CAMP SCHOELLKOPF 2015

CAMP COORDINATOR REGISTRATION GUIDE

Greater Niagara Frontier Council, BSA
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100 YEARS OF SCOUTING
Celebrating the Adventure ★ Continuing the Journey

The Mission of Camp Schoellkopf

To deliver the promise of Scouting by instilling a spirit of adventure and discovery in Scouts, using the outdoors as a classroom

The Greater Niagara Frontier Council offers different camping programs each summer for Boy Scouts. All programs are nationally approved and accredited, and their leadership is trained and certified at Boy Scout National Camping Schools. It is operated for the benefit of all registered 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.

Boy Scout Resident Camp is held for 4 weeks; 7 days/6 nights. Boy Scouts attend with their Troop or Provisional. Eagle Week is by Troop or Provisional.

2015 Dates:

Week 1	July 5th – 11th	Week 3	July 19th – 25th
Week 2	July 12th – 18th	Week 4	July 26th – Aug 1st
Week 5	Aug 2nd – 7th		

GNFC

GREATER NIAGARA FRONTIER COUNCIL

TROOP CAMP COORDINATOR:
Troops should select an adult leader to coordinate the Troop's summer camping activities. All bunk deposits and camp fees should be made only by the Troop 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 Schoellkopf Boy Scout Resident Camp.

SLEEPING ACCOMMODATIONS:
All Resident Camps have canvas tents over wooden platforms, with 2 cots (no mattresses). There are 16 sites available with vault latrines, running water and hand sanitizer available.

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) 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.

Any Boy Scout or Adult not having a completed and signed medical form will be UNABLE 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** are to be in their original containers, labeled with the scouts name, troop # and campsite and turned into the nurse at check in. The Health Officer will dispense all medications as needed. Exceptions are inhalers and epi pens.

TROOP LEADERSHIP:
Each Troop must have 2 leadership deep and provide at least one adult leader for every ten boys for their resident stay. Under NO circumstances may the Boys be left unattended. If Troop leadership changes during the week, please advise the camp leadership. Anyone entering or leaving Camp Schoellkopf during the week must sign-in and 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 required at time of check in.

DINING HALL
Each Troop is assigned tables. The Troop is to assign one waiter per table for every meal to set up and clean up. The waiters arrive 20 minutes before the meal. The dining hall steward will give direction to the set up and clean up.

MEALS
All meals are served cafeteria style. Please review the menu on the camping site. If there are any dietary concerns, please fill out the request form and return to the Camping Business Manager at the council service center or email susan.gruber@scouting.org. We try to accommodate all diets.

VISITORS IN CAMP:

Visitors are always welcome at Camp Schoellkopf. However, we ask that parents contact their son's Scoutmaster prior to coming out to camp. **All visitors must sign-in at the camp office (receive a colored bracelet that is 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 office and are as follows: **Breakfast $4.50, Lunch $6.50, and Dinner $8.50**

FAMILY BBQ:

Family members and visitors are welcome to join us for the Family BBQ and closing campfire. **BBQ tickets must be purchased during Sunday check-in.** T**he BBQ cost is $8.50 per person**, **under 10 yrs. $6.50, children under five eats free**.

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 washstand 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. Checks are accepted made payable to GNFC. We also accept Credit Cards. **THEME T-SHIRTS MAY BE PRE-ORDERED at a discounted price, there is a limited supply at camp.**

MERIT BADGES:

Merit Badge selection will open on TBD. The list of Merit Badges being offered at camp will be posted online in February. Merit Badges that have an additional fee (eg.Basketry, Leatherworking, Woodcarving, Shotgun etc.) will be included on the registration. Payment will be made before camp and all supplies will be at their Merit Badge Class. This will eliminate the rush at the Trading Post.

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 Schoellkopf office phone number is (585) 591-0598.

MAIL SERVICE:

Daily postal deliveries and collections are made at camp. Mail is located in the camp office. The correct mailing address for the camp is:

Scout Name
Troop #____
Camp Schoellkopf
1373 Burrough Road
Cowlesville, Ny 14037

CAMP FEES

IF PAID BY MAY 22, 2015
Boy Scout $310.00
Adult $115.00 (2 FREE LEADERS)
Sibling Scout $295.00

Eagle Week $325.00

IF PAID AFTER MAY 22, 2015
Boy Scout $335.00
Adult $140.00 (2 FREE LEADERS)
Sibling Scout $320.00

Eagle Week $350.00

2ND Week Discount $25.00 off Camp Fee

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

Due 7 days from reservation: Site deposit $100.00
(**IF DEPOSIT IS NOT PAID, YOU MAY LOSE YOUR SITE REQUEST**)

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, and final payment less site fee and bunk fee**.** No individual payments will be accepted, with the exception of Flex Pay. Final payment is non-transferable and will only be refunded based on council refund policy. After May 22nd, there will be a $25.00 late fee per person.

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 891-4073 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 31ST.

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, 2014 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: **(With the exception of Eagle Week**)

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 -> Boy Scout Summer 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 at www.wnyscouting.org/summercamp

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, **adults birthdate is required**
    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 2 weeks prior.

*Payments maybe made:

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

Any questions please contact Sue Gruber (716)512-6216 or susan.gruber@scouting.org