

SCOUTS BSA RESIDENT CAMP

# LEADERS GUIDE



SUMMER 2023



[WWW.MICHIGANSCOUTING.ORG](http://WWW.MICHIGANSCOUTING.ORG)

## DEAR UNIT LEADERS:

Thank you for your commitment to our Michigan Scout Camps, where you will find a camping experience like no other! We can't wait to see Scouts back out on our beautiful camp lakes and rivers, swimming, kayaking, on the shooting range, or just relaxing at your campsite after a full day of merit badge sessions & fun programs.

Our Michigan camps offer unique and distinct camping opportunities for your Unit, where our programs are individually tailored to meet the requirements and expectations of all Scouts attending summer camp. You and your Scouts plan your week; we make it happen. It should come as no surprise that your Unit will have a blast – and the Michigan Crossroads Council is confident you will find our Camps to be very warm, friendly, and inviting places. Our Camps proudly serve Scouts and Scout Leaders from all over Michigan - and many Units from around the United States – with a safe, quality, fun-filled camping experience.

Summer Camp in the GREAT OUTDOORS is coming soon and our Outdoor Adventures team is working hard to ensure that our Scout's engagement at camp will be an experience they will never forget. Our summer and year-round staff is highly trained, motivated, and eager to assist your Unit with a program that promises to give your Scouts an incredible camping experience. Our staff will do everything possible to exceed your Unit's needs and expectations. If there is any assistance we can provide prior to your arrival, please share it with us and we

will accommodate your needs to the best of our ability. The dedicated individuals who make up our Staff will strive to ensure your Unit's total satisfaction.

Start preparing for your experience at our Michigan Camps now! With high customer satisfaction ratings, and top-notch facilities, our Camps provide the canvas for you to create your real-life adventure that you will remember for a lifetime. To further assist your Unit's summer camp planning this Leader's Guide consists of two sections:

Section 1: Outdoor Adventures Administration (applicable at all camp properties)

Section 2: Your Specific Camp / Program

We have made every effort to capture all pertinent information. However, please do not hesitate to contact us if your question(s) are not answered. Our well-trained camp staff is committed to exceeding your expectations. We look forward to greeting you this summer at one of our amazing Camps.

Thank you for choosing to come to camp with us! Have a terrific summer! We look forward to welcoming you "home!"

In Scouting,  
*The Michigan Crossroads Council, Outdoor Adventures Team*

### BSA MISSION STATEMENT

It is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law

### SCOUT OATH

On my honor I will do my best, To do my duty to God and my country, and To obey the Scout Law. To help other people at all time, To keep myself physically strong, mentally awake, and morally straight.

### SCOUT LAW

**A Scout is:**  
Trustworthy, Obedient, Loyal, Cheerful, Helpful, Thrifty, Friendly, Brave, Courteous, Clean, Kind & Reverent

*It is the policy of the Michigan Crossroads Council to ensure a camping experience without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Michigan Crossroads Council prohibits any such discrimination or harassment.*

# ATTENTION ADULT VOLUNTEERS

## New Volunteer Support Initiative in 2023!

The Michigan Crossroads Council, Outdoor Adventures team would like to extend a big THANK YOU to all unit volunteer leaders who have helped to support the delivery of our summer camp program by volunteering in a specific camp program area or area of summer camp operations in 2022 and previous seasons. Your support was vital in ensuring smooth summer camp operations and quality customer experience.

As we move into 2023, your volunteer support will continue to be vital in our efforts to deliver a high-quality program to our Scouts and Units. We want to make use of your talents, abilities, and willingness to support our camps and supplement our quality trained staff – as we continue to combat the current labor shortage.

### NEW IN 2023

**YOUR UNIT WILL RECEIVE A CREDIT FOR A FREE ADULT VOLUNTEER AT ANY MCC SCOUTS BSA CAMP FOR THE 2024 CAMP SEASON if you fulfill the volunteer camp commitment.**

NOTE: This credit does not need to be applied to the same individual the following season; other adult leader requirements (i.e. First-Year Camper Program supervision, Daily Duty Roster, etc.) are still in effect and not part of the Volunteer Support Initiative Program.

### ELIGIBILITY REQUIREMENTS INCLUDE:

**1)** Volunteer for a key position or deliver a key service identified by the specific camp your unit is attending.

NOTE: each camp will have different key position needs – refer to the application to see each camp's needs.

**2)** Commit to providing a minimum of 12 hours and a maximum of 16 hours of service in the approved position.

**3)** Apply to one of these key positions through the link below NO LATER than April 21, 2023.

NOTE: Your specific camp's Camp Director will contact you if your application has been accepted. You will receive position specific instructions for onboarding prior to your arrival to camp – including a state-mandated 1 to 2 hour training module to be completed in addition to the hours of service listed under requirement #2.

**4)** Limited to 3 adult leaders per Unit – your Unit will still be responsible to ensure that adequate adult leader supervision is maintained during the camp session.

**APPLY TODAY**

[bit.ly/3UJzHOW](https://bit.ly/3UJzHOW)



# CAMP APP FOR ADULT LEADERS



Launched in 2022, the Michigan Crossroads Council manages “Camp Apps” for its four Scout BSA Resident Camps at no cost to our customers! The Apps are designed to be used by unit leaders attending events at camp to access camp events, weather, and maps, as well as provide feedback on camp facilities and staff. It also gives unit leaders direct contact links for camp leadership.

The Apps contain a notification mechanism that allows camp staff to push out notification to all Camp App users about emergencies (weather, etc.), changes in programming, trading post sales, upcoming events, safety features, and more!

The Apps are not just designed for summer camping use. During the Summer Camp season, the Camp

Apps will have links to the Leaders’ Guides, Camp Menus, Schedules of events, and other useful information that a Unit Leader would like to have at their fingertips. All year long the Camp Apps provide links to various maps, resources, upcoming events, camp contacts, and weather forecasts. In addition, there is a Feedback section that allows you to report Facility issues and give feedback on camp staff performance.

For more information on the Camp App – or to download – please visit: <https://michiganscouting.org/campapp/>



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# CONTACT & QUICK LINKS

NAME	POSITION	CAMP	PHONE	EMAIL
Sean Henneman	Deputy Scout Executive - Chief Program Officer		(608) 738-2000	sean.henneman@scouting.org
Dianna Marsh	Assistant Director of Outdoor Adventures / Program	Camp Teetonkah	(517) 940-4314	dianna.marsh@scouting.org
Andrew Wright	Camping & Program Operations Director		(989) 225-7586	andrew.wright@scouting.org
Rebecca Alberda	Reservations Manager		(616) 785-2662 x3004	rebecca.alberda@scouting.org
Cheryl Burrows	Camp Director	Camp Rotary	(810) 625-6059	cheryl.burrows@scouting.org
Gregg Zdan	Camp Director	Cole Canoe Base	(734) 716-6204	gregory.zdan@scouting.org
Julie Vrugink	Ranch Director	D-bar-A Scout Ranch	(517) 230-4960	julie.vrugink@scouting.org
Wanda Philippy	Scout Camp Director	D-bar-A Scout Ranch	(757) 582-8026	wanda.philippy@scouting.org
Marie Becvar	Camp Director Program Specialist	Gerber Scout Reservation	(360) 770-9021	marie.becvar@scouting.org

For general questions please contact our **Outdoor Adventures hotline: (517) 816-7755** or [camp.michigan@scouting.org](mailto:camp.michigan@scouting.org).

## Quick Website Links

### Michigan Crossroads Council Website

<https://michiganscouting.org/>

### Outdoor Adventures Landing Page

<https://michiganscouting.org/outdooradventures/>

### Summer Camp Registration Pages

<https://michiganscouting.org/outdooradventures/scoutsbsa-summer-camp/>

### Health Forms

[https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf)

### DHHS Clearance Forms:

[https://www.michigan.gov/documents/lara/bchs-camps\\_001\\_request\\_for\\_central\\_registry\\_clearance\\_4\\_21\\_21\\_723669\\_7.pdf](https://www.michigan.gov/documents/lara/bchs-camps_001_request_for_central_registry_clearance_4_21_21_723669_7.pdf)



# QUICK REFERENCES

## Important Dates

### July 1 - December 31, 2022

Pre-Registration Period

### January 1 - May 31, 2023

Registration Period

### January 1, 2023

Camp Scholarship Applications Open  
(see page 9)

### January 1, 2023

1st Payment Opens (see page 12)

### February 1, 2023

1st Payment DUE

### February 2, 2023

2nd Payment Opens

### March 1, 2023

2nd Payment DUE

### March 2, 2023

3rd Payment Opens

### March 20 - 23, 2023

Merit Badge Enrollment Opens  
(see page 9 for specific camp dates)

### April 1, 2023

Camp Scholarship Applications DUE

### April 1, 2023

3rd Payment DUE

### April 2, 2023

4th (Final) Payment Opens

### May 1, 2023

4th (Final) Payment DUE

### June 1, 2023

Finalize DHHS forms and any adult registration applications that need to be submitted to the Council in order to ensure that they will be processed and posted before summer camp begins

## Camp Contact Information



### Camp Rotary

3201 S. Clare Avenue, Clare, MI 48617  
Phone: (989) 386-7943

### Cole Canoe Base

1356 E. Greenwood Road, Alger, MI 48610  
Phone: (989) 873-1516

### D-Bar-A Scout Ranch

880 E. Sutton Road, Metamora, MI 48455  
Phone: (313) 723-1694

### Gerber Scout Reservation

1733 Owasppe Road, Twin Lake, MI 49457  
Phone: (231) 894-4928

### Michigan Crossroads Council - HQ

14258 Michigan Street, Eagle, MI 48822  
Phone: (517) 940-4210

PLANNING YOUR  
**SUMMER CAMP  
ADVENTURE**





# MCC CAMP FEES

## YOUTH FEES

CAMP FEE - INCLUDES ALL MB FEES

Discount Fee (if payment schedule is followed)	<b>\$380.00</b>
Regular Fee (all payments made after May 1st)	<b>\$430.00</b>
Provisional Scout Fee (1st week)	<b>\$380.00</b>
Additional Weeks (For any Scout to attend a 2nd MCC Week)	<b>\$230.00</b>
Crossover Webelos or new Scouts BSA Scouts after May 2nd	<b>\$380.00</b>

## DISCOUNTS

Sibling Discount (1st Scout pays regular fee, siblings receive discount) **\$25.00 Discount/Sibling**

## ADULT FEES

All Adults (full week of camp)	<b>\$175.00</b>
Part-Time Adults (will be pro-rated by the day)	<b>\$40.00/Day</b>

## Camp Scholarships

The Michigan Crossroads Council provides limited assistance on an individual basis to those Scouts who could not otherwise attend summer camp due to financial hardship. Camp Scholarships will be administered by the Michigan Crossroads Council and forms are available online AND at our Council Service Centers. Completed Camp Scholarship forms are due by April 1st. Scouts who apply for a Camp Scholarship are still responsible for half of the regular camp fee and must adhere to the Payment Schedule.

***\*Scouts who apply for a Camp Scholarship may not also receive the Sibling Discount - Sibling Discount will be administered at time of registration.***

***Note: Fees subject to change due to necessary program adjustments.***

## ONLINE RESERVATION & PAYMENT SCHEDULE

All MCC Summer Camp Registrations can be made at

<https://michiganscouting.org/outdooradventures/scoutsbsa-summer-camp/>



# PROGRAM PAYMENTS & REFUND POLICY

## STATEMENT

The Michigan Crossroads Council provides Council programs, high adventure camps and other camping experiences to the Scouts and leaders in its service area. These opportunities require Council staff to send deposits to the sponsoring camp, acquire needed supplies and produce mailings to campers and others so the Council sponsored experiences are rewarding and convenient for the Scouts and leaders in our Council.

Fees are usually paid in advance of the event and to ensure the Council can provide the best service to the Scouts the following refund policies will apply. Participants are not considered registered for any event/activity until payment in full has been received.

## EVENT REGISTRATION FEES

Event fees are final except in a limited number of circumstances (see listing below) where a refund may be granted. Refunds may be given only if the following circumstances are brought to a Council employee's attention.

Individuals/Groups that cancel their event registration 30 days or more prior to the event date will receive a refund of the total registration fee less a 15% administrative service charge. No refunds will be given for cancellations made less than 30 days prior to the event date. Any/all refund requests must be made within 30 days of the event date.

## RESIDENT CAMP REGISTRATION FEES

For Cub Scout and Scouts BSA Summer 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.

Alternately, Scouts BSA Summer Camp fees may be transferred to another Scout or leader attending. No prorated fees will be given to Scouts wishing to attend a partial week at Scouts BSA Summer Camp.

1. The registered participant has an illness or physical ailment preventing participation in the event and has a signed statement from a medical doctor or healthcare practitioner. The written order must be provided to the Michigan Crossroads Council, 14258 Michigan Street, PO Box 129, Eagle, MI 48822.
2. In the event of the death of an immediate family member (parent, grandparent, brother, sister or anyone else living in the house with the participant). The Council will consider other deaths, which may affect the participant, on a case-by-case basis.
3. Only an employee of the Michigan Crossroads Council may authorize a refund for a Council sponsored event.
4. Any refund of monies for the event is then based on the total event registration fee at the time of cancellation minus the deposit and any money sent to another agency or company for the event. The remaining money is refundable as long as the participant meets the above requirements. Any money that has been sent to another agency or company is considered issued and not refundable.

5. Any event that does not have a deposit, but has an event fee, will be assessed a 15% service charge before any refund is issued. This 15% service charge applies to all non-Council cancellations - including medical, death in the family, family hardship, etc. All remaining money is refundable. Again, the participant must meet the above requirements.
6. Processing these refunds for summer camp may not take place until after the camping season due to the review process. Once approved please allow 30 days for the refund to be processed. Any/all refund requests must be made prior to May 31st for Scouts BSA Summer Resident Camp; or must be made within 30 days of the start of the event date for Cub Scout Resident Camp.

## DEPOSITS

1. Deposits are non-refundable. The following will apply for any deposit made for a Council sponsored program.
2. Deposits are not refundable. Any cancellation, once the deposit has been sent to the Council, will be forfeited. Deposits may be transferable to another participant that takes the entire slot for that event.

## LATE FEES

The Michigan Crossroads Council and all approved event committees have the opportunity to set late fees or discounts for events. Late fees will be announced with the original posting for the event. Late fees paid to the Council are not refundable.

## WAITING LISTS

At times the Council maintains a waiting list. If the participant is not selected to attend the event, all waiting list money will be refunded at 100%, including deposit money.

## CANCELLATION BY THE COUNCIL

If the Michigan Crossroads Council or National Boy Scouts of America or any agency that has contracted with the Council cancels an event, the Council will issue a full 100% refund (including any Deposit Money).

These policies only affect the Michigan Crossroads Council, Boy Scouts of America; its committees and districts. This policy is not transferable to charter partners or individual units (Packs, Troops, Teams, Crews and Posts) of the Council.

