

WEBELOS RESIDENT CAMP USER'S GUIDE



Sunday August 1 - Friday August 6
Webelos Resident Camp
Bayport Scout Reservation
Jamaica, Virginia

WEBELOS RESIDENT CAMP USER'S GUIDE

Table of Contents

Camp Fees, Registration Policies, and Payment Schedules	4
Camp Facilities & Equipment	6
Camp Policies	7
Health & Safety	10
Medical Information	12
Emergency Procedures	13
Discipline & Standards of Conduct	14
How to Get to Camp	16
Recommended Equipment List	17
Campership Application Form (Request for Financial Aid)	18
Food Allergy Worksheet	19
Unit Payment Detail Registration Forms	20-24
Scout Early Release Request	25
Emergency Contact Sheet	26
Request for Refund	27
Unit T-Shirt Order Form	28
Early Bird T-Shirt Order Form	29
Medical Authorization Forms	http://www.scouting.org/scoutsorce/HealthandSafety/Forms.aspx

WEBELOS RESIDENT CAMP USER'S GUIDE

Welcome

Welcome to Webelos Resident Camp 2010 – “Fables of Fletcher’s Forest”

It is our mission to provide your Webelos with the opportunity to learn and practice new skills, make new friends, gain confidence in the outdoors, and better prepare him for his journey through the Webelos Program as he makes his way to Arrow of Light, and hopefully to continue into Boy Scouts and the Trail to Eagle Scout.

We have spent many months creating this program and our staff has trained many hours in preparation for your boys’ arrival at camp. When your boys arrive, our camp will have already served hundreds of Boy Scouts throughout the summer. However WRC is something that our staff looks forward to all summer long. You can be assured that they will be ready to go when your child walks into camp!

The goals and purposes of Webelos Resident Camp are:

1. Become familiar with and comfortable in the natural surrounding at camp.
2. To learn and use new Scouting skills.
3. Become acquainted with Bayport Scout Reservation.
4. Participate in long term camping.
5. Participate in a camp-wide campfire program.
6. Preview some of the Boy Scout activities at Bayport.
7. Have fun.

In addition to the above, we provide Webelos with the opportunity to earn certain achievement awards and sports belt loops that would be difficult to obtained without attending Webelos Resident Camp.

Our camp day begins each day at 7:00AM and runs throughout the evening until lights out at 10:00PM. We keep the boys very busy throughout the day and well into the evening, with the story and plot continually developing. There is no down time, with the exception of “siesta”, which occurs just after lunch. It is very important that the boys get into their tents and comply with lights out as close to 10:00PM so that they get the rest that they need each day.

But Resident Camp is not just for the Webelos Scout. Our program is also designed so that all adults participating in the camp have a pleasant and fulfilling experience. We offer a variety of training as well as afford all leaders the opportunity to enjoy some of the Bayport experience without having to watch over their scouts. Or, they can simply stay in their sites, read a book or the paper, take a nap, visit our Scoutmaster Lounge, or whatever they choose to do to relax. Our staff will take care of everything else.

So welcome, relax, and enjoy your stay at Bayport Scout Reservation and Webelos Resident Camp.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Fees, Registration/Refund Policies, And Payment Schedules

Camp fees for the 2010 summer are as follows:

\$210 per scout – regular fee to be paid in full by 26 June 2010

\$150 per registered leader, adult, or Den Chief to be paid in full by 26 June 2010

Each UNIT is allowed 1 free adult for every 8 registered Webelos Scouts. Units may not be combined to receive this benefit.

Early Bird Special – for all unit member fees paid in full no later than 22 May 2010, an additional t-shirt will be issued to each youth upon arrival at camp.

The 2010 Payment Schedule is as follows; Payment 1 @ \$50 due 6 March 2010; Payment 2 @ \$50 due 10 April 2010; Payment 3 @ \$50 due 22 May 2010; and Final Payment (Webelos only) @ \$70 due 26 June 2010. In order to qualify for the Early Bird Special (t-shirt offer), all fees must be paid in full by 22 May 2010. Only youth members who are new to scouting or are transferring into Colonial VA Council after May 22nd are eligible for the Early Bird t-shirt offer which must be paid in full by 26 June 2010.

It is highly recommended that any adult attending camp be “registered”. Any leader or adult attending camp must provide proof of Youth Protection Training by providing a copy of their signed “Youth Protection Card” or a copy of their on-line training certificate of completion. These copies must be provided at check-in. Each unit is required to have at least one BALOO trained leader or adult in camp at all times. Copies of BALOO training cards will also be required at check-in.

