



DAY CAMP

ADMINISTRATION GUIDE



BOY SCOUTS OF AMERICA®

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A Word About Youth Protection

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The Boy Scouts of America places the greatest importance on providing the most secure environment possible for our youth members. To maintain such an environment, the BSA has developed numerous procedural and leadership selection policies, and provides parents and leaders with numerous online and print resources for the Cub Scout, Boy Scout, and Venturing programs.

The BSA requires Youth Protection training for all registered leaders.

New leaders are required to complete Youth Protection training. To take the training online, go to www.MyScouting.org and establish an account using the member number you receive when you register for BSA membership. If you take the training online before you obtain a member number, be sure to return to MyScouting and enter your number for training record credit. Your BSA local council also provides training on a regular basis if you cannot take it online. For more information, refer to the back of the BSA adult membership application, No. 524-501.

Youth Protection training must be taken every two years—regardless of position. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of recharter, the volunteer will not be reregistered.

We encourage all adults, including all parents, to take the BSA's Youth Protection training.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Boy Scouting handbooks, or go to <http://www.scouting.org/Training/YouthProtection.aspx>.

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CONTENTS

Purpose and Where Do We Begin?

| | |
|---|---|
| What Is Day Camping? | 1 |
| Values of Cub Scout Day Camping | 1 |
| Where Are Cub Scout Day Camps Held? “The Camp That Comes to the Boy” | 1 |

Procedures

| | |
|--|----|
| Before Starting a Day Camp | 3 |
| How to Get Started | 4 |
| Site and Facilities Needed | 4 |
| National Standards for Cub Scout Day Camps | 6 |
| Day Camp Trading Posts | 7 |
| Proven Methods of Operation | 9 |
| Day Camp Variations | 10 |
| Suggested Plan of Action | 11 |
| Some Factors for Success: Planning, Promoting, and Presenting | 11 |
| Day Camp Common Sense | 12 |
| Transportation | 12 |
| Food Service | 12 |
| Budget, Fees, and Business Practices | 13 |
| Day Camp Budget Worksheet | 14 |
| Day Camp Marketing Strategy | 15 |
| Registration Procedures | 18 |
| Horsemanship Activities | 19 |
| COPE Activities | 19 |

Personnel

| | |
|--|----|
| A Plan for Developing and Training Staff | 21 |
| Suggested Day Camp Organization | 22 |
| Qualities of a Good Camp Director | 24 |
| Employment Practices | 24 |
| Staff Responsibilities | 24 |
| Sample Day Camp Volunteer Agreement | 28 |
| Two-Day Camp Staff Training | 29 |
| One-Day Camp Staff Training | 30 |
| Staff Manual | 30 |

Program

| | |
|--|----|
| Your Day Camp Program | 31 |
| Importance of the Uniform | 31 |
| Program Resources | 32 |
| What You Need and Where to Get It | 32 |
| Program Equipment | 33 |
| Day Camp for Tiger Cub Scouts | 33 |
| Activities for Tigers and Their Adult Partners | 34 |
| Achievement Awards and Recognition | 36 |
| Sample Day Camp Schedules | 37 |
| Themes in Cub Scout Day Camp | 38 |
| Rainy-Day Activities | 44 |
| Stunts, Games, and Projects | 45 |
| Campfires | 45 |
| Nature and Conservation | 47 |
| Obstacle Course | 47 |
| BB Guns in Cub Scout Day Camps | 49 |
| Archery | 50 |

Fulfill the Promise

A boy joins Scouting because somewhere he saw or heard that Scouting provides the excitement and adventure of camping in the great outdoors. He wants to share that excitement with the members of his den and with his parents as a member of his own Cub Scout pack. This is what he expects!

You have an opportunity to unlock the door to adventure so that one day he will say, “It was all I hoped for and more!”

PURPOSE AND WHERE DO WE BEGIN?

What Is Day Camping?

Organized day camping is defined as an experience of group living in an outdoor environment. It is a multi-level experience under the supervision of trained leadership, which usually takes place during the daytime, from 9 or 9:30 a.m. to 3:30 or 4 p.m., but occasionally occurs during the twilight hours of 5 to 8:30 or 9 p.m. The program of activities provides fun and adventure in the outdoors at a site that provides seclusion and natural resources. Emphasis is placed on new experiences difficult to obtain in the usual indoor den atmosphere.

Councils have been operating Cub Scout day camp activities for a number of years. The programs of camps across the country contain distinctly different

activities and vary from the 10-day camp to the two- or three-day district day camp. This book is designed to help your local council with whichever of these programs you want to promote and operate, which we will call Cub Scout day camp.

Cub Scout day camps ideally encourage participation of den and pack leaders to strengthen packs so their boys benefit and grow with a good outdoor experience. This daytime outdoor program could include simple cooking, a Cub Scouting adventure feature, nature, and aquatics. The daily program focuses on a Cub Scouting theme, with theme recognitions for the boys as they relate to the outdoor program.

Values of Cub Scout Day Camping

Operating a Cub Scout day camp is a valuable activity for many reasons. Day camp

- Has a primary goal of helping packs succeed.
- Strengthens den/pack organization for better year-round operation.
- Provides continuation of the Cub Scouting program during the summer and the opportunity for units to earn the National Summertime Pack Award and the Cub Scout Outdoor Activity Award, and to work toward qualifying for the Journey to Excellence.
- Is an excellent medium for attaining the aims of the Boy Scouts of America: character development, citizenship training, and personal fitness.
- Is a valuable aid in the progression from Cub Scouting to Boy Scouting.

- Meets individual boy's needs and interests by offering a meaningful and educational Scouting program.
- Helps to recruit new boys in the den and pack during the summer.
- Provides a method of recruiting, training, and inspiring present and future Cub Scout leadership.
- Promotes fun and adventure with a purpose—the reasons why Cub Scouts join and why they remain Cub Scouts.

The need for a summer program of this type is evident. Few communities provide adequate facilities for activities for boys in the first through fifth grades. By establishing a day camp program, the Boy Scouts of America can lead the way in meeting this need.

Where Are Cub Scout Day Camps Held?

“The Camp That Comes to the Boy”

Councils can find areas that can be adapted to meet the requirements for a worthwhile day camp program. The program is flexible enough to serve boys, whether activities are conducted in an open field, industrial property, parking lot, neighborhood, city, county, or state park, large church or school grounds, shopping center, roped-off street area, or on nearby camp property. What is needed is a dedicated group of planners with some imagination. A Scouter's farm or backyard, even properly

protected city rooftops, can be used to provide space and facilities for Cub Scout day camping.

Many councils own nearby properties that get little or no use during the summer months. These are ideal settings for Cub Scout day camp activities.

It is highly recommended that each district conduct its own day camp. Some districts that are heavily populated or geographically large have two or three Cub Scout day camps.

PROCEDURES

Before Starting a Day Camp

Cub Scout day camping can be held almost any time that leaders, boys, space, and a program are available. Usually, camps are held in the summer when boys are out of school; however, they can be held on Saturdays, during vacation days, or during school days for special groups. The school day option works well with Scouts who are physically disabled. The program is flexible enough to be conducted just about anywhere, at any time.

Before starting a Cub Scout day camp, consider the following questions:

- What is your “target group” of boys?
 - When will these boys be available for camp?
 - Can you conduct your day camp when they are available?
 - What is the location?
 - Is this location perceived by the community to be “safe”?
 - What kind of program can you offer?
 - What equipment is available?
 - What kind of facilities will this program require?
 - What specific facilities are available?
 - Is equipment storage space available?
 - What will you do about transportation for boys, staff, and equipment?
 - What will you do about meals?
 - Are facilities available for people with disabilities?
 - What must you do to guarantee safety?
- Can you meet the minimum day camp standards with the selected location, program, and staff?
 - What will be your detailed, day-by-day program?
 - How many hours per day and days per week do you plan to operate the camp? How many weeks will the camp operate?
 - What staff will be required?
 - Will staff be volunteers, paid staffers, or a combination of both?
 - Where will you recruit your staff?
 - How and when will staff be trained?
 - What training will be required?
 - What fees should be charged?
 - What are the sources of income to meet the day camp’s budget?
 - How will you promote attendance?
 - How many Cub Scouts do you anticipate will sign up for camp?
 - Can all day camps in the council be coordinated to have consistent fees, share resources, and avoid scheduling conflicts?
 - Are you ready and able to give Cub Scouts and their volunteer leaders a worthwhile experience that will help achieve Cub Scouting objectives in a Cub Scout day camp this summer? If not, what must you do to prepare yourself?

Is there a particular adventure that your local packs may have problems completing because of equipment needs, logistics, or other factors? Consider filling that need as part of your program offerings.

How to Get Started

The executive staff and Scout executive of the council should become thoroughly familiar with this manual regarding purposes, program, and costs.

An announcement should be made at Cub Scout leader roundtable meetings to get leader reaction, interest, and suggestions for guidelines on the type of summer Cub Scouting program to be offered.

If these groups show support and enthusiasm, the council executive board should consider a motion for approval of this activity.

The council camping subcommittee, or a special Cub Scout day camp committee, including experienced Cub Scout adult leaders or the Cub Scout committee, should then draw up tentative plans for a Cub Scout summer program. The plans should include type of program, duration, dates, promotion, registration procedures, program

elements, staff requirements, budget, and per-boy costs. This book and the national standards for day camps will be valuable resources.

A professional staff member should be identified and arrangements should be made for this person to attend National Camping School for day camp administration.

A director (who may be either a volunteer or a professional) of the Cub Scout day camp should be secured at an early date (during early fall) to select the necessary staff.

Plans should be made to send the camp director and program director to the National Camping School for Cub Scout/Webelos Scout Day Camp Administration course. This is a three-day training event that the region conducts.

Site and Facilities Needed

The ideal site for a Cub Scout day camp is a close-in Scout camp property not being extensively used in the summer. The distance to such a camp should not be more than a one-hour drive from the homes of day campers. Almost any park or open area can serve as a day camp site, provided it meets the Cub Scout day camp standards.

The area should include level, open space for den games and contests. Potable water and clean sanitary facilities for all are necessary. Some type of shelter from inclement weather and the sun is required. This may consist of existing permanent shelters, a dining hall, etc., or a number of canvas

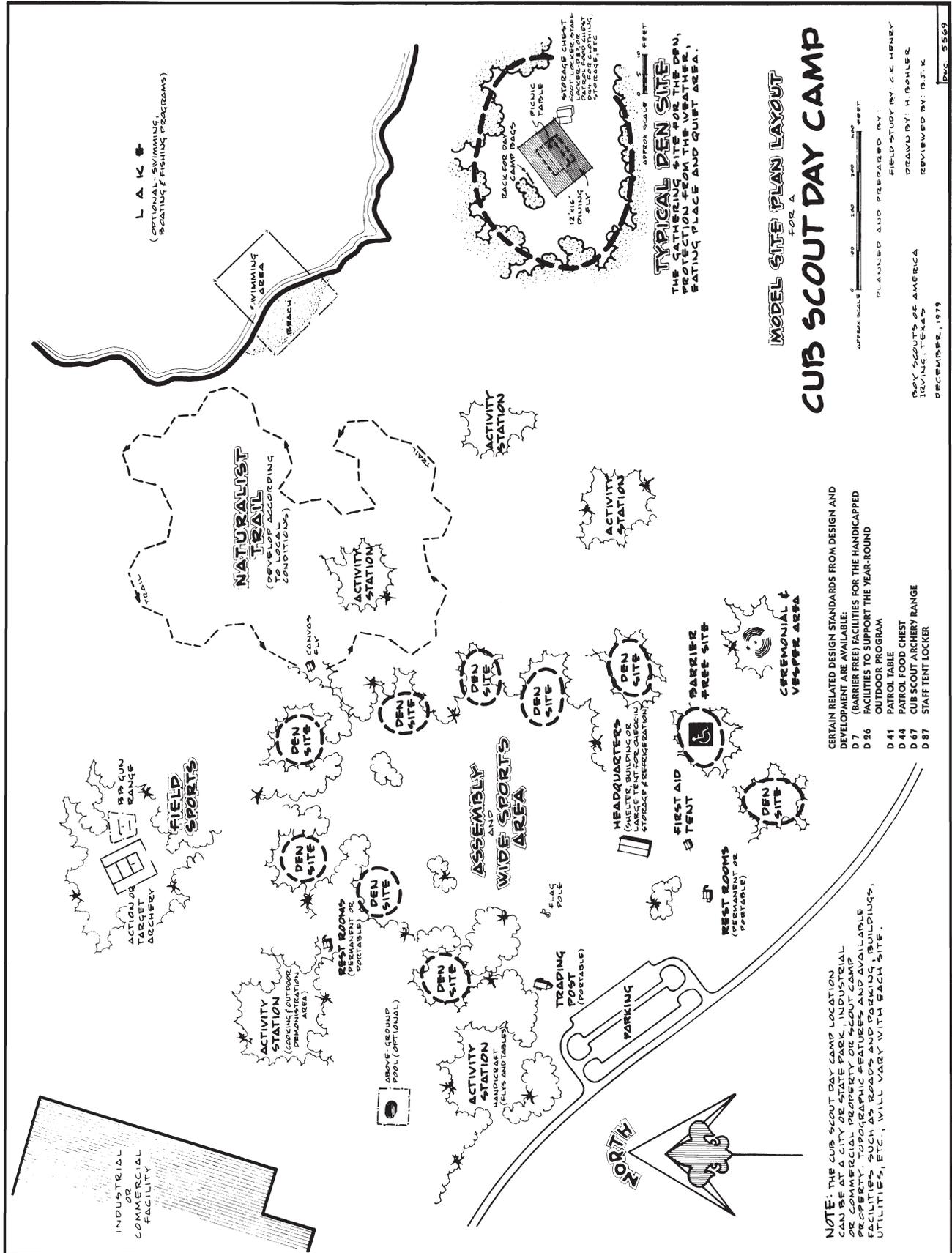
tarps, such as the 12-by-16-foot flies now in common use in Boy Scout camps.

Facilities for swimming, boating, and fishing are desirable, but not necessary.

Other desirable facilities include an archery/BB range area, a sheltered craft area, a well-defined nature-ecology site, hiking trails, a campfire area, a cooking area, a first-aid station, a trading post, and den tables. (See map.)

Helpful Resources

- National Camp Accreditation Program website: www.scouting.org/NCAP
- Annual Health and Medical Record, No. 680-001, which is available online at www.scouting.org/HealthandSafety/ahmr.aspx.
- Incident Information Report, No. 680-016
- Near Miss Incident Information Report, No. 680-017



MODEL SITE PLAN LAYOUT FOR A CUB SCOUT DAY CAMP

CERTAIN RELATED DESIGN STANDARDS FROM DESIGN AND DEVELOPMENT ARE AVAILABLE:
 D 7 (BARRIER FREE) FACILITIES FOR THE HANDICAPPED
 D 86 FACILITIES TO SUPPORT THE YEAR-ROUND OUTDOOR PROGRAM
 D 41 PATROL TABLE
 D 44 PATROL FOOD CHEST
 D 67 CUB SCOUT ARCHERY RANGE
 D 87 STAFF TENT LOCKER

NOTE: THE CUB SCOUT DAY CAMP LOCATION CAN BE AT A CITY OR STATE PARK, INDUSTRIAL OR COMMERCIAL PROPERTY OR SCOUT CAMP PROPERTY. TOPOGRAPHIC FEATURES AND AVAILABLE UTILITIES, ETC., WILL VARY WITH EACH SITE.

PLANNED AND PREPARED BY: FIELD STUDY BY: G. K. HENRY
 DRAWN BY: H. B. HALL
 REVISED BY: B. J. K.
 BOY SCOUTS OF AMERICA
 IRVING, TEXAS
 DECEMBER, 1979
 POC 5569

TYPICAL DEN SITE
 THE GATHERING SITE FOR THE DEN, PROTECTION FROM THE WEATHER, EATING PLACE AND QUIET AREA.

LAKES
 (OPTIONAL - SWIMMING, BOATING & FISHING PROGRAMS)

INDUSTRIAL OR COMMERCIAL FACILITY

ACTION OR TARGET ARCHERY

BIG GUN RANGE

FIELD SPORTS

ACTIVITY STATION (HANDICRAFT, FLYS, AND TABLES)

ACTIVITY STATION (ADMINISTRATION AREA)

REST ROOMS (PERMANENT OR PORTABLE)

TRADING POST (PORTABLE)

PARKING

ASSEMBLY AND WIDE SPORTS AREA

HEADQUARTERS (CHEST, BUILDING OR TENT, STORAGE & REFRIGERATION)

FIRST AID TENT

REST ROOMS (PERMANENT OR PORTABLE)

TRADING POST (PORTABLE)

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National Standards for Cub Scout Day Camps

The complete safety of campers in day camping is top priority. Certain ground rules must be observed by staff members and campers, including the following:

- Swimming must always be administered by trained, qualified supervisors following all Scout aquatics regulations. Safe Swim Defense is applicable to ALL Cub Scouting aquatics activities, including swimming and fishing. The buddy system should be used at all times. An Annual Health and Medical Record, No. 680-001, must be on file for each attending camper, leader, and staff member during the camping period.
- All archery and field sports must be operated by trained, qualified supervisors.
- Boating and canoeing activities must follow BSA-approved regulations for swimming ability, use of life jackets, number of people per boat, etc.
- Any activities not typically a part of the Cub Scouting program should be avoided, for example, climbing on buildings, climbing banks or cliffs, participating in contact sports (tackle football, etc.), diving and use of high diving boards, rifle marksmanship (excluding recommended BB guns).
- Any hazards in the day camp area should be off limits, namely, cliffs or steep bank areas, rope swings, bridges, maintenance areas, electrical installations, old vehicles and buildings, dumps, etc.
- Follow camp safety rules regarding flammability of tents. No tent material is fireproof, and it can burn when exposed to heat or fire. No liquid-fuel stoves, heaters, lanterns, candles, matches, or other heat sources should be used in or near tents. Do not use flammable chemicals such as charcoal lighter, spray cans of paint, bug killers, or repellents near tents. Extinguish cooking fires and campfires properly and obey all fire regulations in your area. Ensure that fire extinguishers of an approved type with unexpired inspection tags are properly located in buildings, in accordance with local recommendations.
- The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.
- OSHA Laws That Affect Camps and Conferences, No. 19-450. These laws are for the protection of employees, paid or volunteer members of the camp staff. By referring to the handy checklist, you should be able to maintain a safe and healthy working environment for camp staff.

