Welcome to camping in the Cascade Pacific Council!

For our Cub Scouts we know that young Scouts need creative ways to learn kindness, giving, and responsibility—especially with choosing right and wrong. Cub Scout Camp provides a unique outdoor experience and curriculum to best teach these skills through adventure and fun in a safe environment.

As an adult we challenge you and the other parents to come and enjoy the experience as well. Many leaders and parents report that they are unsure who enjoyed camp more, the Scouts or themselves. One way to ensure your enjoyment is to follow the BSA motto, “Be Prepared.” Leaders often arrive surprised that they owe extra fees for dropped youth or that they left things at home that they needed. This guide will help you prepare for a great camp experience. It includes all the things you need to know now about the general registration and preparation for camp. It also highlights some of the special features and considerations for the camp you are attending.

Our camps take great pride in being Nationally Accredited. What does this mean to you? It means that our staff have gone out of their way to meet 100 standards of excellence, including staff training, health and safety considerations, and progressive and age-appropriate programming. Camp staff work extremely hard to put on the safest and best quality day camp program around!

Thank you for choosing to camp with us this summer — we look forward to the adventure too!

(Check out the Program Guide specific to the camp you are attending for even more details!)

Jennifer Mooney
Cub Scout Camping and Program Director
Cascade Pacific Council, BSA

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<td>15-16</td>
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Prepared. For Life.
Resources & Contact Information
Have questions? Need more information? This page can point where to go!

**COUNCIL CONTACT INFORMATION**

**Address**
Cascade Pacific Council
2145 SW Naito Parkway
Portland OR 97201

**Website**
www.cpcbsa.org

**Phone**
503 226-3423

**Fax**
503 225-5733

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**HAVE A QUESTION?**
What is your question about?

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**Anything in a Planning Guide**
- Making a reservation for camp
- Changing an existing reservation
- Online reservation system
- Paperwork and forms
- Camp fees
- Making payments
- Leadership Expectations
- Pre-ordering t-shirts (May/June)
- Post-camp follow up questions

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**Anything in a Program Guide**
- Programs
- Advancement
- Program Guide ...specific to a single camp
- Special needs
- Camp schedule
- Maps of camp

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**National BSA Online Resources**

**Guide to Safe Scouting**
www.scouting.org/filestore/pdf/34416.pdf

**Cub Scout Rank Requirements**
https://cubscouts.org/library/advancement-requirements/

**Program Updates/Family Scouting Information**
http://www.scouting.org/familyscouting

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**Council Online Resources**

**www.cpcbsa.org/summercamp**
Main hub of information for CPC summer camping

**www.cpcbsa.org/campdownloads**
Information: Council Summer Camp Planning Guides
- Day Camp Program Guides
- Maps to/of camp

**Forms:**
- BSA Medical Form
- Opportunity Fund Application
- Refund Request Form
- Special Needs Form
- Unit Roster

**www.cpcbsa.org/incidentreport**
**CAMP DATES**

<table>
<thead>
<tr>
<th>CAMP</th>
<th>JUNE</th>
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<tbody>
<tr>
<td>Outlying</td>
<td>June 25-28</td>
</tr>
<tr>
<td>Chinook</td>
<td>July 30 – Aug 3</td>
</tr>
<tr>
<td>Eagle Valley</td>
<td>July 16-20</td>
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<tr>
<td>Mid-Columbia</td>
<td>June 25-29</td>
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<td>Eastside Metro</td>
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<td>Milwaukee</td>
<td>July 9-12</td>
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<td>Happy Valley</td>
<td>July 16-19</td>
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<td>Eagle Creek</td>
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<td>SW Washington</td>
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<td>Lewis</td>
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<td>Lewis</td>
<td>July 16-20</td>
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<td>July 23-27</td>
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<td>July 30-Aug 3</td>
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<td>Lewis</td>
<td>Aug 6-8</td>
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<td>Westside Metro Ireland</td>
<td>July 9-13</td>
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<td>Ireland</td>
<td>July 16-20</td>
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<td>Ireland</td>
<td>July 23-27</td>
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<td>Ireland</td>
<td>July 30-Aug 3</td>
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<td>Willamette</td>
<td>July 9-12</td>
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<td>Willamette</td>
<td>July 16-19</td>
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<tr>
<td>Willamette</td>
<td>July 23-26</td>
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**CAMP FEES 2017**

