



2024

# Summer Camp Leaders Guide



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**Note: Policies in this Leaders Guide are subject to change due changing conditions and cannot always be updated in this document. A policy found on the Black Swamp Area Council website that conflicts policy found in this in this document will take precedence.**

Revised January 10, 2024

## Camp Leadership

### **Camp Lakota**

- **Camp Director**
  - **Brad Bartlett - brad.bartlett@blackswampbsa.org**
- **Business Manager**
  - **Roger Frese - roger.frese@blackswampbsa.org**
- **Camp Program Director**
- **Camp Commissioner**

### **Camp Berry**

- **Camp Director**
  - **Jason Baumgartner - jason.baumgartner@blackswampbsa.org**
- **Business Manager**
- **Camp Program Director**
  - **Wyatt Miller - wyatt.miller@blackswampbsa.org**
- **Camp Commissioner**

## **Welcome**

Letter from the Program Team

The Program team extends a warm welcome to all our Scouting Families for Summer Camp 2024. Summer Camp is the highlight for many Scouts as they progress through their years in Scouting. Our goal is to help you enhance your Scouting program through attending one of the Black Swamp Area Council's two summer camps.

We cannot wait to see your Scouts in our camps!

To further assist your troop's summer camp planning, this Leader's guide consists of two sections:

Section 1: Administration (applicable to both camps) and published in November.

Section 2: Specific Camp/Program information. This will be published in February. We have made every effort to capture all pertinent information. This guide will be continually updated on our website as the camping season comes closer.

However, please do not hesitate to contact us if your question(s) are not answered. Our well-trained camp staff is committed to exceeding your expectations and is working very hard to ensure that our camps are Fun, Clean, and Safe. We look forward to greeting you this summer at either of our amazing camps.

Thank you,

## **Our Camps**

There is more detailed information on each of our camps in Section 2

### **Facilities:**

Camp Lakota covers 638 acres, including the 40-acre Lake Glengary, and is bordered on the west side by the Auglaize River. The camp houses 18 conservation-type campsites: 13 on the Lakota side of the reservation and 5 on the Neil Armstrong side. The program areas are primarily located around Lake Glengary. A typical week of camp includes 175-200 Scouts that are offered a myriad of opportunities for individual attention. Due to its large size, varied geography, and hiking and canoeing opportunities, Camp Lakota is considered by many to provide a "rustic" summer camp experience.

Camp Berry is located on 320 acres of land on the south side of Findlay, Ohio. Berry is a more traditional camp that is very appealing to younger aged troops that are attending summer camp. The proximity of the programs areas makes it extremely easy for scouts and scouters to make their way around the reservation. Camp Berry provides an excellent program, one that you as a scout or scouter will never forget!

## **Day @ Camp:**

A typical day at Camp Berry starts with an optional early morning Polar Bear swim. The mandatory Flag Raising ceremony takes place prior to breakfast. From mid-morning to lunch, Scouts participate in their activities. Lunch is served in an open style. The afternoon sessions start after lunch and go until late afternoon. There is individual or unit time until the mandatory Flag Lowering ceremony followed by supper. Some evenings have open program areas while other evenings have planned activities such as a pool party, Berry Olympics, a carnival, or Troop night.

A typical day at Camp Lakota starts with the mandatory Flag Raising ceremony followed by breakfast, although several days during the week there is a short meditation at the Hubbard Chapel prior to the Flag Raising ceremony. After breakfast, the mornings are set aside for hands-on training, skill acquisition, and instruction for merit badges and other advancement opportunities. Afternoons at Camp Lakota offer an assortment of other forms of Scouting activities. These afternoon programs will enrich your Scouts with unconventional skills, challenging group projects, and other opportunities unique to Camp Lakota. The evenings are filled with troop activities. Your troop can spend time together, as a unit, playing and working together through large-group tasks, meeting Scouts from other troops, interacting, sharing, and enjoying Camp Lakota.

## **Guiding Principles of Black Swamp Area Council Camps**

### **BSA Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### **Scout Oath**

On my honor I will do my best, to do my duty to God and my country, and to obey the Scout Law; To help other people at all times, to keep myself physically strong, mentally awake, and morally straight.

### **Scout Law**

A Scout is Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent.

## **Dates & Pricing**

2024 Camp Schedule:

	<u>Camp Berry</u>	<u>Camp Lakota</u>
Week 1:	June 16-22, 2024	June 16-22, 2024
Week 2:	June 23-29, 2024	June 23-29, 2024
Week 3:	June 30-July 6, 2024	June 30-July 6, 2024
Week 4:	July 7-13, 2024	July 7-13, 2024
Week 5:		July 14-20,2024

**2024 Summer Camp Fees:**

Scout Fee: \$390

Arrow of Light Crossover & New Scouts: \$355\*

Scout Sibling: \$355\*\*

A Scout can attend more weeks of camp for \$200 for each additional week.

The youth fees include all program fees, except ATV's at Camp Berry.

**If registered after to May 1, 2024, the above fees increase by \$30.**

Scout Fee: \$420

Arrow of Light Crossover & New Scouts: \$385\*

Scout Sibling: \$385\*\*

\*A Scout is considered new if they have joined after 9/1/2023.

\*\*The Scout Sibling fee is for additional Scouts from the same family attending camp.

**NYLT Discount:** If a Black Swamp Area Council Scout attends NYLT in the same calendar year as their camp registration, their camp registration fee is reduced by \$100.

Note: A reservation and a minimum of \$100 deposit is required by March 31, 2024 to be eligible for Merit Badge reservations.

