

# 2025 National Camping School In-Council Day Camp Learners Workbook



Name: \_\_\_\_\_

Council: \_\_\_\_\_

Training Date: \_\_\_\_\_

## 2025 Changes to the NCAP Standards

Below are some important changes and additions to the NCAP Standards that will need to be reviewed prior to holding your Day Camp.\*

Please furnish copies of the following NCAP circulars to your directors:

NCAP Circular 20 dated April 15, 2024

<https://www.scouting.org/wp-content/uploads/2024/04/NCAP-Circular-No-20-2.pdf>

NCAP Circular 21 dated August 25, 2024 (NOTE - this circular contains information regarding changes to Range and Target Activities)

<https://www.scouting.org/wp-content/uploads/2024/08/NCAP-Circular-No-21.pdf>

NCAP Circular 22 dated October 1, 2024

<https://www.scouting.org/wp-content/uploads/2024/09/NCAP-Circular-No-22.pdf>

\*This is not intended to be a complete list of changes to the NCAP Standards that apply to Day Camp. Please review all applicable Day Camp Standards prior to holding your camp.

# WHO DOES WHAT?

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Explain the overall structure of a day camp staff organization.
- Explain the positions of day camp advisor, day camp director, and day camp program director and how they fit into the day camp staff organization.
- List the specific duties of these positions: camp advisor, camp director, and program director.
- Understand the partnership of volunteers and professionals working together for successful camps.

## STANDARDS

- PD-112 - Council committees review camp program design. Camp director implements.
- SQ-401 - Camp has a staff organization chart and a policy specifying minimum staff requirements
- SQ-403 - Camp managers meet current Scouting America qualification criteria
- RP-462 - Camp has at least two national camping school certified individuals
- RP-851 - Council committees provide support to camp staff to ensure continuity, quality of training, and resources for high-quality programming

What is the biggest difference between the day camp staff advisor, the camp director, and the program director of a Cub Scout day camp?

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**Camp Staff Advisor** (usually a professional Scouter)

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Staff Advisor

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Day Camp Director** - Meets the camp management standard, is at least 21 years of age, and possesses a valid certificate of training from the day camp administration section of National Camping School. (See SQ-403.)

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Day Camp Director

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Day Camp Program Director** - Meets the camp management standard, is at least 21 years of age, and possesses a valid certificate of training from the day camp administration section of National Camping School. (See SQ-403.)

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**Day Camp Program Director**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Day Camp Director and Day Camp Program Director cannot be the same person. The reason for this is:

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It is important that all (professionals and volunteers) work together to provide a program that meets these two key requirements:

1. \_\_\_\_\_ – needs to work together to provide a camping program that complies with the *policies* of Scouting America.
2. \_\_\_\_\_ – works together to provide a safe, quality, positive camping experience for all.

**TAKE AWAYS**

- There are specific roles for Day Camp Advisor, Day Camp Director and Day Camp Program Director and importance of understanding those roles.
- Importance of the professional and volunteers working together.

**NOTES**

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# NATIONAL ACCREDITATION PROCESS

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Describe where and when day camp happens.
- Describe the importance of national standards and the accreditation process.
- Define the key components of the NCAP process: pre-camp/post-camp visitation, on-site assessment, scoring and recording.
- Understand what an assessment team does.

## STANDARDS

- SA-001- Details which types of camps are required to meet the NCAP standards.
- SA-002 – Explains how a day camp is authorized locally.
- SA-003 – Details who completes the day camp assessment for accreditation.
- SA-004 – Explains how a day camp can become accredited.
- SA-005 – Details the waiver and variance process.
- SA-006 – Explains how a council assessment team is trained.
- FA-701 - The council conducts a post camp/pre-camp review.
- AO-802 - The council has a current Scouting America Authorization to Operate its camps.
- AO-801 - Permits and compliance
- AO-808 - Requirements for council reporting
- AO-811 - Requirements for council programs & site approvals
- AO-812 - Review of Council Implementation of NCAP

### Where Do We Hold Day Camp?

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#### Camp Location

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Camp Length

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#### Camp Dates

Start: \_\_\_\_\_  
Days: \_\_\_\_\_

### National Standards

Purpose of the standards are established to:

1. \_\_\_\_\_ the health, safety, and well-being of every camper, visitor, and staff member while on camp property.
2. \_\_\_\_\_ that the council takes pride in the high quality of its day camp, including the program staff, facilities, and equipment.

## Accreditation Process Responsibility

Who is responsible for having the camp accredited?

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Committees Responsible

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## Understanding the NCAP Standards

The NCAP standards are broken into the following categories.

