

Off to the Races!

Cub Scout Day Camp 2023
Arrowhead District LHC



Register Now!
6/12/2023 - 6/15/2023
M-W 7:45am - 3:45pm
Th 7:45am - 1:45pm

Sonora Park
Kennedale, Texas

For more information please contact Beth Simmonds at
bethsimmonds.bsa@gmail.com or text/call 214-885-0959

You are not registered for camp until both steps are complete!

1. Pay online at <https://scoutingevent.com/662-68346-170554>
2. Fill out this paper registration form and turn it in to your unit*

This packet contains a wealth of information including times, cost, how to register, staff training dates, camp rules, and more. If there is anything you can't find in the packet, please contact Beth Simmonds at bethsimmonds.bsa@gmail.org or 214-885-0959.

Camp Director: Beth Simmonds

214-885-0959

bethsimmonds.bsa@gmail.org

2023 Arrowhead District Cub Scout Day Camp

June 12th, 2023 - June 15th, 2023 • 7:45AM – 3:45PM

Sonora Park • 263 S. New Hope Road • Kennedale, TX 76060

FEES: Note – All Grades are as of Fall 2023

\$100	Cub Scout Participants (Grades 1 st -5 th) – Fee Includes 1 Camp T-Shirt & 1 Camp Hat
\$15	Tot-Lot Participants (Potty Trained Pre-1st Graders of Adult Volunteers ON SITE) – Fee Includes 1 Tot-Lot T-Shirt (NO OFFICIAL SHIRTS AVAILABLE)
\$15	Youth Volunteers (Grade 6 th & Up) – Fee covers cost of 1 Camp T-Shirt
\$15	Adult Volunteers (Ages 18 & Up) – Fee covers cost of 1 Camp T-Shirt

All ADULT & YOUTH VOLUNTEERS/STAFF are REQUIRED to attend Staff Training

- Training this year is available through a video presentation. Please contact Beth Simmonds at bethsimmonds.bsa@gmail.org for the link to the adult staff and youth staff training videos.
- **In addition, all adult volunteers are REQUIRED and youth volunteers are encouraged to certify in Youth Protection Training (Course Y01).**
 - This course is available at: <https://my.scouting.org/> for those who have never taken it or whose certification expires before June 13, 2023.
 - Volunteers will provide proof of YPT certification with registration paperwork.

DAY CAMP SETUP

All ADULT & YOUTH VOLUNTEERS are requested to assist with setting up Camp at Sonora Park beginning at 9:00AM on June 11th until we're done. The more volunteers we have, the sooner we'll be done.

If you have any questions, do not hesitate to contact **Beth Simmonds**
bethsimmonds.bsa@gmail.org or 214-885-0959

Arrowhead District REV 2023

HOW TO SUCCESSFULLY REGISTER FOR DAY CAMP

STEP #1 – DESIGNATE AN ADULT TO SERVE AS REGISTRAR FOR YOUR UNIT

- This person is responsible for ensuring that all registration steps are completed in full for all youth and adults participating in 2023 Day Camp.

STEP #2 – DETERMINE THE NUMBER OF YOUTH AND ADULTS ATTENDING DAY CAMP •

Cub Scout Participants will be assigned to Dens based on their Grade Level as of Fall 2023.

- Each day of Camp, your Pack **MUST provide 1 ADULT CHAPERONE FOR EVERY 5 YOUTH PARTICIPANTS PER DEN (Grade Level)**. Note that this is a Den-level requirement.

Example: If your Pack sends two (2) Wolves/2nd Graders, two (2) Bears/3rd Graders and one (1) Webelos/4th Grader to Camp, your Pack MUST also send three (3) Adult Chaperones; 1 Adult per every block of up to 5 Youth per Den.

The Only Exception...

Every Tiger/1st Grader MUST have a Parent/Adult Guardian in Camp each day they attend.

Every participant under age 18 not registered with BSA must have a Parent/Adult Guardian in Camp each day they attend.

