

CAMP SCOUTHAVEN 2015

“Where Imagination Comes Alive”

Ancient Egypt



CAMP COORDINATOR REGISTRATION GUIDE

Greater Niagara Frontier Council, BSA
2860 Genesee Street
Buffalo, NY 14225-3131
www.wnyscouting.org



The Greater Niagara Frontier Council offers different camping programs each summer for Cub Scouts. All programs are nationally approved and accredited, and their leadership is trained and certified at Boy Scout National Camping Schools. The Greater Niagara Frontier Council summer camp programs provide a great opportunity for packs interested in achieving their Summertime Pack Award.

Camp Southaven is located about 6 miles southeast of the Village of Arcade, on Route 98 in Cattaraugus County. Situated next to beautiful Crystal Lake, the camp encompasses more than 890 acres of rolling hills and trees. It is operated for the benefit of all registered Cub Scouts, Boy Scouts, Venture's, Explorers, and Scouters without regard to race, creed, or national origin.

Our council summer camping programs "*Give Everyone a Chance*" to experience the highlights of the Scouting program.

Cub Scout Resident Camp is held for six sessions; 4 days/3 nights. Cub Scouts attend with their Pack or a session with a parent.

2015 Session Dates:

Session 1	July 5 th – 8 th (Sun-Wed)	Session 4	July 23 rd – 26 th (Thurs-Sun)
Session 2	July 10 th – 13 th (Fri-Mon)	Session 5	July 30 th – Aug 2 nd (Thurs-Sun)
Session 3	July 16 th – 19 th (Thurs-Sun)	Session 6	Aug 6 th – 8 th (Thurs-Sun)

The Cub Scout program provides numerous opportunities for involvement in camping to the benefit of the Cub Scout, his parents and his Pack leadership. Each year there is a theme. Ancient Egypt is the theme for 2015.

SPECIAL NOTE REGARDING WEBELOS AND NEW CUB SCOUTS: Tiger Cubs who join in the spring of 2015 may attend Summer Camp. Webelos who complete the fifth grade in 2015 should attend Boy Scout Summer Camp Schoellkopf with their new Boy Scout Troop. Plan ahead with your local Boy Scout Troops to complete a Webelos to Boy Scout transition that allows boys to meet the ON TIME payments for Boy Scout Summer Camp.



Pack Camp Coordinator:

Packs should select an adult leader to coordinate the Pack's summer camping activities. All bunk deposits and camp fees should be made only by the Pack Camp Coordinator. This person is responsible for collecting the fees, health forms, adult youth protection training and entering camp registration online. The Camping Coordinator will act as a contact person for all phone calls and mailings and will gather information, attend leader's meetings and perform any additional duties that may concern Camp Southaven Cub Resident Camp.

Sleeping Accommodations:

All Resident Camps have canvas tents over wooden platforms, with 2 cots and mattresses. There are 12 sites available with vault latrines, running water and hand sanitizer. Each site accommodates 30 campers with the exception of site 1A & 1B, 20 campers and site 4 60 campers. Electrical sites are available for medical purposes only. We also have handicap accessible tents available. Sites are assigned the day before arrival. Site assignments are based on needs and numbers.



CAMP HEALTH SERVICES:

New York State law and BSA policy requires the official BSA Annual Health and Medical Record, Parts A,B & C (Scouts and Adults) & Over the Counter Medication (OTC) forms (Cub Scouts only) are kept on file with the Camp Health Officer during camp participation. Official BSA forms are available online at www.wnyscouting.org. Physical examinations must be within 1 year. If the OTC form does not have a physician's signature the Camp Health Officer cannot administer any OTC medication.

Any Cub Scout or Adult not having a completed and signed medical form will NOT BE ABLE to participate in any activities in camp. He must have a completed health form within 24 hours of arrival. A Health Officer is present in camp at all times and a local doctor is on call for emergencies. All first aid treatment will be given and recorded at the health lodge. Serious cases are sent to local hospitals. All injuries must be reported to the health officer. All **prescribed medications**; this includes any **Over the Counter Drugs** are to be in their original containers and turned into to the nurse at check in. The Health Officer will dispense all medications as needed. Exceptions are inhalers and epi pens.

PACK LEADERSHIP:

Each pack must have 2 deep leadership and provide at least one adult leader for every four boys for their resident stay. Under NO circumstances may the Cubs be left unattended. If Pack leadership changes during the week, please advise the camp leadership. **Anyone entering or leaving Camp Southaven during the week must sign-in or sign-out at the camp office.**

ADULT TRAINING:

All adults, registered or non-registered, attending resident camp must have **Youth Protection Training**. Proof of training will be requested at time of check in.

DINING HALL

Each Pack is assigned tables. The Pack is to assign one waiter per table for every meal to set up and clean up (one adult leader should accompany the boys). The waiters arrive 10 minutes before the meal. The dining hall steward will give direction to the set up and clean up.

MEALS

All meals are served family style. Please review the menu on the camping site. If there are any dietary concerns please have the parent fill out the attached form and return to the Camping Business Manager at: susan.gruber@scouting.org. We try to accommodate all diets.

VISITORS IN CAMP:

Visitors are always welcome at Camp Scouthaven. However, we ask that parents contact their son's Cubmaster or leader prior to coming out to camp. **All visitors must sign-in at the camp office (receive a colored bracelet that is to be worn at all times) and sign out upon leaving camp.** If a visitor wishes to stay for a meal, please make a reservation at least 24 hours in advance. Visitor meal charges are to be paid at the camp Trading Post and are as follows: Breakfast \$4.50, Lunch \$6.50, and Dinner \$8.50

FAMILY BBQ:

The last day of each resident camp session is Family Day. Family members and visitors are welcome to join us for the Family BBQ and closing campfire. **BBQ tickets must be purchased at the Trading Post by the 3rd day of camp.** **The BBQ cost is \$8.50 per person, under 10 yrs. \$6.50, children under five eats free.** Hot dogs will be available for children under 10 years if requested when ordering BBQ tickets.



