

# 2017 CAMP MANATOC SUMMER CAMP TROOP LEADERS' GUIDE



May 20, 2017

Subject to minor changes.

Any Questions? Contact:

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## **SUMMARY OF REVISIONS**

Date	Revision
04/02/2017	<ul style="list-style-type: none"><li>• Removed reference to the discontinued Tour Plan process</li><li>• Minor grammatical changes</li><li>• Added instructions to purchase Unit Photographs and additional meals thru the Unit on-line account.</li></ul>
04/20/2017	<ul style="list-style-type: none"><li>• Minor grammatical change</li></ul>
05/21/2017	<ul style="list-style-type: none"><li>• Corrected conflicting times of medical form drop-off</li><li>• Removed (another) reference to the discontinued Tour Plan</li><li>• Several grammatical corrections.</li></ul>



# CAMP MANATOC

BOY SCOUTS OF AMERICA  
1075 TRUXELL ROAD  
PENINSULA OH 44264

Greetings Troop Leaders,

Welcome and welcome back to Camp Manatoc! Thank you for taking the time to bring your troop for a week at summer camp. We are honored you will be with us. We hope you are ready for a mystery.

This *Troop Leaders' Guide* will assist you in making your week memorable and productive. It is your reference for procedures related to summer camp operations. Program information may be found in the [Program Guide](#).

Scouts have been attending Manatoc since 1922. Through the years, the location, size, and facilities of the camp may have changed, however the purpose has not. The purpose is to provide quality program opportunities that allow youth and adults to provide service to others, build self-confidence, have affection for the outdoors, reinforce spiritual values, develop integrity, and acquire leadership skills so that Scouts and Scouters may say, "It was all we hoped for and more!"

That's the reason our sign reads, "To These Things You Must Return."

Yours in Scouting,

Mike Thompson,  
Summer Camp Director

Chris Bergdorf,  
Director of Camping

# PLANNING FOR CAMP

## RESERVATIONS

Unit reservations for summer camp are handled by the [Great Trail Council](#) office. You can contact the camping desk for more information (330-773-0415 x 221.) Reservations may be made by visiting <https://scotuingevent.com/433-manatoc2017>

## PREPARATIONS FOR A SUCCESSFUL CAMP EXPERIENCE

1. One of your most important roles of youth and adult leaders is to set the expectation for a week at summer camp. Begin talking about Summer Camp at meetings so new Scouts learn about Manatoc and become eager to attend. Talk about the program areas and the fun they will have.

2. Hold a Parents' Orientation Meeting in April or May. This is a great opportunity to explain the benefits of attending summer camp. This meeting also helps reassure new parents. Be sure to include:

- Why the Troop choose Camp Manatoc.
- Photos from previous years.
- Dates, time, fees, and campsite.
- Camp program.
- Medical forms and any other paperwork.
- Packing list.

The Council has promotional materials available to assist you in "selling" camp to your scouts and parents.

3. Conduct swim tests prior to your week at camp if possible. Troops which have access to swimming facilities and would like to conduct swim tests on their own may do so provided they meet the following requirements:

1. The swim test administrator must hold current approval from the Great Trail Council Aquatics committee. Approval includes:
  - a. Holding current certification in at least one of the following: Aquatics Instructor BSA, BSA Lifeguard, Aquatics Safety: Swimming and Water Rescue.
  - b. Provide a copy of valid certification from one of the above disciplines when submitting your form.
2. Swim tests must be conducted in the current calendar year.
3. Document the results of the test on the form included with the [test administration package](#).
4. Comply with all other instructions in the test administration package.

Questions about this procedure may be addressed to [aquatics@manatoc.org](mailto:aquatics@manatoc.org).

You may also get your swim test done early at camp before the season begins. The Manatoc pool will be available for swim tests provided by our staff on June 10, 2017 from 1-3pm. Please bring each Scout's medical form. The staff will stay until all swim tests are completed.

4. Collect camper fees and forward them to the Great Trail Council office. Remember the "early bird" discount expires on May 19, 2017.

