



Capital City

Cub Scout Day Camp

Guide Book 2020

Cordova Church of Christ
10577 Coloma Road,
Rancho Cordova, CA 95670

CAMP DIRECTOR

Robert Young

capitalcitytwilightcamp@gmail.com

PROGRAM DIRECTOR

Amber Bryner



Golden Empire Council
251 Commerce Cir
Sacramento, CA 95815
(916) 929-1417

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Letter to Parents and Pack Leaders

Hi, and welcome to Capital City's Cub Scout Day Camp! Your scout will enter into a world of fun and have the time of his life at our 2020 "DOWN ON THE FARM" Camp! This guide has been prepared to help you feel comfortable about the Day Camp Program and Staff giving useful information whether you are planning to volunteer or send your son to Day Camp and to answer your questions. This guide does not cover all the details of what each individual camp's day to day operation will be like.

For those of you who have sent your scout to Day Camp before, you should be familiar with much of this information. This guide will serve as a very good review. Whether you are new to Day Camp or a camp veteran, it is important to read the entire guide as it contains new information and answers many of your questions and concerns.

Capital City district day camp is planned and conducted by a volunteer camp director and program director. The day camp can only be held with the assistance of volunteers such as yourself. Without the assistance of large numbers of parents day camp could not occur. For example, each den of eight to ten scouts will need two adults to supervise them. Each program activity such as crafts, archery, or games needs one or more adults to staff it. As you can see we do need your help.

When you volunteer at Day Camp you will be helping to provide a great camping experience to the scouts that attend. As a Camp Director I know from personal experience how much the boys enjoy and appreciate your involvement. Oh, did we mention, volunteering at Day Camp is a lot of FUN!

Begin your plans and preparations for a great Day Camp experience. Our pledge is to make this a most memorable experience for you and your Scout. We look forward to seeing you really soon!

If you have questions about this guide or Day Camp in general, please feel free to contact me at capitalcitytwilightcamp@gmail.com.

Thank you for your support and dedication to our Cub Scout Day Camp. We know from experience how much the boys enjoy themselves and appreciate your involvement.

Yours in Scouting,

Robert Young
Capital City District
Day Camp Director

What is Day Camp?

Cub Scout Day Camp is a 5 day outdoor experience under the supervision of specially trained volunteers. The Camp Director and the Camp Program Director have attended the Boy Scouts of America National Camping School and have completed certification standards set forth by the BSA national office. Additionally the BB gun and Archery range officers receive Shooting Sports training and certification.

The Golden Empire Council takes pride in assuring that our Day Camps meet the requirements for national accreditation. The National Standards are established to ensure the health and safety of every camper, leader, staff, and visitor while at camp and to ensure that every Cub Scouts will have a high quality fun filled Day Camp experience. Besides the **fun** they will have, each scout will learn from their time here at camp. They will meet other Cub Scouts and Leaders from around the district, and as with any Scouting Program, it will help to instill in them the values and character they will need to become the kind of person you want them to be.

Day Camp:

- Provides the Scout with an opportunity to begin work towards their next rank in Cub Scouting
- Encourages participation so that Cub Scouts benefit and grow with a good outdoor experience.
- It assists in the recruiting and inspiration of future Cub Scout Leaders and helps strengthen den and pack organization.
- Provides continuation of the Cub Scout program through the summer and assists the pack in qualifying for the Summertime Pack Award.

Who is Day Camp For?

Camp is open to scouts who have completed kindergarten through scouts going into the fifth grade and are registered in the Scouts BSA program. If your scout is not yet signed up for Cub Scouts they may join before the start of Day Camp.

Those finishing kindergarten will come to Camp as Tiger Cubs and must have an Adult Partner with them at all times. Scouts who have completed the first grade and who were Tiger Cubs during the school year will come to Day Camp as Wolf Cubs. Scouts that have completed second grade will be in a Bear den. Scouts going into fourth grade will be in a Webelos den and Scouts going into fifth grade will be in an Arrow of Light den.

The Cub Scouts will not be in mixed rank groups, because our program areas are geared to the different rank levels. For example, Webelos will be working on more advanced projects than Tigers or a Wolf den.

What Will My Son Do at Day Camp?

Day Camp activities start with an opening ceremony and conclude each evening where we retire the flag and present the day's recognition awards. The exact hours for each day camp vary. You will receive detailed information about your camps hours of operation at the Parent Orientation Meeting. Your Camp Director will notify you of the date, time and location for this meeting once your son is registered for camp.

