



# TABLE OF CONTENTS

## **SECTION I: SCOUTING'S OUTDOOR PROGRAM | PAGE 3**

Scouting's Purpose and the Outdoor Program . . . . .	3
Why Camping? . . . . .	3
Consideration of Age . . . . .	4
The Scope of Scouting's Outdoor Program . . . . .	4
Advanced and Specialty Camp Programs . . . . .	7
Outdoor Awards . . . . .	7
STEM and the Outdoor Program . . . . .	8
Conservation and the Outdoor Program . . . . .	8
Journey to Excellence and the Outdoor Program . . . . .	9
Youth Protection and the Outdoor Program . . . . .	9

## **SECTION II: COUNCIL CAMPS AND SUPPORTING EFFECTIVE OUTDOOR PROGRAMS | PAGE 10**

The Outdoor Programs Committee . . . . .	10
Administering the Year-Round Outdoor Program . . . . .	10
Camp Facilities . . . . .	15
National Camp Accreditation Program (NCAP) . . . . .	19
Unit-Owned Facilities on Council Property . . . . .	19
Unit-Owned Camps or Cabins Off Council Property . . . . .	20
Use of Scout Camps by Other Groups . . . . .	21
Maintenance of Camp Facilities . . . . .	21
Camp Facilities Evaluation Tool (CFET) . . . . .	23
Program Quality Evaluation Tool (PQET) . . . . .	24
The Campmaster Corps . . . . .	24
Leadership in a Scout Camp . . . . .	25
Recruiting and Training Camp Staff Leadership . . . . .	39
Emergencies in Camp . . . . .	41

## **SECTION III: RESIDENT CAMP BUSINESS MANAGEMENT | PAGE 48**

Budgeting the Outdoor Program . . . . .	48
Controlling Camp Expenditures . . . . .	50

# TABLE OF CONTENTS

Property Management Records and Practices . . . . .	53
Handling Cash in Camp . . . . .	62
Trading Post Operation . . . . .	67
Purchasing and Receiving . . . . .	70

## **SECTION IV: FOOD AT RESIDENT CAMP | PAGE 72**

Introduction . . . . .	72
Methods of Camp Feeding . . . . .	72
Special Diets . . . . .	77
Food Service Personnel . . . . .	79
Food Planning . . . . .	81
Food Ordering and Control . . . . .	82
Dining Hall Practices . . . . .	90

## **SECTION V: RESIDENTIAL SCOUT CAMP PROGRAM | PAGE 95**

Aims and Methods of Scouts BSA and the Scout Camp Program . . . . .	95
The Camp Program . . . . .	97
First-Year Camper Program . . . . .	98
Scout Skills in Camp . . . . .	99
Hikes and Outpost Camps . . . . .	102
Ecology and Conservation Program . . . . .	104
The Craft Program . . . . .	105
STEM in Camp . . . . .	110
Aquatics . . . . .	110
Shooting Sports . . . . .	110
COPE and Climbing . . . . .	111
Campwide Special Events . . . . .	111
Rainy Day Program Ideas . . . . .	113
Campfires . . . . .	117
Camp Traditions . . . . .	118
Family Camping . . . . .	120
Venturing and Sea Scout Camps . . . . .	121
Program Equipment and Literature . . . . .	124

## SECTION I: SCOUTING'S OUTDOOR PROGRAM

### SCOUTING'S PURPOSE AND THE OUTDOOR PROGRAM

Both youth and their parents generally cite outdoor activity as the most appealing feature of the Scouting program. Youth are drawn to it because it offers a wide range of opportunities for fun, like hiking, camping, swimming, boating, climbing, and various high-adventure experiences. Parents see Scouting as a way to expose their children to healthy outdoor activity and education. This appeal is woven into all levels of BSA programs.

Underlying the appeal of fun and adventure in the outdoors are the serious purposes of Scouting. Outdoor activities provide a vehicle for satisfying Scouting's mission and achieving its aims.

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law. The aims are character and leadership development, personal fitness, and citizenship training.

### WHY CAMPING?

What are some of the positive outcomes of Scout camping? Scouting contributes to the development of qualities that help young people grow into the best adults they can be. These outcomes include, in no particular order:

- **Resourcefulness**—On camping trips, Scouts are faced with learning how to take advantage of whatever resources are on hand.
- **Self-confidence**—On camping trips, Scouts get to put their acquired outdoor skills into action, which serves as a source of assuredness and pride in their abilities.
- **Self-Reliance**—Because modern conveniences and materials are limited on a camping trip, Scouts must rely on themselves, using their knowledge and skills, to meet challenges and overcome obstacles.
- **Responsibility**—Camping and the patrol method provide an incomparable opportunity for Scouts to share the responsibilities that come with setting up and maintaining their campsites, preparing and cooking their meals, and attending to all matters concerning health and safety.
- **Leadership development**—Scouting provides repeated opportunities for young people to assume various leadership roles, and a camping trip is the ideal setting to put into practice the leadership skills they learn.
- **Citizenship training**—On a camping trip, a troop exists as a community. Everyone must work together and cooperate with one another, pitching in to contribute to the well-being of all. Campers are provided with the medium for democratic participation in making decisions, planning, and carrying out activities at their own level, while improving understanding within the group.

- **Personal fitness**—Along with established practices that require paying attention to personal hygiene, many physical activities can take place on camping trips that contribute to a Scout’s physical fitness.

## CONSIDERATION OF AGE

Standards used in developing outdoor program levels in the Boy Scouts of America include consideration of the age, maturity, and physical abilities of the youth involved. Outdoor activities and camping opportunities should include a progression of learning experiences for a youth to gain the knowledge, skills, self-reliance, and physical endurance necessary for living in the out-of-doors.

The BSA regularly updates the approved activities for Scouts based on age or grade. The Age-Appropriate Guidelines for Scouting Activities and the Age-Appropriate Guidelines for Camping are the two source documents that outline the details of activities Scouts may participate in and at what age.

[Age-Appropriate Guidelines for Scouting Activities](#) (official resource)

[Age-Appropriate Guidelines for Camping](#) (official resource)

## THE SCOPE OF SCOUTING’S OUTDOOR PROGRAM

### Cub Scouting

Cub Scouting offers several different camping opportunities.

Lions may attend non-summer day camp, council-organized family camp, and pack overnights.

Tigers may attend day camp, council-organized family camp, and pack overnights.

Wolf, Bear, and Webelos Cub Scouts may attend day camp, resident camp, council-organized family camp, and pack overnights.

Webelos Scouts may also go on den overnight campouts. Note that all Cub Scout camping requirements apply to Webelos den overnight campouts.

Cub Scout pack overnights and Webelos den overnights can only be conducted under the supervision of a registered adult leader with current Basic Adult Leader Outdoor Orientation (BALOO) training.

*Cub Scout day camp* is conducted by a council or district in a council camp, city park, or other centrally located site within the district. It is held for several hours during the day for three to five days and is not an overnight experience. The event offers a daily program to youth and their leaders. Cub Scout day camp can only be conducted under the supervision and administration of staff with current certification from BSA National Camping School for day camp.

*Cub Scout and Webelos Scout resident camp* offers a multiday camping experience for Wolf, Bear, or Webelos Scouts, their parents, and their leaders in an established council camp that provides a variety of theme-related outdoor programs. Additionally, the resident camp program will offer more challenging experiences to prepare the Webelos Scouts for their transition into Scouts BSA.

Cub Scout and Webelos Scout resident camp can only be conducted under the supervision and administration of staff with current certification from BSA National Camping School for Cub Scout resident camp.

Councils with established *family camping* areas may offer several program options for families to enjoy the many facilities at camp.

[Cub Scouting](#) (official resource)

[The Cub Scout Outdoor Program](#) (official resource)

## Scouts BSA

Hiking, weekend campouts, extended camping trips, tours, and expeditions are a vital part of the Scouting experience. The lure of these adventures is the reason most youth join and stay in Scouting. These experiences come to the Scout through the troop they join and with the patrol in which they find identity. Camping and hiking put meaning into the patrol method, and many indoor meeting instruction sessions and activities are focused on preparation for these outings.

The basic skills essential to living in a primitive setting are inherent in the Scouting program. Scouts learn to respect and conserve the natural surroundings and environments to which these outdoor programs take them. If emergencies arise, Scouts can cope with them. They use head, heart, and hands when they provide for themselves and others in the outdoors. Learning and using outdoor skills in their patrol and troop is an integral part of Scouting's adventure as they progress through the ranks.

A highlight of a Scout's year is a week at Scout camp. Councils should offer a summer camp program filled with challenges, opportunities for advancement, and fun. Resident camping, usually held during the summer, is essential for Scouts. Generally, units camp under their own leadership and the camp provides a trained summer camp staff to cover all areas of program opportunities as Scouts receive instruction to qualify for merit badges and participate in a variety of outdoor experiences.

[Scouts BSA](#) (official resource)

## Venturing

This older youth program lets Scouts explore their passions, make new friends, and discover the world. Youth-led and youth-inspired, Venturing helps to develop leadership, organization, communication, and responsibility.

Whether Venturers are rappelling a cliff, kayaking in whitewater, exploring a cave, or just enjoying a fun day at the beach, outdoor activities provide an opportunity for Venturers to learn more about themselves and the world around them. Many vocational and hobby interests such as forestry, conservation, marine biology, geology, photography, and astronomy are naturals in an outdoor setting. Councils should provide opportunities for Venturing crews to interact in the outdoors, be it a dedicated week at the local camp or weekend encampments at an appropriate venue.

The two general types of Venturing outdoor programs are expeditions and encampments. *Expeditions* are moving camps, such as auto tours, sea cruises, backpacking treks, canoe trips, historic trail trips, river floats, mountain climbs, swamp explorations, biking, and snow travel outings. *Encampments* are stationary camps, such as the council camp, military installations, state or national parks, or a special Venturing camp.

Expeditions or encampments may be short- or long-term and are year-round opportunities. Venturing expeditions may be held close to home or may extend a great distance, depending on the equipment, leadership, facilities, and finances available.

[Venturing](#) (official resource)

## Sea Scouting

Sea Scouting is as much an outdoor program as any, but you will usually find Sea Scouts headed toward the water. The activities most popular with Sea Scouts are sailing, power boating, paddle sports, and scuba diving. Councils that have any facilities that might accommodate these interests should encourage their ships to use them. Setting up regattas or encampments for multiple ships in the council or area is a great way to support these Scouts.

For Sea Scouts, day cruising and long cruises are the common outdoor activities, but, depending on the opportunities and their interests, Sea Scouts may engage in many of the same activities as Venturers.

[Sea Scouting](#) (official resource)

## Exploring

Exploring places an emphasis on vocational and career related activities, providing exciting opportunities and one-on-one mentoring for youth looking to explore their future aspirations. While not one of the traditional outdoor programs, many of the fields of interest for Explorers have an outdoor component, such as law enforcement, emergency medical services, fire and rescue, and many skilled trades.

Explorers share the same sense of adventure and quest for fun as all Scouts do, and some councils do a great job of getting their Explorers together to interact and enjoy some quality outdoor activities.

[Exploring](#) (official resource)

## ADVANCED AND SPECIALTY CAMP PROGRAMS

Some council camps have a specialized outdoor program area in which they excel. These camps offer a depth of program that will take a Scout far beyond what is typically available at other camps. Some examples include:

- **Trek camps**—The camp is used as a base from which hiking, biking, canoeing, or other long-distance trips begin or end.
- **Aquatics camps**—Usually located on a body of water that allows greater movement beyond the typical swimming and boating areas. These camps may offer advanced sailing or even live-aboard opportunities, scuba diving, kayaking or rafting trips, or other advanced aquatic activities.
- **Shooting sports camps**—Some camps have professional-quality shooting facilities and equipment. Scouts can experience a wide variety of shooting sports such as skeet, trap, three-gun, cowboy action, pistol, or other firearms or archery disciplines, often culminating in competition shooting.
- **COPE/climbing/canyoneering/caving camps**—Using natural or man-made features, these camps can teach advanced techniques and offer experiences not available at most camps.
- **High-adventure camps**—High adventure can be any of the activities above or a combination of activities aimed at campers in their third to fifth year looking for a challenge or wanting to gain further skills. The success of the national high-adventure bases is ample proof of Scouts' desire to continue to grow in their outdoor knowledge and experiences. Councils with the right resources can tap into this desire and run a council high-adventure camp or program.

[High-Adventure Bases](#) (official resource)

## OUTDOOR AWARDS

The advancement requirements for most ranks in Scouting have some outdoor components. In addition, the National Outdoor Awards Program consists of six National Outdoor Badges: hiking, camping, adventure, riding, aquatics, and conservation. These awards allow Scouts to accumulate all their outdoor experiences toward earning one or more



outdoor badges with the ultimate goal of earning the National Medal for Outdoor Achievement. This is one of the very few awards Scouts can work on during their tenure across Scouts BSA, Venturing, and Sea Scouting.

[National Outdoor Awards Program](#) (official resource)

There are many more awards available to Scouts to earn as they grow in their outdoor skills: seven different aquatics awards, a fishing award, conservation awards, and several Scoutcraft and hiking awards.

[Awards Central](#) (official resource)

## STEM AND THE OUTDOOR PROGRAM

Today's high-tech world requires understanding and skills once reserved for those going into fields related to science, technology, engineering, and math. Young people now handle advanced technology daily and we do them a great service by introducing them to these fields. Portions of your camp's outdoor program are a hands-on laboratory of experiments and experiences that both youth and their parents see as adding value to the Scouting program. Maximize this potential in your camps and outdoor programs.

[STEM](#) (official resource)

## CONSERVATION AND THE OUTDOOR PROGRAM

Since 1910, conservation and environmental studies have been an integral part of the Boy Scouts of America. Scouts have rendered distinguished public service by helping to conserve wildlife, energy, forests, soil, and water. Past generations of Scouts have been widely recognized for undertaking conservation Good Turn action projects in their local communities. Through environmental explorations, Cub Scouts, Scouts BSA, Venturers, and Sea Scouts visit the outdoors and discover the natural world around them. Many natural resource careers are born in Scouting.

[Conservation and Environment](#) (official resource)

## **JOURNEY TO EXCELLENCE AND THE OUTDOOR PROGRAM**

Quality Cub Scout packs, Scouts BSA troops, Venturing crews, and Sea Scout ships, as well as districts and councils, must offer the appropriate level of Scouting's outdoor programs to their membership on a year-round basis. Quality leadership, experienced and trained in outdoor programs, is required for all camping activities. The BSA annually sets challenging goals for units, districts, and councils to measure their effectiveness in delivering outdoor programs to their members.

[Journey to Excellence](#) (official resource)

## **YOUTH PROTECTION AND THE OUTDOOR PROGRAM**

The BSA's youth protection guidelines apply to all Scouting programs at all times.

[Youth Protection](#) (official resource)

## SECTION II: COUNCIL CAMPS AND SUPPORTING EFFECTIVE OUTDOOR PROGRAMS

### The Outdoor Programs Committee

The outdoor programs committee (still referred to as the camping committee in some councils) is *responsible for the total outdoor program of the council*. Accordingly, council and district outdoor programs committees should include representatives from Cub Scouting, Scouts BSA, Venturing and Sea Scouting.

[Outdoor Programs Committee Guide](#) (official resource)

### ADMINISTERING THE YEAR-ROUND OUTDOOR PROGRAM

Getting big things done is determined by how well smaller tasks are completed in a timely manner. Providing a schedule for these smaller tasks can contribute to the development of a challenging and successful outdoor program.

Of course the Scout executive and the camp director are naturally associated with all the subject areas listed below, but these responsibilities should be shared with other professional and camp staff personnel, as well as members of the outdoor programs committee. It is important to identify and assign definite responsibilities and establish a schedule for their completion.

Detailed deadline dates will vary in each local council. For this reason, the quarterly checklists that follow are suggested as a foundation for the development of specific items contained in the work schedule.

**Note:** Although the following checklists are written primarily for Cub Scout and Scouts BSA resident camping, they can be adapted to all outdoor programs.

#### SEPTEMBER–OCTOBER–NOVEMBER

- Prepare camp for short-term use.
- Review past summer camp season, conduct post-camp inspection, and make recommendations.
- Establish a year-round promotion plan.
- Publish or update year-round outdoor promotion material and summer camp promotion material.
- Report camping statistics for inclusion in National Camping Report (due by September 30).
- Present camper evaluations and current work plans to the executive board.
- Complete NCAP Intent to Operate for all resident, family, and day camps (due by November 30).

- Schedule a fall meeting of the Order of the Arrow to discuss the year's program.
- Publish a camp leaders' guide.
- Establish winter camping plans.
- Have final summer camp staff appraisal with director.
- Set dates for next season's precamp leader training.
- Prepare end-of-season financial report and next year's budget.
- Finish inventories; estimate next year's needs.
- Review insurance coverage.
- File workers' compensation report.
- Recognize unit camp leadership at roundtables, district meetings, bulletins, etc.
- Present district honor roll recognizing National Outdoor Challenge Unit Award and National Summertime Pack Award recipients.
- Recruit and train district leaders to reach every unit with year-round outdoor promotion.
- Promote use of camper savings plan.
- Classify all units as "never go camping," "sometimes go camping," or "always go camping" for promotion follow-up.
- Winterize plumbing and sanitation facilities as needed.
- Establish budget needs for equipment and repairs as indicated from maintenance checklist.
- Prepare for winter protection of all equipment.
- Organize Scouter work parties.
- Lay out schedule for camp ranger.

## **DECEMBER–JANUARY–FEBRUARY**

- Have a meeting of the Order of the Arrow to follow up on service projects and camp promotion and to set plans for unit elections.
- Seek outdoor program specialists and resources for camping programs, especially in the fields requiring certified specialists such as COPE/climbing, shooting sports, and aquatics.

- Set camporee and Venturing activity plans.
- Send council team to NCAP assessment training.
- Develop conservation projects for council properties.
- Hold camp staff reunions.
- Hire key staff and register them for National Camping School.
- Meet with key staff on plans for next season and suggestions for staff prospects.
- Cultivate prospective staff members and arrange holiday vacation interviews.
- Supervise winter camp leadership, including campmaster corps.
- Announce plans for precamp training for leaders of chartered units.
- Secure state and local permits for operation of camping facilities.
- Establish administration procedures; order forms and supplies.
- Hold Scouting Anniversary Month features on outdoor promotion.
- Continue promotion by outdoor programs committee and the Order of the Arrow at unit meetings, preferably meetings that include unit committee members, leaders, and parents.
- Have roundtable and district meeting features on outdoor and long-term camping programs.
- Submit press releases to local media featuring BSA outdoor events and outdoor activities.
- Establish summer camp menu and food requirements.
- Secure food bids and test quality of products.
- Recondition kitchen equipment and commissary gear.
- Prepare orders for custom-made items for camp staff and trading post inventory.
- Secure written agreements with hospitals, EMS, and local law enforcement on methods of handling camp emergencies.
- Secure cooperation of medical associations with examinations and inspections.
- Secure necessary medical and nursing personnel for long-term camp.
- Schedule maintenance and new construction.
- Hold inspection 120–150 days before camp opens.

## **MARCH–APRIL–MAY**

- Finalize date and time of NCAP assessment.
- Declaration of Readiness due to NCAP Authorization team leader (due May 15).
- Clear use of off-council property.
- Conduct spring conservation projects.
- Hold Order of the Arrow unit elections.
- Complete summer camp staff training plan.
- Have precamp training for unit leadership.
- Meet with all central staff personnel to make plans for summer.
- Arrange for camp staff and camper transportation to camp (if needed).
- Plan outdoor programs committee visit to camp.
- Check all insurance policies.
- Give final instructions to units, campers, and staff.
- Hold outdoor camping exhibits.
- Have camping promotion at spring district and council events.
- Review status of camp reservations.
- Arrange and promote Scouter, business, community, institutional leader, and donor visits to camp.
- Place orders for food supplies; establish sources for perishable foods.
- Order trading post supplies.
- Set up business procedures for food cost accounting, inventories, and trading posts.
- Set up emergency procedures with police and fire departments, forest service, and state and local health service.
- Analyze drinking water and swimming water.
- Set up fireguard plan and check firefighting equipment.
- Hold work parties for maintenance and construction.

- Check for fire and windfall hazards.
- Check automotive equipment.
- Arrange for waste disposal.
- Hold camp roundtables.
- Ready water supply, piping, and equipment.
- Ready all latrines and showers.
- Order fuel as needed.
- Check operating condition, safety, and cleanliness of the camp using the Precamp Inspection Checklist.
- Order ammunition and shooting supplies from the Supply Group (orders due by the end of March).

## **JUNE–JULY–AUGUST**

- Have an outdoor programs committee meeting at camp. Encourage council executive board to do the same.
- Assist camp leadership in preparation for NCAP visit.
- Train council NCAP self-assessment teams for day camps and family camps.
- Invite health and safety and risk management committees to visit camp.
- Check with cooperating clergy for religious services; promote religious awards.
- Assist Venturing crews in carrying out expeditions.
- Set up off-duty schedule to comply with state wage and hour laws.
- Provide welcome and well-planned check-in and orientation for units and leaders.
- Accept and check deliveries of food supplies.
- Establish storeroom, kitchen, inventory, and check procedures.
- Supervise daily the storeroom, kitchen, dining hall, dish-washing, and trading post operation.
- Have regular food cost accounting and report to camp director.
- Check daily on quantity and quality of food in dining hall and on campsites.

- Check on camper cleanliness—personal, quarters, and equipment. Establish pride in a neat camp.
- Review first-aid logbooks (staff and camper) regularly. Ensure health lodge is clean and well-equipped.
- Regularly recheck drinking water and swimming water.

## CAMP FACILITIES

Across the nation, many thousands of acres of valuable recreational land are owned and managed by the Boy Scouts of America and its local councils. The public trusts Scouting to wisely use and manage each parcel of land. It is essential that this public trust be preserved. Good land management includes proper development with an established ecology/conservation program that fosters the wise use of all natural resources, plus an ongoing maintenance program of the property and its facilities so that future generations will also enjoy Scouting's outdoor program.

### Campsites

Campsites should be located to avoid unwanted distractions of every type, with the proximity of neighboring campsites being one of several factors to be considered. The general rule is campsites should be defined and separated to provide the desired buffering. Campsite capacities usually run from nine to 15 or more tent sites. Permanent facilities should include, as a minimum, a latrine with a washstand. Campsites should be selected and maintained for their natural appeal—they are the camper's community and home while in camp.

### Dining Hall

Good food and good program will attract a camper for many seasons. The dining hall, complete with kitchen facilities, is often the major building in a camp. It should be conveniently located in relation to the campsites and provide for minimal intrusion of service and delivery vehicles.

Local and state laws are important considerations in operating this facility. Proper food storage and handling, garbage and sewage disposal, cleanliness, pest control, lighting, and ventilation are just some of the requirements that require constant attention. Several methods of feeding may be used in a camp. Unit cooking in a campsite, heater-stack meals, using the services of a caterer, or having a camp kitchen staff cook and serve meals in the dining hall are the most common. Some camps provide a combination of these methods.

Dining halls that are insulated and heated can be used for other functions such as meetings and group activities throughout the year. In a camp where only unit cooking is done, the dining area may be a small facility for staff located in a general-purpose building or commissary structure.



## Health Lodge

The medical function is crucial to camp. The campers' first visit in camp may be as they get their medical recheck. A basic health lodge may consist of an examination or treatment room, ward room, bathroom, and sleeping room for the camp health officer. In lieu of this arrangement, the council may use a portion of another building for medical purposes.

An insulated health lodge can be adapted as a multipurpose facility for year-round use.

## Camp Headquarters

Many factors determine the type of building that will house the administrative offices of a camp. A simple one-room structure may be adequate, but generally a larger and more versatile building is appropriate. Many camps combine several functions into a central office building. Core functions can include:

- **Communications**—Telephone, computers, radio base, copy machine, and mail
- **Administration**—Offices for the reservation director, camp director, business manager, and program director
- **Meeting space for staff and leaders**—Conference room, meeting room, and kitchen
- **Storage space**—Equipment issue
- **Bedrooms**—For special staff members, visitors, and off-season use by the campmaster corps

The camp headquarters should be a place where the serious business of administering a camp can be accomplished. It is a place where leaders, parents, campers, and the public expect to see efficient office operation.

