1993
STAFF
HANDBOOK

A guide for Staff members and their Parents

CAMP
HINDS
PINE TREE COUNCIL
BOY SCOUTS OF AMERICA
BOY SCOUTS OF AMERICA

PHILOSOPHY

In order to successfully ensure an enjoyable and meaningful stay at Camp Hinds for all campers, each staff member must meet the following criteria:

A. Have the ability to operate as a TEAM PLAYER. No Camp Hinds staff member is more important than any other. We must be loyal to each other, the Camp Administration, the staff as a whole, and Camp Hinds in general. A positive attitude is the most important quality of a Camp Hinds Staff member.

B. Have the ability to act as an EDUCATOR in the following categories:
   1) Personal development. He must be able to instill, through example and proper guidance, the characteristics of positive self-image, self-confidence, respect for others and their property, self-control, leadership, self-help, and the values described in the Boy Scout Law.
   2) Camp related skills in his specific area. He should demonstrate this through innovative use of his experience, training and knowledge.

C. Have the ability and desire to promote both old and new Camp Hinds TRADITIONS, and to promote esprit de corps in all campers. He should assist boys in establishing roots at Camp Hinds so they may share a common bond of loyalty with all other campers, past, present, and future. Pride in Camp Hinds and its heritage are essential.

D. Have the ability to encourage COMPETITION on all levels (individual, patrol, troop, camp wide) while maintaining a proper perspective, eliminating the “winning at all cost” attitude. Cooperation in working toward a common goal is the primary objective.

E. Have the ability to MOTIVATE feelings of excitement and fun in the campers at all times. Enthusiasm and friendship are vital elements if every camper is to feel comfortable at Camp Hinds and thoroughly enjoy his camp experience. While excitement and fun must exist, so must a deep seriousness of purpose in every staff member.

F. Other desired qualities expected are initiative, flexibility, organization, and the ability to accept criticism. Most of all, the staff as a whole MUST be CAMPER ORIENTED.

DUTY TO GOD  DUTY TO SELF  DUTY TO COUNTRY
GENERAL STAFF INFORMATION

REGISTRATION:
All staff members must be registered members of the Boy Scouts of America. Anyone registered in another council must provide a photocopy of their registration card or a letter from their local council verifying registration. Anyone not already registered, must fill-out an application to join and pay the registration fee prior to signing the letter of agreement for employment.

MEDICAL FORMS:
In keeping with current State of Maine and Boy Scouts of America regulations, the following is Pine Tree Council's policy regarding medical certification of staff members. For all RESIDENT CAMP experiences (Boy Scout Camp, High Adventure, and Webelos Overnight Camp), all youth staff MUST have an annual health history signed by parent or guardian accompanied by a medical evaluation completed within the last 3 years (as of check-in day) by a physician licensed to practice medicine. Any adult staff member MUST have a health history and physician’s evaluation current within one year if 40 years old or older, and within 3 years if under 40. All forms are available free of charge through the Council Office. Bring your completed form to camp when you report for the staff orientation or when you report for staff week.

DO NOT SEND MEDICAL FORMS TO THE COUNCIL OFFICE!

INSURANCE:
Staff members are responsible for their own health and accident insurance.

MEDICATIONS:
Pine Tree Council makes a concerted effort to comply with State of Maine and B.S.A. laws and regulations on this subject. With that in mind, all medications brought to camp by campers, leaders, and staff MUST be given to the Health Officer upon arrival at camp. This includes prescription and non-prescription items. This is not optional. The Health Officer is available 24-hours a day to administer medications as needed.

Alcohol and Drugs:
The possession or use of intoxicating beverages in any form, or any controlled substance including marijuana on camp property, will result in immediate dismissal from Camp Hinds. Persons in possession of illegal drugs will also be reported to the State Police.

Smoking:
Smoking by staff will be in designated areas only. The Dining Hall, Trading Post, Program Areas, tents, and any place Scouts are present are off limits! We strongly request that you do not smoke in your cabin. Aid us in setting the example and maintaining fire safety. The designated smoking area for adults is the back room of the Leader and Staff lounge building.
Motor Vehicles:
Permission must be obtained from the Camp Director to maintain a vehicle in camp. All vehicles must be stored in the parking lot near Cadigan Lodge. Staff will be allowed to take their cars beyond the Cadigan gate and to their cabins to load and unload on the day they check-in and the day they check out. Cars will not be used for transportation in camp. Staff members under the age of 18 may be asked to store their car keys in the camp office for safe keeping. The speed limit in camp is ten (10) miles per hour. Excessive noise, or carelessness are strictly prohibited.

Only licensed drivers over 18 years of age are allowed to transport passengers who are under 18 years old. This includes travel to and from camp on days off.

Camp vehicles and trucks are to be driven only by those specifically authorized to do so by the Camp Director. Passengers are permitted only in the cab, PASSENGERS ARE NOT PERMITTED IN THE BACK OF TRUCKS, TRAILERS, OR CAMPERS.

All State of Maine traffic rules and regulations including the seat-belt law will be followed at all times. Except in the case of an emergency, staff members will not be allowed to lend their vehicles to other drivers.

Not allowed in camp:
Televisions and other appliances are allowed only with special permission of the Camp Director. Sheath knives, pets, fireworks, firearms, ammunition, bows and arrows, squirt guns, and pornographic or offensive materials are strictly prohibited. The use of obscene, offensive, or off-color language will not be tolerated.

VISITORS:
Unless arrangements have been made in advance with the administration, staff members should not have visitors in camp during program hours. All visitors must sign-in when they arrive and sign-out when they leave. The staff lounge is an appropriate place to entertain visitors.

Not allowed in Program Areas:
Staff members are allowed to have certain items in their living quarters, but these have no place around camp and in the program areas. These include radios, tape players, CD-players, walkmen, and electronic games.

Time off:
You will be given one day off per week. The day off schedule will be determined by the Camp Administration and each staff member will be made aware of his/her day off. All staff members are expected to leave camp during his/her entire day off unless other arrangements have been made in advance with the Camp Administration.

If you get permission to stay in camp for your day-off, you must abide by all camp rules - be in uniform, get permission for a night-out, etc.

The usual day-off for staff NOT involved in the Fun Pack Weekend will be: Midnight Friday to 11:15 AM Sunday except for your duty weekend. On Friday evening we have a barbecue, a campfire, a staff meeting, and must put the tables back into the Dining Hall. Some weeks we may complete these functions before Midnight, but you shouldn't plan on it. Staff with their own transportation will be permitted to leave at midnight. It is highly recommended that staff without their own transportation have their ride pick up first thing Saturday morning. We have a significant amount of work that must be completed on Friday evening, and we don't want to feel pressured or rushed by having parents and/or friends waiting for staff to finish up.
C.I.T. Day-Off:

C.I.T.'s and others involved in the Fun Pack Weekend will have a day-off during the week. The purpose of the C.I.T. program is to expose Scouts to the various program areas in camp. Some areas have special activities that occur only once or twice during the week. For example, the Nature area has Fishing Merit Badge, the craftshop has Fingerprinting Merit Badge, Scoutcraft has two cookout meals and an overnight, and Basic Scout Skills has CPR. Because it is important for the C.I.T's to be involved in these activities, a C.I.T.'s day-off on any given week is scheduled based on the area to which he is assigned.

Craftshop & Kitchen: Monday
8:40 PM Sunday thru 7:15 AM Tuesday

Scoutcraft & Provisional: Tuesday
8:40 PM Monday thru 7:15 AM Wednesday

Nature & Commissioner: Wednesday
8:40 PM Tuesday thru 7:15 AM Thursday

Aquatics & Basic Scout Skills: Thursday
8:40 PM Wednesday thru 7:15 AM Friday

First Aid/Archery & Rifle/Shooting Ranges: Friday
8:40 PM Thursday thru 7:15 AM Saturday

CIT's may leave after 8:40 PM or return earlier than 7:15 AM if transportation is a problem at these times.

Should this schedule cause any serious problem, please discuss it with the Camp Director.

Leaving Camp:

All staff members are required to sign-out at the Rec Hall whenever they leave Camp Hinds and sign-in when they return. This includes when you leave for days-off, nights-out, and when leaving on camp business. You are not allowed to leave camp at any time without the permission of the Camp Administration. Leaving camp without permission could result in your dismissal from staff.

Nights Out:

Camp Hinds' nights-out policy for staff members states that all staff members under 21 must be signed back into camp by 11:59 PM. Only licensed drivers over 18 years old are allowed to transport staff members under 18 years old. Staff members are not allowed to drive vehicles except their own.

Occasionally camp sponsored outings for staff groups are conducted and are coordinated by an adult staff member. These events sometimes last past midnight (i.e.: Funtown, OOB, etc.)

No staff member under 18 years of age may have a night-out without parental approval. Counselors in Training may leave camp ONLY when accompanied by a staff member who is at least 21. Forms for parental permission for nights-out are available through the Camp Director.

Program Staff desiring a night-out must get approval from 1) their immediate supervisor (Area Director), 2) the Program Director, and 3) the Camp Director.

Support staff desiring a night-out must get approval from 1) their immediate supervisor, and 2) the Camp Director.

Normally nights-outs will start after 8:40 PM. You are expected to be in uniform and in your program area until 8:30 PM. Each staff member will be allowed one early night-out per summer. This is intended for a special department night-out for each area. This early night-out must be approved at least one week in advance. The early night out is to start after retreat (or after 5:15 PM on Wednesday). You are expected to be in uniform and in your assigned area until 5:00 PM and at retreat.

All nights out must be requested in writing on a form provided by the Camp Administration and ALL staff members must sign-out when leaving and sign-in back in at the Rec Hall.

Saturday Duty:

Once (or twice) during the summer each staff member not involved in the Fun Pack Weekend program will have Saturday morning duty. The purpose of this duty will be to assist with the troops that will be staying overnight Friday and/or being in a work crew to set sites for the upcoming week. The weekend(s) that you have Saturday morning duty, your day off will be from 11 AM Saturday to 11:15 AM Sunday. Duty will be assigned by area:
- July 10 & July 31 = Craftshop, Assistant Ranger
- July 17 & Aug 7 = Nature & Shooting Sports
- July 24 & Aug 14 = Basic Scout Skills & Provisional
- July 31 & Jul 10 = Aquatics (half)
- Aug 7 & July 17 = Aquatics (half)
- Aug 14 & July 24 = Scoutcraft
Uniforming:
The official uniform of Camp Hind will be the Official Summer Scout or Scouter uniform as described below:

* The official short sleeve shirt with appropriate insignia properly placed.
* ONLY OFFICIAL SCOUT SHORTS may be worn.
* Official Scout Belt.
* Official Scout socks only. All staff will be required to wear the new Scout socks for Sunday and Friday when Class "A" uniform is worn. At other times they may wear the new Scout socks or the older knee-length socks. Please note that no other stockings will be worn over Scout socks. Shoes and Scout socks must be worn at all times except at the waterfront.
* Neckerchief and appropriate slide will be worn. You will be given one staff neckerchief. You supply the slide. All slides must be in good taste and be an appropriate addition to the Scout uniform.
* The only hat to be worn in camp is this year's Official Camp Staff hat.
* Other clothing, jewelry, earrings, etc. shall not be worn without permission of the Camp Director.

Class "A" Uniform
The official "Class A" camp uniform with staff neckerchief and staff hat will be worn for check-in Sunday afternoon, Friday visiting hours, campfire and closing ceremonies as well as to retreat and supper daily. Should you misplace your staff neckerchief or hat, you will be expected to buy a replacement in time for retreat and supper. New Scout socks are required for Sunday and Friday.

Class "A-minus"
In the case of extreme heat, the Camp Administration may declare the use of the Class "A-minus" uniform. This is the Class "A" uniform without the neckerchief.

Class "B" Uniform
During other parts of the day the "Class B" uniform may be worn. For a Class B uniform, a staff T-shirt or other official SCOUTING T-shirt may be worn in place of the Scout short-sleeve shirt. Staff hat is optional. However, if you wear a hat, it must be this year's staff hat.

Class "C" Uniform:
On rare occasions when the temperature is extremely cold, the Camp Administration may designate a switch to Class "C" uniform. The Class "C" uniform is similar to the Class "B" uniform except the Scout Shorts are replaced by long Scout trousers. This is a work uniform and will not be used for ceremonies or other times when Class "A" is appropriate.

Waterfront:
While on lifeguard duty or working on the waterfront, a "conservative" bathing suit may be worn. (Jams and cut-offs are not appropriate for a Scout camp). As with the other areas in camp, if you wish to wear a shirt it must be a Scout shirt or Scouting T-shirt. Only staff hats will be allowed on the waterfront.

Kitchen Uniform:
The kitchen crew will wear clean and neat work clothes while in the kitchen. This includes long pants and a Staff T-shirt or other Scouting T-shirt. When not in the kitchen, they will be in the same uniform as the rest of the staff.

When to Wear It:
While you are in camp you are expected to be in uniform. Civilian clothes are to be worn only in the privacy of your own cabin or on the way in and out of camp. You should not be hanging around the center of camp in civilian clothes waiting for your ride. If you happen to be in camp on your day-off, you are expected to be in uniform.

The camp policy is - If you are in camp, you are in uniform! Only the Camp Administration will make exceptions to these policies.

Suggested Uniform:
* 2 Scout Shorts
* 1 Pair long Scout trousers
* 2 Short-sleeve Scout shirts
* 6 to 8 Scouting T-shirts (you will be given 1 staff shirt, others will be on sale at the trading post)
* 6 to 8 pairs Scout socks (at least 2 pairs must be new Scout socks, other may be knee-length)
* Staff neckerchief (will be provided)
* Neckerchief slide
* Official Scout belt
* Staff hat (will be provided)
Staff Areas:
As a general rule, youth staff will share quarters with other youth and adult staff will share quarters with other adults or their family. Living quarters will be defined as the tent or cabin to which you were assigned. Therefore some cabins have been designated as youth quarters (for those under 18) and others have been designated as adult and family quarters (for those over 18):

**Youth Cabins**  **Adult & Family Cabins**
Byrd                        Androscoggin
Chippunk Point              Boone
Condo 5                     Chef's Cabin
Kennebec                    Condo #1 thru #4
McMillan                    Health Lodge
Pershing                    Peary
Presquile Point             Pine Tree
Tenny                       Skid Ridge
Wilderness

Any exception to the separation of youth and adults must meet the BSA youth protection guidelines. Before an exception will be made, a request must be made in writing by the parent or guardian of the youth staff members involved. Youth may stay in quarters with adults where two-deep leadership is present. Youth and young adults (18-20) may share a cabin as long as there is a minimum of three occupants at all times when the youth and young adults are both present.

You will be assigned quarters for the summer camp season. Your area will be reserved as a staff area and will be considered off limits to campers. DO NOT invite campers or leaders to your cabin. Your Staff quarters is not the place to socialize with members of the opposite sex - that's where the staff lounge is for.

You will be responsible for maintaining CLEAN and NEAT quarters as well as the surrounding area (including under your quarters).

Assignment to quarters are made by the Camp Administration on the first day of camp. These assignments are generally for the entire summer. If personality conflicts occur, and you feel a change is required, it must be arranged through the Camp Administration.

You are expected to sleep in your own quarters. On occasion, you may wish to sleep in someone else's quarters (perhaps all your roommates are on an overnight and you'd prefer not to stay alone), this generally is not a problem as long as the Camp Administration knows where to reach you in case of an emergency. DO NOT change quarters without permission.

The Camp Administration reserves the right to change your quarters as your job requires. For example, if you are assigned as a Den Leader or assigned to Provisional, you will be expected to move to that campsite for the duration of that assignment.

Open flames, candles, or liquid fuel lanterns will not be permitted in the staff quarters. We strongly request that you do not smoke in your quarters.

Because of the drain caused on the camp's electrical system, televisions and other appliances that draw large amounts of electricity are allowed only with special permission from the Camp Director.

Periodic inspections of staff areas may be conducted by the Camp Administration.

For your own protection, you should keep your quarters locked at all times. A combination lock is the best choice. If you do use a key lock, make sure that you have a key for each roommate and keep an extra key in the camp office.

You are expected to respect the privacy and property of your roommates. Do not touch their belongings when they are not there.

**Taps:**
After taps has blown, it is the responsibility of each staff member to carry on in an orderly and quiet fashion.

Staff members under the age of 18 are expected to be in their OWN quarters by 10:30 PM. Exceptions can be made for special occasions. The Camp Administration has the final authority regarding lights out and/or silence in the staff lounge, and staff quarters. That means, if you are tired and/or run down, you can expect that you will be sent to bed earlier than 10:30 PM.

Quarters that have occupants under the age of 18, may NOT have visitors in their cabins after 10:30 PM.
Radios & Walkmen:
You may have radios in your quarters, but when campers or leaders are in camp, the volume must be kept low enough so that it can not be heard outside. Radios (including walkman's), tape players, CD players, electronic games, etc. are not allowed in the central area of camp, in program areas, or other places where campers can be found.

Staff Lounge
A staff lounge is provided for your use during your time off. It will be closed directly after breakfast for cleaning. Generally speaking it is available for use during siesta and after 8:30 PM. Staff members under the age of 18, need to leave the staff lounge by 10:25 PM so they can be in their own quarters by 10:30 PM. Unless you have been given special permission by your area director, you should not be using the staff lounge during program time.
The lounge is divided into three rooms. The first room is for the camp staff only. The middle room is the TV room and is used jointly by adult leaders and camp staff. The back room is the smoking lounge and is used by adult leaders and camp staff over 18 who smoke. This room is for adults only.

Personal Cleanliness:
Staff showers are available for your use daily. Staff members will not use the camper's shower. Because of the limited hot water supply at the Health Lodge, these showers will be reserved for patients and the adult staff members who have been given specific permission.

Promptness:
Each staff member is required to be ON TIME for all meals, retreats, campfires, scheduled program activities, and instruction for which he/she is responsible. Unless assigned to other duties, each staff member is expected to be in his assigned program area during program hours (8:30-12:15, 2:15-4:55, 6:45-8:30). Staff members must not be in their quarters during program hours. The staff lounge is off-limits at these times without special permission from your area director or the Camp Administration.

Telephone:
Since there is only one business phone line into camp, and that line must be kept clear for emergencies and camp business, only the Camp Director can authorize personal use of the camp phone. The camp phone number is 655-4878. We have a pay phone available for the staff and adult leaders at the Rec Hall. Scouts may not use this phone without a note from their unit leader.

Mail:
Out-going mail should be placed in the mail box outside the Health Lodge. In-coming mail arrives at camp in late afternoon and may be picked-up at the Trading Post. The mailing address for camp is:
Camp William Hinds, BSA
148 Plains Road
Raymond, Maine 04071

Staff as Role Models:
Believe it or not, every staff member will have a number of Scouts who will look up to and model them. Therefore it is most important for all of us to live up to the Scout Oath and Law on a daily basis.

Staff Good Turns:
There are certain jobs that nobody wants to do, these include cleaning the staff bathrooms, staff showers, and the staff lounge. Each area will be assigned its turn to clean these facilities. These should be done directly after breakfast. Area Directors are responsible to assign individual staff members to do these jobs and to provide supervision as needed. Area Directors will also run staff swams as their Good Turns. Certain staff privileges (such as staff swims, nights out, and use of the staff lounge) may be withheld if an individual or group neglects to do their good turn.

Illness:
If you should feel ill, inform your Area Director and then report directly to the Health Officer. Only the Health Officer can assign bed rest. If you do require bed rest, you can expect that it will be in the Health Lodge. Unless the Health Officer sends you to your quarters, you must not be there during program hours. Staff members assign to bed rest by the Health Officer will not be allowed to have visitors.
STAFF MEETINGS
All staff are expected to be at all staff meetings. They are held at the following times:

* Daily (Except Wednesday) at 5:35 PM in front of Pine Tree Cabin in Class "A" uniform.
* Sunday at 11:20 AM in the Dining Hall in Class "B" uniform. Remember you are due back in camp at 11:15 AM.
* Friday directly after lunch. This includes moving tables.
* Friday night after the campfire. This includes moving tables.
* Staff with Saturday morning duty and Fun Pack Weekend Staff will meet Saturday morning directly after breakfast in the Dining Hall. Breakfast will be at 7:30 AM followed by an 8:00 AM staff meeting.