<table>
<thead>
<tr>
<th>CAMP</th>
<th>Scout Regular Session</th>
<th>Scout 3-day Session</th>
<th>Scout 4-day Session</th>
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<tbody>
<tr>
<td>Outlying Calapooia</td>
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<tr>
<td>Chinook</td>
<td>$105</td>
<td></td>
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<tr>
<td>Eagle Valley</td>
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<tr>
<td>Mid-Columbia</td>
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<tr>
<td>Eastside Metro Eagle Creek</td>
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<td>Happy Valley</td>
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<tr>
<td>Milwaukee</td>
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<tr>
<td>SW Washington Lewis</td>
<td>$125</td>
<td>$75</td>
<td></td>
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<tr>
<td>Westside Metro Ireland</td>
<td>$125</td>
<td></td>
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<tr>
<td>Willamette</td>
<td>Willamette</td>
<td>$100</td>
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**MAKING A RESERVATION**

The Cascade Pacific Council uses an online reservation system. Reservations are made by pack (not individuals) and each pack will need to have an account. To start the reservation process, go to www.cpcbsa.org/reservation.

Fully fill out the unit roster in the reservation. Camp management teams are able to print all completed rosters, which means you won’t have to fill out a roster by hand in the camp parking lot. This will also simplify the Monday morning check in process.

Make sure to update your account to reflect current leadership – and make sure it’s a leader who is attending camp. Camp management teams use the information on the reservation to contact packs. If your pack’s account lists someone like a former Cubmaster, the pack treasurer, or a church secretary as the only contact, it is likely that the adults who are attending camp will miss crucial emails and phone calls regarding payments or program changes.

**PAYING FOR CAMP**

**Payment Schedule**

Camp fee payments occur in three steps:

1. **Initial Deposit**: $10 per Scout secures their reservation
2. **Commitment Payment**: An additional $15 per Scout is due by March 1 to continue to hold the reservation. Units that don’t make this payment risk losing their reservation.
3. **Full-balance Payment**:
   - **May 1** – Units who pay their balance in full by May 1 will receive a code redeemable for free camp shirts for all Scouts included in their May 1 count.
   - **June 1** – Every unit’s balance must be paid in full by June 1

**Pro Tip**

Ask each Scout’s family to make the $10 Initial Deposit and $15 Commitment Payment up front. In this way, the family is making a financial commitment toward their Scout’s attendance and if the Scout cancels the unit treasury is not at a loss.

Continued on next page...
Opportunity Fund Camperships
The council operates a special fund to help in-council Scouts with financial needs go to camp. Leaders can find Opportunity Fund Applications online at www.cpcbsa.org/campdownloads. Applications are due to the Portland service center by May 1st. Requests turned in after May 1st will only be considered if additional money is available. Funds are distributed on a first-come-first-served basis. Forms must be in the Portland Service Center no later than three weeks prior to the start of camp.

Refund Policy for Cancellations and No-Shows
• **On or before May 1:** All fees paid are transferable within the reservation. If the entire unit reservation is cancelled, the $10 initial deposit per Scout is forfeited.
• **Between May 1 and two weeks prior to camp:** The initial deposit and commitment payment are forfeited for each Scout whose reservation is cancelled, for a total of $25 per Scout.
• **Within two weeks of camp:** No refunds are granted unless:
  1. The Scout’s family moves out of council
  2. There is a death or serious illness in the Scout’s immediate family that requires his attendance
  3. The Scout himself becomes ill and is therefore unable to attend camp
     If a refund is granted, the initial deposit and commitment payment will be forfeited (a total of $75) for that Scout.