- SA-0xx- Standards Applicability
- PD 1xx – Program Design & Recommended Practices
- PS 2xx – Program Specific & Recommended Practices
- SQ 4xx – Staff Qualification & Training & Recommended Practices
- HS 5xx – Health & Safety
- FS 6xx – Food Service
- FA 7xx – Facilities & Recommended Practices
- AO 8xx – Administration & Operational

## Required Paperwork

Before camp begins, the council must:

1. 

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2. 

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3. 

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The Camp director will need to have a copy of the 

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 prior to the Assessment Team visit.

## Who is on the council assessment team?

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## What does the Assessment Team do?

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## Accreditation Visits

When does the accreditation process begin?

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First visit

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Second visit

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### Accreditation Visits dates if known

Prior to Camp: \_\_\_\_\_

During Camp: \_\_\_\_\_

### Council NCAP documents

- Council insurance
- Council physician letter
- Emergency procedures
- Council emergency crisis plan
- Council-wide emergency contacts

The accreditation process is necessary to help the councils be certain their camps will meet the standards:

- for safety
- for quality
- for success
- for the Scouts to return
- for leaders to return
- for meeting the aims of Scouting

### **TAKE AWAYS**

- Importance of Standards, NCAP and accreditation
- Key components of the accreditation process
- Understanding the Assessment Visit

### **NOTES**

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# RISK MANAGEMENT AND SAFETY PROCEDURES

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Learn what risk management is, who reviews it, and how it relates to camps.
- Identify who we are responsible for in our camps.
- Identify potential emergency situations at camp.
- Describe the 8 parts of an emergency plan.
- Learn the importance of communicating emergency plans to staff and participants.
- Become familiar with Scouting America resources focused on camp risk management.

## STANDARDS

- PD-108 - Camp provides information to help leaders, participants and parents be prepared
- PD-112 – Council committee reviews camp program design and activities
- HS-507 – Scouting America Incident reporting policy
- HS-511 – All programs stress the use of the buddy system
- FA-703 - Adequate provision is made for fire detection and protection
- FA-705 - Drawings are available for all electric, gas, water and sewer lines
- FA-711 - Motor vehicles in camp are safe and operated in a legal manner
- FA-714 - The camp provides adequate shelter and has a plan for inclement weather
- AO-805 - The camp has completed an assessment of risks to its participants and staff and uses written emergency procedures that address them.
- AO-807 - Operating telephones or other communication systems are accessible.
- AO-808 - Requirements for council reporting and national reporting.
- AO-812 - Review of council implementation of NCAP.
- RP-552 - The camp includes a safety moment as part of its daily program to help foster safety awareness and culture of safety.

## Risk Management and Its Impact on Camp

The \_\_\_\_\_ and the \_\_\_\_\_ are the main tools for safe Scouting. For day camps we have added items in the \_\_\_\_\_. It is important that risk management areas are anticipated and plans developed to deal with any issues that may arise during the course of camp.

Helping foster safety awareness and a culture of safety at camp can be accomplished with a daily \_\_\_\_\_.

Ultimately, we are responsible for the safety of the \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and all \_\_\_\_\_ who will be helping with camp. It is important to know your council's risk management policies, and any specifics they you may need to be aware of regarding weather, facilities, etc.

## Emergency Plan

What do you do if you have an emergency at day camp? \_\_\_\_\_

Make sure to review the emergency plan from the previous year's camp, as the plan may need updating.

## Eight Parts of an Emergency Plan and Procedures

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ (FA-714)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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3. \_\_\_\_\_ (HS-511)  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_ (AO-805 and AO-807)  
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\_\_\_\_\_  
\_\_\_\_\_  
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5. \_\_\_\_\_ (FA- 711)

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6. \_\_\_\_\_ (AO-807)

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Emergency Numbers

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

7. \_\_\_\_\_ (FA- 714)

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8. \_\_\_\_\_ (FA-705, AO-805, AO-807)

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### Reporting of Health-Related Incidents

What EXACTLY are your council's protocols for these incidents? [See AO-808]

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## Pre-Camp,Camp and Camp Attendance Report Requirements

Within \_\_\_\_\_ days prior to camp the camp director, program director and \_\_\_\_\_ download, review items and sign a certification from the Scouting America Incident Report page on the website.

During camp timely filing of incident reports are to be performed and if the day camp advisor of the Scout Executive cannot file the reports, the \_\_\_\_\_ is to do so.

After camp a filing attendance report shall be submitted within the time specified in an email sent from National Outdoor Programs.

Through the years, Scouting America has developed a plan for safe camping. The NCAP Standards have been put in place for the safety of youth, staff, and leaders.