5. Collect medical forms. Only Form 680-001 (2014) will be accepted. It is available online at [http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf) Review the forms for

completeness, including insurance information, medications, and proper signatures. Remind the individuals taking medications to bring the medication to camp in the original container.

6. Pre-plan Scouts’ advancement program during camp. Log on to <https://scoutingevent.com/433-mantoc2017> to complete your roster and merit badge registrations. Remind scouts about the prerequisites for merit badges as well as any work that may be completed prior to attending camp.

7. Upload all campers’ names to: <https://scoutingevent.com/433-manatoc2017> to complete your Troop Roster. Or, bring two hard copies to Check-In.

8. Secure required “two-deep” levels of adult leadership for the entire week.

9. Ensure that all Scouts are currently registered with the BSA.

10. Out of Council Troops will need to apply for a Tour Permit from their home Councils.

## CAMP FEES

### The Dining Hall Plan

Date	Great Trail Units	All others
Late Fee – This is the fee you pay at check in.	\$290	\$300
Basic Fee – This is the fee you pay, if paid by the Friday following your Ten Day Meeting.	\$275	\$285
“Early Bird” Fee – This is the fee paid no later than May 19, 2017.	\$255	\$265

The Dining Hall Plan includes two free leaders; additional leaders are \$125 each. Another free leader will be added for every 10 scouts, 20 and over (20 Scouts = 3 leaders, 30 Scouts = 4 leaders, etc.)

### The Patrol Cooking Plan

Date	Great Trail Units	All others
Basic Fee	\$190	\$200
“Early Bird” Fee – This is the fee paid no later than May 19, 2017.	\$180	\$190

The Patrol Cooking Plan will include two free leaders; additional leaders will be \$50 each. Another free leader will be added for every 10 scouts, 20 and over (20 Scouts = 3 leaders, 30 Scouts = 4 leaders, etc.)

Since most of the camp fees are spent prior to the unit’s arrival (food, salaries, and program supplies) no refunds will be made for “no-shows” or campers leaving camp early. All other requests for refunds must be made using the refund request form to Chris Bergdorf, Camping Director, no later than two weeks after the end of your week of camp. A \$30.00 processing fee will be deducted from refund per individual. The Scoutmaster or Troop Committee Chairman must sign all requests for refunds.

To ensure proper crediting to your Troop’s account, all payments prior to your arrival are to be made at the Great Trail Council Office or online at your account at:

<https://scoutingevent.com/433-manatoc2017>.

## AFFORDING CAMP

Each Scout should be encouraged to raise the funds necessary to pay for his summer camp. This can be done at the unit level with fundraisers like popcorn or other means available to the Scout.

There are a limited amount of Campership funds available for Great Trail Council units attending Camp Manatoc. If you have a Scout that needs assistance, contact the Council Office.

## ON-LINE MERIT BADGE REGISTRATION AVAILABLE

Registering Scouts for instruction in advance will allow you access to several reports consolidating your Scouts' schedules in one easy to access location. Access your account at <https://scoutingevent.com/433-manatoc2017>.

**Registrations close at 8:00 a.m. the Sunday you arrive at camp.**

## PRE-CAMP LEADERS' MEETING

Saturday April 22, 2016 at 9:00 a.m., we will host the annual Pre-Camp Leaders' Meeting in the Dining Hall. This meeting is your opportunity to learn about the summer ahead, meet the camp staff, ask questions, and have some fellowship with others.

A pancake breakfast will be served at 8:00 a.m. for a nominal fee. Proceeds will benefit the camp's volunteer Wilderness Engineers.

## TEN-DAY MEETINGS

There will be a meeting held the Thursday, ten days prior to your arrival at camp. These meetings are at 7:00 p.m. at the Dining Hall Tarps.

Week 1 – Thursday June 8

Week 2 – Thursday June 15

Week 3 – Thursday June 22

Week 4 – Thursday June 29

Week 5 – Thursday July 6

The meeting will cover up-to-date program information. Please bring your final count for your troop. You will sign up for your Sunday Check-In times and new for 2017, you will be able to reserve Dining Hall seating at this meeting.

