

# JUST FOR CAMP LEADERS



*Scoutmasters Lounge during Scoutmasters Luncheon*

## ***Check-in Procedure***

- Plan to arrive between 1:00 p.m. and 4:00 p.m. on the Sunday of your week. **Please do not arrive before 1:00 p.m.** If you do arrive early, please do not travel around camp. There is plenty of time to check-in and get settled before dinner.
- When you arrive, all vehicles should park in the main lot at camp. All vehicles must be parked backed in to the hillside, or on the far side of parking lot. All trailers must be unhooked from the vehicle that transported them and parked next to the vehicle that brought it or put in another place that is recommended to you by staff. These parking instructions will be given to you upon arrival and enforced by parking staff, the ranger, and camp director. The Scoutmaster should then come to the check-in table, and have all forms and rosters ready. Please be prepared to pay any remaining fee balance and the fee for any extra adults at check-in.
- While paperwork is being completed, your Campsite Commissioner will meet with the youth. The Scouts and other adults can transfer troop equipment or excess personal gear to one vehicle. Only one vehicle at a time per troop will be allowed access to your campsite to deliver equipment. Scouts should be ready to carry in most of their personal equipment. The troop and its Campsite Commissioner will then head to the campsite. The Campsite Commissioner, Senior Patrol Leader and Scoutmaster will inspect the tents and other camp equipment; problems will be noted on the check-in sheet.
- Following campsite inspection your Campsite Commissioner will escort you through orientations and brief tour of camp including: The Pool, Dining Hall, and Medical Building. Every Scout and leader who wishes to take part in any aquatics activities during the week must participate in a swim check.
- Once the orientations and tour are complete the unit will be escorted back to their campsite. At this time, any vehicles at the site should be moved to the parking lot. Troops can continue moving in to the site and prepare for dinner and evening activities.

**Monday Check-in Option** - Monday check-in is available any week of camp, but the program will only be adjusted for weeks heavily attended by LDS units. If you need to arrive at camp at some time other than Sunday afternoon, please call the Modesto Service Center 7-10 days in advance to make alternate arrangements. We can set up an early or late check-in, or a Saturday or Monday arrival. Monday check in starts at 6pm but we encourage units to arrive earlier to avoid a back-log. Again, the phone number is (209) 545-6320.

## ***General Rules & Considerations***

***Refund Policy*** – All fees are non-refundable with the exception of summer school, a death in the immediate family, or a doctor's excused illness, in which, all but \$170 (Scout) and \$85 (Adult) will be refunded. Requests must be submitted in writing with appropriate documentation (i.e.: doctor's excuse or summer school enrollment verification). Refund requests must be submitted to the Greater Yosemite Council office by September 2, 2016 for any reimbursement consideration.

***Family Camping*** - There are no provisions for family camping at Camp John Mensinger. Please do not bring your family members to camp unless they are registered members of the Boy Scouts of America, and are part of your Unit's camping experience.

***Camp Adult Leadership*** - The Scoutmaster is in charge of the troop at all times. The Scoutmaster and other adult leaders have the primary responsibility for the care of the youth in camp. The camp staff is available as a program resource and helping hand, but at no time are they responsible for leading an individual troop. The discipline and organization of all troops is the Scoutmaster's responsibility.

***2-Deep Leadership*** - Each troop at camp must be under the leadership of at **least two adults**; this is a BSA requirement. At least one of the adults must be over 21 years of age, preferably both. One leader can be 18 years of age or older. While the adults may rotate during the week, this minimum leadership must be present at camp at all times.

***Youth Protection Training*** – All registered leaders listed on the Unit Adult Registration form and who will be remaining in camp for more than 24 hours must have a current Youth Protection Training Certificate as well as a current medical form.

***Visitor Information*** - Visitors are welcome at any time during the week. **All visitors must check in at the camp Administration Building when they first arrive. Visitors must follow all camp policies.** Program facilities are not available for use by visitors when camp is in session. Vehicles must be parked in the main parking lots, and not at campsites. Meal fees for visitors are \$8 for breakfast, \$9 for lunch and \$10 for dinner.

***The Buddy System*** - Troops must discuss and enforce the Buddy System while at camp.

***Smoking*** – Smoking is discouraged in camp and prohibited around Scouts or in any camp building. If you do smoke, be aware that due to the fire hazard, smoking is strictly limited to the designated smoking area. Youth may not use tobacco at any time or any location.

***Marijuana*** – Marijuana has become legalized in the State of CA, but it is not allowed within the perimeter of Pendola Scout Reservation. Possession of or use of marijuana at camp will result in immediate expulsion from Camp John Mensinger.