Risk management means managing the environment to minimize risks to their safety and well-being while allowing for a fun learning experience to take place.

### Do you have a copy of the Council Emergency Policies and Procedures?

#### TAKE AWAYS

- Know what risk management is and how it relates to day camp
  - Understand the following:
  - Who we are responsible for at camp
  - Potential emergency situations that may arise at camp
  - 8 parts of an emergency plan
- Importance of communication to parents and staff
- Know the Scouting America resources to help with risk management and necessary reports that will need to be filed.

#### NOTES

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# ORIENTATION AND OPENING FUNCTIONS

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Explain potential opening functions that need to be completed prior to opening camp.
- Recognize the importance of communication, proper training, and orientation of parents and leaders.
- Describe a typical orientation for adult leaders.
- Review appropriate check-in procedures.
- Explain the importance of efficient record keeping.

## STANDARDS

- PD-108 – Camp provides information to help leaders, participants and parents be prepared
- RP-855 – The camp has an opening and closing procedures plan or manual

Opening and closing procedures plan or manual is very important for setting forth procedures. The plan or manual sets forth written procedures for the following:

- Review of evaluations from previous or current year
- Review of checkout reports from staff
- Physical setup and takedown requirements
- Inventory, condition, and location of equipment and supplies
- Weatherproofing or reactivation of camp facilities and utilities (if using council camp property)
- Design and layout of program areas
- End-of-season maintenance (RP-855)
- Equipment and supply purchase needs for next year

Before their arrival in camp, leaders and parents need to be oriented in what to expect and how to plan so they can arrive prepared and ready to get the most out of their day camp experience.

What type of information does your council offer to provide information for camp? What information do you request before camp starts? What information do you request to be brought to camp?

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## Pre-camp orientation

When should it be held? \_\_\_\_\_

What should you include in a pre-camp orientation?

- Key staff members present
- Tour of camp
- Procedures
- Expectations
- Schedules
- Theme/costumes
- Medical forms
- Camper T-shirts
- Promote trading post

### Pre-Camp Orientation

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Staff: \_\_\_\_\_

\_\_\_\_\_

Discuss the importance of providing a positive, inviting appearance for leaders, parents, and campers as they arrive at camp.

How can you make sure your parents, leaders and scouts arriving at camp feel welcome and excited as they arrive at camp?

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## Arrival in Camp

**IMPORTANT to remember** - we have but one opportunity to make a first impression!

Streamlining the registration process will help with keeping things moving. How can you do this? What are some ideas for stations? How has your council successfully handled registration in the past?

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Remember, when planning your stations to have good traffic flow as campers arrive and check-in.

**Marketing for next year's camp begins on the first day of THIS year's camp!**

What are some of the items you will need to help with handling paperwork and collecting registration fees for any unregistered youth?

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**How Does Your Council Handle?**

How does your council handle **medical checks** and **medical form turn-in**?

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How does your council handle **daily sign in, no shows and walk-in**?

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How does your council handle **authorization for removal from camp**?

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The key to high morale and a minimum of stress at the camp opening is a well-defined, well-staffed registration. The key to a well-defined registration is solid planning during staff development and posted procedures for everyone to follow. Adequate signage is critical to success. The opening day of camp is extremely important in the success of the whole camp experience. If the Scouts and leaders are unhappy from the start, it is hard for them to enjoy the rest of the camp. Make sure the check-in process is smooth and the orientation process is fun and fast. The first day should be fun and exciting for the leaders, youth, and staff.

## TAKE AWAYS

- Understand what the pre-camp and opening functions will be for camp.
- Importance of communication and need for a parent orientation.
- Parts of the typical parent orientation.
- Importance of efficient record-keeping.
- Marketing for next year's camp begins the first day of THIS year's camp!

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# CAMPER SECURITY

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Identify camper security information that should be communicated to unit leaders and parents prior to camp and at registration.
- Identify ways to protect staff and campers from identity theft per your council's requirements.
- Identify transportation security measures. (FA-711 and PS-216)
- Explain procedures for:
  - Camper security check-in
  - Camp contract personnel, if used and visitors
  - Handling unwanted visitors
  - Handling media
  - Handling early checkout
- Identify areas in camp that pose potential security issues.

## STANDARDS

- PD-108 - Camp provides information to help leaders, participants and parents be prepared
- PD-109 – Council has written agreement with public or private providers
- PS-216 – Transportation services are done in a safe fashion
- FA-711 - Motor vehicles in camp are safe and operated in a legal manner
- AO-804 – Adequate written security procedures to ensure camper security are in use
- AO-807 – Operating telephones or other communication systems are accessible
- RP-852 – Camps request background checks for outside food service contractors or vendors

## Transportation Issues

Be certain that parking areas and through-traffic areas are secure and monitored. Watch for areas that are close to busy streets. Use bus monitors if using buses for transportation.