## Shower Facilities

Camps are to provide all campers, leaders, and staff members access to clean showers on a regular basis throughout the week. If separate facilities are not available for male and female, and adult and youth camp participants, camps are to establish a schedule that gives separate showering times for male and female campers, adult leaders, and staff members.

## Campfire Area

A closed circle with log benches or a sloping amphitheater with seating, stage, and lighting is a traditional part of all Scout camps. Songs, stories, skits, and ceremonies provide fun, fellowship, and inspiration for campers. This "council ring" should be large enough to accommodate campers as well as visitors. Permanent facilities will vary depending on how elaborate a facility is planned.

## Chapel

A structure located in a serene place at camp helps to remind campers of their duty to God. Most camps, with support from their relationship committees and religious institutions, have established a chapel area to conduct worship services for campers. Some are simple and use the natural beauty of their surroundings. Others are more elaborate and include living quarters for the camp chaplain.

## Aquatics Area

A waterfront, a swimming pool, or both often will be found in camp. Each requires a high degree of qualified supervision and specified safety equipment and standards. Learning and enjoying swimming, lifesaving, rowing, canoeing, boating, sailing, waterskiing, snorkeling, and other water sports is a lifetime asset to a camper. Both a waterfront and a swimming pool require various permanent facilities that may include docks, floats, lookout towers, boat and canoe storage, a shower house, latrine, service building, buddy boards, and fencing.

[BSA Aquatics Program](#) (official resource)

## Climbing and Rappelling Wall or Tower

Councils may elect to offer a camp climbing program using a natural site, a climbing wall or tower, or a portable facility.

## COPE Course

The camp may provide a COPE course for Scouts 13 years of age and older.

[COPE and Climbing](#) (official resource)

## Athletic Field

Team sports in a Scout camp provide a healthy recreational outlet for a camper's boundless energy. Capture the flag, softball, soccer, and touch football need only an open field. A backstop and well-defined bases are all the facilities required for softball. Goal posts, with or without netting, will serve for soccer and touch football. The athletic field can also provide an ideal place for Scout games and challenges requiring a large space.

## Rifle Range

Permanent facilities for a rifle range include a well-defined backstop with adequate fencing combined with natural barriers or berms. A covered shelter with a platform and a locked storage area is also needed. Use .22-caliber rimfire rifles with a 50-foot target range.

## BB Gun Range

A BB gun range may be a temporary range located almost anywhere in camp provided that a safe backstop of canvas, carpet, or straw plus a well-defined firing line and adequate safety measures have been established. Many camps simply establish a 15-foot target zone on their existing rifle range.

## Shotgun Range

A large open field with a north to northeasterly direction of fire is ideal for trap or skeet shooting in camp. Shooting sporting clay targets is a popular activity for Scouts BSA members and Venturers.

## Muzzleloading Range

Muzzleloading is now popular at many Scout camps. Qualified supervision is essential. It is generally conducted at the established rifle range in camp. Safe storage of gunpowder and equipment must be considered when this program is offered.

## Archery Range

An area of 150 by 250 feet is required for a safe archery range. It should be located in a level area of camp. Archery ranges require adequate fencing, target stops, locked storage, and some form of temporary or permanent shelter.

## Action Archery Course

A trail along which several targets are located at different angles for the archer to discover provides for the thrill of a hunt. Natural cover, trees, obstacles, hills, etc., make the trail even more challenging.

[Shooting Sports](#) (official resource)

## Program Shelters

Shelters provide protection from the elements. They get campers out of the rain and protect them from the hot sun. Although a large tarp or dining fly may suffice, many camps have one or more permanent program shelters. Some shelters even have siding with windows and screening. Handicraft is a good program to set up within a shelter. Merit badge instruction, group demonstrations, conservation projects, leaders' meetings, and other activities also make good use of program shelters.

Shelters with picnic tables will get additional use if a fireplace or cooking spots are provided.

## Outdoor Skills Area

For outdoor skills–related merit badges and first-year camper programs, an area in camp should be properly laid out with direct access to the appropriate equipment and materials to readily carry out outdoor skills activities and instruction.

## Cabins

Cabins or cottages to accommodate staff families, if well-designed, also may be used for family camping and to provide housing for campers such as Cub Scouts. During the off-season, cabins can be used to house families or groups for training and conference-type events conducted at camp.

## Equipment Building

A secure building for storing camp equipment during the off-season is highly recommended. This building may have several functions including ranger’s workshop, equipment issue, vehicle garage, and maintenance shop. Many camps have a secured maintenance area that includes one or more buildings or sheds to accommodate these functions. For safety as well as appearance, no camp should have a junkyard of used vehicles, equipment, or lumber.

## Ranger’s Residence

The ranger’s home should be attractive and comfortable. Ranger residences are most often located on the main entrance road to camp and may include a room with an outside entrance to serve as an office.

## NATIONAL CAMP ACCREDITATION PROGRAM (NCAP)

Most councils own and operate one or more camping facilities to serve the outdoor program needs of their youth and adult members. All BSA-owned properties with camping programs must operate under the guidelines of the National Camp Accreditation Program.

[National Camp Accreditation Program](#) (official resource)

## UNIT-OWNED FACILITIES ON COUNCIL PROPERTY

It is the policy of the Boy Scouts of America that no unit shall be encouraged to develop its own exclusive, permanent campsite or facilities on council-owned property.

In cases where chartered organizations have funds available and desire to develop permanent facilities on council property, the project should be approved by the local executive board only under the following conditions:

- All camp facilities of a permanent nature shall be the property of the council, subject to the rules and regulations as recommended by the council camping or properties committee.
- Responsibility for maintenance and operation of such facilities shall rest with the local council and shall comply with applicable NCAP standards.
- All facilities of a permanent nature shall conform to the long-term architectural plan for the property.
- All facilities of a permanent nature shall be for the use of all units.
- When permanent facilities are financed and developed by individual units on council property, such units are entitled only to a priority on reservations. Such reservations should be made by a specified advance date.
- If a unit, with the approval of the executive board, adds a facility or program, it should also consider adding funding to maintain the facility or program.
- All rights to priorities cease when the unit charter lapses.

## **UNIT-OWNED CAMPS OR CABINS OFF COUNCIL PROPERTY**

Units shall be discouraged from building or developing permanent cabins or camp facilities off council property. The primary reasons being:

- Units are not entities and cannot own property.
- Parents/guardians confuse these properties with official BSA-owned and -operated properties, and believe they are accredited as such.
- If a property/facility does exist that is used solely by a unit or units, the council must conduct a yearly assessment of the property/facility to make certain it meets the BSA National Camp Accreditation Program standards.

Additional reasons include:

- Considering the extent of use, there is no justification for making the expenditures involved in the development of cabins or a permanent camp for one or a few units.
- Ownership of a permanent cabin or campsite encourages the use of that one place only; for the greatest benefit, campers should go camping at many different places of interest.

- Cabins or permanent buildings used year-round for camping purposes do not support the camping aims and ideals of Scouting. Youth learn little about camping when all they have to do is turn a key, open a door, and throw their blankets on a bed.
- Vandalism is always a threat, and the abuse of unprotected property by outsiders is always a problem.
- Experience with such cabins and camps has shown that after the original enthusiasm has waned, there are continuous problems of building maintenance, security, and insurance costs.

## USE OF SCOUT CAMPS BY OTHER GROUPS

It is the policy of the Boy Scouts of America that a Scout camp may be made available to organized groups, other than its own members, under the following conditions:

- That it does not interfere with the use of the camp for its intended purposes by the Boy Scouts of America.
- That the group shall provide qualified adult leadership plus additional trained staff in sufficient numbers to adequately conduct its programs and effectively provide for the safety, health, and well-being of all participants.
- That all standards and certifications as may be required by law or in keeping with accepted practices be complied with.
- That there be a definite written memorandum of understanding properly endorsed by both parties, covering terms for use of the property including a hold-harmless agreement and proof of adequate liability and other insurance coverage as may be appropriate.
- That the program of the group to be accommodated, as well as the leadership, shall be in harmony with the principles of Scouting.
- That the guidelines found in section 23, Non-Scout Use of Scout Facilities, of the *Risk Management Notebook* are followed.

## MAINTENANCE OF CAMP FACILITIES

The maintenance of the buildings and equipment of a camp is important to the success of the program and services to campers and units. Well-kept facilities and equipment and effective signage assist in building good camp morale, developing respect for property, and enlisting the cooperation of staff and campers in their upkeep. The camp's over-all program greatly benefits when equipment is available and usable.

Good maintenance and housekeeping develop good public relations. The contributing public as well as parents, leaders, campers, and neighbors are impressed by well-kept, attractive facilities. It is good business management to establish a sound program of maintenance. Dollars saved through early maintenance will ensure the investment of more money to meet expanding needs.

The BSA's maintenance system of choice is the cloud-based [Fiix system](#). With the Fiix software package, a camp can easily organize, schedule, and track camp maintenance.

## Utility Maintenance Map

The council will need to maintain an up-to-date map of the camp on which locations of the following facilities are clearly indicated: (1) all roads and trails; (2) utility lines—gas and electric; (3) water lines, well pumps, etc.; (4) filter beds, septic tanks, grease traps, and sewage lines; (5) buildings, campsites, program areas, and outpost camps.

## Factors in Proper Maintenance

Maintenance must be planned. Periodic and careful inspection of all facilities and equipment, using a maintenance inventory and checklist, is the first step toward success.

The Engineering Service of the national service center will provide a maintenance inventory, checklist, and other forms for a complete check of all buildings and equipment. The inspection should be made by members of the the council camping or properties committee. Provision is made for estimating costs of repairs and replacements, thus providing a guide for the operating budget of the council. It should be adequate each year to meet immediate needs. For most facilities it is possible to project cost of maintenance well in advance, so an orderly plan will result. This is important because the camp ranger's work schedule will depend upon approved maintenance expenditures.

It is good business to use good grade materials. Temporary repairs are costly and can lead to the downgrading of the entire camp. Original design plays an important part in the maintenance of facilities. Poor design or cheap construction may well be more costly in the long run. Tools are important in maintenance. Also vital are proper storage, a workshop, supplies, and personnel to get the job done.

## Maintenance Personnel

The camp ranger is key to good maintenance. Councils with a large investment in facilities and equipment cannot afford to be without a year-round resident ranger. When the long-term camp is not operating, the ranger's duties will differ to some extent, since no other staff member is likely to be in camp. At this time of year the ranger works under the direction of the Scout executive or a designated staff member, and should not be confused by well-intentioned directions from volunteer leaders.

Duties may include:

- Supervising all property and facilities and keeping the camp in good repair
- Checking in and out all groups using the camp
- Maintaining good housekeeping practices.
- Establishing and keeping good relationships with neighbors as well as the Scouting population
- Submitting required reports on work completed, problems, work plan, petty cash account, equipment rentals, etc.
- Assisting as much as possible with unit program services
- Supervising staff related to maintenance and such work crews as may be used in completing projects in camp

The ranger occupies a key spot in the personnel structure of the council. The ranger's influence is felt by more campers and leaders than any other council staff member. Equipment worth thousands of dollars is under the ranger's control. Careful selection of the right person is an important responsibility of the Scout executive.

Some councils will have a year-round resident camp caretaker who by training and experience is not qualified to be called ranger. This type of employee may serve only part-time but does provide guard services. The caretaker may perform routine maintenance services and may be available to supervise short-term use of facilities.

## CAMP FACILITIES EVALUATION TOOL (CFET)

The evaluation of the council camp needs to be an ongoing process conducted by a team from the council that looks at every aspect of the camp and the program it offers. Buildings should be evaluated to see whether they are sound and can physically handle the wear and tear of the operations of the property. The team also needs to make certain that a building meets the needs of the program that is being offered. A building that doesn't meet the program needs—and maybe hampers the program—isn't a good fit for the camp.

Is the camp appealing to the people who come to it? When a parent or community member drives into the camp, do the buildings and grounds reflect the BSA's brand? Does the camp make them want to stay or does it make them want to take their child, turn around, and never come back? The BSA and your council have an image. Does this camp and its buildings display the image that you are trying to project?



In the evaluation of buildings and program areas, elements for the team to consider are:

- Is the building/program area in good physical shape (no structural problems)?
- Does the building/program area reflect the BSA's brand?
- Does the building/program area meet the program needs?
- Are the building's maintenance needs covered?
- Are the grounds maintained, and do the buildings have a fresh coat of paint on them?
- Is the sign at the camp entrance inviting?
- Is the signage throughout camp useful and brand compliant?

The council should use the [Camp Facilities Evaluation Tool](#) (official resource) at least every other year (if not every year) to assist in this process.

## PROGRAM QUALITY EVALUATION TOOL (PQET)

[The Program Quality Evaluation Tool](#) (official resource) provides a framework for continued improvement in the outdoor program, leading to a consistent, high-quality experience for the campers. Standards are found for each of four major interrelated and critical elements that contribute to delivering the highest quality Scouting program:

- Quality staff
- Program depth
- Quality equipment
- Quality facilities

## THE CAMPMASTER CORPS

The campmaster corps, in the simplest terms, is a group of selected, trained volunteers who serve at camp as consultants. They provide general counseling service like the commissioner, help the ranger by providing assistance to camp guests, support various programs, perform maintenance projects, and give direction and leadership to skills training.

[What Is the Campmaster Corps?](#) (official resource)

## LEADERSHIP IN A SCOUT CAMP

Delivering a program that is fun and has positive outcomes is a Scout camp's primary purpose. This kind of program requires facilities, equipment, commissary, business administration, health and sanitation services, and maintenance. Staff members who perform these services are vitally important to success. Each staff member should demonstrate certain basic qualities and live by the highest standards. Staff members must show evidence of their acceptance of the Scout Oath and Scout Law as guiding principles in daily life, practice good sportsmanship, and be resourceful at times of special need. They must always set a good example.

Staff members set the tone for camp. Individual responsibilities vary, but every position has three aspects: supervising, counseling, and instructing.

**Staff members as supervisors**—Certain functions and activities in camp require personal supervision at all times by the camp staff. These include the health of the camp population, waterfront operations, shooting sports, inspection of all campsites, camp sanitation, the dining hall and its operation, and supervision of cooking on campsites and at out-post camps. Standards related to proper diet, health, youth protection, sanitation, cleanliness, and safety are crucial and must be maintained at all times. Staff members responsible for these functions are expected to enforce rules, regulations, and practices that are necessary to maintain the standards required by the Boy Scouts of America and local governmental authorities. Mature, responsible, and qualified people are necessary for such positions. Supervision involves more than inspection; it includes counseling and instruction.

**Staff members as counselors**—One of the most significant duties a staff member has in camp is counseling. This requires being friendly, understanding, and helpful. Every staff member must be alert to sense the needs of leaders and campers and be prepared to help them in informal ways by making suggestions, giving words of encouragement, and helping on the spot with simple problems. (Special problems need to be referred to the camp director or a relevant staff member.)

More formal and follow-up counseling is the task of the staff member holding a commissioner assignment. The payoff of good counseling is found in a well-organized unit, a balanced program, improved and inspired leaders, and happy campers.

**Staff members as instructors**—One of the central features of a Scout camp is its capacity to present a broad range of Scout skills to its campers. In order to effectively impart these skills, staff members themselves need to be competent teachers and adept at the skills they instruct.

## Camp Director

The director of a long-term camp should be the most capable person available for this responsibility. Since the camp provides a training experience for leaders, it is important that the director:

- Be familiar with the local council's program, methods, and personnel.
- Be at least 21 years old (age 25 or older preferred), with at least two seasons of prior administrative or supervisory experience.
- Hold a current (within five years) card for Resident Camp Director from a National Camping School as provided by the Boy Scouts of America.

## Responsibility for Administration

The camp director is responsible for the management and operation of the entire camp. The camp director:

- May delegate supervision of certain employees to other staff leaders, but all employees are ultimately answerable to the camp director.
- Is a friendly counselor with responsibility and authority for clearly interpreting the policies and practices of the camp.
- Is the chief morale officer.
- Is directly responsible to the Scout executive and, through the Scout executive, to the outdoor programs committee.
- Must interpret policies and standards for camping as established by the National Council and the local council and require compliance by the staff and campers.
- Must maintain such records as are required for the businesslike operation of the camp.
- Must see that there is complete understanding of all procedures related to health and safety, i.e., regulations, use of equipment, and standard practices. The camp director supervises the camp health officer.

In addition, the camp director must supervise or monitor:

- All purchasing, storage, preparation, and issuance of food, together with proper accounting, menu development, and kitchen and dining hall management.
- The operation of the trading post and/or other retail sales operations at camp.
- The purchase, storage, issuance, and control of camp equipment.
- Frequent inspections of the camp, giving due consideration to supplies, equipment, and operating practices needed by campers and units to optimize their camp experience.

## **Responsibility for Program**

The camp director must also have a good overview of all the features of the camp's major programs. The necessary personnel, equipment, and supplies must be provided, supervision must be given to the responsible staff members, and schedules for weekly and daily program features must be developed in cooperation with the program director.

## **Responsibility for Maintenance**

The camp director must have an understanding of the camp's physical facilities and problems related to their use and operation.

## **Responsibility as an Educator**

The camp director, in conjunction with the program director, must train the camp staff for their positions in camp.

## **Responsibility as Staff Leader**

A camp director must:

- Properly select competent and capable staff members.
- Understand the various jobs and tasks in camp and give each staff member an outline of their responsibilities.
- Provide adequate training for all staff.
- Inspire confidence and trust in all coworkers.
- Supervise and monitor staff performance to recognize worthwhile achievement and to correct deficiencies.
- Conduct staff meetings or counseling sessions as needed to maintain a high level of efficiency and morale.
- Fairly but firmly enforce all policies, rules, and regulations of the camp.
- Protect staff members from abuse.
- Share an honest evaluation of performance with each staff member to encourage personal development.
- Be thoroughly familiar with BSA youth protection policies and how to respond to and report youth protection incidents that happen in camp.

## Program Director

The program director is a key player in the overall workings of the camp. The program director's qualifications must include:

- A thorough knowledge of all phases of good camp program.
- An understanding and working knowledge of the advancement requirements and how they can relate to the program at camp.
- The ability as a mature adult (at least 21 years old) to win the respect and confidence of volunteer unit leaders.
- The ability to get along with others—both volunteers and members of the program staff.
- The leadership skills to delegate responsibility, coordinate plans and ideas of others, and measure results.
- An open mind to be alert to new ideas and methods.
- A valid National Camping School card.

### General Responsibilities

The program director must:

- Direct the overall program of the camp, including general camp activities.
- Plan program content for leaders' meetings.
- Schedule the time of program staff to accommodate the weekly program.
- Periodically measure the personal aptitude and effectiveness of the program staff during the season.
- Develop and use a program evaluation tool to monitor the satisfaction of campers and leaders.
- Get to know leaders and their unit's background, needs, desires, and weaknesses to effectively aid the unit in running a balanced program.
- Evaluate the effectiveness of the camp program in order to make improvements or adjustments during the season.
- Provide the basis for improving next year's program through a written report with recommendations at the end of the season.
- Determine well in advance those camp activities that, because of their nature or limited facilities, must be operated on a fixed schedule.
- Develop specifications that clearly define the responsibilities of each program staff member.

## **Administrative Responsibilities**

The program director must:

- Act as the chair of the camp roundtable.
- Develop a coordinated weekly program of all units in camp.
- Work with the camp director to hire program staff members.
- Develop a daily (or weekly) staff assignment sheet covering specific activities and facilities.
- Handle or participate in certain activities and frequently drop in on others to be certain of the quality of staff operation.
- Meet with program staff as needed.
- Coordinate planning and preparation for special events.
- Submit an inventory of all program equipment to the supervisor, usually the camp director.
- Understand the budget and operate within its parameters.
- Carry out other responsibilities as assigned.

## **Program Staff**

There are two separate and distinct functions in any camp: the administrative function and the program function.

The camp director is responsible for both. The entire camp staff as a team delivers the program; both program and administrative personnel work toward this objective. The success of a camp will be determined largely by the quality of the camp leadership and a favorable ratio of competent adults and younger staff members. The program staff is responsible for all phases of the camp program, including woodcraft, campcraft, aquatics, and personal fitness.

Program staff members should possess the following qualities:

- A sincere desire to serve
- Necessary technical knowledge and skills for their position
- Ability to maintain standards of achievement
- Ability to use the Scout method of teaching inventiveness and originality
- Ability to respond in emergencies
- Outdoor, vocational, or hobby interests
- Friendliness, patience, and flexibility

## Handicraft Instructor

The handicraft instructor reports to the program director.

**Requirements**—The handicraft instructor and assistants should be selected with great care since they will be responsible for the maintenance and handling of valuable materials and equipment. They should have a thorough knowledge of the various crafts used in camp. They should work with the program staff to promote the whole camp program but should be willing to do a little more to make the craft program as attractive as possible. This can be accomplished with exhibits and demonstrations and a willingness to visit units at the unit site to advise and instruct.

All campers should be invited to take advantage of the central craft facilities. The instructors must schedule their time so that the central facilities are never left unattended during the time of day when campers may desire to use them.

The fundamental teaching methods are much the same for all crafts and should cover the following steps:

- Exhibit and demonstrate to create interest.
- Describe various materials and tools needed for the project and exhibit them.
- Explain and demonstrate the methods related to the specific project.
- Have the campers try each operation.
- Have campers make the article with supervision and help as needed.
- Do not use the lecture method of teaching.
- Have campers participate.

## Outdoor Skills Director

The outdoor skills director reports to the program director.

**Requirements**—If an outdoor skills program is offered, the outdoor skills director is at least 18 years of age and holds a valid certificate of training from the Outdoor Skills section of National Camping School or equivalent skills. If a first-year camper program is offered, the first-year camper director is at least 18 years of age and holds a valid certificate of training from the First-Year Camper section of National Camping School or equivalent skills.

**Responsibilities**—The outdoor skills director supervises outdoor skills areas in camp including pioneering, camping, cooking, orienteering, fishing, and woods tools.

**Specific duties**—The outdoor skills director’s specific duties include the following:

- Train staff members in skills needed.
- Oversee first-year camper instruction.
- Supervise the outdoor skills instruction areas.
- Work with the commissioner staff to assist units in advancement-related programs.
- Keep an inventory of outdoor skills equipment.
- Perform other duties as assigned.

## Ecology/Conservation Director

The ecology/conservation director reports to the program director.

**Requirements**—If an ecology program is offered, the ecology/conservation director is 18 years of age or older with a valid certificate of training from the Ecology/Conservation section of National Camping School or has equivalent training in conducting an outdoor education program.

**Responsibilities**—The ecology/conservation director supervises nature, ecology, and conservation areas including nature trails and Scout conservation projects.

**Specific duties**—The ecology/conservation director’s specific duties include the following:

- Know well the natural history, ecology, and conservation aspects of the camp area.
- Obtain a copy of the conservation plan for the camp with the yearly schedule of projects to be carried out and review with the camp director and the camp ranger.
- Know where nature and conservation fit into the advancement program of the Boy Scouts of America and become familiar with the requirements, including those for merit badges.
- Submit an ecology/conservation equipment and materials list to the program director.
- Coordinate the overall program of ecology/conservation of the camp and integrate it with other program areas where possible.
- Share with the program director and camp commissioners a listing of ecology/conservation program opportunities available during camp.



- Coordinate with the camp director the posting of a list of conservation projects taken from the conservation plan to be carried out by individuals, groups, and units.
- Assist units, groups, and individuals in carrying out meaningful conservation projects so that campers understand the “why” of the projects.
- Help leaders interpret ecology/conservation advancement requirements and, when requested, assist in making conservation advancement happen.
- Maintain on-the-ground teaching aids to better interpret conservation concepts to campers: nature trail, marked forestry plots, erosion control displays, soil profile, weather station, etc.
- Counsel the camp staff on careers in conservation.
- Direct and coordinate the efforts of all related staff to meet the camp program needs.

## Shooting Sports Director

The shooting sports director reports to the program director.

**Requirements**—The shooting sports director must be at least 21 years old and have a current (within five years) training card from the Shooting Sports section of National Camping School.

**Responsibilities**—The shooting sports director supervises the operation of the shooting ranges and archery activities.