**Camp Scholarships:** Scholarships are available to Scouts to help them attend camp. No one should miss summer camp due to financial concerns. Apply online at [www.blackswampbsa.org](http://www.blackswampbsa.org)

**Adult Fee** to attend camp is \$135.

**Adult Discount**

For every scout that attends camp as a part of your unit, a 10% discount will be applied toward an adult fee. This equates to 1 free adult for every 10 scouts registered in a unit. (Note this discount is applied to your unit's registration fee upon check-in.)

**Adult Day Fee**

We understand that sometimes an adult may not be able to spend the entire week at camp. For this reason, we have developed an adult day fee. The fee is \$22.50 per day. A day is considered 12PM to 12PM the following day. This fee is not pro-rated if an adult does not stay the full 24 hours.

**T-Shirt Order forms** will be available in January 2024. Both Camp Berry and Camp Lakota offer gift packages that families can arrange to purchase for their scouts during their stay at camp. These order forms will also be published in January.

**Final payment** is due **May 15, 2024, minus any earned leader and NYLT discounts which will be credited upon check-in.** These discounts will be reconciled at Check-in. Please be prepared to cover any outstanding balances that may exist during check-in.

### **Payment Methods**

Online payment may be made through our online reservation system by using a credit or debit card or E-check. Alternately, personal or troop checks can be sent to our reservations office. The address for our reservations office is: 2100 Broad Avenue, Findlay, Ohio 45840.

### **Checks**

Checks must be made payable to "Black Swamp Area Council or BSAC." Checks not made payable to "Black Swamp Area Council or BSAC" will be returned to the sender. Checks that need to be returned will not be applied to the due balance of a reservation.

### **On-line Registration**

#### **Making Your Initial Registration**

1. Navigate to council website [www.blackswampbsa.org/summercamp](http://www.blackswampbsa.org/summercamp)
2. Scroll to the appropriate camp section
3. Select which camp and which week your unit would like to attend camp
4. Click the "register" button
5. Enter in the contact information of the individual making the reservation.
6. Select the box above "who's coming"
7. Enter the number of scouts, adults, Arrow of Light Crossovers/New Scouts, and Scout siblings you will be bringing to camp from the drop-down menus.
8. Click the "continue" button.
9. Select the box above "Reserve Facility".
10. Select the campsite you wish to reserve.
11. Click the "Continue" button.
12. Select the box above "Checkout"
13. Look over the information that is listed. If it is accurate, click the "Checkout" button at the bottom.
14. Select your payment option. You can pay via PayPal, Credit Card (Visa, MasterCard, and Discover), E-check, Gift Card, or mail-in payment.
15. Fill out the information that is requested for your payment option.

16. Click the red "COMPLETE ORDER" button on the right-hand side. This is required to finish your registration.
17. This will take you to a receipt for your reservation confirmation.
18. CONGRATULATIONS! You have made your reservation for summer camp.

**Refund Policy (Note: Please check the Black Swamp Area Council website for any updates to this policy.)**

All refunds must be requested in writing, using the "Refund Request Form".

Please note that we will hire our staff and order supplies and food based on the number of participants that you have reserved with us. As we make our purchases and hire our staff those funds are no longer available for refunds.

Valid reasons for requesting a refund include, illness, death in the family, or change in business plans.

To avoid confusion, please inform parents of the refund policy when they register their sons or daughters for camp.

A minimum of \$75 per person is non-refundable.

Tracking overpayments, if any, is the responsibility of the unit. The refund of any overpayments should be requested during check-in at camp.

If the refund request is approved, refund checks will be issued to the individual or entity paying the original fee within 30 calendar days of approval.

Mail written refund requests to:

Black Swamp Area Council  
Attn: Refund Committee  
2100 Broad Avenue  
Findlay, OH 45840

**Adding Additional Youth & Adults to Your Registration**

1. Navigate to the council website - [www.doubleknot.com](http://www.doubleknot.com)
2. Click on the Log-on button and enter your login information.
  - a. If you don't remember, or don't know your login information, please contact?
3. A summary page listing your registration should appear on the screen.
4. Click on View Details, beside your summer camp registration.
5. Click Update.
6. If you are adding anyone, click the box "Who's Coming?"
7. Change the number in the appropriate drop-down menu (Scout, Adult, Webelos Crossover, or Scout Sibling).
8. Fill out the information for each person attending.

9. If your Troop has registered with us before, you should have a roster of previous participants. To add someone from this roster, click the link, "Add someone I have signed up before".
10. Repeat for every participant.
11. Click the continue button at the bottom of the screen.
12. Once complete with changes, you need to follow the Check out process as detailed in the Making Your Initial Registration section.
13. Please remember, your registration is not saved until you go through the checkout process.

### **Removing Youth & adults from Your Registration including Unnamed Scouts**

1. Follow steps 1-6 in the previous section in order to login.
2. Click the box "Who's Coming?"
3. Change the number in the appropriate drop-down menu (Scout, Adult, Webelos Crossover, or Scout Sibling).
4. Click the continue button at the bottom of the screen.
5. You now need to follow the Checkout process as detailed in Making Your Initial Registration Section.

### **Registering for Merit Badges**

1. For Scouts with a deposit or paid reservations by March 31, Merit Badges will go live on April 6 for Camp Lakota and April 7 for Camp Berry. (The reason for the different opening dates is so we can have a team of advisors standing by to answer any questions or assist with any problems.)
2. To have a better chance of getting your desired merit badges, we recommend that you login as soon as registration opens. Eagle required Merit Badges fill up very quickly.
3. Login to the online registration system and select your summer camp registration.
4. Make sure all your scouts are named.
5. Click on the box "What Are They Doing?"
6. Select the participant that you would like to register for merit badges from the drop-down menu "Schedule For".
7. Select the merit badge category from the drop-down menu "Choose Activities in Category."
8. Find the merit badge that you would like to register for. If this merit badge is on the wait list, it will specify that by the merit badge name. Click the "add" button to add this class to the participant's schedule.