AREA DIRECTOR MEETINGS:
Area Directors will meet weekly at 9:00 PM on Mondays in the Rec Hall.

1992 CALENDAR:
June 6 - Staff Orientation
June 24 - Area Directors Report
June 25 - Camp Staff Reports
June 26 - O A work day
June 27-July 2 - Staff week
July 3 - Day Off (All staff)
July 4-10 - Week 1 (A Day Camp)
July 11-17 - Week 2 (A Day Camp)
July 18-24 - Week 3
July 25-31 - Week 4
Aug 1-7 - Week 5
Aug 8-14 - Week 6
Aug 15-21 - Week 7
Aug 21 - Aug 23 - Put camp to bed
(noon weekend days off)
Aug 25 - Last staff contract day
Dec 26 - Staff Reunion (Tentative)

PAYDAYS:
Staff will get pay checks on July 9, July 23, August 6, and August 25.

Trading Post:
During Trading Post hours, staff members may purchase items but MUST wait their turn along with the campers. All sales are cash and carry - NO CHARGE ACCOUNTS - NO CREDIT. There will be no staff discounts. The Trading Post Manager, or substitute designated by the Camp Director are the only people authorized to make sales in the Trading Post, therefore staff members will not be allowed behind the counter in the Trading Post.

FREEBIES:
Each staff member will be given the following: 1 Staff T-shirt, 1 Staff neckerchief, 1 Staff hat. Extras will be on sale at the camp trading post on Thursday of staff week.

DISCOUNT UNIFORMS:
Staff members may purchase Scout uniform parts through the Council Office (125 Auburn St, Portland) at a substantial discount. If you need sizes not normally in stock, you should place your order before May 1st to ensure having your uniform in time for camp.

STAFF JACKETS:
Prior to camp you will receive a form that you can use to order Staff Jackets. Purchase of staff jackets is optional. The 1993 cost will be $21.00.

LAUNDRY FACILITIES:
There are no laundry facilities for staff use at camp. Staff members need to do their laundry at home on their day off.

PRACTICAL JOKES:
There is nothing practical about practical jokes! Our over all goal is to provide positive experiences for staff and campers alike. Nothing causes division and confrontations quicker than practical jokes - therefore, they will not be permitted at anytime.
WORK PERMITS:
If you are under 16 years of age, you are required to obtain a work permit. In most communities work permits can be obtained from the office of the Superintendent of Schools. You need to bring your birth certificate with you. The application for the work permit must be signed by a parent or guardian.

WHAT TO BRING TO CAMP:

For staff week:
Photocopy of Medical form
Enough Work clothes for 1 week (All clothing worn at camp must exhibit impeccable taste - clothing with wording or graphics that may be offensive MUST be left at home - A Scout is clean & courteous.)
At least one set that you can wear for painting and other dirty work.
Insect repellent, sun screen
Staff Handbook
Pencils & Pens
Notebook

Clothing for staff week:
Work clothes will be worn most of the day.
Class "A" will be worn for dinner every day.
Class "A" or Class "B" will be worn for evening training sessions.
Class "B" with 1993 T-shirts will be won Friday for staff-day.

Optional - For Staff week:
Tools: (Hammer, screw-driver, pliers, staple gun, mallet)
Money to buy extra staff T-shirts, neckerchiefs, etc.

For the entire summer:
Scout Uniform:
Scout shorts (2 minimum)
Scout trousers (1 minimum)
Short sleeve Scout Shirts (2 minimum)
Scout socks (6-8 minimum)
- new socks for Sunday & Friday
- new socks or knee-lengths other times
Neckerchief slide
Official Scout belt
Scouting T-shirts (6-8 minimum - Staff
T-shirts will be on sale at trading post)

underwear
Extra shoes
Rain Gear

Flashlight with extra batteries
Pillow & Sheets and Blankets
(A sleeping bag is good for a weekend but not for eight weeks)
Swim suit(s) & beach towels
Jacket or sweater
Toilet articles
soap, wash cloth, towels
shampoo, hair brush or comb
deodorant, tooth paste & brush
razor, etc.
Scout Handbook & Field book
Merit Badge Pamphlets
Reference Books
Paper & pen/pencils, notebook
STAFF HANDBOOK
Watch
Alarm clock or clock radio
Laundry Bag
Combination lock for Cabin door

For Special Assignments
and/or overnights
Sleeping bag
Cook kit and knife, fork & spoon

Optional Gear:
Camera, Film, Songbook,
Money for Trading Post,
Musical instrument,
Insect Repellant (NO sprays Please),
Drinking Cup,
Fishing Gear, Sun Tan Lotion
Stationery & stamps, pajamas
Bible or Prayer Book
Sports equipment (gloves, etc)
Small electric fan
Broom for cabin
Long-johns for cold days
Weird clothes for Theme days

LEAVE AT HOME
Long sleeve Scout shirts
Sheath knives
Fireworks, squirt guns
Firearms and ammunition, Bows & Arrows
Televisions
Appliances (refrigerators, hot plates, heaters, etc)
pornographic or questionable literature or posters
pets
clothing with questionable words or graphics
HOW TO GET TO CAMP HINDS

Camp Hinds is located on Plains Road in Raymond, Maine. Plains Road runs between State Routes 85 and 121, both of which intersect Routes 302 and 11. The camp phone number is (207) 655-4878.

Please Duplicate this page for each SCOUT FAMILY
YOUTH PROTECTION:
The following policies have been adopted by the BSA to provide security for the youth in our program. In addition, they serve to protect adult leadership from situations in which they are vulnerable to allegations of abuse.

* TWO-DEEP LEADERSHIP.
Two registered adult leaders or one registered adult and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings.

* NO ONE-ON-ONE CONTACT.
One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, the meeting is to be conducted in view of other adults and youth.

* RESPECT OF PRIVACY.
Adult leaders must respect the privacy of youth members in situations such as changing into swimming suits or taking showers at camp.

* SEPARATE ACCOMMODATIONS.
When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian.

* PROPER PREPARATION FOR HIGH-ADVENTURE ACTIVITIES.
Activities with elements of risk should not be under-taken without proper preparation, supervision, and safety measures.

* NO SECRET ORGANIZATIONS.
There are no secret organizations recognized by the Boy Scouts of America. All aspects of Scouting are open to observation by parents and leaders.

* APPROPRIATE ATTIRE.
Proper clothing for activities is required - skinny dipping is not appropriate as part of Scouting.

* CONSTRUCTIVE DISCIPLINE.
Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

* HAZING PROHIBITED.
Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

* JUNIOR LEADER TRAINING AND SUPERVISION.
Adult leadership must monitor and guide the leadership techniques used by junior leaders and see that BSA policies are followed.
1993 - DAILY PROGRAM DESCRIPTION

BASIC SCOUT SKILLS - FIRST YEAR SCOUTS:

A program especially designed for the new Scout will feature many of the outdoor advancement requirements. Scouts may take Basic Scout Skills during one of the morning Advancement Periods. To ensure that they have a variety of activities in their advancement schedules, Scouts may only sign-up for Basic Scout Skills for one period per day. During each period, two or more different sessions will be conducted. The Scoutmaster should counsel his Scouts as to which session to take each day. A signup form is found on page 23-24. Please circle "Basic Scout Skills" on the front and select the individual sessions on the back. Scouts should report to the Basic Scout Skills area near Boone Cabin. The coding used below indicates Rank and requirement number. T:8 means Tenderfoot requirement #8, S:3 means Second Class requirement #3, and F:4 means First Class requirement #4.

NOTE: When more than one topic is listed in a session, all topics are included in that session.

Monday: (Offered at 8:30, 9:30 and 10:30)
Session A:  
T:8 - Buddy System in Scouting  
S:7 - Tell precautions for a safe swim  
T:5 - Display, raise, lower, and fold American Flag  
S:3 - Participate in a flag ceremony

Session B:  
T:4 - Rules for safe hiking  
S:1a - How a compass works, orient a map, map symbols  
F:1 - Directions without a compass

Session C:  
S:2b - Woods tools/Totin' Chip

Session D:  
T:10 - Identify local poisonous plants, tell treatment  
S:5 - Identify or show evidence of 10 kinds of wild animals  
F:6 - Identify or show evidence of 10 kinds of plants

Session E:  
T:11a - Heimlich maneuver  
T:11b - First aid for minor injuries  
S:8a - Hurry cases (breathing, bleeding, poisoning)  
S:6c - Object in eye, bites, puncture wounds, burns, shock

Tues. Period 1 (8:45-10:35), Wed. Period 2 (9:30-11:20), Thurs. Period 3 (9:30-11:20)
Session F:  
F:2 - Using a compass, complete orienteering course

Session G:  
S:4 - Participate in an approved service project

Session H:  
T:3a - Whip and fuse ends of a rope  
T:3b - Knots: two half hitches & tautline  
F:8a - Knots: Bowline  
F:7a - Knots: timber hitch & clove hitch square, shear, and diagonal lashings  
F:7b - Use lashing to make useful camp gadget

Friday: (Offered at 8:30, 9:30, & 10:30)
Session J:  
S:2c - Prepare tinder, kindling, and fuel for firebuilding

Session K:  
F:8b - Bandages for head, upper arm, collarbone, ankle  
F:8c - Transport by yourself and with help, a person  
F:8d - Signs of heart attack. Explain steps to CPR

Please Duplicate this page for each Scout Family
SAMPLE SCHEDULES:
Scoutmasters should counsel their Scouts so that they get a schedule with variety and one that they can be successful with. Here are some sample first year schedules:

Scout 1
Period 1 - Basketry MB
Period 2 - Swimming MB
Period 3 - Basic Scout Skills

Scout 2
Period 1 - Mammal Study MB
Period 2 - Basic Scout Skills
Period 3 - Swimming Instructions

Scout 3
Period 1 - Rowing MB
Period 2 - Leatherwork MB
Period 3 - Basic Scout Skills

Scout 4
Period 1 - Basic Scout Skills
Period 2 - Woodcutting MB
Period 3 - Swimming Instructions

MB TIME SCHEDULE:
Each Merit Badge will meet for three 1-hour sessions and one 2-hour session for a total of 5 hours of instruction. The longer period will be used to complete projects and requirements that require a block of time longer than 1 hour.

Merit Badge Session 1
Monday 8:30-9:20
Tuesday 8:45-10:35
Wednesday 8:30-9:20
Thursday No Class
Friday 8:30-9:20

Merit Badge Session 2
Monday 9:30-10:20
Tuesday No Class
Wednesday 9:30-11:20
Thursday 8:30-9:20
Friday 9:30-10:20

Merit Badge Session 3
Monday 10:30-11:20
Tuesday 10:45-11:35
Wednesday No Class
Thursday 9:30-11:20
Friday 10:30-11:20

MERIT BADGE PREREQUISITES

Archery: Not recommended for first year Scout campers, without previous experience. Must be able to demonstrate the ability to handle a bow at sign-up. (Meets for a double period)

Astronomy: By appointment only. Requirements before you come to camp # 2, & 3. Recommended for older Scouts only.

Athletics: By appointment only. Need to complete requirement 1 before camp.

Basketry: Recommended for all Scouts. Good choice for first year campers. Purchase of some materials required. Projected cost: $ 1.75

Bird Study: By appointment only. Need to complete requirement 5, 6, 7 & 8 before camp. Recommended for older Scouts only.

Botany: By appointment only. Requires extensive pre-camp work. Recommended for older Scouts only.

Bugling: By appointment only. Must have a minimum of three years of trumpet or bugle experience.

MB DEADLINE:
All merit badge work MUST be completed by 11:20 am on Friday. Friday afternoon will NOT be used for merit badge work.

MERIT BADGE EXTRA HELP:
In addition to the scheduled periods in the morning, the time following dinner on Thursday will be reserved as a extra help session for merit badges.

Please Duplicate this page for each SCOUT FAMILY
**Camping:** Not recommended for first year Scout Campers. Need to complete requirement 8a & 8c before camp. Will be attending an overnight on Wednesday. Must have a backpack for the overnight. A tent would be helpful.

**Canoeing:** Not recommended for first year Scout Campers. Must be a Swimmer. Shoes that can get wet for swamping.

**Cooking:** Recommended for all Scout Campers with First Class cooking skills. Will be cooking out from 11:30-2:15 on Monday and Thursday.

**Environmental Science:** Recommended for older Scouts only. (Meets for a double period). Mammal Study MB or Forestry MB helpful. Requires a 500 word essay which may be difficult for younger Scouts.

**Fingerprinting:** Recommended for all Scout Campers.

**First Aid:** Recommended for all Scout Campers. Must have First Aid skills up through and including First Class First Aid. Complete requirement # 2b at home and bring it to camp. Must also take the Basic CPR course at camp to complete the badge.

**Fish and Wildlife Management:**
Not recommended for first year Scout Campers.

**Fishing:**
Recommended for all Scout Campers. Must have own equipment or complete requirement #7 before or after camp. Do not bring gear to the class.

**Forestry:**
Not recommended for first year Scout campers.

**Geology:** By appointment only. Not recommended for first year Scout Campers. Requires extensive pre-camp work.

**Indian Lore:**
By appointment only. Recommended for all Scout campers. Requires extensive pre-camp work.

**Insect Study:**
By appointment only. Need to complete requirements 3 & 7 before camp. Not recommended for first year campers.

**Leatherwork:**
Recommended for all Scout Campers. Purchase of some materials is required. Projected cost: $0.75

**Lifesaving:** Must already have Swimming Merit Badge. May require extra time. Must take the Basic CPR course at camp or have proof of current certification.

**Mammal Study:**
Recommended for all Scout Campers. Good choice for first year campers.

**Metalwork:**
Recommended for all Scout Campers. Good choice for first year campers.

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Please Duplicate this page for each SCOUT FAMILY
Motorboating:
Must be 13 years old and already have Swimming Merit Badge and either Rowing Merit Badge or Canoeing Merit Badge. Each class will be limited to the first 7 Scouts who meet the prerequisites and signup.

Nature:
By appointment only. Not recommended for first year campers. Requires extensive pre-camp work.

Oceanography:
Not recommended for first year Scout Campers.

Orienteering:
Not recommended for first year campers. Requires extensive pre-camp work. Should have completed the map, compass, and orienteering requirements up through and including First Class. Must have a Silva-type orienteering compass.

Personal Fitness:
By Appointment only. Need to complete 5 & 6 before camp.

Pioneering:
Recommended for all Scout Campers. Should have completed knots and lashings requirements up through and including First Class.

Reptile Study:
By appointment only. Not recommended for first year Scout Campers. Requires extensive pre-camp work. Need to complete requirement #8 & 9 before camp.

Rifle Shooting:
Recommended for older Scout Campers only. Not recommended for first year Scout Campers. (Meets for a double period).

Rowing:
Must be a swimmer. Could be difficult for small frame Scouts. Need shoes that can get wet for swamping.

Shotgun Shooting:
Must be 13 years old or have Rifle Shooting Merit Badge. Limited to first 12 Scouts. Projected cost: Could be as much as $14.00.

Small-boat Sailing:
Not recommended for first year Scout Campers. Must have Swimming MB and either Rowing MB or Canoeing MB.

Soil & Water Conservation:
Not recommended for first year Scout campers.

Swimming:
Must be classified as a "Swimmer" by the Camp Hinds Aquatics Director. Must have long sleeve button-up shirt and long pants (Preferably not a Scout Uniform) and shoes that can get wet. Scouts who are not classified as a "swimmer" are encouraged to take swimming instructions.

Water Skiing:
Must be 14 years old and already have Swimming MB and either Rowing MB or Canoeing MB and have some previous water skiing experience. Preference will be given to Scouts who also have Motorboating MB. Classes will be limited to first 7 Scouts who meet the prerequisite and signup.

Weather:
By appointment only.

Wilderness Survival:
Should have completed the camping requirements up to and including First Class. Bring supplies for requirement #5. Will be attending on overnight on Wednesday.

Wood Carving:
Recommended for all Scout Campers. Good choice for first year campers. Purchase of some materials required. Scouts need a jack-knife. Projected cost:
# Camp William Hind's - 1993 - Advancement Schedule

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>AQUATICS</th>
<th>CRAFTSHOP</th>
<th>NATURE-CONS.</th>
<th>SCOUTCRAFT</th>
<th>SHOOTING SPORTS</th>
<th>HEALTH LODGE</th>
<th>SCOUT SKILLS</th>
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<td><strong>FIRST</strong></td>
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<td>Basic Scout Skills</td>
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<td>MON 8:30-9:20</td>
<td>Canoeing MB</td>
<td>Basketry MB</td>
<td>*Environmental Science MB</td>
<td>Camping MB</td>
<td>*Shotgun MB</td>
<td>First Aid MB</td>
<td>Tenderfoot, Second Class, &amp; First Class Requirements</td>
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<tr>
<td>TUE 8:45-10:35</td>
<td>Lifesaving MB</td>
<td>Leathemry MB</td>
<td>*Science MB (=Double period Period 1 &amp; 2)</td>
<td>Pioneering MB</td>
<td>#Rifle Shooting MB</td>
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<td>Metalwork MB</td>
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<td>FRI 8:30-9:20</td>
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<td>First Aid MB</td>
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<td>TUES 10:45-11:35</td>
<td>Rowing MB</td>
<td>Metalwork MB</td>
<td>*Science MB (=Double period Period 2 &amp; 3)</td>
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<td>FRI 10:30-11:20</td>
<td>Instructions</td>
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**OTHER**
- Mile Swim 4PM Mon thru Thurs
- Fingerprinting MB 6:50-8:30PM Tues or Wed
- Fishing MB - Mon 7:00-9:15PM In Council Ring
- Basic CPR (not certification) Film Mon 1:15-2:15 or 4:00-5:00 Rec Hall Class Tue or Wed 7:15-9:15 Dining Hall

**BY APPOINTMENT**
- See director of the area to make an appointment for these badges. They require much pre-camp work. (No pre-registration)
- **ADULTS:**
  - Safe Swim & Safety Afloat Mon 4:00PM
  - Indian Lore MB
  - Astronomy MB
  - Bird Study MB
  - Botany MB
  - Geology MB
  - Insect Study MB
  - Nature MB
  - Reptile Study MB
  - Weather MB

- **PERSONAL**
  - Fitness MB
  - Athletics MB
  - Bugling MB

Speciality Merit Badges offered to Scouts 13 or older will be announced at Breakfast on
CAMP HINDS - 1993 - DAILY SCHEDULE

SUNDAY:
12:30 Scoutmaster & S.P.L.'s planning meeting
2:00 Cudigen Gate opens. The gate will be locked until 2:00 PM. (Please be prompt but not early).
2:00 Check-in, Mectical re-check, Swim classification, Tour of Camp
2:00-3:00 Advancement sign-up for new Scouts & Provisional
5:45 Formal Retreat and waiter's call (5:40)
6:00 Dinner
6:45 (approx) Waterfront orientation
7:15 Troop time
8:15 Welcome Campfire (Your campsite guide will come and get your troop)
9:15 Call to Quarters (All Scouts in their own campsite)
9:25 Tattoo (All Scouts in bed)
9:30 Taps (All Scouts - lights out and quiet)
9:40 Adult Cracker Barrel in Dining Hall

MONDAY-FRIDAY
7:00 Reveille (All quiet until reveille)
7:10 Waiter's Call
7:25 Mess Call
7:30 Breakfast (Cookout Wednesday)
8:00 Troop site improvement/Campsite inspection by SPL
8:00 Sick Call

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<th>Monday</th>
<th>Tuesday</th>
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<td>1st Period</td>
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<td>2nd Period</td>
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<td>11:30-12:15</td>
<td>General Swim - Open Boating (Except Tuesday) - Adult leaders needed for lifeguards - Please help</td>
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<td>12:00</td>
<td>S.P.L. Meeting behind the Rec Hall</td>
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<td>12:10</td>
<td>Waiter's Call</td>
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<td>12:25</td>
<td>Mess Call</td>
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<td>12:30</td>
<td>Lunch (Cookout Wednesday)</td>
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<td>Camp wide Good Time</td>
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<td>Siesta and troop quiet time in site (Staff &amp; Leader Swim)</td>
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<td>2:15-3:00</td>
<td>Troop Rotation Period</td>
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<td>3:10-3:55</td>
<td>Troop Rotation Period</td>
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<td>4:00-4:50</td>
<td>Activity Period &amp; Open Areas - Adult leaders needed as lifeguard - Please help</td>
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<td>5:00</td>
<td>(Staff &amp; Leader Swim)</td>
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<td>5:45</td>
<td>Formal Retreat (except Wednesday) &amp; Waiter's Call (5:40)</td>
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<td>6:00</td>
<td>Dinner (Cookout Wednesday, Family Barbecue Friday)</td>
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<td>6:50-8:30</td>
<td>Evening Activity Period</td>
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<td>8:00</td>
<td>Call to Quarters (All Scouts in their campsite)</td>
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<td>8:25</td>
<td>Tattoo (All Scouts in bed)</td>
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<tr>
<td>9:30</td>
<td>Taps (All Scouts - lights out and quiet)</td>
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FRIDAY
5:45 PM Formal Retreat
6:00 Family Barbecue
7:00 Campsite Check-out Inspection
8:15 Campfire & Closing Ceremonies

