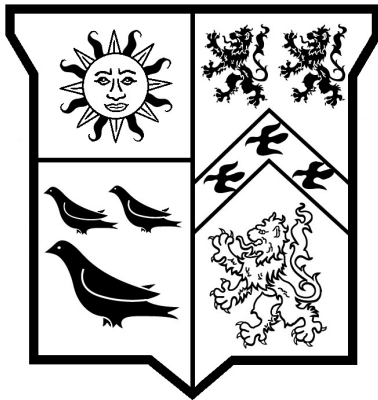


SCOUTS, BSA SUMMER CAMPS

# PLANNING GUIDE

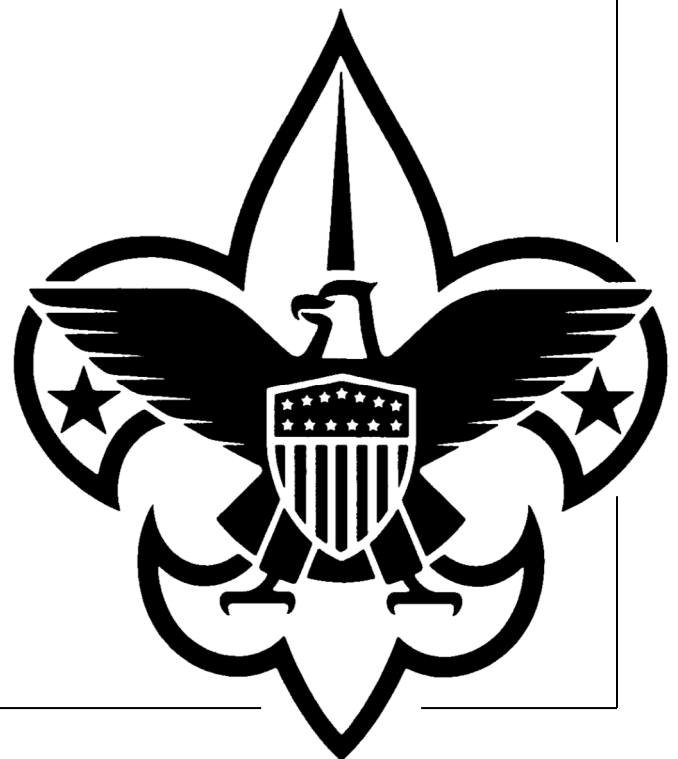
CASCADE PACIFIC COUNCIL

**MERIWETHER**



2020

Updated January 2020



# Welcome to camping in the Cascade Pacific Council!

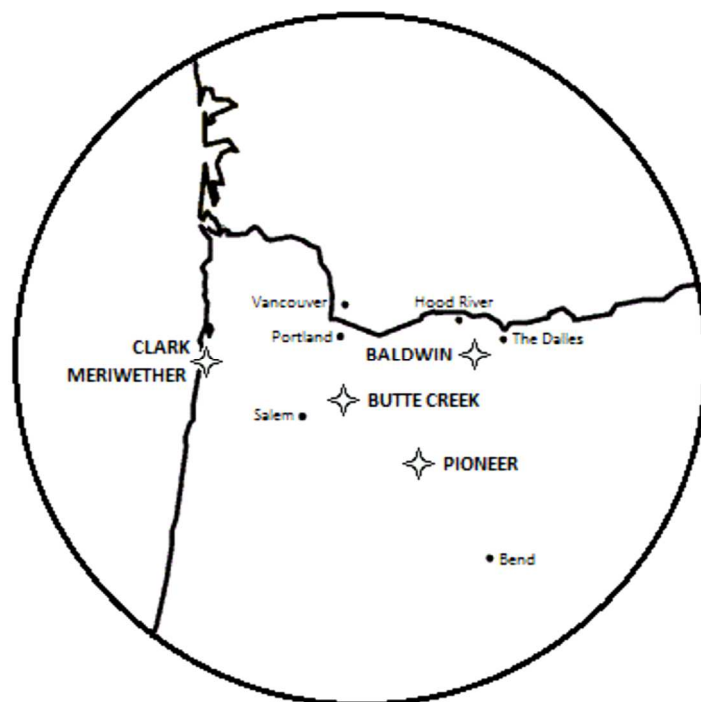
Youth in our Scouts, BSA troops *learn to make better choices by being faced with challenge and constructive adversity. Outdoor adventure provides a special canvas for new adventures in an environment that is outside of their normal one.* Summer camp opens youth to extraordinary character building potential. Scouts signed up to come to one of our camps have secured an adventure that could very well be the highlight of their entire year!