**Specific duties**—The shooting sports director’s specific duties include the following:

- Maintain an inventory of all shooting equipment.
- Know safety regulations for all shooting equipment and shooting activity areas.
- Ensure the safe and proper storage of shooting equipment and ammunition.
- Train shooting sports staff members.
- Supervise shooting sports areas.
- File the closing inventory at the end of the season.
- Ensure that national standards are met in shooting areas.

**Marksmanship range officer**—The marksmanship officer must be 21 years of age or older and hold current instructor certification from the National Rifle Association (NRA) in the specific firearm for which the officer is giving supervision or training. NRA training in rifle, shotgun, and pistol as well as muzzleloading rifle, shotgun, and pistol is offered in the Shooting Sports section of National Camping School.

**Assistant range officers**—All range officers must be at least 18 years of age and hold a current assistant rifle/shot-gun instructor's certificate from NRA.

**BB gun shooting programs**—Camp BB gun programs should be supervised by a qualified range officer.

**Archery**—The archery program must be directed by a qualified adult staff member. The shooting sports director provides direct supervision to the archery program in camp.

## Aquatics Director

The aquatics director reports to the program director.

**Requirements**—The aquatics director must be at least 21 years old and have a current (within five years) training card from the Aquatics section of National Camping School. The director must also have current Basic Life Support (BLS) training from the American Red Cross or equivalent and be currently certified as a BSA Lifeguard, American Red Cross Lifeguard, or equivalent.

**Responsibilities**—The aquatics director participates in the hiring of aquatics staff members. The director also prepares and implements a well-rounded aquatics program for resident camp.

**Specific duties**—The aquatics director's specific duties include the following:

- Coordinate the camp aquatics program with the general camp program.
- Enforce aquatics rules at resident camp.
- Supervise the camp's aquatics personnel.
- Supervise aquatics staff training.
- Make a final inventory of equipment at the end of the season.

## COPE Director

The COPE director reports to the program director.

**Requirements**—The COPE director must be at least 21 years old and have a current (within five years) training card from the COPE section of National Camping School. It is important that this person be in top physical condition and have the ability to work with people.

**Responsibilities**—The COPE director supervises the COPE course and trains COPE staff members in course procedures. This individual must see that all BSA standards are met.

**Specific duties**—The COPE director’s specific duties include the following:

- Supervise and train COPE staff members.
- See that BSA COPE national standards are met.
- Train staff members who are responsible for operating other COPE-like events.
- See that safety standards are met along the entire COPE course.
- Maintain an inventory of all equipment.
- Keep an up-to-date maintenance log.
- Maintain the COPE course facilities.

## Climbing Director

The climbing director reports to the program director.

**Requirements**—The climbing director must be at least 21 years old and have a current (within five years) training card from the Climbing section of National Camping School. It is important that this person be in top physical condition and have the ability to work with people.

**Responsibilities**—The climbing director supervises the climbing area and trains climbing staff members in all procedures. This individual must see that all BSA standards are met.

**Specific duties**—The climbing director’s specific duties include the following:

- Supervise and train climbing staff members.
- See that BSA national standards are met.
- See that safety standards are met throughout the climbing area.
- Maintain an inventory of all equipment.
- Keep an up-to-date maintenance log.
- Maintain the climbing area facilities.

## Program Aides

Many programs in camp can benefit from the services of program aides. These are Scouts BSA members, Venturers, or Sea Scouts at least 16 years of age who have the skills and leadership abilities required to be full-time staff members. The camp must comply with labor laws and child work permits, as applicable in the state. During Cub Scout camp, program aides may be assigned to serve as den chiefs to assist den and pack leaders with program and to provide supervision in the campsite.

## Counselors in Training

Scouts, Venturers, and Sea Scouts at least 14 years of age may serve on the camp staff under certain conditions. A Counselor in Training (CIT) program must be established in the camp and directed by an adult staff member. The CIT program must include a variety of program leadership experiences for Scouts, Venturers, and Sea Scouts as well as opportunities for personal growth in Scouting. Proper use of a CIT program in camp allows a camp to recognize honor campers and evaluate them for future service on the camp staff. It is a leadership development opportunity for youth.

## Commissioner

The commissioner is a camp staff member, 18 years of age or older, who has a working knowledge of the Boy Scouts of America. Commissioners should have the personality and general ability to work with both young people and adults. Important traits of a commissioner include a neat appearance, proper uniforming, tact, cooperation, cheerfulness, sincerity, adaptability, promptness, and ability to take the initiative. In addition, commissioners can be most helpful if they have working knowledge of several camping skills and the ability to understand and evaluate the situations and circumstances they observe. As well as a program resource, the commissioner is first and foremost a sympathetic counselor.

**Specific duties**—The commissioner is responsible for helping units and individuals have a purposeful program of fun and adventure. The first general duty of the camp commissioner is to perform that task so that the units become stronger and better organized, and learn how to program their own activities. The commissioner is directly responsible to the camp program director. Leaders should come to the commissioner with all problems related to program or administration.

**Note:** At camp, commissioners should ideally be housed in the vicinity of the units they serve. This will ensure that staff support is readily at hand for each unit.

## Camp Health Officer

The camp health officer must be a responsible adult and have current minimum training as a first responder from any nationally recognized organization. This person must have advanced cardiopulmonary resuscitation (CPR) training and be licensed in one of the following areas: physician, nurse practitioner, registered or licensed practical nurse, physician's assistant, medical student, paramedic, emergency medical technician, or first responder as described in the NCAP standards for the camp.

The camp health officer supervises health and safety practices onsite, provides care for non-serious injuries onsite, and maintains the first-aid logs. The camp health officer's specific duties include the following:

- Administer first aid for injuries according to the standing orders of the council physician.
- Assist the camp physician with medical rechecks.
- Maintain the first-aid logs.
- Perform a daily check of hot and cold charts in the dining hall.
- Accompany serious injury cases to a nearby medical care facility.
- Perform other duties as assigned by the supervisor related to health needs in camp.

**Council health supervisor**—The council must appoint a physician, licensed by the state to practice medicine, to be in charge of medical care and health supervision for the camp. This supervisory physician will be responsible for providing written instructions and procedures, in accordance with state regulations, for the camp health officer to follow. The physician must approve the employment of the health officer and be available to support the needs or concerns of the health officer throughout the camp season. Those selected to fill this position shall meet all general standards required for staff members.

## Camp Chaplains

The chaplain reports to the camp director.

**Requirements**—If a full-time or part-time chaplaincy service is provided, the chaplain should be a person who is recognized as a qualified clergy member, seminarian, or layperson by his or her own church body and is 21 years of age or older. Alternatively, an individual who is at least 21 years of age, possesses mature judgment, and is approved by the Scout executive may fulfill this role, with responsibilities not to include those reserved for the ordained or tasks such as sacraments.

Camp chaplains should meet all of the basic qualifications required for key members of the program staff. In addition, they should have had preparation for their assignment through training required and provided by the religious faith they represent.

It is desirable that they be selected by the religious committee of their council and have the approval of the local council.

**Responsibilities**—In relation to unit, district, council, national, and world events, the Scout chaplain is responsible for supervising spiritual activities and for creating an environment where the 12th point of the Scout Law, “A Scout is reverent,” can thrive. When a chaplain enters a Scout camp, there will be a unique opportunity to interact with Scouts, adult leaders, camp staff, parents, and families of Scouts. The chaplain can be very helpful to the camp director and the camp staff in maintaining a climate favorable to building morale and promoting spiritual growth. The chaplain is primarily a Scout chaplain and secondarily a denominational representative.

**Specific duties**—Chaplains oversee the Scouts’ own service, a nondenominational service ideally conducted by youth Scout chaplains. They also can provide help in dealing with special problems as may be related to the morale of the camp, visit those who are ill, provide counseling in cases of bereavement, cooperate with the camp director in helping establish a spiritual tone within the camp program, organize campers for special service projects as may be related to religious activities, and provide information about the religious awards of various faiths.

In addition, chaplains should take part in camp activities that are best suited to their personal skills, hobbies, and interests. They should be regarded as members of the camp staff, participate in staff meetings, and give spiritual leadership that may be indicated or desired at staff functions or in working with individual staff members.

[Manual for Chaplains and Chaplain Aides](#) (official resource)

## Business Manager

The business manager reports to the camp director.

Handling the business affairs of the local council camping program requires the direction of a carefully selected person. The business manager should know the Scouting program, understand camping policies, and be familiar with the year-round business procedures of the council. Sound business practices and establishment of orderly procedures in all camp operations are essential.

Courtesy, integrity, fairness, and promptness in dealing with Scouters, the public, salespeople, and associates are most important. The business manager must be a good leader and understand the fundamentals of effective staff management.

Responsibilities include:

- Registration (check-in) and reception
- Commissary food services and records
- Trading post operation
- Cash accounting and banking
- Equipment and supplies, maintenance, issuance, controls, and records
- Budget controls (with camp director)
- All records and reports as assigned

## Trading Post Manager

The trading post manager reports to the program director or the business manager.

An adult is preferred for this job. The minimum age should be 18. The trading post manager should be responsible for supervision of staff, if any, related to this service. In addition, the manager:

- Opens and closes trading post on schedule.
- Keeps accurate records of income, expenditures, and inventories, and reports them to the business manager.
- Maintains good housekeeping in and around the trading post.
- Maintains supplies in agreed-upon quantities.

## Quartermaster

The quartermaster reports to the program director or the business manager.

The responsibilities of the quartermaster are vital to the successful operations of the camp. The quartermaster has complete responsibility for all equipment related to program and administration (not including maintenance equipment). The quartermaster should be mature and capable enough to handle these duties:

- Establish a complete and accurate preopening inventory of all supplies.
- Keep accurate records of all items issued.
- Know condition of all equipment and take steps necessary to maintain it in good condition.
- Report replacement needs to the business manager.

- Keep supply room or storage facilities in good condition.
- Establish a complete closing inventory and submit reports to the business manager.

## Ranger

The camp ranger or property superintendent is often a full-time, year-round job. The ranger's many functions are essential for the proper maintenance, protection, and administration of the camp. The ranger is a respected member of the community and projects good public relations to all camp users, neighbors, visitors, officials, and others who enter the camp.

During the operation of long-term camp, the council must clearly establish to whom the ranger reports. The ranger's duties should be clearly defined and understood by all staff members. Requests for the ranger's help and services should go through one person. While camp is in operation, the ranger should be responsible for:

- Proper functioning of all facilities, vehicles, and equipment.
- Maintaining and supervising projects related to camp improvements.
- Issuing supplies and equipment related to maintenance.
- Proper functioning and service of all firefighting equipment.
- Setting up and carrying out a regular schedule of preventive maintenance.
- Informing the camp director of problems related to the ranger's service.
- Properly disposing of garbage and waste material.
- Maintaining a current inventory of all supplies and equipment related to maintenance.
- Supervising any additional maintenance staff.

## RECRUITING AND TRAINING CAMP STAFF LEADERSHIP

### Recruiting Procedures

- Establish and periodically review the camp organizational chart.
- Market camp staff opportunities to the target audience.
- Distribute application blanks.
- Make a record of available personnel.



- Check personal references and secure mandatory clearance as may be required by law.
- Check qualifications of applicants against staff needs.
- Interview and recruit staff for principal positions early in the process. Key staff members assist in recruiting, particularly for positions under their immediate supervision.
- Start staff meetings early in the year to follow up on recruiting, make early plans, and provide training.

**Note:** Do not depend on applications to come in. Make a personal appeal to those you know are qualified and whom you desire to be staff members.

All camp staff members must be currently registered members of the Boy Scouts of America. If any staff members are not registered at the time of employment, register them before camp opens.

## Training Camp Staff

Improving camping on a year-round basis is among the important objectives of the council summer camp. A well-trained camp staff is the key to this realistic task of training units, their members, and leaders. At least 3½ days of training must be provided for all staff members, preferably at camp during the week before camp opens.

Refer to SQ-402 General Camp Staff Training in *National Camp Standards* for a breakdown of what needs to be presented.

## Unit Leadership in Camp

Unit leaders are not members of the central camp staff. They are directly responsible to their chartered organizations, are in charge of their campers, and are subject to the policies of Scouting and the regulations established by the camp.

Leaders guide the program of their units in camp, coordinate their interests and activities, and help individual members to get the most out of camp life. Unit leaders are members of the camp roundtable where they may secure information, get help in solving problems, share experiences with others, participate in cooperative planning, and renew their spirit through wholesome, inspiring associations.

The unit leader's principal responsibility is to provide maximum opportunities for campers to learn to plan, to take leadership responsibilities, to share with others, and to grow in the spirit and skills of Scouting. The wise camp director will seek to uphold and enhance the dignity of the leader's position and offer personal counseling and assistance as needed.

Meetings are held for troop leaders eight to 10 weeks before they go to camp. Primary features of this meeting include:

- Providing complete information on camp facilities, practices, personnel, and program resources.
- Reinforcing policies relevant to BSA Youth Protection.
- Teaching the hazards of driving while fatigued to leaders who will be responsible for driving unit vehicles.
- Ensuring the planning and coordination of each unit's camping program is completed. This presupposes that troop leaders have had some advance opportunity to develop their program in general and list their highlights, usually with the assistance of a leaders guide or camp website.

## EMERGENCIES IN CAMP

The best defense against an emergency is preparedness. Emergencies happen in camps—missing campers, fires, floods, windstorms, epidemics, serious illnesses, serious accidents, and fatalities. The development of clear-cut, well-understood policies and practices governing the actions of staff and campers in such emergencies is a responsibility of the local council. Be sure the staff is familiar with the types of emergencies that are most likely to happen.

A camp's specific requirements pertaining to being prepared for and dealing with emergencies is outlined in *National Camp Standards* under AO-805 Emergency Procedures.

The first step toward developing policies or a plan of action is listing the possible hazards. Consider each hazard, one at a time, discuss its possible nature, and fill in any needed information. Be certain emergency information is available in a conspicuous place such as the camp office and the local council service center, posted near the telephone.

- Name, address, and telephone numbers of council contacts:
  - Scout executive
  - Council president
  - Council health supervisor
  - Chair, health and safety committee
  - Chair, outdoor programs committee

- Name, address, and telephone numbers of local officials:
  - Fire department
  - Police/sheriff
  - Rescue squad/ambulance
  - Hospital

A complete roster of everyone in camp is important as a checklist if anyone is missing and as a source of information if anyone's home must be reached.

The following examples of procedures will be helpful in establishing local policies and practices. Plans for handling emergencies in camp must be in writing. "Safety Moments" are effective tools in identifying and mitigating camp hazards and threatening situations.

[Safety Moments](#) (official resource)

## Missing Person

### Possible Explanations

- Wandered off alone and may be in camp
- Left camp for nearby town without permission
- Decided to go home without giving notice
- Sleepwalking
- Lost—did not return with group on hike; wandered away from outpost camp
- Missing from the waterfront

### Protective Procedures and Policies

- Stress use of the buddy system.
- Create roster by units in camp, with each camper's name and address.
- Perform bed check every night and call roll each morning.
- Erect railings or post warnings around dangerous areas in camp.

- Instruct leaders and campers about possible hazards.
- Enforce clear-cut rules for leaving camp.
- Practice safe waterfront procedures.
- Hiking procedures should include:
  - Carry a list of campers on hike.
  - Periodically do a head count of group by leaders.
  - Responsible leaders are at front and rear of party, with a minimum of two leaders with every party on an extended hike.
  - Stress responsibility of each hiker to stay with the patrol or group.
  - Always use the buddy system.
  - The smallest hiking group suggested is three or four. If one person is hurt, one can remain with the victim while the other goes for help.
  - Know the surrounding country.
  - Post possible hazards.

## Fire

### Possible Hazards

- Forest fires nearby, threatening camp
- Fire in camp—danger to buildings, sleeping quarters, or surrounding forest
- Fire caused by combustible materials, lightning, or electrical failure

### Protective Measures

- Enforce “no flames in tents” rule. (Each tent should have this directive clearly stenciled on.)
- Take care that there is no open flame within 10 feet of any tent.
- Post a camp evacuation plan.
- Organize Scout fireguard.
- Have firefighting equipment sufficient in type and quantity to protect structures, tents, field, and forest.

- Schedule frequent fire drills and checking of equipment.
- Conspicuously post telephone numbers and location of emergency help.
- Have map of roads and trails readily available for access to fire and for escape.
- Properly store gasoline, kerosene, and other combustible materials. (Vapor from 1 pint of gasoline will render 200 cubic feet of air flammable and explosive.)
- All stoves or lamps using liquid fuel must be filled, lighted, and used under the guidance of an adult.
- Establish fire trails and maintain them.
- Allow no explosives or fireworks in camp.

See [Example Written Emergency Action and Fire Prevention Plans](#), under Model Plans, for fire prevention plan details.

## Flood

### Possible Hazards

- Danger of flash floods to groups in outpost camps
- Rising river in camps with low areas
- Heavy rain runoff on roads and hillsides

### Protective Measures

- Give proper instruction to leaders of hike groups.
- Locate campsites on high ground.
- Note possible evidence of previous high water, but always allow for safety factor.
- Do not permit sleeping in low areas.
- In permanently established camps with low areas on a river or tidewater area, keep all camp improvements on high ground, especially sleeping cabins, tents, and health lodge.
- Bridges should be constructed to provide free stream flow and prevent the jamming of debris during high water.

## Tornado or Windstorm

### Possible Hazards

- Falling limbs or trees
- Collapse of buildings
- Blowing debris

### Protective Measures

- Remove all dead branches or standing dead trees from sleeping and activity areas.
- Instruct campers and leaders to get out of buildings or shelters and get down as low as possible.

**Note:** Buildings built to code to withstand high winds should be designated and labeled “Storm Shelter.”

## Epidemics or Mass Illnesses

### Possible Hazards

- Food poisoning
- Outbreak of contagious disease
- Contaminated drinking water
- Bedbugs and lice infections

### Protective Measures

- Be certain of cleanliness of food handlers.
- Regularly inspect kitchen and dining hall to ensure proper washing and storage of dishes, safe refrigeration and storage of food, and proper protection of dairy products—delivery, storage, and dispensing.
- Frequently recheck water supply for safety.
- Clean and/or sanitize mattresses and bedding between users.

## **Other Safety Measures**

- Have a written evacuation plan in place.
- Always have emergency transportation ready in camp.
- Use proper sanitary waste treatments.
- Obtain recommendations from a physician acquainted with public health practices covering emergency situations.

## **Notification of Parents**

Immediately notify parents in case of serious illness. When parents are notified, take care not to frighten or excite them, and emphasize that everything is being done for their child's comfort and protection. Parent notification should be through the Scout executive.

## **Serious Accidents or Fatalities**

### **Possible Causes**

- Falls
- Motor vehicle accidents
- Lightning
- Drowning
- Bee stings
- Animal bites

### **Protective Measures**

- Follow all BSA/NCAP/OSHA safety procedures and guidelines.
- Post required instructions and warnings.
- Brief staff and campers on local fauna, flora, and weather hazards.

### **Procedures**

- Care for the injured person.
- Get medical help, alert hospital, and arrange transportation.

- Notify council authority—Scout executive, council president, or duly appointed council leader, who will be responsible for notifying parents or guardians.
- Notify legal authorities.
- Council authority should notify the national service center (director of Health and Safety) and regional office by email, followed by a copy sent by mail. Follow instructions in incident reporting kit.

### [Incident Reporting](#) (official resource)

As part of its overall wildlife plan, the camp must have a wildlife plan that is distributed to campers and leaders either with precamp literature or upon arrival at camp. Inventory potential nuisance animals in or around your camp. Nuisance animals are those that create conflict with camper safety, property, natural features, and camp facilities or operations. Your camp wildlife plan should include only the animals that live in and around your camp. Research the nuisance animals you identified, and recommend ways to minimize human encounters and how to respond to an encounter. Possible sources of information include:

- U.S. Department of Agriculture
- U.S. Fish and Wildlife Service
- USDA Forest Service
- National Park Service
- U.S. Department of the Interior
- State parks and wildlife division
- State department of health
- State department of fish and game
- Other BSA local councils

See the *Risk Management Notebook* or call Risk Management at 972-580-2228 for a model plan that can be downloaded and adapted for your council's use.

### **Special Hazards**

- Walk-in refrigerators must have release handle on inside.
- All electrical wiring, fixtures, outlets, panels, etc., must meet established electrical codes, including the use of ground fault circuit interrupters where appropriate.



## SECTION III: RESIDENT CAMP BUSINESS MANAGEMENT

The Scout camp provides for extension of the services of the local council into the out-of-doors. Therefore, it is essential that the camps of a local council be regarded as Scouting educational centers, warranting the same basic financial support accorded to all other elements of the program, i.e., quality service, adequate equipment, and supervisory leadership.

### BUDGETING THE OUTDOOR PROGRAM

Pertaining to council-owned camps, most local councils include the following expenses in the council annual operating budget:

- Maintenance of buildings and grounds
- Equipment
- Repairs
- Taxes
- Insurance
- Promotion (see [Outdoor Programs Committee Guide](#))

Camp-related expenses that can be included in camper fees are:

- Food costs and its preparation
- Transportation (if provided)
- Medical services
- Seasonal staff salaries
- Seasonal utilities
- Expendable program equipment
- Supplies

Generally, these expenses are formulated by camp directors, camp business managers, and all others connected to the financial aspects of camp operations. Good fiscal procedures at camp ensure accurate and timely reports generated to help manage the camp in a professional and businesslike manner. These procedures also assure auditors and the Scouting constituency that assets are properly protected and the community is receiving full value for its invested dollars.

Although many factors affect the successful financial operation of a camp, none is more important than knowing how many campers will attend and how many weeks to operate. A successful camp should operate at or near optimum capacity. Thus, aggressive camp promotion (see [Outdoor Programs Committee Guide](#)) can enhance attendance, but once attendance is known, management must tailor the number of weeks to provide maximum usage.

The operation of Scout camps by local councils is relative to all phases of the Scouting program. Its utilization includes not only long-term camping but also:

- Weekend or short-term camping
- Family camping
- Overnights
- Camporees
- Troop leader development
- Adult Scout leader training
- Wood Badge training



## Saving Money in Camp

### Administration

- Assure a full camp with adequate promotion.
- Closely account for miscellaneous income.
- Purchase in bulk or use the [Purchasing Point discount buying program](#).

### Maintenance

- The checking of meter installations by an electrical contractor or the power company might eliminate unnecessary meters.
- Save copper, brass, bullet jackets, and lead at the rifle ranges for resale.
- Install automatic shutoffs for faucets, lights, heat, etc.
- Keep camp personnel from trying to repair equipment with which they are unfamiliar.
- Make regular periodic inventories.
- Observe good conservation practices—avoid “temporary” repairs.
- Do preventive maintenance—use oil and grease regularly.
- Secure the warehouse—keep it locked.
- Require payment for damage or vandalism—set prices.
- Eliminate the collection of junk in camp—sell it.
- Implement a long-range plan.
- Centralize maintenance and storage system.
- Maintain emergency generator.
- Maintain automatic chlorination.
- Make a complete vehicle check and put it in writing.
- Use standard sizes for windows, plumbing, etc.
- Use volunteer help where possible.

- Store vehicles, equipment, and materials under cover.
- Have wire guards on windows and electric lights.

### **Commissary, Feeding, and Dining Hall**

- Establish a well-advertised and posted fair price list for all meals served to visitors. Establish a convenient method for all visitors to pay.
- Maintain an accurate food-cost accounting system to eliminate the possibility of overspending the food budget.
- Use pan-ready, portion-controlled meats.
- Secure competitive bids on all purchases involving large expenditures.
- Check garbage to eliminate menu items campers do not eat.
- Keep food under lock and key.
- Use advisers who know good commissary practices.
- Have an arrangement for returned foods.
- Make effective use of leftovers.
- Control the menu based on actual needs.
- Check, by actual count, the amounts of all deliveries.

### **Trading Post**

- Take advantage of discounts by paying all bills promptly.
- Establish all sales at the trading post as cash at retail prices.
- Conduct regular inventories.
- Use vending machines where possible, save aluminum cans for recycling.
- Have only one person responsible for trading post receipts and accounting.
- Keep the trading post locked when not in use.