SATURDAY
7:00 AM Reveille
7:30 Breakfast
8:00 Campsite Check-out Inspection
8:30 Depart for home (Have a safe trip - See you next summer)

Please Duplicate this page for each Scout Family
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>7:00</td>
<td>REVEILLE</td>
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<td>7:15</td>
<td>WAITER'S CALL</td>
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<td>7:30</td>
<td>BREAKFAST</td>
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<td>8:30</td>
<td>MERIT BADGE 1</td>
<td>DUTY TO GOD</td>
<td>MERIT BADGE 1</td>
<td>MERIT BADGE 2</td>
<td>MERIT BADGE 1</td>
<td>8:30-9:20</td>
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<td>SWIM &amp; BOATING</td>
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<td>12:15</td>
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<td>PACK UP, CLEAN</td>
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<td>12:30</td>
<td>LUNCH</td>
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<td>1:00</td>
<td>SIESTA (Staff Swim)</td>
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<td>PREPARE FOR</td>
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<td>CAMPWIDE EVENT</td>
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<td>2:15</td>
<td>TROOP ROTATION 1</td>
<td>TROOP ROTATION 3</td>
<td>TROOP ROTATION 5</td>
<td>TROOP ROTATION</td>
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<td>3:00</td>
<td>NATURE</td>
<td>TROOP ROTATION 3</td>
<td>TROOP ROTATION 5</td>
<td>TROOP ACTIVITIES</td>
<td>(YOU PLAN AND DO</td>
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<td>SCOUTCRAFT</td>
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<td>TROOP ROTATION 4</td>
<td>TROOP ROTATION 6</td>
<td>1-OR- BASIC SCOUT</td>
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<td>3:55</td>
<td>AQUATICS</td>
<td>CRAFTSHOP</td>
<td>RIFLE RANGE</td>
<td>SKILLS/OLDER BOY</td>
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<td>5:00</td>
<td>STAFF &amp; LEADER SWIM</td>
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<td>5:45</td>
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<tr>
<td>6:00</td>
<td>DINNER</td>
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<td>FAMILY B-B-Q</td>
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<tr>
<td>6:50</td>
<td>OPEN AREAS</td>
<td>OPEN AREAS</td>
<td>OPEN AREAS</td>
<td>MERIT BADGE EXTRA</td>
<td>SPECIAL EVENTS</td>
<td>6:50-8:30</td>
</tr>
<tr>
<td>8:30</td>
<td>OPEN AREAS</td>
<td>TROOP COMPETITION</td>
<td>TROOP COMPETITION</td>
<td>HELP SESSION</td>
<td>TROOP ACTIVITIES</td>
<td>8:30-10:20</td>
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<td></td>
<td>(or Dusk)</td>
<td>TROOP COMPETITION</td>
<td>TROOP COMPETITION</td>
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<td></td>
<td>FISHING MB</td>
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<td>TROOP ACTIVITIES</td>
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<tr>
<td>9:00</td>
<td>CALL TO QUARTERS</td>
<td>OPEN AREAS</td>
<td>OPEN AREAS</td>
<td>CAMP FIRE &amp;</td>
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<tr>
<td>9:25</td>
<td>TATTOO</td>
<td>TROOP ACTIVITIES</td>
<td>TROOP ACTIVITIES</td>
<td>CLOSING CEREMONY</td>
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<tr>
<td>9:30</td>
<td>TAPS</td>
<td>TROOP COMPETITION</td>
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<td>TROOP ACTIVITIES</td>
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</table>

OPEN AREAS = SWIMMING, OPEN BOATING, CRAFTSHOP, RIFLE RANGE, ARCHERY RANGE, FISHING
TROOP ACTIVITY = NATURE, SCOUTCRAFT, SERVICE PROJECT, SOFTBALL, VOLLEYBALL, SOCCER, ETC.

Please duplicate this page for each Scout Family
TROOP AND INDIVIDUAL ACTIVITIES

NEW IN '93:
For troops that prefer to have staff run activities instead of troop activities, two optional Troop rotations will be available. Activities will be available in Basic Scout Skills and in Older Scout Activities. The specific activities are listed in the "Junior Leader's" section of this manual.

ADULT SUPERVISION:
Adult leaders are required to accompany their Scouts at all scheduled troop activities and maintain at least a 1 to 10 ratio. This includes Troop Rotation Periods.

TROOP ROTATION PERIODS:
We believe that each Scout that comes to camp should have the opportunity to experience each of the major program areas in camp. The eight troop rotation periods will provide this opportunity. Two activities will be held each afternoon, Monday thru Thursday. Each troop or patrol will have the opportunity to spend one period in each of the camp's six program areas (Rifle range, Craftshop, Aquatics, Nature, Scoutcraft, and Archery Range) plus have a two hour troop activity. During each of these periods, 1 or 2 troops will be at each of the six program areas. The exact activity to take place at that program area will be scheduled by the Scoutmaster and/or SPL at the pre-camp planning meeting on Sunday. Although each troop will spend one period in Scoutcraft, they may all do different activities. One troop may want knife and ax instruction, another troop may want map & compass, another troop may want a hobo cooking demonstration, and yet another may want to learn how to make rope, etc. During the aquatics period, one troop may want to have a troop swim, another may want to play a water game, or another may want to go review lifesaving techniques or go boating. The same thing will happen in the other program areas. Some troops with full-sized patrols (7-10 Scouts) may desire to schedule different activities for each patrol in some program areas. Lists of possible activities for each program area are found in the "Junior Leader's" section of this manual. During the seventh rotation period (2 hours), the troop may select free time, a troop run activity, a canoe trip, an out of camp hike, fishing trip (by boat or on foot), a conservation project or a service project.

SWIMMING & BOATING:
A general swim and open boating period will be held following the morning merit badge program each day except Tuesday. All other areas in camp will be closed as all staff members will be serving as lifeguards or assisting at Chipmunk point. The swimming and boating areas will also be open during the 4:00 to 4:50 activity period. We will be asking Scoutmasters and other adults to volunteer as lifeguards during general swims. As usual, leaders are welcome at staff swims.

FISHING:
Scouts may go fishing with a buddy during open areas. Favorite spots include Tenny Point and the river side of Chipmunk point. Scouts may fish from rowboats during scheduled boating periods. Fishing is not allowed in the swimming area, the boating area, or off the bridge. Scouts are not permitted to wade into the water while fishing. The Nature-Conservation area has some gear.
4 PM ACTIVITIES:
(4:00-4:50) During the late afternoon period on Monday through Thursday, several different kinds of activities can occur.

TROOP ACTIVITIES:(4:00-4:50)
Each troop may sign-up or schedule for additional troop activities in Nature, Scoutcraft, Basic Scout Skills, Service Projects, Conservation Projects, or plan their own activities. Troops may also schedule a troop swim at the Safe Swim Area during this time.

TROOP COMPETITION:(6:50-8:30)
Troops will be able to challenge other troops to various activities such as softball, volleyball, soccer, basketball, water volleyball, or water polo etc.

OPEN AREAS: (4:00-4:50)
The following areas will be open for individual Scouts or patrols to take advantage of: Swimming, Boating, Fishing, Craftshop, Rifle range, and Archery range.

EXTRA HELP:(4:30-4:50)
Scouts can also use this time to do "by appointment" merit badges or to make an appointment to get extra help from their counselors. Some counselors may not be available because of lifeguard duty.

EVENING ACTIVITIES:

SPECIAL ACTIVITIES:
Some activities are scheduled for certain groups such as Fishing Merit Badge, Fingerprinting Merit Badge, and the Basic C.P.R. course. Scouts planning to take these sessions must sign-up for them on their Advancement Registration form.

OPEN AREAS:(6:50-8:30 or dusk)
The following areas will be open for individual Scouts or patrols to take advantage of: Boating, Fishing, Craftshop, Rifle range, and Archery range.

COOKOUTS:
Cookouts will be held all-day Wednesday and will include Wednesday BREAKFAST, Wednesday LUNCH, and Wednesday DINNER. Additional information can be found on page 35.
Scouts taking Cooking Merit Badge will also be cooking out Monday and Thursday lunches and will be in the Scoutcraft area from 11:30 AM to 2:15 PM. They need to invite a guest from your troop.
Troops planning an overnight hike or canoe trip may make arrangements for additional cookout meals.

Please Duplicate this page for each scout family.
CAMPWIDE EVENTS:
We will provide at least one camp-wide event during the week on Friday afternoon. The specific activity to be held during this time will be determined by a vote of the SPL's. Details of four pre-planned campwide events are given in the "Junior Leader's" section of this manual. Additional campwide events may be planned on Tuesday or Wednesday evenings by the SPL's. Wednesday evening would be a good time for troops to get together for a skit campfire.

OTHER AWARDS:
Mile Swim, B.S.A.
Scouts are required to sign-up in advance. Pre-register by mail on the Advancement Registration Form. This activity meets at 4:00 PM Monday thru Thursday. All four sessions are required. Adults may also do the mile swim, but they do not need to sign-up in advance.

Swimming Instruction:
Swimming instructions are provided for learners and beginners. Meets daily during merit badge session #3. Sign-up is required. Pre-register by mail on the Advancement Registration form. Scouting leaders should strongly encourage Scouts who are not swimmers to sign-up for swimming instruction. A certificate of completion will be issued.

Polar Bear Swims:
Troops may arrange for early morning swims with the Program Director at the Sunday planning meeting.

Paul Bunyan Award:
Advanced use of woods tools, through Scoutcraft.

Totin' Chip
Wood tools safety, through Basic Scout Skills area.

Fire'n Chit
Fire safety, through Basic Scout Skills area.

World Conservation Award:
Through Nature-Conservation Director.

Basic C.F.R. Course:
Sign-up is required. Pre-register by mail on the Advancement Registration form. This is a three-hour Basic CPR course. This course is required of Scouts taking First Aid or Lifesaving Merit Badges. Each Scout must attend two sessions. The first session meets at the Rec Hall during siesta Monday (1:15-2:15) or in the Rec Hall from 4:00-5:00 PM Monday. The second session is either Tuesday or Wednesday evening in the Dining Hall (7:15-9:15 PM). In addition to class time, participants should plan on 1 to 2 hours of study time to prepare for the test. This is NOT CPR certification. A certified course will be offered to Scouts taking B.S.A. Lifeguard during week 1 and 7 only. A $3.00 fee will be charged for the certification.

Fishing Merit Badge:
Each Monday evening the Mid Coast Anglers of the Bassmasters bring several expert fishermen to camp to offer a special Fishing Merit Badge program. This is an excellent program for all Scouts of all ages. The session takes place from 7:00 to 9:45 PM in the council ring. The Scouts need not bring any equipment to this session, although they should bring a flashlight as it will be dark when the session gets out. During the session, Scouts will pass all the requirements for Fishing Merit Badge except for Requirement #7. If a Scout has already completed requirement #7, catching two different kinds of fish, he should bring a note from his parents, otherwise he will need to catch his fish at camp. A limited amount of fishing equipment is available for Scouts to use and may be checked out through the Nature-Conservation Area. Adult Leaders are invited and encouraged to attend this outstanding course. If a Scout catches his fish while he is at camp, he should bring a note signed by his Scoutmaster to the Nature Director before Friday morning.
Canoe Trips:
Troops may sign-up for afternoon or overnight canoe trips. A 21-year-old leader who holds a current Safety-Afloat card and a Certified BSA Lifeguard must accompany each group. There must be one leader for each 10 boys, and additional leaders must be at least 18. All boys and leaders must be swimmers. If you plan on going on a canoe trip, obtain a Canoe Trip Application form from the Program Director. This form must be signed by the Aquatics Director (and the cook if you are requesting meals) at least 24 hours before your planned departure.

Honor Camper:
Chosen within your unit (one Scout only). The Scouts of each troop should vote for the Scout they feel best lived up to the Scout Oath and Law during his stay at camp. This is not an award for earning the most merit badges or getting the most bull’s eyes, but an award for the best Scout spirit. The name of the honor camper must be turned into the Program Director by breakfast Friday. Certificates will be handed out at the campfire.

PATROL ADVENTURE AWARD

PURPOSE: Baden-Powell founded Scouting based on the Patrol Method. One of the functions of summer camp should be to emphasize and strengthen the patrol method by helping patrols and their leaders reach their full potential. The Patrol Adventure Award is designed to recognize all patrols that function as a patrol throughout their stay at Camp Hinds. THE AWARD:
1. The patrol name and troop number of all patrols that complete the requirements for this award, will be placed on a plaque to be hung in the dining hall as a record of the patrol’s accomplishments.
2. Each patrol will receive a ribbon for their patrol flag.
3. Each patrol member will receive a certificate.

PROGRAMS FOR OLDER SCOUTS

BSA Lifeguard:
Offered July 4-10 and August 15-21 at Camp Hinds. See page 5 for further details. Also at Camp Bomazeen July 4-10, July 11-17, and July 18-24.

Snorkeling, BSA:
Not available to first year campers. Participants must have Swimming Merit Badge. Meets during merit badge session 1. Scouts are strongly encouraged to bring their own gear.

BOARD SAILING:
Board sailing will be available during Troop boating periods and during open-boating for Scouts 13 years of age or older who have Swimming M.B. and at least one boating merit badge (Rowing, Canoeing, or Small-boat Sailing). Adult swimmers may participate on a space available basis. Available weeks 4 thru 7 only.

Please duplicate this page for each SCOUT FAMILY
**TRAP-SHOOTING:**
The Shooting Sports area will offer trap shooting, utilizing a 12-gauge shotgun, to Scouts 13 years old or older during special announced sessions. One session will be held at 4 PM on Tuesday afternoon. Additional sessions will be scheduled as needed. Adult Leaders are also welcomed. A fee of $0.25 per shot will be charged for the ammunition and clay pigeons. Preference will be given to the Scouts who are NOT in the Shotgun Merit Badge class.

**OPEN WATER SKIING & MOTOR BOATING:**
On Wednesday evening Scouts who are at least 13 years old and already have swimming Merit badge will have the opportunity to take a ride in the motorboat or try their hand at waterskiing. This is not for Scouts who have or are taking Motorboating or Waterskiing Merit Badge.

**MERIT BADGES:**
Three merit badges, (Shotgun Shooting, Motorboating and Water Skiing) are not open to first year campers and are reserved for older Scouts. Further, it is recommended that first year Scouts not take the following merit badges: Archery, Camping, Canoeing, Environmental Science, Fish & Wildlife Management, Lifesaving, Orienteering, Rifle Shooting, Small-boat Sailing, Soil & Water Conservation, and most of the "by appointment" merit badges. These badges will be geared more towards the older Scout.

**SPECIALTY MERIT BADGES:**
Each week we will be offering to Scouts 13 years old or older special Merit Badges not usually offered at camp. Many of these merit badges will be counseled by Leaders spending their week at camp, others will be conducted by adults coming into camp just to offer these merit badges. The merit badges to be offered will be announced at breakfast on Monday morning. They will be scheduled for 11:30 (Mon, Wed & Thurs), 4 PM (Mon thru Thurs), or 7 PM (Mon thru Thurs). Any adults interested in offering a badge should contact the Program Director.

**MERIT BADGES BY APPOINTMENT:**
Some merit badges are not offered in the regular merit badge schedule, but are offered as appointment only badges. If a Scout wishes to take one of these, he needs to make a personal appointment with the counselor when he arrives at camp. Scouts cannot pre-register for these by mail. It is expected that the Scout has done a considerable amount of preparation for the badge at home. He should bring his paper work and other documentation with him when he goes to make the appointment. No classes are held for these merit badges. Appointments for these badges are usually held between the Scout and the counselor at 11:30, 4:00 PM or 7:00 PM. Our experience shows that first and second year Scouts usually are not successful with these badges, since they generally require more independent work than those badges which are scheduled as classes.
# 1993 ADVANCEMENT REGISTRATION FORM

**Name**

**Troop** [ ] **Campsite** [ ] **Week** [ ] **Age** [ ]

## FIRST PERIOD (CIRCLE ONE)

<table>
<thead>
<tr>
<th>OPEN TO ALL SCOUTS</th>
<th>NOT RECOMMENDED FOR 1ST YEAR</th>
<th>OLDER SCOUTS ONLY</th>
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<tbody>
<tr>
<td>Basketry MB</td>
<td>Campfire MB</td>
<td>Motorboating MB</td>
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<tr>
<td>First Aid MB</td>
<td>Canoeing MB</td>
<td>Snorkeling BSA</td>
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<tr>
<td>Leatherwork MB</td>
<td>Environmental Science MB</td>
<td>Shotgun Shooting MB</td>
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<tr>
<td>Mammal Study MB</td>
<td>(Double Period 1 &amp; 2)</td>
<td>(Double Period 1 &amp; 3)</td>
</tr>
<tr>
<td>Metalwork MB</td>
<td>Forestry MB</td>
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<tr>
<td>Pioneering MB</td>
<td>Lifesaving MB</td>
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<tr>
<td>Rowing MB</td>
<td>Oceanography MB</td>
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**FIRST YEAR SCOUTS**

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<td>Archery MB (Double Period 2 &amp; 3)</td>
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</tr>
<tr>
<td>Cooking MB</td>
<td>Canoeing MB</td>
<td></td>
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<tr>
<td>First Aid MB</td>
<td>Environmental Science MB</td>
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<tr>
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<td>(Double Period 1 &amp; 2)</td>
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<tr>
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<td>Woodcarving MB</td>
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<td>Soil &amp; Water Cons. MB</td>
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**FIRST YEAR SCOUTS**

## THIRD PERIOD: (CIRCLE ONE)

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<tr>
<td>Woodcarving MB</td>
<td>Small-boat Sailing MB</td>
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**OTHER SESSIONS:**

- **Mile Swim** - Mon thru Thurs 4:00 PM
- **Fishing MB** - Monday 7:00-9:45
- **Basic CPR (not certification)** - Mon 1:15-2:15 or 4:00-5:00 & Tues 7:15-9:15
- **Fingerprinting Merit Badge** - Tues 6:50-8:30
- **Basic CPR (not certification)** - Mon 1:15-2:15 or 4:00-5:00 & Wed 7:15-9:15
- **Fingerprinting Merit Badge** - Wednesday 6:50-8:30

This is to certify that I personally counselled the above named Scout, and I certify that he understands and meets the pre-requisites as described on pages 11 thru 14 of the "1993 Summer Camp Guide", and that he is qualified to work on the merit badges indicated above.

**Scoutmaster:**

**Date:**

**NOTE:** Any erasures or changes must be initialed by the Scoutmaster.
**1993 Basic Scout Skills Sign-up**

To ensure that they have a variety of activities in their advancement schedules, Scouts may only sign-up for Basic Scout Skills one period per day.

