

Wanchanagi District Cub Scout Day Camp Pack Coordinator Guide 2010

Scout Skills

BB's

Crafts

WATER FUN



Nature

SPORTS

Fun!!

Archery



Advancements

Dear Day Camp Pack Coordinators,

Thank you for volunteering to be the Cub Scout Day Camp Pack Coordinator for your pack. This year's day camp theme is "Wild West". The Parent's Guide, as well as this guide, should provide you with some helpful and detailed information about day camp.

Cub Scout Day Camp is the highlight event of the summer for your Cub Scouts. Scouts who attend camp will get the opportunity to meet new friends, learn more about the Scouting program, participate in all kinds of games and sports, build crafts, learn how to safely use a bow and arrow, and at some camps how to shoot a BB gun.

Wanchanagi District offers six day camps throughout Winnebago and Boone counties in June and July. These camps are run by volunteers, just like you, who serve as our camp directors, program directors, nurses, shooting sports instructors, den walkers, and activity leaders. All key adult leaders attend training for their positions so they can offer the best possible experience for your Scouts.

The Pack Coordinator is perhaps one of the most important pre-camp responsibilities. It is the job of the pack coordinator to ensure that all of the applications are properly and completely filled out and that all monies due are present when the application is turned in.

In order to ensure that all the boys of the same rank from a pack are placed in the same den it is important that all of the applications be turned in on the turn-in date at the same time. This allows us to keep the boys and the applications together.

The Pack Coordinator is the primary point of contact between your Pack and the Day Camp Directors. If only one boy registers from your Pack, we will, by default, change the point of contact to the parent or guardian of that boy. By having one point of contact for each Pack, this will also help to reduce the number of calls that we have to return daily.

Thank you for all you do to make your Cub Scout pack successful in Wanchanagi District. Your efforts will help to create young men who will do great things in their community.

Yours in Scouting,

Kathy Reeter
Cub Scout Day Camp Program Coordinator
Wanchanagi District



Day Camp Promotion Guide Outline

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2010 Cub Scout Day Camp Promotion “Wild West”

Promoting Day Camp

- ❖ Encourage solid participation from all packs.
- ❖ Remember we are providing an excellent *program* and *value*.
- ❖ Educate the packs on ways to “Deliver the Promise”.
- ❖ Educate the parents and Scouts on the benefits of Day Camp:
 - Fun, fun, and more fun!
 - Meeting other Scouts
 - Archery and BB’s
 - Learning outdoor skills
 - Crafts
 - Sports
 - Fishing
 - Water Fun
 - Special Guests
 - Advancement
 - Belt loops –(one of only two opportunities to earn Archery and BB belt loops during the year)
 - Achievements
 - Webelos Activity Pins
- ❖ Provide a Summertime Pack Award opportunity
- ❖ Provide the “Experience of a Lifetime” for your Cub Scouts and Webelos.
- ❖ Ensure every pack conducts a Pack Day Camp Kick-off for their Scouts and parents.
 - Kids love the outdoors, “75% of Scouting is *outing*”.
 - Scouts who attend Day Camp are more likely to stay in Scouting.
 - Parents and leaders, who understand how Day Camp enhances their program, will be more committed to attend Day Camp.

Pack/Unit Day Camp Coordinator Job Description

The Pack Day Camp Coordinator is a volunteer parent from within every pack in the district. They communicate day camp promotion to all families within their pack. The Pack Coordinator shall:

- Be responsible to the Cubmaster / Committee of the Pack
- Inform parent/ leaders of camping opportunities offered by council or district
- Help parents with camper applications
- Send completed application health forms, fees, and summary sheets in on time
- Recruit leadership for campers
- Attend camp orientation meeting and help acclimate adults/ leaders from the pack.
- Understand that this is a special job and probably one of the most important in camp.

Pack Coordinator Instructions

1. Determine which camp or camps your pack will attend from the list of camps offered.
2. Review the Parent's Guide so that you can answer any questions that leaders and parents may have concerning day camp.
3. Copy and distribute the following forms to each Scout's family:
 - A copy of the Wanchanagi Parent's Guide
 - One registration/health history form per Cub Scout
 - A registration/health history form for each adult, sibling, and others attending camp
 - A Cub Scout Day Camp Staff Application form for all adults
 - A Campership application form (if applicable)

All of these forms can be downloaded from the Wanchanagi District Day Camp website at Blackhawkscouting.org.