## Program

- Have a written checkout system for all equipment issued.
- Conduct regular inventories.
- Keep materials repaired by preventive maintenance.
- Have rental equipment.
- Charge for damages from misuse or vandalism.
- Train all in the proper use of the equipment.
- Have a sale of equipment at the end of the season.
- Have an understanding of what is expendable and what is not.

## PROPERTY MANAGEMENT RECORDS AND PRACTICES

Local councils have built up a considerable investment in camp property and equipment. Scout camps offer striking evidence of the community's support of our program. It is important, then, that council property is given the best possible care.

The BSA's maintenance system of choice is the cloud-based [Fiix system](#). With the Fiix software package, a camp can easily organize, schedule, and track camp maintenance.

### Property Records

Leases, easements on council-owned property, insurance policies, and deeds to property are legal documents that should be filed in a safe place. Attached to each deed should be a surveyor's map on which complete boundary descriptions are recorded. Working copies of the surveyor's map also should be available for use at the property.

Aerial photographs and base maps of the property are essential property records. The base map (scale of 1 inch per 100 feet, showing 5-foot contours) indicates all existing natural and built features such as:

- Roads
- Trails
- Power lines
- Wells

- Streams
- Structures
- Contour lines
- Property boundaries
- Parking areas
- Springs

A site development plan for the camp, showing all future development approved by executive board action, will guide the council's leadership in carrying out long-range development of facilities. The Engineering Service of the national service center keeps a complete file of site development plans it prepares for local councils. Copies may be secured upon request. For each camp property, there should also be a recorded conservation plan, a site development plan, and a preventive maintenance plan. Refer to the [Outdoor Programs Committee Guide](#) (official resource).

## Facilities Records

Complete records should be maintained for all structures and physical improvements made on the property. The following information should be kept in separate folders for each facility:

- Date of completion
- Cost and name, address, and telephone number of the contractor
- Plans and specifications and list of materials, showing construction changes from original design
- Equipment record on all permanently installed equipment
- Record of any later modifications, including dates and costs
- Detailed information on location of underground connections, water, sanitation, and lighting

Some councils include photographs of each facility with the records.

## Mechanical Equipment Records

**Mechanical Equipment Report**

Camp \_\_\_\_\_ Boy Scouts of America  
 \_\_\_\_\_ Council Date \_\_\_\_\_  
 \_\_\_\_\_ Type of equipment \_\_\_\_\_  
 \_\_\_\_\_ Location \_\_\_\_\_ Specific function \_\_\_\_\_  
 \_\_\_\_\_ Manufacturer  
 \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 \_\_\_\_\_ Design data \_\_\_\_\_ Capacity \_\_\_\_\_ Horsepower \_\_\_\_\_  
 \_\_\_\_\_ AC or DC \_\_\_\_\_ Volts \_\_\_\_\_ Amperage \_\_\_\_\_  
 \_\_\_\_\_ Other \_\_\_\_\_

Purchased from: \_\_\_\_\_ For repair parts and service contact: \_\_\_\_\_  
 \_\_\_\_\_

Date purchased \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Installed by \_\_\_\_\_  
 \_\_\_\_\_ Original cost \_\_\_\_\_ Replacement cost \_\_\_\_\_  
 \_\_\_\_\_ Year scheduled for replacement \_\_\_\_\_  
 \_\_\_\_\_ Guarantee good until \_\_\_\_\_  
 \_\_\_\_\_ Location of operation manual \_\_\_\_\_  
 \_\_\_\_\_

Manufacturer's recommendations for operation and service:  
 Frequency and maintenance \_\_\_\_\_  
 \_\_\_\_\_

Individual records should be maintained on costly mechanical equipment such as vehicles, power equipment, pumps, generators, dishwashers, ranges, and water heaters. The record forms can be developed locally and kept in a ring binder for easy reference or with the rest of the records on computer. They will serve as a guide for maintenance, service, and replacement.

Links to all operating and service manuals for mechanical equipment should also be maintained.

## Closing Inventories

Equipment Issue and Inventory Report

Camp \_\_\_\_\_  
 Council Equipment assigned to \_\_\_\_\_ Date of issue \_\_\_\_\_  
 Received by \_\_\_\_\_

Item	Total count	Inventory during season (post dates)						Returned end of season	
								No.	Condition

Inventory and Maintenance Checklist for Equipment

Camp \_\_\_\_\_  
 \_\_\_\_\_  
 Council Storage location \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_

Item	Total count	Condition (No. in each category)			Remarks
		OK	Needs Repair	Inadequate	



When the operating period of the summer camp begins, the staff must check closing inventories that catalog all the equipment in camp. The Inventory and Maintenance Checklist for Equipment and Equipment Issue and Inventory Report forms were developed for this purpose.

Closing inventories are prepared by the staff at the end of each camp season and should be filed in a safe place. Loss by fire or theft can be verified through inventories when insurance claims are filed.

When summer camp is not in operation, all equipment usually is under the jurisdiction of the camp ranger. It may then be issued and used to meet the program needs of year-round camping.

## Opening Inventories

When summer camp reopens, program equipment and some maintenance items such as small tools, shovels, and crosscut saws are turned over to the camp staff. All items must be signed for. The ranger continues to have responsibility for the maintenance equipment that he or she retains.

All equipment is checked against closing inventories. Items needing repair or replacement should be withdrawn from use and repaired or discarded. Newly purchased items are added to the lists and opening inventories are established. A replacement schedule for all equipment should be prepared.

For items such as dishes and silverware, it may be advantageous to keep perpetual inventories in order to prevent sudden shortages of critical items.

## Weekly Inventories

During the period when equipment is in use, it is necessary to maintain regular weekly inventories of many items. This may be done on a perpetual inventory spreadsheet, card, or list on which items are described and a running total maintained. This information is kept by each department separately, with weekly reports given to the business manager.

The opening inventory is determined by actually counting the items. Compare that count against the closing inventory count of items marked "OK," plus repaired items, plus new items received, less discarded items.

The weekly inventory record then shows all new items received for which invoices have been checked and processed. Discarded, broken, and lost items are noted as reported. These are subtracted from any new items received to give the net gain. This is added to the last inventory total. If there are no new items "in," then any discarded, broken, or lost items are subtracted from the last inventory total. The book record should be verified each week by an actual count of the items.

Inventories should be taken at the same time each week. During inventory period, all items should be in their proper storage place.

The regular inventory is an important phase of good business management and should be treated as being as important as cash accounting. Every item on the inventory represents a cash investment.

## Program Equipment Records

Unlike property (and property improvements), which is relatively stationary, equipment in the course of one camp season may be issued to many different individuals and used in several areas. Accurate, up-to-date records are indispensable to effective control of equipment.

When camp opens, closing equipment inventories from the previous year must be available. After checking the closing inventories, the staff prepares opening inventories. With the inventories as basic records, equipment may be issued to staff members.

## Program Equipment

Equipment represents a large part of the council's investment in camping. Depreciation is rapid because of use and misuse; proper maintenance will ensure maximum life.

Program equipment may include:

- Nature paraphernalia
- Axes and bow saws
- Pioneering materials and supplies
- Camp cooking supplies
- Rifles and range equipment
- Aquatics equipment
- Archery equipment
- Game equipment
- Fishing tackle
- Campfire and ceremonial gear
- Craft tools and equipment

- Hike and trail equipment
- Mapping gear

List items under each heading in an inventory that identifies all articles. During the period of program activity, these items will be turned over to various staff members. Each staff member should be made responsible by signing for the equipment and is given an inventory listing quantity and condition of the equipment.

## **Kitchen and Dining Hall Equipment**

This gear is usually stored and used in the same facilities. The equipment in a modern camp kitchen and dining hall represents a large investment of money. Responsibility for supervision and care of these items must be given to a responsible staff member.

Complete perpetual inventories of all this equipment are important. Keeping perpetual inventories will uncover carelessness and will help keep items in adequate supply.

## **Maintenance Equipment**

Maintenance equipment should be under the control of one person, preferably a ranger. A good ranger will take pride in keeping tools and equipment in good condition; the ranger will be responsible for their use and proper control. This category includes the following:

- Tools for carpentry, plumbing, electrical, masonry, tinsmith, and blacksmith work
- Auto and truck repair kits
- Central camp firefighting equipment
- Supplies of lumber, roofing, and boat and canoe repair materials
- Tent repair material and equipment
- Wire, pipe-fitting supplies, paint, and brushes
- Picks, shovels, bars, and ground-moving tools

## **Storage of Equipment**

For most camps there are two storage periods. During the period of camp operation, equipment must be easily available for use and under the supervision of a responsible staff member. Proper storage facilities for this season are important. Provide closet, chest, and other facilities that will provide for orderly storage, an accessible location, and a systematic method for handling and maintaining all items.

The camp ranger assumes the responsibility for the care of equipment during off-season periods. The ranger should play an important role in the final closing inventory and in seeing that equipment is properly stored. The ranger should have access to records of closing inventories.

## Issuance of Equipment

Staff members are responsible for keeping the equipment issued to them in good condition. They also must maintain inventories.

When several items are issued to a staff member or program area for the entire season, a locally developed equipment issue and inventory record should be used to record the transaction.

Many program items are issued to staff, campers, and units for short-term use. In such cases an inexpensive sales book with a carbon copy can offer a simple method of control. The person issuing the equipment should list the items taken, date of issue, person receiving the equipment, and date it is to be returned. The recipient must sign for the equipment. The original sales slip goes to the recipient and the carbon is retained until the equipment is returned.

## Equipment Maintenance

One of the responsibilities of the staff member to whom equipment is issued is to see that it is maintained in good condition. Success in this will largely be determined by the ability to demonstrate and train campers in its proper use and care. Youth and leaders should learn to take pride in keeping equipment in good shape.

Despite the best practices, ax handles will break, paddles will split, and equipment will be damaged. When this happens, take the damaged item out of circulation until repairs are made.

## Routine Operations

Routine operations involve those jobs that are repeated and can be anticipated and scheduled in advance. This work is frequently neglected because of the pressure for completing the more tangible phases of camp maintenance and new construction. Unless this routine work is done regularly, costs for repairs and replacements will increase.

A considerable share of the ranger's time must be scheduled for the routine care of facilities, property, and equipment. This work can be anticipated and scheduled in advance on a daily, weekly, monthly, or seasonal basis. Unanticipated operations—usually resulting from storms or emergencies—also may take up the time of personnel and must be recognized as a factor in scheduling.

A detailed record of each individual routine operation is necessary to permit consolidation of this data into a simple workable schedule. Each week the camp ranger or other responsible person should submit to the council a report that summarizes work completed during the week.

## Maintenance Records

The council's investment in costly equipment and facilities must be protected by a careful maintenance program.

The BSA's maintenance system of choice is the cloud-based [Fiix system](#). With the Fiix software package, a camp can easily organize, schedule, and track camp maintenance.

The council package includes:

- A dedicated success team from Fiix
- Preferred pricing
- Discounted hands-on training

Partnering with Fiix is a huge step toward managing BSA assets in a proactive way that can be standardized across the entire national organization. It provides better visibility on what is owned, how it's being used, and how the camp maintains properties and equipment.

## End-of-Season Check

Near the end of the summer operating season, a systematic check of maintenance needs should be made. Using a checklist permits the council to establish an effective and realistic budget and work schedule for necessary repairs and replacement. The inspection should be made by technical personnel who may represent the council professional staff, ranger or caretaker, camping or properties committee, health and safety committee, and camp development committee.

## Off-Season Storage

When the closing inventory has been made, all equipment must be readied for off-season (winter) storage. This involves cleaning, repairing, counting, and recording the location of all items. The following hints may help those responsible to do a more effective job.

- A properly designed warehouse or storage facility with bins, chests, rodent-proof areas, shelves, hooks, and closets will make winter storage more effective. "A place for everything and everything in its place" is a good slogan.
- Tents must be completely dry. They may be rolled and stored in vermin-proof rooms or chests. In very humid climates it may be desirable to keep them hanging if space permits.
- Rope should be coiled and hung.
- Mattresses must be clean and dry. Covers must be laundered. Mattresses must be stored in a vermin-proof room. Do not pile more than six to eight high.

- Stoves should be cleaned thoroughly inside and out, disconnected, stovepipes wrapped, chimney top covered, and greased. If in a damp climate, cover the stove plates with heavy paper.
- Cooking gear that is aluminum or copper need not be greased. Black iron gear should be lightly greased with vegetable oil and stored upside down.
- Dishes should be stacked carefully on shelves.
- Cutlery should be wrapped in wax paper and stored in vermin-proof drawers or containers.
- Tools should be cleaned and lightly oiled and then stored with care. For example, saws should be hung.
- Lanterns and lamps should be emptied and cleaned, with fuel discarded at a service station or other approved facility, before they are stored.
- Boats and canoes should be stored upside down with the weight resting at two points on each gunwale. Consult the manufacturer for proper storage instructions.
- Paddles and oars should be stored either flat or vertical with the blade end up.
- Lumber should be piled according to size and placed indoors if possible. If it must be stored outside, it should be covered and space allowed between boards for air to circulate.
- Some foods can be stored in camp if they will not spoil or freeze. Vermin-proof containers are essential.

When a ranger or caretaker is available, it is wise to leave a stove connected in the storage building and warm the building at least weekly. This will reduce rust damage.

## Safety and Sanitation Records

A precamp safety and sanitation inspection of the camp and its facilities must be conducted by the council health and safety committee. The inspection should bring to light areas needing corrective action. The report of the inspection becomes an important camp record.

In camp there should be a posted record for the following:

- Fire extinguishers (inspection dates on tags)
- Tests for residual chlorine (when used)
- Tests of water in swimming pool
- Results of water-sampling test

- Fireguard plan
- Temperature charts (hot and cold)

## Write-Off Procedures

All equipment, buildings, and tools of a significant value are carried as assets on the council's books in the capital fund. From time to time, these items may wear out or become obsolete and no longer needed in camp. When this occurs, a decision on disposition must be made by the proper authority (camping or properties, or finance committee).

It is the camp director's responsibility to advise the Scout executive, by written memo, of the circumstances so that the Scout executive may follow through. If available, purchase and maintenance records should be attached and any salvage value noted. This provides the Scout executive with the necessary information to:

- Arrange authorization to dispose of the item.
- Notify the bookkeeper to adjust the records of the capital fund.
- Adjust insurance coverage (if appropriate).

## Gifts-in-Kind

Gifts received on behalf of Scouting place upon each staff member an obligation of stewardship. This is as important with gifts-in-kind as with cash. Gifts of supplies or equipment place a special obligation on all, not only to thank the donor but to be sure the gift is properly credited and recorded in the books. Subsequently, we are required to use the material to enhance the camp program, as determined by the donor.

It is important to know that all gifts-in-kind are treated as both expenses and income. The council probably will show the income as a fundraising activity.

Staff members receiving gifts-in-kind should fill out a report to be sent to the Scout executive. A copy should be retained at camp.

## HANDLING CASH IN CAMP

Most funds related to camping are handled in the council service center. However, trading post operation, equipment rentals, program income, emergency purchases, and the payment of fees in camp necessitate the handling of money in camp.

## Cash Receipts

Cash from camp fees, trading post income, and other revenue is received at the camp business office. Payments are sometimes made for last-minute arrivals, stay-overs, and visitors' meals.

At the camp business office, all money turned in should be receipted on a machine furnished by the council service center. A block of numbered receipts, of the same type used in the council service center, may be assigned with the receipt machine. An alternate, and preferred, method would be the issuance of pre-numbered "camp receipts," specially designed for camp. These could list income such as trading post sales, camp fees, program revenue, and visitors' meals. The camp business manager, camp director, or both are instructed in any coding or special processing procedures required. The receipts become part of the regular council accounting system. Each must be accounted for in a weekly report on cash received.

The receipts are made in triplicate for all cash received. They are coded and the purpose of payment is stated on each so that the council service center can credit income properly. The original copy goes to the person making payment; the duplicate goes into the cash box, pending the weekly transmittal report to the council service center; and the triplicate is retained in camp.

There should be a depository account with a local bank. Weekly receipts sent to the council service center should balance with deposits made. Deposit slips should be sent with receipts.

Receipts with errors are marked "void." The original and carbon of voided receipts are included with the transmittal report to the council service center. The third copy is retained with other camp copies of receipts.

**Note:** No cash receipts should ever be used for purchases, thereby circumventing purchase orders.

## Camp Fees

Reservation fees are received at the council service center and are paid on a unit basis. The camp business office must be kept up-to-date by the council service center on the status of reservations and fee payments for each unit.

When the unit arrives in camp, the leader verifies the roster and pays any balance due, including fees for extra campers. The business office issues a receipt to the unit leader for fees paid. Unit number and purpose of payment must be indicated on the receipt.

After the roster has been sent to camp, when a unit subsequently pays camp fees at the council service center, the council service center should ask the unit leader to show a copy of the receipt to the camp business manager when the unit checks in at camp unless up-to-date records are available at camp. The council service center should verify receipt of camp fees by memorandum to the camp.



## Refunds

The camp should make no cash refunds. Approved check requisitions for refunds are transmitted to the council service center for processing. This is done weekly by the business manager or camp director as part of the regular accounting process.

## Trading Post Income

The trading post manager should be issued a petty cash/exchange fund for making change. This fund is for making change only and not used as a regular petty cash fund for disbursement. Each evening, cash receipts for that day's sales are turned in to the camp business manager, leaving only the replenished cash fund in the trading post cash box.

Arrangements should be made for daily night deposits in a local bank. These deposits should be credited to a deposit-only account whereby only the council can make withdrawal. A machine receipt (in triplicate) is made out for the money turned in. The original copy is given to the trading post manager for the trading post record, the duplicate goes into the camp office cash box pending the transmittal report to the council service center, and the third copy is retained at the camp business office.

## Petty Cash Fund

### Starting a Petty Cash Fund

The petty cash fund is money set aside to pay for small, incidental expenses. The amount of money kept on hand in the petty cash fund varies from camp to camp. Every camp determines how much money it needs to keep in its petty cash fund and establishes this figure as the fixed amount of the fund. This amount is usually between \$150 and \$300.

Once the fixed amount is determined, the fund is established by writing a check to "petty cash" or to the person who is the petty cashier. The petty cashier cashes the check and keeps the money at the office in a box in a locked drawer.

### Controlling the Petty Cash Fund

Even though the amount of money kept in the fund is relatively small, it is still necessary to maintain records of payments. One of the most common methods of keeping records is to use petty cash vouchers. A petty cash voucher records the amount of the payment, the purpose of the payment, to whom the payment was made, the date, and other details. Receipts must be obtained and attached to the voucher as further verification of the expenditure. This is important for audit purposes.

Besides maintaining a records system of vouchers and receipts, some camps also use a petty cash book. As petty cash vouchers are prepared, their details are entered in the petty cash book. The difference between the totals for the petty cash payments and the fixed amount in the fund should always equal the amount of money in the petty cash box.

### **Replenishing the Petty Cash Fund**

Naturally, as cash is paid out of the fund, the amount of cash on hand decreases. It is necessary to replenish the petty cash fund from time to time. Replenishing the petty cash fund should be based on receipts turned in to the council service center. Follow these steps when replenishing the fund:

1. Total the vouchers to see if the total agrees with the total spent according to the petty cash book. Count the money in the petty cash box to see if the total agrees with the balance in the petty cash book.
2. Request a replenishment check made to "petty cash" or to the petty cashier.
3. Rule and balance the petty cash book.
4. Cash the replenishment check and place the money in the petty cash drawer.

### **Rules of the Petty Cash Fund**

- The petty cash fund is under the sole custody of the person assigned as petty cashier.
- The petty cash fund is kept in a separate petty cash box, which is locked when unattended.
- Petty cash vouchers are prepared in ink and show the date, item purchased, the amount in words and numbers, the account to be charged, the signature of the person receiving payment, the signature of the supervisor, and initials of the custodian.
- Each voucher is supported by a sales ticket or other satisfactory evidence of disbursement.
- At all times the total of the vouchers plus cash must equal the amount of the original fund in the petty cash box.
- The petty cash fund is always reimbursed at least monthly so that the total expenses for the month will be recorded in the general ledger.
- Loans to employees out of the petty cash fund are not permitted.
- Check cashing is not permitted.

## Transmittal of Funds to the Council Service Center

Large amounts of cash should never be held in camp. A depository account can be set up at a local bank and deposits made on a regular basis. Records of all transactions should be forwarded weekly to the council service center where all accounting is done.

## Cash Boxes

There should be three cash boxes in camp. Funds from these boxes are never mixed. The first cash box is for petty cash, as explained. The second box is the business manager's cash box for receiving fees and revenue in camp. The third is the change box for the trading post.

To check the balance in the cash boxes:

1. Total all machine receipts since the last transmittal to the council service center. There should be receipts for all trading post sales.
2. Set aside cash to cover receipt totals. Only the original petty cash for change should be left in the trading post cash box.
3. Total the petty cash slips in the camp business office cash box.
4. The total cash in both cash boxes plus the total of petty cash slips should equal the original petty cash fund.

Only one person should be held responsible for the cash box in the camp business office. All shortages and overages must be reported immediately to the camp director and Scout executive.

Corrections may be made with the Scout executive's approval when the weekly report is made to the council service center.

## Other Revenue

Normally "other" revenue such as visitor meal tickets, equipment rentals, and rifle range income is handled at the business office. However, if monies are collected at places other than the business office because of remote location or other circumstances, temporary field receipts can be issued on the spot and the copies transmitted to the business office with the money. The alternative is to issue a bill on the spot that is settled at the business office. In this case, copies of the bills are transmitted to the business manager each evening. All accounts should be settled daily.

## TRADING POST OPERATION

The camp trading post or camp store is much like a general store, stocking everything from soup to toothbrushes. It is a business operation and should follow sound business practices. Reasonable profit should be provided in pricing items for sale, and every sale is a cash-and-carry transaction.

One person—the trading post manager—should be completely responsible for the trading post operation. The manager should be at least 18 years old and be able to keep accurate records of cash and merchandise. The manager must be trustworthy. A friendly but businesslike personality is essential in good customer relations. Any assistants working in the trading post should have the same qualifications.

### Trading Post Management Practices

The camp trading post should be open for business during most of the daytime hours with the hours it is open clearly posted.

The camp should not operate a banking system for campers. Guidance may be given to unit leaders and parents by suggesting the amount a youth might reasonably spend while in camp. The council suggests that the unit leader arrange to safeguard money carried by campers. All sales to campers and staff are on a cash basis or via bank card. Before the trading post opens, the business manager or camp director will determine a list of items to be carried. These are the general categories:

- Scouting equipment, including knives, compasses, canteens, cooking equipment, and uniform replacement parts
- Snacks, ice cream, milk, soft drinks, etc.
- Sundries such as soap, toothpaste, shaving cream, toothbrushes, and combs, and apparel such as T-shirts, sweatshirts, rain gear, and camp souvenirs
- Handicraft materials and Scouting literature such as merit badge pamphlets and handbooks

Controls are established through a regular weekly inventory and daily cash reports. All inventories are based on retail prices. Proper stock controls are established so the trading post manager may reorder in a timely manner to maintain stock.

### Before Camp Opens

- Be sure the trading post refrigeration units are working.
- Check for proper vermin-proofing of the building.
- Ensure all storage, shelving, and display areas are adequate.

- Clean up and paint.
- Wash all windows.
- Place trash containers in convenient locations.
- Place orders for merchandise.

BSA Supply items should be ordered on receipt of the order forms. This service supplies the council with a complete recap of all items shipped and quantities returned. Use this with the holdover inventory to establish the current year's order.

Copies of last year's trading post sales by item are essential for determining the current year's order. For each item, based on attendance, divide the total number sold last season by camper weeks to get the average number of an item sold during one week. If new items are to be made available, it is necessary to reduce proportionally the quantities of other items ordered.

Selection of a supplier is important. Ideally, all supplies should be delivered into camp on specified days. This will help in placing orders. Another factor to consider is the supplier's willingness to take back excess stock. All of this should be considered when the business manager shops based on price.

When checking in new stock, it is important that one shipment from one supplier be checked at a time. This will avoid confusion and assist in spotting discrepancies.

Some stock should be placed on display and the reserve stock properly stored.