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What are your council's policies for transportation?

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Guide to Safe Scouting

[www.Scouting.org/health-and-safety/gss/](http://www.Scouting.org/health-and-safety/gss/)

### **Camp Security and Check-In Procedures**

Make sure the way to your registration area is well marked. Maps can also indicate this and be given to leaders prior to their arrival. Security at check-in can be as simple as developing a way to identify campers, leaders, staff, and visitors who are authorized to be there. (AO-804 Security procedures)

What ways does your council use for Identifying different groups? (ID Methods)

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How does your Council handle unauthorized visitors who enter camp?

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### **Media and Government Agency Representatives**

What are your Council's rules/policies for visiting media or government agencies?

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### **Outside Providers of Program/Activities (PD-109)**

This applies if a council uses public or private outside (non-Scouting America) providers of programs or activities. The council must have a written agreement with each provider that outlines the responsibilities of both parties.

Does your Council use outside providers? If so, what are the requirements of the providers?

What documents do you use for reference? What training is required?

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#### **Outside Service Providers**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**On-Site Contract Personnel Background Check: Recommended Practice (RP-852)**  
What is your council policy?

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**Procedures for Checking Out Youth Who Leave Early**

It may be necessary, either expectedly or unexpectedly, for a camper to leave camp before the scheduled end of the camp session. Written procedures are in place regarding release of campers who are minors to a parent or to people other than the legal parent or guardian. (AO-804)

Precautions to take:

- Parents should inform the camp director if a child will be picked up from the program early. In case of an emergency, the parental permission slip should tell who is authorized to take the child.
  - A camp permission slip could be used that includes a list of individuals authorized to pick up the child in the event that they must leave before their unit's departure.
  - Unexpected departures should be verified with a phone call to the parent or guardian who signed the permission slip.
  - Unit leaders should be made aware of the situation.
  - Staff should alert the camp director immediately if a camper is taken.
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**Identifying Areas in Camp for Potential Security Problems**

Part of the Declaration of Readiness Inspection includes checking the grounds for potential security problems.

What potential security problems are apparent in your camp?

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Using the buddy system is important at camp. Buddy system drills (simply calling out, "Find your buddy!") can emphasize in a fun way the importance of being with your buddy at all times.

## Communication Systems

The Risk Management session discusses having a reliable communication system— and a staff that knows what key personnel are to use this system and when—is another key component to keeping our campers safe. (AO-807)

It is important to follow the camper security procedures for the safety of our camps and the peace of mind for all; campers, leaders, parents, and camp directors.

\_\_\_\_\_ begins before campers and leaders come to camp. Carefully considering the areas of \_\_\_\_\_ and putting procedures into place to deal with them or help prevent them will help ensure that everyone remains \_\_\_\_\_ and \_\_\_\_\_ while they are at camp.

### TAKE AWAYS

- Importance of pre-camp and registration information communication to both leaders and parents.
- Importance of keeping camper and staff information secure.
- Importance of knowing procedures for:
  - Secure check-in
  - Contracted personnel
  - Camp visitors
  - Unwanted or unexpected visitors
  - Media visits
  - Camper early check-out
- Importance of identifying potential security issues.

### NOTES

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# **CAMP HEALTH**

## **LEARNING OBJECTIVES**

As a result of this learning experience, participants will be able to:

- Define roles of camp medical personnel.
- Define the role of accident and sickness insurance.  
Define a properly equipped medical care area.
- Identify proper procedures to dispense meds at camp.
- Understand written policy for medical care while at camp.
- List the purposes that health forms and first-aid logs fulfill at camp.