4. Announce at March and April pack meetings that you are collecting registration forms and \$ for Cub Scout Day Camp. Make an announcement that Den Walkers are required for every 4 campers and that late fees will occur after 4 weeks prior to camp. Impress upon parents that this is an ALL VOLUNTEER camp.
5. Recruit BSA registered Activity Leaders (age 18 or older) and Den Walkers (age 21 or older) for campers. Make sure you have one adult for each 4 boys signed up to help at camp. Please have adult volunteers fill out the Cub Scout Day Camp Staff Application form and return them to the Camp Director. Determine if adults are CPR trained, Youth Protection trained, or Weather Hazard trained. Registered adults can get Youth Protection and Weather Hazard training online. Submit copies of their cards or online certificates with the applications.
6. For adults who wish to help at Day Camp but have smaller or older children at home they can not leave, there is a Wee Camp on site. Children must be toilet trained. There is a planned program for them with crafts, walks, games, etc. Each wee camper will receive a t-shirt to wear at camp.

7. Fees:
 - \$35.00 for Wolf, Bear, and Webelos Scouts (**4 day camps**)
 - \$40.00 for Wolf, Bear, and Webelos Scouts (**Boone County camps**)
 - \$10.00 for Tiger Cubs (**1 day camp** for newly recruited tiger cubs, must be a registered Tiger Cub)
 - Tiger Cubs at **Western Winnebago and Harlem Day Camp (1-4 day camp** for newly recruited tiger cubs, must be a registered Tiger Cub)
 - a. \$10.00 per day
 - b. \$35.00 if attending 4 days at camp
 - \$10.00 for Wee Campers
 - \$7.00 for extra T-shirts (all sizes) - Adults will receive a free T-shirt if volunteering for 4 days
 - **Late fee of \$10.00 if registration paid less than 4 weeks prior to camp.**
8. Collect and review all registration forms and fees from the boys.
 - a. Ensure that they have entered the boys full BSA registered name.
 - b. Verify that the Cub Scout rank on the registration form is correct. Boys ranks are as of June 1st, remember that all boys are moved to the next rank June 1, 2010.
(If the scout was a Tiger this year, he will be a Wolf at camp. If the scout was a Wolf this year, he will be a Bear at camp. If the scout was a Bear this year, he will be a Webelos I at camp. If the scout was a Webelos I this year, he will be a Webelos II at camp. If the scout was a Webelos II this year, he will be in Boy Scouts next year and is welcome to come to camp as a Runner.)
 - c. Be sure that the size of the T-shirt needed is circled.
 - d. Make sure the parent's have signed the form.
 - e. Inform parents about the authorization at the bottom of the health form to allow BSA to use any photos taken at camp for promotional purposes.
9. Complete the Pack Registration Summaries. All of the registration summaries can be found at the Wanchanagi District Day Camp website at Blackhawkscouting.org:
(Wolf/Bear/Webelos, Tiger Cub, Adult/Jr. Staff/Wee Camp, and the Pack summary).
10. Submit all forms, summaries and payments to the **Blackhawk Area Council offices with a check made out to BSA.** The deposit check should be coordinated with your pack Treasurer.
11. All dates for discounted fees are FIRM dates and not subject to change or interpretation. Only newly registered scouts will have the late fee waived.
12. Transportation to and from Day Camp is the Pack's or Parent's responsibility. Coordinate transportation to and from camp if carpooling is necessary.
13. Remind parents of responsibilities and days working.

2010 Wanchanagi Cub Scout Day Camps

- | | |
|---------------------------|--|
| June 9-11: | Boone County Wolf/Bear Day Camp, BCCD, Belvidere |
| June 14-16: | Boone County Webelos Day Camp, BCCD, Belvidere |
| July 6-9: | Alpine Park "Twilight Camp", Rockford |
| July 12-15: | Western Winnebago, Winnebago County Fairgrounds, Pecatonica |
| July 20-23: | Harlem Day Camp, Kieselberg Park, Roscoe |
| July 26-27, 29-30: | Alpine Park Day Camp, Rockford |

Every Cub Scout Pack is responsible for providing Den Walkers and Activity Leaders to help provide leadership for Day Camp.

DEN WALKER ROLES

Attendance is an important part of camp. Not only is there a check-in at the beginning of the camp program, as well as check-out, there is also den attendance to be taken. Head counts and buddy checks should be made often, especially when moving onto a new location for the next activity.