## EXAMPLES

- A Scout cannot attend an event. Cost of event is \$20. The refund would be \$20 - \$3 (15% service charge) = \$17 refund if notification was made at least 30 days prior to event. No refunds made for notifications made less than 30 days prior to the event date, however, the Scouts' event fee may be transferred to another Scout.

# ONLINE CAMP REGISTRATION

For Summer Camp 2023, the Michigan Crossroads Council will continue to use the Black Pug registration platform which utilizes a more user-friendly process and better manages our summer camp attendance. Under this system there are two registration periods, a “Pre- Registration” period and a regular “Registration” period.

As soon as you are ready to sign up for summer camp, a representative from your unit should make an online registration through the MCC web site to register your unit for 2023 Scouts BSA Resident Camp at Camp Rotary, Cole Canoe Base, D-bar-A Scout Ranch, or Gerber Scout Reservation; visit the following link for summer camp availability:

[https://michiganscouting.org/outdoor\\_adventures/scoutsbsa-camp-registration/](https://michiganscouting.org/outdoor_adventures/scoutsbsa-camp-registration/)

Once you have selected your week of camp, click on the green **Look Up Registration** button and follow the instructions. At the time of registration you will be asked for your contact information, an estimate of the number of campers that may attend, your campsite preference, and to provide your \$200 camp deposit (payable by credit/debit card or electronic check). The person listed with your summer camp reservation will be the person receiving all Summer Camp 2023 electronic communications. We STRONGLY encourage you to add at least one (1) email in the “additional contacts” area of your registration!

If you signed up for Summer Camp 2023 at camp this past summer, this step will be completed for you. For Summer Camp 2023 details (registration & payment dates) please review the following link:

<https://michiganscouting.org/scoutsbsa-camp-registration-2023/>

This will get your unit signed up for the 2023 Camp Season!

Once your unit has registered, your unit’s representative will receive e-mail communications about the registration process and other camp news. Units can access their Summer Camp 2023 registration by clicking on the “Lookup Registration” link found on the Summer Camp Registration Page.



## PRE-REGISTRATION PERIOD (JULY 1 - DECEMBER 31, 2023)

For Units that register during Summer Camp 2023 a \$200 deposit will be required. In addition to the deposit, an estimate of Youth & Adult attendance is also required. 2 Adults and 5 Youth [7 slots] is the minimum registration requirement. Female participants will require a minimum of one female leader.

## REGISTRATION PERIOD (JANUARY 1 - MAY 31, 2023)

For Units that register during this period, Units will not need to pay a deposit but will need to specify the number of participant (youth & adult) slots needed for summer camp. 2 Adults and 3 Youth [5 slots] is the minimum registration requirement. Female participants will require a minimum of one female leader.

# ONLINE CAMP REGISTRATION



Any unit may make a registration for any available session of any MCC Scouts BSA Resident Summer Camp for 2023. A registration fee equal to \$50 per slot reserved will be due at that time. **The unit is now financially responsible for the number of slots requested and is subject to the Council Program Payment & Refund Policy.**

Individual names do not have to be specified at this time but can be if the unit chooses to do so. Names will be required, however, before Merit Badge selection can be made.

Units may add new slots (if space is available) or reduce the number of existing slots (subject to the MCC Payment & Refund Policy) until the end of the Registration Period (May 31st). Units may make changes to existing slots until midnight on the Friday before their arrival at camp.

## ESTIMATE CONFIRMATION (JANUARY 1 - FEBRUARY 1, 2023)

Units that made their reservation during the Pre-Registration period are required to confirm their estimated numbers (based on camp availability) and the camp fee due will be equal to \$50 per confirmed participant slot. Units that do not confirm their estimate and pay the \$50 per slot by February 3rd may lose their summer camp reservation. Do not confirm a slot unless you have a committed participant - Webelos Crossovers can be registered at a later date.

## 2ND PAYMENT DUE (MARCH 1, 2023)

For existing reservations, an additional \$50 participant payment is now due for each slot reserved at this time (\$100 total due for each slot reserved). The camp fee due for new reservations at this time will be equal to \$100 per participant slot.

## MERIT BADGE REGISTRATION OPENS (SEE SCHEDULE BELOW)

After the 2nd payment [March 1] has been made, Merit Badges for participants can be made beginning on the dates listed below. In order to select Merit Badges, payments totaling \$100 per Scout must be paid by the dates listed below.

- Cole Canoe Base – March 18, 2023 – 8:00 AM
- D-bar-A Scout Ranch – March 26, 2023 – 8:00 AM
- Gerber Scout Reservation – March 19, 2023 – 8:00 AM
- Camp Rotary – March 25, 2023 – 8:00 AM

## THIRD PAYMENT (APRIL 1, 2023)

For existing reservations, and additional \$140 participant payment is now due for each slot reserved at this time. The camp fee due for new reservations at this time will be equal to \$240 per participant slot. If this payment is missed (paid after April 1st), the total camp fees paid must equal the full camp fee of \$380 per Scout.

## FINAL PAYMENT & REGISTRATION INFORMATION DUE (MAY 1, 2023)

Unit must finalize Merit Badge registration and all participant names are required by this time.

Full payments for all camp fees for all participants are now due. Payments made after May 1, 2023 for existing reservations will have a \$50 late fee per participant added (except for Webelos Crossovers).

Units may make changes to existing slots until midnight on Friday before their arrival at camp. Any changes to the number of slots after May 31st will be administered at camp during your financial check-in or by calling camp prior to your arrival.

## 2023 SUMMER CAMP PAYMENT MATRIX

PAYMENT	DATES TO MAKE PAYMENT	AMOUNT DUE
1st Payment	January 1 – February 1	\$50 per camper (youth and full-time adult)
2nd Payment	February 2 – March 1	\$50 per camper (youth)
3rd Payment	March 2 – April 1	\$140 per camper (youth)
4th (Final) Payment*	April 2 – May 1	Remaining balance per camper (youth, full-time adult, part-time adult)

**\*Youth payments made after May 1 are subject to a \$50 per person late fee  
Late fees do not apply to Arrow of Light Crossover Scouts**

Payments MUST be made in the listed payment range. Payments made outside of the payment range will be added to the next payment due (i.e. a missed 1st payment will be added to the 2nd payment—making the total due between February 4 - March 1 a total of \$100 per camper)

## MISSED YOUTH PAYMENT MATRIX

MISSED PAYMENT	MISSED DEADLINE DATE	AMOUNT MISSED	TOTAL AMOUNT NOW DUE	AMOUNT NOW DUE PAYMENT WINDOW
1st Payment	February 1	\$50	\$100	February 2 – March 1
2nd Payment	March 1	\$50	\$240	March 2 – April 1
3rd Payment	April 1	\$140	\$380	April 2 – May 1
4th Payment	May 1	\$140	\$430	May 2 – May 31
1st & 2nd Payment	February 1 & March 1	\$100	\$240	March 2 – April 1
2nd & 3rd Payment	March 1 & April 1	\$190	\$380	April 2 – May 1
3rd & 4th Payment	April 1 & May 1	\$280	\$430	May 2 – May 31
1st, 2nd, & 3rd Payment	February 1, March 1, & April 1	\$240	\$380	April 2 – May 1
1st, 2nd, 3rd & 4th Payment	February 1, March 1, April 1, & May 1	\$380	\$430	May 2 – May 31

**Note: Fees subject to change due to necessary program adjustments.**

# MANAGING YOUR ONLINE REGISTRATION

Units will maintain the ability to make changes to their registration up until the Friday before their arrival to camp. Units will maintain access to their registration for seven (7) years for reporting purposes. If at any point you have questions about or need assistance with your registration, please contact your Camp Director.

## Accessing Your Registration:

To access your online summer camp registration, follow the steps below.

1. Go to the registration website for your selected camp:

### Camp Rotary:

[scoutingevent.com/272-crsbsarc2023](https://scoutingevent.com/272-crsbsarc2023)

### Cole Canoe Base:

[scoutingevent.com/272-ccbsbsarc2023](https://scoutingevent.com/272-ccbsbsarc2023)

### D-bar-A Scout Ranch:

[scoutingevent.com/272-dasrsbsarc2023](https://scoutingevent.com/272-dasrsbsarc2023)

### Gerber Scout Reservation:

[scoutingevent.com/272-gsrsbsarc2023](https://scoutingevent.com/272-gsrsbsarc2023)

2. Click on “Lookup” and then “Lookup Registration” in the top right corner of the screen.

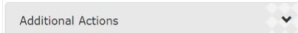
3. Log in to your registration using your email address and reservation number.


## Adding a Participant / Changing a Participant Type

**NOTE: Units will only be able to add participants if there is space in the session. If a session is full, please contact your Camp Director.**

To add an additional participant, or to change a participant type (i.e. Full-Time Adult to Youth Camper), follow the steps below –

1. Log in to your registration using the steps provided in “Accessing Your Registration”

2. Click on 

3. Click on **+** Add Participants **OR**  Change Participant Type **as applicable**

4. If adding participants, follow the instructions on the screen and then proceed to checkout

a. The participant will not be added until paid for through the checkout screen

5. If changing a participant type:

a. Select the type of participant to change to from the drop-down menu

b. Select the check box next to the participant(s) you will be changing

c. Click 

## Cancelling a Participant

Because cancellations have a financial component associated with them, all cancellations need to be executed by the Camp Director. If your unit needs to cancel a participant slot – please contact your Camp Director.

Units may adjust their reservation numbers without penalty until February 1st. **After February 1st, the unit is now financially responsible for the number of slots requested and subject to the Council Program Payment & Refund Policy.**

Units may cancel participant slots until May 31st. Cancellations occurring between February 1st and May 31st will be subject to a 15% cancellation fee equal to the total amount of the camp fee (Youth cancellation fee: \$57; Adult cancellation fee: \$26.25). No refunds will be given after May 31st except as laid out in the Refund Policy (see page 10).

# PARENT PORTAL

Parent portal allows the registration contact to provide the parents in your unit with access credentials so they can make payments and complete data entry for their Scouts. As the registration contact, you may be registering an entire unit of Scouts for Summer Camp and the council requires a certain amount of information from each Scout (such as name, rank, dietary restrictions, etc.). If you don't use Parent Portal, then you have two options: enter all this information yourself, or allow your parents full access to the registration by giving each one your registration number and email address. The latter opens up privacy concerns because each parent can see the information for all the other Scouts. By using Parent Portal, you are shifting the data entry and payment responsibilities to the parents while also only allowing a parent to see their own Scout's information.

If your unit chooses to use Parent Portal your unit contact's access will remain identical, as if you were not using the feature. You will still be able to access the registration and make changes to attendees or add new attendees.

Your registration contact has the ability to activate or lock other features as part of Parent Portal.

## The registration contact can do the following:

- Only allow certain parents access to Parent Portal. This is done simply by only handing out login credentials to those parents that you wish to have access.
- Choose how often the (the registration contact) receive a summary email of changes made by parents. This can be done daily, biweekly, or weekly.
- Prevent parents from making payment or seeing event fees - use this feature if you want parents to be able to enter information on their Scout, but not make payments.
- Allow class selection - use this feature if you want the Scout/parent to make their own class selections online.

To turn on Parent Portal, or to learn more about it, click on the "Parent Portal" icon under "Additional Actions" in the Registration Contact Blue Box on your registration page.



For a guided video on how to use Parent Portal, please visit the link below:

[https://www.youtube.com/watch?v=whZ\\_V\\_6uskY](https://www.youtube.com/watch?v=whZ_V_6uskY)

For a guided video on how parents can utilize Parent Portal, please visit the link below:

<https://www.youtube.com/watch?v=und5EZq0LHU>

**Please Note: Other content available on YouTube is not under the control of the Michigan Crossroads Council.**



# PLANNING FOR CAMP

## WHY IS PLANNING IMPORTANT?

Coming to summer camp is a highlight adventure in a Scout's life. Your planning before you even get to camp is the difference between a good experience and a great one. In order for Scouts to feel good about their advancement in camp, they need help in planning what they will do to earn it. Some Scouts will come to camp and sign up for eight or ten merit badges, making it impossible for them to achieve their goals. Some of the badges need to be started at home before the Scout arrives at camp. Help your Scouts achieve their goals by working with them before camp begins.

You will also need to plan to have all the adults you need at camp. Unit leadership must be two-deep. It doesn't have to be the same two people all week, but you will want to begin your planning as soon as possible. This section will help you and your unit committee plan your week at camp and help give your Scouts a great experience.

## TIMETABLE

### During the fall months:

	Site Fee Due (\$200.00) at the time of reservation
	October/November: Camp adult leadership determined
	November: Individual Scouts' savings plan started - popcorn sales!

### Six (6) months prior to camp / (December - January)

	Scoutmaster, unit committee, and youth leaders review their guide books
	Senior Patrol Leader gives final instructions to the Patrol Leader's Council
	Scoutmaster & youth leaders begin program planning for camp; review Leaders Guide
	Determine financial needs and plans
	Begin transportation plans
	Two-deep leadership confirmed for the week
	Equipment needs determined by the Quartermaster and unit committee

### Three (3) months prior to camp / (February - March - April)

	\$50 per Scout reserved is due on/before February 1, 2023
	2nd payment (\$50) per Scout due (March 1, 2023) - Scout registration is first-come, first-served
	Online Merit Badge sign-up starts on March 18, 2023 at 8:00am and will stagger by camp (see page 12) - Scouts must be registered (\$100 paid) to sign up
	Individual commitments for camp are secured for each Scout's family; parents of Scouts not signed up are contacted
	Distribute BSA Health Form (and Camp Rotary Release of Campers Form if applicable) to Scouts
	3rd Payment (\$140) per Scout due (April 1, 2023)
	<b>Secure all Michigan Registry Clearance Forms for all 21+ adults attending camp - including visitors</b>



### One (1) to two (2) months before departure / (May - June)

Check on status of medical exams for all Scouts and leaders
Unit committee and leaders should schedule a "camp work day" making sure everything for camp is ready
Confirm transportation arrangements: departure times, places, etc.
Balance due (\$140 youth; \$125 adult) May 1, 2023 - <b>late fee assessed after this date</b>
Out-of-council units need to secure a copy of their Council's Accident Insurance
ALL Michigan Registry Clearance forms are collected & copies made. A new DHHS form is REQUIRED YEARLY. Previous years letters are NO LONGER valid.

