



CAMP SCOUTHAVEN

LEADERS & PARENTS

GUIDEBOOK



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Camp Scouthaven is a Nationally Accredited Cub Scout & Scouts BSA Resident Summer Camp
Operated by the Greater Niagara Frontier Council, BSA

REGISTRATION

2023 SESSION DATES

SCOUTS BSA

- Session 1 - 7/9 to 7/14
- Session 2 - 7/16 to 7/21

CUB SCOUTS

- Session 1 - 7/23 to 7/26
- Session 2 - 7/29 to 8/1
- Session 3 - 8/4 to 8/7
- Session 4 - 8/9 to 8/12

PRICING INFORMATION

- \$340 - Cub Scout
- \$175 - Cub Scout Adult
- \$150 - Den Chiefs*
- \$460 - Scouts BSA
- \$200 - Scouts BSA Additional Adult

PAYMENT SCHEDULE

- 12/1/22 - \$100 SITE DEPOSIT PER UNIT
- 1/15/23 - \$100 BUNK DEPOSIT PER PARTICIPANT
- 5/1/23 - FINAL PAYMENTS DUE

LATE PAYMENT FEE

A \$25 late fee (per person) is applied to the final payment of each participant who does not complete the payment schedule on time.

LATE DIETARY REQUEST

A \$25 late fee (per person) will also be charged to each participant who fails to request Dietary Accommodations at least two weeks before their camp session.

CAMP CAPACITY

Campsite Requests, while not guaranteed, are assigned based on the order of registration received. Units that cannot fill 75% of a campsite may be assigned to share a campsite. You will have the option to request a campsite while completing your Session Deposit. While efforts will be made to accommodate power necessary for CPAP machines, power is not guaranteed for any participant. In addition, our camp has a capacity limit for each session. This capacity is determined by bunk deposits. Once met all further bunk deposits will join a waiting list.

ADULT LEADERSHIP IN CAMP

All adults attending and staying overnight at Summer Camp MUST be registered (Paid Adult Registration) in the BSA and have valid Youth Protection Training. It is the Greater Niagara Frontier Policy that all adults must have a paid adult registration with the BSA. Any adult that arrives at Camp that does not have a current paid BSA registration and Youth Protection Training will not be permitted to stay overnight. Units must turn in a Roster showing Paid Adults (Merit Badge Counselor, Lion Partner, or Tiger Adult are not Paid Adult Positions) that are registered with their Unit by June 30, 2023. Two-deep leadership is required in camp at all times. Two adults must be at least 21 years of age or older. For co-ed or female units, one adult over 21 must be female.

SCOUTS BSA ADDITIONAL ADULT

During Scouts, BSA sessions units receive free leaders to provide supervision of their unit. Units with fewer than 6 scouts receive one free leader, units with 6 or more scouts receive two free leaders, and units with 20 or more scouts receive three free leaders. Additional adults are welcome.

CAMPERSHIPS

Families in need of financial assistance are encouraged to apply for a GNFC Campership. No camperships are available for adults. Camperships can contribute up to 50% of a campers fee. Please go online to wnyscouting.org/Scouthaven to apply. Campership applications will be accepted between 01/01/2023 and 03/01/2023.

*Den Chiefs must meet the following requirements: Currently acting as a Den Chief in a Pack for 3 months or longer verified by Chair/Cubmaster, Approved by Scoutmaster & SPL of the Troop, 1st Class Scout, & have Taken Den Chief Training.

PROVISIONAL CAMPING

Those wishing to attend summer camp without their unit are more than welcome to join us. Register online as a pack or troop for yourself or small group and note provisional in the comments. From there we will place you with another Provo group or a buddy unit for the session.

REFUND POLICY

For Cub Scout Resident Camp, Family Camp, and Scouts BSA Resident Camp registrations, the cancellation fee is based on 15% of the total event registration fee and not the amount of fees paid at the time of cancellation (Site & Bunk Deposits are not Refundable).

Alternately fees paid for Cub Scout Resident Camp, Family Camp, and Scouts BSA Resident Camp may be transferred to another Scout or leader attending. No pro-rated fees will be given to Scouts wishing to attend a partial week of Cub Scout Resident Camp or Scouts BSA Resident Camp.

Deposits are not refundable. Any cancellation, once the deposit has been sent to the Council, will be forfeited. Deposits may, however, be transferable to another participant that takes the entire slot for that event.