Checked and initialed invoices are given to the business manager for processing. A complete opening inventory of all items is prepared and priced at retail. The trading post manager signs for this and is held accountable. The trading post manager also signs for a revolving fund to provide change for business.

## Stock Control

It is impossible to sell items when they are out of stock. Therefore, a minimum stock supply should be established for each item. When this is reached, the item should be reordered.

A regular weekly inventory must be taken and computed at retail prices. When this is balanced against cash deposits, errors can be investigated immediately. The weekly inventory helps the manager determine rate of sales and take steps in reordering.

## Reordering

Reordering supplies is the job of the trading post manager. It is best done by requisition approved by the business manager. All items received by reorder should be treated as were the original shipments. All items are charged to the trading post at wholesale price and sold at retail.

## Cash Records

Cash records are a vital part of trading post operation. The first money received is the revolving fund, which is held until final accounting. All cash on hand at the close of each day in excess of this amount is turned over to the business manager.

Trading post operations in the council bookkeeping system should be clearly defined. All bills are to be supported by checked invoices and are paid by the council through its regular business channels. The trading post account should be balanced every day and closed at the end of the season.

Since all sales are for cash or by bank card, there are no problems with billings. Often the camp program will include prizes of candy bars and other items. In such cases, the program director should pay for them at retail price from the director's own petty cash fund. Staff treats are handled in the same fashion through the camp director's expense account or petty cash fund.

The director must at any moment be able to produce evidence of cash or merchandise as evidence of good stewardship.

## At Close of Season

It is important to list and pack all returnable goods and arrange to have suppliers give receipt and credit for them. All items to be held over are inventoried and carefully packed. Items to be transferred to the council service center for resale are listed and priced, and receipts secured.

Make a final cash report balancing out with the business manager, who issues a receipt for all cash, including revolving fund and inventoried supplies. All facilities are prepared for closing, and a physical equipment inventory is prepared as a part of the trading post manager's suggestions for the next season before the staff departs.

## PURCHASING AND RECEIVING

Councils purchase a great variety of materials, supplies, and services. During the precamp season, usually one or two individuals will make all the requests for purchases. Once camp is in operation, however, many individuals may request goods or services. Sound business management requires that authorization be under the supervision of one person, and requests as well as authorization be in writing.

Before doing any purchasing, requirements must be determined and lists developed in various categories: commissary, trading post, program, operating supplies, etc. Depending on budget and quantity, several factors can be determined. Some items can be purchased from specialty sources or traditional suppliers, and large purchases may be put to bid. Significant savings can be obtained through bidding.

### Check Requisition

When a request for a check is not supported by an invoice or some other documentary evidence, a *check requisition* should be prepared. If no forms are available, a formal memo may act as a substitute document. The use of check requisitions is important in a camp setting, such as for refund of fees, a travel advance, or buying a large amount of postage stamps for resale at the trading post. The check requisition should include all information necessary to support the disbursement and the accounts to be charged, and should be signed by an authorized person. Check requisitions should be requested well in advance of the needed date to allow ample time for processing. Check requisitions should only be used when a purchase order is not accepted.

### Receiving

An important element in the control system for purchasing and paying for goods is the documentation of delivery of those goods. Experience has shown that particular attention must be paid to this function. Careless handling or unscrupulous delivery personnel will result in the camp not receiving its full delivery of merchandise. Receiving responsibilities should not be left to young staff members who may be inexperienced or easily intimidated.

All deliveries received at camp should be based on purchase orders. However, some commissary supplies, such as bread and milk, or trading post supplies, such as ice cream, candy, and beverages, are ordered by phone prior to delivery. In this case, the business office should print up a confirming purchase order, which is then compared with delivery slips.

It is important to check the processing dates stamped on milk cartons or bread wrappers. Be sure the food received is not "leftovers" from the previous day's delivery route. Discrepancies should be called to the attention of the delivery person immediately. The processing date is also important to control the rotation of perishable items.

When confirming delivered orders, each item should be checked and notations made of backorders, damaged merchandise, differences in quantities, or substitution of items. Notations also should be made of date and time of delivery. This may be necessary to determine the cash discount period. All completed purchase orders and corresponding delivery slips are to be returned to the council service center as quickly as possible for proper and timely processing. These documents must be signed by the person receiving goods or merchandise and by the person authorized to approve payment.

Frequently, items delivered will be used by different departments at camp, such as commissary, program, trading post, or maintenance. The delivery slip should be categorized by the person knowledgeable of the ultimate use of the items.

## **Needs/Wants List**

For supplies that must be replenished during the camping season, staff members may use a purchase requisition to make known their needs. If the items requested are not in stock, purchase orders may be made out by the camp business manager. If the requested supplies cannot be furnished because of cost, the business manager or camp director should make this known to the staff member involved.

## **Paying Bills**

Bills are paid by the council service center through normal accounting procedures. Checks are drawn on the basis of approved purchase orders.

When there is an agreement for the return of merchandise at the end of the season, final payment of bills may be held up for adjustment, or the supplier may agree to issue a refund check for returns.



## SECTION IV: FOOD AT RESIDENT CAMP

### INTRODUCTION

Feeding in a Scout camp is an important part of the program. Every camper likes to eat. Well-prepared meals served in an appetizing manner are important to developing camp morale.

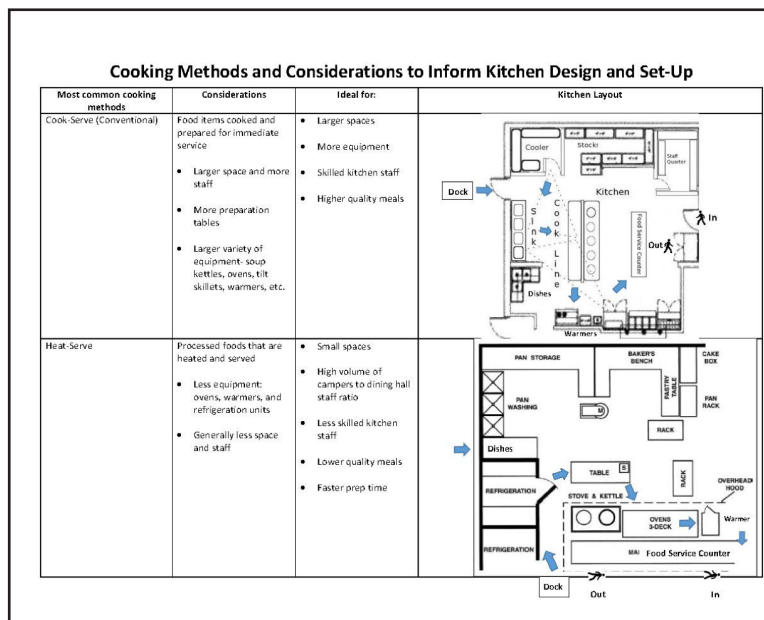
A carefully prepared menu will improve the eating habits of young people, and the consumption of well-balanced meals in adequate quantities will help build strong bodies. Under good leadership, mealtime in camp can be an adventure in fun and fellowship through which many common courtesies can be taught.

**Note:** Refer to relevant practices and guidelines pertaining to Food Planning / Kitchen, Dining Hall, and Commissary Facilities / Food Procurement and Preparation / Food Storage / Food Disposal / Sanitation and Cleaning in [NCAP Circular 11](#) (official resource), FS-601 through FS-606.

### METHODS OF CAMP FEEDING

It is easy to become the victim of traditional patterns or to travel in a well-worn rut. As in all other phases of camping administration, it is vitally important that food services be flexible enough to meet the full program needs of every camper. No one method of food service will do the whole job. The modern Scout reservation with more than one camp may provide a combination of methods of cooking and feeding.

#### Central Cooking



This method is commonly used in camps with a kitchen and attached dining hall. All but cookout and trail meals are prepared in the central kitchen by employees. Several feeding methods may be used.

**Central Feeding in the Attached Dining Hall.** Most meals are served in the dining hall. This method of feeding has the following advantages:

- Economy by mass purchasing and mass feeding
- Creation of only one area where sanitation must be controlled
- Paid cooks turn out better prepared food.
- Menu and quality of food can be closely controlled by the camp administration.
- Potential morale value of a large group in the dining hall
- Saving of program time for campers

**Decentralized Feeding in Another Section of Camp.** Using this plan, meals are prepared in the central kitchen and sent out in stockpots to a dining hall some distance away. The food service area here has minimal equipment and staff. Advantages are similar to central feeding, and there is no extensive investment in kitchen and cooking facilities in the second section.

**Unit Feeding.** This plan provides for hot food service by heater stack from the central kitchen. The unit may receive one or more meals per day as it elects. Troops eat by patrols. Patrol-size heater stacks will assure patrol identity.

**Providing Food for the Health Lodge.** Generally, campers or staff are not housed in the health lodge for long periods. If it is necessary to transport food, this information should be given to the food service manager, who should properly schedule meals in accordance with the health officer. Food should be transported from the kitchen in containers that keep it at the proper temperature. It should be served attractively and on time. It may be necessary to supply the health lodge with a supply of fruit juice or ice cream, as needed, at the direction of the health officer.

## Cookouts

The skills of cooking are closely related to program activities in camp. The commissary staff must recognize its close relationship to the program and provide for flexibility in feeding to meet program needs. This will involve the stocking of foods suitable for cookouts and trail meals as well as for foods needed to meet advancement requirements. Success in meeting these needs will start when food supplies are ordered. Small-sized packages and cans will be needed. Dried and smoked foods will play an important part in making this experience successful. Some camps operate a commissary store allowing campers and units the experience of buying food that they cook during their week in camp.

Pre-trip coaching and training is a must for at least the leaders in charge. The program and commissary staff must be a team in making these experiences meaningful.

The cookout may be a unit or a campwide experience. Usually it is a one-meal event. It should never be a forced activity simply because it's the cook's day off. The menu should be carefully planned and quantities plentiful. Cooking may be done by any combination of patrols, groups, crews, or buddies.

## Food Service by a Commercial Food Management Company

Self-Operated & Contracted Management Companies Pros and Cons		
	PROS	CONS
<b>Self-Operated</b>		
	More economical	Responsible for maintenance and repairs of equipment
	More flexibility, autonomy and creativity	Responsible for recruitment, training and hiring of staff
	Control over employee wages	Responsible for personnel issues
	Focus on mission vs. profit	Responsible for unemployment insurance
	Reduced operating (and food) costs	Must rely on staff to anticipate food costs
	More control over what and where food/ingredients are purchased	Must rely on staff to practice sanitary and food safety techniques
	Can provide for banquets of any kind	Must create own menus
<b>Management Company</b>		
	Provides worker compensation liability on all kitchen personnel	Higher cost
	Provides unemployment insurance on all kitchen staff	Generally focused on bottom line/profit
	Includes food product liability insurance on all persons consuming food	Generally do not clean dining hall facilities or order cleaning supplies
	Have access to marketing resources and a wide range of products	Legally binding contract (multiple years)
	Can help anticipate food costs	Less control over personnel/ personnel issues
	Create the menus for the camp	Less control over what and where food/ingredients are purchased (rarely locally sourced)

In recent years, some camps have employed food management companies to operate their food services. A food management service is a caterer that is paid to provide meals for campers and staff. The price depends upon the menu, quantity, quality, service, and equipment to be provided by the company. Some companies may require a minimum number of campers per week. The management company contracts with the council to provide meals for all personnel, accepting responsibility to draft the menu, determine quantity, employ personnel for food preparation, and, in some cases, be responsible for garbage disposal, dishwashing, etc.

For a definite cost per meal per person, the food service company agrees to furnish the following:

- All food served in the dining room at regular meal times
- Food for all hikes and cookouts
- All labor for kitchens
- Paper goods (paper bags, paper napkins, paper plates)

- Cleaning supplies (cleaning agent for dish machine, pot sink, and washing of kitchen floor)
- Unemployment insurance on all kitchen personnel
- Disability insurance on all kitchen personnel
- Workers' compensation insurance on all kitchen personnel
- Food product liability insurance
- Uniforms for all kitchen personnel
- Transportation to and from camps for all kitchen personnel

Food service usually does not include:

- Snacks
- Special banquets of any kind
- Special diets
- Maintenance and repairs of any equipment
- New equipment, silverware, chinaware, glassware
- Waiters for the serving of meals in dining rooms
- The cleaning of tables, floors, and windows in dining rooms
- Supervision of waiters in dining rooms
- Paper goods or cleaning supplies not related to meal service

The employment of such a service must never dictate restrictions in the many alternate feeding methods in Scout camping. Such management companies should be prepared and able to handle any one or more of these feeding methods:

- Meals prepared in a central kitchen and served in an attached or distant dining hall, or sent by heater stack to units at their own sites or to family camp personnel in their own quarters or dining areas
- Raw food issued to units for one or more meals per day
- Trail or hike foods issued to units as scheduled for outposts, trail trips, and cookouts

- Snack meals for staff as agreed upon by both parties
- Full-time food service

Many of the responsibilities involved in feeding campers and staff are assumed by the food service management company. However, cost is usually higher because management companies are businesses with their bottom line in mind. Some companies are interested in camp service to provide year-round employment for their staff. This is particularly true of companies that serve colleges, schools, and some industries, which may have a sharply reduced summer load.

## Trail and Outpost Cooking

No matter how troops are fed in camp, each Scout should have the experience of hiking and camping along the trail, afoot or afloat. In this setting, Scouts have a new and fresh experience. Additionally, cooking plays an important part in the program. The meals on the trail or at outpost camps can help them meet advancement requirements. Some meals may be cooked on an individual basis or by buddy pairs, and others by patrols.

The unit ideally will share in planning menus, determining quantities, and making up orders. Naturally all will become involved in proper packing and preparation of meals. The camp staff must be organized to provide the coaching needed to assure success, including guidance on proper food preparation, storage, and disposal. If the troop is inadequately equipped, the camp should have available, through loan or rental, equipment to assure a good trail experience. Advance planning and scheduling are necessary to prevent confusion and to establish an orderly issuance of both food and equipment.

## Patrol Cooking

The patrol method comes into its own in the outdoors. In a camp setting, the patrol can have an opportunity to swing into high gear. This is especially true when a troop elects to cook its own meals.

The troop pays a full fee for food and is issued raw foods based on a standard menu. Recipes and instructions are provided. Precamp training for troop leadership includes practice and coaching in meal preparation. Each patrol then prepares its own meals in its site. Troop leaders eat as guests with patrols.

The camp commissary service must be prepared to issue food to meet the needs of patrols of various sizes. Facilities at troop and patrol sites must be adequate to assure proper food preparation, sanitation, and dishwashing. A system should be established that will quickly inform the commissary staff of the following facts:

- Troops in camp by troop number
- Number of patrols in each troop; name of each patrol; number of Scouts in each patrol; and number of adults in each troop

# SECTION IV

- Campsite assignment of each troop
- Camp staff and their assignments to troops and patrols as guests
- Outpost camp schedules or trail trips planned by day, departure time, and return time
- Special foods required for Scouting advancement
- Special dietary needs of the campers

Food items should be packaged in sizes and quantities suitable for issue directly to patrols, taking into account the proper procedures for repackaging perishable items in camp.

For those units participating in a patrol cooking program, the camp needs to provide adequate training on and provision for proper food preparation, storage, and disposal, including guidelines for safe food preparation, prior to their arrival at camp.

See sample form below:

<b>Patrol Cooking Form</b>								
Troop Number	Troop Name	# of Patrols in Each Troop	Troop Site	Number of Scouts	Number of Adults	Assigned Staff	Name of Scouts with Special Diets	Special Diet

\*Include Camp Schedules                      \*\*Special Foods Required (e.g. for cookouts, cooking badge, etc.):

## SPECIAL DIETS

Special diets may be requested because of conditions such as food allergies, religious need, or personal preference. It is important to be aware of all special diets and know if you have the ability to meet someone's dietary needs.

Because medical conditions can be life threatening, strict adherence to safe food handling guidelines is essential when it comes to potential allergens. Camp registration forms should include check boxes for sensitivities/intolerances, allergens, and religious or other preferences. Guardians should also indicate what to do if accidental exposure were to occur. Special diet information should be communicated to the health lodge as well as to all dining hall staff to prevent cross contact.

A sample allergen form for guardians is below. However, best practices are to serve children with allergens a meal that is as close as possible to the meal that everyone else is receiving. For example, if the child is allergic to gluten and everyone else is receiving pasta and meatballs, the child with the gluten allergy should receive gluten-free pasta rather than stir fry and rice. Every effort should be made to avoid isolating those with special diets by using substitute items that fit the menu as closely as possible.

**\*This form needs to be submitted to the council four weeks before your scheduled arrival.**

Unit Type/Number: \_\_\_\_\_ Council/District: \_\_\_\_\_

Camp Dates: \_\_\_\_\_ Campsite (if known): \_\_\_\_\_

Request Made for: Youth \_\_\_ Adult \_\_\_ Name: \_\_\_\_\_

Adult/Parent Name: \_\_\_\_\_

Adult/Parent Phone No.: \_\_\_\_\_

Adult/Parent Email: \_\_\_\_\_

Type of Special Dietary Request:

Gluten Free: \_\_\_ Dairy Free: \_\_\_ Tree Nut Free: \_\_\_ Nut Free: \_\_\_

Egg Free: \_\_\_ Fish Free: \_\_\_ Shell Fish Free: \_\_\_ Soy Free: \_\_\_

No Beef: \_\_\_ No Pork: \_\_\_ Vegetarian/Vegan: \_\_\_ Other: \_\_\_\_\_

Is this an allergy, sensitivity, intolerance, or preference? \_\_\_\_\_

Specific details and explanation of needs:

\_\_\_\_\_

\_\_\_\_\_

Please explain the immediate steps that should be taken if this person is accidentally exposed to the food that they are not supposed to have.

\_\_\_\_\_

\_\_\_\_\_

Please return completed forms to (email address):  
Our food service staff will be contacting you to confirm the special diet request and exchange information.

For Office Use Only: Status:

Date Received at Council: \_\_\_\_\_

Approved: \_\_\_ Conditional Approval: \_\_\_ Rejected: \_\_\_

Reason: \_\_\_\_\_

Copy to Kitchen Manager: \_\_\_\_\_

Date Response Sent: \_\_\_\_\_

Additionally, dietitian-approved allergen-free and vegan menus can be found here and are free for camps to use: <http://prowellness.vmhost.psu.edu/wp-content/uploads/Vegan-and-Allergen-menus.pdf>. Camps should keep shelf-stable allergen-free staples such as rice, gluten-free pasta, potatoes, peas, beans, salsa, corn tortillas, and Rice Chex on hand at all times in case an unexpected allergy arises.

If your camp does not have the ability to provide a special diet—for example, most camps will not be able to provide a kitchen that meets kosher or halal standards—immediately contact the unit leader to inform them. There may be a way to meet the dietary need so the Scout can still attend camp.

## FOOD SERVICE PERSONNEL

All food service personnel shall be knowledgeable of state and local health department regulations for food preparation and safety and shall be competent in protecting and preparing food to prevent contamination and in producing a quality product.

### Food Service Manager

Each food service facility is under the supervision of a food service manager who is at least 21 years of age and is a certified food safety manager or equivalent.

The food service manager shall ensure:

- No one sleeps or lives in the food preparation areas.
- Unnecessary persons are excluded from the food preparation areas, except when allowed by the person in charge after reasonable contamination control steps are implemented.
- Food service staff and volunteers comply with code requirements, avoid contaminating food, store foods in approved containers at appropriate temperatures, and follow appropriate handwashing and sanitation procedures.
- Time/Temperature Control for Safety Food is cooked, prepared, and stored in accordance with the applicable time and temperature controls.
- Proper response to any contamination events.
- All food service personnel are trained in the proper use and calibration of the food temperature measuring devices used at the facility.
- Adequate instruction is provided to kitchen personnel and is available to individuals preparing food in the field to ensure prepared meals conform to standards of sanitation.
- Instruction is provided to servers or packers on portion size.



Food service managers must have a certificate issued by any program accredited as meeting the Conference for Food Protection Food Safety Manager standards. A current list of accredited programs is available from the [American National Standards Institute \(ANSI\)](#).

“Equivalent” for a food handler includes any program recognized as accredited by ANSI. BSA recognizes the ServSafe manager and food handler courses as meeting its standards. Local code may require additional training. The [ServSafe](#) website sets forth current requirements for when the ServSafe certificate is accepted, is not accepted, or must be supplemented by additional local training. A camp that operates a kitchen or dining hall to serve camp staff is subject to this standard. Trek camps are subject to this standard if they operate a dining hall for participants or staff. The standard does not apply to the “trek” portion of the camp.

## Supervision

The food service manager is responsible for general supervision in the dining hall, including instruction and supervision of waiters. The food service manager gives guidance in maintaining order, in the distribution of food, and in handling second helpings. Any program starts only on the director’s signal that all is ready. The commissary director should keep an eye on unused food in serving dishes at tables and arrange for its redistribution to other tables desiring more.

## Food Service Staff

Individuals working in a kitchen, commissary, or serving line shall hold a current food handler certificate, ServSafe certification, or equivalent. Volunteers working a line shall be supervised by an individual with a current food handler certificate. The following requirements apply to all food service personnel and volunteers:

- Individuals with cuts or sores on their hands or with colds or other illness must notify the person in charge and must not be on duty unless the person in charge and the camp health officer give approval consistent with Food Code part 2-201.
- Personnel in the kitchen, dining hall, or commissary must exhibit good personal hygiene and wear clean clothing. Aprons, hats, gloves, and other protective items are worn as required.
- Personnel shall wash hands before working; before switching between raw foods and ready-to-eat foods; after using the restroom; after coughing; before putting on fresh gloves; before handling foods for people with allergies; and after touching bare skin or any contaminated item. Those washing hands shall use running water and antibacterial soap. Except for a plain ring such as a wedding band, personnel may not wear jewelry, including

medical information jewelry, on their arms and hands while preparing food.

- Personnel shall ensure that cookware, tableware, and utensils are clean and are checked for contamination prior to use.
- Personnel shall ensure that reasonable portion control is exercised consistent with the dietitian's directions and instructions from the person in charge.
- If volunteers are used to serve food, the person in charge or properly trained food service personnel shall provide instruction and supervision on proper serving of food to avoid contamination and shall verify that the servers wash hands and wear gloves, as appropriate. This instruction shall be logged.

## FOOD PLANNING

Menus need to be checked for suitability by a registered dietitian to meet NCAP standards. The dietitian should approve the menus offered. The menu approval or guidelines for food service staff must be in writing. Free preapproved dietitian-signed menus can be found here: <http://prowellness.vhost.psu.edu/community/boy-scouts-america/boy-scouts-camp-toolkit/dining-hall-modifications>.

Approval of the menu or guidelines for food service staff must be in writing.

Menus need to adhere to the following:

- The amount of calories should be suitable for the age groups and activity level, considering current [Dietary Guidelines](#).
- Meals should be consistent with recommendations at [www.choosemyplate.gov](http://www.choosemyplate.gov) and the current Dietary Guidelines.
  - 50% of grains should be whole grain (cereals, pasta, breads and rolls, brown rice, etc.).
  - Two vegetables (preferably one hot and one cold) should be served with both lunch and dinner.
  - Only fat-free or 1% milk, cheese, and yogurt should be served.
  - Sugar-sweetened beverages (juice, bug juice, etc.) should be limited to once per day.
- Additionally, to increase the success of the menu, staff should:
  - Offer cut or fork fruit once per day (berries, melon, orange slices, etc.).

- Offer vegetables and fruits at the front of the serving line (depending on kind of service).
- Put the salad bar in a highly visible and convenient location.
- Allow Scouts to get fruit and salad before hot food.
- Minimize or eliminate fried foods.
- Limit dessert offerings to only once per day.
- Ensure that foods selected will appeal to the majority of the participants.
- Add healthy marketing through signage at dining hall.

For free posters to download and print, go to <http://prowellness.vmhhost.psu.edu/community/boy-scouts-america/boy-scouts-camp-toolkit/dining-hall-modifications> and select Improving Dining Hall Layout.

All meals should be able to be safely kept during transportation, storage, and preparation given the location and type of camp or program activity.

Reasonable provision is made to ensure food is available to meet special dietary needs (such as allergies or diabetic requirements), or, if the camp is unable to meet these needs, the need for the participant to bring such food is clearly communicated to the participants in published materials well in advance.

