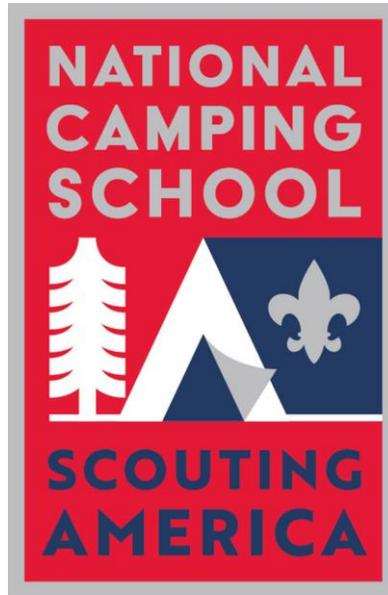


# 2026 National Camping School In-Council Day Camp Learners Workbook



Revised 12/25

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

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

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

## **2026 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 26

\*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.

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# 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?

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

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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?

Our day camp will be held at \_\_\_\_\_.

The address and phone number of the camp: \_\_\_\_\_

Camp Length can be:

Our camp will begin on \_\_\_\_\_ and end on \_\_\_\_\_.

## **National Standards**

Purpose of the standards are established to:

- the health, safety, and well-being of every camper, visitor, and staff member while on camp property.
- 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?

What other council committees might be involved?

## **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.
- 2.
- 3.

The Camp director will need to have a copy of the \_\_\_\_\_ prior to the Assessment Team Visit.

## **Assessment Team**

Who is on the council assessment team?

What does the Assessment Team do?

## **Accreditation Visits**

When does the accreditation process begin?

First visit is scheduled \_\_\_\_\_

Second visit is scheduled \_\_\_\_\_

## **Council Documents Needed at Accreditation Visit:**

- 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**

# 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**

(FA-714)

(HS-511)

(AO-805 and AO-807)

(FA- 711)

(AO-807)

(FA- 714)

(FA-705, AO-805, AO-807)

Our camps emergency numbers: \_\_\_\_\_

### **Reporting of Health-Related Incidents**

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

### **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**

# ORIENTATION & 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?

## 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

Our pre-camp orientation will be held on \_\_\_\_\_ at \_\_\_\_\_.

## **Arrival at Camp**

Understand 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?

***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?

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

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

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

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

How does your council handle authorization for removal from camp?

## **Helpful Tips**

- The key to high moral and a minimum of stress at the camp opening is a well-defined, 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.
- Marketing for next year's camp begins on the first day of THIS year's camp

## **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**

# 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.

What are your council's policies for transportation?

Review at: [www.Scouting.org/health-and-safety/gss/](http://www.Scouting.org/health-and-safety/gss/) (Guide to Safe Scouting)

## **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)

How does your Council handle unauthorized visitors who enter camp?

## **Media and Government Agency Representatives**

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

## **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?

Names, addresses and phone numbers off outside providers we will be having at our camp

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**On-Site Contract Personnel Background Check: Recommended Practice (RP-852)**

What is your council policy?

**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 to be 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.

## 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?

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

This 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**

# 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.

- Health
- 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.  
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#### **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?

The following individuals have the responsibility for these items in day camp this year:

## Medical Personnel

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

### Responsibilities:

- Is on call for that specific camp.
- Is 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 located at your camp?
- Is it clearly marked? How?
- Is it protected 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.

## **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:

- Adequate first-aid kits available (HS-510) Where are they located?
- Health Forms
- First Aid Log No. 680-127. How long are the first aid logs held and by whom?

## **Additional Items to Consider**

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

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

**Food Allergies**

**Sanitation**

**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? Don't forget that signage is needed to distinguish male/female usage

**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.

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**

# 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 Safeguarding Youth ( previously called 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:

### **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.

### **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?

## **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:

## **Staff Positions**

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

Once the positions have been determined, recruiting can begin. Where can you find potential staff for your camp?

Which positions have NCAP requirements attached to them?

## **Applications, Descriptions, Letters of Agreement**

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

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?

