



2019

ALOHA TO ADVENTURE

Hornet's Nest Cub Scout Day Camp  
Staff Handbook

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# Welcome

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We are thrilled that you are joining us for another wonderful year of Day Camp! This year's theme is "Aloha to Adventure." Cub Scouts will enjoy the Hawaiian theme and maybe even learn something about the 50<sup>th</sup> State of the United States at each station as they have fun with BBs, and archery training, fishing, sports, crafts, games and even some friendly competition. As leaders we are in a position to enhance the experience for our Scouts and achieve an inner satisfaction for ourselves.

Each of us will be playing an important role in the life of the Scouts attending camp this year. Remember to KEEP IT SIMPLE, MAKE IT FUN!

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## *Staff Training*

Training is the key to all successful Cub Scout experiences. **Having all staff members trained on camp guidelines, procedures and responsibilities reduces confusion and frustration and increases safety.**

All staff members must complete the Day Camp 101 training session.

All station leaders must be registered as members of the Boy Scouts of America and **ALL STAFF** must have completed the current "Youth Protection" training. In addition to "YPT," all Station Leaders and Den Walkers/Leaders must have completed "Youth-on-Youth Abuse Prevention" training. Staff members must be able to provide a certificate of completion for these, as well as Hazardous Weather Training. CPR Training is valued, however, not mandatory. If you have a current CPR certificate, please submit it to the camp directors.

The Staff Handbook and Day Camp 101 are also considered part of the overall training being performed to ensure a successful Day Camp.

# I. Camp Guidelines

As staff and leaders, it will be our job to continually remind scouts and parents of the *Camp Guidelines*.

## ***Arrival / Departure***

The Day Camp is June 10<sup>th</sup> – 14<sup>th</sup> at Bethel Presbyterian Church, with activities planned from 8:15 AM – 4:00 PM daily.

All staff and leaders are encouraged to arrive by 7:45 AM each morning, and stay until around 4:30 PM each afternoon to ensure proper supervision of the campers. This provides ample time for announcements, last minute changes in the schedule and assists with check-in and carpool.

Morning check-in will begin at 7:45 AM at the Camp Headquarters. Campers will check in directly with Den Leaders at their assigned table. The morning assembly will begin promptly at 8:15 AM. As we will have buses waiting to transport scouts to Jetton park, **all of us working together to stay on schedule is important**. Afternoon check-out will be take place in the car pool lane.

Carpool Instructions: Parents will be given a card with their scouts names and Den numbers on them. One staff member will check the cards and communicate to other staff members who will get the kids ready to go. There will be five cones, which will be numbered. Cars will enter the MIDDLE driveway, drive through the parking lot, go behind the church on the left side and begin lining up at the big tent in front of the Scout Hut and wrap around the back of the church. There will be a map sent out prior to camp to all parents and all pack coordinators, as well as Cubmasters. Dismissal will NOT begin until ALL scouts are accounted for and on campus. We will load five scouts at a time. Cars will exit through the driveway directly in front of the loading point.

## ***Leaving Camp Early***

Any scouts leaving Camp early must be checked-out at Headquarters prior to departing. In this way, there will be no confusion as to who is and is not in Camp in the event of an emergency. The procedure for checking out a scout early is for the parent to go directly to the Headquarters Desk and sign out their scout in the Early Check Out Log Binder. The Camp Admin Staff Member will give the parent a signed form to be presented to the Scout's Den Leader. Den Leaders will bring the slips back with them to Headquarters and turn them in with their daily paperwork.

## ***Visitors***

Visitors are always welcome at our Camp. All visitors **must** check-in at Headquarters and receive an official *Camp Visitor Lanyard*

Prior to leaving, all visitors must return to Headquarters and check-out.

## ***Medications***

The Health Officer at Day Camp will administer only medications prescribed by a doctor. All medications must be in their original container and properly labeled.