### Period 1
- **Monday:** (8:30-9:20)
  - T:8 - Buddy System
  - S:7 - Safe swim
  - T:5 - Fold American Flag
  - S:3 - Flag ceremony
  - T:4 - Rules for safe hiking
  - S:1a - Map & Compass
  - F:1 - Directions without a compass
  - S:2b - Woods tools/ Totin' Chip
- **Tuesday:** (8:45-10:35)
  - F:2 - orienteering course
  - S:4 - service project
  - T:3a - Whip and fuse
  - T:3b - Hitches & Tautline
  - F:6a - Knotts: Bowline
  - F:7a - Hitches & Lashing
  - F:7b - Camp gadget
- **Wednesday:** (8:30-9:20)
  - T:10 - Poisonous plants
  - S:5 - 10 wild animals
  - F:6 - Identify10 plants
  - T:11a - Heimlich maneuver
  - T:11b - Minor injuries
  - S:6a - Hurry Cases
  - S:6c - Object in eye
- **Friday:** (8:30-9:20)
  - S:2c - Firebuilding

### Period 2
- **Monday:** (9:30-10:20)
  - T:8 - Buddy System
  - S:7 - Safe swim
  - T:5 - Fold American Flag
  - S:3 - Flag ceremony
  - T:4 - Rules for safe hiking
  - S:1a - Map & Compass
  - F:1 - Directions without a compass
  - S:2b - Woods tools/ Totin' Chip
- **Wednesday:** (9:30-11:20)
  - F:2 - orienteering course
  - S:4 - service project
  - T:3a - Whip and fuse
  - T:3b - Hitches & Tautline
  - F:6a - Knotts: Bowline
  - F:7a - Hitches & Lashing
  - F:7b - Camp gadget

### Period 3
- **Monday:** (10:30-11:20)
  - T:8 - Buddy System
  - S:7 - Safe swim
  - T:5 - Fold American Flag
  - S:3 - Flag ceremony
  - T:4 - Rules for safe hiking
  - S:1a - Map & Compass
  - F:1 - Directions without a compass
  - S:2b - Woods tools/ Totin' Chip
- **Tuesday:** (10:45-11:35)
  - T:10 - Poisonous plants
  - S:5 - 10 wild animals
  - F:6 - Identify10 plants
  - T:11a - Heimlich maneuver
  - T:11b - Minor injuries
  - S:6a - Hurry Cases
  - S:6c - Object in eye
- **Thursday:** (9:30-11:20)
  - S:2c - Firebuilding

Please duplicate this page for each Scout.
Camp Hinds Rules

These rules are based on common sense and good Scouting. No Scouts should have any trouble following them, if they try to live up to the Oath and Law.

1. **Respect Camp Property.** The beds, mattresses and tents you use are only loaned to you for your stay in Camp. The Troop will be expected to pay for any damage caused to Camp equipment by the boys of that Troop. Writing on a tent is considered as equal to destroying it, and the boys doing the writing will be expected to buy the tent. (About $150.00 for a 2-boy tent.)

2. **Respect the Rights of Others.** Respect the privacy of other troops in their campsites, day and night. Maintain silence between taps and reveille.

3. **Wear Foot Gear.** For your own protection shoes must be worn at all times.

4. **Respect Our Natural Resources.** Cut NO live trees. Leave wild animals and birds alone - don't try to catch them. Prevent erosion - leaves, needles, and plants should be left where they are. Don't sweep or rake the ground near your tent.

5. **Be Clean.** Keep your body clean, by frequent washing. Keep your mind clean - develop habits of clean speech and thought. Keep your property neat and clean in your tent or shelter. Keep your campsites clean - nothing on the ground unless it grew there. Keep your camp clean - place all litter in the barrels.

6. **Be Careful with Fire.** Never leave a fire unattended. Clear the ground for six feet around the fireplace. Always keep water nearby when you have a fire. Keep two #10 cans full of water in front of every tent or shelter, and see that they are used only for fire protection.

7. **Remember: A Good Camper Leaves His Campsite Better Than He Found It.**

**Duty to God**

**Duty to Self**

**Duty to Country**
EMERGENCY PROCEDURES FOR UNITS

LOST CAMPER
Scoutmaster must report any suspected lost camper to the camp office.
At the sound of the emergency signal, ALL Scouts and adults MUST report immediately to the Council Ring, and sit quietly by Troop.

LOST SWIMMER
Waterfront will be cleared immediately. Some adults may be asked to assist.
At the sound of the emergency signal, ALL Scouts and adults MUST report immediately to the Council Ring, and sit quietly by Troop.

CHILD ABUSE
If child abuse of any type is witnessed or even suspected, the Camp Director or his acting designee MUST be notified immediately. This information should not be shared with anyone else. The reporter's name will be kept in confidence, and the current policies of the BSA will be followed.

FIRE
If you discover a fire, send TVO runners immediately to the camp office with information regarding location, type, and severity of fire. Do NOT utilize vehicles. At the sound of the fire signal, ALL Scouts and adults MUST report immediately to the Council Ring and sit quietly by Troop.

EXTREME HEAT
In case of heat emergency, the camp administration will declare a heat alert. The health officer will post "Heat Alert" signs in prominent locations around camp. Vigorous activities will be canceled. Adults will be reminded to watch for symptoms of heat exhaustion and sunstroke. Watch your Scouts for inappropriate clothing, and for adequate fluid intake.

LIGHTNING OR SEVERE STORM
Waterfront will be cleared immediately. All watercraft return to shore. Scouts report to their campsites unless otherwise instructed by a staff member. Avoid open fields. Any needed further instructions will be issued by the camp office.

EARTHQUAKES, FLOODS, or other emergencies not specifically listed.
At the sound of the emergency signal, All Scouts and adults MUST report immediately to the council ring, and sit quietly by troop.

ALL CLEAR
-- If it becomes necessary to cancel an emergency drill, an ALL CLEAR signal will be given over the camp's P.A. system.
EMERGENCY PROCEDURES FOR STAFF

LOST BATHER:
If the Aquatics staff deems that there is a lost or unaccounted for swimmer, the tower bell will be rung continuously until the camp siren begins or for one minute.

Upon hearing that signal, the Camp Office will sound a continuous sixty second blast on the siren.

A runner from the waterfront will report immediately to the Camp Director at the Council ring with the buddy tag of the lost bather.

All Scouts and Leaders will report to the Council Ring for a roster check.

The Health Officer and Ranger will assist and report to the Buddy Boards.

The Rifle Range Director, the Clerk/Receptionist, the cook, and the assistant cook will remain on post.

The cook will send the kitchen crew to the waterfront when possible.

All other staff will immediately report to the waterfront and await directions from the Aquatics Director.

The Aquatics Director will immediately begin a search, positioning searchers at arms length on shore and sweeping the entire area as per Boy Scout guidelines.

FIRE:
In the event of a fire, two runners will be sent to the Camp Office with the LOCATION, SIZE, and TYPE (brush, building, vehicle, etc.) of the fire.

The Camp Director or his representative will immediately sound a wailing series of blasts on the siren.

All Scouts and Troop Leaders will report IMMEDIATELY to the council ring for a roster check.

Unless the fire is in their building, the Health Officer, the Clerk/Receptionist, the cook and the assistant cook will remain at their post.

A call to the Raymond Fire Department will be made (655-4515) from the Camp Office. The caller will state: THIS IS CAMP WILLIAM HINDS BOY SCOUTS CAMP ON PLAINS ROAD. WE HAVE A (TYPE) FIRE AT OUR CAMP. PLEASE SEND A TRUCK. SOMEONE WILL MEET YOU AT THE CAMP ENTRANCE TO GUIDE YOU TO THE FIRE.

He/she will stay on the phone until the Fire Department hangs up.

The Camp Ranger will be the Camp Fire Warden, and will guide the fire trucks to the fire spot. In his absence, the Camp Director will assign a replacement.

All other staff will following the "Wavy-signal Procedure".

NO vehicles will be allowed on any camp road during a Fire Alert.
Wavy-Signal Procedure:

The Rifle Range Director shall secure the Range. When the range has been closed, he will report to the camp road, where he will instruct any in-coming non-emergency vehicles to park in the parking lot. He will make sure the Cadigan gate is open.

The Archery Director shall secure his area and make a check of Wilderness Campsite and then report to the Council Ring. The campsite check should include a check of the latrine, all tents and shelters to make sure everyone is out of the campsite.

The Scoutcraft Director will follow a similar procedure with Byrd Campsite and staff & Leader shower house. He will send his assistants to check Ridgway and Dan Beard Campsites. They will then report to the Council Ring.

The Nature Director will follow a similar procedure, along with his assistants checking: the camper shower house and MacMillan and Pershing Campsites before reporting to the Council Ring.

The Craftshop Director will follow a similar procedure along with his assistants checking: Baden-Powell, Patrick, and West Campsites. Then Report to the Council Ring.

The kitchen crew will follow a similar procedure, checking: Bailey, Tenny, Brownsea, Siple, and Maguire Campsites.

The Aquatics staff will clear the swimming and boating areas following normal procedures and then report to the Council Ring.

Provisional Staff will follow the procedure for units.

Basic Scout Skills Staff will report to the Council Ring gate to serve as runners as needed.

Counselors-in-training should following the procedure for the area to which they are assigned.

The Assistant Ranger should remain with the Ranger if he is with him, otherwise he should run to the Council Ring.

All other staff members report directly to the Council Ring.

SEVERE STORMS AND/OR LIGHTNING

All Scouts and Leaders report immediately to Troop Campsite, unless otherwise requested by a Senior Staff member.

Avoid open fields.

Aquatics areas will be closed for thirty minutes from the last lightning flash. When the area is secured, the waterfront staff should report to the Rec Hall unless instructed otherwise by the Camp Administration.

All watercraft report back to shore immediately.

Further instructions if necessary will be issued by the Camp Director.
EXTREME HEAT:

In the event of extreme heat, the Camp Director in conjunction with the Health Officer will declare a heat emergency. All strenuous activities (extended hikes, ball games, etc.) will be cancelled. Other activities will continue as scheduled at an easy pace.

Adult leaders will be advised of symptoms to be on the watch for.

Heavy and/or dark clothing will be discouraged. Fluid intake will be increased.

LOST CAMPER:

If a unit leader deems a Scout to be lost or unaccounted for, he will report the situation to the Camp Director. He will at the same time be prepared to present a description of the lost Scout.

The Camp Director or his representative will sound a wavy series of blasts on the siren.

All Scouts and Troop Leaders will report IMMEDIATELY to the council ring for a roster check.

The Health Officer, the Clerk/Receptionist, the cook and the assistant cook will remain at their post.

All other staff will follow the "Wavy-signal procedure".

The Health Officer will be advised, and will pull the lost Scout's Medical Record and note any necessary information.

If needed, a systematic search of the camp will be instituted by the Camp Director including a search by vehicle of the surrounding roadways.

The local authorities will be notified by the Camp Director if and when it is deemed necessary.

EARTHQUAKES, FLOODS, and other emergencies not specifically listed:

The Camp Director or his representative will sound a wavy series of blasts on the siren.

All Scouts and Troop Leaders will report IMMEDIATELY to the council ring for a roster check.

The Health Officer, the Clerk/Receptionist, the cook and the assistant cook will remain at their post.

All other staff will follow the "Wavy-signal procedure".
LOST BOATERS:

If the Aquatics staff deems that there are lost or unaccounted for boaters, a runner will be sent to the Camp Office with their buddy tags.

The Camp Director or his representative will sound a waving series of blasts on the siren. The runner will then be sent to the waterfront to advise the Aquatics staff of the situation.

All Scouts and Troop Leaders will report IMMEDIATELY to the council ring for a roster check.

The Health Officer, the Clerk/Receptionist, the cook and the assistant cook will remain at their post.

The Aquatics staff will close their areas following normal procedures. Designated Aquatics staff will man the motorboat. The Aquatics director and the remaining aquatics staff will report to Chipmunk Point.

All other staff will follow the "Wavy-signal procedure".

The Camp Director will send other staff members to Chipmunk Point as needed. The Aquatics director will begin a systematic search of the lake and river utilizing the motorboat and canoes as needed.

The Health Officer will be advised, and will pull the lost Scout's Medical Record and note any necessary information.

A description of the lost boaters will be obtained from the Unit Leaders and the local authorities will be notified by the Camp Director if and when it is deemed necessary.

CHILD ABUSE:

If child abuse of any type is witnessed or even suspected, the Camp Director or his acting designee MUST be notified immediately. This information should not be shared with anyone else. The reporter's name will be kept in confidence, and the current policies of the BSA will be followed.

FATALITY:

Camp Director (Camp Office) to be notified immediately.

Area to be closed off to all Scouts, Leaders, Staff, and outsiders.

The Camp Director will initiate procedure as outlined in National Policy.

REPORTERS AND THE MEDIA:

If for any reason a member of the media is in camp asking questions, they should be referred directly to the Camp Director. The Camp Director is the official spokesman for the camp, and he alone will respond to the media.
MEDICAL EMERGENCIES IN CAMP
(Medical Emergency Response Plan)

In the event of a minor injury requiring medical treatment, the injured individual should be escorted to the Health Lodge by a leader or buddy. In situations where the injured individual cannot walk to the Health Lodge, two runners should be sent to the Health Lodge to get the Health Officer. If the Health Officer is not in the Health Lodge, his/her whereabouts will be indicated on the wheel at the front door.

The Health Officer will be escorted to the injured individual and will treat him/her according to the standing orders. Should further medical attention be required, the Health Officer shall consult with the Camp Director (or his designee) and determine the appropriate follow-up. Transport by Raymond Rescue, transport to the hospital by unit leaders, transport to the doctor's office by unit leaders, or telephone consultation with the Camp Physician are all possible follow-up procedures. In all cases the parents and unit leaders will be notified. When transport is required, the medical form, a copy of the letter of agreement with the health care provider, a first aid kit and fire extinguisher must accompany the injured individual.

All medical treatment will be recorded in the Health Lodge log book. The Health Officer will complete report forms for any injury requiring state reporting and will forward these to the Camp Director. The Camp Director will complete the processing within 72 hours of the injury.

For injuries involving blood, appropriate information will be recorded in the designated responder files and all guidelines in the Bloodborne Pathogens' Exposure Policy will be followed.

BLOODBORNE PATHOGENS' EXPOSURE POLICY

Exposure Determination:
The following employees of Pine Tree Council, BSA at Camp William Hinds may incur occupational exposure to blood: Camp Health Officer (Nurse or EMT) and Assistant Health Officers (Nurse or EMT).

The Emergency Medical Responder will be the Camp Health Officer or any Assistant Health Officer under contract for that job. In the absence of a Health Officer or Assistant Health Officer under contract, the person on duty will contact Raymond Rescue at 911 after consulting with the Camp Director or his designee.

Implementation Schedule and Methodology

Compliance Methods:
"Universal Precautions" will be observed at Camp Hinds. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Printed copies of "Universal Precautions" will be given to each employee designated to deal with blood, and there will be a yearly workshop prior to the opening of camp reviewing in detail the elements of "Universal Precautions".

Latex gloves, eye goggles or eye protection, mouth pieces or mouth barrier devices for CPR, and antiseptic are kept at the Health Lodge and in each first aid kit supplied by the camp. The Health Officer will assess the inventory of these kits weekly.

Handwashing facilities are available in the Health Lodge, bathrooms, and at or near each latrine.
Sharps:
Sharps are objects capable of causing puncture wounds or cuts and include items such as hypodermic needles, syringes and lancets. They must be placed in a well marked, rigid, leak and puncture resistant container.

Work Area Restrictions:
Food and beverages are not kept in refrigerators, freezers, shelves and cabinets or on counter tops where blood or other potentially infectious materials are present.

Specimens:
Not Applicable.

Contaminated equipment:
Any body fluids that are spilled (vomit, urine, etc.) by any person should be wiped up with a 1 to 10 dilution of bleach while wearing rubber gloves.

Personal Protective Equipment:
Latex gloves are provided to employees designated to provide first aid. In addition masks, eye protection, face shields, gowns, aprons, and shoe covers will be available in the Health Lodge for designated emergency responders in the event of gross contamination. Utility gloves are provided to employees designated to clean blood spills.

The Council Ranger is responsible for purchasing latex gloves and purchasing and distributing utility gloves as needed. The Health Officer is responsible for distributing latex gloves.

Scouts who have blood on their clothing shall remove contaminated clothing and put on clean clothing as soon as possible. Contaminated clothing will be placed in a leak proof plastic bag, sealed, and sent home with the parent.

All contaminated surfaces will be decontaminated with bleach IMMEDIATELY after any spill of blood. Waste baskets are lined with leak proof plastic bags. Blood soaked gauze, tissue and band-aids, etc. are placed in waste baskets. The Health Officer removes entire plastic bag, ties it, double bags it, and has it placed in the dumpster.

Regulated waste disposal:
All contaminated sharps shall be discarded as soon as feasible in sharp containers which will be located in the Health Lodge. At the end of the season, or when the sharps container becomes full, the sharp container will be brought to a local hospital for disposal.

Laundry Procedures:
As noted above, contaminated clothing will be placed in a leak proof plastic bag and sent home. Bedding and other clothes materials belonging to the camp will be placed in a leak proof plastic bag while waiting to be laundered. It will then be soaked and rinsed by the Health officer utilizing a 1 to 10 dilution of bleach and then laundered in the usual manner.

Hepatitis B Vaccine:
All employees of the Pine Tree Council, BSA who have been identified as designated emergency responders are offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of an initial assignment with work involving the potential for occupational exposure to blood or other potentially infectious materials. An employee who has previously had the vaccine may wish to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline Hepatitis B vaccine must sign a waiver.
Post-Exposure Evaluation and Follow-up

Following a report of an exposure incident, Pine Tree Council, BSA will make immediately available to the exposed employee a confidential medical evaluation and follow-up including:

a. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.

b. Identification and documentation of the source individual.

c. The source individual's blood shall be tested as soon as feasible after consent (by Scout's parent) is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Pine Tree Council, BSA shall establish that legally required consent cannot be obtained.

d. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

e. The employee will have blood collection for HBV and HIV as soon as feasible after consent has been obtained.

f. If the employee consents to baseline blood collection, but does not give consent at the time for HIV serology testing, the sample will be preserved for at least 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.

g. Post-exposure prophylaxis, when medically indicated, will be provided.

Record Keeping:
All records required by the OSHA standard will be maintained by Pine Tree Council, BSA.

Dates:
All provisions required by the standard will be implemented by the opening of camp.

The Pine Tree Council, BSA will provide Bloodborne Pathogen Exposure training and administer the Hepatitis B vaccine under the direction of the Camp Physician.

All camp employees will receive annual training prior to the opening of camp.

HAZARDOUS MATERIAL SPILL:

In the event of a hazardous material spill on camp property two runners will be sent to the camp office.

The camp ranger and his assistant will mark off the area and keep it clear until the arrival of an Emergency Response Team.

If evacuation seems likely, the Camp Director or his representative will sound a wavy series of blasts on the siren.
* All Scouts and Leaders will report IMMEDIATELY to the council ring for a roster check.
* The nurse, the clerk/receptionist, cook, and assistant cook will remain at their posts.
* All other staff will follow the "wavy-signal" procedure.

If evacuation is necessary, the staff will help organize and lead the troops on foot, either up the camp road or out the Tenny River road to a safe destination.
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BOY SCOUT LEADER TRAINING
YOUTH PROTECTION HANDOUT

For use with Scoutmastership Fundamentals
Child abuse has become one of the most significant social problems facing our nation. As a Boy Scout leader, you must have basic knowledge about child abuse and the youth protection policies of the Boy Scouts of America.

Guiding the youth protection program is the Boy Scouts of America's five-point strategy to prevent child abuse:

1. Educate Scouting volunteers, parents, and Scouts themselves to aid in the detection and prevention of child abuse.

2. Establish leader-selection procedures to prevent offenders from entering the BSA leadership ranks.

3. Establish policies that create barriers to child abuse within the program.

4. Encourage Scouts to report improper behavior in order to identify offenders quickly.

5. Remove and report alleged offenders swiftly.

While this brief orientation will introduce you to the youth protection program of the Boy Scouts of America, you are strongly encouraged to participate in the more extensive "Youth Protection Guidelines: Training for Volunteer Leaders and Parents." Upon completing it, you will have satisfied a prerequisite for participating in many council and national Scouting events or programs.

It is important for you to know that anytime child abuse is suspected in Scouting, the Scout executive must be contacted immediately. The Scout executive in each council has established contacts with the local child protective and law enforcement agencies. He knows the proper procedures to follow to ensure that children will be protected from any possible further abuse.

Background Information on Child Abuse

By definition, child abuse is harm to a child that occurs immediately or through accumulated effects over time. When the harm is caused by withholding life's necessities from a child it is classified as NEGLECT. The ability to provide such necessities as food, clothing, education, and medical care but failing to do so is the factor separating neglect from the effects of poverty.

There are three additional kinds of child abuse caused by commission of acts against the child—emotional abuse, physical abuse, and sexual abuse.