10. Repeat this process until you have registered that Scout for all the merit badges they need.
11. Repeat the process for each participant going to camp.
12. Once complete, Click the continue button.
13. Click the box labeled "Check schedule conflicts". This will tell you if a Scout has time conflicts with their merit badges.
14. Once you are satisfied with merit badge selections, you need to Checkout to save your changes.

### **Summer Camp Orientation Meetings**

There will be a series of webinars to help you get ready for your week at either Camp Lakota or Camp Berry. The webinars are held from 7:00 to 7:30 pm for Camp Berry and 8:00-8:30 pm for Camp Lakota. The webinars are February 14, March 20, April 17, and May 15.

These webinars will provide you with updates on program opportunities and other enhancements. We consider this Leader's Guide to be your introduction and orientation to be your chance to meet administrators and directors, ask questions, and clarify procedures. Please be sure that at least one representative of your unit attends, though we prefer that the Senior Patrol Leader and the Scoutmaster are both in attendance. An unbeatable camp experience starts with these webinars.

For units attending Camp Lakota, there will be a 12-day out meeting with unit leadership and camp staff. This will take place on Tuesday night and is held at the Administration Pavilion at 6:30 pm. Note: there will be no meal served at this event.

We strongly encourage you to send your Senior Patrol Leader, Scoutmaster, and one Assistant Scoutmaster. At this meeting, the camp leadership will inform you of any last-minute changes, updates, service opportunities, and answer other questions you may have. We will hand out important documents and troop rosters, as well as updated and detailed schedules of your week at camp. But most importantly, your troop will be able to sign up for many of the activities that you will participate in at camp so that when you arrive on Sunday you can move through registration quickly.

Dates for the 12-day out meetings for Camp Lakota are: June 4<sup>th</sup> for week one, June 11<sup>th</sup> for week two, June 18<sup>th</sup> for week three, June 25<sup>th</sup> for week four, and July 2<sup>nd</sup> for week five.

**24 HOURS AFTER THE DATE OF THIS MEETING, THE COUNCIL'S REGISTRATION SYSTEM WILL LOCK DOWN FOR BOTH CAMP LAKOTA AND CAMP BERRY. ALL ROSTER CHANGES MUST BE MADE BEFORE THIS LOCK DOWN. TROOPS WILL BE LIABLE FOR ANY RESERVATION THAT IS NOT REMOVED PRIOR TO LOCK DOWN. THIS INCLUDES UNNAMED YOUTH OR ADULTS.**

## **Adult Leadership**

### **Role of the Adult Leader**

Each unit must always have a minimum of 2 responsible adult leaders on the camp premises. In accordance with new BSA National policy, all adults accompanying a troop to residence camp must be a registered member with the BSA. At least two leaders must be 21 years of age or older. Leaders must be present both day and night.

All adult leaders should expect to assist the camp staff in providing a safe, fun experience for the Scouts.

Leaders are:

- Responsible for maintaining unit safety and discipline always. This includes safe travel to and from camp.
- Responsible for coordinating all unit and individual activities to ensure maximum benefit to participants.
- To be aware of each youth's personal goals and objectives to advance in rank in Scouting. For the Scouts BSA Merit Badge program, please refer to the Merit Badge Schedule and Prerequisites List.
- To participate in camp activities daily. This should include program area visits, punctual attendance at meetings and conferences, and collection of progress reports on each youth's activities.
- To be prepared to help and assist others, specifically, other camping units and staff personnel as needed. Assistance should be given in a spirit of mutual cooperation and support but not at the expense of one's own unit.
- To monitor and evaluate unit and individual progress in camp and to provide counseling, guidance, and encouragement.
- To review the daily schedule of unit activities with fellow leaders before departure for camp. This process should include review by experienced leaders who may not be participating in the current trip but have been to Camp Berry or Camp Lakota before. There are many experienced Scouters (like your District Commissioner) in your district willing to assist you.
- To ensure that each adult leader and the Senior Patrol Leader complete and turn in camp evaluations. These forms are the primary means of evaluating the program and staff at each camp. They are reviewed as they are submitted by the Camp and Program directors to determine if there is a problem that needs to be addressed immediately. In addition, they are studied by members of the Camping Committee of the Black Swamp Area Council to recommend improvements for the next year.
- Expected to serve as a positive role model for youth. This includes language, attitude, and behavior.
- Knowledgeable of and follow all camp rules and policies.

## **General Discipline**

Discipline and conduct of all youth and leaders are the responsibility of the unit leaders in camp. The Camp Leadership Team is ready and willing to assist at any time with problems that might arise. Unit committees should be sure that the camp leaders are trained, and they understand their responsibilities while in summer camp.

## **Boy Scouts of America Policy**

Preventing child abuse is a critical objective of the Boy Scouts of America. The assistance of every adult leader is essential to success. The guidelines listed below are designed to protect Scouts against child abuse and adult leaders against misinterpretation of their intentions. Anyone who has questions should consult with the Camp Director. If faced with difficulty in complying with the guidelines and no advice is available, use common sense and the principles of the Scout Oath and Scout Law.

## **Guidelines for Adults and Parents**

All adult leaders in camp must endeavor to protect Scouts from (1) physical abuse, which is understood to mean the sustaining of physical injury as the result of cruel and inhumane treatment or as the result of a malicious act and, (2) sexual abuse, i.e., any act involving sexual molestation or exploitation of a Scout, by any person who has permanent or temporary care, custody or responsibility for the supervision of Scouts or a Scout.