## **STANDARDS**

- SQ-405 - Medical care under council health supervisor
- RP-453 – Camp health officer requirement
- HS-503 – Camp maintains current medical forms for staff and participants
- HS-504 – Check-in individual medical screening is given
- HS-505 – Written council/camp medical policies and procedures are available
- HS-506 – Medical care staff is on call for medical needs
- HS-507(A.1.a) – First Aid Log for day camps
- HS-507(A.2) – Camp Health officer reviews First Aid log
- HS-507(B) – Necessary injuries, illnesses and incidents are reported
- HS-507(E) – First Aid Logs given to Risk Management committee after camp
- HS-508 – Policies and procedures for proper medication
- HS-509 – Health care area is clearly marked
- HS-510(A) – Adequate first aid kits are available
- FS-601 – Food Planning
- FS-602 – Kitchen, Dining Hall, and Commissary Facilities
- FS-603 – Camps/Programs Without Dining Halls
- FA-702 – Access to safe drinking water is provided
- FA-703 – Adequate provision is made for fire detection and protection
- FA-705 - Drawings are available for all electric, gas, water and sewer lines
- FA-706 – Fuel-fired or electromechanical equipment is maintained in good condition
- FA-707 - Toilets and latrines are clean and in good repair
- FA-707(D) - Procedures in place, including periodic checks, to ensure that safety, sanitation, and privacy of participants is maintained.
- FA-709 – Refrigeration units are clean, sanitary, and achieve required temperatures
- FA-710 – Garbage disposal meets demands of number of campers
- FA-712 – Trees are felled and chain saws used safely
- FA-713 – Hazardous materials used per correct methods
- AO-801 – Council has agreements to lawfully operate a camp
- AO-803 – Camp has insurance per Scouting America or jurisdiction requirements
- AO-808 – Camp has completed required Scouting America reports
- AO-812 - Review of council implementation of NCAP

Creating a healthy and safe environment for your campers, leaders, and staff takes planning. There are two stages of planning to create a healthy and safe environment for your campers, leaders and staff.

- (1) \_\_\_\_\_ health and safety steps
- (2) \_\_\_\_\_ health and safety steps

### Pre-Camp Safety Steps and Other Considerations

What is your council's procedure for obtaining permits, etc. for day camp? Does the camp advisor take care of it, council office staff, or camp director?

Previous year's documents (found in the camp book) may be helpful to you as the contact information and the content of the document may be updated for the current year.

Who has responsibility for these items?

Name: \_\_\_\_\_  
Name: \_\_\_\_\_  
Name: \_\_\_\_\_

### Before Camp Begins

The following items must be in hand or arrangements made prior to camp beginning.

- All necessary and required permits, certificates, licenses, and agreements to lawfully operate a camp at the location.
- Secure appropriate on-site medical supervision.
- Accident and sickness insurance secured for all campers.
- The medical care area will be appropriately equipped.
- Procedures for dispensing and securely storing medications are in place.
- All written policies for medical care services approved annually by the council's health supervisor in conjunction with the risk management committee.
- All on-site program areas will have first-aid kits with adequate supplies and equipment.

Required permits, certificates, and licenses. Certificates of inspections must verify that drinking water is from an approved source and is tested and treated in conformance with the authority that has jurisdiction.

### What permits are needed for your camp?

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Permits needed .

Permit: \_\_\_\_\_  
Permit: \_\_\_\_\_  
Permit: \_\_\_\_\_

## Medical Personnel

\_\_\_\_\_ oversees council affairs for health services and is a licensed physician practicing medicine in the applicable states.

\_\_\_\_\_ is on call for that specific camp.

\_\_\_\_\_ A trained professional (see standards for qualifications) who is on hand at camp. The camp health officer is at least 18 years of age. "When the health officer is out of camp, another adult with first-aid training is available or nearby emergency coverage is provided."

The camp health officer also does daily safety inspection of the camp, with an emphasis on sanitation.

Medical logs are spot-checked for completeness without \_\_\_\_\_ intrusion on the privacy of the individual.

Camp health officer has completed the training "Camp Health Officer Training for Day Camp & Short-Term Camps" per SQ-405 located at <https://www.scouting.org/health-and-safety/training/>

## Insurance

Where is insurance confirmation? \_\_\_\_\_

## Medical Care Area

Where is it? \_\_\_\_\_

Is it clearly marked? \_\_\_\_\_

Protection from the elements? \_\_\_\_\_

## Medication Handling (HS-508)

The camp requires that all prescription and over-the-counter (OTC) medications be stored under lock (including those requiring refrigeration), except when in the control of health care staff or other adult leader responsible for administration and/or dispensing medications.

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## Medical Policies

Written policies for medical care services must be approved annually by the council's health supervisor in conjunction with the risk management committee. Specific written policies required include:

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Adequate **first-aid kits** available? (HS-510) Where are they located?

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## Health Forms

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**First Aid Log** – No. 680-127 How long are the first aid logs held and by whom?

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### **Additional Items to Consider**

**Water** – Does your camp provide access to safe drinking water for all participants?

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**Food Storage and Handling** - Proper food storage is necessary. Will your camp be storing and handling food? Are the campers bringing their own lunch?

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### **Food Allergies**

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### **Sanitation**

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### Toilets and Latrines -

Are port-a-potties there or will you be using public restrooms? If using public restrooms, how will that be handled? Plan in place for checks on safety, sanitation, and privacy?

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Signage needed .