## FOOD ORDERING AND CONTROL

### Pricing and Procurement

When menus have been decided upon, the next step is to determine their cost. This is done before the necessary supplies are ordered and is essential for control of your camp costs. Pre-costing the menu is, in fact, the only way to stay within a food budget. Consult with suppliers or your food service management company for reasonable estimates of food costs at camp time. Develop costs on the basis of a multiple of 50 or 100 servings.

Using a meal-by-meal recipe file for the planned menu, establish the estimated cost per serving for every recipe. All items on the menu should be pre-costed. This will produce the cost per meal per person served and cost per week.

Food shall be procured from lawful sources, in unopened and properly labeled containers or packages. Refrigerated food must be received at 41 degrees F or below unless otherwise specified by law. Eggs shall be received at 45 degrees F unless otherwise specified in law. Frozen food shall be received frozen. Heated food shall be received at 135 degrees F or above unless otherwise specified by law. Food shall not be received if there is evidence of prior

temperature mishandling. Eggs must meet USDA grade B; milk and milk products shall be pasteurized and meet Grade A standards, except cheeses produced in accordance with federal regulation. Prepackaged fruit juices must be pasteurized. Ice used as food or as a cooling medium for food shall be made from drinking water. All other food shall conform to applicable law.

## Portion Control

Portion control does not mean small servings. Standard production as to quality and quantity comes from standard recipes. Because food is purchased on the basis of measured recipes, it is important to measure servings. Kitchen personnel must be provided with ladles and spoons for dishing up properly sized portions and instructed on how to serve portions for each food item.

Seconds should be offered after providing an adequate portion for every camper. Portion control in issuing cooked food requires the use of suitable scoops. The following table will serve as a guide in the use of proper scoop sizes:

<b>SCOOP SIZE #1 = 4 CUPS</b>
<b>SCOOP SIZE #2 = 2 CUPS</b>
<b>SCOOP SIZE #4 = 1 CUP</b>
<b>SCOOP SIZE #8 = ½ CUP</b>
<b>SCOOP SIZE #16 = ¼ CUP</b>

Recommended portion sizes are listed below to ensure Scouts are offered adequate nutrients.

### Cub Scout Camp- Minimum Serving Sizes

Active cub scouts need approximately 2000 calories per day (varies). Ensuring we serve enough food guarantees scouts receive the calories, protein, vitamins and minerals they need to thrive. All Revamp Camps should have this hanging in a highly visible area of the kitchen.

**Fruit: 1 choice 3x/day**

- 1 SERVING=
  - o If cut (3/4 cup servings)
  - o If whole, hand fruit, at least 1 piece
  - o If juice, 4 oz.
- Minimum of 2 cups/day

**Non-Starchy Vegetables: 2 choices, 2x/day**

- 1 SERVING=
  - o 1/2 cup portions
- Minimum of 2.5 cups/day

**Low Fat Dairy: 1 choice 3x/day**

- 1 SERVING=
  - o 1 oz. cheese
  - o 8 oz. milk
  - o 6 oz. yogurt
- Minimum of 3 servings/day

**Protein: 2 oz. 3x/day**

- 1 SERVING= 2 oz.
  - 1 Large or 3 small meatballs
  - 2 oz. chicken or beef
  - 2 TBL peanut butter
  - 1/2 Cup beans
  - 2 Eggs
- Minimum of 5.5 oz./day

**Whole Grains/ Starchy Vegetables: 2 oz. 3x/day**

- 1 SERVING= 3.3 oz.
  - 2/3 Cup cereal
  - 2/3 Cup cooked pasta or rice
  - 1, 8 inch whole grain wrap or tortilla
  - 2 Pieces whole grain bread
  - 2/3 cup corn or mashed potatoes

**Sample Menu with Portion Sizes**

**Breakfast**  
 2/3 Cup whole-grain cereal  
 1 Cup low-fat milk  
 2 Eggs  
 Banana

Or

Whole-grain waffles (2)  
 2 Tbl peanut butter  
 6 oz. Greek yogurt  
 Whole fruit

**Lunch**  
 Beef (2 oz.) & cheese (1 oz.) burrito on 8 inch whole grain tortilla  
 Salsa  
 1/2 Cup refried beans  
 1/4 Cup cut fruit  
 Salad

Or

2 oz Grilled chicken and slice of cheese  
 Whole grain sandwich roll  
 1/2 Cup Baked beans  
 Salad  
 1/4 Cup cut fruit

**Dinner**  
 2/3 Cup (2 oz. dry) whole grain Spaghetti  
 1/2 Cup tomato sauce  
 3 Small or 1 large meatball  
 1/2 Cup broccoli  
 Salad  
 1/2 Cup peaches  
 1 Cup low-fat milk

\*Additionally, whole grain PBJ or alternative should be available at all times for growing scouts.

In addition to appropriate portion sizes, ALL scouts should be able to eat until they are satisfied, via adequate time for second servings (excluding dessert).

- PRO Wellness Registered Dietitian

### Boy Scout Camp- Minimum Serving Sizes

Active teenage boys need approximately least 2600-3200 calories per day (varies). Ensuring enough food is served provides calories, protein, vitamins and minerals scouts need. All Revamp Camps should have this hanging in a highly visible area of the kitchen/prep area.

**Fruit: 1 choice 3x/day**

- 1 SERVING=
  - o If cut (1 cup servings)
  - o If whole, hand fruit, at least 1 piece
  - o If juice, 4 oz.

**Non-Starchy Vegetables: 2 choices, 2x/day**

- 1 SERVING=
  - o 1 cup portions

**Low Fat Dairy: 1 choice 3x/day**

- 1 SERVING=
  - o 1 oz cheese
  - o 8 oz milk
  - o 6 oz yogurt

**Protein: 2.5 oz 3x/day**

- 1 SERVING= 2.5 oz.
  - 23 Large or 6 small meatballs
  - 2.5 oz. chicken or beef
  - 2.5 TBL peanut butter
  - 1/2 Cup beans
  - 2-3 Eggs

**Whole Grains and Starchy Vegetables: 3.3 oz 3x/day**

- 1 SERVING= 3.3 oz.
  - 1 Cup cereal
  - 1 Cup cooked pasta or rice
  - 1, 12 inch whole grain wrap or tortilla
  - 2 Pieces whole grain bread and 3 cups popcorn
  - 1 cup corn or mashed potatoes

**Sample Menu with Portion Sizes**

**Breakfast**  
 Whole-grain cereal (1 Cup)  
 Low-fat milk (1 Cup)  
 2 eggs  
 Banana

Or

Whole-grain waffles (2)  
 2.5 Tbl Peanut butter  
 6 oz. Greek yogurt  
 Whole Fruit

**Lunch**  
 Beef (2.5 oz.) & cheese (1 oz.) burrito on 12 inch whole grain tortilla  
 Salsa  
 1 Cup Refried beans  
 1 Cup cut fruit  
 Salad

Or

Grilled chicken and slice of cheese  
 Whole grain sandwich roll  
 1 Cup Baked beans  
 Salad  
 1 Cup cut fruit

**Dinner**  
 1 Cup (2 oz. dry) whole grain Spaghetti  
 1/2 C sauce  
 6 small or 3 large meatballs  
 1 Cup Broccoli  
 Salad  
 1 cup peaches  
 Low-fat milk

\*Additionally, whole grain PBJ or sunbutter and jelly should be available at all times.

In addition to appropriate portion sizes, ALL scouts should be able to eat until they are satisfied, through offering adequate time for second servings (excluding dessert).

- PRO Wellness Registered Dietitian

## Computing Food Quantities

An estimate of camp attendance is essential before intelligent decisions can be made in determining food quantities. Good camp promotion practices will help. An estimate of food quantities should be established by the first of the year. Past attendance will be a factor to consider. With attendance facts in hand, the next step may be taken.

How many portions per pound, can, or package? Experience will no doubt serve as a basis for these decisions. Quantity cookbooks will serve as a guide.

<b>1 TEASPOON</b>	<b>=</b>	<b>1/3 TABLESPOON</b>	<b>=</b>	<b>1/6 FLUID OUNCE</b>
<b>1 TABLESPOON</b>	<b>=</b>	<b>3 TEASPOONS</b>	<b>=</b>	<b>1/2 FLUID OUNCE</b>
<b>1/8 CUP</b>	<b>=</b>	<b>2 TABLESPOONS</b>	<b>=</b>	<b>1 FLUID OUNCE</b>
<b>1/4 CUP</b>	<b>=</b>	<b>4 TABLESPOONS</b>	<b>=</b>	<b>2 FLUID OUNCES</b>
<b>1/2 CUP</b>	<b>=</b>	<b>8 TABLESPOONS</b>	<b>=</b>	<b>4 FLUID OUNCES</b>
<b>1 CUP</b>	<b>=</b>	<b>1/2 PINT</b>	<b>=</b>	<b>8 FLUID OUNCES</b>
<b>1 PINT</b>	<b>=</b>	<b>2 CUPS</b>	<b>=</b>	<b>16 FLUID OUNCES</b>
<b>1 QUART</b>	<b>=</b>	<b>4 CUPS</b>	<b>=</b>	<b>32 FLUID OUNCES</b>
<b>1 LITER</b>	<b>=</b>	<b>1 QUART + 1/4 CUP</b>	<b>=</b>	<b>4 1/4 CUPS</b>
<b>1 GALLON</b>	<b>=</b>	<b>4 QUARTS</b>	<b>=</b>	<b>16 CUPS</b>

## Food Specifications

As quickly as food needs are known, contracts with suppliers should be made. There is value in dealing with familiar firms year after year, but decisions on where to buy should be made annually after a study of conditions and fresh contacts with several dealers. Good relationships require that suppliers be selected fairly and impartially on the basis of formal bids. For the best results, close relations should be developed between the camp commissary buyer and the food dealers. The camp buyer should explore the possibility of sourcing supplies locally or from farmers in the camp neighborhood and should become familiar with the following food specifications.

## Fresh Foods

Camp menus get a lift when fresh fruit or vegetables can be added or substituted for frozen. Seasonal products are frequently available during summer months. Additional cost may be offset by less waste, ability to offer dessert, and extra options. Be sure proper storage is provided, or plan to use fresh foods immediately. Follow cooking directions on packages.

## Selecting a Food Provider

Two or more reliable sourcing firms handling various food products should be selected. Next, the camp director or food services manager should prepare a letter of invitation including:

- Specifications such as quantities desired
- The exact date and hour by which bids must be filed
- The free-on-board point of delivery
- Conditions governing return of unused goods at close of season
- Delivery schedules based on storage space and personal availability
- Condition of payment, time, discounts, etc.
- Indication that quantities given are estimates for bidders' guidance and that payments will be made on the basis of actual deliveries
- Statement that the bid opening is private and right is retained to reject any or all bids
- Notice that bid must cover all items on list.
- Willingness to supply samples for testing (Quality can be determined only by sampling. Sampling and testing take place at one time and place with a committee present to give opinions. Have a dietitian on this committee who can set up the procedures to be followed. A school or industrial kitchen will provide a good setting.)

For the average-sized camp, it may not be advisable to split the items of a bid. Bids should be opened and tabulated by a committee. Placing bids should be determined by quality, responsibility of the bidder, and price.

## Purchasing

All orders for supplies are submitted on purchase order forms that are printed locally. All the purchase orders must be approved by the camp business manager or camp director. Suppliers must be informed of this procedure. The number of suppliers should be kept to a minimum, and credit should be established with each so that bills may be paid by check.

- If bids are used, properly signed letters to the successful bidders are necessary. Refer to the bid request for terms of the deal. Send letters to those companies that did not place a winning bid.
- Concentrate buying with a minimum of firms each year.
- Use written purchase orders.
- Pay bills promptly.
- Purchase in quantities.

**Seasonal Purchasing at “Bargain” Prices.** Beware of product shelf life and prices on items you can’t use. Buy only to meet the needs of a planned menu. Off-season purchases of special packs or items priced low because of heavy supply or for any one of several reasons can be good business if done intelligently and with good advice from experienced food experts.

Freezer storage of meats may make it possible to save dollars by purchasing when prices are low. Carcass meat purchases are not necessarily the most economical way to buy.

**Kitchen, Dining Hall, and General Supplies.** Careful purchasing using the bidding method will save money, as the many incidental supplies needed to operate a camp can consume many valuable dollars. Careful purchasing using the bidding method will save money.

Included in this list are:

- Paper goods such as napkins, paper towels, plates, cups (hot and cold), and toilet paper
- Cleaning supplies such as sponges, mops, brooms, soaps, scouring compounds, steel wool, and dishcloths
- Industrial supplies such as carts, tables, salad bars, serving lines, etc.
- General supplies such as matches, chalk, nails, screws, hinges, and paints

This is only a start. Make up this list early on the basis of last season’s holdover inventory. Classify it and put it out for bid if quantities warrant. The less weekly shopping done, the more that can be saved. Last-minute needs can be taken care of by being on good terms with local suppliers.



## Receiving

Be sure that the camp gets the correct quantity and quality of what it orders. Probably the greatest weakness in camp management is overlooking these points.

The Food Services Manager must ensure that one or more individuals are on hand when deliveries of food are made. It is their responsibility to check the quantity, weight, condition, and quality of every item. It is particularly important to check weights of meats. The receivers must understand specifications and be able to appraise quality.

Merchandise under par is rejected. The checked order and supplier's invoice are given to the Food Services Manager for processing. Food received is placed in proper storage, with the oldest items rotated to the front so that they are used first.

Invoices are subsequently matched with purchase orders to determine if orders were filled accurately. Shortages are noted for follow-up. Be sure that all suppliers understand that their delivery personnel are not authorized to leave the camp without a signed receipt.

To assure proper accounting in the council service center, the invoice is coded and approved by the business manager for payment. All invoices should be transmitted to the council service center as soon as possible to facilitate prompt payment of bills.

Camp staff related to receiving must understand the importance of this job. Acceptance of a short count or inferior merchandise can result in insufficient amounts of food for campers.

## Daily Perishable Food Inventory

The Food Services Manager should be personally responsible for taking a daily perishable food inventory, preferably at a regularly prescribed time. This inventory is used to guide the Food Services Manager in placing orders for perishable foods.

## Time/Temperature Control for Safety Food

"Time/Temperature Control for Safety Food" means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation and includes:

- An animal food that is raw or heat-treated.
- A plant food that is heat-treated or consists of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes, or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.

- Garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation.
- Any other food required to be treated as a Time/Temperature Control for Safety Food under applicable law. Time/Temperature Control for Safety Food does not include food in an unopened hermetically sealed container that is commercially processed to achieve and maintain commercial sterility under conditions of nonrefrigerated storage and distribution.

Except during preparation, cooking, or cooling, or when time is used as the public health control, Time/Temperature Control for Safety Food shall be maintained at 135°F or above, at 41°F or less, or as provided in the applicable food code if ascertained by the person in charge.

Time/Temperature Control for Safety Food that is reheated must be reheated to 165 degrees F for at least 15 seconds before hot holding and, if microwaved, covered for 2 minutes.

## Storage

Storage space in camp is usually at a premium. Have a place for everything and rotate oldest items to the front. Food shall be protected from contamination by storing the food:

- In a clean, dry location
- Where it is not exposed to splash, dust, or other contamination
- At least 15 cm (6 inches) above the floor, unless the food is in pressurized beverage containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates, which may be stored on a floor that is clean and not exposed to floor moisture
- At the proper temperature

## Food-Cost Control

Pre-costing of camp menus gives you *estimates* of what meals will cost. It is best to have an accurate record of *actual* costs. A food-cost control procedure is needed.

During camp, weekly food-cost control can be achieved through menu costing each week. When an accurate record of food issued to cooks or to patrols is maintained, cost of meals may be computed. It records spoilage before food goes to the cooks, and it should take into account snacks consumed with or without permission.

## DINING HALL PRACTICES

The camp is home to the central staff for the summer. Staff members should be made to understand that common courtesies are as important in camp as at home. They set the tone by their example and guidance by eating healthy foods and taking care of themselves. Each should understand the pattern to be used and agree to give conscious leadership to unit leaders and youth.

In the dining hall, staff members are guests at campers' tables. A staff member may become a guest by assignment, invitation, or personal request.

### Physical Arrangements

The appearance of a dining hall can induce respect, courtesy, and anticipation for the meal to come. Cleanliness is at the top of the list. Adequate lighting and good ventilation, with an air of cheerfulness, are essential. The place must look good and smell good.

Tables seating eight to 10 are recommended. Provide adequate space between tables so that food service and the flow of people are efficient. Benches may be an option that use less space than chairs and will help reduce the noise.

Tabletops should be one piece with no cracks or crevices and may be finished in colors in harmony with the building. Paper tablecloths (white wrapping paper) and good paper napkins with matched dishes and well-maintained silverware have a good effect on campers and staff. Decorations in harmony with architecture and camp traditions add to the atmosphere of the dining hall.

### Meal Service and Dining Hall Program

Dining hall decorum starts as campers and leaders enter and find their places at tables. Start meals with short, dignified graces said by a chaplain, camper, or staff member.

Provide enough time so meals are unhurried. Through staff guidance, interesting table conversations become a traditional part of mealtime. Group singing adds enjoyment and is anticipated with pleasure when good judgment is used in the selection of songs and leadership given to them. Singing at every meal may not be a good idea. However, playing background music at a good, light volume level that still allows conversations to occur can create a fun and engaging atmosphere.

Keep program items to a minimum. Lengthy announcements are not generally productive. Unit leaders will get the story across much better. Inform leaders through roundtables, the program commissioner, or in writing. Wise use of bulletin board space can get the word to campers and leaders. When announcements must be made, have them

made by one person whose voice can be heard by all. Giving the “big idea for the day” at breakfast is fine, provided the idea is brief and interestingly presented. It should be worthwhile and have meaning to the campers in their present environment.

## Food Service

Offer vs. serve is an aspect of food service to consider. When Scouts are offered food, they determine what goes on their plate or tray. When Scouts are served food, everyone receives a tray that looks the same. Served service is much faster as plates and trays can be pre-plated from a serving line and distributed quickly. However, offered service often generates less waste as Scouts turn down foods that they are not planning to eat.

Additionally, there are many different service style options. Consider which option below may work best for your individual camp culture, infrastructure and campers. These guidelines will help to provide the kind of experience desired in Scout camping.

## Buffet-Style

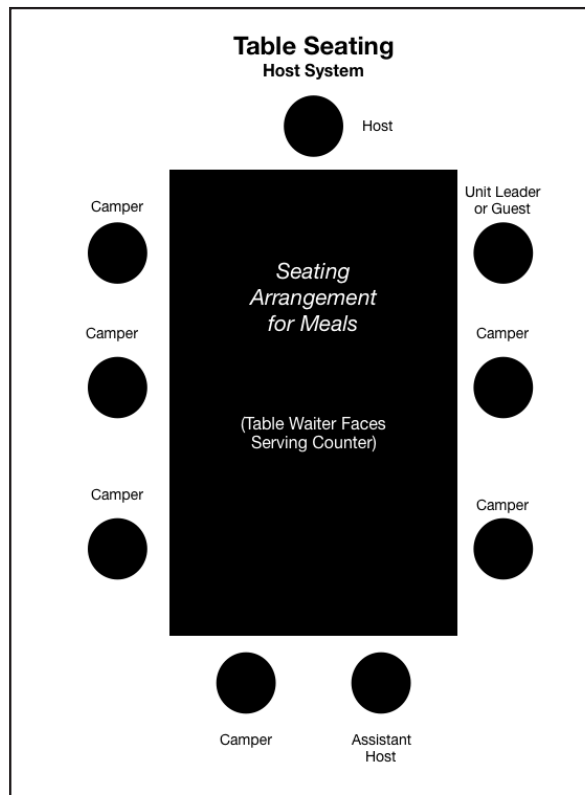
- Works well for large camps
- Works well if camp leaders have voiced concern about the quantity of foods served
- Works well if staffing is limited
- There must be adequate space for multiple buffet lines.
- Buffet lines should be accessible from both sides to expedite service.
- Everyone should go down the buffet line once before anyone receives seconds.
- This works well when proper space, traffic flow, and equipment are available.

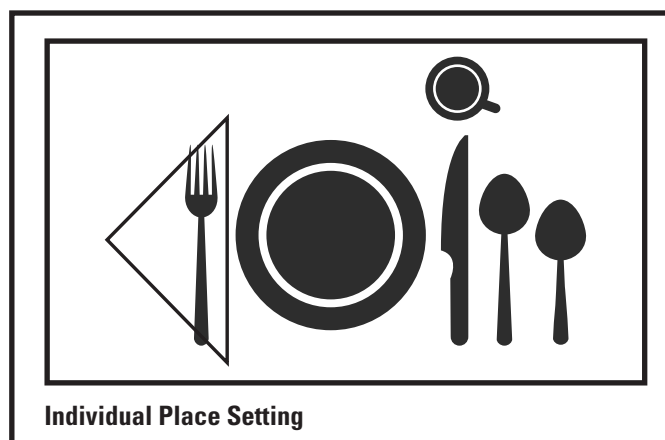
## Cafeteria-Style

- Works well if food service is available over an extended period at each meal. This eliminates long lines.
- Works well if there is a flexible schedule for mealtime when patrols or crews eat together under unit leadership. This permits patrols to say grace before meals.
- Patrol-sized tables are provided.
- Staff is encouraged to eat with patrols.

- Works well when outpost, trail, and other special cooking experiences are available and encouraged.
- This works well when proper food issue, menus, and equipment are available.
- For Cub Scouts, cafeteria-style service may be faster than buffet-style.

## Family-Style





- The host sits at the head of the table and introduces guests, serves all main dishes, and is responsible for general conduct of the meal period at that table.
- The assistant host (helper) aids the host in serving, thus expediting service, and gets apprentice training in being host.
- The waiter reports before each meal, sets the table, brings the food out, secures extra helpings if needed, and remains to clean up.
- A guest who is a staff member has the responsibility of giving guidance to the campers in fellowship, serving, and worthwhile conversation.
- Dishes should not be scraped, cleaned, or stacked until the group leaves the table.

Notice the chart that explains this seating arrangement and rotating plan. The size and shape of tables used will necessitate adjustments.

Family-style service works well when:

- There is not much room for Scouts to move around.
- There is only a short time available for meals.
- Camps have adequate serving dishes to serve tables family-style.
- Scouts do not know each other yet.

With a few simple visual aids, the food service manager can help campers in carrying out their duties more effectively.

- The host system for the camp should be displayed in chart form on a large cardboard panel. A table-setting chart should be displayed showing the location of plate, knife, fork, spoons, cup, glass, and napkin.

- The menu for each meal should be displayed on the wall.
- List table seating for the meal as a guide to waiters.

## Unit and Trail Site Feeding Practices

While the setting is different when units eat at their own sites, the practices should follow those in the dining hall. Unit leaders should be coached through precamp training, roundtables, and program commissioner service to follow the same practices on the unit sites.

Even the rustic setting along the trail provides an opportunity to practice the simple courtesies. Cleanliness, uniforming, graciousness in serving, grace before meals, and quiet fellowship over an appetizing meal can all happen even when the table is a convenient rock and the bench an old log. It will not happen without leadership from staff members.

## Sanitation and Health

In camp, cleanliness is important to good health. Good sanitation practices mean a healthy camp. Please adhere to state sanitation guidelines or refer to the details found in [NCAP Circular 11](#) (official resource) (FS-605 and FS-606).

## SECTION V: RESIDENTIAL SCOUT CAMP PROGRAM

### AIMS AND METHODS OF SCOUTS BSA AND THE SCOUT CAMP PROGRAM

The aims of the Boy Scouts of America are to provide for youth an effective program designed to:

- Build desirable qualities of character
- Train them in the responsibilities of participating citizenship
- Develop in them personal fitness
- Develop qualities of good leadership

These aims are accomplished by using the eight methods of Scouts BSA:

- Patrol method
- Advancement
- Uniform
- Leadership development
- Scouting ideals
- Outdoor program
- Adult association
- Personal growth

[The BSA's Mission, Vision, Aims, and Methods](#) (official resource)

The program at Scout camp reinforces Scouting's aims and methods by providing a setting in which a Scout can learn, by example and by practice, the following:

- Sense of duty to one's community
- Responsibility for one's actions
- Self-reliance and personal confidence
- Knowledge of and ability to use leadership skills
- Ability to handle emergencies



- Skills needed to help oneself and others
- Ability and willingness to accept direction
- Ability to get along with others
- Knowledge of healthful living and personal fitness
- Understanding of teamwork
- Sense of fairness
- Personal reflection

Scout camping is more than earning merit badges and having fun in the woods. It provides an opportunity that can contribute to the achievement of Scouting's purpose.