How to Make a Refund Request
All refund requests for Scouts must be in writing.
• **For Scouts who drop more than two weeks before camp:** Send written or emailed requests to the council Camping Department at 492.camping@scouting.org.
• **For Scouts who drop within two weeks of camp:** Turn in a Refund Request Form while at camp to the Camp Director or Business Manager. List the reason each no-show Scout is unable to attend. Refunds will be granted according to refund policy above and will be mailed to the unit’s registered Committee Chair in early October. They will be combined with other refunds due to the unit, minus any outstanding camp debts the unit owes the council.

Reservations for Next Summer
If you would like to make a reservation to attend a Cascade Pacific Council camp next summer, plan on attending the University of Scouting on Saturday, November 3rd. Camp Reservations are taken on a first-come, first-served basis. The initial deposit of $10 per Scout will be needed at the time you make the reservation.

ARRIVAL AT & DEPARTURE FROM CAMP
There is little time between sessions for camp staffs to recover from one session and prepare for the next. Please follow your camp’s arrival schedule so the staffers can get the break and rest they need to provide your Scouts with a great program.
At the end of the session be sure to pick up medications and medical forms, look through the lost & found, and follow any den site inspection procedures set by the camp. No in-office check-out is generally required when the whole unit is leaving at the end of a camp session, but follow whatever directions are given by camp management.

TRANSPORTATION & PARKING
Vehicle-related accidents used to be the number one cause of death in the BSA, but because stringent rules were established and followed at both the national and local level that statistic is no longer true. For this reason, our camp staffs take the rules around vehicles and driving very seriously.

<table>
<thead>
<tr>
<th>PRE-CAMP LEADERS MEETINGS</th>
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<tbody>
<tr>
<td><strong>Council staff and camp management have in-person meetings to share information about the upcoming camping season and to answer questions from adult leaders. Leaders and parents attending camp are all encouraged to attend. Pack leaders will also be able to pick up camp t-shirts that have been pre-ordered online before May 15.</strong></td>
</tr>
<tr>
<td>Calapooia</td>
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<tr>
<td>River Park</td>
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<tr>
<td>Chinook</td>
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<tr>
<td>Longview Stake Center, 900 11th Ave</td>
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<tr>
<td>Eagle Valley</td>
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<tr>
<td>McMinnville Stake Center, 1645 NW Baker Creek Rd. McMinnville, OR 97128</td>
</tr>
<tr>
<td>Ireland</td>
</tr>
<tr>
<td>Camp Ireland, 31557 NW Camp Ireland Rd</td>
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<tr>
<td>Eastside Metro</td>
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<tr>
<td>LDS Church Field, 13520 SE Ruscliffe Rd</td>
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<tr>
<td>Wednesday, June 28th at 7:00pm</td>
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<tr>
<td>Happy Valley OR 97086</td>
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<td>Thursday, June at 7:00pm</td>
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<td>Mid-Columbia</td>
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<tr>
<td>United Church of Christ, 111 E 5th St</td>
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<tr>
<td>SW Washington</td>
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<tr>
<td>Camp Lewis, 27000 NE 147th Ave</td>
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<tr>
<td>Willamette</td>
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<tr>
<td>LDS Meeting House, 862 45th Ave NE</td>
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Your cooperation with our vehicle use policies helps keep all Scouts safe and ensures that driving in our camps will continue to be permitted in the future.

Vehicles transporting Scouts must be operated in accordance with local and state laws and be in good mechanical condition. All passengers, adult and youth, must use a seat belt in accordance with state laws.

Upon your arrival at camp you will be directed toward the camp parking lot. Park as directed by the staff – they know how to best organize vehicles in their lot. Back into your spot so your vehicle is parked nose-out for safety in the event of an evacuation. A vehicle parked in an unapproved location can and will be towed at the owner’s expense.

All vehicles must park in the camp parking lot. No unit vehicles are allowed to be parked in camp while camp is in session.
Camp driving & vehicle rules:

- The in-camp speed limit is 5mph, which is only slightly faster than an adult’s walking pace.
- No one, Scout or adult, is allowed to ride in truck beds, on or in trailers, under canopies, in campers, in the back of hatchbacks, or in any non-standard seat or seat-belt arrangement.
- If someone in your unit has mobility needs requiring the use of a vehicle, turn in a Special Needs Form and get an in-camp parking permit from camp management upon your arrival. A state-issued disability permit or license plate does not automatically allow a vehicle to park in camp; a camp-issued parking permit is still required. Remember that not all camps have vehicle-accessible roads past the parking lot.
- ATVs, golf carts, and other non-medical personal transport are not permitted on any Cascade Pacific Scout property at any time, except for those used by certified Ranger staff.
- The council will not accept any responsibility for vehicles parked on camp property or their contents, or any vehicles damaged by driving over camp roads. Lock all vehicle doors.