The "Personal Health and Medical Record" must specify any medications, the dosage and be signed by the scout's parents or guardians.

Sunscreen should be used daily. Leaders may apply aerosol sunscreen. Sunscreen cream should only be applied to a Scout by a Scout or by a parent or guardian.

## ***Buddy System***

The Buddy System is a simple technique in assuring scout safety. Another scout must accompany any scout that must be separated from their den. This includes, but is not limited to, trips to the restrooms, running errands, going to Headquarters and seeking medical attention. No Scout or Pixie should ever go anywhere alone. **This includes Youth Staff.**

At HNDC, we believe in the “Truddy” System: Buddy sets of three are more effective than sets of two.

## ***Dress Code***

- Shorts are acceptable, but please be modest. Yoga Pants/Leggings are acceptable if shorts are worn over them. Shirts may not be cut or tied to expose midriffs. Shirt sleeves may not be cut off or tied to make the shirts Tank Tops.
- All staff and campers will wear the official Camp Tee-Staff shirt for ease of identification.
- **All staff and campers must wear closed-toe shoes.** No sandals, flip-flops or any other types of shoes that don't enclose the toes will be allowed and campers may be asked to leave camp until they have the proper footwear. Shoes that expose the sides of feet are also not permitted.
- Dress comfortably and sensibly for the anticipated weather.

If there are any questions regarding Dress Code, please ask the Directors.

## ***Transportation and Parking***

- All vehicles entering and leaving camp must adhere to the **posted** speed limit.
- Parking is permitted in designated areas only.
- Only vehicles used for special needs, medical situations or by physical arrangements personnel are permitted to be traveling around camp. All other vehicles are prohibited – except during times of drop off and pick up.

## ***Items To Bring***

- Official Camp T-Shirt (Required for safety reasons as it clearly identifies campers and staff)
- Lunch in brown paper or zip-lock gallon sized bag, clearly marked with your name and den or station. (These will be refrigerated.)
- Poncho for wet weather days.(Approximately \$1.50 at Dicks Sporting Goods or Wal-Mart)
- 16-32 ounce Water Bottle
- Any required medications (These will be stored safely at HQ for Youth Staff)
- Day Bag/Cinch Sack
- Sunscreen (Should be applied prior to arrival)
- Hat

## ***Items Scouts Should Not Bring***

- Portable electronic equipment, including such things as **Cell Phones**, Nintendo Switches, tablets, etc.
- Playing or trading cards of any type
- BB guns or bows (These will be provided)
- Pocket Knives (even with Whitlin' Chit)
- **An attitude**

## II. Discipline Policy

Our goal is to provide a safe and enjoyable experience for all participants. Ideally, it is not the intent to remove anyone from activities or camp unless the safety of a participant is in question. We recognize that most of our discipline issues stem from scouts being tired, hungry, or uncomfortable in the heat.

The first time a scout is disruptive or whose conduct is other than what is expected, his Den Leader shall take the scout aside, out of hearing range but within sight of other adult leaders and scouts, and discuss his behavior and any modifications needed. The discussion should be centered on Camp Guidelines, the Cub Scout Motto, The Scout Law, and the Scout Oath. This is the time to ask if a scout is hungry, if they got good sleep, what's really going on and why are they reacting the way they are. If it's something as simple as hungry, suggest a snack time for everyone. If they're tired, perhaps suggest they rest for a bit if they want in the shade- not calling it time out, but give them that option.

If the scout continues to be disruptive they should be removed from the activity for a short period of time. We don't want to ostracize a scout in front of others, but we can gently pull them aside again to suggest firmly that they'll miss out on this activity for a few minutes, but can pick back up in a bit. **Refrain from calling it a "Time Out."** Keep encouraging them! "It's almost lunch time and we'll have a break then." "We're going to \_\_\_\_\_ later! That's going to be so much fun!"