As an adult we challenge you and other parents to come and enjoy the experience. 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."** Confirming all fees are paid and proper gear is brought are just the beginning. This guide is one of two that will help you prepare. The *Planning Guide* has all the things you need to know now about the general registration and preparation for camp. The *Program Guide* will be released in March, highlighting all the special features, scheduling, and considerations for the camp you are attending .

**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®  
CASCADE 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](http://www.cpcbsa.org)  
**Phone** (503) 226-3423  
**Fax** (503) 225-5733

## HAVE A QUESTION?

What is your question about?

### Anything in this Leader Guide

- Making a reservation for camp
- Changing an existing reservation
- Online reservation system
- Paperwork and forms
- Camp fees
- Making payments
- Pre-camp sign-ups (May/June)
- Pre-ordering t-shirts (May/June)
- Post-camp follow up questions

### Read

This Planning Guide

### Visit

[www.cpcbsa.org/summercamp](http://www.cpcbsa.org/summercamp)  
[www.cpcbsa.org/campdownloads](http://www.cpcbsa.org/campdownloads)

### Contact

Volunteer Services  
492.volunteerservices@scouting.org  
503 226-3423  
Camping Department  
492.camping@scouting.org

### Anything in a Program Guide

- Programs
  - Advancement
  - Merit badges
  - Program Guide
  - Menus/food
  - Special needs
  - Camp schedule
  - Maps of camp
- ...specific to a single camp

### Read

The camp's Program Guide (available in March)

### Visit

The camp's webpage  
[www.cpcbsa.org/baldwin](http://www.cpcbsa.org/baldwin)  
[www.cpcbsa.org/pioneer](http://www.cpcbsa.org/pioneer)  
[www.cpcbsa.org/meriwether](http://www.cpcbsa.org/meriwether)  
[www.cpcbsa.org/campdownloads](http://www.cpcbsa.org/campdownloads)  
[www.cpcbsa.org/summercamp](http://www.cpcbsa.org/summercamp)

### Contact

The Camp Director  
Email contact on camp webpage

## National BSA Online Resources

### **Guide to Safe Scouting**

[www.scouting.org/filestore/pdf/34416.pdf](http://www.scouting.org/filestore/pdf/34416.pdf)

### **Advancement Guide**

[www.scouting.org/filestore/pdf/33088.pdf](http://www.scouting.org/filestore/pdf/33088.pdf)

### **BSA Merit Badge Requirements**

[www.scouting.org/meritbadges.aspx](http://www.scouting.org/meritbadges.aspx)

### **BSA Rank Requirements**

[www.scouting.org/wp-content/uploads/2019/02/Scouts-BSA-Requirements-3321619.pdf](http://www.scouting.org/wp-content/uploads/2019/02/Scouts-BSA-Requirements-3321619.pdf)

## Camp Addresses

### **Camp Baldwin**

76201 Dufur Valley Rd  
Dufur OR 97021

### **Camp Pioneer**

62681 Twin Meadows Rd  
Idanha OR 97350

### **Camp Meriwether**

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](http://www.cpcbsa.org/summercamp)**

Main hub of information for CPC summer camping

### **[www.cpcbsa.org/campdownloads](http://www.cpcbsa.org/campdownloads)**

Information *Camp Planning Guide*  
*Camp Program Guides*  
*Maps to/of camp*  
*Menus*

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

### **[www.cpcbsa.org/incidentreport](http://www.cpcbsa.org/incidentreport)**

CAMP FEES 2020		Scout	Adult Full Session	Adult Pro-rate per night
Scouts BSA*	Baldwin	\$355-\$389	\$171	\$40
	Pioneer	\$355-\$389	\$171	\$40
	Meriwether	\$391-\$407	\$171	\$40
	Meriwether Rovers	\$394	\$171	

\* Please use the camp webpage for specific prices per week. Our fees vary due to peak camping times, earlybird pricing, and in-council discount.

**Pro Tip** Ask each scout's family to make the \$100 commitment which covers the initial deposit and the March 1st payment up front. In this way, the family is making a financial commitment toward their scout's attendance and if the scout cancels the troop treasury is not at a loss.