### Two (2) WEEKS before departure

Call camp with your final counts for youth and adults (including part time) attending camp.
Scribe and SPL complete camp roster sheet
Check to make sure all of your Scouts (including Webelos crossovers) and adults are registered with the unit
Check on final transportation and physical arrangements
Inventory all unit equipment
Set-up and inspect your unit tents!
Program needs and plans are completed

### One (1) WEEK before departure

Camp Roster is checked to make sure everything is up-to-date
All camper BSA Health Forms (and Camp Rotary Release of Camper Forms if applicable) are collected & checked for completion
<b>Copies of proof of BSA registration (letter from Registrar or copy of BSA membership card) for all adults attending</b>

**\*Failure to have a completed camp roster and having missing health forms/camper release forms/ Michigan DHHS Clearance forms/copies of adult leadership's BSA membership will cause your unit to experience lengthy delays in the check-in process.**



# PLANNING FOR CAMP



## SECURING UNIT LEADERSHIP FOR YOUR TRIP TO CAMP

The ideal method for Scout camping is found in the unit camping successfully under its own leadership. The Unit Committee is responsible for providing leadership to insure a camping experience for all Scouts in the unit. National policy requires at least two (2) adult leaders in all Scout activities. The main unit leader in camp must be 21 years old or older and a registered Scouter. Here's the sequence to provide leadership:

- FIRST:** Registered Scoutmaster
- SECOND:** Registered Assistant Scoutmasters
- THIRD:** Registered Unit Committee members
- FOURTH:** Other registered leadership such as the Chartered Organization Representative, a parent of a Scout in the unit, a member of the Chartered Organization, etc.

Don't say "We can't find a leader," until you've really tried. Remember, it is required and usually easier to secure two leaders instead of one! For additional details, get the publication, "Selecting Quality Leaders" from the Council Service Center.

### Procedure for securing Leaders

1. Call a meeting of the unit committee.
2. Discuss qualifications of a good leader.
3. List names of possible leaders.
4. Appoint a sub-committee to get the leaders.
5. Make an appointment with the prospects.
6. Call on the prospects

## HOST A PARENTS' NIGHT FOR SCOUTS IN YOUR UNIT ATTENDING SUMMER CAMP

Why a parents' night for camping? Your Scouts will go to camp when their parents are informed of the purpose and advantages of Scout Camping. Parents will be on your team, urging their sons to go when you have answered their questions about Health, Safety, Food, Fees, Leadership, Program, etc. Help parents feel responsible for making the camping program a success.

### Preparation for Parents' Night:

When the Unit Committee meets to discuss summer camp plans, select the campsite and date - then register online. Determine unit camp leadership. Then plan your Parents' Night using this guide. You need to get the word around, telling the parents why they should come to the meeting.

1. Our unit is going to camp on (date).
2. Come and learn about the camp program, fees, leadership and the purposes and advantage of camp life to your Scout as a working member of their patrol and unit while in camp.
3. Have your Scouts "talk up" the meeting weeks in advance.
4. Prepare and mail an attractive, informative invitation at least two weeks in advance. Mention special features such as a slide show, camp pictures, speakers, fun, etc. Follow up with personal phone calls



### **The Unit Committee's Responsibility:**

- Plan the program and get the interest of parents through good promotion.
- Perhaps a potluck or a pancake supper planned by the Scouts would be the best format.
- Parents will help decorate and even wash dishes if they understand that it's part of their "fair share" of the camping effort.
- Friendship, a willingness to serve, and a full turnout are assured when everyone becomes a part of the planning and helps to make the plan work.
- Too often an opportunity to sell parents on your program is spoiled through inadequate planning. Be thorough, be brief, show evidence that your committee means business and knows what it is doing. In a word, be sure your meeting has some polish and enthusiasm.
- Remember that the unit committee obligates itself to provide the opportunity for at least fifteen days and nights of camping for every Scout during the year.

### **Unit Committee Follow-Up:**

- Immediately after the Parents' Night, members of the Unit Committee should visit absentee parents and enlist their support and cooperation.
- As new Scouts join the unit, parents should be personally contacted and the unit camping plans explained by a member of the committee.
- Be sure every Scout and every family is using some type of earning and savings plan resulting in the Scout attending summer camp.

## **SUGGESTED PARENTS' NIGHT AGENDA**

**Purpose:** To review the unit's plans for outdoor program with parents and promote Scout attendance at Summer Camp. This should be held in January or February.

**Pre-opening:** Camping exhibits and demonstrations by the Patrol Leaders Council.

### **Meeting:**

1. Opening ceremony by the SPL.
2. Welcome and purpose of meeting by Unit Committee Chairman.
3. Camp promotional program by the Order of the Arrow or other selected summer camp representative
4. The Unit's plans for summer camp by the Scoutmaster.
  - a. Camp selection and why this camp fits the unit's needs this year.
  - b. Camping dates and campsite.
  - c. Camp leadership: exact needs and what is already in place.
  - d. Camp savings plan: suggest ways of earning money & saving for camp.
  - e. How to register, fee schedule and payment due dates.
  - f. [State of Michigan Registry Clearance Rules for Campers & Visitors - PLEASE MAKE SURE YOUR UNIT FAMILY MEMBERS KNOW ABOUT THE MICHIGAN REGISTRY CLEARANCE REQUIREMENTS.](#) If family members (21+ years old) arrive without MI Registry Clearance, our only option is to page a cleared member of the unit to the Camp Office to escort your visitors during their stay at camp for the day.
5. Question and answer period by the summer camp representative and Scoutmaster.
6. Closing ceremony by the Patrol Leaders' Council.



# PLANNING FOR CAMP



## SCOUT'S PERSONAL SAVINGS PLAN

### Help Scouts Save for Summer Camp

1. In early fall, introduce a chart to the unit and tell members how important it is. Suggest it as a patrol chart so Scouts can sign up by patrol.
2. Urge patrol leaders to sign up first. Put patrol members' names on the chart and get everyone in the patrol to save for camp. "Sign-up" means a Scout has saved at least \$5.00 or more before March 1. (A prize may be offered for the first 100% patrol signed up.)
3. Ask the Senior Patrol Leader or assistant Scoutmaster to bring the chart to the attention of the whole unit on a regular basis.
4. Adults in the unit should find out which Scouts are not signed up and try to get them committed.
5. The unit finance and records committeeman or the unit scribe should collect camp fees on a regular basis. These funds should be kept in trust by the committeeman or scribe.
6. Determine the amount of money each square represents on the chart and on the personal saving record card. Either the unit finance and records committeeman or the scribe may initial the chart with a marking pen for each payment on both the Scout's half of the record card and the unit's copy. The two Personal Savings Record card halves may be punched if desired.
7. If a Scout saves part of the camp fee and, due to an emergency, cannot attend camp, the unit should refund the money to them or give them a choice of camping equipment equal to the amount.

**\* Scouts have the opportunity to sell popcorn online year-round \***

Every Unit at camp should take a few minutes to determine if it has everything necessary for a quality program. The following is only a suggested list of items to take to camp - consult the Scoutmaster's Handbook for a more detailed list.

## SUGGESTED UNIT EQUIPMENT CHECKLIST

✓	<b>PAPERWORK</b>
	This Leader's Guide - and Accompanying Camp Guide
	Completed & Checked BSA Health Forms & Release of Campers Forms (as applicable by camp)
	State of Michigan Central Registry Clearance Letters for all 21+ Year Old Adults
	Proof of BSA Membership for all 18+ Year Old Adults
	Merit Badge Pamphlets (for each merit badge a Scout in your Unit is taking)
	Pre-Camp Swim Check Forms (if applicable)
	Campfire Skits & Songs Ideas/Book
	Unit Record Book with Advancement
	The Scoutmaster's Handbook
	Copy of Current YPT certification
✓	<b>CAMPSITE</b>
	Dining Fly (suggest one per patrol)
	Wash Basins (wash, rinse, sanitize)
	Camp Stove
	Propane (make sure to follow your camps' Chemical Fuel Policy as applicable)
	Coffee Pot (or other means for boiling water)
	Unit & American Flags
	Lockbox / Lockable Storage for Valuables
	Lantern(s)
	Rope or Binding Twine
	Clock
✓	<b>HEALTH &amp; SAFETY</b>
	First Aid Kit
	Lockbox / Lockable Storage for Medications + Medication Log Sheet (provided by camp)
	Hand Sanitizer

# PLANNING FOR CAMP

## SUGGESTED INDIVIDUAL EQUIPMENT CHECKLIST:

All personal gear should be marked with the owner's name and unit number

✓	CLOTHING
	Complete BSA Uniform
	Hiking boots or shoes (closed toed shoes ONLY)
	Lightweight jacket
	Sweatshirt
	Raincoat or poncho
	Scout Hat
	Extra shirts
	Extra shorts/pants
	Pajamas/sleep clothes
	Handkerchiefs
	6 pairs extra socks
	6 changes underwear
	Tennis shoes (closed toed shoes ONLY)
✓	TOILETRY KIT
	Wash cloths
	Hand towel
	Body towel
	Soap
	Shampoo
	Toothbrush
	Toothpaste
	Comb/brush
	Deodorant
	Sunscreen
	Bug Spray
✓	AQUATIC ITEMS
	Swimsuit (pack on top)
	Beach Towel
	Goggles/swim mask
✓	BEDDING
	TENT (if applicable by camp)
	Pillow
	Sleeping Bag
	Extra Blanket (if desired)
	Ground/sleeping pad

✓	DAY ITEMS
	Daypack/backpack
	Wallet
	Notebook
	Pencils/pens
	Scout Handbook
	Merit Badge Book(s)
	Canteen/Water Bottle
	Camera
✓	EXTRAS
	Medication (in original container)
	Fishing Equipment
	Merit Badge Pre-requisites
	Musical Instrument
	Song Book
	Personal First Aid Kit
	Money (\$) for Trading Post
	Pocket Knife (with Totin' Chip)
	Matches/Lighter
	Compass
	Flashlight
	Batteries

This list is to be used as a guideline, needs will vary between Scouts.

While doing aquatic activities, swimsuits must be modest. For males, tight fitting swim briefs or swim bottoms short enough to allow exposure are not allowed - no speedos. For females, bikinis are not allowed; modest tankinis or one-piece swimsuits are appropriate.

Scouts may bring cell phones to camp for Merit Badge use, photographs, etc. but will **NOT** be allowed to use them if they disrupt class or are used inappropriately.

Scouts should not bring pagers, 2-way devices, or personal computers!

For safety reasons, sandals are only to be worn in the shower or at the beach. Closed toed shoes MUST be worn when traveling through camp!

# HEALTH & SAFETY





Effective January 1, 2010 the only health form that we are allowed to accept is the BSA Annual Health & Medical Record. Please visit the following link for the current health form: <http://www.scouting.org/scoutsorce/HealthandSafety/ahmr.aspx>

Parts A, B (both sides), and C MUST be completed including ALL required signatures for all campers - regardless of how long they will be in camp for. Sports physicals and/or any other physical forms will not be accepted. Participants arriving without the proper health form will be expected to complete the proper form at their expense to be able to remain in camp - no exceptions!

Adults without Part C will not be permitted access to camp - no exceptions! Adult leaders will also be required to go through a health check with the unit at check-in.

Any camper arriving to camp, who does not possess a valid BSA Health Form, will not be admitted onto camp property. **There will be no refunds for anyone who is not admitted to camp due to an invalid health form.**

All health forms must be renewed annually for both youth and adults. The BSA Health Form is valid until the last day of the month one year after it was issued (i.e. if your health form is dated June 6, 2021 - it is valid until June 30, 2022).

**Per State of Michigan policy, all Health Forms must be kept on file at Camp - HEALTH FORMS WILL NOT BE RETURNED - please bring a photocopy to camp - we are not able to provide a copy of your Health Form to you.**

## TETANUS SHOTS

For the benefit of individual health, as well as that of the community in general, it is the Boy Scouts of America national policy that members of the organization adhere to the joint recommendations of the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians with regard to obtaining age-appropriate immunizations.

When attending Boy Scouts of America programs or activities that require an annual health and medical record or specialty physical exam to be completed, it is required to have current tetanus immunization!

Exceptions to tetanus immunization will be accepted for medical, religious, or philosophical reasons. Those who choose not to receive the tetanus immunization are required to fill out a form releasing the Boy Scouts of America from liability. This form must be attached to your medical form upon your arrival to camp. A copy of this form can be found at the following link: <https://filestore.scouting.org/filestore/pdf/680-451.pdf>

Scouts and adult leaders who arrive to camp without an up-to-date tetanus vaccination or signed vaccination exemption form MUST go and receive one in town at their own expense. Failure to have an up-to-date tetanus vaccination can result in removal from camp.



# YOUTH PROTECTION & 2-DEEP LEADERSHIP

The Boy Scouts of America believes that its top priority is to protect the safety of children. The BSA has developed “Barriers to Abuse Within Scouting” that create safer environments for young people involved in Scouting activities. All Scout leaders must comply with these policies. Violations of these policies put Scouts at risk and will result in disciplinary action, including expulsion from camp and revocation of membership. All camp staff members are required to understand these policies and report any suspected violations as directed by the Camp Director.

## **TWO-DEEP LEADERSHIP ON ALL OUTINGS REQUIRED.**

A minimum of two registered adult leaders, or one registered leader and a participating Scout’s parent, or another adult is required for all trips and outings. One of these adults must be 21 years of age or older.

### ***ADULT SUPERVISION/COED ACTIVITIES:***

Male and female adult leaders must be present for all overnight coed Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA.

The BSA now requires that **ALL** adults who wish to overnight as part of their camp stay **MUST** be a registered member of the BSA! Any adults who wish to stay on any Michigan Crossroads Council property overnight, that cannot show proper registration with the BSA, must leave the property - no refund!

## **ONE-ON-ONE CONTACT BETWEEN ADULTS AND YOUTH MEMBERS IS PROHIBITED.**

In situations requiring a personal conference, such as a Scoutmaster conference, the meeting is to be conducted with the knowledge and in view of other adults and/or youth.

## **TWO-DEEP LEADERSHIP AND NO ONE-ON-ONE CONTACT BETWEEN ADULTS AND YOUTH MEMBERS INCLUDES DIGITAL COMMUNICATION.**

Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

## **AGE-APPROPRIATE AND SEPARATE ACCOMMODATIONS FOR ADULTS AND SCOUTS ARE REQUIRED.**

### ***TENTING:***

- Separate tenting arrangements must be provided for male and female adults as well as for male and female youth.
- Youth sharing tents must be no more than two years apart in age.
- In Cub Scouting, parents and guardians may share a tent with their family.
- In all other programs, youth and adults tent separately.
- No adult may share a tent with a person of the opposite sex unless he or she is that adult’s spouse; spouses may share tents.

### ***LODGING/ CABIN ACCOMODATIONS:***

Whenever possible, separate cabins or lodging should be provided for male and female adults as well as for male and female youth. Where separate accommodations cannot be provided due to group size or limited availability, modifications may be made. Where completely separate accommodations are not available, additional supervision is required.

- If adults and youth of the same gender occupy single-room accommodations, there must be a minimum of two adults and four youth, with all adults being Youth Protection trained.
- Physical separation by other means, including temporary barriers or space, should be used only when no other arrangements are possible.
- These modifications are limited to single-gender accommodations.

### ***SHOWER FACILITIES:***

Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth. If separate facilities are not available, separate shower times should be scheduled and posted.

## **THE BUDDY SYSTEM SHOULD BE USED AT ALL TIMES.**

The buddy system is a safety measure for all Scouting activities. Buddies should know and be comfortable with each other. Self-selection with no more than two years age or significant differences in maturity should be strongly encouraged. When necessary, a buddy team may consist of three Scouts. No youth should be forced into or made to feel uncomfortable by a buddy assignment.