## **Reporting Child Abuse**

Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director immediately. Ohio law requires that all childcare providers, including Scout leaders, must report any incidence of child abuse to child protection authorities. The number for the Ohio Department of Job & Family Services is 855-642-4453. All discussion, both at camp and over the hotline will be kept confidential.

## **Youth Protection Training Verification**

Protecting our youth is paramount to the BSA, Black Swamp Area Council, and our camps. Therefore, the following policy is in place to protect the youth and adult leaders, and staff of Camp Berry and Camp Lakota.

ALL adults serving as leadership for a troop in camp are required to provide verification of CURRENT Youth Protection Training. Scoutmasters/Committee Chairs can pull a Unit Rosters of the Leaders and YPT's to turn in. No adults serving as troop leadership at camp will be permitted into camp without the proper verification of YPT. YPT verification is not required for family and friends who may be visiting camp.

## **Buddy System**

We ask Leaders to please promote the buddy system, especially with the younger Scouts. Regardless of where you are in camp, it is always wise to be with a partner.

## **Health & Safety**

The camp health lodge is staffed 24 hours a day by qualified medical personnel. For insurance purposes and for the health and safety of all participants, all accidents, and illnesses, no matter how minor, must be reported to the Health Lodge and recorded.

## **Medical Emergencies**

Arrangements have been made with the local rescue squads and hospitals to handle any medical emergencies. National standards require that any person staying overnight must have a valid medical form. Late arrivals should report to the health lodge.

## **Annual Health & Medical Record**

Every Scout and adult leader must submit a Personal Health and Medical Record upon arrival at Camp. Leaders should provide a copy of the newest version of the medical form (available at <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>) to each youth and adult planning to come to camp as soon as possible so that they can get their physicals completed and forms filled out properly. Parts A, B & C are required for everyone whether they are there for a day or the entire week. This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. Though this document can be saved and emailed, please be cognizant of the private information saved within the record. Please understand that the BSA Annual Health and Medical Record is the only medical form recognized by Scouting—sport, military, or other medical records may not be substituted. Tips for completing this record are also located on the above website. **Part C of the form MUST be completed AND signed by a health care provider and the parent.**

## **Medical Alerts**

Scouting activities can be physically and mentally demanding. Listed below are some of the risk factors that have been known to become issues during outdoor adventures.

- Excessive body weight (obesity)
- Cardiac or cardiovascular disease
- Hypertension (high blood pressure)
- Diabetes mellitus
- Seizures
- Asthma
- Sleep apnea
- Allergies or anaphylaxis
- Musculoskeletal injuries
- Psychological and emotional difficulties.

## **Prescription Medications**

Black Swamp Area Council camps require that all prescription and over the counter (OTC) medications be stored securely, except when in the controlled presence of health care staff or another adult leader responsible for the administration and/or dispensing of medications. Please ask your Scouts not to bring over-the-counter medications such as Tylenol or cough syrup—the Health Lodge stocks these medications and will dispense based on the patient’s signs and symptoms. Emergency medications such as inhalers, EpiPens, and nitro should be maintained on the patient’s person. Refrigerated medications may be stored at the health lodge or in the campsite if secured under lock and key. All medication should be in a container issued by a pharmacist with the medication name and strength, the dose and dose frequency clearly marked on the container.

Each unit must decide whether to maintain control of its medications or turn them over to our health officers for administration. If your unit chooses to maintain control of its medications, one adult leader must be designated as the unit health officer and sign the waiver.

All participants taking medications must fill out the Prescription Medication Dosing Form (see the administration appendix for this form) prior to arrival at camp (we recommend that the unit health officer performs this task so that he or she is familiar with the medications). Please use one form for each participant and list the medication, dosage, and dosage schedule shown on the prescription.

Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer, and then keep them updated throughout your unit’s week at camp as medications are used. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files.

## **CPAP batteries**

If you do not have power at your campsite, the camp staff would be glad to assist in the charging of CPAP batteries. If you need assistance transporting batteries, or have CPAP questions, please contact the Camp administration.

## **Camp Policies**

Scouts and their leaders at camp are always expected to live by the Scout Oath and Law. Troop leaders are expected to instill the Oath and Law in their Scouts and serve as an example to them. In addition to abiding by the Scout Oath and Law, Black Swamp Area Council Camps have set forth the following policies. We thank you for your cooperation and understanding in helping us maintain high standards of conduct.

## **Alcohol and Drugs**

The use of alcoholic beverages and controlled substances is prohibited on any property that is owned or operated by the Boy Scouts of America. This policy will be strictly enforced for all those who use or visit our camp facilities. Violation will result in expulsion from camp and will be reported to authorities.

## **Tobacco**

**Both Camp Lakota and Camp Berry are SMOKE FREE camps.** The use of tobacco products by anyone is prohibited. This includes the use of cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems that simulate tobacco smoking.

## **ATV's**

Personal ATV's are not allowed on camp property. To participate in the Camp Berry ATV program, Scouts must be 14 years of age and have a permission slip signed by their parent or guardian.

## **Vehicles**

No vehicle is allowed beyond the main parking lot without permission of the Camp Director. A gate is in place at each access point into the camp, and we ask every leader's cooperation with, and support in, enforcing this policy. The safety of our campers on camp roads is our primary concern. Only official camp service and emergency vehicles will be permitted beyond the main parking lot without a pass.

- There will be a window of opportunity on Sunday during check-in so trailers and equipment may be driven in to the campsite, and then again on Saturday during check-out, so trailers and equipment may be driven out of the campsite.
- Only two vehicles per campsite at a time (displaying a temporary vehicle pass) during Check-In.
- No one is allowed to ride on any camp equipment. No Scouts or Scouters are to ride in the back of a car, truck, cart, etc.
- Assigned parking area for each camp will be outlined at the pre-camp meetings.
- Arrangements will be made for those who require special transportation accommodations. Prior notification at the pre-camp meetings is required if this service is needed.
- Speed limit is 10 mph; please keep our Scouts and camp safe.
- If weather is bad, please request a tractor to remove trailer.