## MAKING A RESERVATION

The Cascade Pacific Council uses an online reservation system. Reservations are made by troop (not individuals) and each troop will need to have an account. Linked troops each require their own reservation. Here are the links to the reservation process:

**Baldwin:** [www.cpcbsa.org/baldwin](http://www.cpcbsa.org/baldwin)

**Meriwether:** [www.cpcbsa.org/meriwether](http://www.cpcbsa.org/meriwether)

**Pioneer:** [www.cpcbsa.org/pioneer](http://www.cpcbsa.org/pioneer)

### Pro Tip

Fully fill out the troop 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 troops:** Most in-council troops 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 troop's account, contact your district executive or the Member Services Desk at the council office.

- **Out-of-council troops:** 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](http://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 troops. If your troop's account lists someone like a former Scoutmaster or the troop treasurer, it is likely that the adults who are attending camp will miss crucial emails and phone calls regarding payments or program changes.

Add key people to our camp communications list. Go to [www.cpcbsa.org/campemail](http://www.cpcbsa.org/campemail).



## PAYING FOR CAMP

### Payment Schedule

Camp fee payments occur in three steps:

1. **Initial Deposit:** \$10 per scout secures the reservation (non-refundable).
2. **Commitment Payment:** An additional \$90 per Scout is due by March 1 to continue to hold the reservation. Troops that don't make this payment risk losing their reservation (total \$100 is non-refundable).
3. **Full-balance Payment:** May 1 OR two weeks before arrival
  - Troops who pay their full balance by May 1 will receive a code redeemable for free camp shirts for all Scouts paid for by May 1.
  - Pay in full two-weeks prior to arrival (**No refunds after this date**).
  - Adult fees are refundable.

### 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 the top of each of the camp pages. Applications are due to the council office 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 council office no later than three weeks prior to the start of camp.

### Adult Fees

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.

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

### Pro Tip

If you have adults switching out mid-week, let the camp's Business Manager know at check-in. If your troop 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.

### FREE ADULTS PER NUMBER OF SCOUTS

SCOUTS	# of Youth	# of Adults
	1 - 8	1

### Refund Policy for Cancellations and No-Shows

- **On or before March 1:** The \$10 initial deposit per scout is non-refundable.
- **Between March 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 \$100 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 his attendance
  3. The scout himself becomes ill and is therefore unable to attend campIf a refund is granted, the initial deposit and commitment payment will be forfeited (a total of \$100) 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](mailto: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 troop's registered Committee Chair by early October. They will be combined with other refunds due to the troop, minus any outstanding camp debts the troop 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](http://www.cpcbsa.org/summercamp). The initial deposit of \$10 per Scout will be required at the time you make the reservation.

### Visitors

Adults who are not registered and paid for as troop leaders at camp 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 troop.** 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 troop's arrival.

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

### PRE-CAMP LEADERS MEETINGS

Council staff and camp management have online and in-person meetings to share information about the upcoming camping season and to answer questions from adult leaders.

**Stay Tuned:** We plan to provide online tutorials and webinars prior to May 15th so you can ask questions of camp leadership. We also plan to host a camp Open House in Early June where you can come meet in person our camp leaders.

We will have the dates available for these events by Feb. 1.

		Start of camp*		Camp dismissal	
		Day	Time	Day	Time
Scouts BSA	Baldwin	Sun	12pm	Sat	10am
	Meriwether	Sun	12pm	Sat	9:30am
	Pioneer	Sun	1pm	Sat	9:30am

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

### ARRIVAL AT & DEPARTURE FROM CAMP

There is little time between sessions for our 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 all scouts with a great program.

### Early Arrivals at Scouts, BSA Camps

Troops traveling more than four hours or those with religious conflicts may arrive at 6pm the evening before their session is scheduled to start only with prior approval of the council office and a \$75 per troop fee. Email: [492.camping@scouting.org](mailto:492.camping@scouting.org) to request early arrival. This arrangement is for a campsite only as camp is closed until the beginning of the session.

### 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 troop 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 troop 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 youth, 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 troop 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 Week

At the end of the week, be sure to pick up medications and medical forms, look through the lost & found, and follow any campsite inspection procedures set by the camp. No in-office check-out is generally required when the whole troop 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 leading cause of injury and death for BSA activities. For this reason, our camp staffs take the rules around vehicles, trailers, and driving very seriously. 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 (see Guide to Safe Scouting)

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 must park in the camp parking lot. No troop 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 troop 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 Council 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 expectations when it comes to being able to park or not park such a large vehicle.