If the scout continues to exhibit poor behavior and scout spirit, or if the Scout lashes out with physical misconduct, The Camp Administration Staff will contact the Scout's parents and determine an appropriate action, which may include exclusion from remaining camp activities for the rest of that day or even week depending upon the infractions.

## III. Smoking Policy

The church grounds are a tobacco free campus. It is the policy of BSA that adults should not use tobacco products in any form in the presence of youth members. Therefore, all buildings or facilities are designated as non-smoking facilities. Smoking outside entrances and exit doors is not permitted. In addition to cigars and cigarettes, vaping is also not permitted.

## IV. Communication

Personal Cell Phones will be utilized to communicate with the Camp Directors, Medical Personnel, and QuarterMaster. A contact information sheet will be given out to each Station Lead and Den Leader.

**Staff should bring a charger cable and a portable charging battery for their phones, if they have one.**

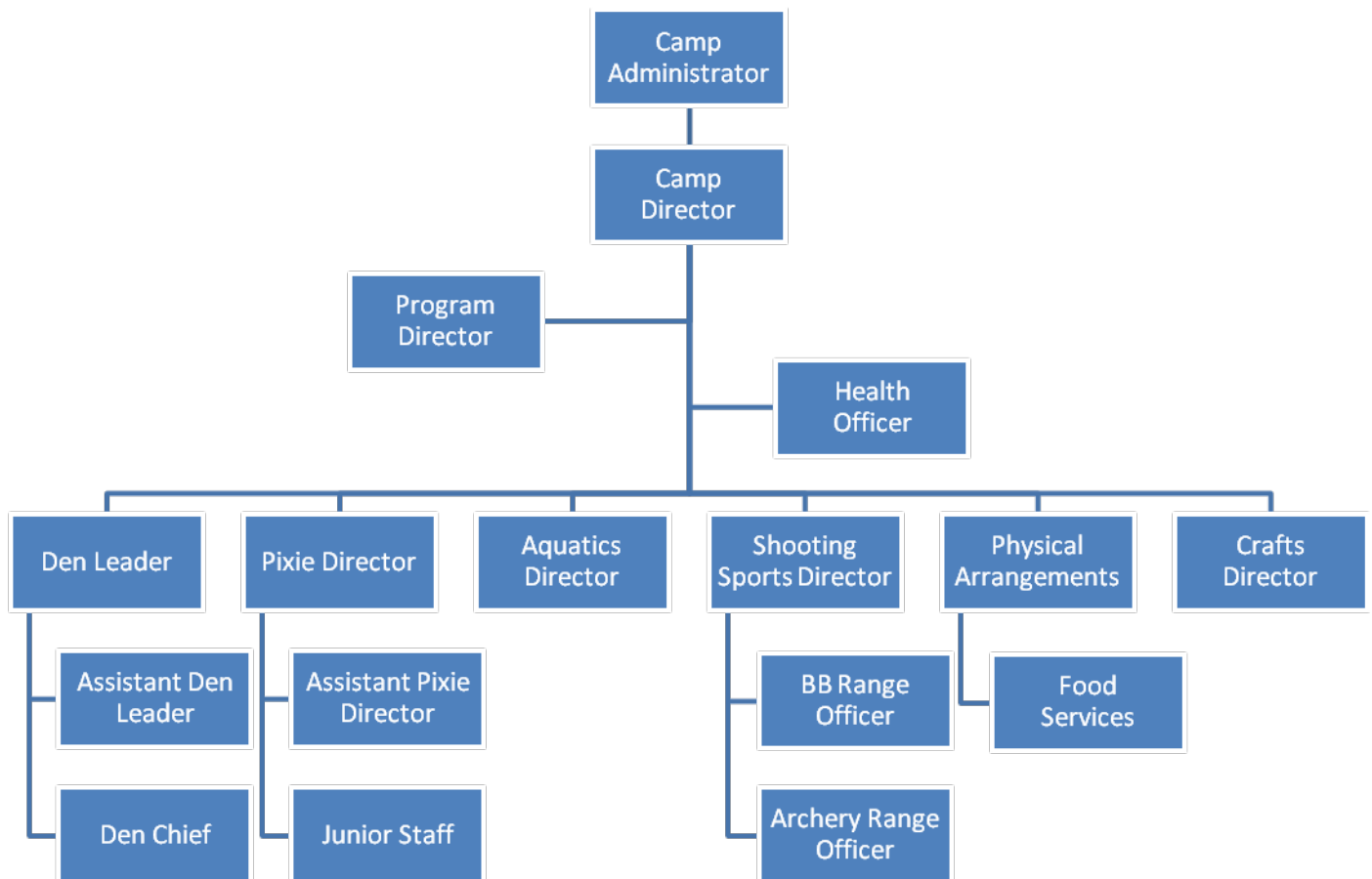
When an emergency exists and a general broadcast must be sent, the Camp Director will activate a Phone Tree system. This system will be also given out with the contact information sheet to each Station Lead and Den Leader.