## MEDICAL FORMS

Acquire the necessary number of "Buddy Tags" for your Troop at the Ten Day Meeting. Fill tags out with Scouts name on front and Troop number and Campsite on back. Place them in a plastic bag.

Delegate an adult Medical Form Supervisor who will:

1. Collect all Medical Forms to check for: parental signature (boys), medical professional signature, insurance information, tetanus date, and noted allergies. Each Scout and Leader must have the most current completed medical form ([Form 680-001, 2014](#)).
2. Make back-up copies of each form just in case.
3. Place the forms in alphabetical order in a the camp provided envelope (given at the Ten Day Meeting) with the Troop number clearly marked.

4. With a red or orange dot (available at the Ten-Day Meeting), highlight serious allergies (like those requiring inhalers or an EpiPen®) in the upper right hand corner of the first page of the form. Also, a dot with the number of dotted forms to be placed on the outside of the folder.

5. Check the restriction part of the Medical Form to make sure Scouts who should not swim understand this.

## PROVISIONAL AND REPEATER CAMPERS

A Provisional Camper is a Scout who attends camp without his troop. Normally these Scouts will be included into another unit for the week. The fee for a Provisional Camper is the regular fee.

A camper who returns for another week of camp is a Repeater. The fee per week for Repeaters will be \$200.

## ONLINE ACCOUNT LOCKOUT

All Troop online accounts will be locked out at 8:00 on the Sunday morning of your arrival.

# PACKING FOR CAMP

## UNIFORM

The Boy Scout uniform makes all Scouts equal; regardless home, background, or anything else. Pride in the uniform and its history is shown when it is worn properly. The proper uniform includes: tan shirt, green shorts or pants, scouting belt, green socks, and an optional troop approved hat and/or neckerchief.

The full uniform is worn during check-in (for the unit photograph), also daily at retreat, and dinner, as well as the Saturday morning breakfast.

## DAILY WEAR

At other times, a Scouting “activity uniform” is appropriate. This is a scouting T-shirt, shorts, socks and shoes. Shoes (not open-toed) are required at all times except at the swimming pool or in one’s own tent. T-shirts must be in good taste, not containing sexual innuendo or double entendre.

## WHAT NOT TO BRING

Camp Manatoc provides a refuge in the outdoors. For that reason, we ask your cooperation and discretion in leaving items such as televisions, gaming systems, generators, or anything else that could detract others around your campsite from enjoying their week.

For the safety of all participants, sheath knives, firearms, fireworks, alcohol, and drugs are not permitted on the camp property. Please consult the *Guide to Safe Scouting* for more information.

## CAMP PROVIDED EQUIPMENT

Each campsite has tents and dining flies setup for the maximum number of campers for which the campsite is rated. The tents are 7' x 10' canvas wall tents with wooden platforms. Each site will have a dining fly and two cots provided for leaders. The camp no longer rents cots.

# SUNDAY AT CAMP MANATOC

## ARRIVAL

The Camp gate will open at 11:00 a.m. Please do not arrive prior to that time. Instruct your families to proceed directly to your campsite and park in the closest parking lot available. Please do not drive vehicles into the sites.

Vehicles remaining overnight must be parked at the Administration Building, Valley Forge, Dining Hall, or Young Explorers' Lodge parking lots before dinner on Sunday.

## IN THE CAMPSITE

Collect all Scouts prescription medications in original containers with current dates and place them in a locked box.

Fill out a medication schedule for Scouts on the camp provided "yellow card" or in some other way. We recommend maintaining a medication list in the lockbox.

Make note of any Scouts with signs of illness like flu, bad cold or a fever.

Double check again for required signatures on all forms.

Drop off the Medical Form Folder at the Health Lodge anytime between 1:00 – 3:00.

## AT 1:00PM

A Camp Staff Guide will join your Troop in your site and will bring a lock box if needed. The Guide will also have extra Buddy Tags and answer any questions.

