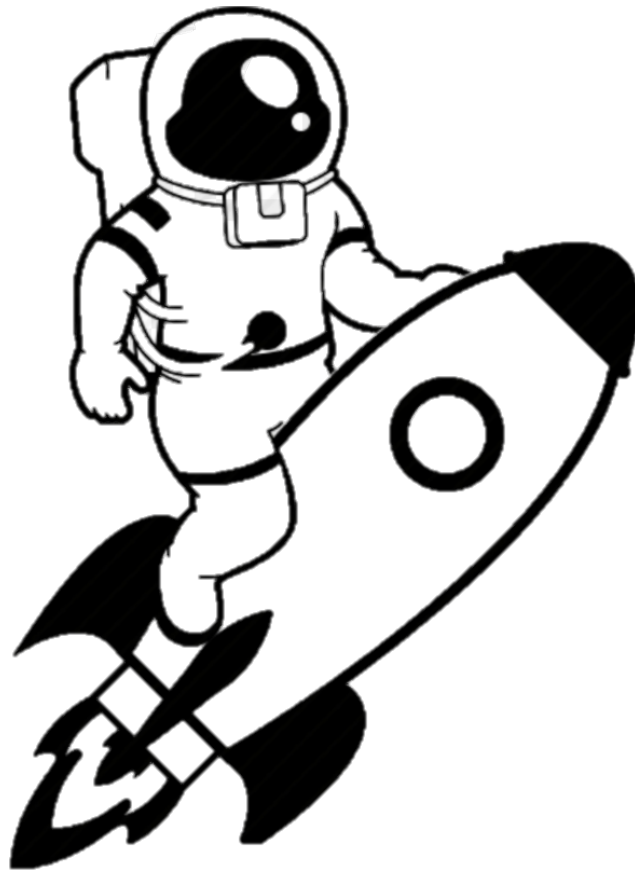


Pack Coordinator Guide

Cub Scout Day Camp

2020





Belk Scout Camp, Midland NC

John Bittinger – Etowah District Executive

Lori Bagley – Camp Director

DJ Devine- Program Director/Hornet's Nest District Executive

Dear Pack Coordinator,

Thank you for helping your pack attend this year's Cub Scout Summer Day Camp. Your help plays a vital role in the success of our camp. We have compiled this information to help ensure your packs road to day camp is as smooth as possible.

The theme for this year's 2020 Etowah District Cub Scout Day Camp is "**Astronaut Training Space Camp**". If the only thing we do is help a scout have fun; we will have accomplished our goal. As a Day Camp Coordinator, you are in the unique position to enhance the experience for our Scouts as well as accomplish inner satisfaction for yourself. Each one of us will be playing an important role in the life of the Cub Scouts who attend Cub Day Camp this summer.

Thank you for helping us recruit scouts and volunteers so that we may abide by the National Day Camp Guidelines. Your camp director, program director, and aquatics director have all gone to National Camp School to ensure that the scouts in our charge enjoy a safe and fun day camp experience. It is also our goal to have the adult volunteers enjoy a great week of camp and make memories to last a lifetime.

If we can help in anyway, just let us know,

Adventure is out there!

Lori Bagley
Summer Day Camp Coordinator
myetowahdaycamp@gmail.com

Website: <https://www.mccscouting.org/etowah-camps>

Quick Start Guide

1. **Communicate, Communicate, Communicate** – Get the dates and deadlines out as soon as possible and begin asking for parent volunteers. Remember to give parents plenty of time to get trained and make arrangements. Don't keep the information to yourself.
2. **Application/Medical Forms** – Make sure families understand how to complete them and the importance of dates for the tetanus immunizations and the copy of the insurance card. Start collecting copies of the forms as soon as possible and be familiar with exemption waivers if needed.
3. **Training** – Scouts BSA works hard to ensure all adults are trained in Youth Protection Policies and Hazardous Weather. Den chiefs need den chief training.
4. **Don't Be Late** – There is a late fee of \$25 per camper that is registered late. Pass this information along to your parents to help motivate them to complete their forms as soon as possible.
5. **Stay Organized** - We recommend a 2-inch binder with tabs. As you probably know anytime you ask for something you will get it in parts and pieces or not at all. Having everything kept in a binder by name will help keep everything you need together and accessible.

Registration

March Roundtable in Etowah District is Day Camp Information Night:

MARCH 12, 7:30pm

Morning Star Lutheran Church 12509, Idlewild Road Matthews, NC

We will walk through the computer registration process and be available for questions. If you are familiar with our registration process you may begin registration on your own. As a new feature this year, we are working to be able to have packs pay their fees by credit/debit cards using the doubleknot system. Your pack summary sheet will be very helpful with this process. Stay tuned for more details.

Training/Volunteers

Youth Protection *and* Hazardous Weather Training are required for volunteers. Work with your committee to promote group training sessions to help parents feel less intimidated in getting started.

At camp we do have select areas that require specialized training and we offer in person training days for these specialized areas. Only trained volunteers will be able to work in these areas. These training dates are listed in back of this document.