## Three Activity Areas

Each Scout camp across the country has its own schedule and program times, but every summer camp program should allow time for all Scouts to participate in each of these three activity areas:

- **Personal advancement** can involve rank advancement and merit badge work.
- **Troop or patrol time** may include advancement-related activities or activities just for fun and/or enrichment, like a troop swim, troop time on a shooting range, campwide games, or any special activity a troop or patrol does by itself.
- **Personal interests** could include working on merit badges, fishing, just enjoying the out-of-doors, or visiting an area of camp in which a Scout is personally interested.

Scout camp should afford Scouts a wide range of experiences through which they can gain and nourish Scout spirit, learn useful Scout skills, and grow in stature and understanding.

## Provisional Troops

Provisional troop camping is another method that gives a Scout camping experience to youth who, for various reasons, cannot camp with their own troop. Qualified, adult provisional leadership shall be provided by the council.

Provisional camping is used to meet one or more of the following conditions:

- When the chartered organization and the troop committee have exhausted every reasonable means to secure leadership and have requested help from the local council
- When the troop is sending only a small number of Scouts to camp

- When a Scout wants to remain for an extended period after their unit has left camp
- When the camping experience is of a special nature and a process of selection is used or the opportunity to participate is limited, such as at national or world Scout jamborees and junior leader training
- When special programs are conducted—conservation, aquatics, leadership development, merit badge subjects, or high-adventure programs

## THE CAMP PROGRAM

Simply stated, “program” is what Scouts DO when engaged in Scouting activities. The program of any camp is the sum of everything that happens in the camp.

### Program Resources

Every camp has many possible program resources. With the use of imagination and determination, many new, unusual, and valuable program highlights can be listed among the activities possible in a camp. Camp personnel must be alert to the needs and desires of individual Scouts and troops to provide variety and sparkle to the big adventure.

Each year, new and different program features can be added as attractions, so those who participated last year can look forward to new experiences and adventures.

- Backpacking
- Black-powder rifle shooting
- Canoe trips
- COPE
- Kayaking
- Mountain biking
- Older-Scout patrol activities
- Pentathlon
- Pioneering projects
- Raft building
- Rock climbing and rappelling

- Sailing
- Search and rescue
- Shotgun shooting
- Theme camps
- Waterskiing

Troop leaders should then discuss possible activities and program ideas with the rest of the troop. These will help stir up interest, alert the leaders to the desires of troop members, and provide some advance information about program choices.

## FIRST-YEAR CAMPER PROGRAM

The Scout resident camp first-year camper program is designed to provide activities for first-time resident campers. The activities are most always developed to present Scout skills related to rank advancement for Tenderfoot though First Class. The program activities are flexible and can fit into any summer camp schedule.

This program is not intended to make Scouts First Class during one week at camp but rather to supplement troops' skills development training. Remember that some Scouts involved in this program will be more experienced than others. Some Scouts have been members of a troop for nine or 10 months, while this may be the first Scout camping experience for others.

In Baden-Powell's words, "A week of camp life is worth six months of theoretical teaching in the meeting room." In this light, Scout camp programs should strive to bring skills instruction to life with hands-on experiences laced with enthusiasm and action. As B.-P. said, "A Scout is not a sitting down animal." It follows that the first-year camper program should be replete with opportunities for Scouts to *reinforce* the skills they're acquiring, with activities that are *challenging and fun*.

A program for first-year campers should never merely be a shortcut to advancement but instead an opportunity for young people to actually *live Scouting*—learning to share responsibilities, cooperate with their fellow Scouts, and explore avenues of discovery leading to new and exciting ideas and a host of useful skills in a way that's fun.

For example, learning to tie a clove hitch and form a round lashing is fine, but take these basic skills and bring them to life. Give the Scouts something active to do that *relies* upon the skills they just covered. One way to do this is to

have each patrol, or even the whole troop, join as many Scout staves together as they can, forming an enormously long extended pole, and then, in a triumphant fashion, lift the whole thing off the ground. Following that, have the patrols compete against one another by playing [“Catch the Snapper.”](#)

First-year campers should be treated to a program that’s engaging, involving, challenging, and fun—a program in which newly acquired skills are put into action in a way that illustrates how they can be used and where cooperative teamwork comes into play to meet challenges that rely upon using the skills they’ve learned. See the [“First Year Campers” video](#).

## SCOUT SKILLS IN CAMP

Scouting provides the foundation to gain many different skills. Those that enable Scouts to *be prepared* to help themselves and others under a variety of circumstances are often referred to as Scout skills. The broadest category of these skills are those used in the outdoors, both in the frontcountry and in the backcountry. These skills are often seen as the central focus of the Scouting program. Though certain methods and techniques change with the times, for the most part, Scouting’s traditional outdoor skills are timeless and remain the same. The ability to use one’s resources in ways that are practical and creative often stem from the skills acquired in the outdoors as a Scout.

Scout skills can be applied to all kinds of situations, not only on outings but also in everyday life. Knowing how to *help other people at all times* is frequently related to an acquired set of Scout skills. First aid is a prime example.

Scout camp is the ideal place to acquire a host of Scout skills and to put them into action. Progress along the advancement trail is most often a result of attending camp, and central to the program at Scout camp is the full gamut of Scout skill–related advancement opportunities. Generally speaking, the program at Scout camp should feature opportunities to engage in the skills reflected in the Hiking, Camping, Cooking, Navigation, Tools, and First Aid sections of the Scouts BSA handbook.

The general body of merit badges related to Scout skills that are often featured at camp are:

- Backpacking
- Camping
- Cooking
- First Aid
- Geocaching
- Hiking

- Orienteering
- Pioneering
- Safety
- Search and Rescue
- Wilderness Survival

In order to provide a setting that is most conducive to learning and applying outdoor skills, there should be an area dedicated to accommodate the first-year camper program, along with additional instructional sites for outdoor skill-related merit badges. Scoutcraft areas should be set up in a manner that assures all camp gadgets, racks, and structures properly illustrate the use of the Scout skills represented.

- **Dining flies**—A separate patrol fly should be erected over a picnic table for each patrol in the first-time camper program area. Each should serve as a practical example of all the basic Scout skills featured in properly putting up the fly. ([Tarps and Patrol Dining Fly Video](#))
- **Ax yard**—A roped-off ax yard with chopping blocks, in proximity to a tool rack or facsimile for protection and accessibility of camp tools, including, axes, bow saws, mallets, shovels, rakes, etc., should be built in a designated section of the program area. ([Tool Rack](#))
- **Fire area(s)**—A separate area—laid out for safety—for each patrol to build fires for cooking and fire-related activities should be set up. A safe distance away, an organized, covered supply of tinder, kindling, and fuel wood should be located in proximity to the fire pits, and filled fire buckets on fire bucket holders should be situated near each patrol fire building area. ([Fire Bucket Holder](#))
- **Hitching posts and knot tying racks**—As instructional aids, enough horizontal and vertical poles should be erected so that all program participants can apply the various knots as they are enabled to do so.
- **Trash bag holder(s)**—The entire program area should be clean and organized. Simple, conveniently located three-pole trash bag holders are functional and reinforce the endeavor to be clean in our outdoor manners and utilize our resources in a low-impact manner. ([Garbage Bag Holder](#))
- **Equipment storage**—A covered area for all the materials used during the program should be provided. In lieu of a permanent structure, a quartermaster fly can be erected under which equipment can be stored in large covered plastic bins or wooden chuck boxes.

## Skills Instruction in the Scoutcraft Area

In order to enhance the residential Scout camp program, as well as motivate and inspire the Scouts attending camp, certain important factors of the outdoor skills program need to be addressed. All skills instruction at a Scout camp should be exemplary, and this is especially true for Scoutcraft. Instructors must be both well-versed and thoroughly prepared to present each skill. Orchestrating specially selected Scout skill challenges brings the skills to life and contributes to making the Scout camp experience involving and fun. The most successful outdoor skills program seeks to continuously engage the Scouts by presenting a well-paced sequence of events. In addition to a comprehensive agenda, this requires thoughtful organization of all materials. So that they properly support the presentation and facilitation of the skills for which they are used, program materials need to be authentic, appropriate, and accessible.

- All instructors should be adept at properly and accurately demonstrating and teaching each skill. (As a point of reference, it is suggested each instructor review the appropriate BSA how-to videos: [www.programresources.org/how-to-campcraft-skill-videos/](http://www.programresources.org/how-to-campcraft-skill-videos/).)
- In conjunction with skills instruction, select and prepare several fun and challenging activities that will put the skill into action, reinforcing and illustrating how it is used. (Refer to [www.programresources.org/scout-skill-challenges/](http://www.programresources.org/scout-skill-challenges/).)
- All materials for instruction and activities should be organized and ready prior to the program's implementation.
- Lines for knot tying should be flexible 3-foot lengths of cotton or synthetic cord (paracord, 1/8- to 1/4-inch braided nylon, or other non-slippery, pliable cordage, conducive to learning and tying knots).
- In accordance with what's being instructed and built, ropes for lashing should be 1/4-inch manila, precut into 6-, 10-, 15-, and 20-foot lengths, properly whipped, and coiled into groupings by size (not hanked).
- Lines for flagpole guy lines should be 15-foot lengths of 1/8- to 1/4-inch braided nylon.
- For instruction, skill challenges, and building, there should be an ample supply of Scout staves, as well as one for each participant.
- Spars for pioneering projects should be skinned and precut to size. (Refer to <https://scoutpioneering.com/favorite-larger-projects/>.)
- For optimum fire building instruction, sources of tinder and kindling should be supplemented by an ample supply of prepared and sorted wood shavings, toothpick-sized tinder, and skinny splits of kindling.
- For each instructional session, ensure there are enough materials for all participants.

## Outdoor Skills Instruction in Troop Sites

Troops can easily carry out their own skills instruction and Scout skills activities in their individual campsites. The troop adult leaders, the outdoor skills director, or a camp commissioner should ensure that troop fire areas, woods tools, and ax yards comply with all safety standards.

## HIKES AND OUTPOST CAMPS

A well-planned outpost camping and hiking program adds fun, thrills, and adventure for many troops and patrols at summer camp. If a camp decides to offer this kind of program, it is up to the program director, ecology/conservation director, and outdoor skills director to look for areas on or near the Scout camp property where outposts can be established. The area to be hiked has much to do with the appeal of an outpost. Is it interesting, different, adventuresome? There is little point in trying to arrange a thrilling program of outpost camping if all that happens is a hike, setting up tents, cooking an egg, and returning to the base camp.

Special hiking trails and campsites need to be established well before the start of camp. Is there a mountain to climb, a place where fish can be caught, a place where animals can be observed, a place to boat or canoe, a saltwater beach where seafood can be found, a place where conservation work can be done? Arrange for permission to take advantage of these outdoor opportunities.

The next concern is to make sure there is proper equipment for patrols and troops—either troops bring their own or the camp makes it available. Proper equipment for trail trips is a must.

The program director must arrange for and have on hand the food for good trail meals. Packaged trail foods are the easiest way to provide this but are by no means the only answer. The trail foods supplied should be a highlight of the trip, not just anything to get by. Some fresh foods—fruits and vegetables—can be used, as well as canned or dried meats. The food should fit the type of trip. The food must be prearranged, ready, and interesting.

The final concern of the program director is to see that there is pretrip training in the skills of packing, cooking, etc., so that every group goes forth with the proper know-how to be successful.

## Ideas for Hikes and Output Camps

Out-of-camp activities provide practical application of camping and outdoor skills in the form of colorful adventure in summer camp.

Day or half-day trail trips can include:

- Exploration
- Mapping expeditions
- Nature-lore hikes
- Scavenger hunts for natural craft materials, survival materials, etc.
- Cookouts
- Beeline compass hikes
- Pioneering expeditions
- Lost-child or plane-crash projects

Two- or three-day camps, overseen by a camp trek director, can include:

- Camp making
- Cooking and field sanitation
- Wilderness activities—conservation, primitive campcraft, survival skills
- Canoeing and water-safety activities
- Leave No Trace camping techniques

Wide games either in or out of camp can employ many camping and outdoor skills:

- Treasure hunts
- Adventure trails
- Siege games
- Exploration games
- Pioneering skill challenges
- Team-building opportunities



## Trailway to Adventure

This should be just what it says—a trail leading to some real adventure! These sites can be on council camp property, on private property (with permission cleared), or on state or federal land (with prior permission). If there is no water at these sites, campers carry their own or a truck delivers it nearby. These special trail camps can feature a variety of different program ideas, such as these examples:

- “Cowboy Camp at Zilch’s Knob”—This adventure features Dutch oven cooking with Dutch oven blueberry pies or apple pies.
- “Robin Hood Camp at Sherwood Point”—This adventure features action archery and a roving archery course with cutout animals on bales of straw to shoot at.
- “Fisher’s Camp at Denslow’s Cove”—Scouts catch a fish with a lure they made back in camp and plank the fish for supper; no other meat is furnished.
- “Gobbler Camp at Randle Flats”—Using a .22-caliber rifle, have a turkey shoot, using swinging tin-pan targets. Then have a barbecue cookout of chicken on a grill. Use wire mesh for cooking or a charcoal grill or green stick grill.
- “The Pioneer Camp”—This is a short hike to a site where a monkey bridge must be built across a stream, gully, or end of a lake. Photos of hikers are taken crossing the bridge.

The council camp staff provides a staff guide to assist troops and troop leaders on all these trips. Program materials and equipment are cached, if possible, at the outpost camp so they do not have to be carried there each day. Troops might schedule one or more of these trailway to adventure trips throughout their stay at camp. The same staff guides go each day to the same outpost to assist in the particular skill.

## ECOLOGY AND CONSERVATION PROGRAM

Since the earliest days of Scouting, nature and conservation activities have held an important place in the program, and for several good reasons. Through a good ecology program, young people can be taught certain skills and attitudes better than in any other way. Through a carefully planned program of conservation activities, the practical application of these skills and attitudes may be taught. In addition, several phases of citizenship training may be introduced and demonstrated.

The general body of merit badges related to ecology and conservation that are often featured in camps are:

- Bird Study
- Environmental Science

- Fish and Wildlife Management
- Forestry
- Gardening
- Geology
- Insect Study
- Mammal Study
- Nature
- Plant Science
- Reptile and Amphibian Study
- Soil and Water Conservation
- Weather

## THE CRAFT PROGRAM

A good camp handicraft program is especially important for first-year campers and can do much to add to a Scout's growth and appreciation of skilled craftsmanship. In making such projects as camp furniture, leather goods, and metal articles, they will be able to evaluate their own talents, strive to do a better job next time, and learn the wisdom of the adage "practice makes perfect." Craftwork can also teach the value of perseverance to finish a job once it is started.

The craft program in camp also provides a leisure-time activity. There are periods of time during a day in camp when it is desirable for campers to relax. These periods usually fall immediately before or after meals. At such times, Scouts usually congregate in their patrol site and, if no provision is made for some activity, mischief or boredom can result.

Sometimes a troop is faced with a spell of foul weather in camp and the planned program is hampered. A good craft operation can take up some of the available time and often prevent an unhealthy nothing-to-do situation.

Our purpose for a handicraft program might be summarized as follows:

- To teach simple skills that build confidence and self-reliance

- To teach the making of those things that will make one's stay in camp more comfortable and enjoyable
- To serve as an alternative when other activities fail because of weather conditions or for other reasons

Another aim is to satisfy the Scout's natural desire to create. In camp, Scouts might make things for their own use, gifts or souvenirs, or articles that will be useful in camp or at home.

Most craftwork will be of these types:

- Leathercraft—Belts, knife sheath, billfold, key case
- Metalcraft—Cooking equipment, trays, bowls, neckerchief slides
- Basketry—Wastebasket, stool, roll basket, birdhouse
- Whittling and wood carving—Neckerchief slide, letter opener, coat hanger, pothook
- Fly tying and lure making—Plugs, spoons, dry flies, wet flies, streamers
- Indian lore—Clothing and ceremonial equipment
- Stencil craft—Trail markers, personal equipment identification
- Craft strip—Lanyard, bracelet, key holder
- Plaster casting—Nature projects such as leaf casts or casts of animal tracks, slides, plaques, figures
- Rustic construction—Woodwork, benches, towers, bridges, birdhouses

These are representative projects. However, the ideas are limitless. Other types of projects would depend largely on local conditions.

## Facilities, Tools, and Equipment

The handicraft facilities should consist of a central handicraft area where demonstrations, exhibits, and instruction can be given. This should be near or a part of the trading post. This central craft area should be well-equipped to carry out a varied and interesting program.

## **Rustic Construction, Woodwork, and Wood Carving**

- Claw hammer
- Crosscut saw
- Clamps
- Brace and bits
- Hand drills and twist drills
- Jack plane
- Block plane
- Carpenter's square
- Folding 6-foot rule
- Coping saws
- Rasp
- Miter box
- Nail set
- Rip saw
- Buck saw
- Mallet
- Vise (bench type)
- Plumb bob
- Assorted screwdrivers
- Assorted large chisels
- Woodcarver's small chisels
- Nails
- Carpenter's level
- Hand ax
- String level
- Glue

## **Metalwork and Tin Can Crafts**

- Assorted pliers
- Ball-peen hammers
- Vise
- Molds for metalwork
- Small anvil
- Jeweler's saw
- Hack saw
- Soldering iron
- Files
- Tin snips
- Center punch

## **Leatherwork**

- Leather modeling tools
- Leather punch
- Fid
- Eyelet setter
- Snap-fastener tool set
- Skiving knife
- Steel square

## **General Use**

- Grindstone
- Sharpening stones
- Paintbrushes
- Buckets
- Rubber or soft plastic mixing bowls
- Scissors
- Oil can
- Razor-type knives

## Other Supplies

- Sandpaper
- Steel wool
- Paint
- Varnish
- Nails
- Screws
- Nuts and bolts
- Oil
- Rags
- Mason's cord and chalk
- Solder
- Turpentine
- Shellac
- Denatured alcohol
- Brush cleaner
- Flux
- Rivets
- Adhesives
- Carbon paper
- Tracing paper
- Clear adhesive tape

Additional equipment such as a ¼ horsepower motor, propane torch, or electric drill is not necessary but can be helpful. The motor can be used for polishing and other chores when combined with the proper attachments.

If a special craft such as ceramics is to be done, special tools will be required.

Be sure that an adequate source of power is available in the handicraft area before purchasing any type of power equipment.

Certain tools should be restricted to use in the central craft area where adequate supervision can always be provided. Other tools should be available for loan to troops for project work in troop craft areas. A careful checkout system must be used, and lost or broken tools should be charged to the troop. A list of prices should be posted, giving the replacement cost on all tools available for use.

A normal amount of breakage can be expected and should be charged to depreciation. Accurate inventories must be maintained so that replacement tools can be ordered when needed.

## Natural Materials

Not all handicraft needs to be store bought. Attractive articles can be made from natural ingredients. The priceless ingredient of imagination can be added to produce a beautiful letter opener from a gnarled root or a pair of bookends from an old beaver stump. The age-old art of making willow whistles, fire-by-friction kits, and whisk brooms can be pursued in many camps. Slab wood from a nearby sawmill can furnish material for wood benches. Ends of boards and waste cuttings from a cabinet plant can furnish rustic material for birdhouses and bird feeders. These items are

made at little or no cost. This may be a real help to the camper with little or no spending money.

A survey should be made of the camp area to determine what natural materials exist, such as witch hazel for brooms, reeds for weaving, etc. Where natural materials are not available in quantity, the most economical way to purchase materials is in bulk, such as metal in rolls, reed in coils, and leather in full skins or hides.

Kits are the solution to purchasing craft materials for many camps since they are usually packaged for individual use. Because the kit is complete and includes instructions, this method of purchasing is recommended if the camp does not employ a capable, trained handicraft instructor.

Handicraft materials for sale should be located at the camp trading post, adjacent to the central handicraft area. If bulk materials are used, they should be sold in the craft area under the supervision of the craft instructor who understands that materials of this nature must be handled in such a way as to eliminate waste. The misuse of bulk materials may prove to be more expensive than the use of kits.

## Results

A well-planned craft program can help the camp achieve its objectives by fulfilling the purposes mentioned. Scouts who bring home to parents something they have made in camp feel that they had a successful experience. Parents do not always understand the many benefits Scouts derive from their camping experience; they can only see such things as a new badge or the things Scouts bring home as gifts and souvenirs. We should recognize this if we are to receive the full support of parents.

A good handicraft program provides satisfaction for the camper, advancement, and the goodwill of the family.

The general body of merit badges related to the crafts program that are often featured in camps are:

- Basketry
- Indian Lore
- Leatherwork
- Metalwork

- Pottery
- Sculpture
- Woodcarving

## STEM IN CAMP

STEM activities have been part of Scouting from the very beginning. Compass reading, measuring, judging, fitness, conservation, nature, signaling, fire building, cooking, and other Scout skills have deep STEM involvement.

STEM-related activities done on a unit level can be included in a STEM program at camp. See [How to Include STEM in Your Unit](#) (official resource).

To find out which merit badges are required to earn STEM Nova awards, go to [www.scouting.org/stem-nova-awards/awards/scouts-bsa/](http://www.scouting.org/stem-nova-awards/awards/scouts-bsa/). For a list of merit badges approved for use in earning the Scouts BSA Supernova awards, go to [www.scouting.org/stem-nova-awards/awards/scouts-bsa-supernova-awards/](http://www.scouting.org/stem-nova-awards/awards/scouts-bsa-supernova-awards/). Many of these merit badges are regularly available as a part of the camp merit badge program.

## AQUATICS

The aquatics program combines recreation and instruction. A summer camp aquatics program consists of five essential elements—instruction for youth, instruction for leaders, demonstrations, recreational activity, and unit activity.

[BSA Aquatics Staff Guide](#) (official resource)

[Safe Swim Defense](#) (official resource)

## SHOOTING SPORTS

As measured by the number of Scouts who choose to participate, shooting sports is one of the favorite camp program offerings. Besides the fun, it teaches skills and discipline. Some Scouts find the satisfaction of becoming skillful in a shooting sport an end in itself. For others, these acquired skills may be the introduction to sports and recreation activities that last a lifetime.

To stay up to date on all the latest shooting sports program materials and programs, see the following resources:

[Shooting Sports](#) (official resource)

[Cub Scout Shooting Sports](#) (official resource)

[Scouts BSA Shooting Sports](#) (official resource)

[Venturing and Sea Scouting Shooting Sports](#) (official resource)

## COPE AND CLIMBING

COPE, or Challenging Outdoor Personal Experience, is a program designed for campers 13 years of age or older. Several events are sanctioned and each event requires a permanent installation. National Camping School training for COPE directors is required.

The Climbing merit badge, a favorite of many Scouts, offers a multifaceted learning experience that is challenging and lots of fun.

[COPE and Climbing](#) (official resource)

[Climb on Safely](#) (official resource)

## CAMPWIDE SPECIAL EVENTS

In their simplest form, special camp activities are intertroop or interpatrol events staged in camp to provide a large-scale Scouting adventure. Successfully presented, they can be one of the highlights of the Scout camp program, stimulating interest and enthusiasm, providing troop leaders with specific program material, and strengthening cooperation and Scout spirit.

### Guidelines for Special Events

- The event should be colorful and imaginative.
- It must be well-organized.