CHECK-IN PAPERWORK

Having this paperwork ready will make your check-in process go much more smoothly.

- All payment receipts and records: Bring a copy of all camp fee payments made by your unit. If there are discrepancies in the camp’s payment reports, unit records can help track down where things went awry.
- A method to pay for any outstanding fees: Camps can accept cash, personal or troop checks, and major credit cards.
- Unit roster: Use either the roster form or a printed copy of your online reservation roster. Make sure to fill it out completely, including emergency phone numbers for every Scout and adult. The phone numbers will be used by camp management in the event of an evacuation or emergency.
- Special Needs Forms: These should be sent in at least two weeks before your session of camp so camp management can plan ahead, but any last-minute or forgotten forms should be turned in at check-in.
- Refund Request Forms: Refund requests for last-minute cancellations or no-shows must be turned in to the Camp Director or Business Manager while you are at camp. Multiple Scouts can be listed on one form.
- Medical Forms: Every person at camp must have a current and properly filled out BSA Medical Form. See the section on medical forms below.
- Proof of Insurance: All members of every unit must be covered by accident insurance, whether as an individual or under the unit’s group policy. Traditional Cascade Pacific Council units are covered through a council policy and do not need to bring proof of insurance. All LDS units can get their Deseret policy numbers from their ward clerk. Bring proof of insurance and blank claims forms with you to camp; the proof must include the name of the insurance company and the policy number.

LEADERSHIP EXPECTATIONS

Each Pack must be under the leadership of at least one registered adult over 21 years old. Additional adults may be registered Scouts 18 years of age and older or parents of participating youth members. There must be at least two adult leaders with the pack in camp at all times. At least one pack leader is expected to participate in leader meetings and coordinate the responsibilities of the pack’s adult leadership at camp. All adults at camp must have a medical form turned into the camp health officer.

| BEST OPTION | Unit leader and one or more assistant leaders in camp the full week |
| GOOD | Unit leader in camp all week and other adults in-and-out during the week |
| OKAY | All adult leadership rotates in and out of camp during the week, always maintaining at least two adults in camp, with at least one registered leader over 21 years-old present at all times |
| UNACCEPTABLE | Only one adult with the unit or no 21+ adult present at all times. Youth may be sent home |

Key Responsibilities of Adult Leaders

- Attend the pre-camp meeting
- Read this Planning Guide
- Ensure that all youth attending camp are registered Scouts
- Meet with parents/guardians of Scouts before camp to discuss schedules, advancement, rules of camp, the unit’s emergency procedures, and potential consequences of a Scout misbehaving
- Coordinate schedules of adult leaders attending camp
- Collect all paperwork necessary (roster, current BSA Medical Forms, Special Needs Forms, etc.)
- Make changes to your reservation as needed to keep it current
- Transport youth to and from camp
- Attend daily leader meetings while at camp
- Ensure their Scouts know and follow camp rules
- Set the example for Scouts – stay safe!
- Report hazards and problems to camp management
- Report all injuries and illnesses to the camp Health Officer
- Keep track of advancement of all Scouts
- Supervise, encourage, and support Scouts during camp
- Have fun and enjoy your time at camp!

Camp provides Scouts with a chance to build self-confidence through setting goals and overcoming challenges. Our hope is while Scouts are at camp they will take strides toward greater responsibility, cooperation, and leadership. We know that’s a lot to ask of youths who are still striving to become young men; that’s where you come in. Your most important role as their adult leader is to provide guidance as they choose opportunities, encouragement as they try new things, motivation as they work toward their goals, and understanding and counseling when things don’t going right.