Campers do not need to know the details of these types of emergencies. Station Leads and Den Leaders will work together to keep everyone calm, as the situation is resolved.

If there is need for a Code Phrase to express an emergency without alarming the children, the phrase "I just saw a gnome with a pineapple" will be used. If this code phrase is used, contact the Camp Directors via SMS text or cell phone call immediately, if out of the earshot of the Scouts.

## V. Camp Staff Organization

A Day Camp is only as successful as the Staff that supports it. A strong, well-organized and well-informed Staff makes the Camp run more smoothly. The Camp Staff structure may vary, depending on staff availability and final program composition.





## VI. Responsibilities

### ***Camp Administrator – Brian Sweeney***

The Camp Administrator, or District Executive, is the BSA professional or the council staff responsible for the initial planning, promotion and presentation of the camp to the council. The Camp Administrator recruits the Camp Director, assures that the Camp Director is trained properly and ensures the Camp operates under BSA Standards and Regulations.

### ***Camp Director – Susan Garner***

The Camp Director is the volunteer or professional on site conducting the Cub Scout Camp. The Camp Director must be at least 21 years of age. In addition to being trained by National Camping School the Camp Director shall:

- Be responsible to the Camp Administrator.
- Supervise the personnel and operating details of the Camp.
- Recruit, interview and train camp personnel.
- Conduct, in cooperation with the Administrator, a camp staff-training course before the opening of camp to familiarize the staff with the camp program.
- See that standards for leadership, program activities and health and safety are maintained.

### ***Program Director- Sasha Timkovich***

The Program Director is the volunteer on site responsible for the Cub Scout Day Camp program. The Program Director must be at least 21 years of age. In addition to being trained by National Camping School the Program Director shall:

- Be responsible to the Camp Director.
- Promote Day Camp attendance at Roundtable, pack meetings and other scouting activities.
- Aids the Camp Director in securing and training staff.
- Plans the program with the assistance of the Station Leads and ensures each portion of the program is carried out for a successful day camp.
- Coordinates with the Camp Director for the acquisition of materials needed for the program.

### ***Health Officer***

The Health Officer must be a registered nurse/doctor or certified Emergency Medical Technician/ First Responder and at least 21 years of age. The Health Officer shall be available at the First Aid station throughout the day or be readily available to help in the event of an emergency. The Health Officer shall:

- Be responsible to the Camp Director
- Prior to start of camp, prepare a list of supplies needed for the First Aid station. Ensure first aid kit remains stocked as necessary.
- Record all cases and treatment in Camp First Aid Log.

## ***Pixie Director- Wendy Malliet***

The Pixie Director is at least 21 years of age and shall:

- Be responsible to the Camp Director
- Supervise the daily operation of the Pixie Camp for the siblings of the Day Camp Staff.
- Supervise any Junior Staff members assigned to the Pixie Camp.
- With the aid of the Program Director, develop a daily program for the Pixie campers.
- Ensure the operation of the Pixie Camp meets BSA standards.

