2013

Sunset Trail District
Activities Committee

Camporee Senior
Staff

[CAMPOREE 2013 PLANNING GUIDE]

Please note this packet is to be used as a guide for planning purposes, all information contained within is subject to change without notice at any time up until the beginning of the camporee event.

Event Contacts:

Camp Director:	Jack Altenhofen	Jack.ryan.altenhofen@gmail.com
Program Director:	Jim Crawford	jrcrawford59@aol.com
Health Officer:	Brian Muhly	Bmuhly@gmail.com
Registration:	Val & Jim Holmstrom	Scouterjimh@comcast.net

Registration: Registration for all Webelos and their parents must be through a hosting Troop. If a Webelos den does not have a host troop, but would still like to attend Camporee please contact Patrick Nance at 503-225-5737 or via email at pnance@cpcbsa.org

Registration is available online at **www.cpcbsa.org/register**

The cost for this event is $20 per person. Saturday visitors will be asked to check-in and pay the full $20 of the event cost.

Event Cancellation Policy: In the event that this event must be cancelled ahead of time, an email notification will go out to all persons who made an online reservation, as well as the Sunset Trail District general distribution list. A notification will go out no later than noon on Friday, May 3. If the event is cancelled, it will be rescheduled. Refunds will only be given for people who cannot make the re-scheduled date.

Attendance Policy of Non-Scouts: Siblings of Scouts, and other Scout-aged youth who are not members cannot attend this event. If a Scout-aged boy accompanies a troop, he will be asked to fill out a youth application upon check in. There are no restrictions on visiting adults, so long as troops follow all youth protection policies regarding adult supervision.

What Your Fee Buys: Each participant will enjoy a weekend of camping at the fabulous Horning's Hideout, Scouting activities on Friday, Saturday and Sunday including two electrifying campfires, and a scout's own chapel service. Participants will also receive a Camporee 2013 patch and bragging rights for top scorers. Some activities may not allow full Webelos participation, due to safety and insurance concerns. Webelos and youth not meeting the BSA guidelines and insurance safety requirements will not be eligible to participate in some activities.

Accessibility: Horning's Hideout is generally accessible for special needs individuals. There will be wheelchair accessible restrooms.

Please make Camporee staff aware of any special needs prior to arrival at the park & then remind us when you arrive.

Arrival Procedures: Plan to arrive on Friday between 4:30pm and 9:30pm. You will be met near the entrance of the park by members of the Camporee staff. They will direct you and provide you with a map of the Camporee area, with your campsite marked, as well as an up-to-date schedule. If you have a large amount of troop gear, proceed to the unloading area closest to your campsite. Unload your vehicle(s) and immediately move **all** vehicles to the parking area.

Campers are REQUIERED to carry individual gear/backpacks to their respective campsites. **For security reasons NO ADMITTANCE to the park after 11:00pm will be allowed.**

Parking: Parking will be allowed in designated areas only. You may drive to the closest parking bay to your campsite for **unloading and loading** ***troop gear only***. It is only a short walk from the parking area to your campsite. This is a modified tailgate campout. Please pack accordingly. Roads **must** remain open at all times to allow access by emergency and fire vehicles. Every parked car must display a parking pass, please fill these out before arrival at Camporee. (They are attached to this guide).

Medical Forms: Every Scout and Adult attending Camporee **must** be covered by Parts A & B of the BSA medical form. Unit leaders **must** bring **COPIES** of the unit medical forms to Camporee. Medications **MUST** be kept in a secure locked box or in a unit leader's car. If your unit does not have a lock box or does not wish to store the medications in the care they can be surrendered to the camp medic who will administer them. Medications will be returned at the end of camp. Also any medications requiring refrigeration i.e. Insulin are the responsibility of the individual units.

Tour Plans: All troops / crews / ships / posts / teams must fill out and file a Local Tour Plan with the council before arrival. **All** drivers, including drivers of Webelos attending Camporee, need to be included on the host troops Local Tour Permit.

Campsite Locations: Each unit will have a designated area staked out and marked. Please remember neighboring units when setting up your sites. Be neighborly, use only the space you need. If there are space conflicts that cannot be amicably resolved, contact members of the Camporee senior staff through HQ. **LDS Stakes that wish to camp together need to contact the Camporee registrar before land rush.**

Check In: Upon arrival to camp, a unit representative is asked to check in with Jim or Val Holmstrom at Registration. Unit leaders are required to have with them an **accurate roster** with names of all youth and adults which will be turned in to registration upon arrival. This is also the time to remind the Camporee staff of any special needs participants or of any other matters that may need staff attention during the weekend. For security reasons all

registered persons, campers, and Saturday visitors will be issued an armband that they will be expected to wear for the duration of the event.