Purpose

The national standards are established to

1. Ensure the health, safety, and well-being of every camper, leader, visitor, and staff member while on camp property.
2. Ensure that the council takes pride in the high quality of its day camp(s), including the program, staff, facilities, and equipment.

Regardless of the location of the day camp, the local council is responsible for assuring that the facilities meet these standards.

As a result of this analysis and rating, the council should be able to do the following:

- Objectively review its day camp operation.
- Discuss the year-round outdoor program opportunities.
- Issue a written report for executive board action, complete with recommendations that can be used to guide corrective measures.

Day Camp Assessment Teams

The day camp assessment and accreditation are for the protection of the camper, the council, and camp directors. A safe and healthful day camp is essential to good management and a good program. It is mandatory that each day camp in the council be accredited separately. Refer to www.scouting.org/NCAP for resources, assessment procedures, and other useful information. Assessment team members are accredited for two years.

Camp accreditation has two parts. Be sure to consult current standards for correct timing and application.

Part I—Precamp accreditation should be completed, if possible, 60 to 120 days before day camp begins. The accreditation team consists of the camping chair, health and safety chair, camp director, and Scout executive or designee, plus other committee members and staff as needed. Compliance with standards is to be certified by the council representatives. The accreditation team will review the precamp standards at the time of the camp accreditation.

Part II—On-site assessment. During day camp operation, the accreditation team assesses the camp by doing the following:

1. Touring the camp facilities. Take time to do a good job.

2. Observing the use of equipment, methods of instruction, use of personnel, and any obvious indications of Scouting ideals in action. Talk with leaders and boys on the tour. Discuss the program with the program director and other staff members.
3. Preparing a final analysis and rating for the camp, including recommendations and comments.
4. Reporting to the council executive board.

Youth Protection Training

This training is an extension of the Youth Protection training and not a duplication. The specifics in this training include procedures for dealing with child abuse at camp and Youth Protection training for local council camps. The Boy Scouts of America has adopted several such policies that must be reflected in the camping program. All registered leaders are required to complete online Youth Protection training. All non-registered day camp staff members should also complete training prior to camp starting. For more information, visit www.scouting.org/Training/YouthProtection.aspx.

First Aid

The requirements for a competent, currently certified on-site camp health officer available for minor injuries at camp are listed in the national standards.

Your council must also conform to state and local requirements for camp health officers.

A medical exam or inspection is not considered necessary for the day camp unless required by insurance coverage or state law.

Sanitation

This aspect of any camp must comply with all Scouting standards as well as any related local ordinances. Toilets for both males and females must be clean; water for drinking and washing must be easily accessible; refuse pickup and disposal must follow a regular schedule. Cub Scouts should “police” their own areas. All drinking water and swimming water must meet local standards by laboratory tests.

Emergencies

All camp staff personnel should be completely briefed about the actions to be taken in case of emergencies and know the location of the nearest telephone. Such possible emergencies might include serious injury, swimming, or boating accidents; campers lost or leaving camp without permission; sudden seizures; or illnesses, floods, fire, or windstorms. Know boys’ phone numbers or where to contact parents in an emergency.

Day Camp Trading Posts

A camp trading post is much like a general store. It has a little bit of everything, such as craft kits, official Scouting equipment, souvenir items, and even edible treats. It is a business operation, and if you follow sound business practices, it will make a reasonable profit for your camp.

The trading post can be an integral part of a day camp operation. It can boost the effectiveness of your camp by providing a meeting place for information distribution, activity demonstrations, and more. Besides being an exciting program experience for boys attending day camp, it can be a payoff for all the extensive planning, training, preparation, and promotion that has gone into getting your day camp ready.

What Types of Trading Posts Are There?

1. The established trading post is a permanent facility, usually found on council camp property, and is fully stocked for an extended period of time. For guidelines and inventory control information, see the Camp Director’s Guide, No. 930-021. To obtain a copy, contact your council or the National Supply Group.

2. The mobile trading post is an operation intended to be easily set up and maintained daily. Trading post items may be displayed on a folding table, a station wagon or pickup truck tailgate, or any convenient location within the day camp area. Because it is mobile, it can be set up under a shady tree, dining fly, or tarpaulin, depending on weather conditions. The stock for a trading post of this type needs to be somewhat limited and able to be restocked daily from the council office or a nearby restocking location.

What Should You Stock in Your Trading Post?

The following types of items are suggested for your trading post:

1. Craft materials and kits that parents may purchase, as well as items that parallel the day camp program items (bird feeders and houses, leather craft, American Indian lore, wood carving, bead craft, basketry, etc.)
2. Official equipment for Cub Scouts and Webelos Scouts (knives, canteens, flashlights, gift items, hat pins, day packs, etc.)
3. Souvenir and custom-designed items (T-shirts, caps, embroidered patches, cups, hat pins, etc.)

4. Edible treats (candy, soft drinks, fruit juices, ice cream, etc.)

What Needs To Be Done First?

1. Along with your council staff adviser or Scout executive, choose the best methods of operation for your trading post and decide which items to stock.
2. Select a responsible manager, preferably with retail experience, to run your trading post.
3. Place your order. Your local council has merchandise catalogs and order forms and can put you in touch with your national sales representative, who can help you in your efforts. Allow sufficient time for your merchandise to arrive (for example, it usually takes eight to 12 weeks for custom design items to arrive at a council).
4. Advertise that you have a trading post at day camp and what it has to offer. A letter to parents included with the final bill for camp is the best way to accomplish this. Suggest that Scouts bring money to spend at the trading post. Many councils are successful by providing an order form for extra T-shirts, emblems, and other merchandise before camp.

Setting Up Your Trading Post

1. Arrange a schedule, including the amount of time and number of people to be involved, for setting up your trading post. A mobile post needs extra time each day for dismantling. Determine the hours of operation. Include program hours and times when parents will be picking up their children.
2. Set up your display area, whether it be a permanent or mobile post, making sure you have ample space for merchandising and conducting business.
3. Check in stock as it is received, and return packing lists to the local council office for payment. Price all items with price cards, stickers, etc.
4. Prepare inventory control sheets.
5. Start each business day with enough petty cash to make change. Arrange with a nearby bank or merchant to secure additional change if necessary.

Operating Procedures

1. The trading post manager should be solely responsible for the operation of the trading post.
2. Daily inventories, cash deposits, and audit procedures should be followed. Stock control is maintained by a daily record of all merchandise purchased, received, and sold.

3. Merchandise purchases should be made by one person through the local council.
4. All merchandise should be listed at retail price on stock control and cash accounting forms.
5. The trading post manager should be issued petty cash for change. Daily cash receipts and deposits are made by the manager to the camp director. The camp director must issue receipts to the trading post manager for any money received.
6. All trading post merchandise must be bought with a purchase order and number issued by the local council. The trading post manager signs the packing lists as merchandise is received and forwards them to the local council office for approval and payment. Vendors should mail invoices to the council office for payment by council check.

Closing Procedures

1. Take a final inventory, and complete extensions on stock control sheets and weekly sales report.
2. Inventory all merchandise, and pack stock for return.
3. Inventory any items being transferred to the council office, and pack them for delivery.
4. Give the final cash report and deposit to the camp director. Petty cash should be returned and receipted by the camp director.
5. Prepare an after-action report including any recommendations and suggested items for the next year.

Supply Group Resources

The Camp Director's Guide, No. 930-021, includes a camp equipment catalog, a camp trading post manager's guide, and a trading post resale price list.



The Scouting seal is your guarantee of quality, excellence, and performance.

National Supply Group, Boy Scouts of America
2109 Westinghouse Blvd., P.O. Box 7143
Charlotte, NC 28241-7143

Proven Methods of Operation

Most day camping is camping by the day. The program includes everything a boy does from the time he arrives at camp until he departs. This includes program fun on the bus—organize it.

Approximately 277 BSA councils provide Cub Scout day camp programs that vary in duration and program content. Some are for one day; some are for two or three days. Most extend for four or five days, and a few are 10 days or two weeks.

Many Cub Scout day camps are attended on a pack basis, which is highly recommended. When a pack participates in the Cub Scout day camp, it counts as one month's summertime activity toward the National Summertime Pack Award and Cub Scout Outdoor Activity Award. Often, parents and pack leaders are involved in transportation and are camp den leaders who help with the camp program. This collaboration ensures that you will not only have a successful day camp, but that the pack will also be stronger because these groups will be working together for the good of their boys. This is one reason why it is important to keep packs together through the summer.

One council has a pack summer day camp sign-up day at the council service center in January. Cubmasters sign up on a big wall chart for the days that their pack will be at camp. This gives the council an opportunity to select and train in advance the needed coordinating staff. On the designated day, the pack arrives at 9 a.m. at the council camp. Check-in is at the Cub Scout shelter near the camp entrance.

Some councils provide their Cub Scouting summer program opportunities on Saturdays only at their long-term camp during the summer months.

Some geographically large councils have scheduled Cub Scout day camps in various communities throughout the territory and the activities equipment in a trailer or other vehicle. The vehicle is moved into the town by the district executive or camp director for the scheduled date, set up in a public park in town, and operated for the boys, dens, or packs. It is then moved to the next area.

Other councils have a permanent Cub Scout day camp program where boys are registered as individuals and picked up by bus (or brought by parents) daily. When they arrive at camp, they are formed into dens and packs and then take part in the camp program in Cub Scout group teams with which they are familiar. They have counselors serving as Cubmasters, den leaders, and den chiefs who provide a fun-filled, Cub Scouting-related program

for boys. Even with individual registration, boys are grouped with other boys from their own packs.

Because of staffing, extreme weather conditions, and availability of Cub Scouts and leaders/parents, some councils have started twilight camping. Camps begin at 4:30 or 5 p.m. and operate until 8:30 or 9 p.m. This camp offers most of the same day camp program as daytime day camp. The camp is often in operation for three to five days.

A unique day camp is a once-a-month day camp—held one day a month for 10 months of the year. It is a council day camp program run by packs, which sign up at least a year in advance. The camp can be held on council-owned property, with access to its facilities. December and September are the only two months this day camp is not held. The council has a camp staff of approximately eight people who work with the packs. The pack is responsible for planning the program. Any number of programs can be used. The council camp committee is on hand to help the pack. Several months before the event, the camp committee contacts the unit to offer its assistance in obtaining materials needed. Volunteers are supplied by the unit. It is a wonderful opportunity for parents to get to know their council camp.

When the pack is in camp under its own leadership, the den and pack leaders are with their boys at all times. If there are only boys in the camp, then they would be grouped together in dens (no more than 10 boys in each group, please) at all times. The den leader accompanies the den to the various program areas—hiking, archery, swimming, nature, etc. The den leader then helps the program specialist. The program is carried out on a den and pack basis, providing the most activities for the boys' time in camp. At other times, there may be campwide activities, thus giving variety to the program and an opportunity for Cub Scouts to meet boys from other packs.

Caution: Keep in mind that this is not a junior Boy Scout camp program. This is Cub Scouting—activities are designed specifically with Cub Scouts in mind.

Remember: KISMIF—“Keep it simple, make it fun.”

Day Camp Variations

Typically, day camp is a camping experience held during the daytime, usually from 9 or 9:30 a.m. to 3:30 or 4 p.m. Day camps are generally held for four or five days, although some are held for one day, and others for two or three days.

In some communities, the traditional day camp scheduling may not be the most effective way to deliver day camp. Consideration should be made for travel distances, staff availability, year-round school schedules, climate, holidays, and other factors that could limit attendance at camp. New and creative approaches could be made in scheduling day camps to best meet the needs of the dens, packs, and districts.

Councils could host a variety of day camp opportunities throughout the year. These year-round day camp opportunities would strengthen packs, provide safe and quality programs, promote Cub Scouting's Core Values, and assist with retention in the Scouting program. Some special activity or seasonal day camps would be great to promote as family outings.

National camp standards apply at all times, whether campers are on the property or not.

One- or Two-Day Camp. If you must limit the number of days because it has been too difficult to hold a four- or five-day camp program, you can hold it for two or even one day—even one weekend afternoon or morning could provide a program that would enrich boys' den and pack Scouting experiences.

Twilight Day Camp. Twilight camping may be the answer when limited parental support is available, or if there is year-round school. The camp "day" might be four to six hours long, in the afternoon and early evening. Hours can be determined, depending on lighting, safety, and transportation issues. The camp could take place from one to five days. Twilight camping works well by providing family campfire activities. A facility could host a traditional day camp and then a twilight camp with a different staff.

Sunrise Camp. In some areas, it may be better to have camps early in the morning to avoid the heat of midday. This might also enable parents to participate because they could take half days from work rather than whole days.

Holiday or School Recess Camp. Some holidays or school breaks could provide times when boys are out of school and available to attend day camp. Many activities could complement the holidays. Some councils have had success holding their day camps in the fall with different themes, such as Halloween or Native American legends. Earth Day and Presidents' Day could also be used for camp themes.

Special Activity Day Camp. You could hold a single-day camp with a specific purpose. A shooting sports day camp or an aquatics day camp could be scheduled to provide an opportunity for activities that some day camps cannot support due to facility restrictions, or the need for trained staff.

Winter Day Camp. A winter snow day camp with winter-themed activities could be fun. Also, consider planning an indoor camp of some type during the cold-weather seasons.

Traveling Day Camp. In some areas, districts and councils take the camp to the boy. When councils do not have permanent campsites for day camp, a traveling camp can be organized. The "camp truck" is packed with all the materials for camp and unloaded at that day's location.

Community Day Camp. Day camp could be planned around community events, and activities could be tied in with the theme of a community celebration. The camp could be a good recruiting opportunity. Consider opening up the camp to Girl Scouts, church groups, and other community youth groups.

Overnight Camp. Volunteers and professionals who have attended National Camping School for *resident camp management* may manage an over-nighter. Attendees of National Camping School for day camp management *are not certified* for leadership of this event.

Suggested Plan of Action

| | | | |
|-----------------------|--|-----------------|--|
| SEPTEMBER/ OCTOBER | Day camp meeting—discuss program, dates, staff, budget, fees, and when key people are going to camp school; prepare emblems. Select a theme; consider using the NCS annual theme. Resources are available at www.ncsbsa.org . | APRIL | Continue staff recruitment, unit assessments, and promotion. Day camp meeting—booth planned for Scouting show. Attend Cub Scout day camp school. |
| NOVEMBER | Director selected, plans made to attend day camp school. | MAY | Complete staff recruitment and continue promotion. Precamp inspection to determine that required standards will be met. Scouting show booth. Day camp meeting—finalize staff training, preview manual. Staff development—all staff members. |
| FEBRUARY | Select site—determine that it meets national standards for the current year. Leader information mailed in time for blue and gold banquets. Key staff recruitment planned. Sites finalized—apply for licenses. Day camp meeting—flier developed. | JUNE | Recheck all preparations; on-site training conducted. Promotion. Use your council website and newsletter as well as email. |
| MARCH | Key staff recruited. Address fliers, recruit staff, make roundtable presentations, survey first- through fifth-graders, and recruit boys for Cub Scout day camp. Fliers mailed. Day camp meeting—train key staff, plan program themes, and develop staff manual. Prepare material and Supply Group orders. | JULY/ AUGUST | Day camp in operation. Day camp assessment to assure standards are being met. Staff evaluation sheets returned on last day of each session. |
| | | AUGUST | Day camp staff recognition dinner. |
| | | SEPTEMBER | Day camp review. Start planning for next year. |

Some Factors for Success: Planning, Promoting, and Presenting

The motivation and purpose of Scouting are important factors in influencing boys of Cub Scout age as they take part in your day camp. The activities of the program, in addition to being fun adventures for the boys, should embody the basic aims of the Boy Scouts of America—character development, citizenship training, and mental and physical fitness. The day camp should complement and strengthen the Cub Scouting program of the den and pack if it is to be a true success.

Refer to this brief checklist often to assess progress and avoid last-minute difficulty:

1. Involve the camping committee.
2. Follow a timetable.
3. Check state and local laws and national day camp standards.
4. Plan your budget and promotion.
5. Plan transportation.
6. Check camp facilities and hazards.
7. Check rainy-day facilities and shelter from sun and wind.
8. Arrange for water certification.
9. Check equipment needs—tables, tents, flies, copies of the Incident Information Report, No. 680-016; first-aid logs; emergency vehicles; etc.
10. Notify fire and police departments of your plans; make arrangements with hospitals for emergency situations.
11. Secure storage for craft and sports equipment, and locked storage for records and valuables. Secure any local permits needed.
12. Plan the program and recruit staff.
13. Involve council professional staff—let them feel that they are a part of it, even if they are not directly responsible.