***Motor Vehicles*** - All vehicles must park at the Camp John Mensinger parking area. **During check-in and check-out, only one vehicle at a time per unit will be allowed on the service road to the campsite**; please do not leave the roadways or drive directly into your campsite. Please refrain from moving vehicles during the week.

**Drivers should keep their car keys with them at all times so that they can assist in emergency evacuations.** If you have a Scout or adult with special mobility needs, a permit can be obtained from the office to drive this individual around the camp.

Scouts and leaders are prohibited from riding in the back of pickup trucks or trailers. Each occupant of a vehicle should have a proper seat and use a seat belt. Drivers of vehicles must be at least 18 years of age, with a current driver's license. The maximum speed limit for vehicles in camp is 5 mph.

***Sleeping Arrangements*** - Leaders and Scouts must sleep in separate tents. An adult leader may sleep with his/her son, but not with other youth. All Scouts must have a tent-mate.

***Showers*** – Leaders and campers over 18 must use designated adult shower facilities. Units must establish separate adult/youth shower times at Camp John Mensinger. Youth shall not use adult facilities.

***Discipline and Treatment*** - Scoutmasters or other Adult Leaders will not subject Scouts to physical harm, harsh discipline, fear, or intimidation. Discipline should be brief and appropriate to the age and circumstance. Likewise, it must be documented in writing and conducted with or within hearing distance of another adult. Meals may not be denied as punishment.

***Language*** - Verbal abuse, discriminatory or derogatory remarks, and off-color conversation will not be tolerated.

***Leader Conduct*** – Leaders must avoid unnecessary or inappropriate physical contact with Scouts. Two-deep leadership is required. Any one-on-one meeting must be held in a public setting.

***Abuse to be Reported*** - Any leader who becomes aware of actual or possible child abuse is required by California law to make a report. Contact camp management immediately. They will evaluate the situation, and proceed in accordance with legal requirements, and BSA policies.

***Discrimination*** - Camp John Mensinger and the Greater Yosemite Council, B.S.A. is an equal opportunity facility that does not discriminate based on age, sex, color, race, creed, or religion. All participants shall observe this code while at camp.

***Damage to Camp Equipment and Facilities*** - Each unit is responsible for taking care of the camp equipment that has been assigned for their use. In the case of damage to this equipment, the unit and unit leaders are responsible for paying for repairs or replacement. You and your campsite host will jointly inspect all tents and equipment when you arrive, and will then check the equipment when you leave. Fees will be charged for damage based on repair costs or replacement costs estimated by the Camp Director.

***Fire*** - Self-contained stoves and lanterns may be used, but not in or near tents. Extra fuel must be checked in with the Camp Ranger for storage. Open fires are permitted in the preexisting fire rings only (it's a good idea to bring your own wood in case none is available). Charcoal fires for unit cooking may be allowed in approved fire rings. Liquid fuels or starters shall not be used for starting any type of fire, including damp wood, charcoal, and ceremonial fires. Non-liquid charcoal starters are available for grilling and cooking. Camp John Mensinger follows the recommendations of CalFire and the Deputy Fire Chief of Tuolumne County. Fire bans as directed by CalFire or Tuolumne County will be communicated to unit leaders.

***Alcoholic beverages, illegal drugs, and fireworks*** – Not permitted in any Scout camp. Possession or use of them on camp property is cause for immediate removal from camp. In addition, use of illegal drugs will be reported to local authorities.

***Guns, ammunition, and archery equipment*** – NOT ALLOWED AT CAMP. The camp will provide rifles and ammunition and bows and arrows at shooting sports areas.

***Pets*** – NOT ALLOWED.

***Bicycles*** – We will allow campers to bring personal bicycles to camp. It is important to remember that operating a bike requires responsibility and good judgment. For this reason, campers who wish to ride bikes in camp must abide by the CJM Bike Policy, participate in a bike safety orientation & inspection, and wear proper safety gear at all times. Failure to do so will result in loss of bike privileges. Troop leaders will determine whether their Scouts may bring bikes to camp. *There is a form that the leader and the Scout's parent or legal guardian **must** complete before riding will be permitted. **There will be no exceptions.***

**Wifi** – We have very limited Cell Service in the camp and our Wifi service is limited to Camp Administrative needs and emergencies only.