Medical Facilities: Report any acute medical conditions to the medical staff upon arrival. Those persons with diabetes or allergies to bee stings must provide their own emergency kits. Anyone with allergies should be prepared with the proper medication. Our medic will also want to know if there are any doctors in your group. **Minor first aid needs are the responsibility of the troop**. Be prepared.

An EMT-B will be providing first aid on site for more advanced injuries or serious health problems. **All accidents must be reported to senior staff or the camp medic regardless of severity.** Arrangements have been made for emergency evacuations, if needed.

Safety: Safety of all Scouts, Scouters, Webelos and parents is the first objective of this Camporee. All Scouters and Junior Leaders are expected to stop and refrain from unsafe activities and horseplay. Violence will result in being asked to leave the event. The following rules are to be strictly observed:

- Scout Leaders are expected to provide all supervision of the scouts in their unit.
- The Buddy System is required at all times.
- All campsites will be open. No ropes or fences.
- While the games are in progress, **no Scouts will be allowed in the campsite areas unless for medical reason**. Scouts found in the campsites without proper adult supervision will be asked to be closely supervised by the leader(s) for their remaining time at Camporee.
- No liquid fuel lanterns will be allowed outside the campsite. Scouts should carry a flashlight rather than a Coleman lantern.
- No flames inside tents.
- Campfires must be raised at least 6 inches off of the ground..
- Scouts in and around water must be supervised by an adult and have the permission of the Camporee camp director, program director, or life guard failure to comply with this rule will result in expulsion from camp without exceptions. *Please note that there will be an opportunity for a supervised water activity.*
- Fishing will not be allowed during the event

Please note a full listing of camp emergency procedures is available upon request at HQ

Public Safety: Camp Commissioners will be in charge of security, parking coordination, campsite inspection and many other activities. Please respect these scouts and follow their directions.

Camporee HQ: Staff dining, Staff city, and Headquarters will be located in the sheltered area in the upper right portion of the stage area.

Fires: Campfires will be allowed in camp provided that there is at least 6 inches of clearance between the bottom of the fire pan and the ground. There will also be two camporee wide campfires, one Dutch oven instructional fire, and a Dutch oven cook-off fire if your unit chooses not to have a campfire you are welcome to enjoy ours.

Cooking: Liquid fuel and propane stoves may be used in accordance with BSA policy. Propane is the preferred fuel. Scoutmasters are to follow BSA liquid fuel storage and stove lighting policies. Plan to have a *"lunch on the trail"* for Saturday's activities, scouts are NOT allowed to return to campsites for lunch.

Water: Drinking water will be available at several locations throughout the camp and games area. Containers will be needed to carry water to the campsites. The map received on arrival has water points noted. Each scout should come to Camporee with a canteen and carry it to the Saturday games.

Gray Water: Should be disposed of in the woods away from any campsites.
**Please remember that only biodegradable soap is permitted. **

Travel Light and Leave no Trace:

- Each patrol must have at least one compass, including Webelos patrols.
- Package food in carry-out containers.
- Bring trash bags and use them.
- Stay on established trails.
- Don't ditch around tents.
- Dig no holes.
- Plan meals to minimize cooking time, effort, and cleanup.
- Respect the rights of others.
- The Law of the Camp is the Scout Law, Scout Oath and the Outdoor Code.

Closing Camp and Final Checkout: A staff member will check your campsite and issue you a final clearance. You may not leave the event prior to receiving that clearance. The unit's patches and awards will be distributed from the Registration area upon clearance.

Units leaving Saturday evening: Site inspection will be from 4:00pm to 6:00pm on Saturday afternoon. Staff will not be available before this time on Saturday, please do not ask.

Individual person checkout: Individuals wishing to check out separate from there units must sign out with both there scoutmaster, as well as the registration staff. Youth will not be released without the okay of the unit's scoutmaster regardless of the party picking up the youth's relationship to the youth.

Uniform: While at Camporee, Scouts and Scouters are expected to wear the official Scout uniform appropriate to their Scouting program, or a troop designated "Class B", or a Camporee 2013 Activity Shirt.

OA Callout and Brotherhood Callout of this year's class of Order of the Arrow candidates will be done as part of the Friday evening campfire. Units should assure that OA elections are conducted under OA supervision prior to coming to Camporee. No elections will be conducted at Camporee. For those interested in inquiring about brotherhood, please contact the Sunset Trail OA Chapter. More information will be available at the OA village. Initiated OA

members who wish to observe the ceremony will be organized immediately after the callout and led to the ceremony site.