ACCOMMODATIONS

CAMPSITES

All sites have canvas tents over wooden platforms, with 2 cots. The sites are supplied with campfire rings, flagpoles, latrines, and running water. Each site accommodates 30 campers, with the exception of site 1A, 1B, & 5b which each hold 10-20 campers. Site 4 holds 60 campers. Limited electricity is available for medical purposes only. We also have handicapped accessible tents available. All campsites include a pavilion. Site assignments are based on needs & numbers.

CAMPSITE VISITATION

Each campsite will be inspected daily by the Commissioner Staff. Scores will be based on the condition of the tents, latrine, fire area/ fireguard chart, and general site appearance. Additionally, units are encouraged to complete special projects during the week. These can include campsite gateway, campsite improvement project, conservation project, & camp-wide service project. Please keep your campsite clean.

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 are 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, as well as adults and youths, have separate shower and restroom areas as marked. No electronic devices are to be used in or near any shower or restroom. Improper use of these facilities should be brought to the attention of the Camp Director immediately.

Each campsite is also equipped with a latrine, cold running water, and wash stand.

TRAILERS

Any unit who wishes to store a unit trailer near their campsite needs to complete the Special Request Form online to ensure you are assigned a campsite location a trailer can travel to.

GENERAL INFORMATION

VISITORS IN CAMP

Visitors should arrange an appropriate time with their unit leaders for all visiting. All visitors must sign in at the camp office and wear the issued identifying wristband. Visitors are required to pre-register their visit at wnyscouting.org/scouthaven at least 24-hours prior to their visit. Meal tickets can also be purchased during the online registration. Unit family members are invited to the family picnic the final afternoon of each session. Picnic Tickets should be purchased by the end of Day 1.

Meal Prices: Breakfast-\$5, Lunch-\$7, Dinner-\$9
Family BBQ Prices: \$12 Each, Under 5 - Free

UNIFORM

The Cub Scout, Scouts, BSA or Venturing field uniform (official shirt, shorts, belt, and socks) should be worn each day for morning colors and breakfast and evening colors and dinner. The field uniform should also be worn during religious services and at the opening campfire. The activity uniform (Scouting t-shirt, official shorts, belt, and socks) should be worn at other times. OA Members please bring your sash.

TRADING POST

The camp store is stocked with souvenirs, crafts, t-shirts, stamps, Scouting merchandise, pocketknives, personal hygiene items, and, of course, snacks and drinks. Cash, checks, and credit cards are accepted. Leaders and parents may prepaid into debit accounts for session long usage.

PRE-CAMP SWIM TESTS

Pre-testing may available to all Scouts, BSA participants, and Cub Scout Adults. Cub Scout youth are not permitted to pre-test. Dates and times will be announced / confirmed on our website, wnyscouting.org/scouthaven.

CONTACT INFORMATION

Daily postal deliveries are made at camp. Outgoing mail can be delivered to the camp office.

Mailing Address: Name of Scout - Unit#
Camp Scouthaven
10784 Rt. 98
Freedom, NY 14065

Camp Office: 715-572-6692
Service Center: 716-512-6216

DINING HALL

Meals are served at the Dining Hall, seating assignments are made during check-in. Unit leaders are responsible for supervision at their tables. Meals will be served family-style. Scouts are expected to use proper table manners. Each unit will provide one Scout for each table. They will report to the Dining Hall for waiter duty 15 minutes prior to each meal. Make sure to remember the buddy system. Under the direction of the Dining Hall Steward, they will set the table, retrieve table servings from the kitchen and clean the table and the surrounding area after the meal. Waiter duty should be rotated among the members of the unit and not used as punishment. Experienced campers should be assigned waiter duty on the first day at camp. Waiters are not needed for the Family BBQ.

PRE-CAMP LEADERS & PARENTS MEETINGS

All leaders, parents, and SPLs are invited to join our pre-camp meeting. We will be presenting updates, reviewing any changes, and answering your questions. This year our meetings will be held at the Council Office and available on Zoom.

- Scouts BSA Pre-Camp Meeting
June 20th at 7:00PM
- Cub Scouts Pre-Camp Meeting
June 21st at 7:00PM

Registration is available online at
wnyscouting.org/scouthaven

HEALTH & SAFETY

CAMPWIDE EMERGENCIES

A camp-wide emergency will be signaled by blasts from the camp siren.