## **Taps**

Taps are at 11:00 pm. No one is to be out of their campsite after taps, unless accompanied by an adult or staff member.

## **Uniforms**

Scouts should be in the Field Uniform for assemblies, flag ceremonies, dinners, campfires, and other ceremonies where uniforms are appropriate. Otherwise, we recommend a troop t-shirt or camp shirt be worn for other activities. Closed toe and closed heel shoes must always be worn. Water shoes, sandals, flip flops and "Crocs" are allowable at the beach/boat docks and shower areas ONLY.

## **Pets & Animals**

Pets of any kind are not permitted in camp at any time. Please do not bring your pet from home. Be sure to inform any visitors, parent drivers, or guests that they should also leave their pet at home. The BSA makes only one exception to this for resident Camp Rangers and their families. An additional exception can be made for service animals with appropriate documentation.

## **Requirements for Participation**

To qualify for participation in Black Swamp Area Council Camp activities, all campers, youth, and adult, must have a completed and current Personal Health and Medical Record. ("Current" is defined as being signed by a doctor, or approved medical practitioner, within 12 months of the day your unit departs camp.) There are no allowable exceptions to this rule. Children and/or siblings of those registered for a specific program, including Cub Scouts, are not to attend unless the program has been specifically designed with adequate facilities to handle them.

## **Adult Leadership**

Two registered adult leaders per unit must always be on-site. Both leaders must be over the age of 21 and hold current Youth Protection Training. If proper adult leadership cannot be arranged for, the unit must be sent home. (If your unit is having difficulty finding 2 leaders, please contact the Camp Director as soon as possible so we can assist you in finding a second leader or arrange for a surrogate leader.)

## **Provisional Scouts**

Scouts that cannot attend with their unit may attend camp as a provisional Scout. It is the intention of both Camp Lakota and Camp Berry to have provisional units available each week of camp.

If we are unable to provide provisional units each week, we will refer provisional Scouts to units that are willing to host them for the week. Scouts will not be allowed to check into camp unless accompanied by a unit. Please let us know if your unit is willing to host a provisional Scout.

## **Security Wristbands**

The security and safety of all our campers are paramount. All staff, visitors, campers, youth, and adults will receive a wristband upon check-in. Thereafter, anyone in camp without a wristband will be treated as a trespasser and dealt with accordingly by camp management and/or the authorities.

## **Staff Areas**

Staff tents/cabins and showers are off limits to youth and adult campers.

## **Firearms**

No firearms, ammunition of any sort or bows and arrows/personal archery equipment may be brought to camp. Camp Berry and Camp Lakota provide all necessary shooting sports equipment and ammunition.

## **Fireworks**

All types of pyrotechnics (smoke bombs, sparklers, aerial fireworks and other match lit items) are strictly prohibited on camp property per BSA policy.

## **Expulsion for Behavioral Reasons**

Campers sent home for behavioral reasons will not have any portion of their camp fee refunded.

## **Unpaid Fees**

All unpaid fees are due upon arrival prior to setting your camp up or taking your tour. The final amount that your troop owes is determined by the Business Manager based upon your online reservation. Transaction logs of all payments may be viewed 24/7 by visiting your online reservation.

## **Initiations**

Older Scouts sometimes feel that new Scouts should be "initiated" into the troop with a physical activity or another embarrassing stunt. Leaders should be alert to this possibility and direct the boys' efforts into meaningful programs. Behavior such as snipe hunts, running the gauntlet, belt line, or similar punishment has no place in Scouting and is not permitted.

## **Infectious Disease**

Camp is a tight community where pathogens can spread rapidly. It is extremely important that units immediately report all illness to our health officers. If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home to recuperate. Camp Management and our health & safety team reserve the right to send a participant to a local health care facility to get checked-out if they suspect a participant has a health concern that could affect the health & safety of the camp.

## **Emergency Procedures**

On your first day in camp, emergency procedures will be explained to troop leaders and Scouts. In the event of an emergency, please notify a member of the camp staff immediately. Please do not attempt to deal with the emergency yourself, regardless of the situation. If the situation seems at all dangerous, the priority is to evacuate all Scouts and leaders from the area. More detailed emergency plans can be accessed on the Black Swamp Area Council website.

## **Bicycles**

Both camps encourage youth and adults to bring their bicycles to camp. (Bicycles are highly recommended for Scouts camping at Camp Lakota due to the distance between activities and Program Areas.) Having a bike at camp is a privilege that can be taken away if the following rules are not followed.

- All bikers must wear a helmet when riding.
- Bikes are to go a safe speed (under 5 mph).
- Bikes must be in good working order. Camp management reserves the right to inspect any bike, at any time. They also reserve the right to restrict the riding privileges of an individual if unsafe riding practices are observed or if any rules are violated.

Black Swamp Area Council is not responsible for any property damage, injuries, or stolen property during your stay.

**Golf Carts** If you find it necessary to bring a golf cart to camp, please send in your request form 2 months prior to the day you arrive in camp. You will be expected to comply with all rules regarding the operation of these carts. A proof of insurance will be required at least 15 days prior to your arrival in camp.

## **Personal Responsibility**

Nations, states, communities, and even families have laws. These are simple rules by which people must live to have harmony. If we didn't have rules or laws to govern ourselves, society would be impossible. At Scout Camp, we have just one law—The Scout Law!

Why mention that in this guide? Because it gets right into that philosophy of personal conduct that we expect at camp.