EMOTIONAL ABUSE occurs when the child is consistently told that he is no good and never will be. Denigrating name calling is a form of emotional abuse. Because the physical signs of this form of abuse are subtle, it is difficult to substantiate emotional abuse.

PHYSICAL ABUSE is the bodily injury of a child by the child's parent or caretaker. Indicators of physical abuse include unexplained injuries, unusual injuries, or repeated injuries.

SEXUAL ABUSE is any sexual activity between a child and an adult, or between children, where there is an unequal distribution of power, such as when one is significantly older or larger. Indicators of sexual abuse include pain in the genital areas, sexually transmitted diseases, and difficulty in walking or sitting down. There are also some specific behaviors that are associated with sexual abuse such as age-inappropriate understanding of sex; preoccupation with sex; inappropriate sex play; sleep disturbances; wearing lots of clothing, especially to bed; and fear of being left alone with a particular person.

Child abuse is also a cause of stress, as are any number of other events in a child's life such as family disruption and divorce, loss of a pet, and problems in school. This stress may cause reactions such as bedwetting, crying for no apparent reason, immature or regressive behavior, clinging behavior, aggressive behavior, withdrawal, substance abuse, inability to concentrate, unexplained aches and pains, running away, and depression. If any of these persist over a prolonged period, there is reason to be concerned and the behavior should be looked into.
BOY SCOUT-AGE BOYS

Boy Scout-age boys (10- to 17-year-olds) sustain major transitions in their physical and emotional development which may cause episodes of depression, aggression, sudden mood shifts, withdrawal, immature or regressive behavior, and other behaviors associated with stress. Some of the changes experienced by this age youth make the child vulnerable to abuse as well.

Puberty occurs during the early part of this period. Puberty brings not only physical maturation, but also causes emotional changes and changes in social relationships. It is almost the paradox of youth that adolescents are expected to seek greater independence and autonomy while adults are appropriately concerned about setting boundaries to that independence. This can lead to conflict between adolescents and adults that can escalate into abusive situations—both emotional and physical. The desire for independence may also discourage an adolescent from seeking assistance from adults when a decision made by the youth has harmful results.

Peer groups become important in the life of an adolescent. As he strives to become more independent from parental control, the adolescent becomes more involved with friends—often a group of friends—who have a strong influence over decisions he makes.

Child Abusers—Who Are They?

By far, the element most common to child abusers is that frequently they are a member of the victim's family. Other than this, abusers tend to defy any kind of orderly profile that would facilitate their easy identification. There are some general traits associated with abusers. Child abusers tend to be individuals with low self-esteem. Their own needs are so overwhelming that they are poorly equipped to meet the needs of their children. Ignorance about children and children's needs is also a factor in some child abuse cases. Often, children who are neglected have parents who abuse drugs or alcohol. Emotional abusers may have unreal expectations of the child and malign the child when the child fails to meet those expectations.

Physical abuse can occur when the pressures experienced by the caretaker or parent seem to be insurmountable and the child does something that "triggers" physical violence—the proverbial straw that broke the camel's back. Physical abuse can also happen when physical punishment becomes extreme or exaggerated. Often, physical abuse can be avoided when the individual realizes the need for time out and has someone to provide respite care of the child.

CHILD MOLESTERS

Individuals who sexually abuse children are known as child molesters. Just as with other kinds of abusers, child molesters do not fit into any convenient profile. Most child molesters appear to be ordinary people. It is not unusual for a child molester to occupy a position of respect in the community. Child molesters may be professionals such as physicians, school teachers, clergymen, or public officials. It is often difficult to accept the notion that such prominent individuals violate society's taboos and engage in sexual activity with children.

Youth Protection Policies of the Boy Scouts of America

An important component of the youth protection strategy of the Boy Scouts of America is the adherence to the policies which ensure that children participating in Scouting are safe from abuse.

LEADERSHIP

The Boy Scouts of America takes great pride in the quality of adult leadership. There have been many instances in which the standards for adult registration have been challenged, and each time these standards have been upheld. Being a registered leader in the BSA is a privilege, not a right.

One tool that has been provided to chartered organizations is the adult leader application. The application requests background information that should be
checked by the unit committee or chartered organization before accepting the applicant for unit leadership. We all realize that there is no sure way to detect a child molester—or, for that matter, any kind of child abuser—in advance of attempted or actual abuse. We can minimize the risk by learning all we can about the individual seeking a leadership position—his or her experience with children; what motivates the individual to want to be a Scout leader; and how he or she would handle discipline. We can also convey the message that Scouting is a hostile environment for individuals who want to abuse children. By getting this message across, would-be abusers will be discouraged from trying to participate in Scouting.

Our system requires that a unit leader selection committee notify the Scout executive anytime they turn down an applicant because of questionable conduct discovered through their background check. In this way, the individual can be prevented from becoming involved in another unit.

CREATING EXTERNAL BARRIERS

After selecting the best possible leaders, further protections for children can be structured into the program. The following policies have been adopted to provide additional security for youths in the program. In addition, they serve to protect adult leadership from situations in which they are vulnerable to allegations of abuse.

Two-deep leadership. Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities. This requirement applies to the activities of the Order of the Arrow as well as provisional unit activities.

No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require a personal conference, such as a Scoutmaster conference, the meeting is to be conducted in view of other adults and youths.

Respect of privacy. Adult leaders must respect the privacy of youth members in situations such as changing into swimming suits or taking showers at camp and intrude only to the extent that health and safety requires. They must also protect their own safety in similar situations.

Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate showers and latrine facilities for females, and when separate facilities are not available, times for male and female use should be scheduled and posted.

Proper preparation for high-adventure activities. Activities with elements of risk should not be undertaken without proper preparation, supervision, and safety measures.

No secret organizations. There are no secret organizations recognized by the Boy Scouts of America. All aspects of Scouting are open to observation by parents and leaders.

Appropriate attire. Proper clothing for activities is required—skinny dipping is not appropriate as part of Scouting.

Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.

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

Junior leader training and supervision. Adult leadership must monitor and guide the leadership techniques used by junior leaders and see that BSA policies are followed.

Adherence to these policies not only enhances the protection of our membership, but ensures that the basic values of Scouting are preserved. Local councils are prepared to assist units to develop strategies for implementing these policies. For example, leadership can be shared between units if two-deep leadership is a problem. All of these policies are designed to create barriers to abuse within Scouting.
HELPING THE CHILD RESIST

When a child feels threatened with the possibility of being sexually abused, he needs to know that any resistance on his part will be sufficient to discourage most child molesters. This is part of the message that the Boy Scouts of America includes in youth protection education programs for members and their families.

The Three R’s of Youth Protection

Members of the Boy Scouts of America are taught the Three R’s of Youth Protection. This stresses that the child needs to RECOGNIZE situations that place him at risk of being molested, recognize how child molesters operate, and recognize that anyone can be a molester. The child needs to know that if he RESISTS, most child molesters will leave him alone. And, if the child REPORTS attempted or actual molestations he will help protect himself as well as other children from further abuse, and he will not be blamed for what occurred.

The Child’s Bill of Rights

Specific resistance methods are emphasized in the Child’s Bill of Rights. This teaches that when a child is confronted with a situation that he thinks is dangerous, he has the right to:

- Trust his own instincts or feelings
- Expect privacy
- Withhold information that could place him in danger
- Refuse gifts
- Say no to unwanted touching or affection
- Say no to inappropriate demands and requests from adults
- Be rude or unhelpful if the situation warrants
- Run, scream, make a scene
- Physically fight off unwanted advances
- Ask for help

The Three R’s of Youth Protection and the Child’s Bill of Rights are introduced in the removable supplement “How to Protect Your Children from Child Abuse and Drug Abuse: A Parent’s Guide,” found in the front of every Boy Scout Handbook. In addition, there is a chapter on youth protection in the recent edition of the Boy Scout Handbook as well as a similar section in the Scoutmaster Handbook. The BSA has produced a video, “A Time to Tell,” for use at troop and Varsity team meetings.

Disclosure

Considering the prevalence of abuse and the educational programs that increase children’s awareness of sexual molestation, you may someday have a member of your unit tell you that someone has molested him. If this happens, you must be prepared to help the child. Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation:

DON’T panic or overreact to the information disclosed by the child.

DON’T criticize the child.

DO respect the child’s privacy. Take the child to a private place away from other children, yet still in view. Reassure the child that you are concerned about what happened to him and that you would like to get him some help. Do not promise to keep his secret, as it will be necessary to make a report to the Scout executive. The Scout executive will advise you of your responsibility to report to child protective services or to a law enforcement agency. You may want to ask if he has talked with his parents about the abuse—if a parent was not the alleged abuser.
DO encourage the Cub Scout, Boy Scout, Varsity Scout, or Explorer to tell the appropriate authorities. You may do this by making sure that the child feels that he or she is not to blame about what happened. Tell the child that no one should ask him or her to keep a special secret and that it is okay to talk about what happened with appropriate adults.

DO keep it strictly confidential. Take your guidance from the Scout executive or the child protection authorities to whom you reported. Discussing allegations of child abuse with others is not helpful to the child.

Reporting Requirements

Anytime you suspect child abuse in Scouting, you are required to inform the Scout executive.

Each of the 50 states, the District of Columbia, and the U.S. territories have different reporting requirements. Many of these jurisdictions require child care professionals to report suspected child abuse, and in some states reporting laws have been interpreted to require reporting by adults in volunteer child care positions. You should be aware of your reporting responsibilities. This information is available from your local council.

No state requires that the person making the report have proof that abuse has occurred prior to making the report, only that it is suspected. The intent of most state laws is clear—they expect suspected child abuse to be reported as soon as it is suspected. Failure to do so may result in civil or criminal penalties.

Concern is often expressed over the potential for criminal or civil liability if a report of abuse is made that subsequently is found to be unsubstantiated. All states provide immunity from liability to those who report suspected child abuse. The only requirement that states make is that the report be made in good faith. Some states make the presumption that a reporter is making the report in good faith.

As a volunteer in Scouting, you are cautioned that you are not an investigator and that the investigation of allegations of abuse is best left to trained professionals. Reports of suspected child abuse can be investigated by working through the Scout executive, who has established a working relationship with local administrators of child protective services and law enforcement agencies.

The Boy Scouts of America will not tolerate any form of child abuse in Scouting and will take all necessary steps to remove any offenders from membership in the BSA.
Youth Protection Guidelines for Scout Camp Leadership

Summer camp is an important part of the program of the Boy Scouts of America. It is in the camp atmosphere and in the outdoor program that the character building and citizenship purposes of the Scouting program are best taught. It is also at camp that the responsibilities for caring for the Cub Scouts, Boy Scouts, Varsity Scouts, and Explorers becomes a 24-hour-a-day duty.

Members of the Boy Scouts of America come from all kinds of backgrounds, and they bring their experiences to camp with them. In meeting your leadership responsibilities, you may be confronted with situations that are alien to your experience. You may be unsure how to resolve them. Child abuse is one such situation, and regardless of your background, you are responsible for the physical and emotional safety of those in your care. Be a source of strength and help to the Scouts in your camp.

Reporting Child Abuse and Sexual Exploitation

Child abuse is a crime against youth. Child abuse can involve the mental, physical, and sexual victimization of children. Most camp staff and unit leaders are not trained to make judgments about whether a child has been a victim of any kind of child abuse. The Boy Scouts of America has made it a policy that the Scout executive of each council as well as key members of the professional and volunteer staff become familiar with child abuse and its various manifestations. It is the responsibility of the Scout executive to identify the reporting requirements in the state(s) in which the council operates and to establish the council’s reporting policy accordingly.

If you suspect that a child in camp is a victim of child abuse, you must report this to your camp director or program director. They will discuss your suspicions with you and possibly talk to the child. In most states, persons with knowledge of suspected child abuse are required to report the case to the child protective services agency. Failure to report may carry criminal penalties. All states provide immunity from prosecution for reporting suspected child abuse in good faith. Your camp director will be able to explain these responsibilities to you.

Detecting Sexual Molestation

Some forms of abuse may not leave obvious physical evidence. There are, however, behavioral signs that may indicate abuse. This is especially true of children who have been sexually molested. You should be alert to these signs of sexual abuse:

- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying.
- Bed-wetting, nightmares, fear of going to bed, or other sleep disturbances.
- Inappropriate sexual activity or showing an unusual interest in sexual matters.
- Regression to infantile behavior.
- Pain, itching, bleeding, fluid, or rawness in the private areas. These problems should be attended to by a physician or nurse.
- A fear of certain places, people, or activities—especially being alone with certain people.

You should note that some of the behaviors may have other explanations. A child who comes to summer camp or other outdoor activity is coming to an unfamiliar environment and may experience homesickness or anxieties that can lead to behaviors similar to the signs of sexual molestation. Do not simply discount the behavior as homesickness, however. Immediately bring it to the attention of the camp director or camp nurse. Even if the child’s behavior is a result of homesickness, his outdoor experience can be much more enjoyable if the cause of the distress is addressed. You are in a position to be a real help to youth placed in your care.

What to Do

At some point, a youth in your care may tell you that someone has molested him. If this happens, we want you to be prepared to help the child. Follow the guidelines below if a child indicates that he or she may have been the victim of abuse or exploitation:

- DON’T panic or overreact to the information disclosed by the child.
- DON’T criticize the child.
- DO respect the child’s privacy. Take the child to the camp office, away from other Scouts. It is important that you discuss the child’s situation only with the camp director and camp nurse, who will discuss the situation with the Scout executive and with the child protective services agency in your state. It should not become the topic of conversation in the staff lounge. Camp is a hard place to keep information confidential. Your Scouts should not become the subject of campus gossip.
- DO make sure that the child feels that he is not to blame about what happened. Tell the child that no one should ask him to keep a special secret and that it is okay to talk about what happened with appropriate adults. Try to avoid repeated interviews about this incident. This can be very stressful for the child.
In conclusion, respect is essential for healthy relationships. It can be learned and practiced over time. Everyone can develop respect for others. Respect leads to healthier and warmer relationships. Respect and responsibility are the cornerstones of healthy relationships. Respect helps individuals understand each other's perspectives and needs. Respect for others' boundaries is crucial for maintaining healthy relationships. The importance of respect cannot be overstated.
THE SPL'S JOB:
As Senior Patrol Leader, it is your responsibility to meet with your Patrol Leader's Council and make some decisions about your summer camp program prior to coming to camp. These pages have been designed to help you with that task. You do not need to schedule times for any activities, you only need to decide which activities you wish to do. Please bring these pages with you to the Pre-camp planning meeting which is held at the Rotary Training Center at 12:30 on Sunday. It is important for you, the Senior Patrol Leader, to be there with your Scoutingmaster.

ROTATION PERIODS:
As described earlier in the Summer Camp Guide, your troop will have the opportunity to visit the 6 major program areas in camp during the eight troop rotation periods. You are to select one activity to do at each of these areas. Some suggestions are provided but we will attempt to schedule other activities that you desire. During the seventh and eighth period (a two-hour block or three hours if you wish to continue into the 4:00 PM open area time slot), you can plan a troop run activity, advancement sessions in your campsite, tree time, a canoe trip, an out of camp hike, a service project, a conservation project, or a fishing trip (by foot or boat). Or for troops that prefer staff run activities instead of troop activities, two optional rotations will be available. Activities will be available in Basic Scout Skills and in Older Scout activities. Here are some ideas:

AQUATICS IDEAS
Basic Rescue Skills
Balloon Volleyball
Instructional Swim
Safe Swim (Instruction & practice on running your own troop swim without docks, etc. Will be held at safe swim area at Tenny Point after initial introduction at waterfront)
Snorkeling
Troop Boating
Troop Swim
Water Games (Specific game picked when you arrive)

Please Duplicate this page for each Junior Leader attending summer camp
CRAFTSHOP
Barrel Painting
Basketry Projects
Craftstrip (Gimp) Projects
Indian Crafts
Leather Projects
Metalwork Projects
Nature Crafts
Neckerchief Slides (wood or Leather)
Patrol Flags
Plaster Casting
Silk Screen Printing (bring T-shirt)
Sign Making
Stencil Craft
Woodburning
Woodcarving

NATURE IDEAS:
Aquatic Ecology Study
Bird Feeder Building
Bird Identification Hike
Conservation Projects
Edible Plants
Forestry Projects
Making Trail Signs
Nature Games
Nature Hike
Onion Hunt
Scavenger Hunt
Swamp Romp
  (Beginners and Swimmers only
   requires old clothes/shoes that
   can get wet and muddy)
Trail improvement Project

Wildlife Habitat Improvement
Weather Instrument Construction

SCOUT CRAFT
Aluminium Foil Cooking
Backpack Preparation
Backwoods Cooking
Bread & Biscuits
Camp Gadgets
Compass Hike
Cooking Demonstration
Cooking with Charcoal
Cooking With Liquid Fuel & Propane
Dutch Oven Cooking
Hobo Cooking
Knots, Lashings, & Splices
Lashings
Low Impact Camping
Map & Compass Treasure Hunt
Matchless fires
Measuring Heights & Distances
Menu Planning
Basic Orienteering
Pancake Flipping
Rope Making
Shelter Making
Signaling
Splices
Survival Tricks
Trail First Aid

TROOP OR PATROL ACTIVITIES
There are many activities your troop can do on its
own and don't need to be
scheduled.
Hike a trail
Tug of war
Go fishing

Fishing Trip (on foot or by boat)
Basketball
Soccer
Softball
Volleyball
Ultimate (frisbee)
Overnight hike
Canoe trip (day or overnight)
Work on Patrol Adventure Award
("=These require that you fill out a
trip application form with the Program
Director.)

BASIC SCOUT SKILLS
Compass Course Game
Fire'n' Chit (Fire building)
First Aid Games
Fitness Games
Five Mile Hike
Knot Relay
Map Reading
Obstacle Course
Tent Pitching
Totten Chip (Knife, Ax, Saw)
Tracking Games

OLDER SCOUT ACTIVITIES
Advanced Orienteering
Advanced Forestry or Conservation
Projects
Advanced Cooking
Fitness Games
Obstacle Course
One on One Competitions
Pioneering Projects
Problem Solving Games
Wood Splitting (Paul Bunyan Axeman)

Please duplicate this page
For each JUNIOR LEADER
attending summer camp
Use this space to record what your troop wants to do during Troop Rotation Periods.

<table>
<thead>
<tr>
<th>TROOP ROTATION REQUESTS</th>
<th>ACTIVITY YOUR TROOP WANTS</th>
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<tbody>
<tr>
<td>AREA</td>
<td>NATURE</td>
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<td>AQUATICS</td>
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<td>TROOP OR PATROL ACTIVITIES</td>
<td>Orientation and Troop Shoot</td>
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<tr>
<td>(You plan &amp; do these on your own)</td>
<td>ORBasic Scout Skills &amp; Older Scout Activities</td>
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OPEN AREAS: (4:00-4:50)
Certain areas are automatically open and you don't need to schedule them - just show up. They are: General Swim, Boating, Fishing, Craftshop, Rifle Range and Archery Range. (Shotgun 4:00 on Tuesday for older Scouts)

Nature-Conservation:
Anything listed under "Troop Rotation"

Scoutcraft:
Anything listed under "Troop Rotation"

Basic Scout Skills:
T'cin' Chip
Fire'n' Chit
Anything listed under "Troop Rotation" Service

Service Projects:
All kinds - see your commissioner

Health & Safety:
Operation Rescue
Basic First Aid Review

Sports:
Volleyball
Soccer
Basketball
Softball
Ultimate (frisbee)

Conservation Projects:
All kinds - see Nature Director

On your own:
There are many activities your troop can do on its own and don't need to be scheduled. See list under "Troop Rotation"
Use this space to record what your troop wants to do at 4:30 PM

<table>
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<th>4 PM</th>
<th>ACTIVITIES YOUR TROOP WANTS</th>
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Afternoon Activities:
There are four afternoon periods where your troop can schedule troop activities. Monday thru Thursday 4:30-4:50. It is important not to over-schedule. Leave yourselves some time to work on merit badges or relax.

Please Duplicate this page for each JUNIOR LEADER attending summer camp.
EVENING ACTIVITIES:
(6:50-8:30 or dusk)
Troop Activities may also be scheduled for the evenings on Monday, Tuesday & Wednesday but don't forget to schedule some free time. (Thursday is Merit Badge extra help)

OPEN AREAS: (6:50-8:30 or dusk)
Certain areas are automatically open and you don't need to schedule them - just show up. They are: Open boating, Craftshop, Rifle Range, and Archery Range.