- **10 seconds on / 10 seconds off**
Signals a camp emergency with assembly. All participants will report to the front of the Dining Hall by unit, directed by staff.
- **15 seconds on / 45 seconds off**
signals a camp emergency without assembly. Everyone is to shelter in place.
- **A one-minute continuous siren**
Signals the end of the camp-wide emergency.

CAMP MEDICAL SERVICES

A Health Officer is present in camp at all times, and a 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 medications, including any Over the Counter drugs, must be in their original containers and turned in to the Health Officer at check in. The Health Officer will dispense all medications as needed. Exceptions are available only allowed for inhalers and epi-pens.

Medical Re-Checks—The Health Office Staff will interview all participants during Check In to determine if their health has changed since the completion of their medical histories.

Health Forms—The BSA Annual Health and Medical Record must be submitted for every youth and adult participant as required by the BSA and NYSDOH. Those without a properly completed record will be sent home within 24 hours.

Parts A, B & C are required for all attending camp. All Scouts and Adults must have had a physical examination within the last 12 months upon arrival at camp. These forms are kept on file with the Camp Health Officer during camp. This form can be downloaded from our website, wnyscouting.org/Scouthaven

Medication—All medications must be submitted to the Health Officer at Check-In. Participants will be allowed to carry rescue inhalers and EpiPens. Medications must be in the original container and labeled with name, unit number, and campsite. **Each camper under the age of 18 needs to have an Over the Counter Medication Form attached to their Health Form.** This form can be also downloaded from our website, wnyscouting.org/Scouthaven

FOOD SERVICE

All meals are served in our Dining Hall and prepared by our professional staff. Food allergies and dietary restrictions need to be brought to our attention no later than two weeks before arrival at camp. Please complete the Special Request Form explained below. The sooner this information is available, the better your needs can be met. A tentative menu will be released this spring.

SPECIAL REQUESTS

If you have a need that requires special attention due to medical or religious reasons, please complete the Special Request Form. The form is available online at wnyscouting.org/Scouthaven and due a minimum of two weeks before the person will be attending camp. Contact Chris Matthewson (Chris.Matthewson@scouting.org) for more information.

CAMP REGULATIONS

The Scout Oath and Law governs all behavior at camp.

The Camp Director reserves the right to dismiss anyone from camp for violating camp policies.

- ❖ No personal vehicles are allowed in camp without the permission of the Camp Director. **Requests for vehicle passes must be completed using the Special Request Form.** Vehicle passes are issued at the Camp Office. All other vehicles must remain in the parking lot. The camp speed limit will be strictly enforced to protect your campers.
- ❖ Units are encouraged to develop their own policies on cell phone use. Electronic devices are not allowed at the latrines or shower houses.
- ❖ Appropriate footwear must be worn at all times. Bare feet or sandals will not be allowed in any areas except at the shower house and Aquatics. You must have a pair of shoes with you to walk back to your campsite.
- ❖ Clothing with inappropriate language or images are not permitted in camp. Images of the Confederate Flag are not permitted at camp.
- ❖ Only camp-owned rifles, bows, and ammunition may be used. Knives of excessive length must be left at home.
- ❖ Alcohol, illegal drugs, and fireworks are not permitted. Scouts are not allowed to smoke in camp. Adults are encouraged to refrain from smoking while at camp. Designated smoking areas out of view from all Scouts may be designated by the Camp Director.
- ❖ Flames are not allowed in tents.
- ❖ Pets are not allowed in camp.
- ❖ Do not feed animals or attempt to capture wildlife.
- ❖ Lost & Found items will be collected at the Dining Hall and the Camp Office.
- ❖ Initiations or hazing of Scouts are not allowed.
- ❖ No trees are to be cut anywhere in camp. A fee of \$15 per inch of diameter will be given to violators. Units will be billed for any camp equipment that is damaged, destroyed, or lost.
- ❖ Quiet hours will be observed between 10:00pm and 7:00am. All Scouts will be in their campsite by 10:00 pm.
- ❖ Serious discipline issues must be reported to the Camp Director. Under no circumstances will a camper be deprived of food or water, isolated, subjected to corporal punishment or abusive physical exercise, or verbally abused.
- ❖ Instances of sexual harassment must be reported to the Camp Director immediately.
- ❖ Program areas will not be entered without a staff member present. Permission must be given to enter the aquatics, and shooting sports areas.
- ❖ All injuries must be reported to the Health Officer no later than the following meal.
- ❖ **All visitors must register at the Camp Office. Unregistered visitors may be charged with trespassing. Visitors to camp need to preregister at least 24 hours ahead of time at wnyscouting.org/Scouthaven**
- ❖ Camp Scouthaven is not responsible for lost or stolen items. Electronic equipment and other valuables should be left at home.
- ❖ Food should not be stored in tents. Notify the Ranger of any aggressive animal behavior.
- ❖ Personal bicycles must be inspected by the Activities Director. Bikes are limited to usage as part of BMX or Mountain Biking Programs only.