You should be aware that at camp each Scout must meet a stringent criterion to become a member of our camp staff. Besides the interview and screening process, all our staff agrees to live by the 12 points of the Scout Law. Many of our staff are members of the Order of the Arrow and Eagle Scouts.

The 12 points of the Scout Law guide our camp. All camper and staff conduct is judged by how it measures up against these guidelines. At camp, we cannot tolerate and will not permit activities that do not meet the criteria of the standards set forth in the Scout Law.

We ask for your cooperation and understanding as adults in helping us maintain a high standard of moral and personal behavior. We can do no less. We purchase high-quality program equipment for our programs. Our guests appreciate the pride and care we take in maintaining these high standards. Please take care of camp gear. The Scouts following you have a right to expect the same quality.

Damages caused by individuals to camp property, youth or adult, will be billed to the unit. The unit will be responsible for collecting the amount from the individual.

### **Required Documents**

- Certification and claim forms for Troop Accident & Sickness Insurance (out-of-council only)
- Each youth and adult leader must have:
  - The BSA Annual Health and Medical Record, signed by a physician and guardian. Parts A, B & C are required no matter how long the youth or adult is in camp.
  - A copy of the family's Insurance Card attached to the medical form.
  - If taking medications, the Scout's parents and the adult leaders attending should follow procedures enclosed in this publication.
  - Any program-specific forms or items (High Adventure waiver, ATV waiver).
  - For Scouts to be called out for the Order of the Arrow, bring a letter from your local OA Lodge verifying the election results.
  - All Scouts and adults are registered. (Check those new Webelos.)
  - Travel: all drivers must have a valid driver's license and all parties must wear a seat belt. Please arrive as a group.

### **Youth Protection Training Verification**

Protecting our youth is paramount to the BSA, Black Swamp Area Council, and our camps. Therefore, the following policy is in place to protect the youth and adult leaders, and staff of Camp Berry and Camp Lakota.

**ALL adults serving as leadership for a troop in camp are required to provide verification of CURRENT Youth Protection Training.**

Please provide at check-in, or before, one or more of the following for verifications of YPT:

- Copy of a BSA Pocket Certificate Trained Card.
- Copy of the YPT online trained certificate.
- Copy of the Troop's leader training roster from my.scouting.org.

Due to the length of the online YPT module as well as the limited computer/internet resources at camp, it is strongly advised that this training be completed before arriving at camp.

**No adults serving as troop leadership at camp will be permitted into camp without the proper verification of YPT.**

YPT verification is not required for family and friends who may be visiting camp.

**Early Departure Policy**

Our camps are extremely concerned about the welfare and safety of your son or daughter. As such, early release requests, for any reason, will only be allowed if the following steps are completed. This information is taken from the National Council's Health and Safety Guide, Security Section.

A signed early release form is required for all early departures.

Verification must be made to assure that the person requesting release is acting as the legal parent or guardian or under the direction of the legal parent or guardian.

Verification may be done by the following:

- Approval of the Scoutmaster.
- Presentation of Photo ID as proper identification matched with the name listed as the legal parent or guardian on the Scout's medical form.
- Contact via telephone with the legal parent or guardian. The telephone number used may be supplied by the Scoutmaster or obtained from the medical form.
- Previous arrangements made with the Scoutmaster and Camp Director by the legal parent or guardian.

It is understood that any person who requests the early release of a Scout will abide by

the policy set forth above and completes the early release form prior to the release of the Scout.

It is understood that a Scout will never be released to another youth under 18 years of age without verified permission from the legal parent or guardian.

If adult leaders need to leave camp temporarily, or if they are staying less than one night or day, they must also inform other adult leadership within their Troop that they will be leaving, and they must also sign in and out on the sheet at the office.

No Scout will be permitted to leave camp between the hours of 11 pm and 7 am, except in the case of an emergency (camp administration must be notified). Any other dismissals during these hours must be approved by the camp administration.

### **Summer Camp Equipment Checklist**

#### **Required Documents**

Medical Form

Copy of Family Insurance Card

Medications- Please follow procedures listed in the administrative section.

Please label everything with your scout's name and troop number

#### **Personal Equipment**

- Sleeping Bag with liner or sheet inside
- Scout Field Uniform (shirt, shorts, socks)
- Scout Activity Uniform (troop t-shirt, camp t- shirt)
- Rain Jacket or Poncho
- Warm Jacket (fleece or sweater)
- Hat
- (10) Pairs of Socks
- (7) Pairs of Underwear
- (6) Sets of Clothing
- (1) Swimming Suit (please note female swimsuits must be one-piece.)
- (2) Long Pants (jeans or Scout pants)
- OA Sash (if applicable)
- Sleepwear
- (1) Long Sleeve Shirt
- (1) Pair of Tennis Shoes
- (1) Pair of Boots
- (1) Pair of Sandals (for shower only)
- (3) Towels
- Toiletries (soap, toothbrush & toothpaste, deodorant, shampoo, hairbrush/comb)
- Sunscreen

- Insect Repellant
- Medications (properly labeled)
- Water Bottle
- Spending Money (\$50+)
- Flashlight & Extra Batteries
- Scout Handbook
- Paper and Writing Items

**Things to Leave at Home:**

- Electronic Devices (phones, game systems, etc.)
- Sheath Knives
- Personal Axes or Saws
- Fireworks, Sparklers, Smoke Bombs, etc.
- Weapons of any kind, Firearms, Personal Archery Equipment

**Optional Personal Equipment**

- Folding Pocket Knife
- Camera
- Card Games
- Compass
- Pillow
- Folding Camp Chair
- Watch
- Musical Instrument
- Spare Rope or Cordage
- Extra Shoelaces

**Additional Items for Outbounds (Lakota Only)**

- Small Backpack (to transport items)
- Mess Kit (plate/bowl, cup, and utensils)
- Waterproof Pouch (for water outbounds)
- Extra Pair of Shoes (for water outbounds)

**Troop Equipment**

- Troop and Patrol Flags
- American Flag
- Stapler & Thumbtacks
- Magic Markers
- Extra Tarps
- Props for Favorite Stunts and Skits

- o Assorted Hand Tools for Camp Projects
- o Matches
- o Knot Ropes
- o Water Cooler
- o Lanterns

### **Suggested Items for Troops**

- o Camp Leader's Guide
- o Emergency Numbers for all Parents
- o Cash Box
- o The Scoutmaster Handbook
- o Alarm Clock

### **Check in and Departure**

The detail procedures for check-in and departure are camp specific.