When making first time payments/deposits, please be sure to complete the correct Unit Payment Form. ***PLEASE MAKE EVERY EFFORT TO COMPLETE ALL FORMS LEGIBLY. IF WE CANNOT READ YOUR HANDWRITING, YOU MAY NOT GET IMPORTANT INFORMATION FORWARDED TO YOU. THIS APPLIES PARTICULARLY TO EMAIL ADDRESSES (You’ve been warned!)*** The Unit Detail Sheet should accompany ALL final payments. Some units create their own Detail Sheets. This is an acceptable alternative to the Unit Detail Sheet included in this document. The appropriate Unit Payment Form(s) must be submitted with each payment, as this information along with a copy of the receipt from Council will be forwarded to the Resident Camp folder. Also, should changes occur during the registration period and boys be swapped out, please make sure that swaps are done on separate detail sheets.

Copies of the Unit Payment Forms and Unit Detail Registration Sheets may be found in this document as well as the Council Office. Units should be sure to keep copies of ALL forms and receipts and bring them to camp in the event of any discrepancies. If Units make payment over the phone, it is the Unit’s responsibility to make arrangements with the Council Office to obtain their copy of the register transaction. Credit card payments should NOT be requested via voice mail. Make sure that credit card payments are confirmed by obtaining the credit card validation number after your transaction has been completed. Make sure that “Webelos Resident Camp” is indicated when making payment and NOT “Day Camp”.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Fees, Registration/Refund Policies, And Payment Schedules (Continued)

Refunds Policy

Occasionally incidents occur which preclude registered boys from attending Resident Camp. We ask units to work internally to try to fill vacated spots as they become available. Refunds will only be given for the following reasons:

- 1) Mandatory attendance of summer school that runs concurrently with WRC
- 2) A family relocates more than 150 miles from camp
- 3) A death in the immediate family (mother/father/brother/sister/grandparents)
- 4) Illness or injury which precludes participation in camp activities

A Request for Refund Form must be completed and submitted to the Council Office for approval. Please attach all pertinent backup paperwork. Also include a copy of the paid receipt(s) as proof of payment(s) (these should be available from your unit representative). Refunded amounts will only be credited to whoever made the original payment(s). Monies that were passed through and paid by units will be refunded to those units in the form of credits at the Council Trading Post.

Camperships (Requests for Financial Aid)

No scout should be denied the opportunity to attend summer camp due to family financial constraints. Colonial Virginia Council allows for camperships to be distributed on an as needed basis. Scout families may apply for a campership for **Scouts only**, provided that; 1) the Scout actively participated in a Council fundraiser, is an active participant in their Pack, and has parent(s)/guardians who are active in Scouting, 2) receives at least 25% of the full camp fee from their Pack or Chartered Org., and 3) can provide at least 25% of the full camp fee.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Facilities & Equipment

About Bayport Scout Reservation

Bayport Scout Reservation is located in Jamaica, Virginia, and borders McKans Bay in the Rappahannock River and State Route 17 in Middlesex County. This 735-acre reservation is comprised of hardwood forests and an abundance of native plants and wildlife.

There are three sub-camps which house a total of 15 campsites. Each sub-camp has its own shower/bath house – each comprised of 8 independent showers and 8 flush toilet & sink combos. Additionally, each site is provided with canvas wall tents on platforms, cots and mattresses, a picnic table, and a dining fly. At the end of each shower house is a deep sink washbasin and a shelf containing necessary campsite and shower house cleaning supplies.

The rifle and archery ranges have been certified according to the Boy Scouts of America standards. The camp will furnish all firearms and ammunition based on appropriate Cub skill levels. Archery students will be provided with quality recurve bows.

Swimming is conducted in the specially designed pool located near the Administration Building (Birdsong Center).

This reservation exists as a service to you and your unit. Please do not destroy or deface any equipment or trees. Unit will be billed for equipment or canvas that is damaged, destroyed, or lost. Canvas or mattress cuts start at \$20 per inch. Units will pay for damaged trees with the fee determined by the Camp Director. Fees start at \$60 per tree.

Quartermaster Area/Items

Tools and other items are available for checkout or issue at the Quartermaster's Shed, located between the rear of the Birdsong Center and the Swimming Pool. Items include axes, saws, shovels, rakes, lanterns, trash bags, toilet paper, brooms, as well as cleaning items for the shower houses. Rope is NOT available for issue. Our Camp Commissioners' staff is prepared to help all units with any need that may arise during camp. These items may be signed out from the Ship's Store during store hours.