## ***Assistant Pixie Director***

The Pixie Director is at least 21 years of age and shall:

- Be responsible to the Pixie Director.
- Aid in the supervision of the daily operation of the Pixie Camp.
- Aid in the supervision of any Junior Staff members assigned to the Pixie Camp.
- Help ensure the operation of the Pixie Camp meets BSA standards.

## ***Aquatics Director***

The Aquatics Director is at least 21 years of age and is currently certified as a BSA Lifeguard and has completed the National Camping School Aquatics Supervisor or Aquatics Instructor Course. They shall:

- Be responsible to the Camp Director
- Supervise the daily operation of the Waterfront.
- Supervise any Junior Staff members assigned to the Waterfront.
- With the aid of the Program Director, develop an Aquatics Program to assist with rank advancement.
- Ensure the operation of the Waterfront meets BSA standards.

## ***BB Range Officer – Tim O'Rourke***

The BB Range Director is at least 21 years of age, is currently certified as a BSA BB Range Instructor and shall:

- Be responsible to the Program Director.
- Explain the rules and safety guidelines for the use of the BB Range and equipment to all scouts.
- Ensure the operation of the BB Range meets BSA standards.
- Ensure the equipment is safely stored and locked up when not in use.

## ***Archery Range Officer***

The Archery Range Director is at least 21 years of age, is currently certified as a BSA Archery Range Instructor and shall:

- Be responsible to the Program Director.
- Explain the rules and safety guidelines for the use of the Archery Range and equipment to all scouts.
- Ensure the operation of the Archery Range meets BSA standards.
- Ensure the equipment is safely stored and locked up when not in use.

## ***Crafts Director***

The Craft Director must be at least 21 years of age and shall:

- Be responsible to the Program Director.
- With the aid of the Program Director, develop a Crafts Program, with emphasis on crafts satisfying Cub Scout/Webelos requirements and based on the camp theme whenever possible.
- Supervise and instruct all activities pertaining to daily craft sessions.
- Coordinate with Physical Arrangements Staff when equipment is required.
- Store any craft supplies properly when not in use.

## ***QuarterMaster – Theo Salvo***

The QuarterMaster is at least 21 years of age and shall:

- Be responsible to the Program Director.
- Check out equipment required by area directors.
- Places water coolers with ice and water in all activity areas. Checks to make sure that water is available in all activity areas at all times throughout the day.
- Setup and clean up for meals – Delivers Meals to each station
- Put trash bags out and collects trash daily, as needed from all areas.
- Other jobs related to physical arrangements requiring the use of a vehicle may be assigned by the Camp Director, Program Director.

## ***Den Leaders/Walkers***

All Den Leaders are at least 18 years of age and shall:

- Be responsible to the Camp Director and Program Director.
- Be concerned for camper safety.
- Assist and supervise the scouts in the Den. Give positive encouragement.
- Be responsible for the conduct and safety of scouts when moving from session to session and during lunch.
- Ensure all camp notes, crafts and Scout's personal items are sent home with them.
- Encourage the Den to come up with a den cheer or chant and skit for the Friday Campfire.
- Encourage Dens to sing scout songs when moving from station to station. EXEMPLIFY THE ENERGY!!
- Assist in program areas as needed so scouts make the most of their opportunities.
- Teach good cheer and self-respect.
- Be knowledgeable of the Cub Scout and Webelos program

## ***Assistant Den Leaders and Junior Staff***

The Assistant Den Chiefs and Junior Staff are at least 14 years of age, unless their parents are volunteering all week, and shall:

- Be responsible to the Den Leader.
- Show positive encouragement.
- Stay with your den or in your assigned activity area and assist the Den Leader or Area Director as needed.
- Always check with your Den Leader or activity director before leaving your assigned area.
- Take injured or sick scouts to the Health Officer when necessary.