## ***Mandatory Health & Medical Forms***

**Forms** - All participants (youth and adults) attending Camp John Mensinger must complete a medical form supplied by the Greater Yosemite Council, BSA. This medical form is available on the Scouting website, <http://www.Scouting.org/Scoutsource/Media/forms.aspx>. **All forms must be current within the past 12 months and all records must be on the official council forms. School physicals or other documentation are not viable substitutes.**

**All campers and leaders staying at camp must furnish a completed medical form.** For events or stays in camp of less than 72 hours parts A and B are to be completed. In the event that your stay exceeds 72 hours, you must complete parts A, B **AND** C, and the record must be signed by a certified and licensed health-care provider-physician (MD, DO), nurse practitioner, or physician's assistant.

**Screening of Campers/Staff:** On arrival for any camping period in excess of 72 hours, each participant (youth, adults, and staff) must be screened by the camp health officer or other designated and trained staff member. This is a face to face screening of all individuals along with their medical forms parts A, B & C. This should be done as part of the check-in process. All youth and leaders that have medication must turn it in during their face-to-face consultation with the health officer. The camp health officer will review all forms and will give the unit leader a written list of participants with incomplete or missing medical forms. The unit leader will be asked to take the necessary steps to correct deficiencies within 24 hours.

Youth participants without a **COMPLETED** and properly signed Medical Form as of 5:00 p.m. Monday must be picked up Monday night by the parents, or taken home by unit leaders. **There is no fee refund.**

It is the responsibility of the Scout or troop to make copies of the medical form for future use. All medical forms will be returned at the end of your camp stay. It is the responsibility of the unit leader to pick up their forms.

## ***Medication***

Under California Law, medications for youth must be securely stored and dispensed by the camp medical staff. **All medications must be turned into the camp health officer at check-in.** All medications must be in the original containers, marked with the Scout's name, troop number and the original medication information. Please do not cover up the information and instructions on the medication. Dosages and schedules to be followed in camp must be the same as designated on the packaging; changes must be stated in writing.

**Medication in pillboxes and non-original containers will not be accepted.** Please send only enough medication for the doses that will be administered for the week. The camp medical staff will work with the Scoutmaster to ensure that Scouts are taking their medications. The Scoutmaster will receive medication times during check-in and will be notified if any Scouts miss their medication.

**During the check-in process, all Scouts must individually check in all their medications.** If a unit leader before arrival collects medications, please distribute them back to Scouts at check-in time. Inhalers, bee-sting kits, or similar emergency items will be inspected at check-in, but may be held by the Scout.

## ***Medical Care & Transportation***

***Emergencies & Medical Care*** – Every precaution is taken to insure a healthy and safe camping experience for all Scouts attending Camp John Mensinger; however, accidents do occur. The camp medical staff will be responsible for initiating care of all medical situations. Basic treatment within the scope of the camp medical staff will be provided at no additional cost. The health officer is available at all times. Unit leaders should contact the health officer or any camp staff member for assistance, even in emergencies.

***Non-Emergency Medical Transportation*** - If a non-emergency problem arises, such as an illness or injury that is beyond the scope of our health officer, we will contact both the parent or legal guardian, and the unit leader, who will then be responsible to arrange for care, and transport the Scout to a medical facility. We are not able to provide transportation for such situations.

***Emergency Medical Care*** - In the event of an injury or illness requiring immediate specialized medical attention, the care of your Scout will be turned over to emergency medical personnel, who may require the use of ground or air ambulance services at their discretion. All expenses associated with medical care are the responsibility of the Scout's parent(s) or guardian(s). The providers will bill the responsible party.