## **PRIVACY OF YOUTH IS RESPECTED.**

Adult leaders and youth must respect each other’s privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires. Adults must protect their own privacy in similar situations.

## **INAPPROPRIATE USE OF SMART PHONES, CAMERAS, IMAGING, OR DIGITAL DEVICES IS PROHIBITED.**

Although most Scouts and leaders use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

## **NO SECRET ORGANIZATIONS.**

The BSA does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.

# YOUTH PROTECTION & 2-DEEP LEADERSHIP

## **YOUTH LEADERSHIP IS MONITORED BY ADULT LEADERS.**

Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure BSA policies are followed.

## **DISCIPLINE MUST BE CONSTRUCTIVE.**

Discipline used in Scouting must be constructive and reflect Scouting's values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

## **APPROPRIATE ATTIRE IS REQUIRED FOR ALL ACTIVITIES.**

Proper clothing for activities is required. Certain activities will require the use of long pants and/or long sleeves. Please check your camp specific appendix for merit badge and program clothing requirements. For questions on summer camp dress code, please refer to page 27.

## **NO HAZING.**

Hazing and initiations are prohibited and may not be included as part of any Scouting activity.

## **NO BULLYING.**

Verbal, physical, and cyberbullying are prohibited in Scouting.

## **MANDATORY REPORTING OF CHILD ABUSE.**

All persons involved in Scouting must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated to any other person.

Immediately notify the Camp Director of this report, or of any violation of BSA's Youth Protection policies, so he or she may take appropriate action for the safety of our Scouts, make appropriate notifications, and follow up with investigating agencies.

State-by-state mandatory reporting information:

[www.childwelfare.gov](http://www.childwelfare.gov)

## **ALL ADULT LEADERS AND YOUTH MEMBERS HAVE RESPONSIBILITY.**

Everyone is responsible for acting in accordance with the Scout Oath and Scout Law. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in the Scouting program and may result in revocation of membership. For more information, please see the BSA's Guide to Safe Scouting and Youth Protection resources.

## **UNITS ARE RESPONSIBLE TO ENFORCE YOUTH PROTECTION POLICIES.**

Adult leaders in Scouting units are responsible for monitoring the behavior of youth members and other leaders and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

## **INCIDENTS REQUIRING AN IMMEDIATE REPORT TO THE CAMP DIRECTOR.**

The following must be reported to the Camp Director for action immediately:

- Any threat or use of a weapon
- Any negative behavior associated with race, color, national origin, religion, sexual orientation, or disability
- Any reports to authorities where the BSA's Mandatory Reporting of Child Abuse policy or your state's mandatory reporting of child abuse laws apply
- Any abuse of a child that meets state reporting mandates for bullying or harassment
- Any mention or threats of suicide

If someone is at immediate risk of harm, call 911.

If a Scout is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help in not working to solve the problem, contact the BSA Member Care Contact Center at 972-580-2489, or send an email to [youth.protection@scouting.org](mailto:youth.protection@scouting.org).



# SUMMER CAMP CAMPER DRESS CODE

The Michigan Crossroads Council encourages our campers to dress comfortably while they are at camp. Campers should use their best judgement to dress appropriately and not wear anything that would make other campers feel uncomfortable. When packing for camp, the following dress code items should be adhered to:

- **Clothing** should not include profanity or images that do not support the Scout Oath and Law
- **Proper** undergarments should be worn
- **Pants and shorts** must
  - Completely cover undergarments
  - Not allow for exposure of the buttocks
  - Stay up without the use of hands
- **All shirts** must
  - Have wide straps or cover the shoulders - no "spaghetti straps"
  - Not be see-through or expose the side of the body
  - Be worn at all times outside of the aquatics area or shower house
- **Closed-toed shoes** must be worn at all times except while in the aquatics area, shower house, or as deemed safe by the Camp Director. At no time should a camper be **barefoot** unless in the designated Aquatics areas, the shower, or in their tent.
- **Swimwear** must be modest
  - For males, tight fitting swim briefs or swim bottoms short enough to allow for exposure are not allowed - no speedos
  - For females, bikinis are not allowed, modest tankinis or one-piece swimsuits are appropriate



# SPECIAL DIETARY NEEDS

The Michigan Crossroads Council defines a special dietary need as one of the following:

1. A known food allergy
2. A diet based on a pre-existing medical condition
3. A diet based on religious principles

Persons with diets that do not fall under the above categories do not qualify for special diet services while at camp. Please consult with the Camp Director for further information & guidance.

Our camps continually strive to make your dining experience a positive one during your stay with us. Great care is made to ensure quality, quantity, & variety in each meal we prepare.

However there are also people who require special attention to their diet. We make it a practice to accommodate as best we can those who have special dietary needs. This can be done by contacting the Camp Director at least **2 weeks** prior to your arrival at camp.

While every effort will be made to accommodate the special dietary needs of you and your Scouts, you may need to bring supplemental food items to camp that we cannot provide locally.

Campers who require special diets should note so on their registration. In order to make your final payment for camp, you will need to list any dietary restrictions on each camper's registration.

## ! Dietary Restrictions ?

### Dietary Restrictions

If the camper has no dietary restriction, simply type "NONE" in the box.

If the camper does have dietary restrictions, type them here. Dietary restrictions include:

- Food allergies (i.e. eggs, milk, soy, banana, etc.)
- Diets based on a medical condition (i.e. gluten free, vegetarian, vegan, etc.)
- Diets based on religious principles (i.e. Kosher, Halal, etc.)

MCC has worked with both our food service provider and local businesses to do our best to accommodate our campers that have special dietary needs. In the event that we cannot accommodate a special dietary request, campers with a highly regulated diet will sometimes need to bring their own food to camp with them.

The Michigan Crossroads Council operates "nut free" dining facilities.

MICHIGAN & BSA/MCC CAMPS

# **POLICIES, RULES & REGULATIONS**



# STATE OF MICHIGAN REGULATIONS FOR 2023

## DHHS Central Registry Clearance Requirement All campers and visitors over the age of 21 are required to comply

The State of Michigan requires all adults (21 and older) that are on camp property to go through a Central Registry Clearance with the Department of Health & Human Services of Michigan (DHHS). Although the rule states that this pertains to “staff”, the state defines “staff” as either a paid employee OR a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers. The State of Michigan requires us to document that EVERY individual aged 21 and older on camp property be cleared by the Central Registry / State of Michigan.

All campers and visitors are required to get a new letter **ANNUALLY!** Previous year’s letters are NOT valid.

Both CAMPERS and VISITORS 21+ years of age who plan to attend OR visit any MCC Summer Camp this summer must:

**1. APPLY:** Submit a [State of Michigan Request for Central Registry Clearance Form](#) – there is no cost associated with this process. **DO NOT REQUEST TO MAIL YOUR RESULTS TO THE CAMP!!!** Results **must** be mailed or emailed to the individual requesting clearance.

**2. OBTAIN AND COPY:** Upon approval, the individual seeking clearance will receive a form letter, DHHS 1910, from the State of Michigan showing that they have been cleared. The individual will need to make a **copy** of this letter for **each** camp they plan to attend / visit during the summer season.

**3. SUBMIT:** For Campers – a copy of each camper’s DHHS Clearance Letter must be submitted to the camp office upon their arrival to camp. For **full-time** campers, this will need to be turned in during the Unit’s check-in process. For **part-time** campers, this can either be turned in during the Unit’s check-in process or can be presented by the individual when they check in to camp.

*Campers who cannot provide a DHHS Clearance Letter will not be granted access to the property – no refunds will be given to individuals who cannot access camp due to not having a Clearance Letter.*

For Visitors – a copy of each visitor’s DHHS Clearance Letter must be submitted to the camp office upon check-in. Visitors who cannot submit a DHHS Clearance Letter must agree to be always escorted by a cleared individual while on the property OR will not be granted access to the property.

*Units will be responsible for providing escorts to Uncleared individuals from their unit – camps will not provide an escort for any visitors.*

To ensure that your Unit family & friends who will be visiting you this summer do not get turned away or delayed, please notify your unit families of this State of Michigan rule.

**FIND THE DHHS FORM HERE**



# STATE OF MICHIGAN LAWS/ADMINISTRATIVE RULES

**Public Act 116 of 1973** provides for the licensing of children’s camps. Administrative rules adopted by the joint legislative committee on April 17, 1984 require written procedures on the following items be provided to every staff member and leader:

**Rule 113** No camper shall be deprived of food or sleep, be placed alone without staff supervision, observation and interaction, or be subjected to ridicule, threat, corporal punishment or excessive physical exercise.

**Rule 115** It is mandatory that any staff member or volunteer report to their director any actual or suspected case of child abuse or neglect immediately. The Director shall immediately contact the Camp Director, who if after investigation, finds abuse or neglect, shall by phone report to the Department of Social Services and file a written report within 72 hours. “This is the responsibility of all staff members and volunteer leaders.”

**Rule 119** Each staff member and volunteer leader must be alert at all times to each camper’s physical state. Any observed change should be reported to the Camp Director for the appropriate action. This can most easily be done during swim checks (cuts, bruises, etc.) and at meal times for behavioral patterns.

**Rule 123** The camp shall hold all prescription and nonprescription drugs and medications in locked storage unless medically contraindicated.

**Rule 400.11111** A camp shall ensure that the ratio of adult staff members to campers at any one time is as follows:

1. For campers below the age of 13, during their awake hours there shall be 1 adult staff member for every 10 campers or a fraction thereof beyond the first 10.
2. For campers below the age of 13, during their sleeping hours there shall be 1 adult staff member for every 14 campers or a fraction thereof beyond the first 14.
3. For campers 13 years of age or older, there shall be 1 adult staff member for every 14 campers or a fraction thereof beyond the first 14.
4. For campers with disabilities, during their awake hours there shall be 1 adult staff member for every 3 campers or a fraction thereof beyond the first 3.

5. For campers with disabilities, during their sleeping hours there shall be 1 adult staff member for every 6 campers or a fraction thereof beyond the first 6.
6. The minimum number of staff on duty and in camp is 2 adult staff members

In a camp that has more than 50 campers, the camp director shall not be included in determining the staff member-camper ratio and shall not serve full-time as the health officer or as an aquatics supervisor.

**Rule 400.11115** Child and adult protection plan.

1. A camp shall develop and follow a written plan to assure compliance with 1975 PA 238, MCL 722.621, and known as the child protection law, and sections 11 to 11f and 14 of 1939 PA 280, MCL 400.11 to 400.11f and 400.14, and known as the adult protection law.
2. The plan shall cover all of the following areas:
  - a) Reporting responsibilities.
  - b) Confidentiality.
  - c) Separation of an alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers.

**MCL 722.113f** Child care organization receiving notice of high-risk special investigation; notification to parent or legal guardian;

1. Except as provided in subsection (5), within 24 hours after a child care organization receives notice that a high-risk special investigation is being conducted by the department, the child care organization shall make a good-faith effort to make oral notification to each parent or legal guardian of 1 or more of the following:
  - a) Children who were under the child care organization’s care at the site and the time the incident being investigated occurred.
  - b) If the individual being investigated is still present at the child care organization at the time of the investigation, children who have or will come into contact with the individual being investigated as long as that individual is present at the child care organization.



# NATIONAL CAMP ACCREDITATION PROGRAM

The National Office of the Boy Scouts of America states that the purpose of the National Camp Accreditation Program (NCAP) is to help councils elevate camps to new levels of excellence in delivering Scouting's promise to youth. Councils will engage in a rigorous review of camps and properties, continuous improvement, and correction or elimination of substandard practices.

**NCAP achieves this purpose through the following:**

- National Camp Standards
- Application and Authorization to Operate Review
- Camp Strategic Analysis
- Continuous Camp Improvement Program
- Annual Camp Assessment Process

Only camps that successfully complete all five aspects of the NCAP are BSA accredited camps.

Our camps are inspected during the first week of operation by a team of trained "Visitation Specialists" to ensure that our camps & programs meet BSA National Standards. The State of Michigan / Department of Human Services, the Health Department, the State of Michigan Licensing & Regulatory Affairs Department, and other departments concerned with the safety and well being of our campers also make routine inspections of our properties and programs.

**Per standard AO-802, all Michigan Crossroads Council Camps continue to earn and operate as BSA NCAP Accredited Camps.**



NATIONAL CAMP  
ACCREDITATION PROGRAM





# BSA/MCC CAMP POLICIES

## YOUTH PROTECTION REPORTING POLICY

Any suspicion or belief that any child is or has been physically, emotionally or sexually abused, exploited or exposed to any form of violence, threat, pornography or obscene material should be reported to the local authorities AND to the Scout Executive. At summer camp, the Camp Director serves as the designee for the Scout Executive.

State of Michigan policies on youth protection can be found on page 26 of this guide.

The Michigan Department of Health and Human Services hot line number is 855-444-3911. This toll-free number allows you to report abuse or neglect of any child or adult any time day or night.

## DRUGS & ALCOHOL

The Michigan Crossroads Council and the Boy Scouts of America are committed to providing a safe, healthy, and productive camp and camping experience. Accordingly, the possession or use of, or being under the influence of, illegal drugs (as classified under federal, state or local laws), including marijuana, and / or the possession of drug paraphernalia, will not be tolerated on any properties (including camps) of the Michigan Crossroads Council or the Boy Scouts of America.

Possession, consumption, or being under the influence of alcohol, including beer, will not be tolerated on the properties of the Michigan Crossroads Council or the Boy Scouts of America.

Violation of this policy will result in immediate removal from camp (with no refund) and may also result in legal prosecution.

While the proper use of prescribed medication by a patient under the care of a physician is permitted, such prescription medications must be dispensed by the Camp Health Director or the designated Unit Leader in your site in accordance with the rules of the Boy Scouts of America.

Michigan Crossroads Council Camps are "Drug & Alcohol Free Zones."

**FOR PURPOSES OF THIS POLICY, MARIJUANA IS AN ILLEGAL DRUG AND IS NOT A PRESCRIBED MEDICATION.**

## ILLEGAL, IMMORAL, AND/OR UNACCEPTABLE ACTS

As a character building organization caring for other people's children in camp, illegal, immoral or other activities generally considered unacceptable by society have no place in the Boy Scouts of America. This includes all forms of hazing and unit initiations.

## YOUTH AND/OR ADULT VIOLENT BEHAVIOR

The directors and staff at our camps are coached in preventative measures when it comes to youth and/or adult violent behavior. We are not trained, nor do we have the ability, to handle situations relating to violent behavior. If these types of situations should arise at camp, we will immediately contact local authorities for professional assistance. The youth and/or adult will be sent home to seek professional guidance - no refund. Please keep us apprised of any discipline/behavior problems you may experience during the week. The Michigan Crossroads Council maintains a zero-tolerance policy for violent behavior.

