ Water bottle and any snacks you might like for yourself. Water stations are to be located conveniently throughout park.

Dress Code:

All Campers must wear their Camp shirt each day and a colored sash that will be handed out on Monday. This is the uniform.

Shoes must be sneakers or hiking boots. No flip flops or slides will be permitted.

Shorts or jeans will complete your uniform.

No weapons are permitted on camp. Adults may carry legal pocket knives. Campers may NOT.

Adults should wear camp shirt, or class Bs. If you do not have a camp shirt, you will need a wristband and MUST be signed in on the Pack roster.

Two Deep Leadership:

All adults MUST practice Two Deep Leadership. This means no adult can ever be alone with a camper unless it is their son. 2 adults will take the boys to bathroom breaks, for snacks, or to the nurse. Send boys to the nurse with a Buddy (another camper). They go together and return together.

Keep our boys safe and protected.

Camp Basics to Understand

There will be 12 Groups assigned for the week. The goal is to have approx. 25 boys per Group. Groups will be made up of smaller packs being combined into a Group. Sashes will designate who belongs with a Group.

Stations have been rearranged this year. Please check your map carefully.

This year all boys in a Group will have matching sashes to wear around their waists as part of their uniform. Each group will have some for adults too. This will color-code the Groups so it will be easier to see who is supposed to be in your Group and at your station.

Adult Job Description

Adults are so important to the success of camp. All adults with a Pack are considered Guides. Guides are there to guide the campers from station to station and to keep track of all of the boys in their Group. Guides are also there to participate in each station by assisting the Adult & Jr. Staff members in all station activities and projects as needed. You are there to help the Staff. Encourage all boys to participate in the activities. Help to keep boys under control and respectful.

Help to keep the boys involved. Be respectful to the boys, Staff and other Guides. Keep a look out for unauthorized visitors. Enforce Camp Rules.

Protect the park and practice Leave No Trace Guidelines.

One Guide from each Group must attend the morning **Daily Guide Meeting at 9:10 a.m.**, to turn in attendance and hear any announcements for the day.

Camp Security

Anyone NOT in a Day Camp T-Shirt MUST have a wristband to show they are approved to be on site. Anyone without a wristband or proper camp t-shirt, needs to be asked: Are they with Camp? What Pack are they with? If they are with a Pack, they must visit HQ to sign in and get a wristband. If they are not part of Camp, they need to be asked to leave, explaining this is a private camp and we have reserved this whole end of Settlers for the week. Contact HQ immediately if you have an unauthorized visitor or someone you suspect is not with a Group. You are our first line of defense for the kids. Call for back up immediately.

Adult Guides are to take problems to Staff members. If the Staffer can help they will or they will refer you to HQ.

Missing Camper

If at anytime a Group finds they have a missing camper, first verify they have done an accurate count, then immediately tell the Staff member at your station. Be Calm. Have all campers sit at your station.