## *Food Service*

### **Meals in Camp –**

- **Double Shift Feeding:** In order to comply with fire code capacity restrictions and to promote a more comfortable dining experience, there will be 2 shifts for every meal at camp. Troops will be assigned either schedule 1 or schedule 2. Troops will eat on that same schedule all week.
- **Family Style Dining:** All meals will be served “family style.” Troops will be assigned specific tables in the dining hall based on the number of Scouts and leaders in camp. Your troop will eat at the same tables throughout the week. Troops must assign one Scout waiter per table and we recommend 1 adult supervisor per troop for each meal to assist with pre-meal set up, serving, and post-meal clean up. Please have the SPL develop a duty roster and share it with the troop. **Waiters are required to arrive at the dining hall 15 minutes before their scheduled mealtime. They will also be occupied about 15 minutes after their assigned meal.**
- **Staff @ Meals:** Our Camp Staff are not assigned camp tables and are expected to spend meals with your troops in the dining hall. For this reason, extra seats and food are usually given to your troops to accommodate the staff. For example, if you only have 5 people but are given a plate or bowl of food for 8 people, it is because your troop is expected to accommodate 3 staff. This is because we want your scouts to know their staff and vice versa. Please keep this in mind when your servers are setting up your tables and when you are dividing up your meals.
- **Pre-Meal Assembly:** All Troops will assemble at the flagpole area prior to 2<sup>nd</sup> shift breakfast & 2<sup>nd</sup> shift dinner meals for flags and information updates, until dismissed to the dining hall (or back to campsites for those who’ve already eaten). Upon dismissal, troops will enter the dining hall quietly in an orderly fashion. Grace will normally be given at the flag assembly. 1<sup>st</sup> shift meals will line up outside of the main dining hall entry for grace, prior to entering. Upon entering the dining hall and proceeding to your assigned tables, Scouts and leaders are to be seated and waiters will deliver platters of food to the table where it will be dispersed. **At times there may be a short program during or following each meal after which, everyone but waiters will be dismissed in an orderly fashion.**
- **Afternoon Siesta:** There will be a 1-hour “siesta” each day either before or after lunch, depending on your meal schedule. This is a great time to relax and catch a breather mid-day. Scouts will be under the supervision of their leaders during this time frame. Please plan accordingly.
- **Menus:** The weekly menu will be provided at the beginning of the week on central camp bulletin boards and posted in each campsite.
- As always, we can accommodate **Special Diets** for campers, whether for religious, medical or philosophical reasons. **If a camper has a dietary restriction, make sure it is indicated on his or her medical form. In addition, please contact the Camp Director in writing a minimum of 2 weeks in advance to request special dietary needs. On arrival, check with the food service personnel and they will instruct you on how to get your special meals.**



- **Food Storage:** Please keep in mind that we share the forest with many critters, including squirrels, raccoons, skunks, foxes, and yes, even bears. We work very hard to insure our food storage and waste disposal practices discourage these critters from using our camp as their food source. We will provide you with a critter-proof portable storage container on request, but you **must not** allow any storage of food or other tasty smelling goodies in your tents. Unless your ice chest is “bear proof”, it will likely only slow down the critters but they will generally win that battle. You may store extra goodies and such in one of our buildings such as the Scoutmaster Lounge or space allowing, in our kitchen storage areas.
- **Wednesday evening is campsite-cooking night.** Each unit/campsite will be issued sufficient food items in order to prepare foil dinners for each participant, plus invited staff guests. There is no food served in the dining hall for the Wednesday dinner meal. Please invite staff members to eat and visit with your units during that meal and evening. Feel free to prepare the food issued you in any way you desire, it is not required that you do foil dinners. You are also welcome to supplement the meal in any way you would like with side dishes, additional main items or desserts. This might be a good time to practice/teach some Dutch oven cooking. Bring whatever cookware and utensils you feel might be helpful for this meal and each scout should have their own mess kit as plates, cups, and utensils are not provided. We provide food as shown on the following page as well as charcoal for your heat source. Bring stoves if you would like.
- We will pick up all your bagged garbage at the roadway beside your campsite beginning at 7:00pm each evening.

## Wednesday Evening Campsite Cook Out Meal

Troop Number \_\_\_\_\_ Campsite \_\_\_\_\_

Number of Scouts: \_\_\_\_\_

Number of Adults: \_\_\_\_\_

Number of Invited Guests: \_\_\_\_\_ Staff Guest Names:

\_\_\_\_\_  
\_\_\_\_\_

Please return this form to the Kitchen Staff NO LATER THAN TUESDAY DINNER.

Your Campsite order will be ready for pickup at the Dining Hall between 4:30 and 5:00 PM on Wednesday.

Please check off the basic food supplies desired for your Campsite (indicate amount of each):

*Please help us avoid wasting food and only check off those items you truly desire!*

- \_\_\_\_\_ Hamburger Patties
- \_\_\_\_\_ Potatoes
- \_\_\_\_\_ Carrots
- \_\_\_\_\_ Celery
- \_\_\_\_\_ Onion
- \_\_\_\_\_ Butter
- \_\_\_\_\_ Bread
- \_\_\_\_\_ Milk
- \_\_\_\_\_ Salt shaker
- \_\_\_\_\_ Pepper shaker
- \_\_\_\_\_ Garlic powder
- \_\_\_\_\_ Aluminum foil squares
- \_\_\_\_\_ Lettuce
- \_\_\_\_\_ Tomato
- \_\_\_\_\_ Dressing

**ALL COOKING SUPPLIES, POTS, PANS, ETC. ARE THE RESPONSIBILITY OF EACH TROOP. NO EQUIPMENT WILL BE LOANED OUT TO CAMPSITES FROM THE KITCHEN.**

## Making Your Foil Packs

Making a good foil pack is essential to foil dinner cooking success. There are a couple of different kinds of foil packs you can make depending on what you're cooking.