All leaders will set up a “buddy system” for their dens, restroom visits included. **NO BOY MAY LEAVE YOUR SITE WITHOUT HIS BUDDY.**

Day Camp Den Walker Rules

- Greet all campers with a smile.
- Take daily attendance. (Turn into headquarters before the first session is started.)
- Ensure everyone has their name tags. (Collect at the end of day.)
- Escort the den from site to site. (Stay on time.)
- Serve as an extra set of hands for activities and games, especially CRAFTS.
- Keep the den together at all times. (Use buddy system & take head counts.)
- Maintain control and reward Scout-like behavior. (Let him carry the flag.) Calmly report problems to headquarters quietly and promptly.
- Build den spirit. (Songs, yells, etc.)
- Encourage drinking water between every session.
- If first aid is needed, escort to the First Aid Station only after the rest of the den has been turned over to another responsible adult.

How can a Den Walker set a good example?

- Be on time.
- Wear your camp uniform every day.
- Be a good sport.
- Be prepared for everything, even the unexpected.
- Smile A LOT!!! Even if it hurts.



ACTIVITY LEADER ROLES

In cooperation with the program director and den walkers, you are responsible for carrying out a constructive activity session. Be sure you are prepared to lead this activity for five to six sessions during the day.

You are responsible for attending training from the Program Director and Camp Director.

You are responsible for having everything you need for this activity and for bringing it to camp. See that a list of supplies needed for the activity project is submitted to the Camp Director or Program Director before camp begins. If they don't have the supplies available, try to scrounge for them yourself. They will help, but you are ultimately responsible.

If you need to develop a lesson plan for your activity, please submit a copy to the Program Director to have in the activity binder when you have it completed.

Activity Leaders report to the Program Director.

Activity Leader Rules

- Greet all campers with a smile.
- Be prepared and ready to begin your activity at the start of camp.
- Ask the Den Walker to assist you and the boys as needed in order to complete the activity.
- Do not allow boys to pick things up in the woods or throw things. If you are hiking for an activity, please stay on marked trails.
- Any boys displaying any inappropriate behavior should be brought by the Den Walker to the Program Director or the Camp Director for discipline.
- Pick up and clean up your area at the end of the day. Assist in general camp cleanup if necessary.

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Frequently Asked Questions about Day Camp

1. **Who can go to day camp?** All Cub Scouts are eligible to attend. Boys that are Tigers in the spring will be Wolf Cubs during Day Camp. All Wolf and Bear Cub Scouts will be grouped together. All scouts that are Webelos (first and second year) will be grouped together. The programs will be similar but not exactly alike thus to emphasize the different programs in their Scout books where possible.
2. **Can a new registered Tiger (graduated Kindergarten in June) attend Day Camp?** Most of the day camps offer one or two day tiger cub programs for registered tiger cubs and their adult partner. Contact your Camp Director for which day(s) the tiger cubs can attend.
3. **Can I sign my son up and not attend myself?** If you sign your child up for day camp, you should expect that you will need to attend at least 1 day as a camp den walker. **BSA policy is that there must be at least 1 den walker/day for every 1 to 4 scouts.** You should work with your pack's day camp coordinator to determine when your turn at camp will be for your son's den. You should also check with other parents in your son's den or age group that might be registering their scouts for day camp to see if there are enough parents to cover the group den walker requirement.
4. **What about younger siblings?** There is a wee camp for non-Cub Scout siblings of all adult volunteers only on the day(s) the adults are working in camp. All wee-campers must be potty trained. The fee is \$10 whether they attend one day or all four. This fee is for a t-shirt, insurance, and program supplies.
5. **Can a younger sibling stay with me all day?** Absolutely not. For insurance reasons, only registered Cub Scouts and Adults may rotate through the activities with dens. You do need to collect the siblings at lunch and before heading to the daily closing ceremony.
6. **What kind of activities will be possible?** The camp's theme changes each summer. Activities vary from camp to camp, but will usually include nature hikes, woodworking, archery, games, scouting skill, cooking, and theme based crafts.
7. **How do I prepare?** Each participant should bring their own personal gear, lunch, and water bottle every day. Be prepared for all kinds of weather by bringing a sweater or jacket, rain gear, sunscreen, and hats.
8. **What is involved as a den walker?** All den walkers must attend a Youth Protection training session prior to day camp. Youth Protection Training will be presented at the Staff Training sessions that will be scheduled on at least two evenings before Day Camp. Contact your Camp Director for dates and times.

Basically, den walkers will be responsible for getting the scouts from each activity area and monitoring their behavior at the activities. Occasionally, some assistance in the activity may be needed. Den walkers are responsible for keeping their group together for lunch and snack time. The buddy system is used for those times when a bathroom break may be necessary. Additional information will be provided at the Staff Training Session.