Uniform

Class A shirt requirements are program driven. Scouts should wear them while en route to and from camp. Since Resident Camp follows an in depth story line, Class A's are not typically mandatory for evening meals, every campfire, or religious services. The WRC Program Director will advise when Class A shirts are required. If brought to camp, they should not have any pins attached as they can be easily lost and will not be replaced by camp. Official belts are optional but please do not bring belt loops. Please do NOT bring Webelos neckerchiefs or hats to camp as they be lost or damaged.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Policies

Security

For the protection of all campers registered at the Scout Reservation at Bayport, the following procedures will be followed:

Strangers: All registered Scouts, adult leaders, and camp staff will remain on the camp property from Unit check-in through Unit checkout. Staff members will immediately report to the Camp Directors or Program Directors anyone they do not recognize or whose presence in camp is in question. Only the Camp Director or Camp Ranger can ask someone to leave the camp property.

Visitors: All visitors must sign in at the Admin office at the Birdsong Center. They will provide ID and record their name and date in the logbook as a record of their visit and shall wear an "identifying tag" issued by Camp Staff if they plan on leaving the Admin Office.

Mid-Week Arrival & Departures: All campers, youth and adults, must check in and out of camp at the Admin Office each time they enter or exit campgrounds using the sign-in / sign-out log. This includes Leaders/Parents switching out during camp. Details will be provided upon check-in if switching is planned for your unit.

Early Release: If a Scout is to be released early from camp, a unit leader must escort the youth to the admin office and verify the person checking him out is the legal parent or guardian, or is authorized to do so. An Early Release form must be completed and **turned in at time of unit check-in**. If the Scout leaves camp early due to homesickness, or is asked to leave camp due to his own fault, a refund will NOT be given.

Mail

Campers especially enjoy receiving mail while at camp. Please encourage parents and scouts to write often. Mail will be delivered to the camp each regular postal day (Monday to Friday), except holidays. Mail will be sorted and deposited in site mail boxes located in Admin and may only be picked up by an adult. To ensure delivery while campers are still at camp, it is recommended that families send mail within the first few days that their scouts are at camp, or they can bundle and send it with a leader and be given to camp staff at check-in). Send mail to:

**Bayport Scout Reservation
C/O (Scout's Name) – (Pack #)
130 Scout Trail
Jamaica, VA 23079**

Scouts may deposit outgoing mail in Admin for delivery to the post office. All mail must include postage. Postage is available in the Ship's Store.

Emails may be sent (Monday thru Thursday), one per day, using bsrwebs2010@yahoo.com. Please use your scout's name and unit number in the subject line.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Policies (Continued)

Dining Hall

Tables will be assigned. The Head Dining Hall Stewart will work with incoming units during check-in as part of the tour process.

It is requested that one adult be present at each table during the evening meal. Adult leaders are responsible for the conduct, manners, and general supervision of the boys at that table.

Throwing of food or non-food items in the dining hall is NOT permitted at any time. THERE SHALL BE NO RUNNING IN THE DINING HALL!! Table waiters will be utilized during each meal and should report to the dining hall 10 minutes before the scheduled mealtime. The number of necessary table waiters will be relayed to unit leaders as part of the dining hall tour process.

It is the responsibility of each waiter to:

- Set each place with appropriate utensils.
- Set each place with a cup.
- 1 each Napkin holders and salt & pepper shakers should be on the center of each table.
- Locate the pitchers, fill with water, and fill each cup. Refill pitchers with water. After ALL water has been consumed, only the table waiters may refill pitchers with either bug juice or water.
- After the meal is complete and the Dining Hall Stewart has dismissed everyone, Table waiters are to scrape all remaining food onto one or two plates and dump food into trash containers located throughout the dining hall.
- All remaining liquids are to be poured into the small sink located next to the juice machine.
- Sort all utensils and deposit them into their appropriate soak bins located near the pass through window.
- Dirty water pitchers (and cereal bowls from breakfast) go into the appropriate receptacle.
- With the help of the dishwasher, place all dirty dishes into the racks at the pass through window. Do NOT leave stacks of dirty dishes on the window ledge.
- Place empty cups upside-down into the cup racks located near the pass through window. Do NOT leave stacks of dirty cups on the window ledge.
- Using the cleaning solution available, thoroughly wipe down table tops and edges, and chairs. Stack chairs on top of tables.
- Sweep or dry mop under and around tables, and deposit all debris into the trash. Return brooms and mops to their closets, which are located at either end of the dining hall.

Only table waiters may refill drink pitchers during evening meal. Please ask all boys to remain seated throughout evening meal unless they are a table waiter. All other rules apply.

Each unit must wait for the approval of the Dining Hall Stewart prior to leaving the dining hall.

Adult leaders may be asked to help serve meals and act as "CupMasters" in assisting with the loading of soiled cups into the dishwasher racks. A sign-up sheet will be located in the dining hall to help coordinate these jobs. Other than this time, no scout or leader may enter the kitchen.