## LIVING QUARTERS

The Michigan Crossroads Council and the Boy Scouts of America reserve the right to enter quarters (not limited to but including tents) during reasonable hours, when necessary, in order to provide for efficient service, repairs, improvements, maintenance, fire safety inspections, or enforcement of Michigan Crossroads Council and Boy Scouts of America regulations and policies.

## SUMMER CAMP CAMPER DRESS CODE

The Michigan Crossroads Council encourages our campers to dress comfortably while they are at camp. Campers should use their best judgement to dress appropriately and not wear anything that would make other campers feel uncomfortable. When packing for camp, the following dress code items should be adhered to:

- **Clothing** should not include profanity or images that do not support the Scout Oath and Law
- Proper **undergarments** should be worn
- **Pants and shorts** must
  - Completely cover undergarments
  - Not allow for exposure of the buttocks
  - Stay up without the use of hands
- **All shirts** must
  - Have wide straps or cover the shoulders - no "spaghetti straps"
  - Not be see-through or expose the side of the body
  - Be worn at all times outside of the aquatics area or shower house
- **Closed-toed shoes** must be worn at all times except while in the aquatics area, shower house, or as deemed safe by the Camp Director. At no time should a camper be barefoot unless in the designated Aquatics areas, the shower, or in their tent.
- **Swimwear** must be modest
  - For males, tight fitting swim briefs or swim bottoms short enough to allow for exposure are not allowed - no speedos
  - For females, bikinis are not allowed, modest tankinis or one-piece swimsuits are appropriate



# BSA/MCC CAMP POLICIES

## PERSONAL EQUIPMENT, FIREARMS, FIREWORKS, AND AMMUNITION

Michigan Crossroads Council policy DOES NOT allow for any of the following personal items / safety equipment to be brought onto camp property:

<b>Firearms*:</b>	Rifles, shotguns, pistols (including off-duty law enforcement), bows, crossbows, etc.
<b>Shooting Sports*:</b>	Wrist rockets, slingshots, tomahawks, throwing knives, etc.
<b>Ammunition*:</b>	Bullets, slugs, shot-shells, BBs, arrows, etc. (Ammunition is never allowed outside of the range area in any form)
<b>Fireworks*:</b>	Poppers, firecrackers, fountains, mortars, etc.
<b>Climbing:</b>	Harnesses, helmets, gloves, carabiners, belay devices, rope, etc.
<b>Aquatics:</b>	Lifejackets, personal watercraft + paddles & oars, lifesaving equipment, etc.
<b>Skilled Trades:</b>	Welding jacket, welding gloves, welding helmets, hand tools, etc.

\*Violations will result in immediate removal from camp - no refund. The MCC maintains a “zero-tolerance” policy on firearms, shooting sports, ammunition, and fireworks violations.

All of our MCC Camps provide adequate equipment to serve your unit’s shooting sports, climbing, and other program needs. All personal equipment should be left at home and not brought with you to camp.

Campers that have any of the above listed items (including service pistols) will be given the opportunity to turn them in to the Camp Office upon Sunday check-in. There, they will be stored under lock and key until the end of the week. You **MAY NOT** lock any personal equipment in your vehicle (including service pistols). Personal equipment will then be returned to you upon your departure from camp. Personal equipment will **NOT** be allowed to be used on camp property. Failure to turn in personal equipment will result in your immediate removal from camp - no refund!

## TRANSPORTATION

The Michigan Crossroads Council is not able to transport individuals to “off the property” activities (except for pre-approved and licensed “Trek Programs” as defined by NCAP and the State of Michigan) or appointments, including non-emergency medical situations. The unit is responsible for all “off property transportation” and is to make sure that those providing that transportation are doing it in accordance with all rules and regulations established by the National Council of Boy Scouts of America and the State of Michigan. Units must make sure that the vehicles being used to transport Scouts are in excellent working order, the driver is currently licensed, and all appropriate insurances are in effect.

Camp vehicles are NOT available for the transport of Scouts or Leaders. If a camper needs gear transported during the week, prior arrangements must be made with the Camp Office.

All riders are to use seat belts at all times and are not to distract drivers at any time. All emergency situations are dealt with as is appropriate.





## FINAL REMINDERS

- All persons who wish to attend Michigan Crossroads Council camps must be registered with the Boy Scouts of America.
- The person in charge of your unit must be currently registered as a Scouter who has been a proved by the unit's Chartering Organization and be at least 21 years old.
- Units must have 2 deep leadership at all times.
- All unit reservations are made to best accommodate our customers and the space available in each campsite. Depending on the Unit reservations for your week at camp, your campsite may be home to more than one unit. Sharing a campsite can provide your Scouts with an excellent opportunity to make new friends and share in the many duties and activities available at camp during your week at camp. **Each MCC Camp reserves the right to make final campsite assignments or re-assignments.**
- **No pets** are allowed in any area of camp beyond the parking lot - Please make sure your visitors are aware of this policy. This rule does not pertain to registered service animals with accompanying paperwork. **At our MCC camps, a service animal is a dog that is trained to do work for, and to assist, an individual with a disability. Emotional support and other therapy animals are not considered service animals under ADA Title II and Title III.**
- Closed-toed footwear must be worn in camp at all times except while in the designated aquatic areas, shower, or bed. This includes traveling to or from the Aquatics area or a shower house.
- Anyone arriving at or leaving camp must sign in or out at the Camp Office.
- No flames or open fires are permitted in tents at any time.
- It is a violation of law to tamper with smoke detectors in camp buildings and structures.
- The Scout uniform is the proper dress for dinner & evening flag. It is strongly encouraged at all other times.
- Scoutmasters are responsible for discipline of the Scouts in their units.
- Scouts are not allowed in restricted areas without permission of the staff member on duty. Restricted areas include the Aquatics, COPE & Climbing, and Shooting Sports program areas - other areas as indicated by each camp.
- Flammable liquid stoves and lanterns must be used and filled only by adult leaders. Liquid fuels must be stored in accordance with each camp's Chemical Fuel Policy.
- Other rules deemed necessary by each individual Camp Director.

# YOUR UNIT PROGRAM AT CAMP



# PLANNING FOR CAMP

The program of each camp is based on the needs, desires and interests of units and individuals as expressed in the Unit Program Schedule. Each unit will have its own program highlights prepared prior to arrival at camp. When you and your Scouts arrive at camp, you'll find a staff that is ready, willing, and able to assist you with your week's program. The staff is there, not to lead your unit - that's your privilege as a Scout leader - but to provide assistance in the form of counseling merit badges, providing backup service, and to give the Scouts a role model.

Time and again, research has shown that Scouts remain in the Scouting program when their Units take the extra time to plan a strong outdoor program. We know from experience that Units who plan their summer experience before they arrive are the ones that leave camp the most satisfied.

Your unit should plan to take full advantage of your week at camp. Patrol structure should be used to help the Scouts get used to democratic leadership. In order to ensure that your Scouts have the opportunity to take and complete the merit badges of their choice, you'll need to coordinate with them and guide them **before** they get to camp.

While at camp, don't forget that you have a voice in how camp is being run. All of our Michigan Crossroads Council camps offer Leaders Roundtables where your comments will be greatly appreciated. Don't wait until Saturday and your evaluation to tell us your needs. Ask during the week, and you'll be pleased when the staff is eager to help you.

Please make the information in this guide available to all Scouts and Leaders attending camp - as well as any parents whose child will be in attendance. By allowing everyone involved to have the same information, communication and understanding between all parties becomes much easier! **Be Prepared!**



# DEVELOPING YOUR UNIT'S PROGRAM

Planning your program should start now. It is not necessary to plan everything down to the minute. A brief outline is what you need at this time:

- a. Become familiar with this Leader's Guide AND the Program Specific Guide for your Camp
- b. Discuss all program possibilities with your Patrol Leader's Council.
- c. Know the needs and wishes of the Scouts in your unit. Have your patrol leaders make a list of the needs of each Scout in their patrols and the activities they would like to do as a patrol or as a unit. They should report back to the Patrol Leaders' Council.
- d. At the next Patrol Leaders' Council meeting, develop your program based on your needs and desires.
- e. Remember, your unit program must be flexible for you to share the facilities with other units in camp.

The camp program is the combination of all the factors of living in the camp community. Since each unit's program will be different, the needs and interests are different. There are four general patterns within the unit's program that should be in evidence. They are:

1. Activities in which all members of the unit take part.
2. Activities that are best carried out on a patrol basis.
3. Informal activities more suitable for a few Scouts to do together.
4. Special interests a Scout might follow on their own.

There will be many activities in camp for which adult leaders and unit leadership will accept sole responsibility. They may seek information or help from the staff or a commissioner, but it is important that each unit establish its own identity and gain experience in the building and administration of its own program. It isn't Scout camping unless the patrol is the functioning group in the administration of the unit program in camp. The balanced program - the total living experience in camp - must revolve around the Scout and their personal interests with their friends, in their patrol, in their unit, and in their camp community.

It is the responsibility of adult leaders, unit leaders, and the Patrol Leaders' Council to establish the program and schedule for the unit. Within this program and schedule, adequate time for the four general patterns listed above should be allowed. The unit is a source of authority and the framework within which the complete program is planned as far as the Scout is concerned.



# ADVANCEMENT

## ADVANCEMENT IN CAMP

Summer camp holds many opportunities for advancement, particularly in areas related to the outdoors. The camp staff includes many experts who will assist Scouts in advancement. Scout advancement requirements and procedures, of course, must be followed at camp as they would be in any other setting.

All advancement in Scouting occurs in four parts. This does not change at summer camp. These parts are:

- 1. The Scout learns** in meetings, on hikes, while camping, and on their own.
- 2. The Scout is evaluated.** The unit leader's council may name patrol leaders, qualified youth leaders, unit instructors, and/or unit leaders of the unit committee to test Scouts on advancement.
- 3. The Scout is reviewed.** Boards of review for all progress awards are conducted by at least three members of the unit committee. The rank of Eagle requires a special review by at least three members of the unit committee and a member of the district advancement committee. This is not held in camp.

### Procedure at camp:

- The progress award review is set up by the Scout Leader and conducted as outlined under #3.
  - The review is held by the unit committee and the council advancement report is properly filled out. This form is then sent to the Council Service Center.
  - The Camp Director or his designee will issue rank cards to the Scoutmaster upon request.
- 4. The Scout gets their badge.** Merit Badges and Rank awards will not be available in the Trading Post but may be purchased at the Council Service Center. An advancement report will be needed when purchasing the awards and badges.

## ADVANCEMENT PLANNING

To have a successful advancement program at camp, your Scouts should start planning before camp. Each Scout, with a leader's assistance, should decide which merit badges and/or rank requirements they will work on at camp. Remember, it's usually better to begin two badges and complete them than to start five badges and finish none of them.

We urge that you work with each Scout as much as possible in the pre-camp preparations. Leaders who will be teaching parts of merit badges should also prepare themselves and any materials they may need. Some Star and Life service work is available at camp; contact the Camp Director, Ranger, or Quartermaster. The Scoutmaster must approve this work in advance.



# ADVANCEMENT

## TRACKING ADVANCEMENT AT SUMMER CAMP

All Michigan Crossroads Council Camps will be utilizing the online registration system for registering, tracking progress during camp, and reporting completions and partials to units after their week of camp.

The camp administration team will work diligently to ensure that merit badge tracking data is updated each evening by 11pm. Please understand that power outages, server crashes, and unscheduled website maintenance may prevent this from occurring.

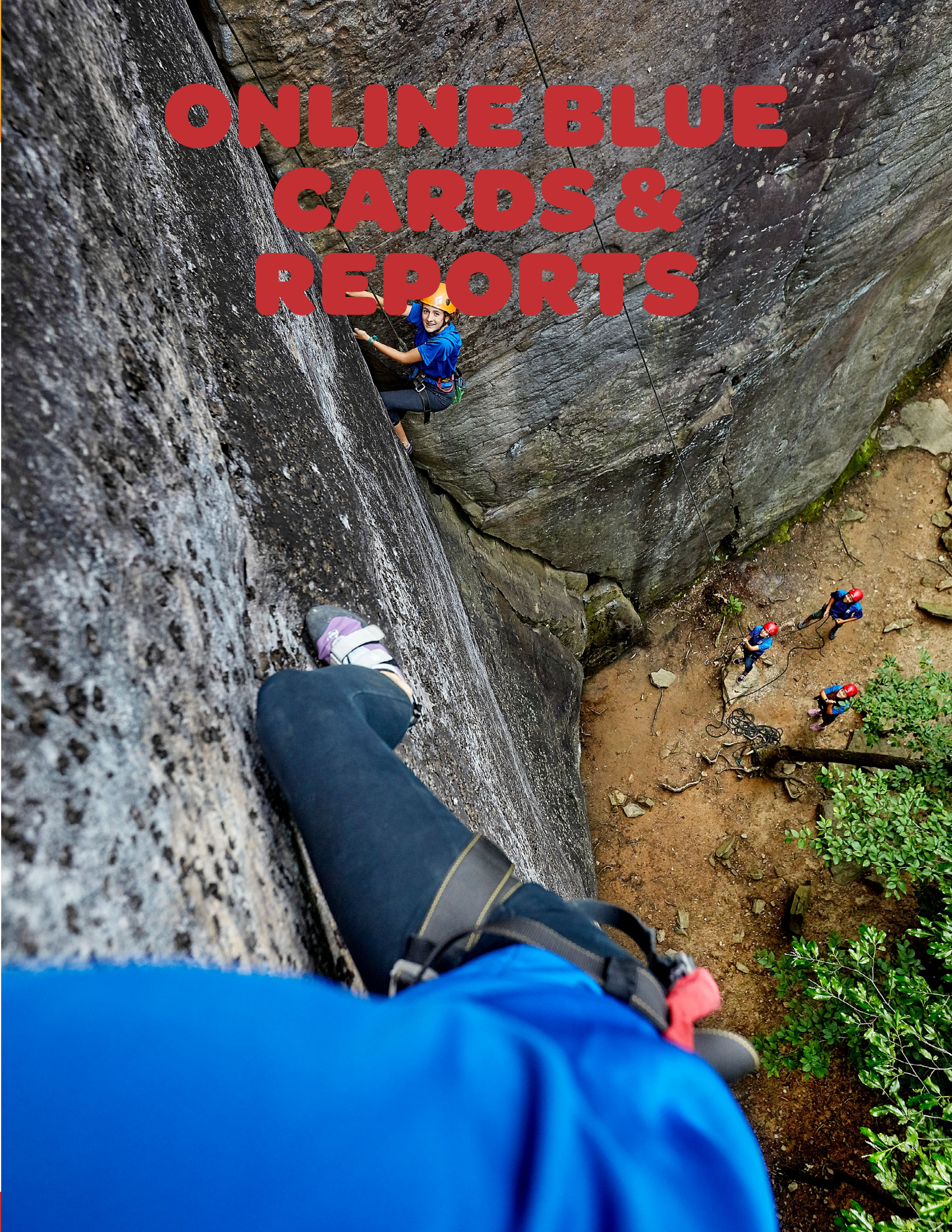
If you have questions regarding your Scouts progress for the week that you cannot obtain from the online tracking sheets, please speak with the Merit Badge Counselor or the Camp Program Director.