## 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 troop. If there are discrepancies in the camp's payment reports, troop 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.
- ☐ **Troop 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.
- ☐ **Youth Protection Training:** Work with your troop committee to prepare a roster of all your adults and their youth protection training certifications.
- ☐ **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.
- ☐ **Troop Membership List** or UML: This is primarily for out-of-council troops; camp management will have a copy of UMLs for all Cascade Pacific Council troops. A UML is a list of all people currently registered with a scout troop 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 troop must be covered by accident insurance, whether as an individual or under the troop's group policy. Cascade Pacific Council troops are covered through a council policy and do not need to bring proof of insurance. 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. Program details like costs, prerequisites, and minimum age requirements are included. This schedule will help scouts understand the opportunities open to them. Scouts 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 troops 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 staffs 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, he has two options:
  - > He/she can fill out a new blue card, repeat the requirements he/she already completed (if offered at camp), and continue to work on the remaining requirements.
  - > He/she can fill out a new blue card and work only on the requirements he has 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 his troop or a merit badge counselor.

### Online Sign-ups

Starting May 1<sup>st</sup>, troops that have paid their fees in full will be able to sign up and pay for various merit badges and activities through their online troop reservation. This can be a great organizational tool for troops and scouts as they prepare for camp.

Pre-camp sign-ups are not required to participate in merit badges, but they allow planning of camp resources. **When a merit badge or activity has limited capacity, participants are chosen by lottery without priority for prior registration.**

Sign up instructions can be found at: [www.cpcbsa.org/meritbadges](http://www.cpcbsa.org/meritbadges)

### 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 troop 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 troop leader authorizes those who may test and pass the Scout on rank requirements. They might include his patrol leader, senior patrol leader, an assistant troop leader, another Scout, or the troop leader himself.*

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 troop should determine who in the troop can test the Scouts on their skills and sign off on requirements. Troop 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.

### Serving Young Men and Women at Camp

Serving ALL our campers well means that all leaders and scouts are aware of and follow these important considerations:

1. **Safety:** Please ensure all our scouts are staying with buddy pairs especially at night. Monitor signs of excessive attention between the genders and toward the staff. Emotions are real yet at times inappropriate.
2. **Privacy:** Privacy must be ensured as scouts sleep, change, and shower. While new facilities are being completed, each camp will make its procedures clear to campers.
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. Scouts should be monitored and mentored.

Feminine Hygiene products will be available at no cost in our health lodges and other areas in camp. Female adult leaders should pay attention to the needs of their female scouts.

We regularly review all our programs and believe that our scouts' experiences will be fun, safe, and exciting. We hope that each leader will speak up right away if there are any needs or concerns. We stand ready to be of service.



## FOOD SERVICE

Our flexible, hard-working, and accommodating staff works within the limits of time, budget, and staffing to provide three tasty, healthy, and varied meals for hundreds of people each day of camp. Please review your camp's menu (including gluten free and vegan options) at [www.cpcbsa.org/campmenus](http://www.cpcbsa.org/campmenus) in early May. If anyone in your troop requires the gluten free or vegan options, or has needs beyond these, they must be communicated using the *Special Needs Form*. Requests received less than two weeks before camp may take several days to meet, as our remote camps plan their food well ahead of your arrival. If a *Special Needs Form* is turned in early and includes contact information, the food service staff can contact the family directly to work out what the camp can offer and what the family will need to provide.

Scouts or adults with very specific diets, severe allergies, multiple food limitations, or a sensitivity not covered in our alternative menus, will want to consider bringing their own food to supplement what is served at camp. By state health standards, participants are not allowed to enter, 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 is on hand during meals. Check with the camp before you arrive regarding any questions or concerns.

## 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 troop 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 troop must be under the leadership of at least two BSA-registered adults over 21 years old with current Youth Protection training. If the troop has a female youth, one of the registered adults must be female. **All leaders need to complete youth protection training. All leaders staying more than 72 hours must be registered with the BSA.** If your troop has a challenge fulfilling these requirements, please contact the council office. There are times where connecting you with another troop and sharing leadership may solve these challenges.

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

Scouts, BSA youth must maintain a single gender buddy policy while at camp. There can be mixed gender if there are three people in the buddy group.

Male and female youth and adults must have separate sleeping accommodations.