YOUTH PROTECTION

- All adults spending any part of the week at camp must have current training in youth protection from the Boy Scouts of America. If abuse is suspected, contact the Camp Director immediately
- **All adults attending and staying overnight at Summer Camp MUST be registered in the BSA and have valid Youth Protection Training. It is the Greater Niagara Frontier Policy that all adults must be registered no later than 6/30/23. Any adult that arrives at Camp that does not have a current paid BSA registration will not be permitted to stay overnight.**
- Two-deep leadership is required in camp at all times. Two adults must be at least 21 years of age or older. For co-ed or female units, one adult over 21 must be female.
- Cub Sessions units must provide at least one adult leader for every four scouts throughout their stay.
- No one-on-one contact is allowed between adults and youth. Personal conferences must take place within the view of others.
- Separate sleeping accommodations and shower facilities for youth and adults must be maintained. Youth should tent with other youths that are within two years of age of each other. Youth and adults tent separately in the Scouts BSA, Sea Scouts, and Venturing programs.
- No secret organizations are recognized by the Boy Scouts of America. All aspects of Scouting are open to observation by parents and leaders.
- Verification of No-Shows—Unit leaders must report for verification any Scouts not on the roster who were supposed to be attending camp as designated on their roster.
- Appropriate clothing is required during swimming and all other activities.
- Intrusion of Unauthorized Persons—All campers and visitors must wear the proper identifying wristband. Report suspicious individuals to the nearest staff member.
- Campsite Supervision—At no time shall a Scout remain in a campsite without an adult present. An individual sign-in/sign-out system must be in use in each campsite. This system must easily identify the location of all campers in the case of an emergency.
- Under NO circumstances may scouts of any age be left unattended.
- The Buddy System—No Scout is allowed to travel anywhere in camp alone. Buddies do not necessarily need to be from the same troop but should be within two years of age of each other. A Scout found without a buddy will be escorted to their destination and his name will be submitted to the Camp Director. A second offense will initiate a conference with the Scout, troop leadership, and the Camp Director. A third offense will lead to dismissal of the Scout from camp.

Leaving Camp

- Release of Minors—Part “B” of the BSA Annual Health and Medical record asks for information on adults authorized to take youth from camp. Anyone removing a child from camp during the week must report to the camp office. Proof of identity will be required. **Camp Management should be aware of any scheduled departures at check in.**
- Everyone who arrives or departs camp outside of the standard Check-In/Check-Out times is required to sign at the camp office. If the office is closed use the clipboard to sign-out.

CAMP COORDINATOR CHECKLIST

Due by Date	Task
12/1/2022	Complete Unit Session Deposit \$100
1/15/2023	Complete Bunk Deposits
3/1/2023	Have participants complete Campership Applications as necessary
4/15/2023	Check website to see what Pre-Camp Swim Test Dates are available
5/1/2023	Pay the Remainder of Camp Fees
5/1/2023	Complete Merit Badge Registrations (SBSA)
5/15/2023	Complete any Trading Post Pre-Orders
6/20/2023	Attend the Scouts, BSA Pre-Camp Leader's Meeting
6/21/2023	Attend the Cub Scout Pre-Camp Leader's Meeting
6/30/2023	Confirm all adults are registered with the BSA
Two Weeks Prior	Have participants complete the Special Request Form as necessary
Two Weeks Prior	Remind participants to complete the Health Form, OTC Form, and other waivers
One Week Prior	Have visitors to camp pre-register online
One Week Prior	Ensure the unit has tent assignments completed
Day Before Arrival	Ensure the unit has coordinated a time to arrive together at camp
Day of Camp	Relax and take part in our programs!



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