Scouts watch their leaders to know when it’s okay to talk, to laugh, and to have fun. They’ll also look to you for when to be serious, how to resolve conflicts, and how to treat other Scouts. The more you participate, the more likely it is your Scouts will participate, so have fun! Your positive attitude is a great way to ensure that your youth have a great time.

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In addition to the minimum two adults necessary for Youth Protection, Cub Scout packs are **required** to have a ratio that meets or exceed the following:

<table>
<thead>
<tr>
<th>Youth to Adult Ratio:</th>
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<tbody>
<tr>
<td>1-8 youth</td>
<td>2 adults</td>
<td></td>
</tr>
<tr>
<td>9-12 youth</td>
<td>3 adults</td>
<td></td>
</tr>
<tr>
<td>13-16 youth</td>
<td>4 adults</td>
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<tr>
<td>17+ youth</td>
<td>1 additional per 4 youth</td>
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**There is one exception: Tigers must have 1 adult for every Scout in camp.**

**CAMP DEN SIZE**

In order to help every camper have the best experience, camp dens are made up of 8-10 Scouts **MAXIMUM**. At day camp, we divide the Scouts into two groups: Tigers-Bears and all Webelos. You will need to provide enough adult leadership to fulfill the chart from the previous page.

**ADULT VISITORS**

Adults who are not signed up to volunteer during camp are considered visitors. Visitors need to check in with camp management upon arrival and receive a visitor’s badge. Visitor’s must also check out upon departure. This ensures the camp staff knows who is on property at all times.

**ADVANCEMENT**

The Cascade Pacific Council adheres to the **Guide to Advancement** when setting policies and procedures for the rank programs in the summer camp setting. Our camps pride themselves on offering quality instruction because we know that helping with rank advancement can be a crucial building block to a Scout’s success.

Although summer camp is not entirely focused on earning advancement, camp management realizes that it is helpful if each camp provides a list of possible advancement opportunities for the youths. The list provided in the camp-specific Program Guide is a preliminary list and subject to change. It is up to those leaders and parents in attendance with the youths to verify if each youth completed the specific requirement during their time at camp.

**TRADING POST**

Between souvenirs, scout stuff, and refreshments, the average camper spends about $10-$25 per week in the camp Trading Post. Trading Posts are able to accept cash, personal checks, debit cards, and major credit cards. (debit cards and credit cards have a minimum $5 purchase). Check with your specific camp for times.

**CAMP RULES**

Every camp will have rules specific to their property and programs which will be covered at camp. The rules listed here are some of the general rules that are enforced at all our council camps.

- Do not cut down trees or branches.
- Do not deface, destroy, or purposefully damage camp’s or other’s property
- No hazing, initiations, or bullying
- Stay within the boundaries of camp
- Cub Scouts who have earned their whistling chit may use pocket knives under adult or staff supervision. No sheath knives or spring-assisted knives are allowed at Cascade Pacific Council camps. Knives must be kept by adults until the appropriate time.

**Prohibited and Restricted Items**

- **Tobacco products (smoked or smokeless), e-cigarettes, & vapor cigarettes:** The use of tobacco products, e-cigarettes, and vapor cigarettes by anyone under the age of 21 is strictly prohibited by both federal law and BSA policy. Adults may use such products and items only in designated area – check with camp leadership for where those areas are. Outside of the designated areas, all council properties are tobacco-, e-cigarette-, and vapor cigarette-free zones. That includes all buildings, campsites, trails, and program areas. Smoking in view of any Scout is strictly prohibited.

- **Alcohol, marijuana, and other drugs:** It is the policy of the Boy Scouts of America that the possession or consumption of alcohol, the possession or use of controlled substances, including marijuana, and/or being under the influence of alcohol or controlled substances are not permitted on property owned and/or operated by the Boy Scouts of America, or at any activity involving the participation of youth members.

- **Weapons:** No weapons of any kind are permitted at camp. Personal equipment is not permitted on camp ranges during summer camp, e.g., personal bows, rifles, or shotguns. Weapons are not permitted to be stored in vehicles in camp parking lots.