Day Camp Common Sense

1. Operate Cub Scout day camping when and where Boy Scout camping is not going on at the same time.
2. Operate the Cub Scout day camp using smaller-dimension facilities than for Boy Scouting; for example, the archery range and obstacle course must be cut down to Cub Scout size.
3. Operate with adults from dens or packs—use the pack plan.
4. Spend the minimum time possible in travel; less than an hour by bus or car to get to camp is advised.
5. Arrange for sufficient staff for the number of boys expected to attend. No staff member can work well with 40 to 50 day campers at once. Ten campers to any one staff person at a time is a good ratio. Even 300 campers a day is no problem with enough staff and program areas.
6. Vary the program so boys want to return. Each den should have new program elements scheduled every day and a chance to repeat favorites.
7. Keep the program simple and related to Cub Scouting. Make sure it is fast-moving; Cub Scouts do not sit and listen—they act.
8. Conduct a staff hazard hunt for poisonous plants, old bridges, buildings, glass, old wells, etc., before camp opens.
9. Remember you are marketing to the campers and their parents for next year. Show them value for their dollars.
10. Ensure all activities and crafts are adjusted for specific age groups. Tigers should not be doing the same things as Webelos Scouts, in most cases.

Transportation

The transportation method or methods used will depend greatly on the location of the day camp and the pattern of attendance.

In some day camping, safe transportation to camp is furnished by the council via bus. Pickups are made daily at designated places, similar to school bus transportation. Reasons for this include:

1. All day campers arrive at the same time so the program is not delayed.
2. Inspected buses with professional drivers ensure the safety of day campers.
3. Insurance on such bus transportation is usually adequate (this needs checking by the council).

4. Parents are at ease because of the usual safety of bus travel.

In some cases both bus and optional private transportation are available. If private transportation is used, the council must be concerned with the condition and type of vehicles, insurance, experience of drivers, and Youth Protection policies.

The loading and unloading of buses and en route supervision are important to the council. An organized schedule of adult personnel (two or more) is needed each day. Volunteers (den leaders) usually can be recruited to cover this requirement. When day camping is held on a pack basis, this is not a problem.

Food Service

Several arrangements are in general practice for day camp food service:

1. Each day camper brings a sack or box lunch, including beverage.
2. Day campers bring lunch and beverages are furnished.
3. The day camp supplies the entire lunch.

Store lunches in a cooler that is 45 degrees or colder. Put lunches from each den in a basket or box, properly labeled and stored until lunchtime.

Give parents guidance on sack lunches. Sandwiches made with mayonnaise or salad dressing and some lunch meats are dangerous. Under warm or hot conditions, boys could become sick from eating them.

12-Procedures

Lunch period can be as a combined group, or dens may eat separately using the den site with tarp shelter and table.

When the entire group eats together as in a dining hall, a simple sandwich lunch can be served using paper plates and disposable utensils.

Any costs related to food service should be charged to the day camp fee.

If you are at a council camp and using dining hall facilities, it's a good idea to consult with the managers of the dining hall about how they operate them, and what their sanitation procedures are.

Budget, Fees, and Business Practices

The budget for day camping is drawn up much the same as the budget for any other council camp. It should be noted that the fees of boys are not expected to cover items properly charged to the year-round operation and maintenance of the camp. The council should expect to subsidize the

day camp in much the same manner as the council resident camp. Currently, fees vary from \$25 to \$75 per week; transportation is the major cost. The following table can serve as a guide for determining income and expenditures for the day camp.

| | <u>Estimated</u> | <u>Actual</u> |
|--|------------------|---------------|
| INCOME: | | |
| Day camp fees (include health and accident insurance cost) | \$ _____ | \$ _____ |
| Transportation fees | | |
| Trading post receipts | | |
| Council appropriation | | |
| Visitors' meals | | |
| Other income | | |
| Total income: | \$ _____ | \$ _____ |
| EXPENSES: | | |
| Opening and closing camp | | |
| Training—camp school (administration and key staff) | | |
| Program supplies | | |
| Equipment | | |
| Travel expense | | |
| Trucking | | |
| Bus transportation | | |
| Trading post operation—T-shirts | | |
| Publicity and promotion | | |
| Film for pictures to promote next year | | |
| Refunds—camper fees | | |
| Refunds—transportation fees | | |
| Payroll (salaries) | | |
| Social Security | | |
| Health and accident insurance | | |
| Medical supplies | | |
| Food (if supplied) | | |
| Milk | | |
| Telephone | | |
| Utilities | | |
| Total expenses: | \$ _____ | \$ _____ |
| ASSETS AND ACCOUNTS RECEIVABLE: | | |
| Day camp fees due | | |
| Patches—resale | | |
| Milk subsidy | | |
| Total assets: | \$ _____ | \$ _____ |
| Total balance: | \$ _____ | \$ _____ |

A full financial report on the above should be made to the council camping committee and executive board at the close of the day camp program. Key staff personnel should provide a written evaluation and report on the day camp operation, including specific recommendations for the following year.

A complete itemized inventory should be kept and submitted to the director at the close of the

day camp. This must be done by departments and include the location, condition, and storage of all tools, materials, and other equipment. Three copies are needed: one filed at camp, another filed at the council office, and the third kept by the day camp director. Trading post operation should be in line with procedures set forth in *Camp Program and Property Management*, No. 20-920.

Day Camp Budget Worksheet*

For _____ Cub Scouts—Estimated Income \$ _____ at \$ _____ per boy a week

| | | | |
|--|---|---------------|----------|
| I. | STAFF SALARY | (\$ _____/wk) | \$ _____ |
| | 1. Program director | \$ _____ | |
| | 2. Aquatics director | \$ _____ | |
| | 3. Sports director | \$ _____ | |
| | 4. Nature director | \$ _____ | |
| | 5. Quartermaster/clerk | \$ _____ | |
| | 6. Crafts | \$ _____ | |
| | 7. _____ Jr. staff | \$ _____ | |
| | 8. Training—National Day Camping Management School | | \$ _____ |
| II. | PROMOTION | | |
| | 1. Printed brochure mailed to all registered Cub Scouts | | |
| | 2. Roundtables | | |
| | 3. Other media—TV, radio, newspapers | | |
| | 4. Online resources—websites, social media | | |
| III. | INSURANCE AND MEDICAL | (\$ _____/wk) | \$ _____ |
| | 1. Individual insurance \$ _____/wk | | |
| | 2. First-aid kit \$ _____ | | |
| IV. | FOOD/BEVERAGES | (\$ _____/wk) | \$ _____ |
| | per day per Cub Scout | | |
| V. | RECOGNITION ITEMS | (\$ _____/wk) | \$ _____ |
| | 1. Patches _____ ea. \$ _____ | | |
| | 2. Ribbons _____ pcs. \$ _____ | | |
| | 3. Certificate—Staff \$ _____ | | |
| VI. | FIELD SPORTS SUPPLIES | | \$ _____ |
| | 1. Archery _____ sets | | |
| | 2. Fishing _____ sets | | |
| | 3. Other field sports equipment | | |
| | 4. BB guns and supplies | | |
| VII. | ART SUPPLIES | (\$ _____/wk) | \$ _____ |
| | 1. Drawing paper, board, etc. | | |
| | 2. Charcoal, pens, watercolor, acrylic, paints, etc. | | |
| VIII. | CRAFTS | (\$ _____/wk) | \$ _____ |
| | 1. Covers all craft materials | | |
| | 2. Nature craft supplies | | |
| IX. | AQUATICS | | \$ _____ |
| | 1. Pool fees—\$ _____/wk | | |
| | 2. Equipment—\$ _____ | | |
| X. | GAMES | (\$ _____/wk) | \$ _____ |
| | 1. Game supplies | | |
| TOTAL BUDGET | | | \$ _____ |
| I. | Capital equipment | | \$ _____ |
| II. | Other weekly expenses | | \$ _____ |
| Grand total _____ weeks, expenses for approximately _____ Cub Scouts | | | \$ _____ |
| Individual cost: \$ _____/wk. | | | \$ _____ |

*Costs and fees vary from area to area and from season to season.

Day Camp Marketing Strategy

When a boy becomes a member of the Boy Scouts of America, no matter at what age, one of his first questions is, “How soon can I go camping?”

Cub Scouting offers a variety of outdoor program opportunities that include day camping, resident camping, family/pack camping, Webelos den overnights, and Webelos-Ree events. Each opportunity provides different experiences for the boy, the parent, and the leader. Each meets different needs in your district.

Communicating these objectives to the desired customers is our challenge. The next few pages will help you define the goals of each program your council offers. Then you can develop a plan of action for year-round marketing of your Cub Scouting outdoor programs.

When your Cub Scouting outdoor program has been approved by your camping committee and executive board, you are ready to begin promotion. Promotion is an ongoing activity and should be continued year-round.

Brochures and Other Promotional Tools

First impressions are lasting ones, so do a good job as you prepare the folder or information for the council bulletin that tells your story. Your neatly printed brochure should include the following:

1. Aims and objectives of the camp
2. Description of program features (include pictures)
3. Description of staff members and their qualifications; staff-boy ratio
4. Location of the camp with directions
5. What to bring, the cost of insurance, transportation
6. General schedule—a daily with date
7. Reservation form

This information should be developed to tell the story about your growing Cub Scouting summer program and to promote the program among Cub Scouts at all levels and their parents. The blue and gold banquet provides a good opportunity to promote your camping program. Include the basic information in your council bulletin so your entire Scouting family knows about it. Provide copies to the heads of your chartered organizations so they know of the growing service your council

is providing for their Cub Scouts, parents, and pack leaders.

Announce Cub Scouting outdoor program plans in your local news media. Plan, publicize, and, if possible, hold an open house at your campsite ahead of time so parents can see the camping facilities. Have several camp staff members present to help with the program. Put promotional posters in schools, shopping centers, and other places boys go. Visit schools and invite all first- through fifth-grade boys to join a pack and attend camp. Kindergarten boys can be invited to come to day camp and join Tigers **if** they are about to finish kindergarten and will be going into first grade, **and** if they are recruited to join packs that will be active through the summer months. Plan a special emphasis on Webelos Scout camping.

You might hold a Cub Scouting summer adventure sign-up day at the local council service center in January, with refreshments and a camp mug for the Cubmaster. Videos and slides of the program and facilities are effective to show at all appropriate meetings. Be sure to take pictures for next year's promotion.

A happy experience for the Cub Scout sells the Cub Scout day camp adventure to him and his parents for next year also.

Additional Methods of Promotion

- Digital presentations or videos for pack meetings
- Newspaper stories
- Radio spots
- Roundtables
- Blue and gold placemats with camp application forms in the corner
- Council bulletin
- Television
- Order of the Arrow
- Fliers and brochures
- District committees
- Commissioner's staff
- Early sign-up recognition for Cub Scouts
- Email lists
- Council website
- Blogs and social networking websites
- Open house

News Releases

Projecting a positive image of Cub Scouting outdoor programs is important to those participating—past, present, and future. Cub Scouting outdoor programs provide an excellent opportunity to invite the local media to see the council camp facilities and learn more about the Cub Scouting program.

The following sample news release may be helpful.

Sample—For Local Release

Contact: (Full name)
(Title)
(Day and home phone numbers, including area codes)
(Email address)

FOR IMMEDIATE RELEASE

(Name) Named to Head Cub Scout Day Camp

(Council headquarters city), (date)—(Full name), of (community), (other key ID, such as principal of such-and-such school), will direct this year's day camp planned for Cub Scouts and parents in the (council name) Council, Boy Scouts of America, which serves this area.

Assisting (last name) in key positions will be:
(List several key appointments, with ID and hometowns.)

(Director's last name) will help the (council name) provide camping to first- through fifth-grade boys in the Cub Scouting program, a concept introduced by the Boy Scouts of America nationwide.

Cub Scout day camp will be conducted at (camp name) from (dates). The (number)-acre camp is located (where). Activities include: (activities).

(Additional background on camp director would be suitable here.)

Work the Plan

Communicate With Packs Each Month

This year's camper should begin looking forward to next year's camp the day after this camp closes. This year's memories help. Develop monthly communication with all packs. All year long, boys, parents, and leaders should pause and remember the good times they enjoyed at camp and plan to participate next year—with boys sharing the fun with their buddies, parents reinforcing the experience with other parents, and leaders actively promoting pack participation.

Adhere to Appropriate Follow-up Procedures

Appropriate follow-up procedures will make the investment of time and money pay off. Sending out an announcement isn't enough; consider personal contact, phone calls, and second notices.

Maintain Current and Increase New Campers

An organized, systematic approach is necessary for maintaining current campers, increasing new camper potential, and strengthening your camp's image.

Some Ideas for Maintaining or Establishing the Camp Image

- Build the image of camp as something precious.
- All literature must be of the highest quality possible within budget limits.
- Put day camp photos on the district or council Web page, along with information about the camp and downloadable registration forms.

- Send a special camp edition of the council newsletter to last year's campers and this year's prospects.
- Providing a quality program this year will help next year's attendance.
- Build a relationship with this year's pack leaders and campers.
- Keep in mind that an increase in the number of campers will affect the physical plant, the water system, sewage, electrical systems, and buildings.
- Provide council office telephone operator or receptionist with information on camp programs and sign-up procedures.
- Keep volunteers informed on registration status.
- Size of staff should be one year ahead of growth projections, and facilities can be one year behind.
- Offer special incentives to make staff membership more important.
- Consider recognizing staff for year-round contributions rather than just those that occur during camp seasons.
- Consider: The larger the attendance, the greater the need for better delivery of a quality program.
- Have some telephone counselors communicate with all families during the week.
- Each time the camp becomes larger, lower the den size in relation to adults.
- Provide a feeling of community for campers and families. Be visible—show you care.

Registration Procedures

An efficient procedure for registering packs or Cub Scouts for camp must be in place. You must know how many to be prepared for and get the confidence of parents and pack leaders. After you receive the returned registration form, immediately acknowledge receipt as a matter of courtesy and good business. With your acknowledgment, include a copy of the Annual Health and Medical Record for parents to fill out. The form requests permission for swimming, boating, and other activities. Boys will return the form when they arrive at camp.

Two types of reservation forms are used in Cub Scout day camp programs, depending on the type of camping program you are providing—one for the pack and one for the individual boy. The form below is a sample that shows the minimum amount of information to collect. Be sure to include your council's refund policy.

Sample Pack Reservation

Pack _____ District _____ will attend Cub Scout day camp.

| | | Location | |
|-----------|----------------------------|-------------------------------------|------------------------|
| ____ boys | ____ adult leaders/parents | <input type="checkbox"/> July 1–5 | Camp Swampy |
| ____ boys | ____ adult leaders/parents | <input type="checkbox"/> July 15–19 | Camp Perfect Spot |
| ____ boys | ____ adult leaders/parents | <input type="checkbox"/> July 22–26 | Camp Hide in the Woods |

Enclosed is \$ _____ @ \$25 per person (20 percent discount on all fees paid in advance).

Pack Camp Coordinator: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip code: _____

Mail to: _____ Council: _____
Name Your Address

Refunds will be given with proper notification only. *(Insert your council's refund policy here.)*

----- Cut off and return immediately -----

Sample Individual Cub Scout Reservation

Cub Scouting Summer Adventure—(Camp name, your council address)

Cub Scout: _____ Pack: _____ Town: _____

Age: _____ Address: _____

Zip code: _____ Telephone: _____

Period enrolling for (check one):

- July 1–5
 July 15–19
 July 22–26

Bus pickup place:

- 1st choice _____
2nd choice _____

Enclosed find nonrefundable registration deposit check for \$5 made payable to _____
_____ Council, BSA. Final payment to be made one week before starting date.

Date: _____ Parent's signature: _____

Refunds will be given with proper notification only. *(Insert your council's refund policy here.)*

Horsemanship Activities

Horsemanship activities in Scouting include merit badge activities, arena rides, and multiday trips (including treks and cavalcades) and Cub Scout familiarization rides. Most day camps do not have a horsemanship program, but if the camp does, follow these guidelines.

Each sponsoring council should take care to design age-appropriate and activity-appropriate procedures, and guidelines for each equine activity. It is not possible or appropriate to dictate each aspect of every program. See horsemanship guidelines in the *Guide to Safe Scouting*, No. 34416.

COPE Activities

Similarly, most day camps will not involve COPE activities. If your camp does have this resource, the national camp standards and *Guide to Safe Scouting*, No. 34416, must be adhered in regard to appropriate Cub Scout-level activities.

PERSONNEL

A Plan for Developing and Training Staff

Several factors affect your planning progress:

- Facilities—Do they meet national standards? Are they adequate for rainy-day activities?
- Length of camp
- Number of camps
- Number of boys you expect to participate
- Size of area you will be drawing your staff from (council and/or district)

First Action Step: Find a Staff

Use the resources of your group to develop a list of names. Consider the following:

- Cubmasters and involved parents
- Roundtable and staff
- Boy Scout troops (den chiefs, Eagle Scouts, OA members)
- Council/district training participants (powwow, den chief conference)
- Training records for former unit leaders (den leaders, Cubmasters, etc.)
- Training committee
- Community special-interest groups
- Previous day camp staff lists

Second Action Step: Recruit a Staff

- Perhaps even more important than coming up with a good list of staff prospects is using successful recruiting techniques.
- Ask your council professional Scouter for input on your list of prospects.
- Use a face-to-face personal appeal.
- Take a mutual acquaintance with you when you ask the prospect.
- Praise your good staff members and ask them to come back next year.
- If you would rather not have a member on staff again next year, take that person aside and explain your reasoning in a friendly tone.

Third Action Step: Train Your Staff.