Nature Conservation:
Star Hike (after dark)
Anything listed under "Troop Rotation"

Scoutcraft:
Anything listed under "Troop Rotation"

Basic Scout Skills:
Anything listed under "Troop Rotation"

Service Projects:
All kinds - See your commissioner

Conservation Projects:
All kinds - See Nature Director

Sports Competitions:
Basketball
Volleyball
Soccer
Softball
Ultimate (frisbee)

Aquatics Activities:
Balloon Volleyball
Water Volleyball
Water Basketball
Water Polo
Troop swim at Safe Swim Area.
Note: Waterfront activities are 30 minute sessions and may be scheduled at 7:00 or 7:30.

Please duplicate this page for each junior leader attending summer camp

<table>
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<th>6:50 PM</th>
<th>ACTIVITIES YOUR TROOP WANTS</th>
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CAMP WIDE EVENTS:
We have a camp wide event scheduled for two hours on Friday afternoon. As SPL you must also discuss this with your Patrol Leader's Council to find out what kinds of activities the Scouts in your troop would like. On the following pages are four pre-planned camp wide events. When all the SPL's meet at camp at noon on Monday, we'll pick one of the four as a starting point and then we'll adjust it into the actual program. Just because it's not on the list doesn't mean we can't do it. Use your imaginations and come up with some new ideas. Senior Patrol Leaders will also have the option of planning a camp wide event on either Tuesday evening or Wednesday evening in place of open areas if they desire.

SKIT CAMPFIRE:
In the past several troops have indicated a desire to put on a skit at the campfire. We are suggesting to the Senior Patrol Leaders that they take on the task of setting up and running a skit campfire on Wednesday evening. One Troop builds the campfire, others put on skits, lead cheers and provide song leaders. The staff may be asked to assist. Unit leaders are responsible to screen skits for suitability and to be present during the campfire. This is a troop activity.
GIANT RELAY RACE - CAMP WIDE EVENT #1

All campsites MUST be on station at the designated time. The first campsite to complete all events in order and get the baton to the finish line is the winner. Adults may NOT participate or assist their Scouts. Campsites with less than 15 Scouts are encouraged to team-up with another campsite for this event. Each Scout will have to be assigned more than one job.

Starting and Finish lines are at the Council Ring gate. At the starting signal . . .

1) One Scout does 20 sit-ups and hands the baton to . . .

2) One runner who will run from the council ring to the boating dock and hand the baton to . . .

3) Two swimmers or beginners in a rowboat who will row out and collect a wooden block with their boat number on it and bring it to the staff member in the boat down the river. (If the block retrieved does not have the matching number, they will throw it as far away as possible then continue to search for their own number.) After they hand the block to the staff boat, they will return to the rowboat dock where they will hand the baton to . . .

4) A Scout who runs from the boat dock across the bridge and down the trail to Tenny Point where he hands the baton to . . .

5) Two swimmers in a canoe (already stationed on tenny point) who paddle to the float and hand the baton to a swimmer on the float. Both cancelists return the canoe to Tenny point.

6) The swimmer swims with the baton from float to F-dock where he hands the baton to a . . . (See event #6 for additional duties)

7) A swimmer or beginner who takes the baton from the end of the F-dock to the opposite end of the beginners area. He hands the baton to . . .

8) A novice, with both hands on a kick-board, kicks his way from the far end of the area to F-dock, and hands the baton to the swimmer from event #6 who takes the baton and passes it to . . .

9) A runner standing outside the waterfront fence near the buddy boards. He goes from the waterfront to the Basic Scout Skills Area near Boone Cabin. He hands the baton to . . .

10) A Scout (who must have a compass with him) who completes a three-bearing compass course. He must come within 20 feet of his expected target to proceed. When he has completed the course . . .

11) Two other Scouts will use a two-man carry to bring the Scout with the compass and the baton to the cooking area and give the baton to . . .

12) Two Scouts at the cooking area near Ridgway, who will build a fire and boil 8 ounces of water and a little squirt of dish soap in a #10 can. The Scouts may bring their own kindling, tender, wood, etc. You must use only natural materials. No paper. Bring matches. The fire may be built ahead of time, but may not be lit until the baton arrives. When the suds overflow the edge of the #10 can . . . (The Scouts who built the fire MUST stay behind to clean-up)

13) One Scout is to run from the cooking area to the foundation of the old ice house building near West campsite and hand the baton to . . .

14) A Scout at the foundation who will tie the following knots: square, bowline, sheet bend, two half hitches, clove hitch, and tautline hitch (Scouts need to provide their own rope). When finished he will hand the baton to . . .
15) Two Scouts who will improvise a stretcher using two poles and a blanket or using two poles and several shirts and/or jackets. Scouts may not begin assembling the stretcher until the baton arrives. When the stretcher is completed the knot tier becomes a passenger. The “passenger” will have a cup of water balanced on his chest. The passenger may not touch the ground or the cup. The passenger is carried to the camp road near Baden-Powell campsite. The cup must be at least half full when it arrives at the road. The entire team may return to the foundation for more water as needed. (Scouts are responsible for providing the materials to make the stretcher - they may NOT use tent poles.)

16) Upon arrival at the road, the person being carried will then run to the Archery range and hand the baton to...

17) One Scout who shoots until he hits three arrows into the colored part target. When done he passes the baton to...

18) One Scout who runs from Archery Range to the basketball court.

19) At the basketball court, one Scout takes foul shots until he makes 5 baskets. If more than one person is at the station, he may shoot until he misses. When he misses he must go to the end of the line. When done he hands the baton to...

20) One Scout who runs from the basketball court to the crafshop and passes the baton to...

21) One Scout at the crafshop who pounds three nails into a log and recites the Scout Oath and then runs to the terrarium where he hands the baton to...

22) Two Scouts who will complete a 10 item scavenger hunt and then hand the baton to...

23) One runner runs from the terrarium to the front of the Rec Hall.

24) At the front of the Rec Hall, three Scouts will build a chariot. Each troop needs to provide 4 six-foot lashing poles and enough rope to do 5 lashings - they may NOT use tent poles.) When the chariot is finished, two of the Scouts will drag the chariot to the Heath Lodge. The third Scout with the baton will be the passenger. If the lashings fall apart or the passenger touches the ground, they must go back to the starting line to repair their chariot. They may not begin to tie their lashings until the baton arrives.

25) At the Heath Lodge, a runner takes the baton to the blockhouse and hands the baton to...

26) Another runner at the blockhouse who takes the baton to...

27) Yet another runner at the
A-frame who takes the baton
and runs across the finish line.

28) The first campsite to cross the
finish line with the baton WINS !!!
WATER CARNIVAL - CAMP WIDE EVENT #2

All campsites MUST be on at the Tenny Point at the designated time. This is NOT a relay race. Each event will be scored from 1 to 10 point. Scouts can not be in two consecutive events. (Event 2 will begin before event 1 finishes, Event 3 will begin before event 2 finishes, etc.)

Event 1 - Rowboat race
Two beginners or swimmers row down Tenny to staff boat and back under the bridge and then to swimming area.

Event 2 - Canoe race
Two swimmers paddle from canoe dock, down river, back under the bridge and then to F-dock

Event 3 - Medley Relay
One swimmer for each stroke: Side stroke, crawl, breast stroke, and backstroke.

Event 4 - Surface diving
One swimmer starting in the water in the swimmers area does surface dives to collect as many "mystery" objects as possible in 3 minutes.

Event 5 - Hand sculling row boat
Three beginners or swimmers hand scull a rowboat across the beginners area.

Event 6 - Kick board race
One novice or beginner (If you have no novices) with both hands on kick board kick their way from F-dock to the other end of the novice area and back.

Event 7 - In and Out canoe race
Two swimmers paddle canoe along designated course. Every time bell sounds, jump out of the canoe into water and then get back into canoe and continue. The bell will ring many times during the event.

Event 8 - Rowboat push
One beginner pushes row boat from F-dock to across the beginners area and back.

Event 9 - Nugget race
One novice tries to collect as many nuggets as he can in 2 minutes.

Event 10 - Distance swim
One swimmer from F-dock around floats to Tenny point.

Event 11 - Dis-robing rescue
One swimmer wearing, shoes, socks, long pants, long sleeve buttoned shirt, jacket, and swim trunks, dis-robes and does a water rescue of a drowning victim (a floating object).

Event 12 - Ring buoy toss
Two scouts each throw the ring buoy two times for accuracy.

Event 13 - Water Spaniel
Three beginners or swimmers row straight to floating block dead ahead. If block number is same as the team's own boat number, return to starting point. If block carries another number, throws it as far as you can, row until the team's own block found, and return to starting point.

Event 14 - Peanut butter & jelly sandwich
Novice gets piece of bread at F-dock and brings across the swimming area. Beginner at far side of area gets bread from novice, applies peanut butter and brings it to swimmer on F-dock. Swimmer gets bread and adds jelly, and swims to float. At float, second swimmers adds top piece of bread and brings completed sandwich to Scoutmaster on F-dock.

Event 15 - SPL water polo game
(If time is available)
OLYMPICS - CAMP WIDE EVENT #3

PART 1: RACES
Events #1 thru 6 will occur between 2:30 and 4:00 in three heats. Troops should follow the rotation as shown below.

HEAT A - CAMPSITES: Baden-Powell, Byrd, Maguire, Ridgway, West
HEAT B - CAMPSITES: Bailey, Dan Beard, Patrick, Siple, Wilderness
HEAT C - CAMPSITES: Brownsea, MacMillan, Pershing, Tenny

HEAT A
Rowing Race
Canoe Race
Relay Swim
Distance Swim
Peanut-Butter
50-yard dash

HEAT B
Relay Swim
Distance Swim
Peanut-butter
50-yard dash
Rowing Race
Canoes Race

HEAT C
Peanut-butter
50-yard dash
Rowing Race
Canoes Race
Relay Swim
Distance Swim

Event 1 - Rowboat race (Chipmunk point)
Two beginners or swimmers row down Tenny to staff boat and back to bridge and then to I-dock.

Event 2 - Canoe race (Chipmunk point)
Two canoeists paddle from canoe dock around the "turtle dock" and back to canoe dock

Event 3 - Swimming Relay (Waterfront)
Four swimmers (or beginners) swim in relay fashion from F-dock to I-dock, I-dock to F-dock, etc.

Event 4 - Distance swim (Waterfront)
One swimmer swims from F-dock to boundary lines in swimmers area and back to F-dock. Complete 5 laps.

Event 5 - Peanut Nutty butter & jelly Sandwich
Novice gets piece of bread at F-dock and brings across the swimming area. Beginner at far side area gets bread from novice, applies peanut butter and brings it to swimmer on F-dock. Swimmer gets bread and adds jelly, and swims to float. At float, second swimmers adds top piece of bread and brings completed sandwich to Scoutmaster on F-dock

Event 6 - 50-yard dash (At council ring gate)
One Scout runs the 50-yard dash

PART 2: SKILL EVENTS
Events #7 thru 12 will occur between 4:00 and 5:00 PM. You may do these events in any order. If any station is too crowded, go do another one first

EVENT #7: SOFTBALL THROW (Sports field)
Two Scouts from each campsite throws three balls at 6 soda cans stacked in pyramid fashion

EVENT #8: FOUL SHOOTING (Sports field)
Two Scouts from each campsite takes 5 foul shots

EVENT #9: SOCCER KICK (Near craftshop)
Two Scouts from each campsite takes 5 attempts at making a goal.

EVENT #10: RIFLE SHOOT (Rifle Range)
Two Scouts from each campsite shoots one target

EVENT #11: ARCHERY SHOOT (Archery range)
Two Scouts from each troop shoots 5 arrows at the target.

EVENT #12: SCAVENGER HUNT (Nature Area)
Two Scouts from each campsite collect as many items on the list as possible in 3 minutes.
SCOUT SKILLS COMPETITION - CAMP WIDE EVENT #4
This Camp wide event can be done by campsite or by patrol as determined by the Senior Patrol Leaders. Each station is worth a total of 30 points.

Event #1 - Swimming (Waterfront)
A Scout swims from F-dock to end of finger demonstrating correct form for crawl, side, breast, and elementary backstroke. (7.5 points each stroke)

Event #2 - First Aid (Tarp behind Rec Hall)
Two Scouts render aid to an unconscious victim. (5 points off each mistake)

Event #3 - Compass Course (Basic Scout Skills)
Two scouts follow a three point course, and are awarded points on accuracy. (Each foot away from destination subtracts 1 point)

Event #4 - Lashing (Boone Pump House)
Two Scouts complete square, diagonal, tripod, and shear lashing. (7.5 points each correct lashing)

Event #5 - Firebuilding (Cooking Area)
One Scout builds a fire to boil 9 ounces of water and a squirt of dish soap in a #10 can. Fire must be lit with one match. Forfeit 5 points for each additional match needed. Fastest time gets 30 points, 2nd - 28 points, 3rd - 26 points, etc.

Event #6 - Totin' Chip (Scoutcraft axe yard)
One Scout (who has his tolin' chip card with him) uses a 3/4 axe to make a tent stake. (6 strokes=30 points, 7 strokes=25 points, 8 strokes=20 points, etc)

Event #7 - Knots (Ice house foundation near West Campsite)
A Scout ties square, bowline, two half hitches, clove hitch, and sheet bend. (6 points each)

Event #8 - Tent Pitching (Old Scoutcraft area - across from Patrick Campsite)
Two Scouts pitch a tent for time. (Fastest time 30 points, 2nd = 28 points, 3rd = 26, etc)

Event #9 - Signaling (Craftshop)
Two Scouts receive a semaphore message from a staff member. (2 points off for each letter missed)

Event #10 - Foul Shooting (Sports field)
Two Scouts each take 5 foul shots. (3 points each)

Event #11 - Plant Identification (Nature Area)
A Scout identifies 10 plant samples (3 points each)

Event #12 - Scavenger Hunt (Volleyball net)
Two Scouts find 10 items in three minutes (3 points each)

Event #13 - 50 yard dash (Council Ring Gate)
One Scout runs 50-yard dash. (Best time = 30 points, 2nd = 28 points, 3rd = 26 points, etc)

Event #14 - Physical Fitness (Health Lodge)
Two Scouts, one does push-ups (1 point each), the other does pull-ups (1 point each). Maximum 30 points.
TROOP INSPECTION SHEET

Score

7. SCOUT SPIRIT:
   0. Promptness. On time for all activities. Adult Leaders present.
   0. General Behavior throughout camp.
   0. Camp Courtesy.
   0. Yesterday's Campwide Good turn completed.
   0. American Flag flying, properly stored in bad weather.

II. HEALTH, SAFETY & CONSERVATION:
   0. Ground cover in place.
   0. Clothes lines behind tents, away from trails & at least 6 feet high.
   0. Two fire buckets filled with clean water at each tent or shelter. Site 55-gallon fire barrel filled with clean water. Fire equipment in place. Hoses coiled & properly stored. A "No Flames in Tents" sign posted near any troop supplied tents.
   0. All liquid fuel and unattached propane cylinders stored in the camp's flammable liquid locker.
   0. All vehicles parked in the camp parking lot.
   0. Woods tools and other equipment properly stored.

III. ORDERLINESS:
   0. Tents or shelters and personal gear neat. Scouts sleep head to toe.
   0. Damp clothes on clothes lines.
   0. Ridge poles clear of ropes, etc.
   0. Tent flaps rolled to inside in good weather, down in bad. All guy lines properly tightened. (Tight in fair weather, loose in camp or rainy weather, nothing attached.)

IV. CLEANLINESS:
   0. General appearance of troop site. Grounds clear of litter (but not raked).
   0. Trails polished completely.
   0. Troop fireplace cleaned out. (Fire attended it burning.)
   0. Troop wash area clean, faucets off.
   0. Tent platforms clean (swept off and no trash under).
   0. Picnic tables clean.
   0. Latrine clean with toilet paper on hand.

V. ORGANIZATION:
   0. Troop bulletin board with program, duty rosters, Fireguard chart up-to-date, and emergency procedures posted.
   0. Troop site improvement.
   0. Evidence of patrol method in use.

(0-100) TOTAL

Scoring:
93-100 Excellent
85-92 Good
75-84 Fair
0-74 Poor
CAMP WILLIAM HINDS
1993 - PATROL ADVENTURE AWARD APPLICATION

This form to be completed and turned into the Program Director by the noon meal on Friday.

We, the undersigned members of the ___________________________ Patrol of Troop ________ wish to be considered for the Camp William Hinds Patrol Adventure Award.

REQUIREMENTS: *
1. Function as a patrol throughout your week at camp.
   Sleep by patrol and sit by patrol in the dining hall where possible. All members of the patrol must be present for every activity listed below unless excused by the Health Officer, Commissioner, or Program Director.

   ____________________________________________________________________________
   Scoutmaster

2. Make a patrol flag while at camp and carry it to retreat and camp wide events.

   ____________________________________________________________________________
   Senior Patrol Leader

3. Keep your patrol site clean throughout your stay at camp.

   ____________________________________________________________________________
   Senior Patrol Leader

4. Each member of the patrol must demonstrate a desire to improve himself by doing one of the following:
   a) Complete all requirement for one rank at camp.
   b) Earn a merit badge at camp.
   c) Advance in swim classification while at camp.
   d) Earn one of the special awards in camp.

   Members of the patrol are: (PRINT) ____________________________________________________________________________
   Advancement in camp

P.L. ____________________________________________________________________________

A.PL. ____________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

5. Do as a patrol at least one of the daily good turns assigned to your campsite.

   ____________________________________________________________________________
   Senior Patrol Leader

Please duplicate this page for each JUNIOR LEADER attending summer camp.
6. Cook out at least one meal patrol style.
   (Build your own fire, prepare and cook your
   own food in your patrol site, and clean up.)

7. Take part in all patrol-oriented camp-wide
   events during your stay at camp.

8. Do at least four (4) of the following:
   a) Hike one of the camp's hiking trails (red,
      orange, blue, or yellow) as a patrol.
   b) Put on a skit involving each member of the
      patrol at a troop campfire.
   c) Complete a patrol conservation project
      approved in advance by the Nature Director.
   d) Complete a patrol service project approved
      in advance by your commissioner.
   e) Plan and carry-out a patrol activity with a
      patrol from another campsite. (Such as a
      campfire, hike, or sporting event, etc.)
   f) Plan, schedule, and take part in a patrol
      activity in one of the program areas of camp
      (Nature, Scoutcraft, Craftshop, Boating,
      Archery, or Rifle Range) as a patrol.
   g) Any project or activity developed by the
      patrol and approved in advance by the SPL
      and the Program Director.
   h) Plan and carry out a patrol site improvement
      project approved in advance by the
      commissioner.

   Senior Patrol Leader

   Senior Patrol Leader

   Senior Patrol Leader

   Nature Director

   Commissioner

   SM or SPL of other troop

   Area Director

   Program Director

   Commissioner

*NOTE: Alternate requirements may be arranged through the Program Director if special conditions exist.

Troop activities may not be counted as patrol activities for the Patrol Adventure Award. For example, if the whole troop hikes the red trail together, that hike does not count as a patrol activity. However, if each patrol hikes the red trail at different times, or each patrol hikes a different trail at the same time, that hike counts.

We have completed the requirements for the Patrol Adventure Award: (Each Scout sign below)

Please Duplicate this page for each JUNIOR LEADER attending summer camp
TROOP AND PATROL COOKING:

Starting with Wednesday breakfast, we will have troop/patrol cooking day. For three meals (Wednesday Breakfast, Wednesday Lunch, and Wednesday Dinner) troops or patrols will prepare their own meals. Included with your food will be enough food for your troop and TWO staff guests. If you plan to serve your meals at times other than 7:30 AM, 12:30 PM, and 6:00 PM, please notify your staff guests so they can be there on time. The menus include:

**MENU**

<table>
<thead>
<tr>
<th>Wednesday Breakfast</th>
<th>Wednesday Lunch</th>
<th>Wednesday Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egg &amp; Toast -OR-</td>
<td>Subs w/ lunch meat, cheese, tomato, onion</td>
<td>Baked Beans</td>
</tr>
<tr>
<td>French Toast</td>
<td>lettuce, pickles, etc.</td>
<td>Hot dogs w/ rolls</td>
</tr>
<tr>
<td>Cold cereal</td>
<td>Potato Chips</td>
<td>Carrot Sticks</td>
</tr>
<tr>
<td>Milk</td>
<td>Milk/Bug Juice</td>
<td>Dessert</td>
</tr>
<tr>
<td>Fresh fruit</td>
<td>Milk/Bug juice</td>
<td>Milk/Bug juice</td>
</tr>
</tbody>
</table>

A set of “Food Pick-up” tickets and the names of your staff guests will be provided to you by your Camp Commissioner. Please send at least TWO Scouts to the kitchen with your Food Pick-up tickets to pick-up food at the designated time. Please return unused food, milk crates, and bug juice containers to the kitchen at the end of the meal. Because most of the kitchen crew is on day-off during the cook-out day, it is important that you observe the following times.