#### **Check-in**

Plan to arrive as a unit at the camp parking lot between 12:30 pm and 2:00 pm on Sunday. If you will be arriving later than 2:00 pm, please contact the Camp Director to make other arrangements. No arrivals will be permitted prior to 12:30 pm and no units will proceed to their assigned campsite prior to check-in.

A camp representative will greet you at the camp entrance to assist you in parking your vehicles and organizing your troop for Check-in.

#### **Departure**

All troops are expected to remove all trash from their campsite when preparing to leave camp. All units and their vehicles are expected to depart camp by 10:30 am.

### **Visitors, Trading Post, Lost Property & Late Arrivals**

#### **Visiting Camp\***

Parents often remark at how much their child has grown during their week away from home. Camp provides an excellent opportunity for Scouts to mature in a safe environment. For these reasons, we ask that you consider only visiting on Friday for Family Night. However, parents are welcome to visit their child in camp any day of the week. *We ask that all visitors check-in at the camp office as soon as they arrive in camp.* Remember that no pets are permitted on the property. This includes pets being left in vehicles parked in our parking lot.

\*At the time of writing this leader's guide we are allowing visitors in camp, but please be aware that this policy might change based on new information from the Health Department.

**Visitor Meals**

Visitors are welcome to eat camp meals and can purchase meals at the Trading Post. Unit leaders will be asked throughout the week for number of guests expected to eat in the dining hall on Friday evening. Visitor meal price is \$7.00.

**Trading Post**

The Trading Post will be open at convenient hours from Sunday afternoon through Saturday morning. The Trading Post will carry a wide selection of merchandise. A camp patch will be given to each Scout and adult leader registered in camp.

**Lost Property**

Prior to coming to camp, Scouts should be encouraged to clearly mark all personal items with their name and troop number. A lost and found box is located at the Administration Building. We recommend that one adult leader in each troop serve as a banker for the Scouts. This prevents the loss of large amounts of money and allows leaders to help the Scouts pace their spending for the week.

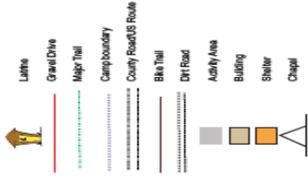
**Late Arrivals**

Units arriving late must notify us in advance by sending an email to the respective Camp Director. Please indicate which camp you are attending. Please realize that your youth will miss program time. Your unit may even have to wait upon arrival for staff to become available. Late units will not be accommodated to the detriment of the camp program.