Units who have scouts or adults with food allergies are requested to complete the enclosed form and submit them with their registration packages no later than 26 June 2010 so that substitute food items can be arranged to accommodate nutritional needs.

WEBELOS RESIDENT CAMP USER'S GUIDE

Camp Policies (Continued)

Ship's Store

The Ship's Store is located in the Birdsong Center and is maintained as a service to the campers. It is stocked with a large selection of scout items, souvenirs, craft materials, and refreshments. Please encourage your Scouts and parents to bring spending money to enjoy our Trading Post services. A partial list of items for sale is:

<u>Craft Items</u>	<u>Scout Items</u>	<u>Refreshments</u>	<u>Other Items</u>
Leather Craft Kits	*Knives	Candy	Batteries
Woodcarving Kits	Flashlights	Chips	Stamps
Plastic Lacing	Compasses	Cold Drinks	Bug Repellent
Basketry Items	Walking Sticks	Ice Cream	Souvenir Items (hats, T-shirts, mugs, etc.)

*Webelos may purchase knives but may not possess them while at camp. They must remain in the possession of their parent/guardian or leader. Any Webelos found carrying a knife will have his knife taken away and will need to reclaim it from the Camp Director at the conclusion of camp.

Money Matters at Camp

If your child brings money to camp, it is recommended that the money be placed in a zip-lock bag marked with the scout's name and that the scout understands that it is HIS responsibility to take care of his money while at camp. It is NOT the leader's responsibility to be the "banker" for individual scouts while at camp. If you send money to camp with your child, please do not send any bills larger than \$10.

Phone

In the event of an emergency the camp phone number is (804) 758-5140. The fax number at camp is (804) 758-5130. This phone is for camp business and emergencies. **Please refrain from sending your scout to camp with a cell phone.**

Vespers Service

The chapel is available for group or buddy use at all times. A camp-wide vespers service is scheduled during your stay at camp. All scouts will be expected to attend.

Lost & Found

Lost and found will be maintained inside the Admin Building. Please stop by on your way out to make sure that you don't leave any items behind. We do not mail items home.

Non-Discriminatory Statement

Rules for acceptance and participation in all sessions of this camp are the same for everyone without regard to race, color, creed, national origin, sex, or disability.

Alcoholic Beverages, Illegal Drug Use, and Tobacco Use

No alcoholic beverages or illegal or harmful drugs are allowed in camp. Anyone failing to comply will be immediately dismissed from camp. Furthermore, unit leaders must not permit any Scout to use tobacco nor should leaders smoke in the presence of the youth. **NO TOBACCO USE IS ALLOWED IN ANY BUILDING OR PROGRAM AREA.** Smoking may be done only in designated areas only. Please do not bury butts in the ground.

WEBELOS RESIDENT CAMP USER'S GUIDE

Health & Safety

Insurance

All units must present a copy of their approved Tour Permit upon arrival to camp. Units from the Colonial Virginia Council are covered by a Council accident policy. This policy takes effect only after the participants own insurance coverage is applied first. **Out-of-Council units must provide proof of insurance.**

Pets

BSA regulations do not permit Scouts or their families to bring any pets in camp at any time. Including the last day of camp when family members are invited to have lunch and watch the camp story finale.

Buddy System

All Units will be required to use the buddy system. Unit leaders should keep up with the location of your Scouts. During the evening programs, all Units must attend camp functions with adult supervision. There should be no Scouts left in campsites.

Shoes

In order to prevent foot injuries, all persons in camp (*including visitors*) must wear closed-toe shoes at all times throughout camp except on the beach, on the pier, on the shower house deck, or at the pool. Pool shoes may ONLY be worn on the pool deck or in the pool, in the shower, at the beach, or on the pier at the river. Sandals may ONLY be worn on the pool deck, in the shower, on the beach, or on the pier. When walking between an activity area or campsite and the pool, shower house, or beach, scouts may **not** wear their pool shoes or sandals. Foam shoes may ONLY be worn in the shower, but not between the shower house and campsites. It is HIGHLY recommended that scouts bring at least two (2) pairs of shoes to camp (not including pool shoes and/or sandals).

Leaders

Each campsite must maintain two-deep leadership at all times. One BALOO trained leader of least 21 years of age must be in camp AT ALL TIMES; the other must be at least 18 years old. All leaders/adults in camp MUST hold a current Youth Protection certification. If there is a substitution of the unit leadership (an over 21 year old with completed BALOO and Youth Protection training), then there should be an overlapping period of time during which both adults are in camp in order to maintain program continuity and adult supervision at all times.