The daily program contains a well-balanced variety of activities. These include strenuous activities, time for rest, quiet times, times for noise and motion, learning new skills and making new friends. The exact program will vary from camp to camp but most will include the following:

- Shooting Sports (BB Guns and Archery)
- Sports and / or Games
- Special Webelos activities
- Nature
- Crafts
- Skits and Songs

Dates and Location

June 22th-27th @ Cordova Church of Christ
10577 Coloma Road, Rancho Cordova, CA 95670

Day Camp Schedule (Monday through Friday)

4:45pm-5:00pm – Check-in
5:00pm-5:15pm Opening Ceremony, and Announcements
5:20pm-5:50pm – 1st Program Rotations
5:55pm-6:25pm – 2nd Program Rotations
6:30pm-7:00pm – Diner/Rest
7:05pm-7:35pm – 3rd Program Rotations
7:40pm-8:10pm – 4th Program Rotations
8:15pm-8:30pm – Assembly and Dismissal

Webelos Overnighter: Friday June 26th to Saturday June 27th

Fees for Cub Scouts

- **Early Bird Registration:** \$50 Day Camp / \$65 Webelos Overnighter (Jan 1st to March 15th)
- **Regular Registration:** \$65 Day Camp/ \$80 Webelos Overnighter (March 16th to May 10th or camp is full)
- **Late Fee:** \$80 Day Camp/ \$95 Webelos Overnighter (May 11th to June 7th) Late fee waived for new scouts.
- **Adult Staff/ Walkabouts:** \$15
- **Youth Staff:**\$10

Fees for Tot Lot (Junior Campers)

5 day camp \$25.00 per session or \$7.00 per day. **Junior Campers Must be a child of a registered camp adult**

Refund Policy

It is the policy of the Golden Empire Council, that all fees are transferable but not refundable. However; refunds may be requested in writing, two weeks prior to the event for unforeseen circumstances. Failure to participate in an activity does not warrant a refund.

Registering Cub Scouts, Tot Lot, and Volunteers

To assist with registration, capital city district will be offering a District Day Camp Registration Day. Check with the district Cub Scout Roundtable and / or the district e-mail newsletter for these dates.

All Pack registrations will be handled by the "Pack Coordinators". This is a leader or parent who is responsible for seeing that every scout in the Pack receives information to register for Day Camp.

All Cub Scouts and **Tot Lots** must have completed a camp registration form and have submitted payment to pack coordinators to ensure a camp session slot. **All youth and adult volunteers must provide a BSA Health Form on or before the first day of camp or they will not be able to participate.**

Once registrations have been submitted and are complete, the applicant will receive a confirmation email. There will be additional information available on the council website.

Pack Day Camp Coordinators:

- Distribute the Day Camp Guidebook and registration forms to your pack's families. Each parent should have a copy of this guidebook as well as the registration packet

Registration Packets are available on the council Double Knot web page at <http://gec-bsa.doubleknot.com/event/capital-city-2020-twilight-camp/2603899> and at the Council Service Center. They will also be available at the District's monthly Roundtable meetings.

The Day Camp Coordinator will schedule two parents to chaperone each den each day and assist in filling out the Volunteer Form. Every scout attending Day Camp must have a Volunteer Form turned-in at the time of registration. An adult who volunteers all four days will receive a free camp T-shirt. Reminder, every Tiger Cub must have an Adult Partner with him at all times. The camp director will use this information to assign boys to their Day Camp Dens and to insure proper adult supervision. Remember that Cub Scouting is a family activity, so get those parents involved

- The following forms must be returned *to the Camp Director at least two weeks prior to the start of camp*. The preferred method is to mail these forms to the Camp Director. Each camp director's address is listed in this guidebook.

1. Online registration for each Scout completed and paid in full
2. All BSA Health and Medical Records
3. All Volunteer Forms & Training Certificates
4. Tot Lot Registration Forms

- The Pack's Day Camp Coordinator will coordinate the registration process for the pack. There is no walk-in registration at camp.
- The Pack Day Camp Coordinator will insure that the parents are aware of the Parent Orientation date, time and location encouraging all parents to attend.
- Siblings in the Tot-Lot Program must be pre-registered. Sibling payments and Annual Health and Medical Record (complete parts A and B) are collected at camp. Siblings may only participate in the Tot Lot program while their parent is working at Day Camp.
- **Everyone must have the Annual BSA Health and Medical Record, Parts A and B completed and on file while at Camp.**
- The scout fees include a t-shirt, a patch and camp certificate.
- Adult and additional Scout t-shirts may be ordered.

Volunteering

The Scouts BSA program is an all-volunteer program. The successes of all events are possible because of the dedication and willingness of all the youth and adults who volunteer to help make these programs run. Each Cub Scout Day Camp has 20 to 30 adult positions to fill each year and they must be filled by parents and leaders of the scouts attending camp. So yes, we need your help!