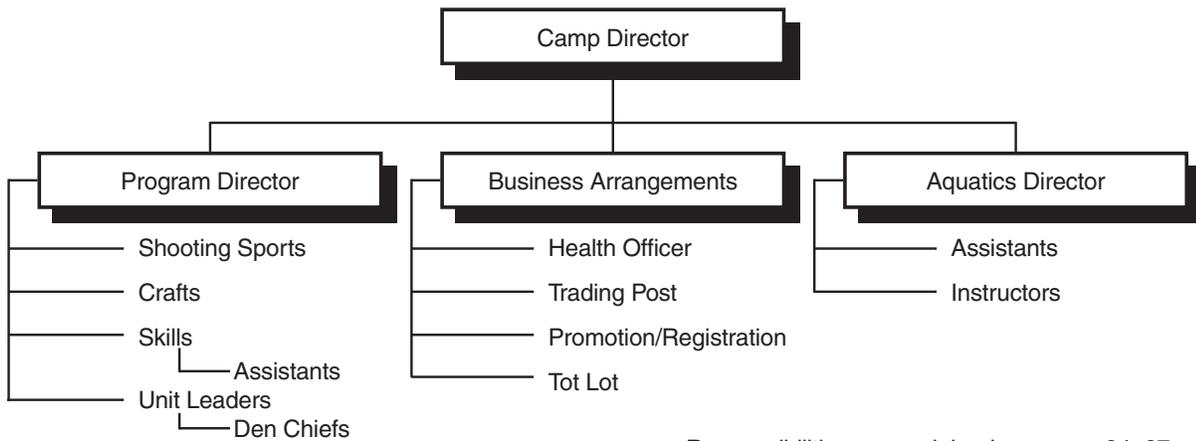
Prepare a staff handbook, “Objectives and Purposes of Day Camp.” Plan and conduct your staff training using the *Cub Scout Day Camp Staff Training Guide*, No. 13-166. Discuss the following subjects:

- Schedule of training (for one to three days on-site, if possible)
- Theme of day camp
- Schedule of day camp
 - Rainy-day schedule and list of activities
 - Detail list of station or den activities
- Understanding boys (mental and physical urges, behavioral characteristics)
- Discipline for boys and/or staff (shy boy, bully, homesick, wise guy, etc.; personality clashes in adults)
- Staff questionnaire for placement related to skill and ability
- Practice skills to be used at stations or in dens
- Tour of stations or dens
- Methods of operation for den chiefs and den leaders
- Discussion of how the day camp program relates to the Cub Scouting program
- Methods of operation for your camp (first-aid, emergency plan, parking, maps, credits, national standards)

Remember: Tiger parents will be participating with the Scout(s) at all times and should not be used as regular staff members.

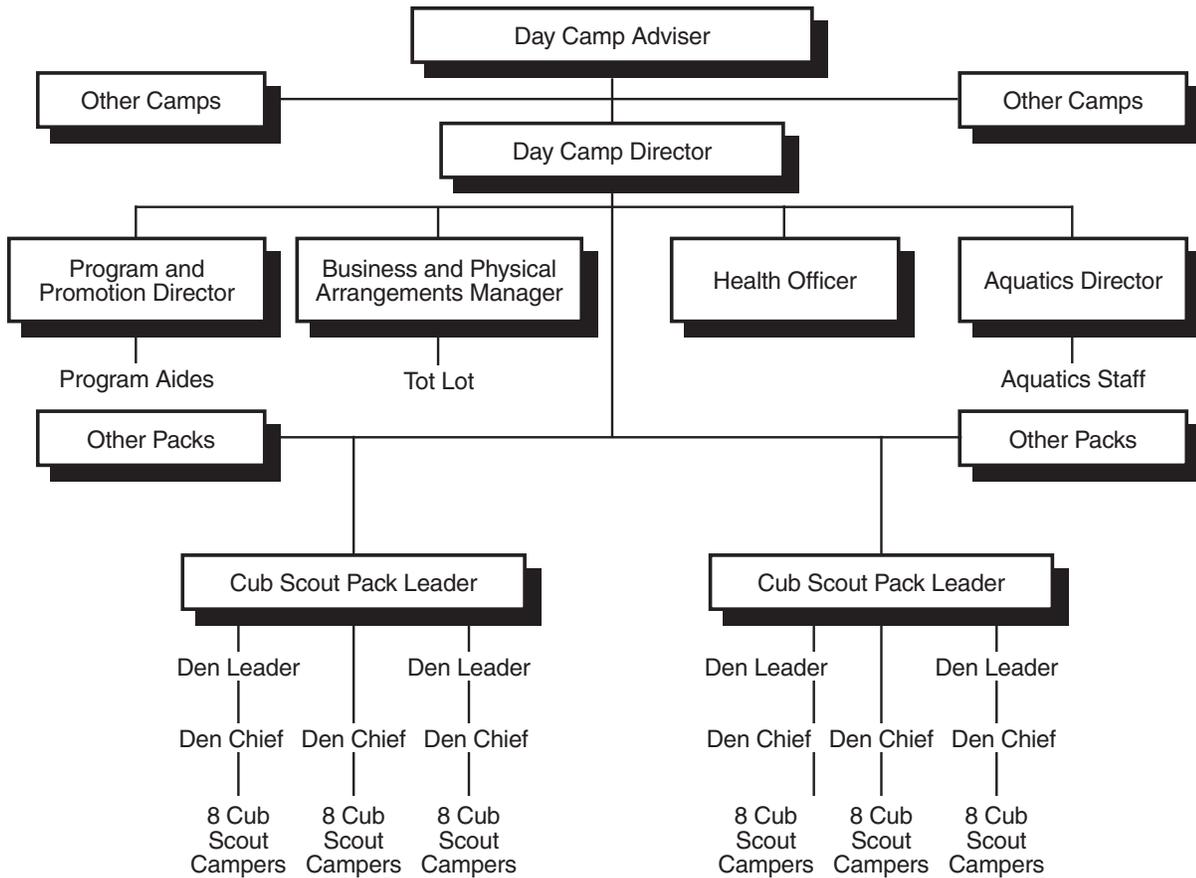
Suggested Day Camp Organization

Small Council

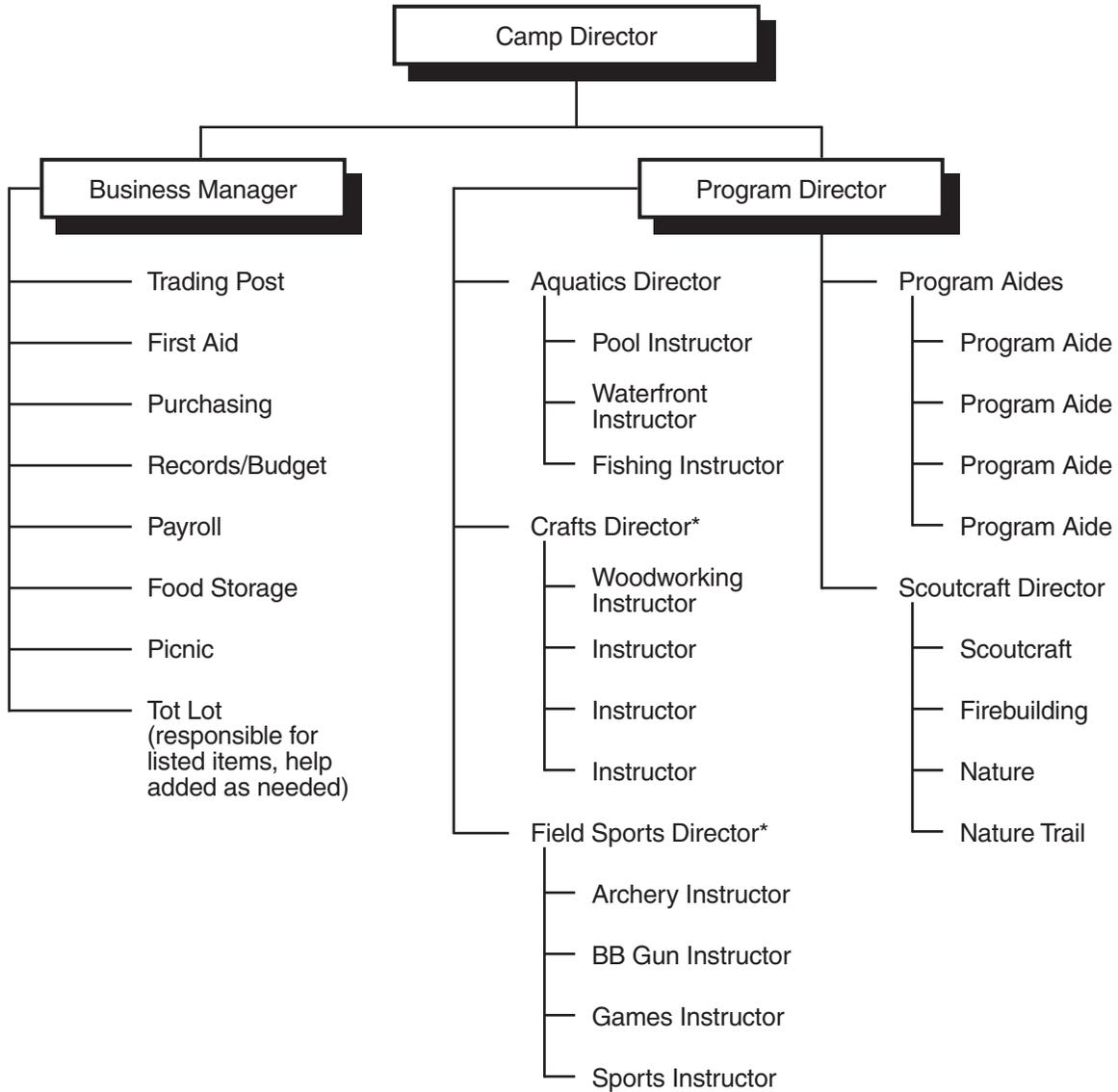


Responsibilities are explained on pages 24–27.

Large Council



Alternate Day Camp Organization



*Director may fill an instructor position.

With the above organization plan, the weekly program is already structured before the dens arrive, and it is repeated throughout the day camp season. The adult pack or den leader who accompanies the den to camp is the leader of that den in camp for that week. A program aide may be assigned as den chief or guide for the den.

The staff of each program area functions as a team, with the director of that area leading the team to get the job done, using personnel and resources in the best possible way to benefit the boys and their leaders.

Qualities of a Good Camp Director

1. Knowledge of the Cub Scouting program
2. Maturity
3. Competence
4. Healthful attitudes
5. Imagination
6. Understanding of boys' needs
7. Enthusiasm
8. Pertinent experience and background
9. Patience
10. Commitment
11. Administrative ability
12. Sense of public relations
13. Agreeable personality
14. Sense of humor
15. Adaptability
16. Good appearance
17. Extensive knowledge
18. Disciplinary skill
19. Sense of responsibility
20. Compassion
21. Tact
22. Loyalty
23. Flexibility

Employment Practices

The camp director should know the state laws or regulations governing employment, such as minimum pay, hours and conditions of work, time off, employee privileges, etc. These laws or regulations are not standard among states. Be informed about all legislation affecting camping in the state in which your camp is located.

A letter of employment should be drafted covering the terms of contract and stating the specifications of the job; period of employment; salary or wages; and BSA policies on alcohol, drugs, and smoking; conduct; appearance; time off; uniform; requirements; and special privileges. This letter should be delivered to each camp employee before his or her employment, with the district executive or camp director retaining a copy. Acknowledgment

of acceptance should be made in writing by the employee. **These standards and specifics apply whether or not the job is a paid or volunteer position.**

All problems of employment cannot be solved by a standard statement. They must be judged in the light of local conditions and the needs of the camp. These problems could include transportation, staff members' conduct on days off, the use of personal cars, permission to leave camp, some personal time each day, relationship to girls' camps nearby, and personal visitors in camp. All such concerns must be openly discussed and be outlined in writing to avoid misunderstandings. All day camp staff members should fill out applications so a record of employment will be on file.

Staff Responsibilities

Day Camp Adviser

The day camp adviser is the professional on the council staff responsible for the planning of, promotion of, presentation of, and reporting on the one or more Cub Scout day camps in the council. This person's responsibilities include the following:

- Maintains national standards in Cub Scout day camp with the assistance of the Outdoor Program Committee, Health and Safety Committee, and other council committees.
- Maintains proper budget control. This person assures a physically sound day camp operation. No expenditures can be made until the council has prepared and approved a budget. All expenditures, such as purchase orders or check requests, *must* be authorized by the local council's procedures. Cash advances are authorized by the district executive. Also, the day camp adviser *must* have cash receipts to account for monies spent.
- Is aware of the proper steps needed for emergency procedures, such as serious or fatal accident, missing campers, storms, floods, etc. These must be reported to the district executive. Also, any allegations of child abuse *must* be reported to the district executive immediately.
- Advises camp directors and program directors.
- Tours camp with accreditation team on camp accreditation day and during precamp inspections.
- Meets and greets visitors and guests and provides a tour of the camp.

- Makes sure that NO child leaves camp without signing out with parent. Also determines who can sign out child.
- Runs interference when problems arise in camp, (e.g., problems with leaders, camp procedures, program area safety, unwanted outsiders).
- Makes sure on the first day and every day that a list of emergency phone numbers is posted.
- Is accountable for all money received at camp.
- Returns to council, on time, all day camp equipment. Turns in health log to council camping at the end of day camp.
- Is accountable for final budget turned in with all backup documents, i.e., cash receipts, purchase orders.
- Participates in the evaluation process of the day camp.

Day Camp Director

The day camp director is the volunteer or professional on-site conducting the Cub Scout day camp.

The day camp director must be a man or woman 21 years of age or older of well-known good character and ability. In addition to being certified at National Camping School for day camp administration, the day camp director will do the following:

- Report to the day camp advisor.
- Supervise the personnel and operating details of the day camp.
- Recruit, interview, and train day camp personnel.
- Conduct, in cooperation with the program director, a camp staff training course before the opening of camp to familiarize the staff with the day camp program.
- See that standards for leadership, program activities, and health and safety are maintained.
- Be a freelance person at the day camp.
- Always have a plan B.
- Possess and display a maximum of the day camp director qualities shown on page 24.
- Evaluate.

Program Director

The program director is the volunteer or professional on-site responsible for the Cub Scout day camp program. Program directors plan the program with the help of the area directors or session directors.

The program director must be a man or woman 21 years of age or older of well-known good character and ability. In addition to being currently certified at National Camping School for day camp administration, the program director will do the following:

- Report to the camp director.

- Promote day camp attendance at roundtables, pack meetings, and activities.
- Help unit leaders plan and carry out a successful day camp through the use of personal coaching, training, and program aides.
- Help the camp director conduct a camp staff training activity.
- Train and supervise a group of program aides to help unit leaders.
- Be responsible for program planning, supplies, and personnel.
- Evaluate.

Business and Physical Arrangements Manager*

The business manager must be a man or woman 18 years of age or older of well-known good character and ability. Responsibilities of the business manager include the following:

- Report to the camp director.
- Prepare a list of required materials and facilities for camp and submit it to the day camp adviser.
- Keep accurate records of income and expenses and submit financial records and bills for payment to the council service center at regular intervals.
- Set up and maintain the petty cash account.
- Purchase supplies as authorized by the camp director.
- Arrange and oversee the camper transportation system.
- Coordinate food-related issues.
- Be responsible for trading post operation.
- Evaluate.

Camp Health Officer

The on-site health officer is a responsible adult at least 18 years of age who holds a current certification required for the position (see current national standards). This person must also have current certification in CPR.

The camp health officer should be available at the day camp first-aid station during the hours of the day camp. When the health officer is out of camp, another adult with first-aid training must be available, or nearby emergency coverage provided.

Craft Director

The craft director must be a man or woman 18 years of age or older with a demonstrated ability to work with and instruct crafts. Responsibilities of the craft director include the following:

- Report to the program director.

* This position is necessary for large day camps only. In some councils, the director may do these duties.

- Plan and carry out a constructive craft program in cooperation with the program director and den leaders.
- Select crafts that will enhance the theme.
- See that a list of supplies needed for the camp craft projects is submitted to the business manager.
- Prepare all crafts in advance of camp to ensure all parts are available and directions make sense.
- Help the den leaders teach the skills necessary for boys to complete selected projects.
- Supervise the use and storage of equipment and materials.
- Evaluate.

Aquatics Supervisor

The on-site aquatics supervisor must be 21 years of age or older and hold a current certificate of training as a BSA Aquatics Instructor from a National Camping School and be currently trained in American Red Cross First Aid and CPR/AED for the Professional Rescuer, or equivalents. If the day camp does not have a BSA Aquatics Instructor, the aquatics program must be under the supervision of a person 21 years of age or older who holds a current certificate of training as a Cub Scout Aquatics Supervisor and also a current lifeguard certificate recognized by the state and is currently trained in American Red Cross First Aid and CPR/AED for the Professional Rescuer, or equivalents.

If a Cub Scout day camp conducts a swimming program at a non-BSA owned or operated licensed swimming facility, supervision may be provided by facility employees whose training is regulated by state authorities, in lieu of the supervision required above. Participants are assigned buddies and limited to water depths appropriate to their ability unless approved life jackets are worn. Roll is taken at the end of the activity. Special precautions indicated by medical conditions are shared with facility staff members. In areas from which the public is excluded, Safe Swim Defense policies are implemented as they would be at a council-staffed facility. This would apply to established pools, spray parks, water parks, and lakefront swimming areas.

Range Master

The range master runs the archery and/or BB gun range. The range master must be at least 18 years old and have been trained as outlined in the *Boy Scouts of America National Shooting Sports Manual*, No. 30931.

Tigers and Their Partners

A boy and his adult partner who join Tiger Cub Scouts at the end of kindergarten may attend Cub Scout day camp together. Take care to provide an age-appropriate program for these youngest members. Remember that this is most likely all new to them, so make them feel especially welcome and involved. Planning and activities should include the use of the adult partners. Registration forms should clearly indicate parental involvement.

