

2018 Iron Horse Day & Twilight Camp



Adult Volunteer Handbook

Theme: Passport to Adventure

Dates: June 18th – 21st – Cubs & Webelos

June 23rd – Webelos Only Day

Location: Myers Park

Website: ironhorsetwilightcamp.org

Daily Camp Schedule:

	Schedule
3:30-4:00	Arrive, Check-in, Gathering Activity
4:00-4:10	Opening Ceremony & Announcements
4:15-5:00	1 st Activity Period
5:05-5:50	2 nd Activity Period
5:55-6:35	Dinner/Group Activity
6:40-7:25	3 rd Activity Period
7:30-8:15	4 th Activity Period
8:20-8:30	Closing Ceremony

SAFETY & SECURITY PLAN

- All Scouts, Jr Volunteers, Adult Volunteers, Staff and Papoose will wear the official 2018 Twilight Camp T-Shirt. **NO ADMITTANCE** to camp without T-shirt. No altering the official uniform T-shirt (this includes cutting sleeves or collar).
- Every adult and Jr volunteer must check in at the Camp Headquarters each day upon arrival. All adults must show their driver's license to confirm identity and get a wrist band. Wrist bands will change every day, therefore, every adult and Jr Volunteer must check in each day.
- Everyone must wear their name tag **at all times**. You will find them in your bucket at your den stake. Station leaders and Jr Volunteers will find their name tags headquarters. Papoose will receive their bands when then check in at the Papoose area.
- No visitors are allowed at camp. To help keep our boys safe, report anyone not in uniform and/or without the current day's wristband to a camp staff member.
- **ALL** early departures and arrivals must report to headquarters before leaving or joining their designated areas. We must know who is at camp at all times in case of emergency.
- Two deep leadership must be maintained. **THERE WILL NEVER BE ANY ADULT ALONE WITH A MINOR.** The only exception is if the adult is the parent or legal guardian of that particular individual under 18 years of age.
- All vehicles must park in designated areas. Please see Parking Procedures below.
- All Scouts and Jr Volunteers will follow the "buddy system" while at camp. Minimum of 2 youth together when there is a reason to leave their den area/station. (i.e. Bathroom visit)
- All Volunteers must follow the Camp Emergency Procedures when the alarm is sounded.
- In the event of an emergency, the Camp Director will be in charge until the proper authorities (police, fire, EMS) arrive. The only exception is during a medical emergency when the Camp Nurse, under the direction of the on-call Camp Physician, will take charge of the situation.

EMERGENCY PROCEDURES

FIRST – REMAIN CALM

SECOND – FOLLOW INSTRUCTIONS

Standard Procedures for Everyday Preparation:

- Each Patrol will have 1 Patrol Leader who will take the leadership of the Patrol
- Each walking den will have an Adult Volunteer carrying a den roster with contact numbers.
- Each station has an assigned shelter area
- Each station has a radio

3 Short Air Horn Blasts

- All walking dens will get in a Patrol Line (single file, with buckets) and Walking Den Volunteers will take attendance.
- Walking Den Leaders will follow one Station Leader, in a Patrol Line, to the Event Center with the second Station Leader at the very end.
- Once inside the Event Center, line up in walking den order, with Scouts in a patrol line, sitting on their buckets. Then, walking den leaders will take attendance again.
- The Patrol Leader will then proceed to the Camp Director at the orange flag for further instruction.
- Papoose will proceed to the Event Center in the same manner and follow the same procedures.

Notification of Emergency Evacuation

- One Adult Volunteer per walking den will meet with the Camp Director at the orange flag and instructions will be given.
- Once evacuation has been deemed necessary, Walking Den Volunteers will contact parents and give them pick up instructions.
- Keep track of your den's attendance and wait for the arrival of parents

Missing Boy Procedure (5 Short Horn Blasts)

- Adult Den Volunteers will conduct a buddy check
- If a boy is still missing, one walking Den Leader will immediately contact the closest station leader who will radio in a missing boy.
- All Staff leaders will conduct a brief search for the boy.
- FIVE short air horn blasts of the air horn, all campers will stop their activities and form patrol lines with boys in the den lines sitting on buckets, until the lost boy is found.

Camp Rules & Procedures

Gathering Period/Activities

- Arrive 30 minutes early each day.
- Each day, camp will begin with a gathering period prior to opening ceremony. Use this time to get to know your den, do activities, and the following:
 - Have the boys come up with a den name. It should go with this year's theme of "Cub Scout Passport To Adventure"
 - Have boys design and make a Den flag. Camp will provide fabric, markers and poles; you are welcome to provide additional materials for your flag. Include something to identify the Den such as the name and the number.
 - Make up a den yell, something along the lines of the Camp Theme and/or Scouting works great. Have the boys get excited about their Den and shout to the whole camp who they are.
 - Encourage the Scouts to sing marching songs, chants and their den yell when going from activity to activity. The louder the better.
 - There will be gathering activities in the den bucket to do with the scouts.
 - This is also a good time for Walking Den Leaders to go through their bucket for name tags and information.
 - This is a great time for SWAPS

SWAPS!-Something With A Pin

These are those little things boys (and adults) make to pin on hats! This is a great opportunity to see everyone's creative side and to meet new boys! Please do not trade during flag ceremony.