<table>
<thead>
<tr>
<th>Food Pick-up</th>
<th>Wednesday Breakfast</th>
<th>Wednesday Lunch</th>
<th>Wednesday Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returns</td>
<td>6:30 AM</td>
<td>11:00-11:30 AM</td>
<td>4:30-5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Before 8:30 AM</td>
<td>1:30-2:00 PM</td>
<td>7:00-7:30 PM</td>
</tr>
</tbody>
</table>

We request that each troop bring whatever cooking equipment they possess for use during the cookouts, however, a limited amount of cooking gear can be supplied by the camp when necessary. No individual plates, cups, or eating utensils will be provided. Cooking gear and cleaning supplies (scouring pads, etc.) for all three meals may be checked out at the Camp Room behind the kitchen at the following time:

<table>
<thead>
<tr>
<th>Pick-up</th>
<th>6:50-7:30 Tuesday Evening (For all three meals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return</td>
<td>After breakfast until 8:45 Thursday morning</td>
</tr>
</tbody>
</table>

The camp will provide charcoal, if needed, but no fluid. Use of fluid by troops is prohibited at Boy Scout Camps. Troops desiring charcoal may pick it up at the Camp room at the times listed above and on page 30.

**PLEASE DO NOT EAT WITHOUT YOUR STAFF GUESTS PRESENT.**

**THANKS.**
TROOP INSPECTION SHEET

Troop:__________  Campsite:_________________________  Week:__________

Day:__________  Time:__________  Inspector:_________________________

I. SCOUT SPIRIT:
   Score (0-4)
   1. Promptness. On time for all activities. Adult Leaders present.
   2. General Behavior throughout camp.
   3. Camp Courtesy.
   4. Yesterday's Campwide Good turn completed.
   5. American Flag flying, properly stored in bad weather.

II. HEALTH, SAFETY & CONSERVATION:
   Score (0-4)
   1. Ground cover in place.
   2. Clothes lines behind tents, away from trails & at least 6 feet high.
   3. Two fire buckets filled with clean water at each tent or shelter. Site 55-gallon fire barrel filled with clean water. Fire equipment in place. Hoses coiled & properly stored. A "No Flames in Tents" sign posted near any troop supplied tents.
   4. All liquid fuel and unattached propane cylinders stored in the camp's flammable liquid locker.
   5. All vehicles parked in the camp parking lot.
   6. Woods tools and other equipment properly stored.

III. ORDERLINESS:
   Score (0-4)
   1. Tents or shelters and personal gear neat. Scouts sleep head to toe.
   2. Damp clothes on clothes lines.
   3. Ridge poles clear of ropes, etc.
   4. Tent flaps rolled to inside in good weather, down in bad. All guy lines properly tightened. (Tight in fair weather, loose in damp or rainy weather, nothing attached.)

IV. CLEANLINESS:
   Score (0-4)
   2. Trails policed completely.
   3. Troop fireplace cleaned out. (Fire attended if burning.)
   4. Troop wash area clean, faucets off.
   5. Tent platforms clean (swept off and no trash under).
   6. Picnic tables clean.
   7. Latrine clean with toilet paper on hand.

V. ORGANIZATION:
   Score (0-4)
   1. Troop bulletin board with program, duty rosters, Fireguard chart up-to-date, and emergency procedures posted.
   2. Troop site improvement.
   3. Evidence of patrol method in use.

________________________
(0-100) TOTAL

Scoring:
93-100 Excellent
85-92 Good
75-84 Fair
65-74 Poor
<table>
<thead>
<tr>
<th>NAME</th>
<th>STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>PHONE NUMBER</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Allen</td>
<td>David</td>
<td>Portland</td>
<td>ME</td>
<td>04102</td>
<td>(207) 774-7102</td>
</tr>
<tr>
<td>Bates</td>
<td>Benjamin</td>
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<td>ME</td>
<td>04074</td>
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<td>Barry</td>
<td>Joshua</td>
<td>Bridgton</td>
<td>ME</td>
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<td>(207) 647-6452</td>
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<tr>
<td>Bloquist</td>
<td>Shaun</td>
<td>Westbrook</td>
<td>ME</td>
<td>04578</td>
<td>(207) 737-2634</td>
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<tr>
<td>Bloquist</td>
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<td>Daigleault</td>
<td>Eric</td>
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<td>Doran</td>
<td>Michael</td>
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**C.I.T. DAYS-OFF:**

- **SHANN**: Provision: Aquatics, Scoutcraft: First Aid, Kitchen
- **BLOMQEST**: Archery
- **ERIC**: Nature, Provision: Basic Scout, Scoutcraft: Rifle, Kitchen, Craftshop
- **DAIGNEAULT**: Wednesday, Tuesday, Thursday, Tuesday, Friday, Monday, Monday
- **JASON**: Craftshop, Commission: Aquatics, Provision: Basic Scout, First Aid, Rifle
- **DROUIN**: Monday, Wednesday, Thursday, Tuesday, Thursday, Friday, Friday
- **WILLIAM**: First Aid, Rifle, Kitchen, Craftshop, Commission, Scoutcraft, Aquatics
- **HANNA**: Archery
- **KENNY**: Rifle, Kitchen, Craftshop, Commission, First Aid, Aquatics, Nature
- **MENARIO**: Friday, Monday, Monday, Wednesday, Friday, Thursday, Wednesday
- **KEITH**: Aquatics, Nature, Rifle, Basic Scout, Scoutcraft, Commission, Kitchen
- **PILLSBURY**: Tuesday, Monday, Friday, Thursday, Wednesday, Tuesday, Thursday
- **MARK**: Aquatics, Nature, Rifle, Basic Scout, Scoutcraft, Commission, Kitchen
- **TUFTS**: Thursday, Wednesday, Friday, Thursday, Tuesday, Wednesday, Monday
- **BRIAN**: Kitchen, Basic Scout, Commission, Rifle, Aquatics, Nature, Provision
- **WEScott**: Monday, Thursday, Wednesday, Friday, Thursday, Wednesday, Tuesday
- **JEFF**: Skills, Archery
- **YORK**: Thursday, Friday, Tuesday, Wednesday, Monday, Friday, Tuesday
- **CIT #10**: Commission, Scoutcraft, Nature, Kitchen, Provision, Basic Scout, First Aid
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JOB DESCRIPTIONS

BASIC DUTIES OF ALL CAMP STAFF:

In addition to specific duties related to your primary area, you are expected to:

1. Be neat in appearance at all times - to be a leader, you must look the part.

2. Keep yourself physically and mentally alert in the performance of your duties.

3. Follow the directions of your superiors within your program area and throughout camp.

4. Cheerfully assume any and all duties that are assigned to you, even those not related to your area.

5. Do your utmost to see that all campers and leaders get the program and services that they need and desire.

6. If assigned to work with campers on any phase of advancement, keep and maintain accurate records of all such advancement on a daily basis.
   a. Make sure that you PRINT the Scout's name and troop number on both sides of the colored form. Circle the campsite, week and class time as indicated OR neatly attach computer labels.
   b. Do not allow new Scouts to add to your classes without a colored form signed by the Program Director. Make sure their colored forms are completed.
   c. Keep your colored forms in the notebook issued to you. Your area director will tell you where to keep your notebook. It should be in your program area at all times, not in your cabin. Your notebook should also contain a copy of your lesson plans.
   d. Take attendance DAILY. If a Scout is absent, please notify his Scoutmaster when he comes to your area.
   e. At the end of each class, sign-off those requirements that were completed that day. Your initials must appear on each line and on both sides of the form. Ditto marks are not to be used. Use only ball point pen to complete the paper work. Pencil fades while marker often runs when it gets damp. Keep your paper work up to date daily.
   f. At the end of the week, sign your name on both sides of the colored form indicating whether the Scout earned a completion or a partial. Complete the Summary Sheet indicating whether each Scout completed the badge, earned a partial, dropped, or didn't show.
   g. Turn in your colored forms and Summary sheets to your area director by 11:30 AM on Friday. If you complete your paper work daily, this should not be a problem!
   h. Area Directors:
      1. Check your staff's paper work on a regular basis. Daily if needed.
      2. Collect all paper work from your staff at 11:30 AM on Friday morning. Make sure it is complete.
      3. Sign the "area director" space on the troop copy of the colored sheets.
      4. Complete and sign the Summary sheets. Summary sheets must be completed for all merit badges and other awards including: Basic CPR, mile swim, BSA Lifeguard, Snorleling BSA, Swimming Instructions, Basic Scout Skills etc.
7. Have an excellent knowledge of the requirements for badges of rank and all the merit badges you are responsible for.

8. Counsel and guide Scouts in the merit badges and awards that they are attaining. (Avoid classroom lecture)

9. All staff members are expected to participate in the following unless excused personally by the Program Director or Camp Director:
   Lifeguard duty for general swims
   Assist in Camp Wide Events
   Move Dining Hall Tables in and out for the Friday Barbecue
   Attend and participate in all campfires
   Attend Duty-to-God Service
   Building campfires
   Serving as a Campsite guide which includes helping them Sunday, eating with them in the Dining Hall and during cookout meals, etc. You are encouraged to visit them during the week, attend their troop campfires, etc.

10. Be prepared and always on time - if not early - for all classes, activities, and duties assigned.

11. Keep track of all equipment assigned to your department. Sign-out sheets and inventory forms are available at the camp office.

12. Keep your program area clean, neat, and safe at all times.

13. If there is anytime during the day that you find yourself with nothing to do, check with your Area Director or Program Director for an assignment.

14. You are expected to be at ALL meals. The only exceptions will be those who are counselors for Cooking Merit Badge. This rule especially holds true for breakfast. Being a table leader is an important part of your job.

15. You are expected to act in a mature fashion in front of all campers, leaders, and parents at all time. This means that the use of profane, off-color, or offensive language will not be tolerated.

16. Always be IMPECCABLE in everything you do. This includes skits, songs, and cheers used at campfires.

17. Always be:
   POLITE, POLITE, POLITE
   COURTEOUS, COURTEOUS, COURTEOUS
   PLEASE, PLEASE, PLEASE
   THANK YOU, THANK YOU, THANK YOU!

18. Keep staff matters within the staff. Information given out at staff meetings, discussions with your roommates, your plans for your day-off, staff problems, things you don't like about your fellow staff members and supervisors, things you don't like about camp etc. are not to be discussed with campers or leaders.

You must remember that we are in effect running a business. Our product is the providing of a quality program for the Scouts and leaders who come to camp. We all must respect the Scouts and Leaders because without them, we would not be here. You are an important part in our organization and you must do your all to see that camp runs smoothly. You can do this by not only working well with the campers and leaders, but by working and living smoothly with your fellow staff members. We expect that some conflicts will arise, and when they do, be sure to consult your Area Director, the Program Director, or the Camp Director. We are all here to help you and expect to hear from you when something is not running smoothly. Staff morale plays an important part in the functioning of the camp. You must do your best to help maintain a high level of staff morale.
CAMP ADMINISTRATION:

The general operation of the camp is supervised by an Administrative team consisting of the 1) Camp Director, 2) Finance Director, 3) Camp Ranger, 4) Program Director, and 5) Support Services Director. The numbers indicate the order of the chain of command in the absence of the Camp Director.

CAMP DIRECTOR:

The Camp Director is the ultimate authority in all matters pertaining to camp operation. He is responsible for hiring and firing of all staff, the compliance with all Boy Scouts of America and governmental policies and regulations, the purchasing of all materials for the camp, maintaining adequate business records, the operation of the Trading Post and Dining Hall, and the implementation of an optimum Scouting Program.

In addition, he administers all health and safety policies, camp evaluations, camp schedules and procedures, and is responsible for all camp equipment and buildings.

PROGRAM DIRECTOR:

Reports directly to the Camp Director in all matters concerning administration of the Camp Program.

A) Acts as the direct supervisor over all Program Staff.
B) Offers guidance and direction to all Program Staff.
C) Participates in camp activities and frequently visits all activity areas and demonstrations to assure a quality program.
D) Coordinates the overall camp program including:
   - Troop Activities
   - Inter-Troop Activities
   - Establishing a meaningful camp program and promoting good Scout Skills
E) Coordinate the preparation of special activities and all camp wide events. To enlist the service of staff as needed.
F) Meet with Scoutmasters both formally and informally. Help review their camp program and give needed guidance.
G) Keep orderly, up-to-date, advancement records.
H) Coordinate the Dining Hall program after the meals with the Camp Director.
I) Coordinate religious services and promote staff and camper morale.
J) Assists the Camp Director in developing the Schedules, manuals, and daily procedures related to program.
K) All other duties as assigned.

FINANCE DIRECTOR:

Reports directly to the Camp Director in all matters concerning administration of the camp budget.

A) Assume the duties of the Camp Director in the Camp Director's absence.
B) Assists the Camp Director in the total business operation.
C) Coordinate periodic food inventory and maintain records regarding government subsidy food programs.
D) Coordinate and maintain the records of the pre-camp and post-camp inventories for ALL areas of camp.
E) All other duties as assigned.
SUPPORT SERVICES DIRECTOR:
(These duties will be done by the Camp Director in 1993)
Reports directly to the Camp Director.
A) Acts as the direct supervisor over all support staff including Food service, Trading Post, and Health Services.
B) Offers guidance and direction to all support staff.
C) Coordinates the Fun Pack Weekends.
D) Coordinates the compilation and distribution of Troop Rosters and Medical alert lists.
E) Coordinates compilation & reporting of camp attendance statistics.
F) Serves as staff marshall (including inspections of living quarters, staff good turns, nights out, staff activities, etc.)
G) Coordinate staff advancement with the Program Director.
H) Supervise the C.I.T. program and coordinate this with the Program Director.
I) Give guidance to the Dining Hall steward in doing table assignments.
J) All other duties as assigned by the Camp Director.

CAMP RANGER: (Abreviated)
Reports directly to the Council Program Director during the off-season and is part of the Administrative team during summer camp.
1. Assumes the duties of the Camp Director in the Camp Director's and Finance Director's absence.
2. Safety and Security
   A) Be responsible for check-in and check-out of all groups using Camp Hinds property including the Training Center. This excludes Troops checking in for summer camp.
   B) Conduct regular checks of property between scheduled uses. Patrol as necessary for trespass, vandalism, fire, and the like.
   C) In conjunction with the Summer Camp Administration, assure compliance with all state and local ordinances and BSA and Council policies and regulations. Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.
3. Maintenance
   A) Keep all physical property (vehicles, kitchen equipment, buildings, program equipment, etc.) in optimum condition.
   B) Coordinate all maintenance and repairs as needed. Utilize volunteer help whenever possible. Supervise volunteer work crews.
   C) Foster good housekeeping practices through-out camp.
   D) Assist with the maintenance and repairs at other Council properties as needed.
   E) Serve as on-site Council representative for any contracted work crews.
   F) With the assistance from the commissioners and Basic Scout Skills staff, organize and coordinate camp service projects.
4. Public Relations
   A) Maintain sound working relationships with all local authorities, neighbors, and local merchants and tradesmen.
   B) Act as primary council representative with ALL Scouters, Scouts, and visitors at Camp Hinds.
5. Business
   A) Act as Council military surplus screener.
   B) Maintain camp records during off-season time.
   C) Supervise the check-out and Check-in of summer camp equipment out-of and into the maintenance building.
   D) Maintain and coordinate the operation of a well stocked Camp room in an orderly fashion during the times scheduled by the Camp Administration. Keep accurate records of items checked in and out such as rakes, hoses, shovels, cooking equipment, cleaning supplies, etc. Supervise the inventory and the check-out and check-in system.
6. Program
   A) Supervise and provide daily assignments to the Assistant Ranger.
   B) Provide training, counseling, and supervision to any C.I.T. assigned to you. Provide a written schedule of duties to your C.I.T.
   C) Perform other duties as assigned.
ASSISTANT RANGER

Be responsible to the Camp Director under the direct supervision of the Camp Ranger.
A) Assist as requested in all repair work and maintenance.
B) Distribute latrine cleaner & toilet paper to units as needed after breakfast.
C) Distribute charcoal after breakfast on cookout day.
D) Assist in the orderly check-out of tools and equipment and items from the Camp Room.
E) Perform other duties as assigned by the Camp Administration.

CAMP CHAPLAIN:

The Camp Chaplain's specific assignments are to:
1) Be a recognized presence in the life of the camp.
2) Assume responsibility for the religious life of the camp.
3) Counsel campers, leaders, and staff.
4) Promote the religious emblems program of all religious groups.
5) Be the liaison between the camper and the home religious leader.
6) Help build camp morale.
7) Visit the sick at the camp health lodge and/or hospitals and assist with emergencies and personal problems relating to death, accidents, etc., from the camp to parents, guardians, or relatives and provide support for them.
8) Provide worship services and foster an interfaith spirit in camp.
9) Help Scout leaders handle behavior problems and home sickness, as requested.
10) Know the aims and methods of Scout camping.
11) Visit each unit and offer services as appropriate.
12) Help foster relations among camp staff.
13) Establish a good rapport with the Camp Director.

DINING HALL STEWARD:

Responsible to the Support Services Director and the Camp Director.

A) Responsible for the cleanliness, order, appearance, and routine of the Dining Hall (cleanliness of windows, floors, tables, benches).
B) Assign units and staff to tables and trains & directs the work of the waiters at each meal.
C) Have the waiters wash tables and sweep the Dining Hall following each meal.
D) See that the Dining Hall floor is scrubbed and mopped when necessary - at least once a week.
E) Be responsible for Dining Hall routine, grace, discipline, orderly entry, table arrangement and hand check. Patrol the dining hall during meal-time and monitor behavior.
F) Regularly police outside of the Dining Hall to keep it neat and clean.
G) Dispose of all Dining Hall garbage after each meal. This is of prime importance to the health of all the camp.
H) Set up guest tables and the head table and assign waiters.
I) Rearrange and move tables for evening activities as needed.
J) Perform other duties as assigned by the camp administration.
THE COOK

Work with the Support Services Director, Finance Director, and Camp Director in matters pertaining to menus, supplies, and meal service.

A) Direct the work of the Assistant Cook and Kitchen crew.
B) Be responsible for the preparation and serving of meals following the camp menu as closely as possible in relation to economy and available supplies. Food should be served as attractively as possible and ON TIME according to the daily program schedule.
C) Feel a personal responsibility for the cleanliness and appearance of the kitchen and dining area and grounds around them.
D) Be responsible for the care and use of the kitchen equipment, request repairs and replacements from the Camp Director.
E) Work with Assistant Cook and kitchen crew as to proper allocations of food for troop cookouts and Fun Pack Weekend cookouts.
F) Process requisition forms for foods needed by instructors for Scoutcraft Merit Badges and cooking demonstrations.
G) Coordinate proper Dining Hall service with the Camp Steward.
H) Work with the Finance Director in ordering needed supplies and food.
I) Receive food shipments and check dates and amounts for accuracy.
J) Perform other duties as assigned by the Camp Administration.