A Leader may go to the Dining Hall to reserve seating if not already done at the Ten-Day Meeting.

Medical Form drop-off at the Health Lodge begins and will continue until 3:00. The Health Officer and his team of trained Health Form Checkers will review the forms as soon as possible. If anything becomes an issue, the Health Officer or one of his checkers will visit the Leader by Sunday Dinner.

Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements.

## TROOP PHOTOGRAPHS

Unit photographs (and extra meals) may be purchased thru your on-line account. On the summary tab, click on registration contact's name, scroll down to the "Great Trail Council Trading Post" and select the items you wish to purchase. They can be paid for and will be added to your account. As soon as the Troop is ready, the Guide will take them to the Butler Memorial for photographs.

## SWIM CHECKS

All campers planning to use the lake or pool need to complete a swim check either before camp or on the Sunday of your arrival. Guides will take Troops to the pool after photos are taken.



## CHECK-IN

Troops sign up for a Check-In time at their Ten Day Meeting. Check-In will be at the Lewis Conference Center. There should be a maximum of two leaders per troop at Check-In. During Check-In, you will pay any outstanding fees, give a Wednesday night dinner count if eating in the Dining Hall, and meet your Commissioner.

## SITE INSPECTION

Sometime during the afternoon, your Commissioner or an assigned staff member will review the condition of your campsite and check you in.

## WAITER CALL

Please send one experienced Scout per assigned table to the Dining Hall by 5:30 to set your Scouts' places. Please share your assigned table number(s) with your waiter(s).

## RETREAT

Each evening at 5:45 there is a Retreat ceremony that includes the formal lowering of the Flag and pays respect to H. Karl Butler, the man who made Manatoc possible. The Troop's Guide will help the Troop for Sunday Retreat. Refer to the Program Guide for Retreat details.

## CAMP ORIENTATION

For the optimal camp experience, following dinner, first-time campers will join Staff Guides for program orientation.

## SENIOR PATROL LEADERS' MEETING

Following dinner, the Senior Patrol Leaders will meet with the Camp Program Director to review the upcoming week and ask questions.

## ORDER OF THE ARROW TROOP REPRESENTATIVES' MEETING

The Troop Representative for the Order of the Arrow will meet after dinner as well at the Buena Vista Cabin, Order of the Arrow Headquarters.

## SUNDAY OPEN PROGRAM AREAS

For those not on the Orientation, various program areas will be opened until 8:00 p.m.

## SUNDAY OPENING CAMPFIRE

The first day of camp ends with an opening campfire.

# **EVENTS DURING THE WEEK**

## EAGLE SCOUT WORKSHOP

The Great Trail Council Advancement Committee hosts an information session Monday evening after Vespers at the Dining Hall tarp for Star and Life Scouts who are interested in learning more about the Eagle Scout process.

## GIZMO GAZETTE

The daily camp newspaper will be distributed to communicate important events.

## LEADERS' BREAKFAST

Thursday morning after breakfast, Unit Leaders are welcome to join the Great Trail Council Scout Executive and key Council volunteers for the weekly leaders' steak breakfast. Please limit attendance at this meal to the registered leaders in camp.

## ORDER OF THE ARROW ICE CREAM SOCIAL

Marnoc Lodge will host an Ice Cream Social for all Arrowmen regardless of Lodge on Tuesday evening after Vespers. This will be at Buena Vista cabin.

## SCOUTMASTERS' MEETINGS

Monday, Wednesday, and Friday after lunch (around 1:45) Scoutmasters will have the opportunity to meet the camp leadership to have the latest information. These meetings normally occur at the dining tarp near the Dining Hall.

## SENIOR PATROL LEADERS' MEETINGS

Tuesday and Friday after lunch (around 1:45) the SPL's will meet with the Program Director to get program updates for their Troops. These meetings normally occur at the Administration Building Shelter.

## VESPERS

Interfaith Vespers will be held Monday, Tuesday, and Thursday immediately after dinner, approximately 6:40, at the Camp Chapel. In case of rain, Vespers will be in the Dining Hall. No areas will open until after Vespers.

