

Transportation

- Most packs arrange a car pool.
- All drivers must have valid operator's license and be at least 18 years of age.
- Seat belts are required to be worn.
- Drives must be covered with State required insurance.
- Driver must be listed on youths camper release form for pickup from camp.
- Follow State of Michigan Booster Seat and Seat Belt Laws.

Note about Camp Leadership

- All adults at camp serving in a leadership role (camp staff or walkers) need to be registered members with the BSA, have gone through a criminal background check, and have taken youth protection training in the last two years.



Dauch Scout Center
1776 West Warren Avenue
Detroit, MI 48208

(313) 897-1965

Waterford Scout Center
1100 County Center Drive W.
Waterford, MI 48328

(248) 338-0035

www.glscouting.org/daycamp

The cover of the 'Jungle Adventure' guide is set against a background of various green tropical leaves and plants. At the top, the text 'Great Lakes Council' and 'Boy Scouts of America' is written in a bold, blue, sans-serif font. Below this, the BSA logo is shown in red and blue. To the right of the logo, the slogan 'Prepared. For Life.' is written in a red, serif font. In the center, 'Cub Scout Day Camp 2012' is written in a large, blue, sans-serif font. Below that, the title 'Jungle Adventure' is written in a very large, yellow, hand-drawn font. At the bottom, 'Leader and Adult Volunteer Guide' is written in a bold, blue, sans-serif font. The bottom edge of the cover features a silhouette of a landscape with a river, a bridge, and some figures.

Day Camp Registration Process

- All documents and forms are available for download at : www.glcscouting.org/daycamp.
 - ⇒ **Parent’s Guide to Cub Scout Day Camp**—This handout contains the most essential information that parents need to know about our Cub Scout Day Camp programs.
 - ⇒ **“Sign Me Up” forms**—provide these forms to each parent and uses them to collect the information from the parents on each Cub Scout attending camp.
 - ⇒ **Pack Registration Worksheet and Roster**—The coordinator uses this form as a worksheet to organize information to aid the online registration process.
 - ⇒ **Health and Medical Record**—Required for Scouts, adults, and siblings at day camp.
 - ⇒ **Camper Release Form**—Required authorization for release of Scouts from camp.
 - ⇒ **Coordinator’s Transmittal Form**—Coordinator should use this form as a cover sheet when sending information to the council office.
 - ⇒ **Siblings program packet**—Information and supplemental information form to be completed for each child being registered for the siblings program. **Note:** the siblings program is only available to parents who are volunteering on camp staff or a unit day camp leadership.

The Unit Day Camp Coordinator should create their own login name and password with Doubleknot that will allow them to return to their saved registration. **Be careful not to use the “back” button in you internet browser.** Collect all information you need on paper forms prior to starting the on-line registration. Remember, information may be added or deleted if necessary.

1. Customize the **“Sign Me Up”** form by completing Section 1 of the form, providing your contact information, information on the session your pack is attending, and a deadline for return of the forms to you from the parents.
2. Make copies and distribute the **“Sign Me Up”** forms and the **“Parent’s Guide to Day Camp”** to each parent in your pack.
3. We recommend following up with parents by sending an e-mail reminder, and attached a copy of the forms listed in # 2.
4. On the date you have set, collect the **“Sign Me Up”** forms from the parents. This would be a good time to distribute the medical

Preparing for your Pack’s “Jungle Adventure”

December—Unit recruits day camp coordinator.

January 2012—Unit Coordinator attends one of the four Cub Camping kickoffs.

- January 17—Central UMC, 3882 Highland Rd, Waterford
- January 19—1st Presbyterian Church, 600 N. Brady, Dearborn
- January 23—Warren Woods Tower HS, 27900 Bunert, Warren
- January 25—Dauch Scout Center, 1776 West Warren, Detroit

February 2012—Unit Day Camp Coordinator conducts camp promotion program at your unit’s Blue and Gold Banquet. Sell the sizzle of theme and fun things Scouts will get to do at camp. Inform parents of cost, dates, and volunteer positions needed.

March 2012—Unit Day Camp Coordinator conducts second camp promotion at your pack meeting. Hand out forms asking parents to fill out and turn in prior to April pack meeting with payment. Solicit help to serve as walkers and drivers.

April 2012—Parents turn in forms to Unit Day Camp Coordinator at April pack meeting.

May 13, 2012—Registrations and payments due to qualify for reduced rate.

May 2012—Collect health forms and camper release forms parents and alphabetize in order to have organized prior to check in on first day of camp.