## VII. Emergency Procedures

All Staff will be instructed in the emergency procedures. Health related issues are handled by qualified first aid personnel. Emergencies requiring hospitalization will be handled through the Camp Director and Health Officer. All incidents must be reported to and logged by the Health Officer. Emergency telephone numbers are listed at the end of this manual.

Station Leads, Camp Administration Staff and Health Officer will remain in contact via cell phones. All health or safety issues should be reported to the nearest Station Lead to be called in to the Camp Director or Health Officer.

Telephones are located throughout the Church facilities. For emergency situations, cellular phones should only be used as a last resort. The location of most cellular phones is not identified by the 911 system. Common phone tracking or tracing systems will be unable to identify our exact location.

### ***Accident or Illness***

In the event of an accident or illness, the following procedures are to be followed:

1. Den Leaders or Area Directors should administer first aid within the limits of your qualifications.
2. Advise the closest Area Director to contact the Health Officer for further instructions. For minor injuries, a Junior Staff member should escort the injured Scout to the First Aid station. For more severe injuries, the Health Officer will come to you.
3. If assistance is required for transportation, the Camp Director will call 911 so emergency responders will know where to respond to.
4. If the injury or illness is of less serious nature, an adult will be appointed to transport the individual to the nearest medical facility.

### ***Youth Protection***

Any suspected or alleged abuse must be reported to the Camp Director immediately. The Camp Director will notify the Scout Executive or requesting further action. For additional information, a copy of **Guide of Safe Scouting** is located at the Camp Headquarters.

### ***Lost Person***

Whenever a participant is reported missing, the following procedures are to be followed:

1. Notify the Camp Director, who will take charge. Check to determine if anyone else is missing, or if the person might have gone home. Determine where the person was last seen and thoroughly check that area.
2. If the person is still missing, the Camp Director will broadcast a message. All activities are to stop and Den Chiefs are to make sure all scouts are present and accounted for. Area Directors are to thoroughly check their areas. Each Area Director will then be contacted to ensure that all scouts at their location have been accounted for and their area has been searched. Dens will stay in their area until further instructions are received from the Camp Director.
3. If the person is still missing, the Camp Director will sound the camp-wide alarm. All Dens are to proceed directly to Camp Headquarters at the Family Life Center, if at the church. If at Jetton Park, All Dens are to report to the "Beach" area. All Area Directors are to secure their areas and proceed to Camp Headquarters. Dens will stay there until further instructions are received from the Camp Director.
4. If the person is still missing, the Scout Executive will be notified. Every possible leader over the age of 18 and familiar with the camp will conduct a search of the entire area.

5. If at this point, the person still cannot be located; the assistance of the local police will be requested and parents called. Refer any news media to the Scout Executive or their designee.

## ***Unauthorized Visitor***

When an individual without proper identification is noticed walking around camp, the following procedures are to be followed: (An unauthorized visitor may also be a snake, dog or other animal.)

1. If the individual appears harmless and non-threatening, approach and introduce yourself. See if you can be of help. Advise them that all visitors must check-in at Camp Headquarters. Ensure the campers are safe and with two deep leadership if you need to escort the visitor to Headquarters.
2. If the individual appears threatening, advise the nearest Area Director to contact the Camp Director. If the Area Director is uncomfortable approaching this individual they will place a call and say, "I just saw a gnome with a pineapple".
3. The Camp Directors or QuarterMaster personnel will respond to this coded message by visiting this area and assist where necessary.