Frequently Asked Questions about Day Camp

9. **Do volunteers need any specific experience?** No experience is necessary to volunteer at Day Camp. Activity leaders must be registered scouters. However, we are always looking for Staff with specific skills (archery, BBs, swimming, crafts, games, etc.) that they are willing to share. Training will be provided for shooting sports.
10. **Could Day Camp use any extra Youth Staff help?** Yes, junior staff (14 years and older) and Runners (11 – 13 years old) are needed to plan and carryout the fun of Council Day Camps. Please contact the Pack Coordinator if you know of a youth (male or female) that would like to help at Cub Scout Day camp.
11. **Who do I give the registration fees to?** Each pack should designate a day camp coordinator to collect registration forms and fees. Remember, all participants will need a registration form completed. That includes wee campers, day campers, youth staff, and adult staff. Duplicate your registration form for extras needed. Only Cub Scout Day Campers and wee campers pay the registration fee. No fee for adult or youth staff.
12. **How does a Scout get financial aid for Day Camp Registration?** Complete a Campership application form and turn it in to council before May 1, 2010. Approval time is needed for this process so please submit requests early.
13. **Do the boys wear their uniforms to camp?** Actually, part of the registration fee for the boys is a t-shirt and patch. The t-shirt will be worn daily as his camp uniform. Be sure to register 4 weeks prior to camp to guarantee that you receive these items for camp.
14. **If a husband/wife split the 4 days can they still get the 4 day volunteer free T-shirt?**
Yes. Make sure they both fill out volunteer registration forms. The person volunteering on Monday will get the t-shirt.
15. **How does a volunteer who only works one or two days get a Day Camp T-shirt?**
Volunteer t-shirts and additional camper shirts will be for sale through the Pack Coordinator. Please place these orders along with your pack registration or contact the camp director as early as possible with additional orders.

2010 CUB SCOUT DAY CAMP

“Wild West”

WHAT IS DAY CAMP?

Day Camp is a great summer activity for Cub Scouts. It is a 3-4 day long experience where Cub Scouts can shoot BB guns, bows and arrows, learn about nature, do leatherwork and crafts, play games, sing songs, and do many more activities. Leaders and boys alike have a great time.

WHO CAN ATTEND DAY CAMP?

All registered Cub Scouts going into the 1st thru 5th grades Fall of 2010.

WHEN AND WHERE IS DAY CAMP?

Six Day Camps will be conducted in June and July throughout the Wanchanagi District. See parent guide for exact dates and locations. Scouts and units can attend any camp that they choose. They can also attend more than one day camp.

HOW MUCH DOES DAY CAMP COST?

Cub Scouts and Webelos Scouts can attend for **\$45.00 (4 day camps) or \$50.00 (Boone County day camps)**. This fee includes a t-shirt, patch, all program materials, insurance, recognitions, and all the fun possible. **Register more than one month before camp and receive a \$10 discount.** (Late registrations are not guaranteed a camp t-shirt on the first day of camp). Late fees will be waived for any newly registered Cub Scout or new pack.

WHAT TO BRING?

Cub Scouts should bring a sack lunch each day: bring non-perishable food & drinks only. Bring rain gear, sunscreen and bug repellent. Everything else is provided. **No open-toed shoes or sandals are allowed at camp.**

WHAT ABOUT LEADERSHIP?

Scouts should register with their pack. All week long adults receive a free t-shirt. All others may purchase these items. Pack leadership & Parents are encouraged to participate. Packs are required to provide at least one adult volunteer for every four Cub Scouts/Webelos Scouts it sends. **No adults pay a fee.**

WHAT ABOUT YOUNGER CHILDREN?

A special area called “Wee Camp” is available for younger children of adults who are serving as den walkers and staff members, and are at camp on the days needed. A nominal fee of \$10 covers the entire week or for any combination of days. Snacks, t-shirt, and activities will be provided. **Children must be potty-trained.** These children should also bring a sack lunch. **Parents must be a volunteer at camp while wee campers are present.** You are required to pre-register your wee campers.

NEED HELP?

A limited number of camperships are available for those who may need help with the fee. The youth’s parent must submit the application for a campership. Contact the Senior District Executive, Andy Murray, at (815) 397-0210 ext. 104 for more information.



2010 Cub Scout Day Camp Dates and Locations “The Wild West”

Cub Scout Day Camp is truly the best week of a Cub Scout’s summer! So don’t let your son miss out on all the fun and excitement that Day Camp has to offer such as crafts, games, archery, and much, much more. Cub Scout Day Camps will be held at different locations all over Winnebago and Boone County during the months of June and July. Please see the map below for locations, dates, and who to contact. For more information, contact the Camp Director listed below or find out more at www.blackhawkscouting.org.