You should now be able to 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?

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

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**

### **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?

What additional training does your council require?

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**

You may 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). Below is a staff development example.

- I. Welcome and Personal Information**
  - a. Welcome from camp director and program director
  - b. List of camp staff expectations
  - c. A List of forms that need to be completed before camp
  - d. A brief history of the camp
  - e. A copy of the objectives, philosophy, and purpose of the camp
- II. Staff Organization**
  - a. Personnel/Organizational Chart
  - b. Job description for positions and responsibilities
  - c. Map of camp, with teaching stations and facilities
  - d. Suggestions for preparing your camp assignments
  - e. Teaching methods
  - f. Camp schedule
  - g. Opening day check-in procedures and opening functions
- III. Staff Policies and Guidelines**
  - a. Camp uniform
  - b. Staff rules
  - c. Punctuality
  - d. Manners, grooming, language
  - e. Code of conduct
  - f. Staff use of program areas and equipment
  - g. Trading post guidelines
  - h. Automobiles and bikes in camp
  - i. Telephones
  - j. Kitchen policy
  - k. Things to bring and not to bring
- IV. Written Emergency Procedures**
  - a. Fire and fireguard plans
  - b. Lost camper
  - c. Lost swimmer

- d. Severe storms
- e. Accidents, first aid, and health needs
- f. Wildlife plan for campers, leaders, and staff
- g. Security plans for intruders and early release of campers
- h. Outline for handling blood-borne pathogens
- i. Plan for handling hazardous materials
- j. Safeguarding Youth policies at camp

**V. Special Activities**

- a. Songs, ceremonies, skits, and theme development
- b. Special camp activities or programs
- c. Campfire issues, including campsite fire safety (RP-751)

## **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?

**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.skillssoftcompliance.com/academy/default.aspx?orgid=551502](http://www.skillssoftcompliance.com/academy/default.aspx?orgid=551502).

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

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

## **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?

## **TAKEAWAY**

- Understand the different roles and general responsibilities of staff members at Cub Scout day camp 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 Safeguarding Youth 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**

# 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). Which method of budget development does your Council use?

**Last year's information.** Review the records from the previous year. Look at attendance, leftover supply inventories, salaries, and maintenance costs. If the camp is held on camp property, consider how the council is funding depreciation for the property and the camp equipment. (NCAP standard RP-854)

1. **Income.** Camp fees will comprise the biggest portion of income. Other sources may include the trading post net income, maintenance endowments, grants, gifts-in-kind, project sales, and donations. Determine how each portion will be reflected in the budget. Coordination with the council in approaching new sources of income is a must!
2. **Expenses.** Determine all the expenses that will be coming out of the camp budget. Don't neglect contingency funds—money set aside for unanticipated needs! (See the expanded list of potential expenses below.) Understanding just what is included in each expense line item is critical to managing the overall budget. Knowing which camp expenses are fixed or variable is another important consideration.
3. **Purchasing.** Explain the council's procedures for purchasing items for camp. Some questions to consider: Are items ordered in bulk for all camps? Does the council trading post manager order items? Be sure the budget is approved, and that the method of handling funds is established. Purchase orders, petty cash, tax-exempt purchases, and trading post procedures need to be clearly understood by everyone. Procedures for reimbursing volunteers for expenditures need to be explained so that this can be handled in a timely manner.
4. **Record keeping.** Keeping accurate records will make it possible to track year-to-year and to track expenditures by category. Record keeping includes registration records, supply orders and expenses, post-season inventory of supplies, trading post sales, payroll records, and donations received.
5. **Final reports.** When camp is over, a full financial report needs to be given to the council. Along with the financial report, include a complete itemized inventory of all program supplies (equipment and expendable items), remaining trading post stock, and other items.