Lanterns, Candles, & Stoves

The liquid fuel policy for camp is the same as outlined in BSA camping policies. Liquid fuel is approved for adult use in camp, but the fuel must be stored with the camp Quartermaster. All flames are forbidden under canvas. **NO OPEN FLAMES IN TENTS.**

Valuables

Unfortunately, even in Scout camp, losses occur. For self-protection, valuables that are merely creature comforts (cell phones, iPods, radios, tape/CD players, computers, and other expensive personal items) should be left at home. All personal items are the sole responsibility of the individual and not of Bayport Scout Reservation.

Fireworks

Any individual (Scout or Adult) found to have or have had fireworks in his (or her) possession in camp shall be dismissed from camp immediately.

WEBELOS RESIDENT CAMP USER'S GUIDE

Health & Safety (Continued)

Fatigue

One of the greatest dangers to a successful camp experience is fatigue. We expect each leader to insist that his Scouts get plenty of rest and that all observe taps and reveille hours by being quiet in the campsite. Scouts are expected to be in their sites resting quietly during the afternoon quiet hour.

Sheath Knives

Sheath knives are not allowed at Bayport Scout Reservation. Also, no other knives (except for kitchen knives) with blades longer than 3-1/2 inches are allowed. **Webelos are NOT allowed to carry their own knives during Resident Camp.**

Heat & Water

Summers at camp will get very hot. All Scouts will be encouraged to drink plenty of water (NOT SODA) during hot weather. A Unit water cooler should be made available in each site. Prior to the beginning of each meal, Scouts will be required to drink water that has been placed on his table. This way, leaders can ensure that each boy is drinking some water throughout his day. Water coolers will also be available at each Program Area. Each Scout should bring his own water bottle, canteen or cup to camp, along with a way to secure it to himself for use throughout the day.

Riding in Trucks

There will be no riding in the back of pickup trucks in camp at any time.

Vehicles in Camp

Only one unit vehicle at a time will be permitted to haul equipment to the subcamp trailer parking to unload and load, and this will be accomplished only during the check-in and check-out times of each camp session. No private vehicles are allowed into or out of camp during the camp sessions. All vehicles must be parked in the lower parking area near the camp entrance. The speed limit on the main camp road is 5 mph.

Food in Camp

As part of the scouting experience, scouts learn to eat a variety of foods, which might not necessarily be the same as something they would receive at home. Our Camp Kitchen staff prepares food that is both nutritious and good tasting for each meal. However, there are many occasions where what is on the menu may not be favored by every boy. It is important to teach young scouts that the available food source may be all they get until the next meal. Still, there will be units that insist on bringing food to camp. Although we discourage this, we request that the following rules be strictly adhered to so as to keep the wildlife out of camp, and garbage down to a minimum.

- No food (including items bought from the Trading Post) is allowed in the tents. All foods should be kept in a cooler with its lid tightly shut.
- Alternate food items should be consumed AFTER normal camp meals.
- No food, snacks, or candy allowed in any Program Areas.
- No food items, other than those served as part of the meal, allowed in the Dining Hall.
- Cooking within a campsite will only be allowed as part of the Resident Camp Program.
- No food may be removed from the Dining Hall for consumption in camp, unless it is part of the Resident Camp Program.

WEBELOS RESIDENT CAMP USER'S GUIDE

Medical Information

Medical Forms & Physical Examinations

ALL campers, both youth and adult, should bring TWO copies of the appropriate and complete BSA Annual Health and Medical Record when they check in to camp. One copy should be kept with the unit leader, and one will be turned over to the Camp Medical Officer. Please keep your ORIGINAL forms. **ALL YOUTH AND ADULTS ARE REQUIRED TO USE THE "BSA ANNUAL HEALTH AND MEDICAL RECORD" – Parts A, B & C.**

Part A – To be completed by parent/guardian in full – this includes the lower portion of the form that indicates medications to be taken while at camp. Over-the-counter medication such as Acetaminophen, Ibuprofen, and Benadryl are covered in the camp Physician's Standing Orders and DO NOT need to be listed. All other OTC and prescription medications ***MUST*** be listing on Part A of the medical form or will not be administered while at camp. All, repeat, all medications must be in their ***original containers*** and have patient name and correct dosing information contained thereon. All medications must be presented to the Medical Officer or his/her representative at check-in; NO EXCEPTIONS. Adults will be allowed to keep certain medications for their use at the discretion of the camp Medical Officer. Under no circumstances will "controlled medications" be allowed in camp.

Part B – This section must be completed and signed by the primary medical provider, certified and licensed in the state for which they are practicing. No scout or adult will be allowed to participate in ANY activity (including the swim test) until Part B is signed and received in camp. A copy of an alternate physical exam even though it may contain the same information, may NOT be used in lieu of Part B (per National BSA Risk Management).