- Adult Volunteers not serving as Chaperones are needed to serve as Camp Staff in various positions.
- Youth Volunteers (Grades 6th & up) are needed to serve as Den Chiefs or Youth Staff.
- Children of Adult Volunteers too young to begin 1st Grade in Fall 2023 may participate in Tot-Lot, so long as the child is potty trained and ONLY on days the parent is in Camp serving as a volunteer.

STEP #3 – GATHER REQUIRED DOCUMENTATION

- **YOUTH PARTICIPANTS/YOUTH VOLUNTEERS**: Obtain completed copies of each of the following;
 - Youth Registration Form
 - BSA Annual Health & Medical Record Parts A & B (dated no later than June 1th, 2023).
 - Immunization Records: Attached copy of immunization record is acceptable. **Note:** Month/Year date of immunizations is required by Texas Department of State Health Services. The last booster may be listed on Part B of the BSA Annual Health and Medical Record. **DO NOT write "CURRENT" for the**

date.

- Copy of Medical Insurance Card
- Campership Form (only required for those Cub Scouts needing financial assistance)
- Youth Volunteer Contract (only required for youth staff -Grades 6th & up)
- **ADULT VOLUNTEERS:** Obtain completed copies of each of the following;
 - Adult Registration Form (copy of BSA Membership Card **and** signed character references required)
 - BSA Annual Health & Medical Record Parts A & B (dated no later than June 13th, 2023).
 - Immunization Records: Attached copy of immunization record is acceptable.
 - **Note:** Month/Year date of immunizations is required by Texas Department of State Health Services. The last booster may be listed on Part B of the BSA Annual Health and Medical Record. **DO NOT write "CURRENT" for the date.**
 - For adults 21 years and over, only last Tetanus date is required.
 - Copy of Medical Insurance Card
 - Copy of Online Youth Protection Training Card/Certificate (Course# Y01), expiring after 06/2023
 - Adult Volunteer Contract

STEP #4 – PAY YOUR CAMP FEES

Go online to <https://scoutingevent.com/662-68346-170554>

- sign-up your unit for **Arrowhead District Day Camp** and pay your Camp fees.

- ❖ NOTE – **Online registration DOES NOT complete your registration for Camp.** It is solely for the purpose of paying your camp fees. You MUST complete Step #5 below to complete your Day Camp registration.

STEP #5 – SUBMIT REQUIRED DOCUMENTS TO COMPLETE REGISTRATION

- Submit documents gathered in Step #3 above to **Camp Director, Tuesday May 9th** at Arrowhead Roundtable. If you are unable to meet at Roundtable, please contact the Camp Director, Beth Simmonds, to make arrangements to deliver paperwork. • Last day to register is May 31st. Registrations submitted after May 31st are NOT guaranteed acceptance and are at the discretion of the Camp Director due to limited availability of space and materials.

Arrowhead District REV 2023

Unit Registration Checklist

Youth Participants/Volunteers

Name	Fee Paid	Registration Form	BSA Annual Health & Medical Record (AB Form)	Immunization Record or Affidavit	Insurance Card	Camper-ship Form	Youth Volunteer Contract
Sammy Scout		✓	✓	✓	✓		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

Adult Chaperones/Volunteers

Name	Fee Paid	Registration Form	BSA Annual Health & Medical Record (AB Form)	Immunization Record or Affidavit	Insurance Card	Adult Volunteer Contract	YPT Card
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Dear Parents and Cub Scouts,

We are so excited to see you back at Arrowhead District Day Camp this summer! To keep everyone safe and ensure we all have fun, the following are a few things to remember when you attend camp.

Please make sure to communicate with your child's Den Leader or the Camp Director any changes in contact information.

Camp **opens** at 7:45 AM and **closing** starts at 3:30 PM. Please do your best to be on time.

If your camper is not able to attend camp on any day, please communicate that to the den leader/camp director so we do not disturb you with an attendance check call.

Please send with your child:

- Camp uniform- camp T-shirt and hat should be worn daily.
 - Please wear **ONLY** closed toe shoes and bring a change of shoes to wear for splash pad (water shoes work great).
- Bring a sack lunch each day.
 - (Please **NO** Mayo, tuna, milk, or other heat sensitive items).
- **WATER** is a must!! A 24 or 32oz water bottle that has been filled and frozen the night before works well.
- Bring something to sit on for your camp area.
- Insect repellent and sunscreen should be put on at home and not brought to camp unless your camper can apply these without adult assistance.