## **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?

## **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?

## **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**

# 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.

1. **Last Year's Reputation.** The day you start camp; you are starting the promotion for next year's camp. The experience the youth and leaders have at camp will affect their desire to come again next year. How did last year's camp go—good or not so good? Good camp attendance can be a result of the reputation the camp has established in previous years. Will your promotion focus on some of the great things from last year's camp, or will you be promoting the changes made this year so camp will be even more fantastic? Address any negative findings(s) from the previous year's evaluations and how the camp was affected. What is the plan for correcting the element(s)?
2. **Camper Survey.** (AO-809) One way to find out how well last year went and discover ways to improve is through a camper survey at the close of camp. Per AO-809 camps will use a written or electronic survey of adult and youth leaders to assess their experience and impressions of camp. The survey's length and content are determined by the camp, and it contains questions that satisfy the following requirements:
  - Open-ended questions that solicit a wide range of input (e.g., what did you like the most about camp, what did you think of the campfire programs, what area of camp could be most improved for next year)
  - Objective rating questions (e.g., on a scale of 1 to 10, please rate the dining hall facility)
  - Questions identified by the National Council that will be provided as part of the application package

3. **Camp Plan.** It is hard to promote when you don't know what is happening. Having a camp plan with a theme and most of the activities in place makes promotion easier. You don't have to have the timeline for each day in place, but an overall plan of what is going to happen needs to be ready.
4. **Promotion Plan.** As with everything else, promotion of day camp doesn't happen a few weeks before camp. How soon are you going to start promoting the camp and where (roundtable, pack meetings)? Put the plan together and then execute it. What materials will the council make available to districts for day camp promotion and when?
5. **Camp Promotion Team.** Recruit volunteers to be on your promotion team, as well as using members of your camp staff. Promotion teams can be exciting ambassadors for your camp, especially using theme-related costumes. A camp rap, song, or skit can be performed as they visit pack and district events. It may also be wise to have a team member who is aware of the Scouting America Social Media Guidelines to handle promotion on social media.
6. **The Right Audience.** Be sure to target your promotion and marketing to the right audience. While youth campers are the people who benefit from attending camp, decisions to attend are made by adults—Cub Scout leaders and parents. Therefore, marketing efforts should be directed at the adults. We have a built-in promotion audience at pack meetings and roundtables. Be certain your written materials are adult oriented so leaders and parents can make good decisions concerning attendance for your camp. If Cub Scouts are in your audience (such as at pack meetings), take the opportunity to present skits that will get them excited about going to day camp.
7. **The Right Information.** It can be very disappointing to have a flashy promotional brochure or an entertaining camp video and then find out you had the wrong date or place in the information. Review your promotional materials for correct information, including:
  - Dates
  - Time
  - Place
  - Cost
  - Contact Information – Name, Phone Number, Email

**Use a Variety of Promotional Tools.** A variety of tools can be used to promote camp. Here are some things to consider—which of these will your council use?

- Camp promotion team
- Strong Website
- Social media (Facebook, Twitter, Instagram) – including sponsored ads, geofencing and setting up an “event”.E-blast/email

- Promotion via “Scoutbook”
- Fliers and brochures
- Posters
- Place mats
- Mailers
- Registration packets (don’t make too long!)
- Videos
- Pack visits
- Newsletters and newspapers (community and Scout)
- Open houses
- Cub Scout training events (roundtables, in-person training events, etc.)
- Camp song, rap, or skit
- Local council service center regarding their quality program and promotion plan

Note: If you create a standup display providing all the necessary material to promote the camp, the display could be sent on the road and set up at meetings and training functions so people could review it at their leisure.

Your objective here is to communicate accurate, interesting information about your Cub Scout day camp—no one can register for your camp if they don’t know:

WHO can come?  
 WHAT will you do?  
 WHEN is your camp?  
 WHERE is your camp?  
 WHY should they attend?  
 HOW do they sign up?

### **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.

### **NOTES**

# 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.

### **Prior to Camp Opening:**

- 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?

## **Handling Money**

What is your council's policy regarding money handling?

## **End of Camp**

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

## **General Trading Post Odds and Ends**

## **How Do I Determine What Sells?**

### **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.

### **NOTES**

## **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.