Part C – This section must be signed by the parent/guardian of all youth (under 18 years), as well as by any adult, attending camp. No one will participate in ANY activity until these signatures are obtained.

All medical forms and medications will be returned to the unit leader at the end of camp.

Medication in Camp

All medications being brought into camp **must** be checked in with the Health Officer during check-in. Prescription medications shall be dispensed from the Health Lodge at predetermined times. *The Health Officer will make every attempt to ensure that prescription medications are dispensed as required, but we rely on the adult leaders to help ensure that the boys get to the med lodge as required.* All medications dispensed through the Health Lodge shall be logged. Non-prescription medications coming into camp for use by adult leaders for their own personal use **must be declared upon arrival at camp upon check-in and must be kept in a locked container while in their campsite, or on their person.** At no time may any adult leader give any youth medication without the consent of the Health Officer.

Health Lodge & Emergency Medical Treatment

The Health Lodge is staffed 24 hours/day. Camp employees a fully trained EMT who remains on the premises 24 hours/day. BSR has an agreement with Riverside/Tappahannock Hospital and we have access to an on-call physician 24 hours a day.

WEBELOS RESIDENT CAMP USER'S GUIDE

Emergency Procedures

Fire or Disaster

Report a fire to the camp office or staff member carrying a radio.

- The office will contact the fire department and sound the fire siren consisting of 3 short blasts.
- When the siren sounds, all campers, leaders, **EVERYONE** report to the flagpole in front of the Dining Hall for roll call and to receive instructions.
- The unit leader should prepare to evacuate his Scouts. Campers should be fully clothed and wearing shoes.
- If the fire can be seen close to your campsite, move to the main camp road by the safest route.
- After the event has been resolved; the "all-clear" signal will be given.

Missing Camper/Lost Person

As soon as it is suspected that a person is missing report the incident to the Camp Director. Upon notification, the Camp Director or his representative will:

- check the sign-in/sign-out roster.
- send a runner to the person's campsite to alert the Pack leadership and check ALL tents.
- ensure a staff member remains in the campsite in case he returns.

Staff personnel will search all public areas and check all campsites. The Aquatics Director and staff will inspect all aquatic areas. If the individual has not yet been found, the Camp Director will call his home. If the individual is not at home, the Camp Director will:

- contact local authorities
- sound the siren
- take a unit-by-unit roll call
- organize a lost person search with the local authorities
- contact the Scout Executive or his representative

Fatal or Serious Accidents

In the event of a serious or fatal accident, the following procedures shall apply.

- The person in charge of the scene will notify the Health Lodge and Camp Director via a runner or staff member with a radio.
- The camp officer will notify the local rescue squad.
- The Camp Director will notify the Scout Executive and Parents.
- All Program Areas will continue normal activities.
- The Camp Director will gather all facts and complete the BSA accident forms.

Only the Scout Executive or his representative will respond to questions by the media or other authorities.

WEBELOS RESIDENT CAMP USER'S GUIDE

Discipline & Standards of Conduct

***ALL Scouts camping at Bayport will live up to the principles and values of the Scout Oath and Law.
Please share the following with your Unit.***

- Colonial Virginia Council follows the Youth Protection Guidelines and the Guide to Safe Scouting. As volunteers and staff, we are responsible for keeping our Scouting environment free from harassment and abuse, whether physical, verbal, or mental.
- The Scout Oath and Law are the code of behavior. They are all that are needed, and unit leadership is responsible for enforcing these rules and disciplining those Scouts that break them.
- In the case of intra-unit conflicts or problems, the unit leadership of the Scouts involved is responsible for disciplining each of the Scouts.
- Camp administration (including the Camp Director) is available and prepared to assist in establishing communications in the event of inter-unit problems.
- Camp administration encourages unit leadership to send any Scout home immediately that violates the Scout Oath and Law. The administration reserves the right to take that action themselves if necessary, including sending the entire unit home within 24 hours.
- Hazing, midnight raids, tent dropping, or any other such activities are not allowed at any time at Bayport Scout Reservation. Such activities place Scouts at unnecessary risk of injury and may cause larger problems to occur as a result of seemingly small actions getting out of control.
- Unless otherwise notified, nightly curfew of 10:00 PM will be strictly enforced for ALL SCOUTS. Scouts are required to be in their bunks by 10:00 PM.

The Camp Director reserves the right to take any action to ensure the well being of the Scouts.