- **Fireworks, exploding or gunpowder-operated items:** BSA policy strictly prohibits these types of items. Should they be discovered, the person(s) who have or use them will be required to leave camp for the remainder of the session.

- **Chainsaws:** Chainsaws are not permitted at any council property, except those used by certified Ranger staff.

- **Pets:** No participants or visitors are allowed to bring pets of any kind to camp, including dogs of any size, leashed or not. Service animals must be certified as such and appropriate documentation must be shown to camp management upon arrival at camp.

- **Bicycles:** No bicycles are allowed at camp except those used in staff-led biking programs.

**HEALTH & SAFETY**

Camp management will go over emergency procedures on the first day of camp. In the event of an emergency, ensure that everyone is safe, evacuate the area if necessary, then notify camp staff immediately. If you are able to deal effectively with the situation, do so, then notify camp staff. In a large-scale emergency (such as a natural disaster), work with camp staff to ensure everyone is safe, assess injuries, and evacuate if necessary. Camp staff are trained to deal with emergency situations according to established protocols; adult leaders can help by remaining calm, following directions, and lending a helping hand when needed.

Continued on next page
The camp staff strives to run their programs as safely as possible, but accidents and illness can happen even when every precaution is taken. Knowing this, every Cascade Pacific Council camp equips and operates a Health Lodge that is staffed by a qualified Health Officer. The Health Officer lives on-site and is available 24-hours a day to treat minor injuries and illnesses.

If advanced medical care is necessary, the camp management will help you as the situation requires. Here are the usual steps taken in an emergency situation:

- The first priority is getting the patient the care they need. Camp management will contact local emergency services should ambulance or air transport be necessary. Non-emergency transportation is the responsibility of the unit, always keeping in mind two-deep leadership both at camp and in the vehicle. When necessary, the camp director can help resolve a temporary leadership shortage during an emergency situation.
- In situations requiring any sort of advanced care, the patient’s family must be contacted as soon as possible. In most cases, this is the responsibility of unit leadership. For this reason it is absolutely vital that unit leaders know how to get ahold of the parents or family of every person with them at camp. Make sure all contact numbers on your unit’s medical forms are up-to-date. If a Scout’s parent/guardian or an adult’s next-of-kin cannot be reached, the unit leader will be asked to make care decisions on the patient’s behalf.
- When accompanying a patient to the hospital or urgent care, the unit leaders need to bring two things:
  > A copy of the patient’s BSA Medical Form, which includes the patient’s health history and a permission-to-treat. Your unit’s medical forms will be kept in the Health Lodge.
  > The unit’s accident insurance information and forms. Anyone needing advanced medical care, either on or off property, will be billed by the medical service provider or the hospital for the services rendered. All expenses associated with such treatment become the responsibility of the patient’s family, handled through their personal health insurance or the unit’s supplemental accident insurance. For most unit policies, a family’s medical insurance is the primary insurance; unit accident insurance is secondary. Most secondary insurance policies will cover the deductible required by the family’s insurance; illness is not normally covered. Check your policy to determine what is covered. All questions regarding unit insurance coverage should be directed to the insurance company. There is no fee for basic care and first aid performed by camp staff.
- Units should fill out a BSA Incident Report immediately after the incident, and turn it in to their council office after camp.
- Upon returning to camp, leaders need to report back to the Health Officer and camp management with details of the patient’s diagnosis, treatment, follow-up care, etc. Those details are needed for camp medical logs, council incident forms, risk prevention efforts, and in some cases, Health Department reports.

**BSA MEDICAL FORMS**

All Scouts and leaders are required to bring a current and complete BSA Medical Form, with all required signatures, with them to camp. Do not use other medical reports or forms – use the official BSA Medical Form only. Day Camps require that Parts A & B are filled out completely.

**Part A** requires a parent/guardian signature for youth or the adult’s signature. Signatures are valid until the end of the same month the next year. For example, a form signed Aug 5, 2017 is valid until Aug 31, 2018.

**Be prepared!** Establish a unit phone tree before leaving for camp. Make a folder with unit medical insurance information, a unit roster with current phone numbers, blank BSA Incident Report forms, and blank paper for notes. Use a bright-colored folder and keep it in an easy-to-find location in your campsite so it’s on-hand in an emergency. Make sure all your adult leaders know what it looks like and where to find it.