## ***Evacuation***

In the event a situation develops and camp must be evacuated, the following procedures are to be followed:

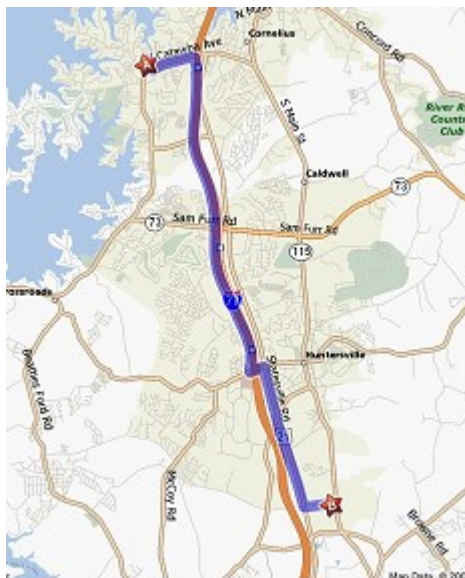
1. The camp wide alarm will sound. All Dens are to proceed directly to Camp Headquarters at the Family Life Center if at the Church location, or to the shelter at Jetton Park if in the park area. Area Directors are to secure their areas and proceed to the same location. Dens will stay there until further instructions from the Camp Director.
2. Depending on the emergency everyone may move to a secured location. Adults will be asked to retrieve their vehicle and load as many scouts into the vehicle as there are seat belts. Everyone will fasten their seat belt and proceed to a location determined by the Camp Director.

The actual location and logistics of handling such an emergency will be dictated by the type of emergency and communicated at the appropriate time.

# Evacuation

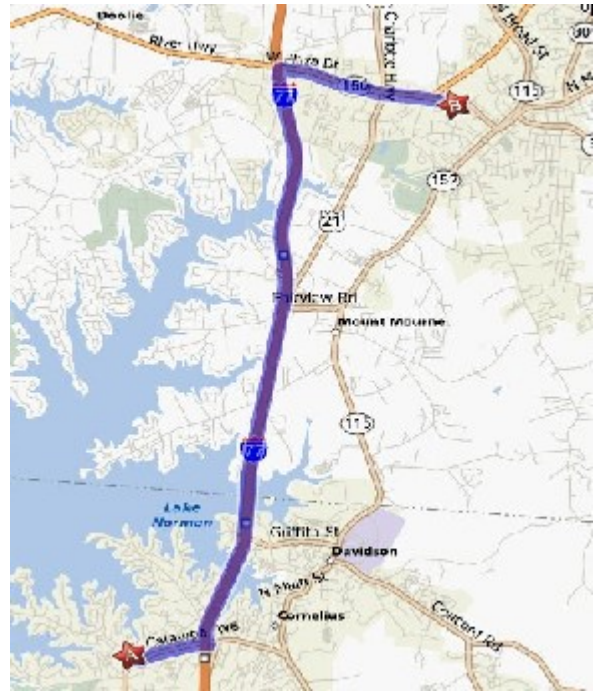
**South Location**  
**Blythe Elementary School**  
**12202 Hambright Rd**  
**Huntersville, NC 28078**

- 1: Start out going SOUTHEAST on BETHEL CHURCH RD toward W CATAWBA AVE. 0.2 mi
- 2: Turn LEFT onto W CATAWBA AVE. 0.7 mi
- 3: Merge onto I-77 S toward CHARLOTTE. 5.0 mi
- 4: Take the GILEAD RD exit, EXIT 23, toward HUNTERSVILLE. 0.3 mi
- 5: Turn LEFT onto GILEAD RD. 0.2 mi
- 6: Turn RIGHT onto STATESVILLE RD/US-21. 2.4 mi
- 7: Turn LEFT onto HAMBRIGHT RD. 0.5 mi
- 8: End at 12202 Hambright Rd Huntersville, NC 28078-7670



**North Location**  
**Lake Norman High School**  
**574 W McLelland Ave**  
**Mooreville, NC 28115**

- 1: Start out going SOUTHEAST on BETHEL CHURCH RD toward W CATAWBA AVE. 0.2 mi
- 2: Turn LEFT onto W CATAWBA AVE. 0.8 mi
- 3: Merge onto I-77 N via the ramp on the LEFT toward STATESVILLE. 7.6 mi
- 4: Take the NC-150 exit, EXIT 36, toward MOORESVILLE/LINCOLNTON. 0.2 mi
- 5: Turn RIGHT onto W PLAZA DR/NC-150. Continue to follow NC-150. 1.8 mi
- 6: Turn SLIGHT RIGHT onto W MCLELLAND AVE/NC-152. 0.3 mi
- 7: End at 574 W McLelland Ave Mooreville, NC 28115-3139



## Severe Weather

In the event of gentle rain, all camp activities will proceed as usual. Modifications in the program will be made as required.