WEBELOS RESIDENT CAMP USER'S GUIDE

Top 10 Resident Camp Issues (Not in any particular order)

- 1. Med forms (must be the new version) are incomplete or are not signed by Parent or Guardian**
- 2. Wrong type shoes; no shoes; brand new shoes**
- 3. No water bottle or cup**
- 4. Not enough dry socks**
- 5. Leaders forget their travel coffee mugs (for use in getting coffee in the dining hall in the morning).**
- 6. Lack of foul weather gear; cheap poncho, no poncho, no rain jacket**
- 7. Meds for boys not listed on Med form (including non-prescription drugs), not in original container, or out of date**
- 8. Correctly completed Tour Permit – Number of boys/adults, signatures, etc.**
- 9. Driving in camp**
- 10. Personal items not marked**

WEBELOS RESIDENT CAMP USER'S GUIDE

How to Get to Bayport

From Gloucester, Hampton, Newport News, Poquoson and York County – Go north on US 17 (George Washington Memorial Highway) approximately 40 miles past the Coleman Bridge and 10 miles past Saluda. Turn right onto Route 605 (Canoe House Road). After approximately 3 miles, make a slight left onto Route 604. The camp is straight ahead approximately 1 mile.

From Isle of Wight – Take US 258 north to US 17 north. Follow US 17 through Newport News and York County and then follow the directions above. (Approximately 80 miles)

From Suffolk – Take I-664 to I-64 in Newport News. Merge onto I-64 West via Exit 1A on the left. Merge onto US 17 north via Exit 258B toward Yorktown then follow the directions above. (Approximately 90 miles)

From Mathews – Take Route 3 west to Route 33 west. Stay straight to go onto US 17 Business through Saluda. Turn right onto US 17 north. After approximately 10 miles, turn right onto Route 605 (Canoe House Road). After approximately 3 miles, make a slight left onto Route 604. The camp is straight ahead approximately 1 mile. (Approximately 40 miles)

From Williamsburg – Go west on I-64 toward Richmond. Merge onto Route 30 east toward Barhamsville/West Point via Exit 227. Turn right onto Route 30/Route 33 east. Turn left onto US 17 north near Saluda and follow the directions above. (Approximately 50 miles)

From Surry – Go west on Route 10. Turn right onto Route 106 (Jordon Point Road). Merge onto I-64 east toward Norfolk. Merge onto Route 33 east toward West Point via Exit 220. Turn left onto US 17 north near Saluda and follow the directions above. (Approximately 90 miles)

From Emporia – Go north on I-95 toward Richmond. Merge onto I-295 north via Exit 46. Merge onto I-64 east toward Norfolk via Exit 28. Merge onto Route 33 east toward West Point via Exit 220. Turn left onto US 17 north near Saluda and follow the directions above. (Approximately 120 miles)

WEBELOS RESIDENT CAMP USER'S GUIDE

Recommended Equipment List

The below list of items are "recommended" for Webelos Resident Camp. Please remember that changing weather conditions may necessitate more or less items. It is recommended that these items be stored in a large plastic storage bin for easy access. Backpacks are NOT recommended for storage of personal items while at Webelos Resident Camp.

Individual Webelos Equipment (Name on Everything)

Uniform Shirt (no pins, neckerchief, or hat) w/hanger
T-Shirts (7)
Shorts (6)
Walking Shoes or Boots (not new)
Extra Shoes (sneakers)
Water Shoes, Flip-flops, Sandals (not for walking in camp)
Underwear (7)
Socks – Lots of Socks (10)
Swim Suit (denim cut-offs not allowed in pool)
Hat (not Webelos)
Pants or Sweats (just in case)
Daypack/Rucksack (for day use)
(Will carry water bottle/cup, raingear, towel, bug spray, etc.)
Lightweight Jacket or Sweatshirt
Poncho or Rain Suit (Pants Too)
Flashlight w/Extra Batteries
Sleeping Bag in Waterproof Bag
Set of Twin-Size Bed Sheets (for really hot nights)
Mattress Pad (cover) (if desired)
Pillow
Footlocker or Utility Tub (for personal gear)
Bath Towels (nothing that you value) (2)
Hand Towels (ditto) (2)
Washcloths (2)
Pool Towel
Soap/Shampoo – Toothbrush/Toothpaste
Brush/Comb
Canteen/Water bottle/Cup (with strap)
Spending Money (\$10/day)
Clothes Line w/Clothes Pins
Sunscreen & Insect Repellent
Plastic Bags for Wet Stuff
Second Year Webelos will need a & Compass
Camp Chair
Mosquito Netting & Frame
Duct Tape
Bounce® Fabric Softener Sheets (they repel mosquitoes)
Bible or Prayer Book (optional)
A Book to Read During Quiet Time
Pens/Pencils
Camera/Film
Deck of Cards
Glow Sticks (1 per night)
Baby Powder & Baby Wipes
Facial Tissues
Zinc Oxide Ointment
Calamine Lotion or Equivalent