## VISITORS' NIGHT

Wednesdays starting at 4:30, parents and guests are invited to visit with Scouts and Leaders, attend Retreat, and either eat supper in the historic Dining Hall or in the campsites. Visitors are to leave by 9:30 and please, no pets.

# **SERVICES PROVIDED**

## MAIL SERVICE

Please have parents drop any letter in the mail by Tuesday of your week to insure mail is delivered before you go home. Mail is placed in your campsite mailbox in the Administration Building and leaders should stop in and check it each evening. Stamps and postcards are available at the Trading Post for outgoing mail.

The mailing address is:

Scout's Name – Unit Number  
Campsite Name  
Camp Manatoc  
1075 Truxell Road  
Peninsula, OH 44264

## PHONE NUMBERS

The camp office phone number is 330-657-2592. Phone messages for your unit will be left in your unit's mailbox in the Administration Building.

## ADMINISTRATION BUILDING

Any transactions (except Trading Post Items and Order of the Arrow) will be conducted at the Ad. Building.

When they are not in the program areas, the clipboards from the merit badge classes when not in the program areas, are in Leaders' Lounge. Please check on your Scouts' progress to ensure they complete as much as possible during the week. The best time to find progress sheets is in the evenings.

The Camp Museum is located in the room nearest the parking lot. Hours will be posted.

Wireless access in the vicinity of the Ad-Building and Lewis Conference Center is available. This access is limited to leaders. Please see the office for the login instructions.

Some programs have additional fees. All fees are to be paid at the Administration Building unless otherwise noted.

Motorboating Merit Badge: \$8 (Fee automatically charged when adding a Scout to the class. If he is added during the week this will result in a balance due.)

Rifle Shooting: \$1 for 10 rounds, purchase ticket at Trading Post

Shotgun Shooting: \$2 for 5 shots, purchase ticket at Trading Post

Muzzle Loading Rifle Shooting: \$2 for 3 shots, purchase ticket at Trading Post

Handicraft Kits and Various Models: \$10, purchase at Trading Post

Rockets and Engines for Space Exploration: \$10, purchase ticket at Trading Post

Please pay the following fees at Beuna Vista Cabin with the Order of the Arrow:

Order of the Arrow Ordeal: \$50 per candidate

OA Brotherhood: \$25 per candidate

OA Dues: \$15 per member

## DINING HALL AND ADDITIONAL MEALS

Our Historic Dining Hall serves three meals each day and activities in the Dining Hall are steeped in traditions acquired over the years. One tradition that requires the help of all campers is waiter duty. Please make sure that a waiter for each table is at the Dining Hall 30 minutes before mealtime to have your table ready when the bell sounds. Waiters also must remain for about 15 minutes following the meal to clear their table. All Scouts should share in this detail. Everyone is expected to be in full uniform for supper.

Additional Meals (and unit photographs) may be purchased thru your on-line account. On the summary tab, click on the registration contact's name, scroll down to the "Great Trail Council Trading Post" and select the items you wish to purchase. They can be paid for and will be added to your account.

We encourage that meal tickets for visitors spending one or more days or overnight in camp be purchased through your on-line account in advance.

If you have a need for additional meals for short-term visitors or leaders, please purchase a meal ticket from the Administration Building. (Breakfast \$8.00, Lunch \$9.00, Dinner \$10.00)

If your unit will be feeding visitors in the Dining Hall Wednesday night, please provide the count of required meals at Check In. We encourage that you purchase Wednesday night meal tickets through your on-line account in advance.

## TEXT MESSAGE COMMUNICATION

During On-Line registration, Ten-Day Meeting, and at Check-In we will collect cell phone numbers for text message communication.

## TRADING POST

The Trading Post is a well-stocked store that has supplies for merit badges, uniform parts, camp and Scouting themed clothing, as well as snack foods. Hours are posted.

