

2024 Arrowhead District Cub Scout Day Camp

June 10th, 2024 - June 13th, 2024 • 7:45AM – 3:45PM

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

FEES:

Note – All Grades are as of Fall 2024

\$125.00*	Cub Scout Participants (Grades 1 st -5 th) – Fee Includes 1 Camp T-Shirt & 1 Camp Hat – Register by Sunday April 30th to receive the early-bird rate of only \$100.00*
\$15.00	Tot-Lot Participants (Potty Trained Pre-1st Graders of Adult Volunteers) – Fee Includes 1 Tot-Lot T-Shirt (NO OFFICIAL SHIRTS AVAILABLE)
\$15.00	Youth Volunteers (Grade 6 th & up) – Fee covers cost of 1 Camp T-Shirt
\$15.00	Adult Volunteers (Ages 18 & up) – Fee covers cost of 1 Camp T-Shirt

DAY CAMP VOLUNTEER/STAFF TRAINING

- All ADULT & YOUTH VOLUNTEERS/STAFF are REQUIRED to attend Staff Training as follows;
 - Returning Adult Volunteers/Staff –
6:30PM-7:30PM Tuesday May 14th, 2024 at **Roundtable**
 - New Adult Volunteers/Staff –
9:00AM-12:00PM Saturday May 4th, 2024 at **Sonora Park, Kennedale.**
 - Youth Volunteers/Staff –
8:30AM-12:00PM Saturday April 20, 2024 at St Barnabas United Methodist Church
 - Make up training –
6:00-7:30PM Tuesday June 4nd, 2024 at **TBD**

YOUTH PROTECTION TRAINING

- All ADULT VOLUNTEERS are REQUIRED to certify in YOUTH PROTECTION TRAINING. This course is available at: <https://my.scouting.org/> for those who have never taken it or whose certification expires before June 10, 2024.
- 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 9th until we are done. The more volunteers we have, the sooner we will be done.

If you have any questions, do not hesitate to contact me:

Barbara Boettger • daycamp@arrowheadlhc.org • 817-456-7226

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 2024 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 2024.
- 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 sibling (male/female) under age 18 not registered with either BSA 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 Junior Staff.
- Children of Adult Volunteers too young to begin 1st Grade in Fall 2024 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 (including contract, for Junior Staff)
 - BSA Annual Health & Medical Record Parts A & B (dated no later than June 1th, 2024).
 - 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)
 - Form and \$62.50 fee must be submitted to the CAMP DIRECTOR by 5:00PM on May 1, 2024.
- ADULT VOLUNTEERS: Obtain completed copies of each of the following:
 - Adult Registration Form (including contract and signed character references)
 - BSA Annual Health & Medical Record Parts A & B (dated no later than June 1th, 2024).
Immunization Records: *For adults 18 years and over, only last Tetanus date is required.*
 - Copy of Medical Insurance Card
 - Copy of Online Youth Protection Training Card/Certificate
 - Copy of BSA Membership Card (applicable to registered leaders)

STEP #4 – PAY YOUR CAMP FEES

- ❖ Go online to <https://scoutingevent.com/662-ArrowheadCubCamp2024> to 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 7th** at Arrowhead Roundtable. If you are unable to meet at Roundtable, please contact Camp Director to deliver paperwork.
- Last day to register is May 24, 2024. Registrations submitted after May 24, 2024 are NOT guaranteed acceptance and are at the discretion of the Camp Director due to limited availability of space and materials.

Unit Registration Checklist

Youth Participants/Volunteers

Name	Fee Paid	Registration Form	BSA Annual Health & Medical Record	Immunization Record or Affidavit	Insurance Card	Campership 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	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,

Following are a few things to remember when you attend camp.

1. Make sure to communicate with your child's Den Leader or the Camp Director any changes in yours or your child's information since you turned in paperwork.
2. Camp opens at 7:45 AM and closing starts at 3:30 PM.
3. Please communicate with the Camp Director/Den Leader if your camper will not be attending on any day so that you will not be disturbed with an attendance call.
4. Wear your camp T-shirt and hat daily, wear ONLY closed toe shoes and bring a change of shoes to wear for splash pad (water shoes work great)
5. Insect repellent and sunscreen should be put on at home and not brought to camp.
6. Bring a sack lunch each day. (NO Mayo, tuna, milk, or other perishable items).
7. Bring something to sit on for your camp area.
8. WATER is a must!! A 24 or 32oz water bottle that has been filled and frozen the night before works well.
9. ALL medication must be turned into camp Health Officer each morning.
10. THURSDAY -Family Day Please send with your child:
 - By 9AM participating egg craft to Trading post; the rules given out Monday afternoon
 - Everyone welcomed at 11:15am for Lunch/Egg drop/Show
 - Will be a shorter day Campers will be released after the show about 2:00.
11. 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.
12. 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.
13. Please review the camp rules so that there is no misunderstandings and camp can be a positive experience for all.
14. **SEVERE WEATHER:** We will assemble as 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.