SHOWER AND RESTROOM FACILITIES:

A central, ADA accessible shower house and restroom facility with hot/cold running water, sinks, private shower stalls, and flush toilets is located within an easy walk from all campsites. Please remember good conduct and courtesy when using the showers. It is BSA policy that males and females have separate shower facilities as well as adult and youth. Improper use of this facility should be brought to the attention of the Camp Director IMMEDIATELY. Each campsite is also equipped with a vault latrine, cold running water, wash stand and hand sanitizer for use in site

TRADING POST:

The trading post is scheduled to be open during all available hours of the day and evening with the exception of mealtimes, siesta, campfires, and vespers. Trading Post items for sale include snacks, books, camping gear, camp T-shirt, etc. Accounts may be set up for the boys. Checks are accepted made payable to GNFC. We also accept Credit Cards. **THEME T-SHIRTS MAY BE PRE-ORDERED, there is a limited supply at camp and at a higher cost.**

PETS IN CAMP:

In compliance with the state health and safety codes, no dogs or other pets will be allowed in camp during the summer camping season.

CAMP TELEPHONE NUMBERS:

The Summer Camp Scouthaven office phone number is (716) 492-0331. This number is available 24 hours a day. Emergency calls made after 9 PM will be answered by the nurse.

MAIL SERVICE:

Daily postal deliveries and collections are made at camp. Mail is delivered to the Packs during siesta. Out going mail should be placed in the mailbox located on the porch of the camp office by 9 AM. It would be very helpful if the Cub Scouts could ask their correspondents to include their Pack number in the address. The correct mailing address for the camp is:

Scout Name
Pack # _____
Camp Scouthaven
10784 Rt. 98
Freedom, NY 14065



CAMP FEES

IF PAID BY MAY 22, 2015:

Cub Scout \$235.00
Adult \$135.00
Sibling Scout \$220.00

IF PAID AFTER MAY 22, 2015:

Cub Scout \$260.00
Adult \$160.00
Sibling Scout \$245.00

PAYMENT SCHEDULE: Payments and Roster are to be made online.

Due MARCH 6, 2015: Bunk reservation: Number of bunks @ \$25.00 (No names)
Bunk deposits are non-refundable. We must commit financial resources to employ staff, purchase food and program materials to prepare for summer operations. (E.g. If you sign up for 10 bunks = \$250.00 and only 5 bunks are used, the 5 bunks not filled are non-refundable, you will lose the \$125.00)

Due MAY 22, 2015: Final Roster online with names, Cub Scout rank at camp and final payment less bunk fee. No individual payments will be accepted. Final payment is non-transferable and will only be refunded based on council refund policy.

Families in need of financial assistance should apply for GNFC Campership. Camperships are based on youth rate. No camperships are available for adults. Call us at 512-6216 for an application or go online at www.wnyscouting.org. Camperships are due March 13, 2015.

REFUND POLICY:

All refund requests must be submitted on an Official Refund Request Form available at the Council Service Center or Council Website.

The requests *must* be:

- Filed & submitted by the parents (**WITH SUPPORTING DOCUMENTATION**).
- Signed by parent and Unit Leader.
- Received by August 31, 2015.

All requests will be subject to a \$25 cancellation fee. After August 31, 2015, refund requests will be subject to a 50 % cancellation fee. Refund requests received after September 8, 2015 will not be considered. Circumstances under which refunds will be granted are as follows:

- 1.) *Illness of Scout prevents his attendance at summer camp.*
- 2.) *Illness or death in the campers' immediate family prevents attendance at camp.*
- 3.) *Family relocation makes attending camp impractical.*
- 4.) *Mandatory attendance at summer school that is verifiable.*

If a camper leaves camp for medical reasons (HOME-SICKNESS IS NOT CONSIDERED A REFUNDABLE MEDICAL REASON.) In such cases, the camper will receive a pro-rated refund for the unused portion of camp

HOW DO I REGISTER?

The online Summer Camp (**OPENS ON DECEMBER 1, 2014**) registration process for both GNFC resident camp programs follows the same basic steps:

1. Units attend a Kick Off planning meeting.
2. Units complete and return a Reservation form received at the Kick Off meeting OR units go online to complete a form at www.wnyscouting.org ->camping ->Cub scout Summer Resident Camp.
3. GNFC processes the form, creating an online reservation for each unit based on the information provided on the form.
4. GNFC provides each unit with an ID and Password to access their reservation online.
(ID and Passwords will be emailed in November)
5. Units log in as many times as they want, using their unique ID and Password to:
 - a. provide initial attendance counts
 - b. calculate and pay bunk deposit fees*
 - c. provide information about each camper, as required for the camp they are attending
CUB SCOUT RANKS AS OF 6/30/15
 - d. calculate and pay final payments*
6. GNFC will send confirmation emails to the designated Camp Coordinator each time a change is made in the online system.
7. GNFC will also send information emails from time to time to the Camp coordinators as a group to provide current information on camp plans and updates
8. Special requests (e.g.: handicap site, electricity, special diets, must be submitted in writing to the Camping Business Manager.

*Payments maybe made:

- Online using a Credit Card, Pay Pal or Electronic Fund Transfer (electronic check)
- At the Council Service Center with a **Unit check** made payable to: **GNFC**
- **Flex Cards may also be used for payment towards camp.**

Any questions please contact Sue Gruber, Camping Business Manager at (716)512-6216 or email susan.gruber@scouting.org