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**Hand washing** - Proper hand washing before and after eating, before food preparation and after disposing of garbage, as well as after using restroom facilities, can prevent the spread of many germs. Make sure staff as well as campers have access to facilities throughout the camp.

**Fire Extinguishers/Open Flame/Other** - Adequate provision is made for fire detection and protection. All subparts must be met, except as indicated.

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Be sure to follow pre-camp and on-site camp procedures. Cub Scout day camp standards are in place to provide a healthier and safer camping experience for campers and staff.

### TAKE AWAYS

- Importance of the required letters of agreement, the content needed and who will be obtaining the information.
- Role of the camp health personnel.
- Purpose of health forms, first aid logs, at camp.
- Proper procedures for dispensing medicines at camp.
- Role of accident and sickness insurance for camp incidents.

### NOTES

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# STAFF SELECTION AND TRAINING

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- List the different roles and general responsibilities of staff members at CS day camp.
- List the factors that determine the number of staff members.
- Describe places to find and recruit camp staff.
- List the critical fundamentals in camp staff applications, position descriptions, and letters of agreement.
- Explain why staff training is critical in executing a great program.
- List some key subjects that should be covered in staff development.
- Understand how a staff manual should be used to communicate expectations to staff members.
- Understand YPT procedures at camp.
- Explain that staff training is a continual process and does not end when camp training is finished.
- Describe how to avoid unlawful harassment in camp.
- Describe the purpose of a code of conduct.

## STANDARDS

- PS-215 – Tot lot program supervision
- SQ-401(A) – All camp staff are registered members of Scouting America
- SQ-401(B) – Resident camp employees must be 15 years of age
- SQ-401(C) – Camp complies with all federal and state child labor laws
- SQ-401(D) – All camp personnel complete a camp staff application
- SQ-401(F) – Complete, approved uniform is worn
- SQ-401(G) – Camp has a staff organization chart
- SQ-402 – Training for camp staff and personnel
- SQ-403 – Camp managers meet Scouting America qualification criteria
- SQ-405 – Medical care is under the direction of the council health supervisor
- HS-501 – Camps meet Youth Protection policies
- HS-505 – Council/camp medical care policies and procedures are available
- RP-451 – Camp, base, or reservation director is at least 25 years of age
- RP-457 – Camp staff should consist of 50 percent individuals 18 years or older
- RP-458 – Camp leadership supervisor position requirements
- RP-459 – Written counselor-in-training program
- AO-805 – Camp has completed risk assessment

The principal mission of the camp staff is to ensure a quality program of adventure that will meet the high expectations of every participating camper.

Each staff member **must** be a team member who sets an example by applying the 12 points of the Scout law in thought and action.

List and discuss the roles and responsibilities of the staff members at a Cub Scout Camp:

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**Who Is Considered Staff? SQ-401**

It's important to understand who is considered staff for training and other purposes. Review the contents of the SQ section of the NCAP Standards SPECIFICALLY SQ-401 Staff Qualification and Training Standards.

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**Staff Ages – SQ-403, RP-451, 457, 459**

Several staff positions have age requirements that must be met in order to comply with NCAP standards. Which ones have age requirements?

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**Staff Size**

Before selection of staff can begin, directors must first determine the size of staff needed. There are several factors that will affect the number of staff members needed. They include:

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## Staff Positions

Depending on the factors discussed above, which positions does your camp require?

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Once the positions have been determined, recruiting can begin.

Where to find these staff

Where can you find potential staff for your camp?

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Which positions have NCAP requirements attached to them?

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## Applications, Descriptions, Letters of Agreement

What personnel policies apply to all staff regardless of whether they are paid or volunteer?

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Is there any additional state or local government employee laws that are applicable to paid camp staff on a general or camp-specific basis in your area?

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Review your council's day camp staff application, job description forms, letters of employment, required forms for paid staff, etc. What questions do you have regarding these forms and applications?

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What is your council's policies regarding hiring and paperwork completion for paid staff and how the process is handled?

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As a general statement, state or local employment laws do not apply to volunteers, but volunteer staff must be treated with the same respect and consideration as paid staff. Camp staff must meet Scouting America membership standards.

### **Selection of Camp Staff**

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### **Staff Training**

Once the staff has been recruited and confirmed, training must be held. NCAP Standards outline requirements that must be met before the staff is considered trained. What Standards outline training requirements must be met before the staff is considered trained?

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What additional training does your council require?

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Staff training should begin as quickly as the staff is recruited and training sessions should continue through the camp's duration. While at camp, daily staff meetings to address training concerns should be held.