You do not need to be a Den Leader or Cubmaster to help. A parent who has a week, a day, or even a few hours can volunteer to help their scout and others have a memorable time. We will need a few parents to help with check-in each morning or to set up some of our games and crafts. Any amount of time you can spare will be put to good use. Parent volunteers will need to arrive 30 to 45 minutes before the start of camp so that you may be briefed on your responsibilities. You will be expected to follow the same policies as the Day Camp Staff. Wear comfortable clothing, but no halter-tops or other similar abbreviated clothing. Smoking is prohibited around the Cub Scouts during Day Camp. Please contact the Camp Director if you are interested in helping.

Day Camp Den Supervision

Adult supervision from each Pack is essential to run Day Camp. BSA National Camp Standards mandates that we have 1 adult for every 4 scouts who attend. Therefore, all Packs and parents who are registering boys for Day Camp must provide sufficient adult supervision.

A registered Cub Scout or Scout leader, parent, guardian, or a person 18 years of age or older may volunteer as a Day Camp Den Chaperone. These adults will be responsible for guiding the scouts in their Day Camp Den from location to location throughout the day, assist with activities and discipline. The Pack may choose to provide full time leaders (Wednesday through Saturday) per Den or to share the responsibility among several adults.

Every Cub Scout who registers for Day Camp must submit a Volunteer Form to the Day Camp Director two weeks before the start of camp. This form is used to assign scouts to their Day Camp Dens and to insure proper adult supervision of the Day Camp Dens. When you volunteer to help all four days you will receive a free camp T-shirt.

Please note this is not optional: our Day Camp is planned, organized, and staffed by volunteers. The camp cannot operate without pack and parent assistance.

All Volunteers, regardless of age are required to complete Youth Protection

Camp Staff

If you would like to experience the fun of working with Cub Scouts at Day Camp in a program area, we have a place for you. We need fun-loving adults who can spend time at camp. There is \$10 fee for staff members. When you volunteer all 4 days you will receive a free Day Camp T-shirt. All staff must be registered with the Scouts BSA.

Scouts, Venture Crew or Explorer Scouts, age 14 and older, may volunteer as a Day Camp Den Chief or as a Program Aid. Volunteering at Day Camp offers these Scouts an opportunity to display leadership skills, pass on useful information to younger Scouts and encourage those younger Scouts to continue on in Scouting as well as gaining service hours to use toward their rank. The positive influence of these Scouts on our Cub Scouts helps to further build our Scouting program. Contact your Camp Director and fill out the Staff Form today.

There will be a staff meeting once a month until the beginning of camp, time and place will be announced once available.

Parent Orientation Meeting

This is when you can meet the staff, talk with the camp director, and have those last minute questions answered. The Camp Staff will review and collect any missing forms. The camp director will review details about their camp such as check-in and check-out procedures, your scout's day camp den assignment, camp rules and other important information about camp. It is very important that you attend this meeting. Last minute needs or changes to camp will be announced at this meeting. Your Day Camp Director will notify you of the meeting date, time and location.

Drop-off and Pick-up

Parents/guardians must escort their scouts to their Den Leader and sign them in. If a Den leader is not yet present, you must wait until one arrives. Check- in begins at 4:45pm. These same procedures apply to "Tot Lots".

Parents should wait until the closing ceremony is completed before signing out their Scouts. Each Scout must be signed out with their Den leader to ensure safety. A staff member will remain if necessary to provide two-deep leadership in the event of a late parent. We ask if you are going to be late to notify the Camp Director as soon as possible.

Visitors and Security

Parents are welcome to visit camp at any time. To ensure the safety of all youth on site, we require everyone to check-in at the camp office as a visitor to obtain the proper pass. This includes staying after the regular drop off time or picking up early. All staff and campers are trained to identify and inquire about anyone not wearing the camp uniform

Transportation

Transportation to/from the camp locations is not provided. It is the responsibility of each parent/guardian. Parking is limited at some locations so carpooling is highly encouraged. Transportation permission forms are required if a child is riding with someone other than their parent.

Uniforms in Camp/ What to Bring

All Cub Scouts, Den Chiefs, and Camp Staff are required to wear this year's Day Camp T-shirt every day. While they look great and the scouts love them, these shirts serve another purpose. These shirts let us know at a glance if the wearer is a Cub Scout, an Adult Volunteer, or a Staff member. We can spot visitors or strangers in camp at a glance. For this reason it is imperative that leaders and Scouts wear the Day Camp T-shirt each Day.

Additional T-shirts are available for purchase. Please use the T-shirt order section on the Cub Scout Registration Form to purchase additional T-shirts. Remember, T-shirts must be ordered by the deadline in June in order to guarantee availability at camp. Shirts will be distributed at the Parent Orientation Meeting

Your scout may wear their bathing suit to camp as they will participate in water activities, this way when it is time for wet games they will only need to remove their shirt, shoes and socks and then he will be ready to play. This will enable them to get wet without having to worry about changing clothes, and the wet bathing suit will help keep them cool longer as they move from area to area.