As an optional service to reduce the amount of cash in your campsite, we have pre-paid "Gift Cards" available for purchase that may be used at the Trading Post, the downtown Scout Shop, or for fees at the Administration Building (meals, ice, motor boating, etc.). These cards are purchased in \$20 increments and are not reloadable. The minimum purchase with a card is \$2.00 at camp and \$5.00 at the Scout Shop. Additional cards may also be purchased at the Administration Building.

## TRASH

The maintenance staff will pick up campsite trash up on Tuesday and Thursday. For units that are patrol cooking, every effort will be made to pick up trash each evening except Wednesday.

There are dumpsters located at the Dining Hall and the Maintenance Area where Troops may deposit bagged trash at other times.

Latrine cleaning supplies are provided in each campsite.

## RECYCLING

Troops are responsible for their own recycling. A large recycle bin is located near the Dining Hall.

## SHOWERS

The shower facilities at the Pool are available 22 hours a day. They are closed from 7:00 a.m. and will re-open at 9:00 a.m. There are separate facilities for male youth under 18, youth staff (under 18), males over 18, and females. Leaders shall discourage Scouts from taking any money or valuables to the pool. Lockers are available at the pool, all locks must be removed after use or they will be cut off each night. (Locks are available for purchase at the Trading Post). The four Family Restrooms and Showers are reserved for adults only.

## CABINS

The rustic cabins are provided for \$50 for the week. Please remember if you "rent" the building, it is still an emergency shelter for other units in the vicinity. If you did not "rent" the building, please refrain from using it unless there is an emergency requiring you to relocate your unit to that building. Leaders may bring a small refrigerator for the cabin for medications but no air conditioning units.

# HEALTH AND SAFETY

## HEALTH LODGE

The Health Officer is available 24 hours a day. All injuries or illnesses at camp, regardless of how minor, must be reported to the Health Lodge.

## MEDICATION ADMINISTRATION

Each troop is responsible for the distribution of medications to their scouts. Medications are to be kept in a locked box. Medications requiring refrigeration may be stored at the Health Lodge. Leaders will need to summarize the medication for each Scout to assist in tracking the dosage.

## NON-STANDARD MEDICAL TREATMENT

If the process of medical attention that you or your Scouts wish to receive differs from what would be commonly accepted due to religious or other beliefs, you must provide a signed letter detailing the appropriate instructions during check-in. This letter will remain on file with the Health Officer and shared with the appropriate medical staff.

## TROOP LEADERSHIP IN CAMP

Your unit must provide the appropriate leadership as dictated in *The Guide to Safe Scouting*: “Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of whom must be at least 21 years of age or older, are required for all trips or outings. There are a few instances, such as patrol activities, when no adult leadership is required. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA.”

## VISITORS

All overnight visitors are required to have a current medical form (680-001, 2014) on file at the Health Lodge.

Each camper (youth and adult) will be issued an identification wristband to wear during the week. All visitors to your unit, other than Visitors’ Night, will need to stop at the Ad Building upon arrival to camp to sign in and receive a visitor’s identification wristband, and sign out when leaving camp.

All staff will wear an ID badge. If you see someone in camp without a badge or wristband, notify a staff member.

Visitor Night wristbands will be distributed at the Wednesday afternoon Scoutmasters Meeting.

## SMOKING

Smoking is not permitted in any building on the Manatoc Scout Reservation. Leaders may not smoke in the presence of Scouts.

## DISCIPLINE

Unit Leaders are responsible for the conduct of their Scouts. Discipline must be in accordance with applicable rules and policy of the BSA, state and federal laws, and accepted practice. Abuse will not be tolerated. If you need assistance from the camp administration, please ask.

## HAZING

Hazing has no place in Scouting and will not be tolerated by the Great Trail Council. Report any suspected hazing issues to the Camp Director. Hazing in the State of Ohio is a felony charge for each instance and individual involved.

## HOMESICKNESS

A few Scouts are susceptible to homesickness. Youth and adult leaders need to be alert for symptoms. Keep your Scouts engaged in activities of the camp and your unit. Discourage the Scout from phoning home. In extreme circumstances, you may want to call a parent because you will want to use the family to encourage a resolution.