Pack Leader

The pack leader must be a man or woman 21 years of age or older of well-known good character and ability. Responsibilities of the pack leader include the following:

- Report to the camp director.
- Plan and carry out a constructive day camp program in the pack with the advice of the program director and the help of assistants and program aides.
- Teach an appreciation of the outdoors.
- Coordinate pack activities with those of the entire camp.
- Supervise pack staff members—delegate jobs, guide them in the work, and arrange for coverage during staff absences.
- Supervise pack housekeeping, sanitation, camper health, and safety.
- Be knowledgeable of the Cub Scouting program.
- Evaluate.

Den Chief

The den chief must be a Boy Scout, Varsity Scout, or Venturer at least 14 years old who is capable of serving as a den chief. Responsibilities of the den chief include the following:

- Help the den leader and carry out duties as assigned.
- Evaluate.
- Be a shining example of Boy Scouting.

Tot Lot Supervisor*

The tot lot supervisor must be a man or woman at least 21 years old, of well-known good character and ability. Responsibilities of the tot lot supervisor include the following:

- Be qualified to oversee dependent youth.
- Report to the camp director.
- Work with the program director to obtain craft and program supplies.

* The tot lot may also be called wee campers, kiddie korral, or by other names. It is for younger children who must be on-site but are not eligible to be members.

- Have/prepare a program with a flexible schedule for young campers, keeping in mind the differences in age.
- Be responsible for the children of staff members during the program hours of camp. (Also responsible during special evening events if the parent is involved in an activity.)
- Ensure young campers follow rules. For example:
 - Always walk with a buddy.
 - Don't run in camp.
- Understand that this is a special job—probably one of the most important in camp—and that these children must never, even for one second, be out of the leader's sight.
- Ensure the area has enough staff.
- Before the opening of camp, make a list of supplies needed in the area. After camp, prepare a list of supplies that must be restocked. This list goes to the program director.
- Prepare an evaluation of the area. Include likes, dislikes, needs, and program ideas that went well and those that need improving. Also include thoughts to improve next year's wee camper program.

Pack Camp Coordinator

Responsibilities of the pack camp coordinator include the following:

- Report to the Cubmaster.
- Inform parents/leaders of camping opportunities offered by the council or district.
- Help parents with camper applications.
- Send completed applications and health forms to the council service center on time.
- Recruit leadership for campers.
- Attend the camp orientation meeting and help acclimate adults/leaders from the pack.
- Help promote Cub Scout camping.

Unit Leader (Webelos)

The unit leader for the Webelos units must be a man or woman at least 21 years old, of mature judgment, and with the ability to exert strong leadership. Responsibilities of the unit leader include the following:

- Report to the camp director.
- Plan and carry out a constructive day camp program in the unit with the advice of the program director and help of counselors and program aides.
- Teach camping skills and appreciation of the outdoors.
- Coordinate unit activities with those of the entire camp.
- Supervise unit staff.
- Supervise unit housekeeping, sanitation, camper health, and safety.
- Be knowledgeable of the Webelos Scouting program.
- Evaluate.

Den Leader

The den leader must be a man or woman 21 years of age or older of well-known good character and ability. Responsibilities of the den leader include the following:

- Report to the unit leader.
- Carry out duties as assigned by the unit leader.
- Assist and supervise the boys in the den.
- Assist in program areas as needed so that boys make the most of their opportunities.
- Be concerned for camper safety.
- Be knowledgeable of the Cub Scouting and Webelos Scouting programs.
- Evaluate.

Program Aide

The program aide must be a capable Life Scout, Eagle Scout, or Venturer at least 14 years of age who is able to demonstrate and teach outdoor skills to Cub Scouts.

Sample Day Camp Volunteer Agreement

(Council Address), Boy Scouts of America

(Date), 20____; (Day Camp Dates)

The service of (full name): _____; phone _____

I agree to serve in the position of _____ together with such other duties as may be assigned by the camp director, for district Cub Scout day camp during the dates shown above.

I further agree to serve as a volunteer, in a manner consistent with the Scout Oath and Scout Law, and national standards for Cub Scout day camping. I also agree to the terms below:

- The scope of the staff member's interest should be larger than the particular job. The position assigned, while being the staff member's chief duty, is only a part of the member's interest and responsibility. The carrying out of the entire objective and program of the camp and the Boy Scouts of America is expected of the staff member, and he or she will be expected to participate in all of the camp's activities and endeavors.
- The first interest of every staff member is the boy. The camp exists and operates for him. In Scouting, we deal through volunteer leaders, and the camp staff supplements them, taking from their shoulders the burden of tedious administrative details, strengthening their leadership, and supporting them in their dealing with the Scouts.
- Staff T-shirts may be provided, and staff members will be required to wear the official camp uniform, as prescribed by the camp director. The staff member will wear the uniform while on duty. Neatness and cleanliness in person and living quarters is a fundamental obligation.
- A staff member's personal conduct both in and out of camp that may interfere with camp morale or undesirably influence the opinion of the camp neighbors renders the staff member useless for further staff service.
- Additional training must be completed prior to the start of camp. This training will be specified by the camp director.
- A health history proving satisfactory physical condition is required before arrival at camp.

Volunteer staff member Date Camp director Date

PARENT'S APPROVAL (Must be signed when staff member is under 18 years of age.)

Parent information:

Full name: _____

Home phone: _____ Work phone: _____

Cell phone: _____ Email address: _____

Approved: _____ Date: _____

(Parent or Guardian)

Two-Day Camp Staff Training

When the camp staff is recruited, each individual makes a commitment to attend staff training. This training is preferably held at the day camp site at least two weeks before the opening of the camp. This allows time for staff members to secure the tools, equipment, and materials needed for their particular activity.

Knowledge of proper techniques of boy guidance, methods of control, and understanding of Cub Scout-age boy behavior is of greatest importance. Staff training can be scheduled into two full days of activity as follows. (Refer to *Cub Scout Day Camp Staff Training Guide*, No. 13-166, for supporting material.)

Day 1

| | |
|------------|--|
| 9 a.m. | Greetings and welcome by director Introduction of staff and resource personnel present |
| 9:15 a.m. | Objectives and purposes of the day camp program Discussion |
| 9:45 a.m. | The Cub Scout-age boy—his needs, desires, urges, mental and physical characteristics, and behavior |
| 10:15 a.m. | Youth Protection policies |
| 11:15 a.m. | Break and assign one-hour discussion projects— <ol style="list-style-type: none"> 1. Without discipline, no program can succeed. How do we effect discipline with this age boy? Discuss. Itemize your suggestions for a report to the entire staff. 2. The shy boy: Why is he shy? How can we bring him out? What methods, ideas, and plans can you suggest? Prepare a report to the entire staff. 3. The bully or the wise guy: How can we get to him? Can we make him see a different, better way? What do you suggest? Prepare a report to the entire staff. 4. One purpose of the day camp is to strengthen dens and packs. Discuss the ways in which we, as a staff, can do this. Itemize your suggestions for a report to the entire staff. |
| 11:30 a.m. | Work on projects |
| Noon | Lunch and rest |

| | |
|-----------|--|
| 1 p.m. | Discussion project reports |
| 1:30 p.m. | Staff skills (all staff together) Visit the nature area. Learn basics and nature crafts. |
| 3 p.m. | Break |
| 3:15 p.m. | Discussion on the Scout Law and how the staff can implement this in day camp program with dens and boys, including camp morale recognitions. |
| 4:15 p.m. | Review and close. Stress importance of a well-informed staff. Review the council plan approved for the day camp. (Start at 9 a.m. tomorrow.) |

Day 2

| | |
|------------|---|
| 9 a.m. | Skills practice—safety, swimming, boating, fishing, camp policies, methods |
| 10 a.m. | Break |
| 10:15 a.m. | Games and game leadership. Practice selected Cub Scout games. |
| 11:15 a.m. | Skills practice: Cub Scout cookouts, fires, cooking without utensils, foil cooking |
| Noon | Lunch and rest (Lunch will be the food made during the cookout demonstration.) |
| 1:15 p.m. | The day camp and <ol style="list-style-type: none"> 1. Camp safety and security 2. Trading post business practices and insurance 3. Health lodge and first aid 4. Contacts with parents 5. Contacts with den and pack leaders |
| 2:15 p.m. | Break |
| 2:30 p.m. | <ol style="list-style-type: none"> 6. Safe transportation in camp and out 7. Staff salaries, paydays, Social Security taxes 8. Emergencies in day camp 9. Awards at day camp 10. Standards for day camping |
| 4 p.m. | Closing challenge—The Day Camp Staff Team Date and time of reporting for the first day of the camp session |

One-Day Camp Staff Training

This one-day training schedule is designed for camps that run from one day to one week and have the same staff at each activity each day. When the camp staff is recruited, each individual makes a commitment to attend staff training. This should occur about two weeks before camp and, if possible, be at the camp site. The morning focuses on the knowledge of proper techniques of boy guidance, methods of control, and emergency procedures at camp.

9 a.m. Greetings and welcome by director

9:15 a.m. Overview of the camp objectives and purposes

Discussion

9:45 a.m. Administrative issues:

- Staff salaries, contracts, pay days, Social Security
- Business practices, insurance, trading post
- Parking, transportation matters
- Camp awards
- Camp standards
- Camp uniform policy

10:30 a.m. Break

10:45 a.m. Youth protection

11:15 a.m. Camp emergency action plan

Discussion

11:30 a.m. Camp theme

- Implementing the theme
- Size and organization of the camp
- Camp schedule
- Scout Law implementation

Noon Lunch

12:30 p.m. Camp tour

1:30 p.m. Individual hands-on work in activity areas

During this period the crafts director should have material to put together all of the crafts to be used. Practice skills in swimming, boating, and fishing, if necessary. Practice games.

4 p.m. Closing challenge—"The Day Camp Staff Team"

Review the time and date of reporting for the first day of camp.

Every activity planned should be practiced by the activity director and aides responsible. **Don't try anything at camp that you haven't practiced before camp!**

Staff Manual

A staff manual (loose-leaf binder) is a helpful guide and resource. It should be distributed at the staff training session and should include details and program ideas. As you plan the manual, put yourself in the place of a new staff member and visualize the things he or she would need to know. You may want to include the following:

- Objectives and philosophy of Cub Scout day camp
- Map of the site and facilities
- Organization chart
- Staff roster
- Daily program or schedule
- Theme-related material
- Approved songs and skits
- Sample of den yells
- Rainy-day program
- Description of procedures for campers (transportation, arrival, opening ceremony, meals, rest periods, activities, closing ceremony, day camp emblems or awards, leaving camp, emergencies)
- Parent and pack leader relationships
- Telephone calls
- Staff rules and regulations
- Position responsibilities and specific duties for each position
- Personnel policy
- Records to be kept
- Outlines of reports to be made

PROGRAM

Your Day Camp Program

To build a varied, exciting, and educational Cub Scout day camp program, you will need to start with the basic facts of your local circumstances.

Factors affecting your program will include the following:

- Basic objectives of the camp (see “Purposes of Cub Scouting” in the *Cub Scout Leader Book*, No. 33221); put objectives in the camp manual.
- The campsite. Determine what you can’t do. There’s always plenty you *can* do—even an in-town site can become a camping venue with imagination.
- Basic needs and interests of the campers. City, suburban, and rural boys need different experiences.
- Weather. Plan for all possibilities—rain, heat, cold, wind.
- Length of camping period. More program activities will be needed for five days than for one day. There is less possibility of volunteer program staff when the camping period is longer than a week.
- Use all available resources. There are plenty of good citizens who have special talents, abilities, and expertise and would be pleased if asked to help make your Cub Scout day camp program a great one. Think about teachers who are off

work during your day camp, retired people, senior citizens, older Boy Scouts, Venturers, Order of the Arrow members, Alpha Phi Omega (college service Scouting-connected fraternity), hobbyists, ... the list goes on.

- Select a program theme that provides program opportunities for the day camp.

Some elements of a successful day camp program include

- Friendly atmosphere. This can mean more than the activities themselves—relaxed outdoor living, unhurried yet exciting and fun, and miles of smiles.
- Balance. There should be time for strenuous activity and time to rest, time for quiet activities and time for noise and motion, time for development of new skills and time for leisure.
- Opportunity for choice. Within the structured program there should be alternatives. *This is important:* Cub Scout day camping is meant to give a taste of many outdoor activities so that when the boy becomes a Boy Scout, he will have a basis for choice at Boy Scout camp. It is not intended that each individual plan his own program at day camp, but rather that as a den the boys experience such a variety that there will be something each boy likes best.

Importance of the Uniform

The Cub Scout summer uniform—with short-sleeve shirt, or a special Cub Scout T-shirt, or a Cub Scout day camp shirt—is official for the Cub Scout day camp or summertime activity. Properly uniformed Cub Scouts seen on the way to, or participating in, your Cub Scouting summer program will attract other boys and help sell Cub Scouting. It also provides a Cub Scout with another opportunity to wear

his uniform, provides uniformity in appearance, and is a factor in a good program for all the same reasons a uniform is important the rest of the year.

Nametags are a great idea. They relieve everyone of the pressure of remembering names, and making them can be a fun activity, too.

Program Resources

Schedule your day camp program to include local flavor and folklore and provide campers with a real outdoor experience. They will become better acquainted with and more observant of the wonders of nature around them and learn useful skills for adapting themselves to their surroundings.

Camping provides an opportunity for boys to do things that they can't do in the city or at home. See that opportunities happen in your Cub Scouting summertime program.

Your library will have many useful resources for you, as will the American Camping Association (5000 State Road 67 North, Martinsville, IN 46151-7902; phone: 1-800-428-CAMP; website: www.acacamps.org) and the Boy Scouts of America.

Resources from the Boy Scouts of America

Bear Handbook, No. 33451

Cub Scout Ceremonies for Dens and Packs, No. 33212

Cub Scout Leader Book, No. 33221

Cub Scout Leader How-To Book, No. 33832

Cub Scout Songbook, No. 33222

Den Chief Handbook, No. 33211

Group Meeting Sparklers, No. 33122

Tiger Handbook, No. 34713

Webelos Handbook, No. 33452

Wolf Handbook, No. 33450

What You Need and Where to Get It

You will find that day camp might require a variety of materials. **It is of utmost importance to coordinate all requests for donations with your staff adviser.** The reason for this is that potential donors may already be supporting the council and not care to be asked for more than they already give.

Here is a list of things you may need and where you might look to find them. (Items marked with asterisks are also available through the BSA Supply Group.)

- Paints, brushes*
- Athletic and sports equipment*
- Aquatics supplies and rope*
- Rope (knots, campcraft)*
- Leather from tanneries, leathercraft shops, shoe factories*
- Wood from lumberyards, cabinetmakers, construction sites, boat builders, dowel factories, bowling pin factories and alleys, bat manufacturers; slab wood from sawmills for rustic benches, bird feeders, birdhouses
- First-aid supplies from drugstores, American Red Cross, industry, pharmaceutical suppliers, doctors, military, volunteer first-aid squads
- Soft drinks—beverage companies, vendors
- Food—government, canneries, housing authority
- Refreshments, condiments, cups, napkins—food purveyors, restaurants, etc.
- Paper supplies—paper mills
- Wire—telephone company, also cable spools for tables
- Ceramic materials—ceramic manufacturers
- Jugs—restaurants, hospitals
- Refrigeration—dairy, vending companies
- Plastics and plexiglass—manufacturers
- Newsprint—newspaper publishers
- Cardboard—box plant (posters, masks, etc.)
- Cloth—manufacturers, stores (den flags, costumes, etc.)
- Odd lot socks—store, plant (puppets, animals)
- Wallpaper—dealers, mail-order houses
- Bottles—drugstores, manufacturers, first-aid squads
- Aluminum foil—plants
- Broken bricks—plants, building renovations
- Tires—tire shops, service stations
- Money and volunteers—service clubs

*These items are available from the BSA Supply Group.

Program Equipment

Necessary equipment will depend on what the program will include and how many boys will participate. All items marked with asterisks are available from the BSA Supply Group. For 100 day campers, you will need the following:

- Oars*
- 50 Kickboards*
- 100 Buddy tags*
- 4 Ring buoys*
- 12 Reach poles
- 18 Life vests*
- 4 Small rubber balls
- 1 Water polo ball
- Volleyball and net
- Softballs and bats
- Soccer ball
- 6 BB rifles
- 100 Targets
- 1,500 BBs
- Tools*

- 3 Archery targets*
- 10 Bows (four 15-pound, four 20-pound, and two 25-pound pull)*
- 30 Plastic jugs (for shooting gallery)
- 12 Finger tabs*
- 12 Armguards*
- 6 Dozen 26-inch arrows*
- 3 Dozen (boxes of 12) arrows*
- 4 Spin cast rods*
- 10-foot fiberglass poles
- 10 Cane poles and line, hooks, floats*
- 1 Each of Scout lightweight tents for display*
- 1 Case aluminum foil
- 1 Tug-of-war rope—1 inch by 50 feet
- A den tarp or fly, and tables for den and activity areas*
- Game equipment

Don't forget: String, brushes, wire, nails, hammers, tacks, staplers, glue, and tape.

Day Camp for Tiger Cub Scouts

A program for Tigers at your district day camp should include a variety of activities. Keep in mind the age of the campers (most are 6 years old) and the fact that their partners will also be attending.

It is strongly recommended that separate activities be established for Tigers and their adult partners. Adjustments must be made for physical, mental, and social differences.