**Medications at Camp**

- **Scouts:** Organizational camp regulations require that all medications, whether over-the-counter or prescription, for persons under the age of 18 must be kept in a locked container or under care of the adult leader in camp.
- **Leaders:** Prescription medications for persons age 18 and over must be kept in locked storage and can be kept by the owner in their campsite. If the owner does not have lockable storage of their own, they must store their medication in the health lodge.
- **Emergency medications or devices** (epi-pens, emergency inhalers, glycerin tablets, etc.) that are needed in time-critical, life-threatening situations may and should be carried by the owner, no matter their age. Let the Health Officer know about such medications so they know to look for them in an emergency.

The camp Health Officer will post a schedule with regular medication times. It is the unit’s responsibility to know what medications their Scouts take when. A leader from your unit will need to accompany your Scouts to get their medication.

The Health Officer won’t know your Scouts like your leaders do, so your leaders need to be present to ensure the right Scouts take the right dosages of the right medications at the right times. If someone in your unit needs medication outside of the scheduled times, the Health Officer can arrange that individually as needed.

Camp Health Officers cannot administer immunizations, prescriptions, or over the counter medicines, nor can they recommend any medications.

**MISCELLANEOUS**

**Uniforms**

Scouts wear uniforms for the same reasons a sports team does – it sets a standard, promotes group spirit, and establishes equality. An official Scout uniform is appropriate at any time during camp, but is encouraged for flag ceremonies and other formal ceremonies. Pack shirts or current season camp shirts are also considered uniform for the purpose of day camp.
Flag Ceremonies
The camp will have camp-wide flag ceremonies in the morning and afternoons, and often follow the ceremonies with important announcements. Scouts are encouraged but not required to wear uniforms.

Lost & Found
Lost-and-found items are kept at camp for the duration of each session, then taken to the Portland Service Center. Any items unclaimed after that day are donated to local charities. Socks, underwear, towels, and water bottles are not kept or sent to the Portland Service Center.

Employment Opportunities
The Cascade Pacific Council hires over 300 young men and women to staff at our camps. Interviews are held the first weekend in February and hiring continues through the spring. Staff can start as young as 14 years old at day camps and 15 years old at resident camps. Applications and more information can be found at the Portland Service Center or at www.cpcbsa.org/campstaff.

PLANNING FOR CAMP

6 TO 12 MONTHS AHEAD OF TIME
- Schedule a time for your den leaders to discuss what the Scouts in your unit want to do and accomplish at camp.
- Using Scouts’ input, research camp options and decide which one best meets the needs and wants of your unit.
- Make your unit’s reservation at www.cpcbsa.org. Reservations usually open between 12 to 18 months ahead of time.
- Schedule time at committee meetings to discuss camp planning. Incorporate input gathered from Scouts.
- Include your den leaders when adult leadership hold camp planning meetings. If the current unit leaders are not attending camp with the unit, designate a “camp den leader” and have them assume leadership duties for camp.
- Talk with parents and Scouts about paying for camp. Go over what portion of the fee families are responsible for and opportunities for fundraising.

JANUARY
- Secure adult leadership.
  > At least one leader must be at least 21 years old and be registered with the unit; all others must be at least 18 years old and associated with the unit (i.e., the unit leadership can vouch for each adult’s good character).
  > Cub Scout camps require a minimum of two adults per unit, with an overall ratio of one adult for every 8 youth.
- Promote camp attendance at pack and den meetings.
- Collect fees.
- Pro-tip: It is recommended to collect fees, especially the non-refundable portions, directly from families so that each family is making the financial commitment for their Scout to attend. If their Scout is a no-show, the unit treasury is not at a loss.
- Obtain unit health/accident insurance.
- Units in the Cascade Pacific Council are automatically covered by a council-wide policy; out-of-council units should check with their council office about coverage or coverage options.
- Give blank BSA Medical Forms to every participant, Scout and adult, so they can arrange any needed physical exams.
- Give a blank Special Needs Form to each participant who has special needs.
- Provide an Opportunity Fund Form for those Scouts who would like to apply for financial assistance.
- Ask older Scouts (or other teenage family members, male or female) if they’d like to work on a camp staff, either as a paid staff member for the whole season or as a volunteer Staff-In-Training (S.I.T.) for two weeks. Applications are available on the council website. Interviews are typically the first weekend of February.