Reminders:

- **ALL medication** must be turned into camp Health Officer each morning.
- **THURSDAY is Family Day** and will be a shorter day. Campers will be released after the show about 1:45pm.
 - Please turn in your egg craft to Trading post by 9am; the rules given out Monday afternoon
 - Everyone welcomed at 11:15am for Lunch/Egg Drop/Campfire Show

In the event of **SEVERE WEATHER/EMERGENCY EVACUATION:** We will assemble for a fire and wait for instructions. Parents picking up children must remain in their vehicles. Do not get out of your car to find your child, this could create a safety issue for you and your child.

Please review the camp rules so that there are no misunderstandings and camp can be a positive experience for all. If you have a special need while you are at camp, please contact your Camp Director as soon as possible so that I may do my best to meet your needs. **I look forward to seeing you at camp!!**

Respectfully,

Beth Simonds, Camp Director
214-885-0959/bethsimmonds.bsa@gmail.com

CAMP RULES

- 1. All Scouts in camp will use the buddy system.
- 2. NO PROFANITY OR FIGHTING.
- 3. All Scouts must stay with their den unless the chaperone has given permission for them to leave.
- 4. All Scouts will check in and out with the chaperone each morning and afternoon. ALL Staff, Chaperones, Den Chiefs, Youth Staff will check in and out at Headquarters.
- 5. Behavior problems will be brought to the Camp Director. If this causes the Scout to miss an event, the camper will not be able to make it up. Excessive problems will result in the Scout being sent home.
- 6. ANY injury must be reported to the chaperone and the Health Officer immediately.
- 7. Do not bring toys/tools of any kind to camp; we have everything you need to have a great time.
- 8. ALL VISITORS MUST CHECK IN AND OUT AT CAMP HEADQUARTERS.
- 9. Wear your Camp Uniform- T-shirt and hat - each day as well as closed toe shoes.
- 10. NO SMOKING! Please check with the director for the designated smoking area.
- 11. Stay away from unauthorized areas.
- 12. NO KNIVES, GUNS, PETS OR ELECTRONIC DEVICES ALLOWED.
- 13. Park in designated areas only and do not speed.

DROP-OFF & PICK-UP

Park Entrance is located at 263 S. New Hope Road, Kennedale.
From Business 287, Drive South on New Hope Road, Turn Right into Park.
Please Follow All Staff Directions.
DO NOT PARK... we will get your child where they need to be.

STAFF & GUEST PARKING

From Business 287, Drive South on New Hope Road, Turn Right on Broadway St.
Continue to the LEFT across railroad tracks.
Turn LEFT on Village St.
Park in any of the MARKED spaces around the ballfields.
ONLY BACK-IN PARKING WILL BE PERMITTED.

EMERGENCY PLAN

THE EMERGENCY PLAN will be reviewed and updated annually. Prior to camp this plan will be distributed to the Staff, Chaperones, Campers, and Parents, then reviewed on the 1st day of camp and will be posted during camp.

EMERGENCY SIGNAL TO ASSEMBLE: In case of an emergency, in which we need to assemble at the Flagpole, we will sound **THREE LONG BLASTS** on the air horn, whistle or car horn.

ASSEMBLY & EVACUATION PLAN: If you hear the emergency signal;

1. Form a buddy line.
2. Conduct roll call.
3. Proceed to the Flagpole.
4. Den chiefs should follow after campers.
5. If campers are in the restrooms a Youth Staff/Red Shirt should wait for them and bring them to the Big Tent.
6. Keep quiet and orderly at all times, so that further instructions can be heard.
7. Chaperones are responsible to know who, if any, of those in the den that are missing.
8. Chaperones will report roll to the Camp Director.
9. Camp Director will make the decision to evacuate or return to program.
10. Absolutely no one will leave camp without the permission from the Camp Director.
11. When permission is given a list of persons leaving will be turned into the Camp Director.

SEVERE WEATHER (TORNADOS, STORMS, & LIGHTNING): If you hear the emergency signal; 1. Quickly assemble according to the **Assembly & Evacuation Plan** above.