# Camp Lakota Map



## Legend

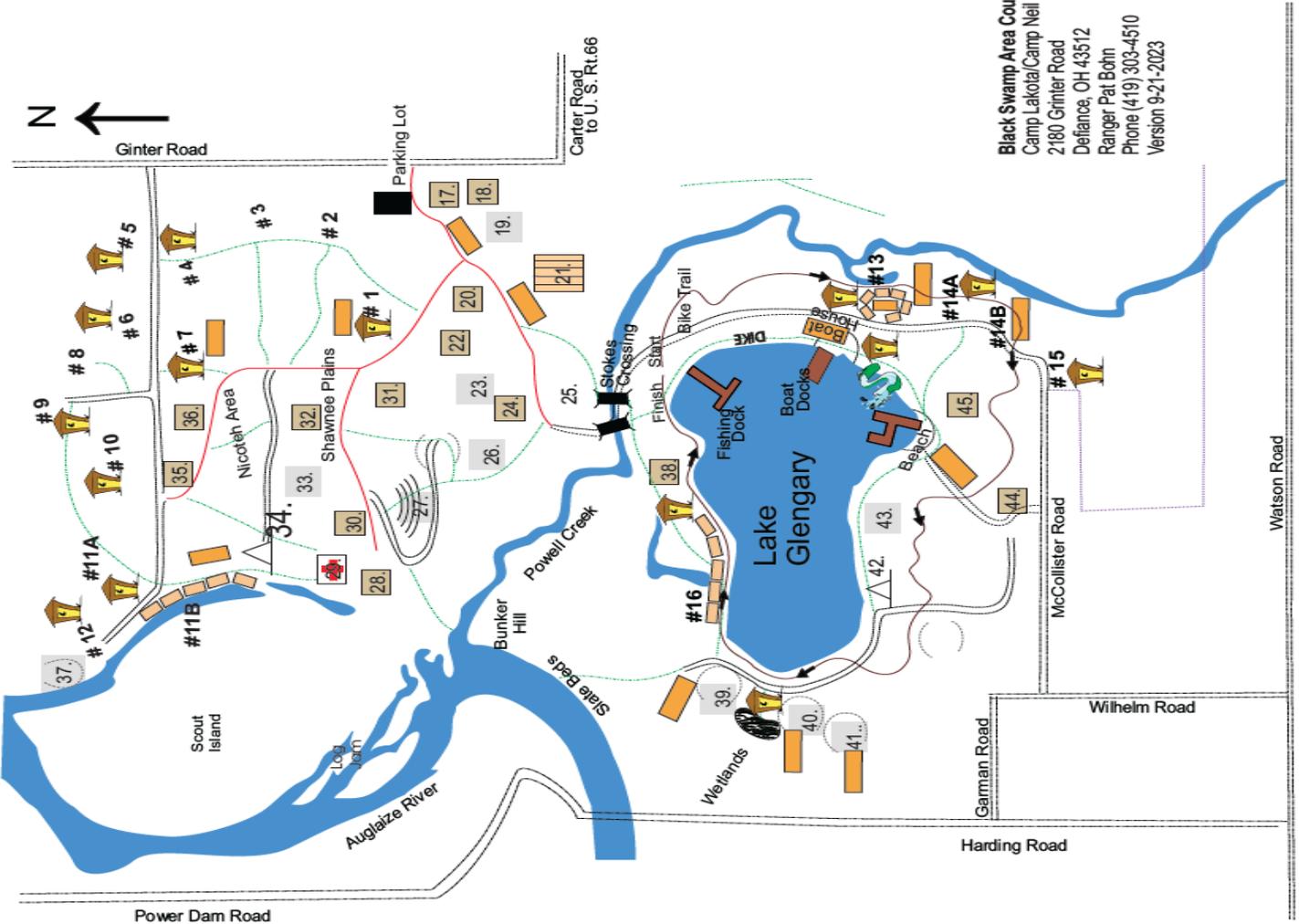


## Camp Lakota Areas

- 17. Ranger Home
- 19. Ranger Shop
- 19. C.O.P.E. Course
- 20. Camp Office
- 21. Climbing Tower
- 22. Pavilion
- 23. Arms Forces Memorial Parade Field
- 24. Cooper Lodge/Keith Hubbard Dining Hall
- 25. Staff Area (off limits)
- 26. Activity Field #2
- 27. Council Ring
- 28. Meechway Lodge
- 29. Health Lodge
- 30. Restrooms
- 31. Trading Post
- 32. Central Shower House
- 33. Hubbard Chapel
- 35. Director's Cabin
- 36. Activity Field #1
- 37. Canoe Trip Launch
- 38. Bonnie Shook Nature Center
- 39. Rifle Range
- 40. Archery Range
- 41. Shotgun Range
- 42. Lang Chapel
- 43. OA Ceremonial Ground
- 44. Armstrong Warehouse
- 45. Armstrong Shower House

## Camp Lakota Camp Sites

- #1. Tarhe
- #2. Blue Jacket (not in use)
- #3. Little Turtle (not in use)
- #4. Johnny Logan (not in use)
- #5. Blackhoof
- #6. White Eyes
- #7. Pipe
- #8. Blackfish (not in use)
- #9. Half-King
- #10. Snake
- #11A. Flying Cloud
- #11B. Pontiac
- #12. Buckongahelas
- #13. Dr. Whitehair
- #14A. Tecumseh
- #14B. The Prophet
- #15. Leather Lips
- #16. Bluejill Bluff



**Black Swamp Area Council**  
 Camp Lakota/Camp Neil Armstrong  
 2180 Grinter Road  
 Defiance, OH 43512  
 Ranger Pat Bohm  
 Phone (419) 303-4510  
 Version 9-21-2023

# Camp Berry Map



Cabin Site	Capacity
Carson	24 youth-adult
Beard	20 youth-adult
Patterson	20 youth-adult
Boone	20 youth-adult
Adirondacks	40 youth-adult
Seneca Sam	30 youth-adult
Howard (Propane Heat)	20 youth-adult
Scouter (Propane Heat)	24 youth-adult
Garner	
Adirondacks	24 youth-adult

Camping Site	Capacity
Brady	40 youth/adult
Patterson	16 youth/adult
Ranger	20 youth/adult
Beard	20 youth/adult
Moon	30 youth/adult
Carson	16 youth/adult
Meadows	40 youth/adult
Bridger	16 youth/adult
Lewis	30 youth/adult
Bowie	16 youth/adult
Clark	24 youth/adult
Fahl	20 youth/adult
Orbit	40 youth/adult
Boone	30 youth/adult

- Director's Cabin
- Maintenance Complex
- Shotgun Range
- Ranger Home
- Rifle Range
- Archery Range
- Council Fire Ring
- Scouter's Cabin
- Howard Lodge
- Brady Shelter
- Brady Campsite
- Lewis Shelter
- J.I. Boyd Shelter
- Yammine Lodge
- Camp Master /Storage
- Trading Post
- Gamer pavilion
- Lewis Campsite
- Parade Field
- Donnell Lodge
- Patterson Cabin
- Patterson Campsite
- Bathroom/Shower/Pool
- Volleyball Court
- Crockett Adirondacks
- McCall's Shelter
- Seneca Sam Cabin
- Meadows Shelter
- Meadows Campsite
- Climbing Tower
- Water Treatment Plant
- Marcus Chapel
- Dock at the Pines
- C.O.P.E. Course
- Clark Campsite
- Clark Shelter
- Moon Shelter
- Moon Campsite
- Ranger Shelter
- Ranger Campsite
- East Pump House
- Orbit Shelter
- Boone Campsite
- Boone Cabin
- Boone Shelter
- Gamer Adirondacks
- Bowie Campsite
- Bridger Campsite
- Kir Carson Cabin
- Kir Carson Campsite
- Dan Beard Campsite
- Dan Beard Cabin
- West Pump House
- Fahl Campsite
- Brewer Campsite
- Edelbrook Nature Ctr.
- Ti-Wo-Be-Web Tiger Fort
- Family Camping Area
- Family Camping Shelter
- A.T.V. Course