Den Chiefs

Den Chiefs are *troop-aged* staff who work as volunteers to assist stations and den leaders with daily activities. They serve as role models to the younger scouts and are expected to behave as such. They must have completed den chief training and supply a certificate with their application and be prepared to take the Youth on Youth Protection Training at camp orientation. Den Chiefs report to a Scoutmaster while at camp and receive a confirmation letter for the service hours they serve while at camp. Scouts must be approved by their home unit scoutmaster to apply. Den Chief applying for camp must be 13 years of age unless a parent is volunteering at camp. Den Chiefs **do not** take the place of adult volunteers. Training is required.

Den Chief Online Training: <https://www.scouting.org/training/youth/den-chief-training/>

Camp Information

Once you register your scouts and volunteers with the camp, they will receive their welcome letter and camp information. They will also be added to our email communications and be able to get more direct information. *They must be paid and have a completed information packet to begin receiving any camp information.*

We have included a lot of help items in this packet to get you started. Feel free to use and change as needed.

Thanks again for helping Cub Scouts get the most out of their summer.

APPENDIX I

Important Dates and Times

<u>Date</u>	<u>Important Dates</u>
3/2/2020	Registration Portal Opens
3/12/2020	Day Camp Breakout Session at Roundtable
4/9/2020	Round Table – Registration assistance available
4/25/20	Youth Staff Training and Adult CPR Training at Belk
5/1/2020	Early Bird Pricing Ends at 5pm
5/2/2020	Day Camp price increases to \$175
5/02/2020	Day Camp Program Training: Climbing, BMX, BB/Archery Range, First Aid/CPR, Youth Staff training, Adult Staff Orientation/Training at Belk
5/22/2020	Deadline for guaranteed shirt size
5/29/20 -5/30/20	BSA Lifeguard Training at Belk (Staff Only)
5/31/2020	Registration Due - Portal Closes
6/6/2020	BB & Archery Training
6/6/2020	BMX Training
6/9/2020	Last Day of CMS Schools
6/13/2020	Youth Staff training, Adult Staff Orientation/Training at Belk
6/13/2020	Swim Testing opportunity at Belk
6/15/2020	First Day of Camp
6/18/2020	Family Dinner and Campfire Show
6/19/2020	Last Day of Camp

For questions contact Lori Bagley at myetowahdaycamp@gmail.com for all events

Notes:

- **All Staff 14 and older** must participate in one of the Staff Training Sessions
- **All Returning Staff** must participate in one of the Staff Training Sessions.

How To Find The Training Modules

Follow the steps below to reach “Youth Protection” and other Training

First, unless you already have one, create an account at:

<https://my.scouting.org/>

Next, sign-in at the same site

<https://my.scouting.org/>

At the Top Left click “MENU”

Then click “MY DASHBOARD”

Here you may check the status of your Youth Protection Training. Please re-certify if necessary. By Clicking “Completions” you may check the statue of your previous training (has it expired?)

Then in the Top Middle click “Training Center”

At the Bottom click “Expanded Learning”

Then Program Safety”

Click Program Safety again

Now you should be able to Launch any one of six courses.

Yes, convoluted but a little better than last year.

To print your certificate of completion:

Go Back to “My Dashboard” then CLICK “Completions” at the top-right of the page.

Look for the course of interest..... then to the far right CLICK the small blue dot with a printer symbol on it.

RIGHT CLICK to choose to print or save a PDF or move the cursor to the top of the page to print or save.

Medical waivers/Exemptions

Per BSA National Policy the medical form must be downloaded directly from their sight only.

The link to the document is here:

<https://www.scouting.org/health-and-safety/ahmr/>

For FAQ please be familiar with these changes:

<https://www.scouting.org/health-and-safety/ahmr/medical-formfags/>

Should your camper need a waiver for an immunization please find it here:

<https://filestore.scouting.org/filestore/pdf/680-451.pdf>

Summer Day Camp Pack Registration

(Due Before May 1st)

	A=Adult P=Pixie C=Camper	Participant Names	Application	Discipline Agreement	Youth Protection	Weather Hazard	Medical Form A & B	Insurance Card Copy	Dated Tetanus	Extra Shirt(\$8 +\$3 for 2XL+)	Campfire(\$6 adult-\$4 Youth)	Paid In Full
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
14			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
15			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	<input type="checkbox"/>

Prepared By: _____

Email: _____ Phone#: _____



Etowah Cub Scout Day Camp Pack Summary

Number of Scouts _____ / 4. = _____ This is the MINIMUM number of Adult Volunteers needed each day at Camp

Remember volunteers can split days/week as needed. However it is the units responsibility to guarantee weekly coverage for the number of scouts attending. We are happy to have all the volunteers you can round-up! If a parent or guardian volunteers for a FULL WEEK, a \$20 rebate will be refunded to the volunteer on Friday of camp. A child care option is available for \$20/week.