2. Camp Director will make the decision to evacuate or return to program.

FIRE PLAN: If you hear the emergency signal;

1. Quickly assemble according to the **Assembly & Evacuation Plan** above.
2. Any fire should be reported immediately to Camp Headquarters.
3. **DO NOT** wait to see if you can contain it yourself.
4. Fire extinguishers will be kept at Camp Headquarters.

ACCIDENTS/INJURIES:

1. All Camp and BSA Safety rules will be followed to prevent accidents/injuries.
2. Accidents/Injuries, no matter how small, are to be reported immediately to the Health Officer at Headquarters for evaluation.

LOST CAMPER PLAN:

1. The Buddy Plan will be followed to prevent a lost Camper.
2. Chaperones should first check their last program area, Port-a-potties, and the Den's camp site.
3. If the Camper is not immediately found, Chaperones are to report lost child to the Camp Director.
4. Camp Director will check sign-in & sign-out sheet and assign several staff members to systematically search the Camp and report back.
5. If the child is not located within 15 minutes from the time of notification, **Emergency Signal to Assemble** will be sounded and Camp roll reported to Camp Director.
6. If the child is not located within 30 minutes, Camp Director will report the missing child to police and notify the child's parents.

SICKNESS:

1. All Camp and BSA Safety rules will be followed to prevent sickness.
2. Sickness is to be reported immediately to the Health Officer for evaluation.

Shelter in Place (Any other threat to camp safety):

1. The Emergency Signal is **Two Short Blasts** on the air horn, whistle or car horn.
2. Everyone- Adults and Youth Alike- Drop to the Ground Where You Are
3. Adults Assess Your Surroundings
4. If there is a threat, calmly collect your campers, adults, and youth staff and evacuate in the OPPOSITE DIRECTION of the threat
5. Either evacuate West past the ranges and out by the ballfields to the Church, or East past the craft area and out to New Hope Road and then to the Church.
6. **Rally Point: First United Methodist Church of Kennedale: 229 W. 4th Street, Kennedale, 76060**

2023 Arrowhead District Cub Scout Day Camp Registration Form

Camp Location: Sonora Park, Kennedale Camp Dates: 6/12/2023-6/15/2023

Please Circle: Registration Type Camper Tot-Lot Youth Staff (Grades 6 & up) Adult Staff (18 & up)			
Name:	Date of Birth:	Gender:	Unit # and Type (Pack/Troop)
Street Address/City/Zip Code:			BSA Rank (as of Fall 2023):
Please Circle: Days Attending Camp Monday Tuesday Wednesday Thursday			
Is there anyone restricted from picking up this camper? Yes/No If yes, who?			
Parent Name:	Parent Email:	Parent Phone Number:	Alternate Parent Phone Number:
Emergency Contact Name:	Emergency Contact Number:	Emergency Contact Relationship:	Health Insurance Carrier and Policy Number:
Please send copies of special staff certifications to: bethsimmonds.bsa@gmail.org		CPR Expiration Date:	RangeMaster Expiration Date:

UNIFORM ORDER:

The Day Camp T-Shirt & Hat is the official uniform for Day Camp and MUST be worn each day.

Note: Tot-Lot Participants will be provided a non-official Camp T-shirt.

Indicate the Size shirt for this participant.

(Select only one shirt! Extra shirts are not available this year.)

Camper (Grades 1-5): 1 T-Shirt & Hat (included in registration fee)

Check Shirt Size:	Youth X Small 4-6	Adult Small
	Youth Small 6-8	Adult Medium
	Youth Medium 10-12	Adult Large
	Youth Large 14-16	Adult XL

Youth Staff (Grades 6 & up): 1 T-Shirt (included in registration fee)

Check Shirt Size:	Youth Small	Adult Medium
	Youth Medium	Adult Large
	Youth Large	Adult XL
	Adult Small	Adult 2XL

Adult (age 18 & up): 1 T-Shirt (included in registration fee)

Check Shirt Size:	Adult Small	Adult 2XL
		Adult 3XL
	Adult Medium	Adult 4XL
	Adult Large	Adult 5XL
	Adult XL	

ADULT REGISTRATION

2023 Arrowhead District Cub Scout Day Camp

Full Legal Name:	Date of Birth:	BSA Member Number:
Have you ever been convicted of a FELONY? Yes/No		
Have you ever been convicted of a MISDEMEANOR? Yes/No		

If "YES" to either above, please give details and explain:

I affirm that all information contained in this registration is true and accurate to the best of my knowledge and belief.