### Merit Badge sign-ups and completion:

- The Scout or the Unit will sign-up for desired merit badge(s) in the online registration system before arriving at camp
- The Unit should bring two printouts of the units merit badge schedule with each scout on it when they arrive at camp on check-in day: one for the Scout to have, and one for the Unit to utilize
- The Unit Leader in charge will be given a list of all Scouts and their accompanying merit badges during check-in; they will need to sign this list as "approved", taking place of the "Unit Leader Authorization" section of the blue card
- The camp retains the aforementioned list as the leader approval for each scout to participate in those listed merit badges
- During the week each Scout is checked as present or absent each day
- Each requirement is listed on the class roster and is checked-off daily if completed
- At the end of the week the Scout is listed as complete or partial (with all requirements listed needing to complete)
- The unit is given a final report upon leaving camp with all information on each scouts completed badges or partial requirements needed - **this report is used instead of the use of blue cards**
- The unit will have access to go back to the registration system and print blue cards for each scout after they return from camp. (see "Printing Blue Cards" on page 43)
- It is important that the unit prints these cards for each scout immediately after camp to ensure that the Scout has all records for rank advancement and will be ready to contact a counselor to complete and sign-off on remaining requirements
- The blue card will print all of the scout's info and the requirements checked off - the system will not print a partial blue card
- If needed the unit has the ability to print reports up to seven years after camp
- Also note that our registration system already provides a **Scoutbook** and **Troopmaster** export feature

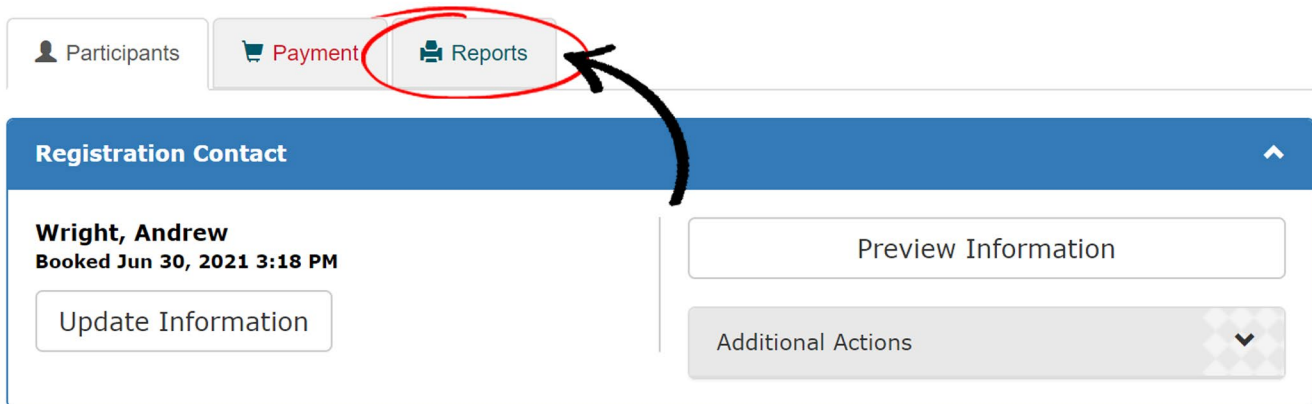


# ONLINE BLUE CARDS & REPORTS



# PRINTING REPORTS

The Michigan Crossroads Council is pleased to be able to offer our Scouts BSA Resident Summer Camp Unit Leaders with a full array of available reports, both before, during, and after your summer camp experience at your MCC Scouts BSA Resident Camp this summer. Please be reminded of the following reports available through your Scouts BSA Resident Summer Camp Reservation via the MCC website. After logging into your Scouts BSA Resident Summer Camp reservation, click on the “Reports” tab at the top of the page:



## You will then see the following reports listing available to you:

- Unit Roster
- Payment Allocations
- Class Attendee Schedule
- Class Attendee Summary
- Class Period Summary
- Scoutmaster QR Codes
- Blue Cards – Official BSA Card Stock
- Instructions for Printing Blue Cards
- Blue Cards – Front Side
- Blue Cards – Back Side
- Badges – Incomplete
- Unit Merit Badge Requirement Status
- **Scoutbook** and **Troopmaster** Exports

Please review these reports and be sure to take advantage of this awesome resource to enhance your summer camp experience!



# PRINTING BLUE CARDS

The Michigan Crossroads Council utilizes the built in electronic blue card reports in the Blackpug registration system. What does this mean for your Unit?


- Your camp will not accept a physical blue card - all blue cards will be processed through your Unit's online registration
- Your Unit WILL NOT need to fill out blue cards prior to or after arriving to camp
- Your Unit WILL NOT need to turn in a physical blue card at camp
- Your Unit WILL NOT receive blue cards at the end of the week
- Your Unit WILL be able to print blue cards off of their registration up to 7 years after the event

For more details on this process, please refer to the "printing blue cards" section below.

## PRINTING BLUE CARDS

Blue cards will be available for your Unit to print immediately upon your return home. Blue cards print on a full 8.5" x 11" piece of paper. It is recommended that your unit prints its blue cards on blue card stock.

### To print blue cards for your unit, follow the steps below:

1. Go to the registration website for your selected camp and click "lookup registration" at the top of the page:  
Camp Rotary - <https://scoutingevent.com/272-crsbsarc2023>  
Cole Canoe Base - <https://scoutingevent.com/272-ccbsbsarc2023>  
D-bar-A Scout Ranch - <https://scoutingevent.com/272-dasrsbsarc2023>  
Gerber Scout Reservation - <https://scoutingevent.com/272-gsrsbsarc2023>
2. Log in to your event using your email address and reservation number
3. Click on  at the top of your registration page
4. For merit badge completion data, click **Unit Advancement Detail**
5. To print blue cards, click **Blue Cards - Plain Paper**

### Your camp will NOT print blue cards for your unit!

## PARTIALS AT CAMP

For Scouts that receive a "partial" in a merit badge class, a blue card will not be printed. Scouts that receive a partial should follow the steps listed under "Printing Blue Cards" and then select **Badges - Incomplete** to print off a partial completion report, which will include:

- Date of requirement completion
- List of requirements yet to be completed
- Merit Badge revision date

This slip can then be used at another camp or with another merit badge counselor to complete the badge.


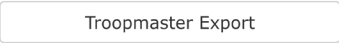

Scouts can continue working from the same merit badge revision date that they started and have until their 18th birthday to complete a merit badge.

**Scouts or units should NOT contact Summer Camp Counselors or staff after summer camp concludes. Merit Badge partials should be completed with a unit merit badge counselor, or at a MCC Merit Badge event. Check michiganscouting.org/events for upcoming programs. Questions related to merit badge records should be directed to the Camp Director.**


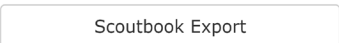

# SCOUTBOOK AND TROOPMASTER EXPORTS

The Blackpug registration system is set up to easily export and upload your Unit's summer camp advancement records into Scoutbook and Troopmaster. Please refer to the appropriate section below to assist you in the export process.

## Scoutbook Export

1. Go to the registration website for your selected camp and click "lookup registration" at the top of the page – refer to page 43 for the correct registration link
2. Log into your event using your email address and reservation number
3. Click on  Reports at the top of your registration page
4. Scroll to the bottom of the page and click on 
  - a. Follow the instructions listed under the "Scoutbook Export" button to ensure proper download
  - b. Follow the instructions at [this link](#) to import into the Scoutbook system
5. Click on  Preview Report to download onto your computer

## Troopmaster Export

1. Go to the registration website for your selected camp and click "lookup registration" at the top of the page – refer to page 43 for the correct registration link
2. Log into your event using your email address and reservation number
3. Click on  Reports at the top of your registration page
4. Scroll to the bottom of the page and click on 
5. Click on  Preview Report to download onto your computer



SCOUTS BSA RESIDENT CAMP

# LEADERS GUIDE



**D-BAR-A SCOUT RANCH**

# HELLO LEADERS,

Thank you for choosing D-Bar-A Scout Ranch! We are thrilled welcome you and to share our love of Scouting, appreciation for the outdoors, and sense of adventure with you. We have over 70 years of experience serving youth at the Ranch. We are proud of Scouts BSA's legacy, and we are excited to share our program with you!

This Leader's Guide will provide your Unit the information necessary to plan for a fun, productive, and successful experience. It is our goal to make your stay with us at the Ranch, the highlight of your summer.

The dedication, commitment, and selfless service that you as leaders provide to our youth is the cornerstone of the Scouting movement. We appreciate everything you contribute, and hope that by the time you end your visit with us, you will have a new camp to call "home."

If you have any questions or concerns, please don't hesitate to reach out to us and we will do everything we can to find answers and solutions.

Yours in Scouting,

Wanda Philippy  
Camp Director

Frank Grzebyk  
Assistant Director - Operations

**D-BAR-A SCOUT RANCH**

*#GrabLifeByTheHorns*

## **BSA MISSION STATEMENT**

It is the mission of the Boy Scouts of America to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law

## **SCOUT OATH**

On my honor I will do my best, To do my duty to God and my country, and To obey the Scout Law. To help other people at all time, To keep myself physically strong, mentally awake, and morally straight.

## **SCOUT LAW**

**A Scout is:**  
Trustworthy, Obedient, Loyal, Cheerful, Helpful, Thrifty, Friendly, Brave, Courteous, Clean, Kind & Reverent

*It is the policy of the Michigan Crossroads Council to ensure a camping experience without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Michigan Crossroads Council prohibits any such discrimination or harassment.*

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# ABOUT D-BAR-A



The Michigan Crossroads Council prides itself in operating D-BAR-A Scout Ranch. Since 1950, D-BAR-A has been providing quality experiences for Scouts, Schools, and communities from all around the world. D-BAR-A is located about an hour North of Detroit, MI. The Ranch consists of over 1,700 acres of wilderness, 3 lakes, 28 heated cabins, a Yurt tent village, 11 tent sites, a herd of horses, cattle and 5 burrows!

Located at the heart of camp you will find our Jack Lord Trading Post. We have gone to great lengths to make sure our camp store is fully stocked and ready for business! Additional program facilities include a dining hall, a Scout Museum, 32-foot-tall climbing tower, two shooting sports areas, several nature centers, 2 bouldering walls, and over 11 miles of hiking trails and miles of horse trails.



D-BAR-A is one of the few camps in the world that is a fully functioning horse ranch. D-BAR-A is unique because it offers the opportunity for Scouts to experience all that ranch-life has to offer.

Enjoying all of this can take place during a week of summer camp while scouts are earning merit badges, swimming, shooting, climbing, and working on rank advancement. D-BAR-A Scout Ranch is open year-round, so if you find that there are activities you wanted to do, but didn't get the chance, you can simply book a return visit!



## ABOUT THIS GUIDE

This Leader's Guidebook is designed to assist you and your unit in preparation to attend D-BAR-A Scout Ranch. It contains everything you need to know for each step of the summer camp process. It includes everything from registration, preparation for attending camp, attending camp, and reserving your site for next year. We hope this book provides you with all the information you could possibly need to ensure you and your unit will have an amazing time at camp.

**\*Camp management may revise information in this book. If revisions are made, you will be notified before you get to camp.**



# ADMINISTRATIVE

## ARRIVAL AT THE RANCH

Please prepare to arrive at camp, as a Unit, no later than 2pm on Sunday. Unit Leaders will need to present to the Jack Lord Admin Cabin with a copy of their Youth Protection Training certificates, DHS Clearance, or equivalent if coming from out of State, as well as proof of insurance if coming in from outside of Michigan and will then proceed to their site to establish camp. A staff member will be acting as your Troop Guide for the week and will be available to answer any questions you might have.

Our amazing Admin Team will visit you in your sites on Sunday to complete health screenings and to collect Health Forms (parts A, B and C) as well as your Routine Drug Administration Form, if applicable and will provide you with a lockbox for medications.

Units are welcomed to arrive at D-Bar-A on Saturday after 2:00pm. Please be aware that there will be no meal service, staff, or program offered on Saturday. Adult leaders will need to stop in at the Martin Building to provide their current Youth Protection Training certificate, DHS Clearance, or equivalent if coming from out of State, as well as proof of insurance if coming in from outside of Michigan. Troops should remain in their campsites until check-in begins Sunday at noon. Our amazing Admin Team will visit you in your sites to complete health screenings and to collect health forms (A, B and C) as well as your Routine Drug Administration Form, and if applicable, provide you with a lockbox for medication.

## CAMPSITE MAINTENANCE

Units are responsible for maintaining their sites, including the latrines, from day-to-day. Please police your site regularly and keep it free from litter and debris. Garbage collection will be done daily after you place your bag at the designated location at your site. Major repairs will be made by our Ranger team and issues should be reported promptly to camp staff.

Each campsite has been equipped with fire tools (rake and shovel) that must remain in their respective sites.

Dinner will be served at Wyckoff Dining Hall at 7:00pm on Sunday.

## SHOWER FACILITIES

Shower facilities are located across from the Hay Pavilion and have individual shower stalls. Please promptly report any issues to camp staff.

## CAMP MAIL

Post cards are available for purchase so Scouts can share their

experience at camp! Similarly, families can send mail to their Scouts to: D-Bar-A Scout Ranch, Scout's Name, Unit Number, 880 E Suttons Road, Metamora, MI 48455

Incoming mail should be picked up at the Jack Lord Admin Cabin.

## TELEPHONE

The main number to D-Bar-A is 810-245-2250. Scouts can be contacted to speak with callers, at this number, only in the case of emergency.

## TRADING POST

The Jack Lord Trading Post carries a vast selection of D-Bar-A souvenirs, shirts, camp supplies, refreshments, ice cream, slushies, candy, nutritious snacks, and more! We do recommend sending your Scout with some money to use in the trading post for anything they might want or need. We accept cash, checks, Master Card, Visa, American Express and Discover.

It is possible to pre-order D Bar A Shirts prior to arrival to camp. To do this please contact the Camp Director via email at wanda.philippy@scouting.org and in the Subject Line indicate "2023 Summer Camp Shirts". We want to make sure that if you wish to place an order, we can accommodate, so the sooner you place your order better!

The Trading Post will be open every day during your visit.

## INTERNET ACCESS

We understand that spending a week at summer camp and disconnecting from our day-to-day lives, and work can be challenging for some and impossible for others. We have taken steps to ensure that unit leaders can access Wi-Fi at the Hay Pavilion and in Wyckoff Dining Hall to alleviate the strain disconnecting can create. Please contact our amazing Admin team to acquire the usernames and passwords to login. We will also be employing our D-Bar-A Camp app for push notifications for guests.