It is important to remember the following things about boys in this age group:

- They have *very* short attention spans (20 to 30 minutes maximum) at this age.
- They probably have no previous experience of working/moving as a group. Expect simple day camp tasks, such as moving to the next station, to take more time.

- They have minimal experience with full-day activities, so consider running camp from 10 a.m. to 2 p.m.
- Boys this age come in a wide array of ability/experience levels—be ready for anything!
- They have minimal fine motor skills (most of them probably can't even tie their shoes), so do BIG crafts.

When planning your program, keep in mind that Tigers will have their adult partners with them, so include the partners in all activities. Make sure that Tigers have adequate time to complete their crafts and play the games. Instructions should be simple for them to follow.

Remember: Young boys tire easily. Have quiet time in your program with something for the boys to do (e.g., coloring, storytelling, and quiet games).

*These items are available from the BSA Supply Group.

Activities for Tigers and Their Adult Partners

- String bead/pasta necklaces
- Making/decorating paper hats or headbands
- Indian fry bread (bread on a stick)
- Spider cookies (with a chocolate cookie for the body, licorice laces for the feet, and frosting to decorate the eyes)
- Ants on a Log (celery with peanut butter and raisins)
- Bug cages/keepers craft
- Soccer, kickball, dodgeball, baseball throw, running relays, low basketball
- Den flag—It should be already started; have boys add names
- Tiger cave—Crawl through a “tunnel” covered with black plastic
- Hands-on nature—Handle sea shells, pine needles and cones, leaves, tree bark, rocks, safe insects, etc.
- Tell an adventure story and have each boy add to the story
- “Jungle” hike
- Craft—Build a first-aid kit (adhesive bandages, wipes)

Activities should follow the theme of your day camp.

As always, KISMIF—keep it simple, make it fun! Camp will be a great opportunity for the boys and their partners to experience the outdoors and be introduced to Scouting.

To open your Tiger session, make sure the participants learn about the quiet sign. Introduce the camp staff members who will be working with your campers. You may find an icebreaker activity will help get things started.

Icebreaker

Arrange campers in a circle. Toss a beanbag or ball (or even a rolled up pair of socks) around the circle. The person who catches the ball says his name and tosses it to the next person. Continue around the circle until everyone gets a chance.

Icebreaker Variation: Call Ball

Arrange campers in a circle. Use a soft playground ball. One person in the middle of the circle with the ball throws it up into the air and calls a name. That person must catch the ball within one bounce. Then that person goes in the center and calls out a name. Continue until everyone gets a chance.

Food Station

At the food station, you may want to talk about eating right (good foods versus junk foods). Always have boys wash their hands before preparing their snacks and eating them.

For Moose Lips, you'll need red apples, peanut butter, mini marshmallows, and plastic knives.

Cut apples into eight pieces and remove the core. Smear one side of each slice with peanut butter. Push a row of mini marshmallows into the peanut butter of four slices. Top each slice with another apple slice, peanut butter side down, matching top and bottom. Your treat will resemble a mouth smiling at you!

For Ants in the Sand, you'll need graham crackers, chocolate sprinkles, plastic sandwich bags, and a rolling pin.

Place graham crackers in a plastic sandwich bag and crush them with a rolling pin. Add a few chocolate sprinkles for “ants.” Eat and enjoy! Variations: Add raisins for beetles, red hots for lady bugs, and mini chocolate chips for spider eggs.

Zip-a-Dee-Doo Dah Grace

Zip-a-dee-do-dah, zip-a-dee-ay
We are grateful for our blessings today.
We've plenty to eat, to drink, and to share,
We sit at this table and see love everywhere.

Volleyball Variations

Play a game of volleyball with a twist. Tigers and their partners may catch the ball, and then toss it over the net. For Blanket Volleyball, Tigers and their partners catch the ball with a small blanket or towel and then lob it over the net.

Using a plastic beach ball instead of a volleyball will make it easier for the younger campers. The net may also need to be lowered.

Tiger Hikes

Have campers go on a Stop, Look, and Listen Hike. Walk for five minutes and then stop. Ask the boys, “What do you see? What do you hear? What can you smell?”

Another hike for Tigers could be a Color Hike. See how many colored items you can spot. You may also like to have some nature items already on the trail to point out to campers.

You might want to discuss poison ivy or the dangers of eating berries or mushrooms, etc. Remember, these are small boys. Don't get too technical with them; however, do talk about safety, hiking with a buddy, letting someone know where you are going, etc. Also emphasize "take only pictures, leave only footprints."

Caterpillar and Butterfly Craft

You may want to teach the boys how a caterpillar turns into a butterfly. Point out any butterflies in your area (or where to find butterflies). Then boys can make a caterpillar and butterfly using these simple materials: spring-type clothespins, pipe cleaners, pom-poms, white glue, markers, magnet strips, white coffee filters, and food colorings.

For the caterpillar: Glue four pom-poms on top of a clothespin. Pinch open the clothespin and twist a pipe cleaner into an antenna. Use a marker to write the boy's name on the bottom of the clothespin. Glue the magnet strip on bottom.

For the butterfly: Smooth out a coffee filter, and squeeze tiny drops of food coloring on it. When dry, pinch the filter in the middle and place a clothespin in the center. Open the clothespin and twist a pipe cleaner into an antenna. Use markers to draw eyes on top of the clothespin. Glue a magnet strip onto the bottom.

Other Program Ideas

- Kickball—Play Tigers against their adult partners.
- First Aid—Talk about simple first aid (what to do about bee stings, nosebleeds, cuts, scrapes, and sunburns; 911).
- Putt-Putt Golf—Set up a simple golf range using simple items.
- Neckerchiefs—Have boys paint a muslin neckerchief.
- Tie Slides—Make simple tie slides.
- Songfest—Teach boys some traditional Scout songs.
- Flag—Teach boys some flag etiquette.

Tiger Cub Scouts participate with their adult partners during ALL activities.

Achievement Awards and Recognition

Awards can be controversial. Recognition for achievement is one of the driving urges of Cub Scout-age boys, but the award should *supplement* the accomplishment. The real satisfaction should come from the *doing*, not the *getting*.

Cub Scout advancement should not be emphasized in camp. Staff members must realize that while Cub Scout advancement may seem to be a natural in Cub Scout day camp, most of it should be done in Cub Scout pack programming.

In general, awards that make the happiest Cub Scout campers are

- Theme-related awards/recognitions
- Den treats, such as a watermelon feed
- Special privileges, such as an extra swim period or raising the flag
- Formal recognition at a flag ceremony or campfire
- Awards based on self-improvement

Day Camp Beads

One council has been successful with a leather belt totem and big beads to be put on thongs from the totem for improvement and campwide participation. These beads are awarded in the activity areas, and special beads are awarded by the camp director for outstanding accomplishment and improvement. Unit leaders and assistant unit leaders should present the beads to the Cub Scout immediately upon completion of the activity or project.

The unit leader shall plan the unit program so that each boy shall have the opportunity to earn yarns, beads, a bear claw, etc.

If possible, at your closing, try to recognize all of the campers. Hand out patches, certificates, or other recognitions.



Some Do's and Don'ts About Using Camp Beads

1. Present the beads immediately upon satisfactory completion of the activity.
2. Do not use awards as a disciplinary tool.
3. Do not present awards as a quality award (first prize for best project, etc.). The only test of quality should be that the boy has *done his best*. For example, recognize a boy for participating in fishing even if he doesn't catch a fish. Give another bead or recognition when the boy catches a fish.
4. Do not give extra beads for special favors or chores the camper does.
5. Always use the camp awards as a positive incentive for the boy to use his camp experience to gain the maximum accomplishment within his ability. By recognizing participation and effort, not just outstanding accomplishment, we avoid the situation of a boy feeling like a failure because he tried hard but wasn't able to receive a bead or recognition because he wasn't "good" enough. All boys should be able to feel successful in some way, and we must see that this happens.

Sample Day Camp Schedules

| | | | |
|--|---|-----------|--|
| As Cub Scouts arrive, they go to the flagpole area for the opening activity. | | Noon | Lunch and rest |
| 9 a.m. | Assemble by dens for flag ceremony, Cub Scout Promise, and roll call. Cub Scouts then go by dens to designated stations or areas for the program of the day and stay at each area for the allotted time. This will be one den's schedule: | 1:30 p.m. | Station 4—obstacle course |
| 9:45 a.m. | Station 1—archery | 2:15 p.m. | Station 5—games (fun and skill) |
| 10:30 a.m. | Station 2—team sports | 3 p.m. | Campfire—songs, story, ceremony |
| 11:15 a.m. | Station 3—hike (nature, conservation, etc.) | 3:30 p.m. | Program ends—dismissal; trading post open |
| | | 3:45 p.m. | Staff cleanup—check equipment for next day |
| | | 4 p.m. | Load bus for return home |

Day Camp Sample Schedule: Each day should provide a time for crafts, program, cooking, quiet time, and sports.

| Dens | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |
|------------|--|-----------|-----------|-----------|-----------|
| 8:30 a.m. | Arrive at camp and establish a den site | | | | |
| 9 a.m. | Assemble by dens for flag ceremony and opening of camp | | | | |
| 9:45 a.m. | Station 1 | Station 2 | Station 3 | Station 4 | Station 5 |
| 10:30 a.m. | Station 2 | Station 3 | Station 4 | Station 5 | Station 1 |
| 11:15 a.m. | Station 3 | Station 4 | Station 5 | Station 1 | Station 2 |
| Noon | Lunch, rest, and den activities | | | | |
| 1:30 p.m. | Station 4 | Station 5 | Station 1 | Station 2 | Station 3 |
| 2:15 p.m. | Station 5 | Station 1 | Station 2 | Station 3 | Station 4 |
| 3 p.m. | Campfire—songs, story, ceremony | | | | |
| 3:30 p.m. | Program ends—dismissal—trading post open | | | | |
| 3:45 p.m. | Staff cleanup—check equipment for next day | | | | |
| 4 p.m. | Load bus for return home | | | | |

Station 1—Archery
Station 2—Crafts

Station 3—Volleyball
Station 4—Nature (hike, conservation, etc.)

Station 5—Games

Five-Day Camp

| | Monday | Tuesday | Wednesday | Thursday | Friday | |
|------------|---|-----------------------|--------------------------------|----------------|------------------------------------|--|
| 8:30 a.m. | Arrive at camp and establish a den site | | | | | |
| 9 a.m. | Assemble by dens for flag ceremony and camp opening | | | | | |
| 9:45 a.m. | Archery | Archery | Build raingutter regatta boats | Archery | | |
| 10:30 a.m. | Nature hike | Bird houses | | Claw prints | | |
| 11:15 a.m. | Volleyball | Volleyball | | Volleyball | | |
| Noon | Lunch and rest | | | | | |
| 1 p.m. | One o'clock special all-camp activity | | | | | |
| 1:30 p.m. | Leather totem | Sand painting | Race raingutter regatta boats | Masks | | |
| 2:15 p.m. | Swimming safety | Swimming skills tests | | Swimming games | Arrive/opening | |
| 3 p.m. | Closing ceremony, skits, songs, etc. | | | | All-camp earthball game | |
| 3:30 p.m. | Break camp, put away equipment | | | | | |
| 4 p.m. | Leave for home | | | | Archery and volleyball tournaments | |
| 4:45 p.m. | | | | | | |
| 5:30 p.m. | | | | | | |
| 6 p.m. | | | | | | |
| 7 p.m. | | | | | | |
| 8 p.m. | | | | | Leave for home | |

This schedule contains two “change-up” or “special days.” Wednesday is devoted to building boats and racing them in a raingutter regatta. Boat materials, supplies, and tools are provided by the camp. The boats are built in the morning and raced in the afternoon.

Friday’s schedule includes a family picnic. The dens can bring their own food or the camp can supply the food. This provides an opportunity for the parents to visit camp and see the boys in action. The campfire usually includes skits and songs by the boys as well as awards earned during the week.

Themes in Cub Scout Day Camp

The imagination of staff and Cub Scouts alike can run free with a theme of the day, a theme for the week, or even different themes every day. Sometimes it’s all in what you call or name an activity. The “bug motel” can be a “wild animal cage” for a circus theme, or a paper airplane can be a “space shuttle” for a space theme. The nature hike can be a “safari” for a jungle book theme or a “wilderness path” for a pioneer theme.

Camp themes make the difference. Consider the following:

- Use imagination.
- Offer a wide range of program development within the theme.
- Implement a five-year cycle—a new *adventure* each year (not the same old thing).
- Ensure that theme materials are cost-effective, fireproof, and safe.
- Give the same property a different use and appearance.
- Involve community resources.
- Using themes, create an environment for boys to learn and participate in learning skills they ordinarily would not experience.
- Leave the advancement aspects for the Cub Scout pack operation.
- Plan and organize theme development in a reasonable time. **Use Cub Scout volunteers.**
- Reflect the theme in every aspect of the camp.
- Keep to the Cub Scouting program, and keep it age-appropriate.
- Reflect Cub Scouting in the camp program—songs, mealtime programs, and campfires.
- Use age-appropriate programming for all levels of the Cub Scouting program.
- Use equipment and facilities appropriate to the age of Cub Scout boys.
- Stock items in the trading post that are appropriate for Cub Scouts.
- Use all of the above as retention-building ideas.

Cub Scout Theme Development and Usage

Select a theme and develop a theme cycle for your camp. Using the suggested support literature, and expand on suggestions as related to the program areas of day camp. More than 200 different themes are used each year.

Once your camp theme has been developed, staff members will need to know how the theme should be used in each camp area. Develop themes that will allow instant recognition to encourage, reward, and recognize accomplishment.

Ask, “How can staff members encourage and recognize the accomplishments of campers without using camping recognitions?” Allow responses. Add the following ideas if necessary:

- Applause stunts
- Grand howls
- The appointment of alternating leaders for upcoming games
- Additions to the den flag

Wild West Theme

Here are some ideas for a week of activities and fun:

- CRAFTS—leather name tags, totems, or neckerchief slides; cowboy or American Indian costumes and gear; branding and the history of brands; stick horses
- GAMES—Wild West Strongmen (physical skills); Escape From the Outlaws (obstacle course); team games, Good Guys versus Bad Guys (water balloon games); barrel rides; frontier games (do some research)
- SKILLS AND NATURE—rope skills, trailblazing (nature hike), chuckwagon cooking, geology hike, making rope, knife safety
- SWIMMING—every day
- ARCHERY AND BB GUN (alternate days)—target archery, action archery, BB guns
- SPECIAL EVENTS—“living history” (historian in costume), American Indian dancers, campfires for families featuring Wild West skits by the Cub Scouts

Circus Theme

Cub Scouts will have a great time learning and doing circus-related activities while gearing up for a really big show on Friday for their parents and families. Part of each day will involve practicing their parts for the show.

Some possible acts for the show could be skits or actual shows about the following:

| | |
|------------------------------|--------------------|
| Lion/animal tamers | Tumblers/acrobats |
| Magicians | Zoo animal parades |
| High-wire walkers | Pie spinners |
| Unicycle/bicycle thrill show | Snake charmers |
| Clowns | Trapeze acts |
| Flea circus | Dancing bears |

Have sample skits or be ready to help boys develop their skits early in the week so they can practice their roles each day.

Quiet time activities should relate to the theme, but this also is a great place to bring in local color. Local clowns, jugglers, magicians, and veterinarians are all a great start. What's unique to your community that the boys would like to see?

Set up an obstacle course. The parts can be rearranged each day by adding or taking away pieces to make it different. Some possible events are

| | |
|--------------------|---------------|
| Tire jump | Ring toss |
| Bike slalom course | Sprinkler run |
| Bowling | |

Clown costume wear (Boys put on huge shirts and pairs of pants to complete the course.)

Teeter-totter tip (Using sponges, boys have to fill up a container with water—enough to make it tip the teeter totter it's sitting on)

Craft Ideas

- Make name tags out of leather rounds. Have boys decorate them with circus designs and string around their necks.
- Make neckerchief slides with circus themes: elephant heads, big top tents, clown faces.
- Clown masks—Use paper bags or cardboard cutouts. Decorate with felt, yarn, paint, markers, glitter, etc.
- Puppets made like circus animals, clown mariottes, clown and sideshow costumes and props, makeup

Program Ideas

You can center the program around a big-top show on Friday night. Early in the week, decide on an act, and develop it and costumes during the week. Families are the key to the final event. Plan the start of your Friday camp to allow parents and siblings time to get there. Have them bring their own dinner or have a potluck or barbecue. Cap off the day with the show Cub Scouts have been planning for all week. Include recognition and thanks at the end of the show, and wind it all up on a great note.

Cooking

- Carnival Dogs—Cook hot dogs on a stick over a charcoal fire
- Elephant Biscuits—Baking mix on a stick.
- Three-Ring Popcorn—Pop corn in a foil pack, coffee can, or regular popper.

Sports

- Pin the Face on the Clown—Use large poster board. Cut out face outlines and let the dens race to complete a face, with everything located (close) to where it should be.
- Softball/sockball—Depending on your location, use bat and balls or sock rolls and hands to play.
- Boys always love playing Ultimate. Split dens into teams or play den versus den if you need an extra station.
- Tumbling, trampoline, juggling, making and walking on stilts, relays, feats of skill
- For archery and BB gun activities, use target backstops or carnival-type targets.

Other Ideas

- Nature—Make a wild animal cage, bug catcher, or butterfly net, and search for critters; make birdhouses shaped or decorated like circus tents.
- Special events—Visit from dog trainers or a zookeeper with animals. Each circus troupe (den) can design and decorate a large carton like a car of a circus train, complete with den flag.

Space Daze Theme

The daily schedule of the Space Daze theme establishes a progression of activities and projects that culminate in a “mission” that can be a competition or an experience in the execution of efficient teamwork.