Refund Policy

NO REFUND FOR CANCELLATIONS AFTER JUNE 1, 2012.—Refunds, minus a 15% administrative fee, will be made if a written request is submitted to GLC prior to June 1, 2012. If payments have been made to a third party (materials, etc.) by council, the refund will be reduced by that amount in addition to the administrative fee.

EXTENUATING CIRCUMSTANCES

It is not the intention to penalize participants who must cancel due to extenuating circumstances. This includes death in family, relocation out of council, or illness/injury with a physician’s note. The refund request should be submitted to council as soon as possible. Requests must be received no later than thirty (30) days after the event to be considered for a refund.

Volunteer Duties and Responsibilities

Unit Day Camp Coordinator:

- Attend one of four Cub Camp kickoff's in January.
- Hold a camp promotion within your pack in February during unit's Blue and Gold Banquet and in March during regular pack meeting.
- Collect registration forms and payment from parents.
- Submit pack registration on-line and payment to council office prior to May 13, 2012.
- Collect health forms and camper release forms from parents and organize prior to check-in to camp on first day.
- Recruit and organize unit's camp leadership.
- Arrange car-pooling and transportation plans to and from camp.

Unit Day Camp Leadership (Walker):

Every unit is required to provide it's own day camp leadership while at camp. One leader is required for every 5 youth in camp (including youth in the sibling program ages 7-11) with a **minimum** of 2 (11 youth = 3 leaders). New Tiger Cubs (1st grade the '12-'13 school year) require a parent to be in attendance. Your unit's leadership will be divided between your unit's Cub Scout and Webelos. Leaders must:

- Registered members of the Boy Scouts of America.
- Have gone through BSA's youth protection training.
- Serve as leadership within assigned den during camp.
- Ensure Buddy System is being used by all Scouts.
- Assure den stays together as it travels from station to station.
- Maintain discipline. Address any health and safety concerns.
- Assist camp staff in areas as needed.

Day Camp Staff:

Volunteer Day Camp Staff is needed at every camp throughout the summer. Camp staff members will serve as leaders in assigned program area implementing the day camp program. Positions needed (but not limited to) include: Craft director and staff, Sports director and staff, Archery staff, BB gun staff, Nature director and staff, registration, health officer, Water-sports director and staff, etc. Area directors must be at least 18 years of age. Adult Camp staff members must:

- Be currently registered with the BSA and gone through youth protection training.
- Gone through staff training in 2012.
- Fill out and submit a volunteer day camp staff application.
- Approved by your District Day Camp Coordinator.

Who can attend?

Cub Scout Day Camp is open to all registered Cub Scouts including:

- Tiger Cubs (1st graders during the '12-'13 school year)
- Cub Scouts (2nd & 3rd graders during the '12-'13 school year)
- Webelos I & II (4th & 5th graders during the '12-'13 school year)

Cost: \$50 per person if paid by May 13, 2012, \$65 per person if paid after May 13, 2012 (New Tiger Cubs will qualify for the \$50 reduced rate until June 1, 2012).

Siblings Program:

Siblings are welcome to attend camp **with parents** that are serving either as Camp Staff* or Unit Day Camp Leadership (Walker) under the following criteria:

- Ages 0-2—Can attend as “Tag-a-Long” with parent as long as does not interfere with duties as Unit Day Camp Leadership (Walker). Camp staff* members would not be able to have youth of this age as “Tag-a-Long”. “Tag-a-Long” is defined as a sibling that stays with you during camp and does not participate in programs. No charge.
- Ages 3-6—A “Tot-Lot” will be available for Unit Day Camp Leadership (Walker) and Camp Staff* members with youth of this age. Cost is \$10/day for Unit Day Camp Leadership (Walkers) or \$5/day for Camp Staff* members. “Tot-Lot” will be defined as an area for siblings of this age under the care of a responsible adult. Youth do not participate in day camp program.
- Ages 7-11—A siblings program will be available for Unit Day Camp Leadership (Walker) and Camp Staff* members with youth of this age. Cost is \$20 per day or \$50 for entire 3-day session for Unit Day Camp Leadership (Walkers) or \$25 for Camp Staff*. Must be registered and paid by May 13, 2012. Siblings will participate in same den as their Cub Scout sibling. Reminder: Siblings using this program need to be counted in your youth walker ratio. Those that participate all week will receive T-Shirt and patch.
- Ages 12 and older—Check with Camp Director and Program Director, may be able to served as Jr. Camp Staff.

*Camp Staff is defined by those adults that volunteer all 3 days during their district's day camp and are serving as leaders of program areas as assigned by the district day camp coordinator.

Note: Accident and sickness insurance must be provided by the parents, they are not covered under BSA insurance.