## LIQUID FUEL USE AND STORAGE

Adult leaders should supervise any use of liquid fuels in your campsite. Refer to the policies in the most current *Guide to Safe Scouting*.

Using liquid fuels for starting any type of fire, including lighting damp wood, charcoal, and ceremonial campfires or displays is prohibited.

## CURFEW

Quiet hours begin at 10:30pm unless a camp-wide activity is held. The basketball courts also close at 10:30pm. All campers must be in their campsites from 11:00pm until 6:00am. Special requests for Troop events beyond curfew must be approved by the Camp Director.

# **POLICIES AND PROCEDURES**

## SPECIAL DIET POLICY

The Manatoc Reservation cooks will not be responsible for the preparation of special Meals. The cooks have 400 to 600 meals to prepare at each meal so there is not enough time for them to do both. We will provide an area for storage of dry or refrigerated items, provided they are packaged as instructed below. Camp Manatoc will provide a microwave for reheating of items. The kitchen staff and cooks are not available to assist in preparation of meals. Additionally, campers and leaders are not permitted in the kitchen food preparation area.

Storage of foods for refrigerated items: all food items with the exception of dried items will be placed in a clean plastic tote no larger than 18x24 inches. Inside the tote there should be a smaller food storage containers labeled for each meal and what day. Inside that food storage container there should be smaller ones with main course, side dishes and desert.

Storage of dry food products: dry food products will be stored in a normal size grocery bag. Inside the bag will be zip-lock type bags marked with the corresponding meal.

The Kitchen Manger will grab the labeled food storage container set it out on the table ready for the individual to prepare.

Meals should be prepared from Sunday supper through Saturday breakfast.

## GENERAL POLICIES

The Scout Oath and Law are the basis of all we do as Scouts and Scouters. The Camp Director and the Director of Camping are responsible for the interpretation of camp policy.

All campers must be registered Boy Scouts or Unit Leaders.

The use of bicycles is restricted to staff members and unit leaders. Helmets are required and bikers must remain on the roads.

Fires shall be restricted to the designated fire rings in the campsites, fireplaces or stoves in buildings, the camp Council Ring and ceremony locations. Report any fire out of control promptly. All campsite or building fires shall be monitored or extinguished.

Personal firearms, ammunition, or archery equipment shall not be used.

Fireworks are prohibited. Violators will be removed from camp.

Pets are not permitted.

Alcoholic beverages and drug possession or use is not permitted by scouts, leaders, or staff and may result in removal from the Reservation.

The cutting of standing timber, alive or dead, is prohibited.

Scouts, leaders, and staff should not enter another unit's campsite without asking permission of the unit in the site.

During the week, vehicle traffic will be restricted to official camp use. When driving in camp, the speed limit is 10mph. Pedestrians should be alert for vehicle or tractor traffic and give way.

In accordance with the policy of the Boy Scouts of America, no one will be transported in the bed of a truck.

Each unit is responsible for any unit caused damage to camp equipment including tents and tarps at the discretion of the Director of Camping or the Camp Ranger.

## **EMERGENCY PROCEDURES**

### SEVERE WEATHER

The Camp Office will keep units informed of threatening severe weather conditions. Troop leaders shall make the final decision of whether to relocate to a building and shall consider the severity of any storm and safety of moving campers when making your decision.

### OTHER EMERGENCIES

Anyone coming upon an unreported incident should report the information to the nearest staff member or unit leader. The camp office phone number is 330-657-2592.

Upon activation of the emergency siren, all campers are to shelter in place and wait for instructions.

If a fire is threatening tents and, if practical and safe, troops should drop tents that are away from the fire and evacuate the campsite immediately. Notify the camp office immediately.

## **SATURDAY CHECK-OUT**

On the way to breakfast, return the medical storage box at the Health Lodge.

Commissioners will start making rounds to campsites at 8:30 a.m. to check-out troops and drop off Medical Forms and contents of the troop's mailbox. Do not leave your site until this is done.

Leave the cleaning supplies in the campsite and bag all trash.

Please return any camp borrowed equipment.