The program items used in the five-day day camp schedule vary from fairly simple to complex. With plenty of lead time, all resources and material can be collected for the day camp. Plenty of heavy-duty boxes or cardboard will be needed for construction of shuttles, lunar excursion models, and lunar roving vehicles.

The outer space theme has a lot of room for variation, depending on camp location, resources, and finances.

Your local library will have resources to help with program ideas. Also, check out resources online, particularly the home page of the Kennedy Space Center at www.kennedyspacecenter.com.

Five-Day Sample Space Daze Schedule

DAY 1

- 8:45 a.m. Staff log in—power up.
- 9 a.m. Cubstronauts log in—go to assigned launchpad.
Issue name tags simulating clip-on photo ID badges.
- 9:15 a.m. Opening ceremony and preflight instructions
- 9:35 a.m. Day Camp Liftoff
At launchpad, construct:
- Mission survival kit (first-aid items, flashlight, compass ... use your imagination)
 - Model rocket for den ID (use tubes from paper towels or toilet paper, construction paper, etc.)
- 10:15 a.m. Extravehicular Activity (EVA) (two each day—10:15 a.m. and 1:30 p.m.)
- A. BB range (for hand-eye coordination)
 - B. Wrist rocket range (hand-eye coordination and wrist, arm, and shoulder strength)
 - C. Archery range (hand-eye coordination and wrist, arm, shoulder strength)
 - D. Swimming (include egg-in-spoon race for a weightless experience)
- 11:15 a.m. Clean up launchpad site.
- Noon Lunch (include something from a “squeeze” container)
- 12:30 p.m. Downtime—Show video related to space.

- 1 p.m. Continue work on mission survival kit and den ID rocket.
- 1:30 p.m. EVA rotation
- 2:15 p.m. Begin construction of space shuttle for eight Cubstronauts (flight deck and cargo bay).
- 3 p.m. Closing and departure
- 3:15 p.m. Staff check—departure—power down.

DAY 2

- 8:45 a.m. Staff log in—power up.
- 9 a.m. Cub Scouts proceed to launchpads.
- 9:15 a.m. Opening ceremony (day’s instructions)
- 9:25 a.m. Continue launch preparations:
- A. Mission survival kit (should complete this project)
 - B. Rocket ID (should complete this project)
 - C. Continue construction of space shuttle.
 - D. Begin work on lunar excursion model (LEM).
- 10:15 a.m. EVA rotation from day 1
- 11:15 a.m. Return to launchpad (cleanup—set up for afternoon activity).
- Noon Lunch (see day 1) and cleanup
- 12:30 p.m. Continue work on shuttle and LEM.
- 1:30 p.m. EVA rotation
- 2:15 p.m. Continue space shuttle and LEM construction.
Begin work on moon surface model (cardboard base, sand, clay, etc.).
- 3 p.m. Clean up launchpad; prepare for closing.
Closing and departure
- 3:15 p.m. Staff check—departure—power down.

DAY 3

- 8:45 a.m. Staff log in—power up.
- 9 a.m. Cubstronauts log in and report to assigned launchpad.
- 9:15 a.m. Opening ceremony (instructions for day 3)
- 9:25 a.m. At launchpad:
- A. Continue launch preparations.
 - B. Complete shuttle construction.
 - C. Complete LEM.
- 10:15 a.m. EVA rotation—Add moon walk and moon mountain climbing using a Cub Scout-sized traverse wall.
- 11:15 a.m. Return to launchpad—begin rehearsal of launch and use of cargo bay arm.
- Noon Lunch (see day 1) and cleanup

- 12:30 p.m. Downtime (show video of the moon landing)
- 1 p.m. Fine-tune shuttle—rehearse liftoff procedure.
- 1:30 p.m. EVA rotation
- 2:15 p.m. Continue LEM construction.
Begin construction of lunar roving vehicle (LRV) (could use four-wheel coaster wagon as chassis).
- 3 p.m. Clean up launchpad—prepare for closing.
- 3:15 p.m. Staff check—departure—power down.

DAY 4

- 8:45 a.m. Staff log in—power up.
- 9 a.m. Cubstronauts log in and proceed to assigned launchpad.
- 9:15 a.m. Opening ceremony (instructions for day 4)
- 9:25 a.m. Complete construction of LEM—continue construction of LRV.
- 10:15 a.m. EVA rotation
- 11:15 a.m. Return to launchpad.
Rehearse procedure for launch, the LEM, and LRV. Schedule assignments for Cubstronauts to “operate” the equipment.
- Noon Lunch and cleanup.
- 12:30 p.m. Downtime (show videotape of earth viewed from space and the moon)
- 1 p.m. Fine-tune “operational” procedures.
- 1:30 p.m. EVA rotation
- 2:15 p.m. Complete construction of LRV and test run it, giving each Cubstronaut the chance to steer, ride, and push.
- 3 p.m. Clean up launchpad site—prepare for closing.
- 3:15 p.m. Staff check—power down—depart.

DAY 5

- 8:45 a.m. Staff log in—power up.
- 9 a.m. Cubstronauts log in and report to assigned launchpads.
- 9:15 a.m. Opening ceremony (final day instructions)
- 9:25 a.m. Fine-tune equipment (will it survive the launch?).
- 10:15 a.m. EVA rotation
Walk around displays of each dens working displays one den at a time.
- 11:15 a.m. Return to launchpad.
Begin countdown for liftoff—move equipment to the Great Launch Site.
- Noon Lunch and cleanup.

- 12:30 p.m. Downtime
- 1:30 p.m. Launchpad teams assemble for coordinated launch.
Shuttle, LEM, and LRV—include a U.S. flag, a plastic (toy) golf club, and a foam golf ball
- 2 p.m. EVA: “The Great Moon Launch and Moon Mission”
 1. Each den starts inside shuttle with LEM and LRV lined up perpendicular to shuttle countdown to liftoff.
 2. Shuttle commander and pilot open cargo bay doors.
 3. Two Cubstronauts climb out of the shuttle and enter (or stand alongside) the LEM.
 4. Four Cubstronauts climb out of shuttle and go to level 2—get in LRV and two stand by to push.
 5. LEM Cubstronauts transport LEM around front of shuttle, and then around back of shuttle, returning to starting point.
 6. From starting point, two Cubstronauts push LRV to predetermined point while the third Cubstronaut steers and the fourth Cubstronaut carries golf equipment and the American flag.
 7. Arriving at a predetermined point, the Cubstronaut payload specialist climbs out of an LRV, “plants” the flag, salutes, and then sets the golf ball on the surface, hits the ball, and returns to LRV.
 8. The LRV is pushed back to the shuttle and the LEM.
 9. The LEM retraces its path around the shuttle.
 10. Upon the return of the LEM to the starting point, all six Cubstronauts re-enter the shuttle.
 11. Shuttle commander and pilot close the cargo bay hatch and return to their positions in the shuttle to complete the mission.
- 3 p.m. Return equipment to the closing area to form a backdrop for the closing ceremony.
- 3:15 p.m. Clean up launch site—Cubstronauts assemble by pad number at closing ceremony site.
Closing: Present mission-completed certificates and emblems. Thank the staff.
- 3:30 p.m. Staff check—power down—power off—evacuate.

American Frontiers

Below is a sample schedule of an overall theme, with related subthemes for each day of the period. Using a straight rotation system, this schedule could work for five groups of two or three dens each, or 100 to 125 boys. Each listed program area would take care of 20 to 25 boys at a time.

If more boys are expected, the capacity of the day camp can be increased by adding program areas and staff. Never shortchange a boy by overcrowding the activity stations and subjecting him to a constant mob scene. Boys like to have group activities but not such large groups that there are never answers for individual questions or help for individual needs.

| | 9 a.m. | 9:20–10:10 a.m. | 10:15–11:05 a.m. | | 12:05–12:55 p.m. | 1–1:50 p.m. | 1:55–2:45 p.m. |
|------------------------------|---------|---|---------------------------------|-------|--------------------------------------|----------------------------------|---|
| Tuesday Indians | Opening | Nature hike, ID useful and poisonous plants | Kickball, American Indian games | Lunch | Bows and arrows | Swimming | American Indian crafts, trading post, Webelos fire-building |
| Wednesday Pilgrims | Opening | Volleyball, colonial games | BB guns, gun safety | Lunch | Swimming | Crafts of old, Webelos first-aid | Plaster cast tracks (turkeys?) |
| Thursday Pioneers | Opening | Fishing, rafting | Swimming | Lunch | Woodcraft, trading post | Trees and leaves, ID and uses | Ball games |
| Friday Cowboys | Opening | Swimming | Craft—rockets started | Lunch | Knots, camp safety, Webelos tents up | Relay races | BB guns and archery |

Just for Webelos Scouts

Webelos Scouts in day camp can participate in the same daily schedule as the rest of the Cub Scouts, with some additional or different requirements or activities within the program areas. However, a day camp of the size to have four or five Webelos

dens in attendance could operate a separate schedule built around the age-appropriate camp theme. Rotate the Webelos dens through activities like those shown below, using some regular day camp staff people and some extra staff just for Webelos Scouts.

Sample Schedule for One Den

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------|---|----------------------------|---|--|--|
| 9:15 a.m. | OPENING | | | | 1:30 p.m.—Opening |
| 9:30 a.m. 10:25 a.m. | Map Reading | Leathercraft | Fossil Hunt | Woodcraft or Leathercraft | |
| 10:30 a.m. 11:25 a.m. | Nature Trail | Rowboating | Scout Oath and Law, Badge (make it fun) | Identification Hike | 1:45–3:45 p.m.— Cub Fun Day |
| 11:30 a.m. 12:15 p.m. | LUNCH and QUIET (Plan and prepare all week for den part in campfire.) | | | | 4–4:30 p.m. Campwide Games |
| 12:20 p.m. 1:15 p.m. | Woodworking | Archery | BB Guns | Team Sports, Dual Contests (Alt. sports) | 4:30–5 p.m. Games with Parents |
| 1:20 p.m. 2:15 p.m. | First Aid | Disability Awareness Trail | Firebuilding and Safety | Boating | 5:30–7 p.m. Family Picnic 7:30 p.m.—Campfire |
| 2:20 p.m. 3:15 p.m. | Swimming | Swimming | Swimming | | |
| 3:20 p.m. | CLOSING | | | | |

- | | | | |
|-----------------------|-----------------------------|------------------|---------------------|
| 1. Swimming | 6. Craft (Leather) | 11. Firebuilding | 16. Archery |
| 2. Fishing | 7. BB Gun | 12. Swimming | 17. Rockets |
| 3. BB Gun | 8. Swimming | 13. Scoutcraft | 18. Service Project |
| 4. Boating/Rafting | 9. Team Sports and Obstacle | 14. Archery | 19. Swimming |
| 5. Raingutter Regatta | 10. Nature | 15. Woodworking | 20. Nature Trail |

| Group | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | |
|---|------------|---------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Registration—Leader Meeting—Den Organization | | | | | | | | | | | | | | | | | | | | | |
| Monday | 9 a.m. | | | | | | | | | | | | | | | | | | | | |
| | 9:45 a.m. | 1 | 6 | 11 | 16 | 2 | 7 | 12 | 17 | 3 | 8 | 13 | 18 | 4 | 9 | 14 | 19 | 5 | 10 | 15 | 20 |
| | 10:45 a.m. | 2 | 7 | 12 | 17 | 3 | 8 | 13 | 18 | 4 | 9 | 14 | 19 | 5 | 10 | 15 | 20 | 1 | 6 | 11 | 16 |
| | 11:45 a.m. | Lunch | | | | | | | | | | | | | | | | | | | |
| | 12:15 p.m. | 3 | 8 | 13 | 18 | 4 | 9 | 14 | 19 | 5 | 10 | 15 | 20 | 1 | 6 | 11 | 16 | 2 | 7 | 12 | 17 |
| Tuesday | 1:15 p.m. | 4 | 9 | 14 | 19 | 5 | 10 | 15 | 20 | 1 | 6 | 11 | 16 | 2 | 7 | 12 | 17 | 3 | 8 | 13 | 18 |
| | 2:15 p.m. | 5 | 10 | 15 | 20 | 1 | 6 | 11 | 16 | 2 | 7 | 12 | 17 | 3 | 8 | 13 | 18 | 4 | 9 | 14 | 19 |
| | 3:15 p.m. | Closing | | | | | | | | | | | | | | | | | | | |
| | 9 a.m. | Opening | | | | | | | | | | | | | | | | | | | |
| | 9:45 a.m. | 6 | 11 | 16 | 1 | 7 | 12 | 17 | 2 | 8 | 13 | 18 | 3 | 9 | 14 | 19 | 4 | 10 | 15 | 20 | 5 |
| Wednesday | 10:45 a.m. | 7 | 12 | 17 | 2 | 8 | 13 | 18 | 3 | 9 | 14 | 19 | 4 | 10 | 15 | 20 | 5 | 6 | 11 | 16 | 1 |
| | 11:45 a.m. | 8 | 13 | 18 | 3 | 9 | 14 | 19 | 4 | 10 | 15 | 20 | 5 | 6 | 11 | 16 | 1 | 7 | 12 | 17 | 2 |
| | 12:15 p.m. | Lunch | | | | | | | | | | | | | | | | | | | |
| | 1:15 p.m. | 9 | 14 | 19 | 4 | 10 | 15 | 20 | 5 | 6 | 11 | 16 | 1 | 7 | 12 | 17 | 2 | 8 | 13 | 18 | 3 |
| | 2:15 p.m. | 10 | 15 | 20 | 5 | 6 | 11 | 16 | 1 | 7 | 12 | 17 | 2 | 8 | 13 | 18 | 3 | 9 | 14 | 19 | 4 |
| Thursday | 3:15 p.m. | Closing | | | | | | | | | | | | | | | | | | | |
| | 9 a.m. | Opening | | | | | | | | | | | | | | | | | | | |
| | 9:45 a.m. | 11 | 16 | 1 | 6 | 12 | 17 | 2 | 7 | 13 | 18 | 3 | 8 | 14 | 19 | 4 | 9 | 15 | 20 | 5 | 10 |
| | 10:45 a.m. | 12 | 17 | 2 | 7 | 13 | 18 | 3 | 8 | 14 | 19 | 4 | 9 | 15 | 20 | 5 | 10 | 11 | 16 | 1 | 6 |
| | 11:45 a.m. | 13 | 18 | 3 | 8 | 14 | 19 | 4 | 9 | 15 | 20 | 5 | 10 | 11 | 16 | 1 | 6 | 12 | 17 | 2 | 7 |
| Friday | 12:15 p.m. | Lunch | | | | | | | | | | | | | | | | | | | |
| | 1:15 p.m. | 14 | 19 | 4 | 9 | 15 | 20 | 5 | 10 | 11 | 16 | 1 | 6 | 12 | 17 | 2 | 7 | 13 | 18 | 3 | 8 |
| | 2:15 p.m. | 15 | 20 | 5 | 10 | 11 | 16 | 1 | 6 | 12 | 17 | 2 | 7 | 13 | 18 | 3 | 8 | 14 | 19 | 4 | 9 |
| | 3:15 p.m. | Closing | | | | | | | | | | | | | | | | | | | |
| | 9 a.m. | Opening | | | | | | | | | | | | | | | | | | | |
| 9:45 a.m. | 16 | 1 | 6 | 11 | 17 | 2 | 7 | 12 | 18 | 3 | 8 | 13 | 19 | 4 | 9 | 14 | 20 | 5 | 10 | 15 | |
| 10:45 a.m. | 17 | 2 | 7 | 12 | 18 | 3 | 8 | 13 | 19 | 4 | 9 | 14 | 20 | 5 | 10 | 15 | 16 | 1 | 6 | 11 | |
| 11:45 a.m. | 18 | 3 | 8 | 13 | 19 | 4 | 9 | 14 | 20 | 5 | 10 | 15 | 16 | 1 | 6 | 11 | 17 | 2 | 7 | 12 | |
| 12:15 p.m. | Lunch | | | | | | | | | | | | | | | | | | | | |
| 1:15 p.m. | 19 | 4 | 9 | 14 | 20 | 5 | 10 | 15 | 16 | 1 | 6 | 11 | 17 | 2 | 7 | 12 | 18 | 3 | 8 | 13 | |
| 2:15 p.m. | 20 | 5 | 10 | 15 | 16 | 1 | 6 | 11 | 17 | 2 | 7 | 12 | 18 | 3 | 8 | 13 | 19 | 4 | 9 | 14 | |
| 3:15 p.m. | Closing | | | | | | | | | | | | | | | | | | | | |
| 1–5 p.m.: Cub Scout Day Camp Olympics; 5–7:15 p.m.: family picnic; 7:30–8:15 p.m.: campfire | | | | | | | | | | | | | | | | | | | | | |

This schedule is suitable for 300 or more boys per camp period. Shaded columns indicate Webelos dens.

Rainy-Day Activities

Each member of the camp 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—for the sudden shower or the all-day rain. Have program resources ready. Use the following ideas and others found in various BSA publications (see the list on page 32).

Indoor sports events. Award paper or cardboard medals to the winners.

Running Broad Grin. In this activity, contestants keep a continuous grin, with the winner holding it for the longest time. Measure varying lengths of grins in inches. Conclude with a laugh contest for volume, for length of time, or laughing on a signal from the leader.

Shot Put. Contestants throw peanuts into a jug 4 feet away from the contestant. Allow five tries and score for winning den or pack.

Sponge Put. Using correct shot put form, have contestant throw a dry sponge, a balloon, or an inflated paper bag. Measure the distance from the starting line to the point where the sponge first hits the floor.