FEBRUARY
- Collect fees for the upcoming March 1st payment.

MARCH
- Each Scout attending camp must have at least $25 of their camp fee paid by March 1st.
- Contact parents or hold a meeting to talk about program dates and times.
- Give blank BSA Medical Forms to each participant.
- Give a blank Special Needs Form to each participant who has special needs.
- Provide an Opportunity Fund Form for those who need financial assistance.

APRIL
- Collect fees for the upcoming May 1st payment.

MAY
- Be ready for the May 1 “Drop Date” Remember: After May 1 the non-refundable deposit per Scout goes from $10 to $25.
  > Reconfirm the number of Scouts going to camp. Adjust participant numbers on your reservation as needed. Go online or call/visit the Portland office to make any changes.
  > Collect and pay any remaining fees. Units who pay their total unit fees by May 1 will receive a discount code via email for the free t-shirt incentive and will be able to begin their pre-camp online merit badge and activity sign-ups.
- Place your unit’s pre-camp clothing order through the council website.
- Update the contact information on your unit’s reservation.
- This ensures camp management is able to contact a leader who is attending camp.
- Inform Scouts what to bring and for what activities to prepare.
- Give a copy of the parents’ section of this guide to each parent.
- Inform parents when and where camp is, how much camp costs, and how to get in touch in case of emergency.
- Reconfirm leadership for camp.
- Determine which June pre-camp meeting you should attend.
- Collect Special Needs Forms and send to the council office.

JUNE
- Attend one of the pre-camp information meetings.

ONE MONTH BEFORE CAMP
- Send out final camp notice and information to parents.
- Reconfirm leadership at camp.
- Review adult leader responsibilities with all adult leaders attending camp.
- Meet with youth to talk about camp expectations, rules, and procedures.
- Meet with parents of all youth attending camp. Go over the expectations, rules, and procedures the Scouts are expected to follow. Make sure parents understand what will happen if and when issues or problems arise at camp.

Continued on next page...
☐ Have committee members visit parents of youth not registered for camp; encourage them to attend.
☐ Secure transportation to and from camp.
☐ Get a count for the end-of-week family meal if your camp offers one. Your unit's leadership will be asked for the number of guests they expect to join them.

THREE WEEKS BEFORE CAMP
☐ Collect all youth and adult medical forms, making sure forms have current parent signatures and parents' contact information.
☐ Make sure all youth are currently registered members of the Boy Scouts of America. Membership will be verified upon arrival; those not registered will be required to register as members.
☐ Gather unit insurance information including policy number and claim forms.
☐ Pay all remaining camp fees. Information for camp is printed two weeks prior to your arrival; please verify that all information is correct.
☐ Print unit roster.

TWO DAYS BEFORE CAMP
☐ Check on transportation to and from camp.
☐ Make sure anyone who has joined your group since you attended the pre-camp meeting has a completed medical form. Recheck all forms for proper signatures.
☐ Inform youth of customs, practices, and rules at camp.

THE DAY YOU LEAVE
☐ Inspect youths' personal packs, bags, and gear.
☐ Verify and bring copies of den roster or troop roster, receipts, and all paperwork to camp.
☐ Collect any medical forms that have not been turned in, and check them for current proper signatures. Note: Any Scout with a medical form without a current parent and doctor signature will be asked to leave camp. Day camps do not require a doctor's signature.
☐ Label all medications, including aspirin, cough syrup, and such, with name and pack/troop number before coming to camp. Leave medications in their original containers.
☐ Determine reasons for unexpected absences of your youth and prepare a Request for Refund form to be given to the camp director or business manager at check-in. ALL REFUND REQUESTS MUST BE MADE UPON ARRIVAL AT CAMP.
☐ Reconfirm transportation for closing day.