- Troop leaders should have a part in selecting and setting it up.
- There should be enthusiastic references to the event leading up to the time it's scheduled.
- Have several standard events planned and held in reserve.
- Develop detailed specifications for each phase of the event. Itemize equipment needed. Assign individuals the responsibility for each phase and follow up.
- Dress up the event with lots of color and imagination—not just knot-tying, compass skills, etc., but a simulated California gold rush with prospectors, gold nuggets, or a lost mine, for example. Start the buildup early in the period with stories, stunts, costumes, and suspense.
- Be certain everything is ready at the appointed hour—all members of the event staff at their posts, equipment set, adequate facilities to handle the crowd, etc. Start on time with clear, written instructions, scoresheets, etc. Do not depend on word of mouth.
- See that everyone taking part is recognized in some way.
- Make the event relatively short. Two hours in an afternoon would be enough.
- Use care to keep activities or problems from being too difficult. Remember, the great majority of the Scouts will be Tenderfoot and Second Class.
- Events should be held near the end of the week to permit adequate preparation.

## Boating Event Ideas

- **Paired-oar Race for a Three-Person Team**—From the starting line, row straightaway to the finish line. The crew consists of two oarsmen and a coxswain without steering oar. Distance: 150 yards.
- **Spaniel Race**—This team event is for a crew of three, single-banked with coxswain and steering oar. Row straight to a floating block placed dead ahead. Recover the block. If the block number is same as the team's own boat number, return to the starting point. If the block carries another number, throw it as far as you can, row on until the team's own block is found, and then return to the starting point.

- **Paddle-Crew Event for a Six-Person Team**—Start with the stern at a stake onshore. Paddle to the opposite shore, take the boat out of the water, carry it around another stake onshore, launch the boat, and return to starting point, placing the boat with its bow against the starting stake.
- **Rescue Event for a Three-Person Team**—Start onshore, row to a subject in the water, get the person into the boat, and return to shore. Distance: 50 yards.
- **Sculling Relay Race**—Individual team members scull around a buoy and return. Distance: 50 yards.

## Canoeing Event Ideas

- **Straight Paddle Race for a Crew of Four**—From the starting point, paddle to the finish line. Distance: 200 yards.
- **Out and In Race for a Two-Person Team**—On whistle signals, while paddling both jump out of the canoe, get back in, and continue to paddle to the pivot buoy. On the return, when the whistle blows, both make fast changes of positions in the canoe. Distance: 50 yards.
- **Canoe Rescue for a Two-Person Team**—One launches the canoe, and both paddle to a subject in the water. The team then makes a tired-swimmer rescue and returns to the beach. Distance: 50 yards.
- **Tandem Paddling Race for a Two-Person Team**—Two canoes joined at the ends paddle straightaway, passing a buoy on the port side, pivot, and return. Distance: 200 yards.
- **Hand-Paddling Race for a Two-Person Team**—From the starting point, both hand-paddle straightaway past the finish line. Distance: variable.

## RAINY DAY PROGRAM IDEAS

Some fair-weather activities can be carried on even in the rain, such as the following:

- Aquatics (except in electrical storms or when the temperature is too low for swimming)
- Hikes and outpost camps (rain can make these fun and challenging)
- Making a shelter that sheds water
- Fishing

- Campwide games in bathing suits in warm weather
- Treasure hunts
- Craft programs

But when rain is too heavy or there is thunder, the rainy day in camp can present a morale problem unless some good program resources are available. Each member of the program staff should be encouraged to collect novel activities or ideas for rainy day use. Rainy day programs can be staged any time of the day or evening—for the sudden shower or the all-day rain. Have program resources ready, with more in reserve. Care should be given to maintain the policies set forth in Hazardous Weather Training.

## Rainy Day Suggestions

- Before campers arrive, record unusual sounds around camp. Play these to see who can identify each one first. Use nature sounds, program sounds, or just everyday sounds.
- Put on skits or a talent show.
- Invite a specialist to speak on an outdoor subject of interest and to instruct campers in a specialized skill. Obviously this expert should be someone who lives nearby who can be available on short notice.
- Make wind chimes from native materials, tin-can lids, or whatever is available.
- Make *ojos de Dios* (God's eyes) using sticks or dowels and a variety of colored yarn.
- Play charades.
- Play "Who Am I?" Every Scout has the name or picture of a bird or animal taped on their back. They ask questions of others to learn what bird or animal they are. The pictures can be clipped from old magazines ahead of time.
- Hold an indoor campfire. Ask each patrol to come up with a song, skit, or stunt.
- Show movies or have a slide show.
- Review map and compass techniques. Lay out an imaginary route on a map. Give compass readings and distances. Have a patrol contest to see who can identify the destination first.

- Cook using hobo stoves, Dutch ovens, or backpacking stoves on a fireplace hearth.
- Serve hot chocolate and provide a place for Scouts to hang clothes to dry while they warm around an indoor fire.
- Build solar cookers to use when the sun comes out.
- Hold a songfest.
- Discuss survival techniques and kits—let campers evaluate priorities for a list of items for a kit.

## Outdoor Rainy-Day Program Ideas

- Hold an all-camp treasure hunt with Scouts dressed for wet weather.
- Hold a wet-weather fire-building contest by patrols.
- Hold a scavenger hunt by patrols. Part of the hunt can involve plant and animal identification.
- Take a wet-weather nature hike.
- Shoot at the rifle range if the shooting area is protected from the rain. Arrange for targets to be sheltered from the rain, too, or use waterproof targets.
- Take a hike to analyze erosion control needs in camp— washouts, flooding, erosion (splash, gully, sheet, rill), muddy trails, etc. Devise a plan for alleviating these problems. If consistent with the camp conservation plan, undertake a project to correct one or more of these problems.
- Run a woodcarving demonstration. Show how to carve utensils or neckerchief slides, and let Scouts carve their own. Or try soap carving.
- Have some surplus nylon parachutes and strong cord and hold programs outdoors under these shelters if rain is not too heavy.

## Outdoor Rainy Day Program Precautions

- Scouts must be appropriately dressed for the temperature and properly dressed for the activity with rain gear and proper footwear.
- Each Scout must have a complete outfit of dry clothing to change into following the activity.
- Facilities should be set up to dry out wet clothing and equipment.
- Tents should be closed tight against the storm.

## Indoor “Olympics”

Indoor activities will depend upon the facilities available and their comfortable capacity. Do not overcrowd a building or area. It is much better to have several smaller activities in progress at the same time and perhaps rotate the various troops or sections from one location to another on an adventure trail-type system.

- **Running Broad Grin**—Keep a continuous grin, with the person holding it for the longest time declared the winner. Vary with length of grin in inches. Conclude with a laugh contest for volume, for length of time, or for laughing on signal from the leader.
- **Peanut-put**—Throw peanuts into a jug 4 feet away from the contestant. Allow five tries and score for winning patrol or group.
- **Sponge-put**—Variation of shot-put: Using correct shot-put form, have contestant throw a dry sponge or inflated paper bag. Measure distance from starting line to point where the sponge first hits the floor.
- **Balance Juggle**—Thread a needle while balancing on one foot.
- **Standing Broad Grin**—Variation of laugh contest. Line up by patrols or troops, solemnly measure each grin in inches and compute for total inches. Then divide by the number of Scouts in the troop and arrive at an average length of grin. A variation of this contest is an informal testing to see which Scout has the broadest grin in the group.
- **Hammer Throw**—Blow up a paper bag, tie a string on the open end, and throw for distance.
- **Vocal High Jump**—Record the lowest and highest notes reached by each individual Scout. Honor the camper with the widest voice range.

- **Quarter Race**—Each contestant is given a quarter and a toothpick. With toothpick in their mouth, they must push the quarter down a “straightaway” on the floor. (Cover chin and nose with adhesive to avoid splinters.)
- **Whistling Race**—Each contestant must whistle a familiar tune after eating two dry soda crackers. Begin to eat at the signal. The one who whistles the tune through first is the winner.
- **Blindfold Race**—Two pairs of contestants are blindfolded and kneel facing each other. They feed each other popcorn with a spoon while holding one hand behind the back. The pair that first succeeds in eating all the popcorn wins.
- **20-foot Dash**—Carry a blown egg 20 feet in a teaspoon held at arm’s length.
- **Lightweight Race**—Carry a lighted candle in one hand and a pail of water in the other. If water is slopped or the candle goes out, contestant is eliminated.
- **50-inch Dash**—On one end of 50 inches of string, tie a marshmallow. The object is to gather string and marshmallow into the mouth without aid of hands.
- **Mile Walk**—Walk 100 feet with hobbles on ankles. Hobbles are made by tying a rope loosely above the ankles.
- **Long Glum**—The player who can keep from smiling the longest, while the others make jokes and laugh, wins.
- **Discus Throw**—Use paper plates with a 6-foot string tied through a hole in them. Contestants should use good form. Measure to the point where the discus first touches the floor.
- **100-mile Dash**—Stretch wires or strong strings through paper cones or cups across the entire length of a room, parallel to each other and some distance apart. The object is to blow the cone from one side of the room to the other.

## CAMPFIRES

Some of the most memorable hours in camping are spent around a campfire. The group may number in the hundreds at a campwide gathering, or it may be just a dozen Scouts and their leaders gathered informally in the firelight of their troop campsite. Scouts never seem to tire of the magic of firelight at night.

## Campwide Campfires

To be truly successful, a campfire should be fun and entertaining, well-paced, and thoroughly planned.

The types of campfires presented to the camp as a whole are ordinarily:

- **Opening campfire**—Celebrating the camp and its program on the first night of the camp session
- **Family night campfire**—For camp visitors and guests
- **Order of the Arrow callout campfire**—Often in conjunction with visiting day festivities
- **Closing campfire**—An occasion for recognition and fun

## Troop Campfires

When there is provision, and necessarily adhering to all fire safety guidelines, intimate campfires held by troops at their campsite are an occasion for bonding and fun and can provide many fond memories.

[Campfire Program Planner](#) (official resource)

[Campfire Ceremonies](#) (official resource)

## CAMP TRADITIONS

Camp traditions are camping practices or understandings inherited from the past. They may be established at any time and for any duration. Traditions may be associated with a common activity, a motto, a song, a special event, or a ceremony. Camp traditions can inspire loyalty, pride, and camp spirit, or they may involve fun, good humor, and fellowship.

### Examples of Camp Traditions

- **The Scout Friendship Trail**—This trail around the perimeter of a certain Scout camp is marked with rock cairns cemented together. Each troop coming to camp for the first time erects one and it is marked for that troop. All cairns are the same size and design.
- **The Tower of Friendship**—A similar idea in another camp was to build a tower of rock and mortar. Each unit is supplied a piece of rock for the tower. Each camp period, a brief opening ceremony is held at the tower.

- **Campfire Ashes**—A common tradition is to preserve ashes from last week's or last year's campfire and sprinkle them on the present campfire as a symbol of continued good camping and Scout friendship from the past into the present.
- **Fireside Chat**—Some camps arrange a fireside chat for all first-year campers with the director or camp chief. This is a friendly introduction to camp and what the camp and its history mean.
- **Memorial Minute**—Over the years another camp has observed a memorial minute every day at noon as the camp bell tolls slowly. This is a minute of silence in honor of America's war veterans, both living and dead, many of whom camped at that site.
- **Vesper Hour**—The vesper hour is a camp tradition in many camps. This is an optional period of meditation. It is directed by chaplains of various faiths. This may also be a quiet period of reflection.
- **Fire Rock**—The fire rock is a camp symbol. It is also a program asset. A huge granite boulder in the central area of camp is used as a fire starter by all new campers. Some charred cloth, a tinder bundle, and a piece of steel complete the equipment. Each new camper can sign the honor roll of fire starters after starting a fire by flint and steel.
- **Prayer Time**—Prayer time in one camp is at 9:30 p.m. each day. At this time, all in their own way—wherever they may be—stop in silence to offer thanks to God.
- **Flag Ceremony**—Review and uniform inspection is a common tradition in Scout camps. It usually occurs on a unit basis. Some camp traditions suggest all troop flags go up each morning at a given signal at the same time.
- **Cookouts**—The chicken barbecue is a camp tradition in another camp. Every Thursday is chicken cookout day. Patrol members compete as chefs, using spectacular methods of outdoor barbecuing.
- **Whittlin' Log**—Scouts spend free time whittlin' and sittin' on a large log set out for just that purpose.
- **Event of the Week**—A campwide special event is frequently a traditional activity in camps. This is an intertroop and interpatrol contest in outdoor skills know-how. Winning patrols are recognized.
- **Law of the Camp**—Many Scout camps observe traditions without any obvious, outward promotion or announcements. Some such traditions or understandings are that the Scout Oath and Scout Law are the law of the camp, that all adult staff are addressed respectfully, and that a good camp is a clean camp.



## Troop Traditions

Many troops have their own traditions and customs. The camp and camp staff should encourage all those that seem proper and helpful and advise against any traditions that might seem unwise or unsafe.

- For many years a troop climbed a mountain on a certain day in July. This happened regardless of whether the troop was in summer camp. The troop had certain records and names buried in a metal chest atop the peak, and each year this chest was ceremoniously opened, the records read, and the new names and records added.
- One troop each summer in camp held a sunrise hike to a hill where they watched “the dawn come up like thunder” as a new day was born. They cooked breakfast on the hill and then returned to camp.
- Another troop observed the tradition of holding a patrol leaders’ council meeting to decide the fate of certain camp practices or songs, or disciplinary problems or slang expressions. If the council voted against the proposition, it was consigned to the “pit of oblivion” and was gone forever. This in effect was a good system of self-discipline, and it was fun.

## FAMILY CAMPING

All Scouting families are encouraged to spend quality time together in the great outdoors. Family camping facilities within a council camp can support this concept by providing an area for families to be together during Cub Scout resident camp, Scout camp, or on other occasions with family camping programs sponsored by the council.

Family camping areas may also serve as a haven for Scout families from other councils as they travel across America.

Family camping is an outdoor camping experience, other than resident camping, that involves Cub Scouting, Scouts BSA, Sea Scouting, or Venturing program elements in overnight settings with two or more family members, including at least one of whom is a registered member of the BSA.

A weekend family camping event at a resident camp could be a great opportunity for unit, district, or other council committee retreats, training, or planning conferences, in addition to some fun activities in the outdoors.

### Recreational Family Camping

This opportunity allows Scouting families to camp as a family unit outside an organized program. It is a nonstructured camping experience, but it is conducted within a Scouting framework. Local councils may have family camping grounds available for rental at reasonable rates. Other resources may include equipment, information, and training.

## Council-Organized Family Camp

Council-organized family camps are overnight events involving more than one Cub Scout pack. The local council provides all the elements of the outdoor experience, such as staffing, food service, housing, and program.

These overnights are often referred to as parent/pal or adventure weekends. Leadership for council-organized family camps is provided by a National Camping School–trained family camp administrator at the council's camp or at sites approved by the local council. In most cases, the youth member will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.

In addition to family camp activities scheduled for the Cub Scout families, councils may also schedule organized family camp events at council resident camps for all Scout families. BSA age-appropriate guidelines apply.

Council-organized family camps must be conducted in accordance with established standards as given in the National Camp Accreditation Program standards found at [www.scouting.org/ncap](http://www.scouting.org/ncap).

## VENTURING AND SEA SCOUT CAMPS

Venturing is a program that serves youth ages 14, or 13 with completion of the eighth grade, through 20. Sea Scouting serves the same age group with a nautical emphasis.

Good program opportunities for Venturers/Sea Scouts lead to longer retention. When developing the annual schedule for its resident camps, a council may consider scheduling one or more weeklong, partial week, or weekend Venturing/Sea Scouting sessions at camp. Councils should consider features that may have appeal to coed youth groups and schedule sessions accordingly, e.g., advanced aquatics, backpacking opportunities, mountain biking, and horse treks. Since many Venturing/Sea Scouting units may not have all the specialized equipment needed for high-adventure activities, the resident camp may consider making food, fuel, supplies, and equipment available to participants on loan or rental. The costs of these kinds of supplies could be included in the camp fee. The resident camps may also provide trained adult guides for specific adventures.

### Important Differences in Venturing/Sea Scout Camps

- Experiences provided are beyond those available to younger youth.
- Coed involvement is a consideration.
- Youth have a stronger voice in choosing and planning activities.

- Types of activities are patterned after what adults and teenagers do.
- The camp experience is not as structured, allowing for more flexibility in the schedule.

## Approaches to Venturing/Sea Scout Camps

- Encampments can be stationary, such as at the council camp, military installations, parks, or even a special Venturing or Sea Scouting base.
- Venturers/Sea Scouts can go on expeditions such as backpacking treks, canoe trips, horse treks, scuba diving trips, bicycle tours, river and sea cruises, snowmobile treks, and Kodiak treks.
- Weekend and school break activities are possible. Expeditions or encampments may be done anytime during the year. They can have a theme connected with a holiday such as Halloween.
- Older Scouts BSA members who are teenagers are candidates to participate in Venturing/Sea Scout camps. This is logical since many Venturing crews and Sea Scout ships work in conjunction with a troop.

## Planning Considerations

The main consideration in designing facilities for Venturing/Sea Scout camping is what the program is going to be. Alternatives could include a high-adventure experience in a national park such as horseback riding, cave exploring, backpacking, rock climbing, and canoeing. Another could be a large indoor sports arena that includes sports competitions, dances, clinics, scavenger hunts, and crafts. Council camps offer many opportunities to provide a quality camp.

## Key Questions

- Are there adequate sleeping facilities to separate male and female Venturers/Sea Scouts?
- Are there adequate bathroom and shower facilities for male and female Scouts and adults?
- Can the camp be separated from Scouting activities?
- Does the schedule match school district and/or college schedules?
- Does the facility have adequate resources for a variety of activities?
- Is the resident camp available for winter activities?

- Are additional releases, permits, or parental permission slips needed for the facility?
- How far is the facility from the crews/ships? Will each crew/ship be required to arrange for its own transportation or will the council provide the transportation?
- Will the facility meet the special needs required for a specialty camp, such as open areas or athletic fields for a sports camp or water good enough for diving for a scuba or high-adventure camp?

## Leadership Considerations

- A combination of youth and adult staff
- Strength of the Venturing/Sea Scout outdoor program experts and/or Venturing Officers Association to provide quality leadership
- Availability of special program experts in areas such as scuba diving, water skiing, horseback riding, or other exciting programs
- Crews/ships providing their own adult leadership
- Councils providing provisional camp support

## PROGRAM EQUIPMENT AND LITERATURE

### Suggested Equipment List for 100 Campers

#### Aquatics Training

- 8 boats
- 8 canoes
- 4 ring buoys
- 12 reach poles
- 6 kickboards
- 4 6-inch rubber balls
- 4 heaving lines
- 1 grapple hook and line
- Paddles and oars as needed

#### Woods Tools

- 12 felling axes
- 12 files
- 2 draw knives
- 12 whetstones
- 12 24-inch bow saws
- 2 crosscut saws

#### Compass and Map Training

- 12 protractors
- 12 rulers
- 2 compass games
- 24 compasses

#### Cooking—Outpost Camp Training Demonstration

- 4 patrol chef kits
- 4 trail chef cook kits (utensils)
- 4 water buckets
- 4 water bags
- 6 Dutch ovens
- 100 No. 10 tin cans
- 1 griddle
- 1 charcoal grill
- 1 MSR Whisperlite or JetBoil Stove

#### Fire Protection Training Tools

- 6 back pumps
- 6 beaters
- 8 shovels
- 6 grubbing hoes
- 8 rakes
- 4 Pulaski tools
- 6 brooms
- Fire extinguishers in buildings and fire buckets (No. 10 tin cans) for every tent

## **Fishing**

- 3 casting rods, reels, and lines
- 3 spinning rods, reels, and lines
- 3 fly rods, reels, dummy flies, and lines
- 12 casting plugs
- 3 cane poles, line, sinkers, and bobbers
- 1 set of skish targets

## **Orienteering**

- 12 magnetic compasses
- 24 U.S. Geological Survey (USGS) maps of area
- Station signs as needed, either permanent or temporary
- U.S. map showing declinations
- Supply of paper and pencils

## **Archery, Rifle, Shotgun, and Muzzleloader Shooting**

- See the official resources for shooting sports.

## **Rope and Line Training**

- 1,200 feet ¼-inch manila
- 400 feet ⅜-inch manila
- 400 feet ½-inch manila
- 200 feet ¾-inch manila
- 1 spool whipping cord
- 6 rolls binder twine

## **Climbing and Rappelling**

- Dynamic kernmantle ropes, minimum 10.5 mm diameter (11 mm preferred), UIAA- or CE-approved
- Static kernmantle ropes, minimum 10.5 mm diameter (11 mm preferred), UIAA- or CE-approved, minimum breaking strength of 22.2 kilonewtons (5,000 pounds) when new
- 1-inch-wide webbing with a minimum breaking strength of 15.6 kilonewtons (3,500 pounds) when new
- Locking or double-locking carabiners
- Rappel devices, UIAA- or CE-approved
- Belay devices, UIAA- or CE-approved
- Climbing harnesses in various sizes to fit different-sized participants, or enough webbing to make tied-seat harnesses
- Climbing helmets, UIAA- or CE- or ASTM-approved
- Gloves for rappellers; optional for belayers
- Anchoring systems

- Rescue equipment (not to be used for program)
- Climbing shoes (optional)

Quantities of climbing equipment needed will depend on the number of climbing sites, the number of participants to be served at the same time, the length of climbs and rappels, and the location and type of anchor systems. A qualified BSA climbing director or lead instructor (at least 21 years of age) should assess the needs and determine what equipment is needed.

### **Tents and Shelters and Pack Training**

- 1 backpacking tent
- 1 wall tent
- 6 10-by-10-foot trail shelters
- 2 12-by-16-foot patrol flies
- 1 Baker tent
- 1 poncho
- 1 flour-sack pack
- 1 pants pack (improvised)
- 1 Black Bull/Horizon Combo backpack

### **Suggested Commissioner Equipment**

The commissioner is a program specialist who might serve three to four units. Therefore, the commissioner needs program equipment to use and to loan. The following list will serve as a reminder of the type and minimum quantity of equipment needed.

Not all camps will secure all equipment for all commissioners right away, but a start can be made and additional equipment can be added in succeeding years. This equipment, with the exception of a few expendable items, must be inventoried and charged out to the commissioner at the beginning of the camp period—and must likewise be inventoried and accounted for at the close of the season.

### **Program Equipment**

- 1 box for equipment—locked
- 6 21-inch bow saws
- 1 flint and steel set
- 6 8-inch files
- 6 sharpening stones
- 18 magnetic compasses
- 2 sets USGS topographic maps of area
- 2 road maps of area
- 2 Dutch ovens
- 1 compass game
- 1 pack frame
- 6 three-quarter axes
- 1 spool whipping cord
- 1 tote-litter bag
- 1 fire-by-friction set
- 1 camp shovel
- 1 set of weather-station equipment
- 1 Voyageur, Adventurer, or Freespirit tent
- 1 12-foot-by-12-foot fly
- 1 pack

## Records and Forms

- 1 advancement chart
- 50 merit badge applications
- 6 fireguard plan sheets
- 6 board of review report forms
- List of camp merit badge counselors

## Books and References

- 6 copies of *Scout Songbook*
- 6 copies of Scouts BSA handbook
- 3 copies of *Fieldbook*
- 1 copy of *Troop Leader Guidebook*, volume 1

## Miscellaneous Equipment and Supplies

- 2 pads plain paper and 2 pads lined paper
- 1 large shovel
- 1 mattock
- 1 package colored marking pens
- 1 package crayons
- 200 3-by-5-inch cards
- 6 No. 10 tins
- 1 roll aluminum foil
- Assorted nails
- 1 roll masking tape
- 1 box thumbtacks
- 1 pound paraffin
- 1 set fire-control equipment as recommended for area
- 1 tin snips
- 12 plastic bags
- 24 baggage tags
- 1 small roll wire
- 1 pliers
- 20 ¼-inch manila lashing ropes properly whipped, 15 feet long
- 6 6-foot spars and 6 8-foot spars for unit pioneering projects
- 10 pounds plaster of paris
- 25 old posters for signs
- 1 yardstick
- 1 ball of twine
- 1 screwdriver
- 10 Campfire Program Planner sheets

## Merit Badge Pamphlets

Pamphlets corresponding to the merit badges offered at camp

## References for Training

- How Your Unit Fireguard Plan Works
- The Campfire Program Planner
- *Guide to Safe Scouting*
- Paul Bunyan Award pocket certificates
- Totin' Chip pocket certificates
- Firem'n Chit pocket certificates