ASSISTANT COOK:

Be responsible to the Cook and Support Services Director for the following items:

A) Assist in the preparation and serving of all meals.
B) Supervise washing of all cooking utensils after each meal and return to proper places.
C) Keep work sinks, stoves, ovens and all work surfaces clean and orderly. Clean all equipment, such as mixers, slicers, etc., after each use.
D) See that all leftover foods, including bread, are stored. Perishables must be kept under refrigeration.
E) Work with cook and kitchen crew on food distribution for troop cookouts, Fun Pack Weekend cookouts, and Scoutcraft merit badges and demonstrations.
F) Be responsible for keeping temperature charts on freezers, refrigerators, and dishwashers.
G) Supervise the kitchen crew in the cook's absence.
H) Perform other duties as assigned by the cook or Camp Administration.
KITCHEN CREW

A) Take all directions from the Cook and Assistant Cook.
B) Maintain all dish and silver cabinets in a clean and neat manner.
C) Operate the dish washing machine to complete the proper washing of dishes following each meal (Keep the dish washer temperature chart for each meal).
D) Maintain proper water temperature when washing and rinsing dishes and eating utensils.
E) Insure that all cooking pots, silverware, kitchen utensils are properly cleaned, dried, and stored after each meal.
F) Be responsible for cleaning of the kitchen floors, windows, counters, dish washing machine, sinks, and cabinets.
G) Work with the Steward in maintaining clean garbage and rubbish areas.
H) Assist in maintaining cleanliness and orderliness in the kitchen and dining areas.
I) Sweep and mop kitchen floors after each meal.
J) Insure that silverware and cutting machine is covered after and during meals.
K) Keep the Kitchen Crew bathroom clean and neat.
L) Discharge all other duties as assigned by the cook and Camp Administration.
M) Participate in campwide activities when requested if and when all other duties and assignments have been completed properly.

TRADING POST MANAGER AND ASSISTANTS

Reports directly to the Support Services Director and the Camp Director for proper execution of his duties.

A) Maintain accurate inventory records of all merchandise in the trading Post. Use proper methods in the handling of all money.
B) Maintain the trading Post and its surrounding area with personal pride.
C) Keep all merchandise clean and displayed in an attractive manner. Keep the Trading Post equipment clean.
D) Treat all campers as if your job depended on their business.
E) Act as Camp Postmaster.
F) Perform other duties as assigned by the Camp Administration.
**CAMP NURSE:**

Reports directly to the Support Services Director and the Camp Director.

A) Be responsible to carry out all medical treatment as directed in the standing orders by the Camp Physician.
B) Recheck all campers and staff members for proper medical forms, for all the needed signatures.
C) Maintain all medical forms in appropriate and orderly manner noting troop number and campsite.
D) Communicate via telephone with doctors for treatment when question of care is required.
E) Transportation to hospitals should be given upmost and immediate care and consideration.
F) Coordinate with the Camp Administration all questionable cases related to homesickness and the like.
G) Contact the Camp Director immediately in cases of emergencies involving major injuries, fatalities, or serious accidents. Complete necessary state paper work related to these cases.
H) Notify the Unit Leaders and the Camp Director immediately when a camper requires doctor or hospital treatment, bed rest, home care, or other non-routine medical treatment.
I) Develop a list of "Medical alert" cases each week of campers or staff that are in camp. This list is to be typed and shared with unit leaders and camp staff members.
J) Maintain a bound page numbered log book of all care and medical services provided for campers. A separate log for the camp staff.
K) Coordinate planning and preparation for First Aid Merit Badge training and C.P.R. Instruction with the Program Director. Supervise the staff members responsible for teaching these skills.
L) Serve as instructor for First Aid Merit Badge when the regular instructor is on day off.
M) Establish a daily "sick call" schedule to provide treatment and medical care for all campers and staff.
N) Secure all medicines and drugs in a locked storage cabinet or refrigerator. Dispense as prescribed/directed by the physician.
O) Make periodic health inspections of the kitchen, latrines, and showers at the Camp Director's request.
P) Provide training, counseling, and supervision to any C.I.T.'s in your area. Provide a written schedule of duties to your C.I.T.
Q) Check daily that the assigned staff has performed their good turn at the health lodge.
R) Keep the administration (especially the Program Director) advised when any staff member should be excused from performing any of his assigned duties and assign bed rest in the Health Lodge until he/she has recovered.
S) Verify that the Camp Director signs the Health Lodge log books at least once a week.
T) Make and check first aid kits for each program area.
U) Pre-screen medical forms when they arrive in the mail and write out buddy tags so they will be ready for check-in day.
V) Perform other duties as assigned by the camp administration.

**ARCHERY DIRECTOR:**

Reports directly to the Program Director and Camp Director.

A) Develop a program that will meet the needs of all merit badges in your area.
B) Allow time for instruction and recreational shooting for individual Scouts, patrols, and troops.
C) Supervise the distribution of all equipment in your area and maintain the strictest safety standards.
D) Assist in campwide program as assigned.
E) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
F) Maintain basic written lesson plans for all merit badges offered in your area.
G) Maintain basic written lesson plans for all Troop Rotation Activities offered in your area.
H) Do not fall off the beam.
I) Perform other duties as assigned by the Camp Administration.
PROVISIONAL SCOUTMASTER AND ASSISTANTS:

Reports directly to the Program Director and the Camp Director.

A) Establish an organized Scout Troop with appropriate boy leadership.
B) Prepare with the boy leadership the troop's weekly program (including evening activities).
   Attend the Sunday planning meeting. Help each Scout outline a proper program
   of personal advancement. Instill an esprit de corps within the provisional troop.
C) Make sure that the unit has the proper programs that will increase each
   Scout’s knowledge of Scouting and add to his enjoyment.
D) Visit program areas on a regular basis to ensure that Scouts are attending
   their scheduled advancement sessions.
E) Accompany their Scouts to all scheduled troop activities.
F) Provide at least one special activity each week that is not normally part of a
   regular troop summer camp program.
G) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
H) The Assistant Scoutmaster will be the area director for the Basic Scout Skills
   area and will coordinate and supervise this program for first year Scouts.
I) Perform other duties as assigned by the Camp Administration.

RIFLE RANGE DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Develops and directs appropriate Rifle & Shotgun Range programs that
   will meet the needs of all merit badges offered at the ranges.
B) Allow time for instruction and recreational shooting for individual Scouts,
   patrols, and troops.
C) Supervise the distribution and use of all equipment in your care including
   ammo and firearms.
D) Maintain strictest safety standards at all times.
E) Assist in campwide program as assigned.
F) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
G) Maintain basic written lesson plans for all merit badges in your area.
H) Maintain basic written lesson plans for all Troop Rotation Activities offered
   in your area.
I) Provide training for Archery Directors and BB Directors who will be working at Camp Hinds Boy Scout Camp
   and Fun Pack Weekends and those working at day camp.
J) Perform other duties as assigned by the Camp Administration.
NATURE-CONSERVATION DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Serves as staff leader for the Nature-Conservation staff.
B) Develops and directs an appropriate Nature, Conservation, and Ecology program that meets the needs of all the merit badges in your area.
C) Provide exciting and educational activities for individual Scouts, Patrols and troops to do in the area of Nature-Conservation.
D) Develop new areas and improve on present facilities as required to enrich your area and program.
E) Direct camp conservation projects.
F) Supervise the distribution of all equipment in your area. The security of equipment is a top priority.
G) Assist in campwide program as assigned.
H) Maintain the terrarium in a safe, clean, and ecologically sound and humane manner.
I) Maintain the camp's nature trail system. This must include a well-marked Nature & Ecology trail.
J) Maintain basic written lesson plans for all merit badges offered in your area.
K) Maintain basic written lesson plans for each Troop Rotation Activity offered in your area.
L) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
M) Perform other duties as assigned by the Camp Administration.

CRAFTSHOP DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Serves as staff leader for the Craftshop Staff.
B) Develops and directs an appropriate program that meets the needs of all the merit badges of your area.
C) Allow opportunities for leisure craftshop work daily.
D) Provide activities for individual Scouts, patrols and troops.
E) Supervise the distribution and safe use of tools. Safety and security are prime considerations.
F) Assist in campwide program as assigned.
G) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
H) Maintain basic written lesson plans for all merit badges offered in your area.
I) Maintain basic written lesson plans for all Troop Rotation Activities offered in your area.
J) Perform other duties as assigned by the Camp Administration.
AQUATICS DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Serves as staff leader for the Aquatics Staff.
B) Be responsible for the proper use and maintenance of equipment and facilities and general area.
C) Carry out safe swim defense and safety afloat for adults.
D) Serves as head merit badge counselor for all merit badges in your area.
E) Supervise swimming classification.
F) Supervise proper implementation of the buddy system.
G) Supervise lifeguards for all general swims. A staff rotation system will be used when needed.
H) Enforce all Boy Scout and Camp Hinds Aquatic Safety regulations.
I) Supervise all staff and C.I.T.'s while they are performing duties on the waterfront and boating area.
J) Take an active part in the camp program as assigned.
K) Provide training, counseling, and supervision to any C.I.T.'s in your area.
P) Perform other duties as assigned by the Camp Administration.

SCOUTCRAFT DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Serves as staff leader for the Scoutcraft Staff.
B) Develops and directs an appropriate Scoutcraft program that will meet the needs of all the merit badges in your area.
C) Provide exciting and educational activities that can be done by individual Scouts, patrols, and troops in the Scoutcraft areas.
D) Develop new areas and improve on present facilities as required to enrich your program and area.
E) Supervise the distribution and safe use of tools. Safety and security are prime considerations.
F) Assist in campwide program as assigned.
G) Provide training, counseling, and supervision to any C.I.T.'s in your area.
P) Perform other duties as assigned by the Camp Administration.
BASIC SCOUT SKILLS DIRECTOR:

Reports directly to the Program Director and Camp Director.

A) Serves as staff leader for the Basic Scout Skills Staff.
B) Develops and directs an appropriate First Year Scout program that will meet the needs of all first year Scouts as outlined in the Summer Camp Guide.
C) Develop new areas and improve on present facilities as required to enrich your program and area.
D) Supervise the distribution and safe use of tools. Safety and security are prime considerations.
E) Assist in campwide program as assigned.
F) Provide training, counseling, and supervision to any C.I.T.'s in your area.
   Provide a written schedule of duties to your C.I.T.
G) Maintain basic written lesson plans for all activities offered in your area.
H) Supervise and coordinate all camp service projects. Maintain a list of projects that need to be done and make arrangements with the camp ranger in ample time to insure that tools and supplies needed for projects are on hand for scheduled projects.
I) Conduct the Basic C.P.R. Courses that Scouts need for First Aid Merit Badge and Lifesaving Merit Badge with the assistance of the Camp Nurse.
J) Supervise the use of the obstacle course and related activities for troops during the Troop Rotation periods and open areas as requested.
K) Perform other duties as assigned by the Camp Administration.

CLERK/RECEPTIONIST:

Reports directly to the Camp Administration for proper execution of his/her duties, which are as follows:

A) Type, duplicate and distribute the troop roster and medical alert list in a timely fashion.
B) Enter troop merit badge pre-registrations and Sunday registrations into the computer. Print out necessary reports and labels from the computer system.
C) Become familiar with the printing operation and print troop rosters, troop rotation schedules, campfire schedules, etc.
D) Help the Program Director with compilation of advancement records on Friday afternoon and evening.
E) Using birthdates on medical forms prepare "Staff Interest Forms" for distribution by the middle of the week.
F) Act as the camp receptionist.
G) Assist in the Trading Post when needed.
H) Assist with the preparation of buddy tags when necessary.
I) Perform other duties as assigned by the Camp Administration.
CAMP COMMISSIONERS:
Reports directly to the Program Director and the Camp Director for proper execution of his duties.

A) Be the eyes and ears of the Camp.
   Be the main communication link between:
   - troops and staff members
   - troops and Camp Administration
   - staff and Camp Administration
   Help keep everyone informed. This is your first priority.
B) Help unit leaders develop a program pre-camp and in camp.
C) Assist unit leaders (chartered and provisional) in:
   - Establishing a sound camping program
   - Weekly and daily program (including rainy day)
   - interpreting the Patrol Method and put it in action
   - Help meet problems and turn them into opportunities
   - Help leaders acquire Scout Skills
   - Interpret the camping policies of the Boy Scouts of America and this camp, as sound procedures in Citizenship training.
   - Regular unit visitation for counseling:
     1) Program help (bulletin board use, camp program information)
     2) Unit housekeeping (tents in repair, etc.)
     3) Health and safety (fireguard plan, shower use, etc.)
     - Conduct daily troopsite inspections
     - Assist in campwide program as assigned
     - Provide training, counseling, and supervision to C.I.T.'s in your area.
     
   Provide a written schedule of duties to your C.I.T.
E) Check daily that the assigned staff have performed their good turns at the Staff Shower and Staff Lounge.
F) Maintain the Leader's lounge.
G) Perform other duties as assigned by the Camp Administration.

COUNSELORS-IN-TRAINING
Reports directly to the Support Services Director and the Area Director to which assigned.

A) C.I.T.'s shall be subject to the same policies, privileges, and standards as the paid staff.
B) C.I.T.'s will be under the direction of the Support Services Director who will work in concert with the Program Director and Area Directors to provide the best program for each C.I.T., keeping in mind the needs of the camp.
C) C.I.T.'s will be given the opportunity to experience as many program and non-program areas of camp as possible on a weekly rotating schedule. These opportunities could include but are not limited to the following areas: Aquatics, Commissioner, Craftshop, First Aid, Kitchen, Nature-Conservation, Provisional, Ranger Assistant, Scoutcraft, Basic Scout Skills and Shooting Sports.
D) C.I.T.'s will be given maximum opportunity for Scout Advancement and personal growth under the guidance of the Camp Administration.
E) C.I.T.'s will participate in regular personal growth conferences.
F) C.I.T.'s may be added or deleted as warranted by performance and camp need.
G) Working on the Fun Pack Weekend Program will be an important part of his duties.
H) Perform other duties as assigned by the Camp Administration.
CAMP SITE GUIDE:
Camp Hinds is a friendly place to be. We want everyone to feel welcome. One thing that sets Camp Hinds above the rest are our Camp Guides. Each campsite will be assigned two guides.
The duties of the guides are:

1. Your main duty is to go out of your way to give each and every Scout, Leader, and parent the "Red Carpet" treatment.

2. The Sunday afternoon duties include:
   
   A. Directly after the staff meeting and lunch, both guides will go to your assigned campsite.
      Bring joy juice, trash bags, and toilet paper to the campsite with you.
      Make the campsite immaculate! Police the area.
      Clean the latrine and wash stand.
      Clean out the fire pit.
      Straighten up the tents. Adjust the guy lines, change water in fire buckets or fill as needed, set bunks straight with one mattress per bunk.
      Remove unneeded materials from bulletin board.
      Put American flag up, if available.
      Fill site fire barrel with clean water as needed.
      Bring trash to the dumpster. If you finish early, take a break.

   B. One of the guides will meet and greet the troop on Sunday while the other guide will have another duty during check-in. Be back at the entrance of your campsite in full Class A uniform by 1:55 PM.

   C. Remember -- POLITE, POLITE, POLITE,
      COURTEOUS, COURTEOUS, COURTEOUS,
      PLEASE, PLEASE, PLEASE,
      THANK YOU, THANK YOU, THANK YOU !!!

   D. When the troop arrives, find the Scoutmaster and the Senior Patrol Leader and greet them.
      "Welcome to Camp Hinds! My name is _________ and I'm your campsite guide."

      (You have all worked hard. Show your pride in what we have accomplished here when you greet people!)

   E. Let them know that you are there to assist them in any way you can. Help them move in. If you see a mother carrying luggage, offer to help.

   F. If you discover that a troop is lacking bunks, mattresses, tents, etc,
      OR if there is only one leader staying in the campsite,
      REPORT THIS INFORMATION IMMEDIATELY TO THE CAMP OFFICE!

   G. Ask the unit leader if he has submitted a troop roster to the camp director. IF HE HAS NOT, HAVE HIM FILL OUT AND YOU SHOULD BRING IT TO THE CAMP OFFICE A.S.A.P.

   H. STRONGLY, but politely encourage the Scoutmaster to review the emergency procedures with his troop that day.

   I. Bring the troop to the health lodge for medical rechecks. Make sure that each camper brings his medical form (if not already sent in), any medications he may have, his Advancement Registration Form (if not already sent in) and a towel. Also, make sure they are wearing their bathing suits and SHOES!
J. Find out who the first year Scouts are. On your way to the health lodge, point out program areas and other campsites to them.

K. When you get to the Health Lodge, make sure that the Scouts in your troop get into the correct line. Then collect any Advancement Registration forms and bring them to the Camp Office. Then return to the Health Lodge and assist with buddy tags or other functions as needed by the Health Officer and the Health Lodge Crew.

L. Bring the troop from the health lodge to the waterfront for swim checks. Report to the Aquatics Director for assignment. **YOU SHOULD ASSIST THE WATERFRONT STAFF WHILE YOUR TROOP IS AT THE WATERFRONT!** Before leaving show them where to line-up for retreat and if they are new to Camp Hinds, explain to them what will happen at retreat.

M. Accompany the troop back to the campsites and make sure that they have everything they need. Use a different route if reasonable so that you can point out additional program areas and campsites.

N. Offer to give them a complete tour of camp, showing them all the program areas, camper shower, dining hall, trading post, etc.

O. Remind them:
   1. An adult needs to check out fire tools and brooms at camp room between 4:00 and 5:00 PM.
   2. They need to send waiters to the dining hall at 5:40 PM.
   3. The troop should be in Class "A" uniform and should be at the parade grounds in time for a 5:45 PM retreat.
   4. All their Scouts should return to their campsites by 8:00 PM.
   5. Also tell them you will be back at or around 8:15 to lead them as a troop to the Council Ring for the welcome campfire.

P. At 8:00 PM meet at the Council Ring. After instructions, go to your campsite and lead them to the campfire. Sit with them at the campfire.

In addition to check-in, both guides will:

3. Eat with your campsite in the Dining Hall. Constantly check with the Scouts and Leaders at your table to see how things are going. Make sure the Senior Patrol Leader is attending the daily SPL meeting. Learn the names of the Scouts at your table.

4. Eat with your campsite for the three cookout meals. Make sure they know you are coming. **Arrive early.** Some troops will be well organized - others won't. Help out where ever you can. If your troop is having difficulty getting the fire going, don't just sit there - here is a good chance to be a manager of learning. You are there to guide them - not just to eat their food.

5. Stop in and visit the Scouts and Leaders in the campsite once or twice during the week to make sure everything is OK. The first visit should be Monday or Tuesday.

6. Offer to come back some evening to help out with a troop campfire. Encourage two or more campsites to get together for a campfire.

7. Sit with your campsite at both the Sunday and Friday night campfires.

8. On Friday evening between the B-B-Q and the campfire, do the check-out inspection of the campsite. Make sure they leave the site clean and neat. They should leave it perfect for the Cub Scouts and it will make your job easier on Sunday.

9. If you work weekends, or when you return to camp on Sunday, it would be a good idea to check in with the Cub Scouts using your campsite, and in that same Polite, polite, polite way encourage them to do a good job cleaning up before they leave.
PHILOSOPHY OF "CLASSES"

Scouts come to summer camp to have FUN. You should be conducting merit badge sessions and troop activities with lots of hands on activities. In general keep in mind:

1) Avoid lecture type classes

2) These two acronyms might be helpful
   A) KISS - Keep it Simple, stupid
   B) KISMIF - Keep it simple, Make it Fun

3) Keep the Scouts actively involved. Don't have them sitting at a picnic table all period.

4) The Scouts are expected to do THE requirements, NOTHING MORE, NOTHING LESS.
   a) If the requirement says DESCRIBE or EXPLAIN - They must be able to explain it to you.
   b) If the requirement says WRITE - They must write out the requirement.
   c) If the requirement says SHOW or DEMONSTRATE - They must show you how to do it, Explaining how to do it is not adequate.
   d) No merit badge requires a written test. You may NOT give a written test.
      NO WRITTEN TESTS.
   e) No one in camp has the authority to change or modify any requirements. If you have a concern about any requirements, seek advice from your area director and/or the Program Director as to how your Scouts can meet them.

MERIT BADGES - MANAGING TIME:

Each merit badge is scheduled to meet for 260 minutes. Scouts pay over $100.00 for their week in camp. They deserve everyone of those 260 minutes for each merit badge that they sign-up for.

Keep these in mind:
1. Start your class on time.
2. Never dismiss your classes early.
3. Follow your lesson plan. If your lesson plan seems short, ask your area director or the program director for suggestions.
4. If you finish early, use the time to review and practice skills you taught earlier in that lesson, or earlier in the week. Scouts can always use extra practice.
5. Stick to the subject of the badge you are teaching.
6. Do NOT lets Scouts finish a badge early. Use all 260 minutes.
Please Bring this handbook to camp with you!