## Staff Development Guide

The *Cub Scout Day Camp Administration Guide*, No. 430-338 outlines day camp staff training. You may also download a sample staff training guide on the Cub Scout Day Camp Resources page at

<https://www.scouting.org/outdoor-programs/camping/cub-day-camp/>

When planning your staff development, make sure you balance staff training time with camp setup time (if set up can be performed in the same time frame).

### 1. Welcome and personal Information

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### 2. Camp Site and Staff Organization

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### 3. Staff Policies and Guidelines

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### 4. Written Emergency procedures

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### 5. Special Activities

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## Staff Manual

Does your council have a copy of a staff manual that has been used in the past? Ask for a copy!

What is included in the staff manual? Why is a staff manual important to your camp?.

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**KEY TO REMEMBER:** Do not make the staff manual so comprehensive and large that a staff member never wants to read it or use it!

## Unlawful Harassment Prevention

*As a reminder, all paid employees must additionally receive the online Unlawful Harassment Prevention training.*

This training is available online at [www.skillsoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillsoftcompliance.com/academy/default.aspx?orgid=551502).

What is your council's policy regarding unlawful harassment prevention?

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What are some examples of inappropriate behavior that might be unlawful if they meet the definition of unlawful harassment?

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### Harassment By Non-Employees

Harassment of employees in connection with their work by non-employees may also be a violation of policy. Appropriate action will be taken against violation of this policy by any non-employee.

### Reporting Harassment

What is your council's policy for reporting unlawful harassment?

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## TAKE AWAY

- Understand the different roles and general responsibilities of staff members at Cub Scout daycamp and how they apply to my camp.
- Understand what factors determine the size of staff for my camp.
- Know where to find and recruit camp staff.
- Know my council's hiring policies for camp staff and the required paperwork for both paid and volunteer staff.
- Know why we train camp staff and what is covered in the training.
- Describe a good staff manual to communicate camp expectations to staff members.
- Understand Youth Protection policies at camp.
- Understand that staff training is a continual process and does not end when camp training is finished.
- Understand who is required to take the online training, Unlawful Harassment Prevention training.
- Understand the seriousness of unlawful harassment and how to avoid it while at camp.
- Understand how to use a code of conduct to help set expectations for camp staff.

## NOTES

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# CAMP BUDGETS

## LEARNING OBJECTIVES

As a result of this learning experience participants will be able to:

- Understand the elements of budget preparation.
- Identify income and expenditures related to a camp budget.
- Understand how budgets are impacted by variables such as attendance, fees, and other sources of income.
- Recognize the importance of tracking income and expenses and accurate reports.
- Address specific business items to arrange with advisor before camp.
- Conduct an inventory of equipment and condition of program tools to determine need to add to future budgets.

## STANDARDS

- RP-454 – Camp has a business manager
- AO-806 – Council prepares year-round camp budget
- RP-854 – Council funds depreciation for camp property or equipment

Camp advisor, camp director and program director will need to work together before, during and after camp to ensure the process is smooth and accurate.

Budgeting is simply planning for the \_\_\_\_\_ management of the camp.

### Budget Responsibility

Every \_\_\_\_\_ budget is part of the \_\_\_\_\_ larger overall budget. (AO-806)

It is important to understand that the income of the camp is part of the council's larger \_\_\_\_\_, not a specific camp's \_\_\_\_\_. Any debts of the camp will be paid by the council. Any surplus funds after the season must go back to the council.

Campers should receive \_\_\_\_\_ to match their fees. Crafts and projects that the campers make and take home should be keepsakes that foster memories and remind campers and family of day camp long after the camp is over.

### Budget Development

There are six areas of information needed to prepare budgets:

Look at last year's records (RP-854)

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Income

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Expenses

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Which method of budget development does your Council use?

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Council Questions?

Contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Purchasing

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Record Keeping

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Expenses

What are some of the items that may be included in the camp budget (program budget items are separate from this list)? Are items used shared between multiple camps? How does that work in the budget?

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### Program Expenses

The program budget is part of the overall camp budget. Does your council give authority to the program director to manage portions of the program budget? \_\_\_\_\_

What are some of the expenses within the program budget?

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### Understanding the Council's Finance Procedures

What are your council's procedures for each of the following items?

- Handling cash
- Accepting credit and debit cards, personal checks
- Purchase order system
- Expense reimbursement
- Petty cash fund records
- Ordering supplies
- Processing payments and refunds
- Trading post operations
- Program budgets
- Inventory of supplies
- Vendor contracts
- Soliciting donations
- Gifts-in-kind
- Payroll procedures (tax forms, I-9's, etc.)