# PROGRAM AREAS

## WYCKOFF FLAG PARADE FIELD

Flag ceremonies will be held each morning at 7:50am, and each evening at 5:50pm at the Wyckoff Flag Parade Field which is in the heart of camp. Camp-wide Opening Flags will be held on Monday morning. Units are encouraged to wear their field uniform to opening flags and to bring their troop flags. Troops are also encouraged to sign up to perform flag ceremonies at the administrative office, located in the Jack Lord cabin. Units participating in the Color Guard duties must be wearing complete field uniforms as defined by BSA.

## EAGLE'S NEST ADVANCEMENT AREA

Located directly across from the Jack Lord Trading Post, this is the place for Scouts wanting to focus on advancement and is dedicated to mainly offering Eagle Required Merit Badges.

MB Offerings: Citizenship in the Nation, Citizenship in the World, Emergency Preparedness and Communication.

## AQUATICS

Waterfront activities take place on Lockwood Lake, the largest of the three lakes within D-BAR-A. Scouts will get acquainted with the waterfront on arrival day with Swim Checks. Scouts and Leaders will have the opportunity to test their sense of adventure with the Polar Bear Swim! If you're just looking for a relaxing afternoon, stop by and participate in open swim or boating, but don't forget your buddy! Adult leaders will have the option to become trained in the BSA's Safe Swim Defense and Safety Afloat program so they can help at the waterfront and facilitate their off-season aquatics programs.

MB Offerings: Swimming, Lifesaving, Small Boat Sailing, Kayaking and Canoeing

Monday evening, Water Wars and Liquid Leisure – Scouts can compete in relay race, boat race, team building skills or enjoy free time at the waterfront.

Polar Bear Plunge – Tuesday Morning at 6:00am – Sign up required at Lunch on Monday.

## CLIMBING

We are proud to offer one of the most successful MCC climbing programs in the state. Climbing is all about vertical challenges. Scouts have the chance to reach new heights at our 32' tall climbing tower.

Climbing MB, Search and Rescue

## ECOLOGY-CONSERVATION

Eco-Con is one of the most diverse areas at the Ranch. It is where we teach natural science, nature, technology, and a whole lot more. Eco-Con showcases Astro Night where Scouts have the chance to use D-BAR-A's giant telescope to marvel at the night sky and zero in on stars and planets!

## HANDICRAFT

Handicraft is one of the busiest areas in camp it encompasses both traditional skills such as woodcarving, leatherwork, pottery, as well as non-traditional skills such as game design and chess. Handicraft is available to both Scouts and adults. Back by popular demand, Handicraft will host tie-dyeing. The Trading Post will have white shirts available to purchase, but Scouts are also welcomed to bring their own items from home that they wish to tie-dye.

MB: Art, Basketry, Photography, Moviemaking  
Tie Dye Night – Thursday

## SCOUTCRAFT/OUTDOOR SKILLS (OSA)

This is the place for first-year campers to take part in our Greenhorn program which allows Scouts to complete requirements in Scout, Tenderfoot, Second-Class and First-Class ranks. The program focuses on the requirements that many units have a difficult time completing outside of summer camp.

Our staff in Outdoor Skill cater to all Scouts, from those looking to improve their skills to Scouts who seek to become an expert survivalist. OSA offers several Merit Badges focused on skills used to survive in the outdoors as well as the skills used for camping, backpacking, and hiking. OSA also offers the Camp Gadget contest, where units can compete against one another and lash together the most unique, camp gadget. OSA also hosts Wilderness Survival where Scouts are given the opportunity to stay overnight in the wilderness, under a structure they build from natural materials!

## LONESOME PINE SHOOTING SPORTS RANGE

Shooting sports give Scouts the opportunity to learn how to safely use firearms in a controlled environment. Our staff proudly offer Archery, Rifle, and Shotgun. Scouts pursuing a shooting sports merit badge have the cost of range use built into their registration. Scouts that would like to spend some time on the range but aren't pursuing a merit badge can stop into our Trading Post and purchase tickets to access the range during open shoot.

MB: Rifle, Shotgun and Archery

## SILVER SPUR CORRAL

No horse ranch could be considered complete without a corral! Silver Spur is where Scouts will complete the Horsemanship Merit Badge. Classroom style instruction will be completed in the pavilion next to the corral.

## TRADE SKILLS AREA

We believe that trade skills are vitally important, we are continuing this program at D-BAR-A to ensure that Scouts have an opportunity to learn these skills!

MB: Welding, Metalworking, Leatherworking, Woodwork

## CAMP CHAPEL

A Scouts own Service will be held Tuesday evening and following services, program areas will be closed.

# FOOD SERVICE

At D Bar A we understand that when camping, food is morale. We have updated our food service method and improved our menu! We have selected many homemade dishes and will be made with love by our amazing kitchen staff! Meals will be served, family style, in Wyckoff Dining Hall. Two members from each campsite will be required to serve as “Dining Hall Stewards” for each meal being served in Wyckoff. The troop-assigned, Dining Hall Stewards should report to the dining hall 15 minutes before each meal to prepare for meal service. Dining Hall Stewards will also be asked to remain in the hall after the meal to assist with clean-up.

Units are welcomed to opt into the “cook in your campsite” program. If opting to cook within your campsite, the kitchen will prepare take away baskets for your meals and they will need to be picked up at Wyckoff Dining Hall by someone from your unit. Breakfast can be retrieved between 6:00am and 7:00am. Lunch can be retrieved between 10:00am and 11:00am and Dinner can be retrieved between 4:00pm and 5:00pm. Contact the Camp Director at least three weeks ahead of your visit if you are opting to participate in the cook in your campsite program, to ensure the proper plans are implemented to accommodate your unit.



# SPECIAL OPPORTUNITIES

## JACK SIMS SUMMIT AWARD

The Jack Sims Summit Award is D Bar A's highest honor. Jack Sims was a D Bar A Ranger and he wholly embodied Scout Ranch Life. Jack Sims was loved by many and has a rich history here at D Bar A. This award was created to honor his legacy, and through your efforts to earn this prestigious award, Jack's memory lives on. Your Unit will be provided the requirements to earn this coveted award upon check-in!

## BRONZE COWBOY AWARD

To earn the Bronze Cowboy Award is no easy feat! You will be provided the requirements to earn this annual camp award upon arrival to D Bar A, Units earning this award will be honored at the Friday Night Fire Bowl Ceremony.

## FAMILY NIGHT

Family Night will be hosted on Wednesday evening and will include free pony rides for Scout siblings ages 10 and under, camp dinner, music, games, and an ice cream social! We will wrap up the evening with a movie under the stars. The Trading Post will be open. Guests for the evening will need to check-in at the Martin Building to sign-in and receive a visitor's pass.

Families are also invited to return to the Ranch on Friday night to join us for our Fire Bowl closing camp program! Scouts will be celebrated for their achievements in Camp and Order of the Arrow will hold a special ceremony. Families are invited to tent camp overnight to leave with their Scouts Saturday morning or not. It will be necessary for adults staying overnight to bring Current Youth Protection Training certificates as well as DHS clearance forms or the equivalent, if coming from outside Michigan.

## HUNGER GAMES

Thursday evening is your opportunity to earn the coveted "EverEat" title! Three categories will be judged: appetizers, entrée and dessert. Units will prepare stations for display, prepare their food, and deliver it in the Jack Lord Parade field activities area. Units should be prepared to serve 20 people, three of which will be judges and winners will be announced at Friday night Fire Bowl.

## RANCH HAND EXPERIENCE

In this amazing program Scouts will get a full-immersion experience living the life of a D-Bar-A wrangler! Scouts will learn horse care, will get time in the saddle, possibly participate in a stock drive, while fully experiencing the value and importance of time-management.

Participants should be at least 14 years of age, First-Class, be able to lift 50lbs and be prepared to work in the heat while wearing appropriate ranch clothing.

Scouts will need to bring their own personal camping gear, but food will be provided by D-Bar-A.

**June 25, 2023, to July 1, 2023**

**July 9, 2023, to July 15, 2023**



# GREENHORN PROGRAM SCHEDULE

## AM CLASS SCHEDULE

DAY	Program Session A 9:00 am	Program Session B 10:00 am	Program Session C 11:00 am
MONDAY	Tenderfoot = 1c. Second Class = 1b. First Class = 1b.	Tenderfoot = 2b., 2c. Second Class = 2a., 2b.	Second Class = 2c., 2d. First Class = 2a., 2b., 2c.
TUESDAY	Tenderfoot = 3a., 3b. Second Class = 2f. First Class = 3a., 3b.	Tenderfoot = 3c., 3d. Second Class = 2g. First Class = 3c., 3d.	Second Class = 3a., 3c., 3d. First Class = 4b.
WEDNESDAY	Tenderfoot = 5a., 5b., 5c. Second Class = 4.	First Class = 5a., 5b.	First Class = 5c., 5d.
THURSDAY	Tenderfoot = 7a. Second Class = 8a., 8b.	Service Project	Service Project
FRIDAY	<b>Make up day. This is a day for anyone who wants to work on requirements or skills to come in and receive instruction and help.</b>		

All schedules subject to change

## PM CLASS SCHEDULE

DAY	Program Session D 2:00pm	Program Session E 3:00 pm	Program Session F 4:00 pm
MONDAY	Tenderfoot = 4a.	Tenderfoot = 4b., 4c. Second Class = 6b., 6c.	Second Class = 6a.
TUESDAY	Second Class = 6d., 6e. First Class = 7a.	First Class = 7b., 7c.	First Class = 7d., 7e., 7f.
WEDNESDAY	Second Class = 5a., 5d.	Second Class = First Class =	Second Class = 5b., 5c.
THURSDAY	First Class = 6a. 6b.	First Class = 6c., 6d., 6e.	Service Project
FRIDAY	<b>Make up day. This is a day for anyone who wants to work on requirements or skills to come in and receive instruction and help.</b>		

All schedules subject to change

# TENDERFOOT RANK REQUIREMENTS

## CAMPING AND OUTDOOR ETHICS

**1c.** Explain how you demonstrated the Outdoor Code and Leave No Trace on a campout or outing.

## COOKING

**2b.** While on a campout, demonstrate the appropriate method of safely cleaning items used to prepare, serve, and eat a meal.

**2c.** Explain the importance of eating together as a patrol.

## TOOLS

**3a.** Demonstrate a practical use of the square knot

**3b.** Demonstrate a practical use of two half-hitches.

**3c.** Demonstrate a practical use of the taut line hitch.

**3d.** Demonstrate proper care, sharpening, and use of the knife, saw, and ax. Describe when each should be used.

## FIRST AID AND NATURE

**4a.** Show first aid for the following:

- Simple cuts and scrapes
- Blisters on the hand and foot
- Minor (thermal/heat) burns or scalds (superficial, or first degree)
- Bites or stings of insects or ticks
- Venomous snakebite
- Nosebleed
- Frostbite and sunburn
- Choking

**4b.** Describe common poisonous or hazardous plants, identify any that grow in your local area or campsite location. Tell how to treat for exposure to them.

**4c.** Tell what you can do on a campout or other outdoor activity to prevent or reduce the occurrence of injuries or exposure listed in Tenderfoot requirements 4a and 4b.

## HIKING

**5a.** Explain the importance of the buddy system as it relates to your personal safety on outings and where you live. Use the buddy system while on a troop or patrol outing.

**5b.** Explain what to do if you become lost on a hike or campout.

**5c.** Explain the rules of safe and responsible hiking, both on the highway and cross-country, during the day and at night.

## CITIZENSHIP

**7a.** Demonstrate how to display, raise, lower, and fold the U.S. flag.



# SECOND CLASS RANK REQUIREMENTS

## CAMPING and OUTDOOR ETHICS

**1b.** Recite the principles of Leave No Trace from memory. Explain how you follow them on all outings.

## COOKING and TOOLS

**2a.** Explain when it is appropriate to use a fire for cooking or other purposes and when it would not be appropriate to do so.

**2b.** Use a pocketknife, and a saw or axe if needed, to prepare tinder, kindling, and fuel wood for a cooking fire.

**2c.** Using a minimum-impact method, and at an approved outdoor location and time, use the tinder, kindling, and fuel wood from Second Class requirement 2b to demonstrate how to build a fire. Unless prohibited by local fire restrictions, light the fire. After allowing the flames to burn safely for at least two minutes, safely extinguish the flames with minimal impact to the fire site. Properly dispose of the ashes and any charred remains.

**2d.** Explain when it is appropriate to use a lightweight stove and when it is appropriate to use a propane stove. Set up a lightweight stove or propane stove. Unless prohibited by local fire restrictions, light the stove. Describe the safety procedures for using these types of stoves.

**2f.** Demonstrate tying the sheet bend knot. Describe a situation in which you would use this knot.

**2g.** Demonstrate tying the bowline knot. Describe a situation in which you would use this knot.

## NAVIGATION

**3a.** Demonstrate how a compass works and how to orient a map. Use a map to point out and tell the meaning of five map symbols.

**3c.** Describe some hazards or injuries that you might encounter on your hike and what you can do to help prevent them.

**3d.** Demonstrate how to find directions during the day and at night without using a compass or an electronic device.

## NATURE

**4.** Identify or show evidence of at least ten kinds of wild animals (such as birds, mammals, reptiles, fish, mollusks) found in your local area or camping location. You may show evidence by tracks, signs, or photographs you have taken.

## AQUATICS

**5a.** Tell what precautions must be taken for a safe swim.

**5b.** Demonstrate your ability to pass the BSA beginner test. Jump feetfirst into water over your head in depth, level off and swim 25 feet on the surface, stop, turn sharply, resume swimming, then return to your starting place.

**5c.** Demonstrate water rescue methods by reaching with your arm or leg, by reaching with a suitable object, and by throwing lines and objects.

**5d.** Explain why swimming rescues should not be attempted when a reaching or throwing rescue is possible. Explain why and how a rescue swimmer should avoid contact with the victim.

## FIRST AID

**6a.** Demonstrate first aid for the following:

- Object in the eye
- Bite of a warm blooded animal
- Puncture wounds from a splinter, nail, and fishhook
- Serious burns (partial thickness, or second degree)
- Heat exhaustion
- Shock
- Heatstroke, dehydration, hypothermia, and hyperventilation

**6b.** Show what to do for "hurry" cases of stopped breathing, stroke, severe bleeding, and ingested poisoning.

**6c.** Tell what you can do while on a campout or hike to prevent or reduce the occurrence of the injuries listed in Second Class requirements 6a and 6b.

**6d.** Explain what to do in case of accidents that require emergency response in the home and the backcountry. Explain what constitutes an emergency and what information you will need to provide to a responder.

**6e.** Tell how you should respond if you come upon the scene of a vehicular accident.

## CITIZENSHIP

**8a.** Participate in a flag ceremony for your school, religious institution, chartered organization, community, or Scouting activity.

**8b.** Explain what respect is due the flag of the United States.



# FIRST CLASS RANK REQUIREMENTS

## CAMPING & OUTDOOR ETHICS

**1b.** Explain the potential impacts of camping, both on the environment and on other outdoor users. Explain why the Outdoor Code and Leave No Trace principles are important for protecting the outdoors.