Balance Juggle. In this activity, Scouts thread a needle while balancing on one foot. Vary by having contestant stand on a small object.

Standing Broad Grin. This is a variation of a laughing contest. Line up contestants by dens or packs, solemnly measure each grin in inches, and compute for total inches. Then divide by the number of boys in the group and arrive at an average length of grin. A variation is testing to see which boy has the broadest grin in the group.

Hammer Throw. Have contestants blow up a paper bag, tie the end, and throw for distance.

Vocal High Jump. Record the lowest and highest notes reached by each boy. Honor the camper who has the widest vocal range from low to high.

Three-Minute Storytelling. Ask for volunteers and see what talent you have! Make countdown signs for “3,” “2,” “1,” and “30 seconds” so they know to “wind it down” and finish strong. This is good practice for the campfire. Remember that the biggest problem at a campfire is hearing what

storytellers are saying. Teach the boys to project their voices. Assure them that their voices can't be too loud or exaggerated around the campfire.

Sack Race. Each contestant receives a new paper sack or bag or “poke.” He must not open it until the signal is given. The winner is the one who first blows up the sack and breaks it with a loud report.

Whistling Race. Contestants must whistle a familiar tune after eating two crackers. Contestants begin eating when they hear a 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 of the popcorn wins.

Lightweight Race. Contestants carry a lighted candle in one hand and a pail of water in the other. If the water is spilled or the candle goes out, the contestant is eliminated.

50-Inch Dash. On one end of 50 inches of string, tie a marshmallow. The object is to gather the string and marshmallow into the mouth without use of the hands.

Mile Walk. Walk 100 feet with hobbles on ankles. Hobbles are made by tying a rope loosely above the ankles.

Chicken Relay. Cub Scout holds a balloon between knees and runs to basket for “laying an egg.” The den that finishes first wins.

Long Glum. Player who keeps from smiling longest while the others laugh wins.

Discus Throw. Use paper plates. Contestants should use good form. Measure to the point where the “discus” first touches the floor.

One-Mile Dash. Contestants stretch wires or strong strings through paper cones across the entire length of a room. The wires or strings should be parallel to each other and some distance apart. The object is to blow the cones from one side of the room to the other.

Stunts, Games, and Projects

Elbow Balance. From a squatting rest position (legs bent and weight on hands and toes—knees turned out), contestants turn in the elbows out slightly so that the inside of the legs rests on their arms just above the elbow. Now with their weight resting entirely on their hands, contestants balance forward and pick up an object with their mouths.

Staff or Broomstick Jump. Contestants hold the staff or stick loosely in hands. Without letting go, try to jump over and back. After this jump becomes easy, try to jump as great a distance with the forward jump as you can.

Back Down and Get Up. Contestants lie flat on their backs, fold their arms on their chests. They try to get up without using their elbows or hands, or rolling sideways.

Sock 'Em. Boys lie facedown, heads toward each other a forearm's length apart. Each is blindfolded and furnished with a roll of stiff paper. One boy whistles or calls and dodges sideways as the other tries to swat him.

Pull Hand From Nose. Two players work against each other. One places the palm of his hand against his nose and the other tries to pull it away with one hand grasped at the wrist. Do not move feet.

Staff Balance. Contestants try to balance a staff on the shoulder, chin, or forehead. A hat placed on the end of the staff makes this feat easier.

Tent Peg Whittling. Show a whittled tent peg. Have each camper whittle one.

Make Boats. Use a shingle pointed with two masts and wax paper sails.

Green-Stick Whistle. With maple or willow, demonstrate and then whittle a whistle.

Observation Games. Play Kim's Game, using sound, sight, taste, and touch for variations.

Flash Cards. Contestants name a river or state. Boys then name cars, trees, birds, animals, or other objects, varying quickly from one to the other.

Songfest. See the *Cub Scout Songbook*, No. 33222.

Balloon Blowing. Contestants hold a balloon using only their teeth and blow it up until it bursts.

Gum-Glove Relay. Contestants put gum and gloves into paper bags. Each boy puts on a pair of gloves, removes a stick of gum, and unwraps it while wearing gloves, and puts the gum in his mouth. Then he places paper and gloves in bag. The first den done wins.

Pet Rock Hunt. Each boy finds a small rock or stone and cleans it. He may paint it and/or attach eyes, legs, etc., or he may attach a clip or loop with epoxy and take it home for further care and feeding.

Campfires

A great campfire makes a wonderful conclusion to a Cub Scout day camp. Campfires can be big or little, formal or informal, and full of fun. The location and construction are important, but most of all—it's the program that counts. Use the Campfire Program Planner on scouting.org, No. 430-696, to plan each campfire. Ask adults who were Scouts as youth what they remember from those days. They can probably relate a campfire story.

Program Planning

Determine who, what, where, when, and how.

Develop a written program—even to the title of songs to be sung. If you don't know the song being proposed, ask to see the words in writing. You don't want to be unpleasantly surprised.

Check all items in advance—off color or questionable songs, jokes, and stunts have no place in a Cub Scouting campfire program.

Successful Campfires

The program for a successful campfire will include the four S's: songs, stunts, stories, and showmanship. Be sure the whole group can participate by singing songs everyone knows or can easily learn; call-and-response songs work well. An important concept in campfire planning is to "follow the flames." Early in the program, when the flames are high, the energy level should be also. Now is the time to burn off any leftover energy from the day. Noisy action songs and activities fit well here. As the fire dies down, the songs and stories get quieter, more reflective, and more inspirational. The goal is to have low coals at the end of the campfire. Start fast, reach a peak, slow down, and give an inspiring close.

A successful campfire will include several of the following characteristics:

- Fun
- Entertainment
- Fellowship
- Action
- Adventure
- Training
- Inspiration

Good, Clean Cub Scout Fun

Everything that occurs at this campfire should be approved in advance. Do not allow jokes or stunts that are in poor taste. Do not make anyone the brunt of a joke, stunt, or skit. There is simply too much good material available—keep the program on a higher plane and have no inside jokes at the campfire. It might be funny to those who understand what is going on, but it won't be to most people. When in doubt, leave it out!

Cub Scout Campfire Hints

- The Cub Scouts, not the camp staff, are the stars at the campfire. The camp staff can provide major support for the dens by helping them lead their songs or by taking part in their skits. It would be fun for the camp staff to do a song or a skit by themselves. Cub Scouts enjoy watching their heroes perform. Just keep in mind that the Cub Scouts are the main attraction.
- The greatest challenge in orchestrating a campfire is in having ALL players heard by everyone. They can't be too loud!
- An ideal stage setting for a campfire is to have two campfires—one on the left and one on the right, with the campers in the center and a spotlight shining on the "stars."
- By using the *Boys' Life* joke pages, a simple joke can easily become a short skit.
- Use the camp theme in the campfire. A word change here and there can change a generic song into a theme song. The same is possible for a skit.
- Awards and thank-yous at campfires should not be dragged out or prolonged. Remember, a campfire should move along smoothly. Awards and thank-yous could easily be done during an opening or closing ceremony.

- Time—Keep in mind that a Cub Scout's attention span is short. Your campfire will be successful if it is no longer than 30 to 40 minutes.
- KISMIF—Keep It Simple, Make It Fun!

Ingredients of a Successful Campfire (the Four S's)

1. Songs

- Cub Scouting
- Quiet
- Peppy
- Action
- Special occasion
- Novelty

2. Stunts

- Opening ceremony (sets the tone of the program)
- Closing ceremony (always quiet and inspirational)
- Classification of stunts: action, contests (physical or mental), humorous, mixer, magic, educational
- The "main event"

3. Stories

- Ghost (use common sense)
- Adventure
- Humorous
- Hero (biographical)
- Cubmaster's Minute ("big idea" talk)
- Others: nature, science fiction, etc.

4. Showmanship

- For sparkle and life
- Lots of pep when the fire leaps high
- Vary the pace and timing of activities
- Dress up the setting
- Encourage enthusiasm, but enforce discipline at all times
- Get everyone to participate
- Quiet as the embers die

Use Scouting publications as sources of ideas for all of the four S's (see the list on page 32).

Nature and Conservation

If day camping is defined as an experience of group living in an outdoor environment, then that environment must become a significant part of the program—not background only.

Don't let your day camp nature program be full of misinformation or too much technical information for a Cub Scout.

The curiosity of 7- to 10-year-old boys gives them receptive minds that a skillful staff member or den leader can fill with marvelous insights. Use a Cub Scout's viewpoint. We're not too old to see with eyes of wonder and to delight in the small scenes of nature.

Conservation service projects are one of the most popular program features at some Cub Scout day camps. The boys work so eagerly that it is hard to find enough for them to do! Choose projects that are within their strengths and abilities—and where they can see what they have accomplished.

Nature Crafts

Birdhouses, bird feeders, nesting boards, collections (rocks, leaves, shells, fossils, bugs), mobiles, leaf prints, blue prints, sand casting with plaster, sealed worlds, rock painting.

Nature Hikes

- Home hike—Look for spider webs, nests, holes, and cocoons.
- Tracks or signs—Look for all animal signs.
- Baby hike—List all babies seen: bird, fern, leaf, snail, etc.
- String hike—Follow string. There are objects to identify along the way.
- Mud puddle hike—As long as boys have proper rain gear, go ahead and hike in wet weather. Note how animals and insects take cover.
- Color hike—List all objects of a selected color. See who can find the most.
- Tree identification hike—Go with someone who really knows trees.

Obstacle Course

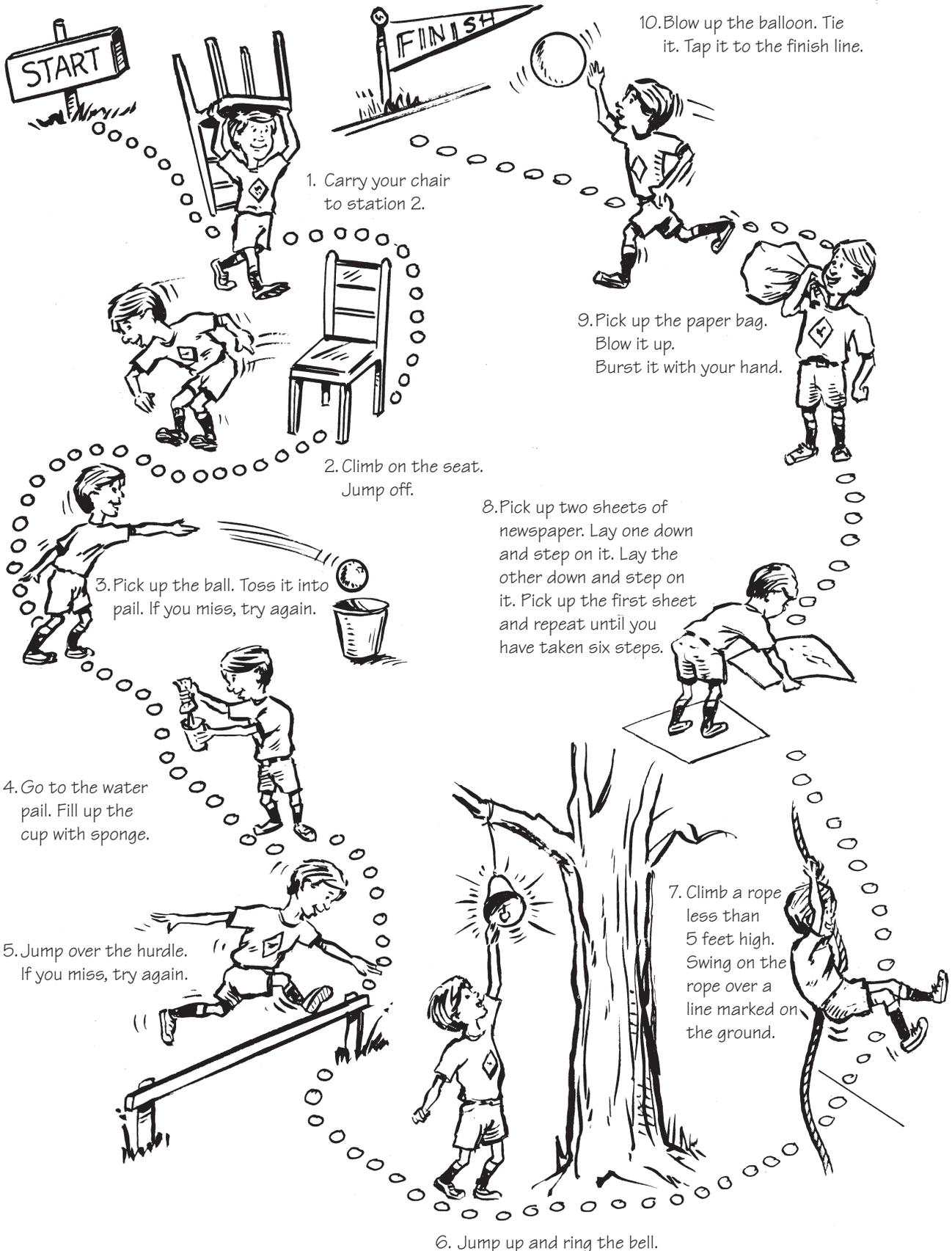
Energetic Cub Scouts love to climb, crawl, run, and jump, and a good obstacle course can offer all these activities and more. An obstacle course can be a permanent fixture at your camp, or something movable and simpler to set up. A large area is not needed; the event can be adapted to the facilities available.

Here are some obstacle course ideas:

- Crawl through a hoop or barrel.

- Crawl between the legs of a picnic table.
- Crawl under a fence.
- Crawl under a rope tied between two trees.
- Run around a tree three times.
- Hop with a paper cup full of water and don't spill the water.
- Walk on a low wall or fence.
- Jump across a real or an imaginary creek.

Obstacle Course



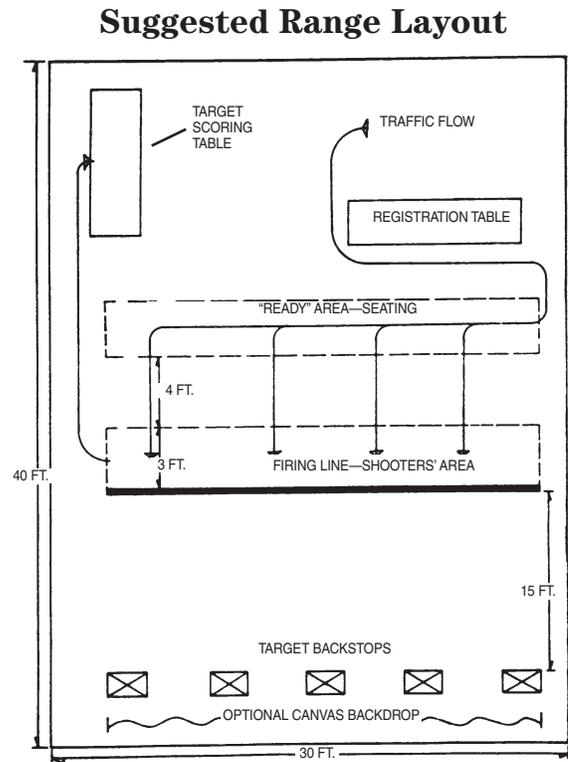
BB Guns in Cub Scout Day Camps

Intelligent, supervised use of sporting gear such as BB guns is consistent with our principle of “safety through skill.” Approval has been given for a BB gun safety and marksmanship program in Cub Scout day camps. Cub Scouts are not permitted to use any other type of handgun or firearm.

Important: A council wanting to use BB guns as a part of the Cub Scout day camp program must follow the policies and guidelines strictly.

Accessories

- Tarps should provide shade over the pads protecting the shooters as well as the guns.
- BB dishes should be provided at each firing point.
- Shooting mats should be provided at each point.
- A desk with storage space for equipment should be provided for recording scores. It should be behind the ready line and near the bulletin board.
- Ample waste receptacles should be provided behind the firing line for fired targets and trash.
- Sandbags or other rest equipment should be provided for each firing point.
- A range flag and pole should be used during range operation.
- Refer to the *Boy Scouts of America National Shooting Sports Manual*, No. 30931, for additional information on BB guns, archery, and other shooting sports.



Adults serving as range masters for both BB-gun shooting and archery must be trained according to the guidelines in the *Boy Scouts of America National Shooting Sports Manual*, No. 30931. Each adult will be responsible for a maximum of eight shooting lanes total. The local council issues a pocket training certificate, No. 33767, and keeps a record of the people who have been certified. Certification must be renewed every two years.

Archery

Pity the boy who hasn't made himself a bow out of an old branch and shot some weed arrows. Somehow an American boy seems to be born with the urge to use the world's oldest projectile.

Today's archers and their equipment surpass any of those in history. Without taking the thrill and joy out of archery, we must teach Cub Scouts and Webelos Scouts how to use the bow and arrow safely.

Archery provides a colorful, interesting, and worthwhile activity for units at home and afield. The beginner gets immediate satisfaction yet finds a continuous challenge as he develops into a skilled archer. This outdoor activity provides good physical exercise and develops powers of concentration and coordination.

Range Layout

If at all possible, the range should be laid out so shooting is done in a northerly direction. To protect arrows, all outcropping stones and rocks should be reduced to ground level. Grass should be planted so a good sod is developed. Keep grass cut close and raked clear. Sandy soil needs no ground cover. (See the *Boys Scouts of America National Shooting Sports Manual*, No. 30391.)

Range Operation

- Never operate the range without adult supervision.
- Be sure that all safety rules are understood and followed.
- Range flags must be flown while the range is in use.
- Check all equipment before using to be sure that bows, bowstrings, and arrows are in safe condition.
- All spectators and boys waiting to shoot must remain behind the waiting line, at least 3 yards behind the shooting line.

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