### TAKE AWAYS

- Understand how the day camp budget is part of the council's overall budget.
- Understand budget development
- Importance of accurate tracking and reports
- Understand how variables can affect the budget.
- Inventory and purchase replacement of items in the budget.
- Understand Council's Finance Procedures

### NOTES

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# PROMOTION AND MARKETING

## LEARNING OBJECTIVES

As a result of this learning experience, participants will be to:

- Describe the 7 elements in successful Cub Scout camp promotions and how the council will be assisting.
- Explain why marketing materials should be directed to adult leaders, parents, and guardians and what should be directed at youth
- Describe how to use different tools used by your council for camp promotion.
- Determine ways to overcome any negative reaction from last year's camp.
- Explain how a camp survey can be helpful to the future of the camp.

## STANDARDS

- RP 151 – The program has a marketing strategy
- AO 809 - The camp surveys its customers to assess satisfaction

**PROMOTION ELEMENTS** – Promotion is key to good participation.

## LAST YEAR'S REPUTATION / CAMPER SURVEY

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## CAMP PLAN

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Theme: \_\_\_\_\_

Activities \_\_\_\_\_

\_\_\_\_\_

## PROMOTION PLAN.

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Council Support

Materials Provided

\_\_\_\_\_

\_\_\_\_\_

## CAMP PROMOTION TEAM

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## THE RIGHT AUDIENCE

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## VARIETY OF PROMOTIONAL MATERIALS

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**COMMUNICATION** – no one can register for your camp if they don't know:

- \_\_\_\_\_ can come?
- \_\_\_\_\_ will you do?
- \_\_\_\_\_ is your camp?
- \_\_\_\_\_ is your camp?
- \_\_\_\_\_ should they attend?
- \_\_\_\_\_ do they sign up?
- \_\_\_\_\_ can parents/leaders help?

**Right Information**

Dates: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Cost: \_\_\_\_\_

## TAKE AWAYS

- Understand the 7 elements of camp promotion and ways my council will be helping.
- Which marketing materials should be directed to adults and which to YOUTH.
- What information is the “right information”.
- Importance of Who, What, When, Where, Why, How.
- Importance of a camper survey.

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## TRADING POSTS AT CUB SCOUT CAMP

### LEARNING OBJECTIVES

As a result of this learning experience, participants will be able to:

- Illustrate the fiscal impact on the camp and council from a successful camp trading post.
- Explain that a trading post is a service, and parents, leaders, campers, visitors, and staff expect to have the opportunity to purchase camp-related items there.
- Show how the trading post can be used as a mechanism to help deliver the camp theme.
- Identify procedures to order, price, display, and sell merchandise.
- Determine what to order, how much, and from where.
- Establish procedures for handling cash and credit cards.
- Explain managing and maintaining inventories in compliance with Scouting America guidelines.

### STANDARDS

- RP-159 – Trading post operation supports the aims of Scouting
- AO-806C – Trading post operations should be addressed by financial and inventory controls

### Why Should Your Camp Have a Trading Post?

- \_\_\_\_\_ A well-planned and well-managed trading post can be the difference between a camp making and losing money for the season.
- \_\_\_\_\_ A trading post can support the camp theme by decorating and by providing theme-related items for purchase.
- \_\_\_\_\_ By having items such as sundries, cold drinks, candy and snacks, camping supplies, books, and program support items, a service is being provided to our customers. Customers include campers, leaders, parents, visitors, and staff.

### Trading Post Management

Camp directors should work with their \_\_\_\_\_ before ordering supplies. Together they develop a management plan for your trading post operation.

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Day Camp Advisor

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



## Prior to Camp

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### Supply Group Representative

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Opening Your Trading Post

- Check opening inventory.
- Check suppliers' invoices thoroughly, one at a time. Call if there are discrepancies.
- Display items in an organized and efficient manner.
- Develop and adhere to practices for checking in new merchandise.
- Properly store reserve inventory.

## Stock Control

- What is your council for procedures for inventory control? \_\_\_\_\_

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## Handling Money

- What is your council's policy regarding money handling?

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## End of Camp

- What is your council's procedure for shutdown of the trading post?

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## General Trading Post Odds and Ends

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## How Do I Determine What Sells?

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## TAKE AWAYS

- Importance of having a trading post at day camp.
- How a trading post can help with the camp budget and to help deliver the camp theme.
- Understand the council's policies and procedures for running a trading post at day camp.

### NOTE

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# NEED IDEAS?

If you are stumped for a great Day Camp theme idea, visit our Cub Scout Day Camp resource page at <https://www.scouting.org/outdoor-programs/camping/cub-day-camp/>

This resource page has the current national Day Camp Theme Resource Book full of great ideas for activities, songs, skits, clip art for promotion and much more!

The resource page also has resources and theme ideas from past years.