I look forward to seeing you at camp!!

Yours In Scouting,

Barbara Boettger

Camp Director

daycamp@arrowheadlhc.org

817-456-7226

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, Jr 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. Before bringing any water devices please check with the chaperone.
8. ALL VISITORS MUST CHECK IN AND OUT AT CAMP HEADQUARTERS.
9. Wear your Camp T-shirt, hat each day and closed toe shoes.
10. NO SMOKING in front of boys! 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.

Follow 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.

If your camper gets sick or for some other reason will not be able to attend camp any of the camp dates, please email Barbara those dates. She will check her email at 5am each day before she leaves for camp. That way if your camper is sick, we will not disturb you with a call at 9:00AM.

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

JUNIOR 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

2024 Arrowhead District Cub Scout Day Camp Registration Form

Camp Location: Sonora Park, Kennedale Camp Dates: 6/10/2024-6/13/2024

This Registration is for: Camper / Tot-Lot / Junior Staff (Grades 6 & up) / Adult Position: [REDACTED]

Registrant Name: [REDACTED] Date of Birth: [REDACTED]

Camper/Tot-Lot/Junior Staff: Grade (as of Fall 2024): [REDACTED] BSA/Cub Rank (as of Fall 2024): [REDACTED]

Address [REDACTED] City [REDACTED] Zip [REDACTED]

Days will be Attending Camp: Monday / Tuesday / Wednesday / Thursday

Adults, if applicable: CPR: [REDACTED] First Aid: [REDACTED] BB/Archery.: [REDACTED] (give expiration dates)

Parent/Guardian Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Emergency Contact Name: [REDACTED] Phone: [REDACTED]

Is there anyone restricted from picking up this camper? Yes / No If yes, who? [REDACTED]

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

Your registration includes: Tot-Lot: 1 Unofficial/Tot-Lot T-Shirt Camper (Grades 1-5): 1 Camper T-Shirt & 1 Hat
Youth Staff (Grades 6 & up): 1 Youth Staff T-Shirt Adult: 1 Adult T-Shirt

Indicate the shirt size for this registrant:

<u>Tot</u> (one size)	<u>Camper</u>		<u>Junior Staff</u>		<u>Adult</u>	
<input type="checkbox"/> Yth. Sm.	<input type="checkbox"/> Yth. Med.	<input type="checkbox"/> Yth. Sm.	<input type="checkbox"/> Yth. Med.	<input type="checkbox"/> Ad. Sm.	<input type="checkbox"/> Ad. Md.	
<input type="checkbox"/> Yth. Lg.	<input type="checkbox"/> Ad. Sm.	<input type="checkbox"/> Yth. Lg.	<input type="checkbox"/> Ad. Sm.	<input type="checkbox"/> Ad. Lg.	<input type="checkbox"/> Ad. XL	
<input type="checkbox"/> Ad. Md.	<input type="checkbox"/> Ad. Lg.	<input type="checkbox"/> Ad. Md.	<input type="checkbox"/> Ad. Lg.	<input type="checkbox"/> Ad. XL	<input type="checkbox"/> Ad. 4XL	

For additional uniform items, please reach out to daycamp@arrowheadlhc.org / 817-456-7226. There is no way to request extra items on this form.

For Adults and Youth Staff – Please review and sign this contract: I, [REDACTED], have read the job description for the position of STAFF/CHAPERONES/JR 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: [REDACTED]

For Adults – Have you ever been convicted of a felony? Yes / No Misdemeanor? Yes / No

If yes to either, please explain: [REDACTED]

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

Signature: _____

Date: [REDACTED]

Adults require two references and YPT training. Attach a valid Youth Protection Training certificate that is valid through the last day of camp. Registered members of BSA or American Heritage Girls must also provide a copy of their current membership card.

Reference 1 – To whom it may concern: I, [REDACTED], attest to the character and integrity of the above-mentioned registrant to properly supervise youth under the age of 18.

Signature: _____

Date: [REDACTED]

Relationship to registrant: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Reference 2 – To whom it may concern: I, [REDACTED], attest to the character and integrity of the above-mentioned registrant to properly supervise youth under the age of 18.

Signature: _____

Date: [REDACTED]

Relationship to registrant: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Your registration is not complete until you or your unit coordinator has paid online and all paperwork is turned in.

All registrations must include a current Annual Health & Medical Record, part A & B (form 680-001 2019 Printing) valid through the last day of camp including month and year of all required immunizations and a photocopy of your current insurance card. (Only the date of last Tetanus shot is required for adults). *If requesting exemption to immunization on religious grounds, please turn in a signed copy of BSA Immunization Exemption Request (form 680-451 2012 Printing).*

For Camp Use ONLY: REGISTERED / BSA MEDICAL / IMMUNIZATIONS / INSURANCE / CONTRACT / TRAINING / YPT