Volunteers Weekly Coverage Please enter names below and note any 1/2 days

Monday	Tuesday	Wednesday	Thursday	Friday
15-Jun	16-Jun	17-Jun	18-Jun	19-Jun

Total Campers _____ X. \$150.00 = \$ _____

Total Extra shirts _____ X. \$8.00 = \$ _____ (+ Upsizes _____)

Total Pixies _____ X. \$20.00 = \$ _____

Total Prepaid Campfires (adult \$6, Youth \$4) = _____

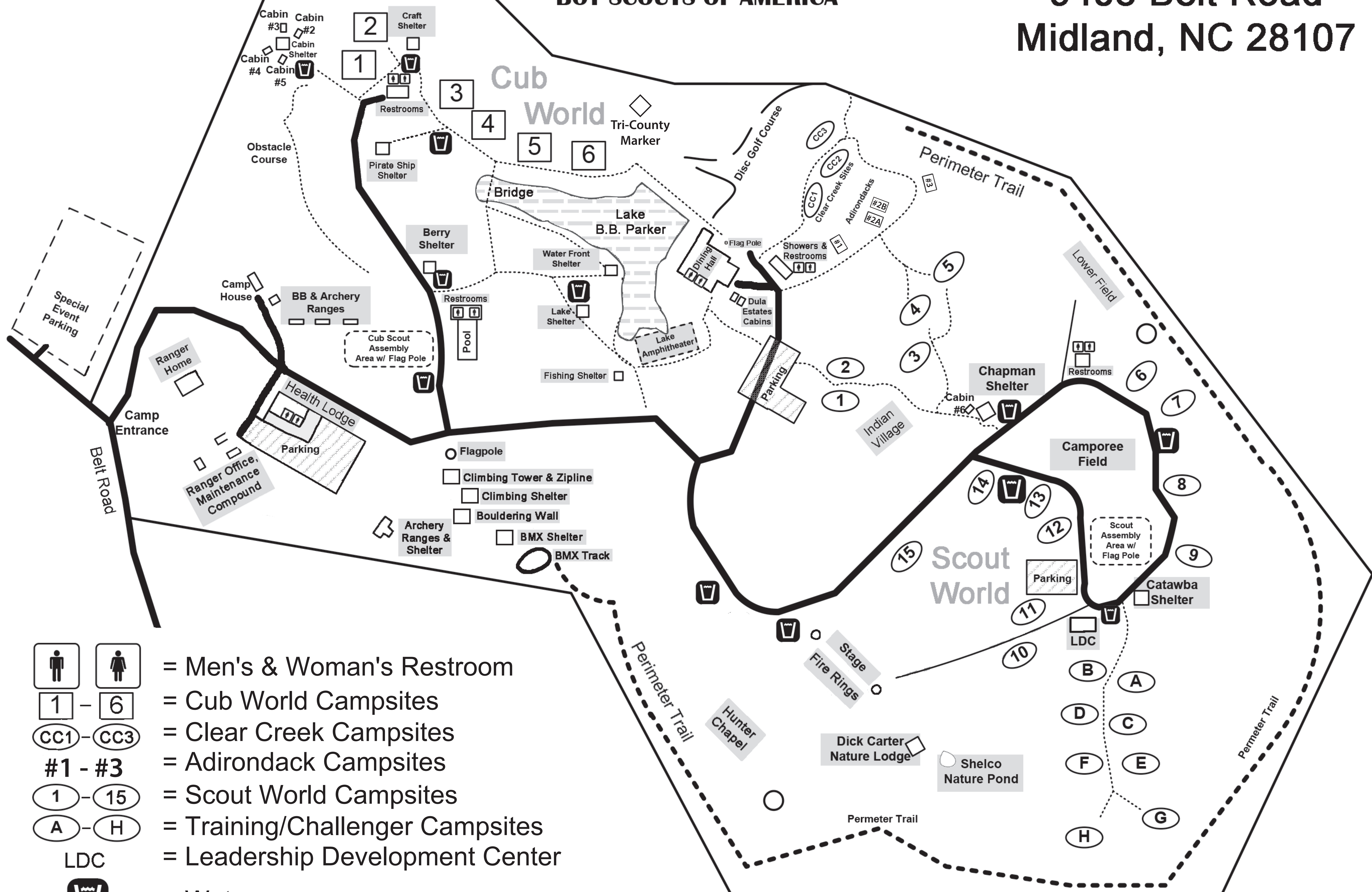
Grand Total : \$ _____

Please make checks payable to **Mecklenburg County Council** (or **MCC**) or visit our page to use a credit card.



**MECKLENBURG COUNTY COUNCIL
BOY SCOUTS OF AMERICA**

**Belk Scout Camp
9408 Belt Road
Midland, NC 28107**



- = Men's & Woman's Restroom
- = Cub World Campsites
- = Clear Creek Campsites
- = Adirondack Campsites
- = Scout World Campsites
- = Training/Challenger Campsites
- = Leadership Development Center
- = Water

**Camp Ranger: Mike Cook
Camp Office: 704 545 0958**