Signature

Date

CHARACTER REFERENCE 1

Please ask another adult in your organization, church, or community to complete the section below for your character reference.

To Whom It May Concern:

I, _____(Community Member- Please Print Full Name), attest to the character and integrity of
_____(Participant- Please Print Full Name) to properly supervise youth under the age of 18.

Signature

Date

Name:	Phone Number:	Email:
Street Address/City/Zip		Relationship to Participant:

CHARACTER REFERENCE 2

Please ask another adult in your organization, church, or community to complete the section below for your character reference.

To Whom It May Concern:

I, _____(Community Member- Please Print Full Name), attest to the character and integrity of
_____(Participant- Please Print Full Name) to properly supervise youth under the age of 18.

Signature

Date

Name:	Phone Number:	Email:
Street Address/City/Zip		Relationship to Participant:

ARROWHEAD DISTRICT CUB SCOUT DAY CAMP CONTRACT 2023

I have read the job description for the position of STAFF/CHAPERONES /YOUTH STAFF/ DEN Chief for Cub Scout Day Camp. I will arrive at 7:30am each day, in uniform. I agree to abide by all the rules and regulations of the camp. I will do my best to fulfill the job description of my position and any other duties that may be assigned by the Camp Director and follow the policies of the Scouts BSA of America.

Signature

Date

Camp Rules:

1. All Scouts in camp will use the buddy system.
2. NO PROFANITY OR FIGHTING.
3. All Scouts must stay with their den unless the chaperone has given permission for them to leave.
4. All Scouts will check in and out with the chaperone each morning and afternoon.
ALL Staff, Chaperones, Den Chiefs, Youth Staff will check in and out at Headquarters.
5. Behavior problems will be brought to the Camp Director. If this causes the Scout to miss an event, the camper will not be able to make it up. Excessive problems will result in the Scout being sent home.
6. ANY injury must be reported to the chaperone and the Health Officer immediately.
7. Do not bring toys/tools of any kind to camp; we have everything you need to have a great time.
8. ALL VISITORS MUST CHECK IN AND OUT AT CAMP HEADQUARTERS.
9. Wear your Camp Uniform- T-shirt and hat - each day as well as closed toe shoes.
10. NO SMOKING! Please check with the director for the designated smoking area.
11. Stay away from unauthorized areas.
12. NO KNIVES, GUNS, PETS OR ELECTRONIC DEVICES ALLOWED.
13. Park in designated areas only and do not speed.

JOB DESCRIPTIONS

PROGRAM STAFF

All Staff shall be at least 18 years old
Registered with Scouts BSA, YPT Certified
Responsible to the Program Director and Camp Director
In cooperation with Chaperones, carry out the program
Responsible to the Program Director for all materials and supplies used
Report any program problems to the Program Director or Camp Director
Report any behavior problems to the Program Director or Camp Director
Secure all materials and work area daily
Other duties as assigned

CHAPERONES

All Chaperones shall be at least 21 years old
Able to exert strong leadership skills
YPT Certified
Responsible to the Program Director and Camp Director
Supervise all campers in their care
Assist campers with housekeeping, sanitation, health and safety
Assist Program Staff and campers in activities as needed
Maintain proper conduct in the Den
Keep daily attendance records; report attendance before first session daily
Assist campers in preparing an opening, closing, song, skit or yell
Responsible to see that all campers are picked up before leaving for the day
Other duties as assigned

YOUTH STAFF/DEN Chief

Scouts BSA working in Program areas at least 14 years old YPT Certified
Conduct themselves per the Scout Law and Oath
Responsible to the adult to whom they are assigned, Program Director and Camp Director
Assist Chaperones or Program Staff as needed
Other duties as assigned