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 for your troop 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 Planning 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 troop'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.
- Track and support 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 it is a lot to ask of Scouts who are still maturing, and that is 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 troop 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 troop, 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 troop leadership. For this reason it is absolutely vital that troop 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 troop's medical forms are up-to-date. If a Scout's parent/guardian or an adult's next-of-kin cannot be reached, the troop leader will be asked to make care decisions on the patient's behalf.
- When accompanying a patient to the hospital or urgent care, the troop 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 troop's medical forms will be kept in the Health Lodge.
  - > The troop'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 troop's supplemental accident insurance. For most troop policies, a family's medical insurance is the primary insurance; troop 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 troop insurance coverage should be directed to the insurance company. There is no fee for basic care and first aid performed by camp staff.
- Troops 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.**

**Be prepared!**  
**Pro Tip** Establish a troop phone tree before leaving for camp. Make a folder with troop medical insurance information, a troop 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.

**New!** The newest version of the Medical Form has been released. Please make sure your form has the 2019 date on the bottom of it. The old versions will be obsolete as of January 2021.

**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, 2019 is valid until Aug 31, 2020.

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

Medications dispensed by adult leaders must be logged and the log turned in when receiving the troop packet at the end of the week.

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

- **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, the camp will provide you with proper storage.
- **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.

### If you have the camp manage your medications:

The camp Health Officer will post a schedule with regular medication times. It is the troop's responsibility to know what medications their Scouts take and when. A leader from your troop 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 troop 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.

## CAMP RULES

The Scout Oath and Law provide nearly all the rules needed in life and at camp. A few more specific rules are added to each camp to give youth and adults clear guidelines for safety 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)
- A Scout is Kind: Be considerate of everyone's feelings. Hazing, initiations, or bullying are not part of Scouting.
- Wear closed-toed shoes. Flip-flops may be worn inside the shower house only.
- Use only already downed or split wood for firewood. Do not cut down trees or branches.
- Do not deface, destroy, or purposefully damage camp's or other's property.
- Stay within the boundaries of camp.
- Folding pocket knives and multi-tools are allowed for scouts who have earned their Totin' Chip. Sheath knives or spring-assisted knives are not 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 21 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 BSA, 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:** Participants or visitors may not bring pets or emotional support animals of any kind to camp. Service animals trained to provide a specific and medically documented service must be approved through the council office before being brought to camp. Any animal not approved in advance will need to be removed from camp immediately. For full policy, see: [www.cpcbsa.org/campfaqs](http://www.cpcbsa.org/campfaqs).
- **Bicycles:** Only council owned bicycles are allowed in camp.

## MISCELLANEOUS

### Uniforms

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

Troops 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

Each year at our camps things are left behind. When possible, we try to contact the troops or individuals who we have identified as owners of missing items during your stay. All unclaimed items, except for socks, underwear, towels, and water bottles will be brought to the council office then donated after 45 days of receiving them. If you have any questions or are missing an item, please email or call: [492.Volunteerservices@scouting.org](mailto:492.Volunteerservices@scouting.org) 503-225-5759.

### 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 troop'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 and Pioneer

Scouts, BSA youth 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 council office.

### Order of the Arrow

Each Scouts, BSA camp has an OA Coordinator who organizes the 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 in February and March. Staff can start as young as 15 years old at resident camps. Applications and more information can be found at the council office or at [www.cpcbsa.org/campstaff](http://www.cpcbsa.org/campstaff).

## PLANNING FOR CAMP

### 6 TO 12 MONTHS AHEAD OF TIME

- ☐ Schedule a time for your patrol to discuss what the Scouts in your troop 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 troop.
- ☐ Make your troop's reservation at [www.cpcbsa.org/campfaqs#reservation](http://www.cpcbsa.org/campfaqs#reservation). Confirm the contact person for your troop account is current. Reservations usually open between 18 months to two years ahead of time. An initial deposit of \$10 per scout is due when making reservation.
- ☐ Schedule time at committee meetings to discuss camp planning. Incorporate input gathered from scouts. Include your Senior Patrol Leader when adult leadership hold camp planning meetings. If the current youth leaders are not attending camp with the troop, elect a "camp SPL" and have them assume leadership duties for camp.
- ☐ Talk with parents and scouts about paying for camp. Review the portion of the fee families are responsible for and opportunities for fundraising.
- ☐ Add your key leaders to our camp communications database. [www.cpcbsa.org/campemail](http://www.cpcbsa.org/campemail). This way they will receive essential notifications.