Saturday Activities: Will be based on a whole range of scout skills. Each scout will need their 10 essentials in order to get the most out of the events. Each event will come in three difficulties: Beginner (intended for new scouts), Intermediate (intended for the more seasoned scout), and Advanced (intended for the scout who knows it all and is looking for a challenge). Each event will be scored, and 1st, 2nd, and 3rd place will be awarded for the winners of each difficulty level.

Dutch Oven Cook Off
We will be holding a Dutch Oven Cook Off. Any person that wishes to participate needs to report to staff city at 1:30pm Saturday to receive final instructions before beginning. The judging will be done by a select group of staffers, scouts, and adults (adults that judge will not be allowed to enter the competition.).

**This event will be used in part to determine top troop. **

Charcoal will be provided.

A full set of rules will be available closer to the day of the event.

Disc Golf Open Tournament: There is a disc golf course on site that will be open to all participants wishing to partake. Participants will need to bring their own discs in order to participate in this event. This tournament is self-guided and will be open from 9:00am to 4:30pm plan on at least 2 ½ hours to complete the course. Score cards need to be turned in to HQ no later than 4:45 to be eligible for recognition.

**This event will be used in part to determine top troop. **

Horseshoe Doubles Tournament: There are several horseshoe pits located in the park that will be used to hold a horseshoes doubles tournament. The tournament is open to both youth and adults wishing to participate. The tournament is limited to no more than two teams from each unit. More details will be available closer to the event date.

**This event will be used in part to determine top troop.

Skits Policy: Songs and skits must be approved by the camporee program director prior to Campfire.

Directions to Camp:

From Portland Take Highway 26 west approximately 15 miles to the North Plains/Glencoe Road Exit 57. Turn right (North) from the exit onto Glencoe Road. Take Glencoe Rd. approximately 1.5 miles to a left fork that is Pumpkin Ridge Road. Follow Pumpkin Ridge Rd. for 5 miles to Brunswick Canyon Road, which is an easy to miss gravel road on the right. Follow Brunswick Canyon Road down, into the canyon until you see camporee staff.

If you're coming from the coast, get on Hwy. 26 East from Hwy 101.

2013 Sunset Trail District Camporee
May 3, 4, & 5
Horning's Hideout

SCHEDULE

Friday 5/3

1600 - 2000	4:00 PM to 8:00 PM	Check-in & set up campsite
1900	8:30 PM	In-park gear drop off stops
1915	7:30 PM	Evening Flag
1930	9:00 PM	OA Campfire
2030	9:30 PM	SPL - Scoutmaster meeting
2130	9:30 PM	Registration Closed
2230	10:30 PM	LIGHTS OUT ALL QUIET
2300	11:00 PM	Park closed. No Admittance.

Saturday 5/4

0645	6:45 AM	Reveille
0700 - 0815	7:00 AM to 8:15 AM	Breakfast and clean up
0830	8:30 AM	Assembly, Flag, and Opening Ceremony
0900 - 1230	9:00 AM to 12:30 PM	Morning Activities
0930 - 1230	9:30 AM to 12:30 PM	Adult Dutch oven instructional session
1230 - 1300	12:30 to 1:00 PM	Sack lunch
1300 - 1600	1:00 PM to 4:00 PM	Afternoon Activities
1300	1:00 PM	Adult cook-off participants report to H.Q.
1400	2:00 PM	Adult Cook-off kickoff
1600 - 1700	4:00 PM to 5:00 PM	Optional Extended Activities
1600 - 1730	4:00 PM to 5:30 PM	
		Units leaving Saturday: Break Camp. Clean up.Site Inspection. Check out. Pickup patches and awards.
1600 - 1900	4:00 PM to 7:00 PM	Free time to visit. Cook dinner. Clean up.
1915	7:15 PM	Flag and Awards
2000 - 2015	8:00 PM to 8:15 PM	Campfire gathering
2030	8:30 PM	Campfire
2130 - 2200	9:30 PM to 10:00 PM	Units leaving Saturday: Head home safely.
2300	11:00 PM	LIGHTS OUT ALL QUIET

Sunday 5/5

0645	6:45 AM	Reveille
0700 - 0815	7:00 AM to 8:15 AM	Breakfast and clean up
0830	8:30 AM	Morning Flag
0845	8:45 AM	Scouts Own
0930	9:30 AM	Closing Ceremony
1000	10:00 AM	Checkout Begins
1000	10:00 AM	Vehicles allowed in camp.
1000 - 1200	10:00 AM to 12:00 AM	
		Break Camp. Clean up. Site Inspection. Check out. Pickup patches and awards. Head home safely.