NO FOOD (or GUM) SWAPS ALLOWED!

Keeping Track of Everybody

- Camp starts PROMPTLY. Camp ends PROMPTLY. Late arrivals and early departures must be sent to Headquarters before the Scout or Adult can join his den or leave camp. Scouts will be escorted to the appropriate area to meet up with their den.
- NAME TAGS: Please distribute and collect camp name badges each day. The name tags keep track of who is at camp.
- PAPERWORK: We have not lost a boy yet and the way we track this is by taking attendance. The lead walking den leader for each den is given a roster each day and it is their responsibility to take roll and drop it into the attendance bucket before leaving flag ceremony.
- Packs need to make sure they have 2-3 full time adults who can be walking den leaders. It is very confusing to Scouts if the adult leadership changes every day or if there is no adult from their pack with them.
- Walking Den Leaders are not to leave their den unless the den still has two deep leadership. Please, no more than 4 adults with a den. If you have more than 4 adults, we will be happy to find something for one or more of your adults to do!
- All scouts must follow the "Buddy System" from the time they check in until they leave camp for the day. **NO ONE IS TO BE UNACCOUNTED FOR AT ANY TIME DURING CAMP**
- Siblings are not allowed to walk with the dens. They must be checked into the papoose area and must be registered before camp.

Keeping Everyone Safe

- Any and all injuries, regardless of severity, must be reported to the First Aid Station each day. Medicine must be in the original pharmacy labeled bottle and checked in at the Nurses Station. Scouts with inhalers, Epi Pens or other medicine that must accompany them must notify the Nurses Station.
- Sneakers, hiking boots or other CLOSED TOE SHOES and socks must be worn at all times. **NO OPEN TOED SHOES AT ALL**, INCLUDING CROCS, KEENS, OR FLIP FLOPS. This rule applies to ALL people at camp. You will be sent away until proper footwear is obtained.
- Hiking shorts, blue jeans or pants are to be worn. Please no tight, very short or cut off shorts. Keep it "Scout appropriate".
- NO RUNNING IN CAMP. Unless it is part of an organized activity or game.
- RANGE OFFICERS: The range officers will explain the rules and procedures for the BB and Archery Ranges. There is no room for error on the ranges. If a boy does not comply with the rules, the Range officer will ask the boy to sit out for that day's activity. Please support the Range Officers if that situation arises.
- Scouts may NOT bring pocket knives to camp.
- Do not allow boys to stand on buckets. This is very dangerous.
- Only registered BSA members may be JR Volunteers.
- EXUBERANCE OF THE BOYS: Fun is Fun! Curiosity is exploring and the outdoors is really "cool". Yes, "mom will let me do this" will come up. For the most part, boys will keep their exuberance within bounds. If a problem arises, please contact headquarters immediately. Also, if a director says "No" that is the final answer and the volunteers must help enforce that whether in agreement or not.

Camp Courtesy

- Adults and Jr Volunteers are not allowed to do the crafts or other activities. Supplies are purchased for registered campers only. If a registered Scout misses a day, he may get his supplies upon return.
- As leaders, remember the purpose of camp is FUN! Do not make everything about competition or perfection. Encourage boys to “Do Your Best” and have fun.
- Personal toys, radios, phones or similar electronic devices should be left at home. Such items will be confiscated and returned at the end of the day. Adults should limit cell phone use to taking pictures or emergencies.
- As a volunteer at camp, please help the boys show respect for the flag by removing hats, standing at attention, no talking and saluting when asked.
- Help the boys understand that “Signs Up” means to be quiet.
- Good behavior is a must for **all** people at camp. No littering, bad language or inappropriate behavior will be tolerated. Be respectful of Myers Park, its facilities and other people’s property.
- Remember to follow the outdoor code. *As an American, I will be clean in my outdoor manners, be careful with fire, be considerate in the outdoors and be conservation minded.*