Western Winnebago Day Camp
 Winnebago County Fair Grounds, Pecatonica
 July 12 - 15
 Camp Director: Rob Bucey (335-3125)
 Program Director: Joe Harper (248-9099)

Harlem Day Camp
 Kieselberg Park, Roscoe
 July 20 - 23
 Camp Director: Belinda Zezniewski (654-1449)

Alpine “Twilight” Camp
 Alpine Park, Rockford
 July 6 - 9
 Camp Director: Gene Barney (262-7919)
 Program Director: Regina Sanner (239-9447)

Boone County Day Camps
 Boone County Conservation District, Belvidere
 Wolf/Bear Camp: June 9 - 11
 Webelos Camp: June 14 - 16
 Camp Director: Kathy Page (547-8783)
 Program Director: Jacob Martin (547-7155)

Alpine Day Camp
 Alpine Park, Rockford
 July 26 - 27, 29 - 30
 Camp Director: Sandy Schwartz (874-4363)
 Program Director: Cindy Chiodini (398-5906)

A Typical Day at Camp

Although each Day Camp location will have its own daily schedule, you can expect lots of fun and excitement all day long!

Here is a sample day at Camp...

- 8:15-8:30 Den Walkers arrive at camp.
- 8:45-8:55 Scouts arrive at camp and meet with their den...HAVE FUN!
- 9:00-9:20 Opening ceremonies including flag raising, announcements, cheers and songs...HAVE FUN!
- 9:30-10:20 Session I, BB's...learn how to safely shoot a bb gun...HAVE FUN!
- 10:30-11:20 Session II, Archery...learn how to safely shoot a bow and arrow and of course... HAVE FUN!
- 11:30-12:20 Eat lunch, rest, have a special guest visit with us... HAVE FUN!
- 12:30-1:20 Session III, Crafts...make something really cool... HAVE FUN!
- 1:30-2:20 Session IV, Nature...learn about bugs, snakes, poison ivy, first aid, trees, knots, weather, ecology... HAVE FUN!
- 2:30-3:20 Session V, Sports...learn about a sport, practice, play, and earn a belt loop... HAVE FUN!
- 3:30-4:00 Closing ceremonies including a flag lowering, announcements, cheers, and songs... HAVE FUN!
- 4:00 Go home and tell everyone about your great day at camp!!
- 5:00 Eat dinner
- 5:30 Fall asleep and dream about tomorrow at camp!!

Cub Scout Day Camp Promotion 2010 Time Line

February 2010

- **Roundtable promotion of theme, camp dates and locations**
- **Recruit Pack Day Camp Coordinators**
- **Blue and Gold & Pack Meeting promotions for Day Camp and Resident Camp**

March 2010

- **Blue and Gold & Pack Meeting promotions for Day Camp and Resident Camp**
- **Roundtable promotion of discount deadline**

April 2010

- **Pre-Camp Orientations for all Staff, Den walkers included (Camp specific)**
- **Roundtable promotion of discount deadline**

May 2010

- **Application discount deadline: May 9 for Boone County Day Camps**
- **Pre-Camp Orientations for all Staff, Den walkers included (Camp specific)**
- **Roundtable promotion of discount deadline**

June 2010

- **Application discount deadline: June 6 for Twilight Camp**
- **Application discount deadline: June 12 for Western Winnebago**
- **Application discount deadline: June 20 for Harlem Day Camp**
- **Application discount deadline: June 26 for Alpine Park**
- **Pre-Camp Orientations for all Staff, Den walkers included (Camp specific)**

Meeting the deadline allows for organized planning of your son's Day Camp. Our staff strives to offer the very best camp possible. By turning in the applications in a timely manner:

- 1. The correct number of crafts can be prepared.**
- 2. Each boy will get a shirt on opening day.**
- 3. Your staff will not be crazy on Monday!**



2010 Cub Scout Day Camp Orientation

Agenda: 10-15 minutes

Conducted by Pack Day Camp Coordinator



I. Opening

- Welcome Parents and Scouts

II. Why Go To Day Camp? (3 minutes)

- It's FUN!
- Boys earn advancement toward ranks and belt loops.
- Boys get to build life long friendships.
- There are only a few opportunities for Cubs to shoot BB's and Bows and Arrows (at Council events only).

III. So what's our goal (2 minutes)

- Our unit goal is for every boy in our pack to have a summer camping experience.

IV. Testimonial from past campers

- Pre-select 1-2 boys and adults who have had a good experience to talk briefly.

V. What is a campership? (2 minutes)

VI. Questions & Answers

Note: Registration discount deadline is 4 weeks prior to camp (\$10 discount off price).