### JANUARY

- ☐ Secure adult leadership. See adult leadership section of this guide for age, registration, and other requirements.
- ☐ Promote camp attendance at troop meetings.
- ☐ Collect fees. A non-refundable, non-transferable \$100 per youth deposit is due March 1 to continue to hold spots (this is an additional \$90 for spots already held by the first \$10 deposit). It is recommended to collect fees directly from families so that each family is making the financial commitment for their Scout to attend. If their scout is a no-show, the troop treasury is not at a loss.
- ☐ Confirm troop health/accident insurance. Troops in the Cascade Pacific Council are automatically covered by a council-wide policy; out-of-council troops 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.
- ☐ Encourage older scouts to apply to serve on camp staff. Requirements, application, and interview information can be found at:
- ☐ Add people to the camp communication list on [www.cpcbsa.org/campemail](http://www.cpcbsa.org/campemail). Our system only allows two contacts. This page allows troops to have more people receive our camp communication emails.

### FEBRUARY

- ☐ Collect fees for the upcoming March 1<sup>st</sup> payment.
- ☐ **Contact the council office to drop any youth numbers who have not committed. After March 1 your troop will owe \$100 for each Scout registered for camp.**
- ☐ Meet with parents of any Webelos you know are coming into your troop. Give them every opportunity to plan for the expense of camp so their new scout can go to camp. Since this may be a new scout's first week-long camp, work with the scout and his parents/guardians to answer questions and calm concerns.

### MARCH

- ☐ Each Scout attending camp must have at least \$100 of their camp fee paid by March 1<sup>st</sup>.
- ☐ 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.

### APRIL

- ☐ Have scouts decide what merit badges, programs, and activities they would like to pursue. Consider each scout's advancement and activity goals and help them plan their camp.
- ☐ Working with youth leadership, determine troop goals for camp and outline what troop activities the troop would like to do.
- ☐ Confirm *Special Needs Forms* and *Opportunity Fund Forms* have been completed and sent to the council office.
- ☐ Visit with parents of youth not registered for camp; encourage them to attend.
- ☐ Collect remaining camp fees for the May 1st payment deadline.

### MAY

- ☐ Collect and pay any remaining fees. Troops who pay their total troop fees by May 1 will receive an early payment incentive (like a free t-shirt) and will be able to begin their pre-camp online merit badge and activity sign-ups.
- ☐ Reconfirm adult leadership for camp.
- ☐ Update the contact information on your troop's reservation. This ensures camp management is able to contact a leader who is attending camp.
- ☐ Inform scouts what to bring and available activities.
- ☐ 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.
- ☐ Place troop pre-camp clothing order through the council website.
- ☐ Plan to attend a pre-camp leader meeting.
- ☐ Confirm *Special Needs Forms* and *Opportunity Fund Forms* have been completed and sent to the council office.
- ☐ Arrange transportation to and from camp.

### JUNE

- ☐ Attend the pre-camp information meeting.
- ☐ Send out final camp notice and information to parents.
- ☐ Reconfirm 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. Review 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.
- ☐ Confirm transportation to and from camp.

Continued on next page...

### THREE WEEKS BEFORE CAMP

- ☐ **Contact the council office with any changes to your numbers. No refunds for those that don't show.**
- ☐ 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 BSA. Membership will be verified upon arrival; those not registered will be required to register as members.
- ☐ **Confirm all adults staying over 72 hours are currently registered members of the BSA. Required background checks take time and registration is not complete until background checks are returned.**
- ☐ Pay all remaining camp fees. Information for camp is printed two weeks prior to your arrival; please verify that all information is correct.
- ☐ Print troop roster.
- ☐ (Out of Council Troops) Gather :
  - A. Troop insurance information including policy number and claim forms.
  - B. Proof of current youth and adult registration
  - C. Proof of adult youth protection training (official BSA troop roster or printed certificate from myscouting.org)

### 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 and special needs.
- ☐ 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 FOR CAMP

- ☐ Inspect youths' personal packs, bags, and gear.
- ☐ Verify and bring copies of official BSA 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.
- ☐ Label all medications, including aspirin, cough syrup, and such, with name and 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 UPON ARRIVAL AT CAMP**
- ☐ Reconfirm transportation for closing day.