CAMP HELPS AND IDEAS

- BUCKETS: Every Scout is to supply a 5 gallon bucket with a lid. This will be their seat and help them carry all their camp goodies. Units and scouts can have fun decorating and personalizing buckets before camp.
- BEATING THE HEAT: Try to wear light, cool shorts and a hat or cap with a brim. Also, a neckerchief soaked in cold water can be tied around your neck to keep cool. **PLEASE NO SPRAY BOTTLES/FANS**
- HUNGRY & THIRSTY: Pack a supper, keep it simple and refreshing. Fresh fruit can quench thirst and fill the belly! Please bring a roomy ice chest with ice or cold packs each day to put your supper in and let your den put their sacks in too. A big old blanket or tarp can double as a ground cloth. Camp will have water at each station and at headquarters DO NOT BRING FOOD THAT SPOILS (mayo, eggs, milk, etc.) **PLEASE TRY TO AVOID PEANUTS -LOTS OF ALLERGIES!!!!**
- REST FOR THE WEARY: The lunch/supper break and group activity period is either too long or too short, depending on what is happening, but the actual time is the same. Roughly half an hour each evening. Bring some ideas to fill the time. Please remember this is a “rest” time as well.
- PROTECTING YOUR SKIN: Please apply sunscreen and bug repellent prior to camp. Apply liberally. All bug repellent and sunscreen applied at camp must be in a lotion form and supplied by the camper. No adult volunteer may apply or supply a camper with sunscreen or bug repellent unless that camper is their child.
- ACHIEVEMENTS: You will get an achievement paper for each boy at the end of camp. This sheet is broken down by Cub Scout rank so that the scout has a record of what they **MAY** have completed at camp. You (now as Akela) will need to initial each boy’s paper for the items they have completed. The Scout can then give a copy to their Den Leader at their den meeting or have their Akela sign off in their book. These achievements will also be posted on the camp website shortly after camp. (www.ironhorsetwilightcamp.org)
- EVALUATION: The organizing committee is always looking for new ideas, constructive criticisms, complaints, etc. to improve next year’s camp. Please complete the Camp Evaluation Form honestly and return it to Headquarters before you leave camp on Thursday.

PARKING AT TWILIGHT CAMP

Parking is always one of the highlights of Twilight Camp! The following guidelines should make our lives a little easier:

- Be Patient
- Follow the instructions of the parking attendants
- Park in designated areas only.
- DO NOT park alongside the road or leave cars unattended at any time unless in designated parking area.
- **PARK FACING THE EXIT. NO REVERSING IS ALLOWED!!** There are a lot of people arriving and leaving in a short time period.
- Packs that are carpooling will proceed directly to the parking area to unload scouts and equipment. Individual scouts may be dropped off at the drop point.

Drop off/Pick up Procedures

1. Follow the instructions of the parking attendant.
2. Parents dropping off individual scouts must stay in their car.
3. Scouts must exit the vehicles from the passenger side.
4. Scouts will proceed to their den stake and sit on their bucket.
5. When picking up Scouts, parents must stay in car.
6. Parents will pick up Scouts at the coned stations.
7. Scouts must enter the car on the passenger side.
8. At no time shall Scouts cross the roadway.

ADULT VOLUNTEER AGREEMENT

JOB DESCRIPTION:

- Be responsible by showing and following the directions of the Camp Director and the Camp Rules.
- Attend planning and training meetings when requested prior to camp to ensure familiarization with the activities, standards, and emergency plans.
- Develop and use small activities, songs, stories, etc. to keep Scouts “occupied” during waiting periods. Preferably, these will be specific to the Camp’s Theme or Cub Scouting.
- Be at check in no later than 20 minutes prior to start time to ensure that all needed materials are present and greet the Scouts as they arrive.
- Assist in maintaining a clean camp by picking up litter and putting away activity materials when requested.
- Maintain two deep leadership at all times, for all walking dens.
- Assist at stations when necessary by helping the scouts in your den, helping maintain good behavior and making sure your den leaves the area clean.
- Keep the Scouts in your activity area until the end of their activity period. Do not permit them to wander off in the middle of the session.
- For Walking Den Leaders, provide a daily detailed attendance record to the camp headquarters as soon as the opening ceremony is complete and the dens are dismissed for their first activity.
- For Station Leaders, develop an interesting and entertaining way to present your activity. If in need of assistance, please contact the Program Director.
- For Range Officers, attend the BSA required training course for the specific shooting sport activity.
- Encourage sharing, fair play, sportsmanship, safety, and politeness among both Scouts and Staff.
- Maintain good communication with the Camp Director and Program Director.
Always maintain a professional demeanor with all Scouts, Staff and Parents.

ADULT VOLUNTEER STATEMENT:

I agree to abide by the above job description and follow the Camp Regulations.

- Wear the official camp uniform every day.
- Be courteous, patient, and helpful to all at Camp.
- **Will not** use abusive language, swearing or aggressive behavior.
- Do not use any tobacco products within view of scouts or on the Myers Park Property. This also includes non-tobacco smoking devices.
- No firearms, alcoholic beverages or illegal substances will be allowed.
- Wear sensible and comfortable shoes, no sandals or open toed shoes.
- Wear appropriate clothing, no short shorts.
- Authorized Staff will dispense medication at the First Aid Station only.
- Remember the Cub Scout motto, “DO YOUR BEST”.