## COOKING

**2a.** Help plan a menu for one of the above campouts that includes at least one breakfast, one lunch, and one dinner and that requires cooking at least two of the meals. Tell how the menu includes the foods from MyPlate or the current USDA nutritional model and how it meets nutritional needs for the planned activity or campout.

**2b.** Using the menu planned in First Class requirement 2a, make a list showing a budget and the food amounts needed to feed three or more youth. Secure the ingredients.

**2c.** Show which pans, utensils, and other gear will be needed to cook and serve these meals.

## TOOLS

**3a.** Discuss when you should and should not use lashings.

**3b.** Demonstrate tying the timber hitch and clove hitch.

**3c.** Demonstrate tying the square, shear, and diagonal lashings by joining two or more poles or staves together.

**3d.** Use lashings to make a useful camp gadget or structure.

## NAVIGATION

**4b.** Demonstrate how to use a handheld GPS unit, GPS app on a smartphone or other electronic navigation system. Demonstrate how to use a handheld GPS unit, GPS app on a smartphone, or other electronic navigation system while on a campout or hike. Use GPS to find your current location, a destination of your choice, and the route you will take to get there. Follow that route to arrive at your destination.. Use a GPS to find your current location, a destination of your choice, and the route you will take to get there. Follow that route to arrive at your destination.

## NATURE

**5a.** Identify or show evidence of at least 10 kinds of native plants found in your local area or campsite location. You may show evidence by identifying fallen leaves or fallen fruit that you find in the field, or as part of a collection you have made, or by photographs you have taken.

**5b.** Identify two ways to obtain a weather forecast for an upcoming activity. Explain why weather forecasts are important when planning for an event.

**5c.** Describe at least three natural indicators of impending hazardous weather, the potential dangerous events that might result from such weather conditions, and the appropriate actions to take.

**5d.** Describe extreme weather conditions you might encounter in the outdoors in your local geographic area. Discuss how you would determine ahead of time the potential risk of these types of weather dangers, alternative planning considerations to avoid such risks, and how you would prepare for and respond to those weather conditions.

## AQUATICS

**6a.** Successfully complete the BSA swimmer test.

**6b.** Tell what precautions must be taken for a safe trip afloat.

**6c.** Identify the basic parts of a canoe, kayak, or other boat. Identify the parts of a paddle or an oar.

**6d.** Describe proper body positioning in a watercraft, depending on the type and size of the vessel. Explain the importance of proper body position in the boat.

**6e.** With a helper and a practice victim, show a line rescue both as tender and rescuer. (The practice victim should be approximately 30 feet from shore in deep water.)

## FIRST AID AND EMERGENCY PREPAREDNESS

**7a.** Demonstrate bandages for a sprained ankle and for injuries on the head, the upper arm, and the collarbone.

**7b.** By yourself and with a partner, show how to:

- Transport a person from a smoke-filled room
- Transport for at least 25 yards a person with a sprained ankle.

**7c.** Tell the five most common signals of a heart attack. Explain the steps (procedures) in cardiopulmonary resuscitation (CPR)

**7d.** Tell what utility services exist in your home or meeting place. Describe potential hazards associated with these utilities, and tell how to respond in emergency situations.

**7e.** Develop an emergency action plan for your home that includes what to do in case of fire, storm, power outage, and water outage.

**7f.** Explain how to obtain potable water in an emergency





# MERIT BADGE SCHEDULE

## AM CLASS SCHEDULE

	Program Session A 9:00 am	Program Session B 10:00 am	Program Session C 11:00 am
<b>AQUATICS</b>	Swimming	Lifesaving	Swimming
	Small Boat Sailing	Swimming	Kayaking
<b>EAGLE'S NEST ADVANCEMENT AREA</b>	Citizenship In the Community	Emergency Preparedness	First Aid
	Communication	Citizenship in the World	Citizenship in the Nation
<b>CLIMBING</b>	Climbing	Search and Rescue	Open Climb
<b>HANDICRAFT</b>	Art	Basketry	Photography
	Moviemaking	Woodcarving	Music
	Pottery		
<b>ECOLOGY- CONSERVATION</b>	Archaeology	Environmental Science	Mammal Study
	Space Exploration	Astronomy	Soil and Water Conservation
	Environmental Science	Fish & Wildlife Management	Environmental Science
<b>TRADE SKILLS AREA</b>	Metalworking	Leatherworking	Painting
<b>SCOUTCRAFT/ OUTDOOR SKILLS (OSA)</b>	Camping	Wilderness Survival	Fingerprinting
	Geocaching	Cooking	Pioneering
	Indian Lore	Orienteering	
<b>LONESOME PINE SHOOTING SPORTS RANGE</b>	Rifle		Rifle
	Shotgun		Shotgun
	Archery		Archery
<b>SILVER SPUR CORRAL</b>	Horsemanship		Trail Rides

All schedules subject to change

## PM CLASS SCHEDULE

	Program Session D 2:00 pm	Program Session E 3:00 pm	Program Session F 4:00 pm
<b>AQUATICS</b>	Swimming	Lifesaving	Open Swim
	Canoeing	Swimming	
<b>EAGLE'S NEST ADVANCEMENT AREA</b>	Citizenship In the Community	Emergency Preparedness	First Aid
	Communication	Citizenship in the World	Citizenship in the Nation
<b>CLIMBING</b>	Climbing	Search and Rescue	Open Climb
<b>HANDICRAFT</b>	Art	Basketry	Photography
	Moviemaking	Woodcarving	Music
	Pottery		
<b>ECOLOGY- CONSERVATION</b>	Archaeology	Environmental Science	Mammal Study
	Space Exploration	Astronomy	Soil and Water Conservation
	Environmental Science	Fish & Wildlife Management	Environmental Science
<b>TRADE SKILLS AREA</b>	Welding		Woodwork
<b>SCOUTCRAFT/ OUTDOOR SKILLS (OSA)</b>	Camping	Wilderness Survival	Fingerprinting
	Geocaching	Cooking	Pioneering
	Indian Lore	Orienteering	
<b>LONESOME PINE SHOOTING SPORTS RANGE</b>	Rifle		Open Shoot
	Shotgun		
	Archery		
<b>SILVER SPUR CORRAL</b>	Horsemanship		Trail Rides

All schedules subject to change

# MERIT BADGE PREREQUISITES

Merit Badge	Prerequisites	Notes
Archeology	4, 4c, 5b, 6b, 7	D-A observatory trip required
Archery	1c	Recommended to attend open shoot
Art	6	
Astronomy		Must attend Astro Night
Basketry		
Camping	4b, 5e, 7b, 8d, 9	(6) can be completed at camp
Canoeing		Must Be able to pass the BSA Swim Test
Citizenship In the Community	2a, 3a, 4b, 7c	
Citizenship in the Nation	2, 3	
Citizenship in the World	7	
Climbing		Recommended to attend open climb
Communication	4, 5	Must be prepared to MC closing Firebowl to complete 8
Cooking	4, 6	
Emergency Preparedness	1, 2c, 6c, 8, 9	Must attend Search & Rescue Outpost
Environmental Science		
Fingerprinting		
First Aid	1, 2d, 5	Be prepared to make a first aid kit
Fish & Wildlife Management	5, 7	
Geocaching	7, 8	
Horsemanship		
Indian Lore		
Kayaking		Must be able to pass the BSA Swimmer test
Leatherwork		
Lifesaving		Must be able to pass the BSA Swimmer test
Mammal Study		
Metalworking		
Moviemaking		Must have up to date Cyber Chip, Must bring personal camera (Tablets and Phones DO count)
Music	3, 4	Recommended to bring instrument
Orienteering	7, 8, 9	
Painting		
Photography	1b	Must have up to date Cyber Chip, Must bring personal camera (Tablets and Phones DO count)
Pioneering	2a	
Pottery	7	
Rifle Shooting	1d, 1f	Recommended to attend open shoot
Search & Rescue	4	Must attend the Search & Rescue Outpost
Shotgun Shooting	1d, 1f	Recommended to attend open shoot
Small boat Sailing		Must be able to pass the BSA Swimmer test
Soil and Water Conservation		
Space Exploration	2	
Swimming		Must be able to pass the BSA Swimmer test
Welding	7a	14 Years of Age
Wilderness Survival	5	Must attend the Wilderness Survival Overnight
Wood Carving	2	Must have up to date Totin' Chip
Woodwork	7	Must have up to date Totin' Chip

# MERIT BADGE OFFERING



## AQUATICS

- Kayaking
- Small Boat Sailing
- Lifesaving \*
- Swimming \*
- Canoeing



## TRADE SKILLS AREA

- Welding \*\*
- Metalworking
- Leatherworking
- Woodwork \*\*
- Painting



## ECOLOGY-CONSERVATION

- Archaeology
- Astronomy
- Space Exploration
- Environmental Science \*
- Mammal Study
- Fish & Wildlife Management
- Soil and Water Conservation



## CLIMBING

- Climbing
- Search and Rescue



## LONESOME PINE SHOOTING SPORTS RANGE

- Rifle \*\*
- Shotgun \*\*
- Archery \*\*



## SCOUTCRAFT/OUTDOOR SKILLS (OSA)

- Camping \*
- Cooking \*
- Geocaching
- Pioneering
- Wilderness Survival
- Fingerprinting
- Indian Lore
- Orienteering



## HANDICRAFT

- Art
- Basketry
- Photography
- Moviemaking
- Woodcarving
- Music
- Pottery



## EAGLE'S NEST ADVANCEMENT AREA

- Citizenship In the Community \*
- Citizenship in the Nation \*
- Citizenship in the World \*
- Emergency Preparedness \*
- Communication \*
- First Aid \*s



## SILVER SPUR CORRAL

- Horsemanship \*\*

\* EAGLE REQUIRED

\*\* CLASS WILL BE 1 ½ HR. LONG

# SUMMER CAMP SCHEDULE

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6:00AM			Polar Bear Plunge				
7:20 AM		Flag Raising	Flag Raising	Flag Raising	Flag Raising	Flag Raising	
7:30 AM					Breakfast		
9:00 AM	Camp Closed			Leader Meeting			
9:00 AM			Program Session A			Merit Badge Makeup	Camp checkout & Dismissal
10:00 AM			Program Session B				
11:00AM			Program Session C				
12:30 PM			Lunch				
2:00 PM	Camp check-in & Swim Checks		Program Session D			Merit Badge Makeup	
3:00 PM			Program Session E				
4:00 PM			Program Session F				
5:15 PM		SPL Meeting		SPL Meeting		SPL Meeting	
5:50 PM	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	Flag Lowering	
6:00 PM							Camp Closed
	Opening Campfire	Water Wars and Liquid Leisure	Vesper Service	Western Night Cowboy Action Shooting Muzzleloaders Family Night	Hunger Games Tie Dye Night	Closing Campfire	
10:30 PM				Quiet in CAMP			
11:00 PM				Lights Out			



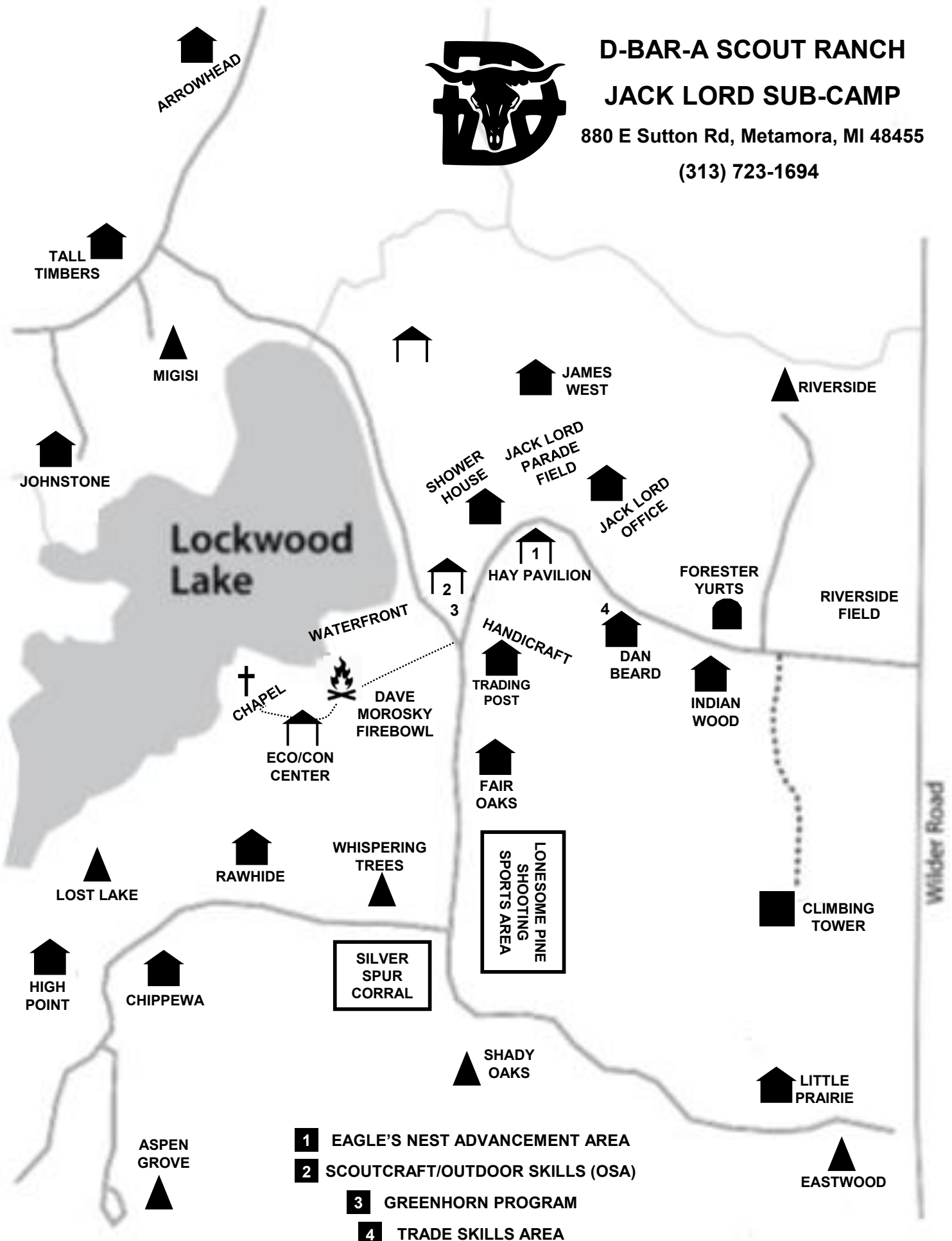


# D-BAR-A SCOUT RANCH

## JACK LORD SUB-CAMP

880 E Sutton Rd, Metamora, MI 48455

(313) 723-1694



- 1** EAGLE'S NEST ADVANCEMENT AREA
- 2** SCOUTCRAFT/OUTDOOR SKILLS (OSA)
- 3** GREENHORN PROGRAM
- 4** TRADE SKILLS AREA

# CORPORATE HEADQUARTERS

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