Along with the T-shirts each scout will be provided a camp back-pack. Please make sure your scout has the following items each day in the provided back-pack. Label all items with your scout's name and pack number.

1. A hat, sun screen, rain gear (poncho)
2. Camp Provided Sports Bottle
3. A towel and bathing suit
4. Everyone must wear closed toed shoes and socks at all times
5. No sandals or open toe shoes (including CROCS) are allowed at camp – this applies to Scouts and Adults.

Cell Phones

While at camp many adults will use their cell phone, but the uses of cell phones by Cub Scouts is strongly discouraged. Any youth attending camp with a cell phone must inform his Day Camp Den Leader.

Meals

Snacks will be provided at camp. Dinner Meals will be Self-provided except Camp will provide dinner Friday night. Please do not plan to go out for meal as time is limited and supervision of the Scouts is essential. Drinking water will be provided at each station throughout the day. Please add any allergy information to the Annual Health and Medical Record

Medication

If your scout requires medication during camp hours, only the parent, guardian or the attending adult who has been given permission by the parent, may dispense the medication. ***No medication (this includes over-the-counter meds) may be given by the Day Camp Staff this includes the camp medical officer.*** Medications shall only be carried by an adult. Exceptions to this are for those individuals who need to carry emergency medication at all times such as asthma inhalers, Epi-Pens or similar prescribed bee sting kits, diabetes kits, nitroglycerin tablets, etc. Any medications brought to camp must be in the original pharmacy or manufacture's container with the patient's name, medication name clearly labeled with dosage instructions. List all medications on the Annual Health and Medical Record

Special Needs

Please contact the Day Camp Director in advance if you have special needs. Scouts BSA promote the inclusion of youth with disabilities and or special needs. We recognize that each child is unique, and no single plan will work for every scout. We will work together to provide an enjoyable Day camp experience for your scout.

Emergencies

The camp maintains a list of persons certified in CPR and basic first aid procedures. A Camp Health Officer is in camp at all times. In case of an emergency or accident involving your child, you will be notified by the camp director. We request that you add any information to the Annual Health and Medical Record form that we may need in case of an emergency. Please notify us if there are any changes or additions to this information prior to camp. If you have an emergency and need to get in touch with your child while they are at camp, please call the camp director or the Golden Empire Council at (916) 929-1417

“Tot-Lot” Program

This program is for children ages 2 and older and potty trained. It is only for the siblings of Cub Scouts and the children of the staff or the daily Den Leaders, Chaperones and Volunteers working that day of camp. The Mother or Father of the “Tot-Lot” child must be in camp at all times.

Siblings in the Tot-Lot Program must be pre-registered, so that we will know how many snacks and craft supplies to have on hand, No walk-ins. There is nominal fee of \$25 for all for days or \$7 per day to cover expenses and will be collected with registration. The child must have a completed BSA Health and Medical Record parts A and B on file in the Day Camp First Aid Station.

The Tot-Lot Registration form must be turned in to the Day Camp Director one week prior to the start of camp. They can be mailed to the Camp Director. Do not send the Tot Lot registration to the council office. Information about daily Tot Lot procedures will be discussed at your camp’s Parent Orientation Meeting

Day Camp Rules

(Please follow the Cub Scout Promise, Law and Motto)

- 1) We will be using the buddy system at all times during camp. Buddies must stay together, this includes going to the restroom or medic.
 - 2) Scouts will be assigned to a Den, and are to stay with their Dens at all times.
 - 3) Scouts must have their Den Leader’s permission (and sign out) to leave the Den or camp anytime Day Camp is in session and must check out at the First Aid Station, if medications were brought.
 - 4) No running or throwing in camp, unless it is required as part of an activity.
 - 5) No climbing, horseplay or fighting on the tables, benches, or anywhere else in camp.
 - 6) Stay out of areas not marked for Day Camp use.
 - 7) No tobacco, alcohol, or drugs in camp.
 - 8) Practice Leave No Trace skills by disposing your trash in garbage cans.
 - 9) Scouts will be respectful to all Staff, Adults, other Scouts & their property.
 - 10) No disrespectful or rude language will be tolerated during camp
- DO NOT BRING:** Pocket knife, Matches, Portable Radio/CD player, iPod, Handheld Video Games.

Advancement at Camp

While at camp the scouts will complete some of the requirements in their hand books. The camp director with the help of the den chaperone/leader will keep a record sheet for each scout and record daily what requirements they complete. At the end of camp these advancement records will be sent home either with the scouts or with the Pack Leader. The information on what the scout has completed at camp can then be transferred to the scout's handbook by the parents or Den Leader.

In Conclusion, we are looking forward to meeting you at camp and providing a great camp experience for your scout. If you have any comments or suggestions for improvement of this guide, or questions about Day Camp in general please contact the Golden Empire Council at (916) 929-1417.