In the event of an impending storm, including thunder and lighting, strong winds, hail or tornado warnings, the following procedures will be followed:

1. A broadcast will be sent announcing the impending inclement weather. All area directors and Den Leaders will immediately end all activities and perform a head count of all campers in their area and await further instructions.
2. If time permits, all Dens will be asked to proceed to Camp Headquarters at the Family Life Center. Area Directors will secure their areas and then proceed to Camp Headquarters. If time does not permit, Dens and all Staff members will quickly proceed to the following areas based on where they are in camp at the time of the broadcast:

Archery, BB Range	Pixie House
Lake, Park	Shelter at Jetton at Park
Obstacle Course	Camp Headquarters

3. All leaders and scouts are to remain in the designated area until given further instructions by a member of the Camp Administration staff. Under no circumstances should any adult or Scout leave these safe areas until directed to do so.

## Fire

Immediately upon learning that there is a fire in camp, the following procedures will be used:

1. Notify, in order: Camp Director, the Fire Department and the council office.
2. The Camp Director will sound the Camp wide alarm. All Dens are to proceed directly to the flagpole in the assembly area on the church property. Area Directors are to secure their areas and proceed to the same location. Dens will stay here until further instructions are received from the Camp Director.
3. Two adults will be assigned to the Camp Headquarters to answer the phones and inform the Fire Department where to go when they arrive. The Camp Director will direct all other adults.

## VIII. The Program

### Advancements

Many activities at Day Camp will allow Scouts to satisfy requirements for advancement. Den Leaders are not required to track these requirements in their books. The Program Director will publish a list of these activities and provide them to the Scout at camp's completion. The Scout's home pack can then distribute the information accordingly and recognize the scouts for their work. **PLEASE NOTE: The purpose of our camp is to have fun! We are not highly focused on Advancements.**

### Recognition

Recognition comes in many forms. All staff members are encouraged to provide verbal recognition and encouragement to scouts at all times. There is no better joy than to see a Scout accomplish something that he has never done before and to know that you were part of it.

### Activities/Sessions

Scouts will enjoy many activities like BBs, Archery, Fishing, Sports, Games and Den competitions. The co-ordination of each activity will be the responsibility of that Area's Director. In some sessions, the Den Leaders will be the Leaders of that Activity. Den Chiefs should assist the Area Director as needed. Many times, this support is needed to ensure the scouts are paying attention. Some activities will have strict rules and guidelines that must be followed. Scouts not paying attention may not be able to participate.

If arriving at an activity early, Dens should stay back 10-20 feet as to not distract the current Den(s) from completing the activity and moving on to the next one.



## IX. Contacts

Fire Department	<b>911</b>
Police Department	<b>911</b>
Medic	<b>911</b>
CMC - Huntersville (I-77 Exit 25)	(704) 512-3101
Poison Control	1-800-222-1222
Bethel Presbyterian Church	(704) 545-1615
19920 Bethel Church Rd, Cornelius, NC	
Scout Executive – Mark Turner	(704) 342-9330
Hornets Nest District Executive – Brian Sweeney	(980) 333-1511
Mecklenburg Council Scout Office	(704) 333-5471
SCOUTS FIRST HELPLINE	1-844-SCOUTS1
Camp Director – Susan Garner	(803) 322-2961
Program Director – Sasha Timkovich	(704) 340-0970
Health & Safety Staff –Henry Cook	(704) 634-6130