Unit/Site Equipment

Class 1 & 2 Medical Forms (TWO Copies)
All Unit Paperwork – Tour Permit – Payment Receipts
Rope, Lots of Rope – Clothes Pins
Unit Flag
Lanterns/Fuels/Batteries
Props for Skits
Thumbtacks
Unit First Aid Kit
Unit Water Cooler & Extra Cups
Cooler for Any Food Items
Permanent Marking Pens
Duct Tape
Hammer or Ax (to pound things into the ground)
Glow Sticks
Skit or Song Book
1 Box Gallon Size Zip Lock Bags
Bar-B-Q Gloves/Utensils
Chairs for Adult Leaders
Additional Table (for work surface in campsite)
Dutch Oven/Briquettes

WEBELOS RESIDENT CAMP USER'S GUIDE

Campership Application Form (Request for Financial Aid for Webelos Only)

Name of Webelos Scout: _____ Unit Info: _____

Home Address: _____

Phone Numbers: _____

Reason for Campership Request: _____

Please complete the following Camp Tuition Plan:

Cost of Camp: \$ _____

Amount Scout Plans to Contribute: \$ _____

Chartered Org/Unit Contribution: \$ _____

Amount of Request: \$ _____

Please indicate Unit involvement with fundraisers: _____

• Popcorn Sales \$ _____

• Other Unit Fund Raisers \$ _____

Approval of Committee Chairperson: _____

This request must be received at the Colonial Virginia Council Service Center by 31 March 2010. Please mail to:

Colonial Virginia Council, Boy Scouts of America
Attn: Rex Moon
11721 Jefferson Avenue
Newport News, VA 23606

For more information, please contact Rex Moon @ (757) 595-3356

WEBELOS RESIDENT CAMP USER'S GUIDE

Food Allergy Worksheet

Please include this worksheet with your Medical Forms at Check-In

Name of Webelos Scout: _____ Unit Info: _____

Unit Leader POC while at camp: _____

Food Allergies: _____

Reactions: _____

Do you carry an EpiPen for this allergen? _____

When was your last reaction to these allergens? _____

WEBELOS RESIDENT CAMP USER'S GUIDE

Scout Early Release Request

Any parent or guardian desiring to pick up their son from camp prior to the Unit's departure must have this form filled out and on file with the registration paperwork upon check-in.

Name of Webelos Scout: _____ Unit: _____

Home Address: _____

Date of Departure: _____ Approximate Time: _____

Person Picking Up Scout: _____ Relation: _____

Address: _____

Phone Numbers: _____

In signing this request, Boy Scout's of America, the Colonial Virginia Council, The Scout Reservation at Bayport Staff, and all associated Unit Leaders or their representatives will not be liable for any loss of injury to the above named Webelos Scout or his possessions. It is understood that should the above named Scout leave camp early, all of his personal items must be carried out of camp, or must remain in camp until the last day, at which time, a unit vehicle will be allowed into camp for their removal. Any Scout leaving camp prior to the end of the session is not eligible fore reimbursement of any camp fees.

Parent's or Guardian's Signature: _____

Address: _____

Phone Numbers: _____

Before leaving camp, Scout must checkout with their Unit Leader and the Camp or Program Director and have the below signatures. This document will remain in the Administration Building with Unit paperwork.

Unit Leader's Printed Name: _____ Date: _____

Unit Leader's Signature: _____ Time: _____

Camp/Program Director's Printed Name: _____ Date: _____

Camp/Program Director's Signature: _____ Time: _____

WEBELOS RESIDENT CAMP USER'S GUIDE

Request for Refund

Requests for Refunds may be completed and submitted for approval to the Newport News Service Center. Refunds will only be given for the following reasons:

- 1) Mandatory attendance of summer school that runs concurrently with WRC
- 2) A family relocates more than 150 miles from camp
- 3) A death in the immediate family
- 4) Illness or injury which precludes participation in camp activities

WRC will withhold \$30 for any request made after June 5th to offset the cost of supplies already purchased for camp.

Name of Webelos Scout: _____ Unit Info: _____

Name/Address of Person to Receive Refund: _____

Phone Numbers: _____

Reason for Refund Request (attach documentation): _____

Amount Paid: \$ _____

Amount of Request: \$ _____

Council Receipt Number: _____ (Please attach with request)

Please bring or mail to:

Colonial Virginia Council, Boy Scouts of America

Attn: Rex Moon

11721 Jefferson Avenue

Newport News, VA 23606

For more information, please contact Rex Moon @ (757) 595-3356

Approval of Camp Director: _____