Sample Campsite Inspection Sheet:

Camporee 2011

Campsite Inspection

Unit: _____ Inspector: _____ Time: _____

"X" if yes	Function and Criteria
	Unit Identification – banner/sign indicating unit (not troop flag or site marker)
	Gateway – must be constructed according to packet guidelines
	United States flag – properly mounted and serviceable
	Unit flag – properly mounted and serviceable
	Unit roster – must be locatable within a "reasonable" amount of time and contain sufficient information to identify unit leaders (adult and youth), along with emergency contact information
	Site layout – site is laid out in an organized manner, with cooking/mess area separate from sleeping area and tents/gear properly secured/packed
	First aid kit – locatable within a "reasonable" amount of time, with signage to indicate location if secured in a container
	Fuel storage – ALL propane tanks off and disconnected, separated from flammables, firewood is neatly staged
	Fire protection – Class A/B/C fire extinguisher of a size appropriate to the site is available and clearly marked if stored in a container. Fire buckets ARE NOT sufficient.
	Duty rosters – roster must indicate cooks/cleanup for meal services; easily located
	Meal plan – meals show obvious thought in planning/are clearly delineated
	Food storage – food items are stored to prevent contamination, spoilage, or animal intrusion. Perishables are stored appropriately.
	Water storage – container is clearly marked and appropriately positioned within the site
	Cooking area – kitchen/messing area are staged properly, orderly, and clean, with protection from the elements
	Handwashing station – the supplies for a station (bucket, soap, water) must be present
	Dishwashing station – supplies to establish a proper three-bucket facility are present
	Dining area – Neat and presentable, with protection from the elements
	Exhibit – present and neatly arranged. Should involve some planning and forethought
	Hosting – Unit is hosting a Webelos den, contingent from a smaller unit, or international Scout (SCORERS: DO NOT COMPLETE)
	Camp Gadgets – Scorers: indicate the number of gadgets and note the type on the second page of this worksheet.

Camporee Parking Pass:

SUNSET TRAIL
EVENT PARKING PASS

Event Type: Webelos Woods / Camporee / Other

Driver Name: _____

Unit Type: Pack / Troop / Team / Crew / Post Unit Number: _____

Contact Number: _____

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* Special Instructions (Staff Only) *
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SUNSET TRAIL
EVENT PARKING PASS

Event Type: Webelos Woods / Camporee / Other

Driver Name: _____

Unit Type: Pack / Troop / Team / Crew / Post Unit Number: _____

Contact Number: _____

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* Special Instructions (Staff Only) *
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Double click passes for a fillable PDF document.
Print more as needed.

Troop Roster:

Sunset Trail District Overnight Event - Unit Roster

Turn in to Campmaster, Camp Director, or Registrar upon arrival

to be submitted by every group at every district event for each new event

Unit Type _____ Unit Number _____ No. of Youth _____ No. of Adults _____

Reservation #(s) _____ Tour Permit # _____

SM Name_____
Phone (_____)_____ H / W/ C
Email _____
YPT Trained YES Expiration Date _____

ASM Name_____
Phone (_____)_____ H / W/ C
Email _____
YPT Trained YES Expiration Date _____

SM and ASM refer to the two adult leaders who will be in charge of the unit for the duration of the event and as such satisfy the National BSA policy of two deep leadership

Youth Names (First & Last)

1. _____	21. _____	41. _____
2. _____	22. _____	42. _____
3. _____	23. _____	43. _____
4. _____	24. _____	44. _____
5. _____	25. _____	45. _____
6. _____	26. _____	46. _____
7. _____	27. _____	47. _____
8. _____	28. _____	48. _____
9. _____	29. _____	49. _____
10. _____	30. _____	50. _____
11. _____	31. _____	51. _____
12. _____	32. _____	52. _____
13. _____	33. _____	53. _____
14. _____	34. _____	54. _____
15. _____	35. _____	55. _____
16. _____	36. _____	56. _____
17. _____	37. _____	57. _____
18. _____	38. _____	58. _____
19. _____	39. _____	59. _____
20. _____	40. _____	60. _____

Adult Names (First & Last)

1. _____	11. _____	21. _____
2. _____	12. _____	22. _____
3. _____	13. _____	23. _____
4. _____	14. _____	24. _____
5. _____	15. _____	25. _____
6. _____	16. _____	26. _____
7. _____	17. _____	27. _____
8. _____	18. _____	28. _____
9. _____	19. _____	29. _____
10. _____	20. _____	30. _____

Print additional forms as needed