### The Flat Pack

The flat pack is best for foods like meat where you're looking for more browning than steaming.

1. Place the food in the middle of the sheet of foil. If you needed to mix the ingredients up, do so in a separate bowl before transferring it to the foil.
2. Tear off a sheet of heavy-duty foil that is about twice as long as the food you'll be wrapping. It's better to overestimate the length than place your food on it, start wrapping it up, and realize you don't have enough foil to keep everything in and make your folds.
3. Bring the long sides together in the center and crease them together, making tight folds until the foil is flat next to the food.
4. Tightly roll up the shorter sides until they meet the food.



## **The Tent Pack**

The tent pack provides a pocket of air that allows for greater steaming. Thus, it's best for foods you want steamed more than browned like fruits, vegetables, and meat/vegetable combos.

1. Tear off a sheet of foil just as you would for the flat pack.
2. Place the food in the middle of the foil.
3. Bring the long sides together in the center and tightly fold them together towards the food. This time, stop folding a few inches before you get to the food, leaving a pocket of space and creating a "tent."
4. Tightly roll up the shorter sides, again leaving an inch or so of space between the end of the fold and the food.



## ***Policy for Bikes in Camp***

1. **Qualified Supervision:** Scouts must be supervised by an adult at least age 21 or a staff member who is approved by the Camp Director, who understands and knowingly accepts responsibility with the skills and equipment involved in the activity, and who is committed to compliance with these safety guidelines.
2. **Medical Form on File:** Anyone who participates in bike riding in camp must have a health form on file. It is important that all bike riders are physically fit.
3. **Helmets:** All cyclists must wear a properly sized and fitted helmet, approved by with the Snell Memorial Foundation or the ANSI Standard.
4. **Buddy-Up:** The buddy system must be used by all Scouts.
5. **Right Bike:** Ride only a bike that fits you. Select a bike that permits you to put both feet on the ground while sitting on the seat. The handgrips should be no higher than your shoulders or lower than your seat.
6. **Where to Ride/Park:** While on camp property, cyclists must stay on roads and out of restricted areas such as trails, campsites and grassy areas. Bikes must be parked in specified places only, out of the way of foot or vehicle traffic.
7. **Off Camp Trips:** Any trip off camp property must first be approved by the camp director. All camp cycling standards as well as national guidelines must be followed while on the trek.
8. **Maintenance:** Bikes must be kept clean and well maintained, especially the brakes and drive chains.
9. **Speed and Racing:** A cyclist's speed should never threaten loss of control. Cyclists must never reach speeds that threaten the safety of themselves or others. The racing of bicycles is prohibited.
10. **When to Bike:** No bikes are permitted outside of their owner's campsite between 7:00 pm and 8:30 am. Cycling is restricted Sunday until after a bike safety check, and from 4:00 pm on Friday into Saturday.
11. **Responsibility for the Bike:** Bikes are expensive pieces of equipment. Neither the Boy Scouts of America nor Greater Yosemite Council or any of its employees are responsible for lost, damaged, or stolen bikes. The owner assumes full responsibility for his or her bike's care.
12. **Discipline:** All participants should know, understand and follow the rules and procedures for safe biking, and all participants should conscientiously and carefully follow all directions from the adult supervisor. Failure to follow these rules could result in losing the privilege to ride a bike in camp.



## ***Bicycle Usage Agreement***

*(A signed usage agreement is required for all campers who bring a bike to camp)*

**Camper Name:** \_\_\_\_\_

**Troop** \_\_\_\_\_

To ensure that Camp John Mensinger is a safe place for all to enjoy, the following terms must be agreed to in order for a Scout or adult leader to be permitted to use a bicycle while at camp. Once the needed signatures are acquired, the agreement form must be with the bicyclist at all times while riding a bicycle.

- I understand that bicycles at camp are a privilege and not a right
- I agree only to ride my bicycle on camp roads
- I agree not to ride my bicycle in unapproved areas such as campsites, program areas and on trails
- I agree to wear a buckled bicycle helmet at all times while riding a bicycle
- I agree not to ride my bicycle at night
- I agree to ride my bicycle at a safe speed appropriate for the terrain
- I agree to give camp vehicles and walkers the right-of-way and warn them when approaching them.
- I understand it is my responsibility to keep my bicycle in a safe place.
- I understand that if I violate any of these terms, my riding privileges will be revoked for the remainder of the camping season

\_\_\_\_\_  
Camper Signature

\_\_\_\_\_  
Unit Leader Signature

\_\_\_\_\_  
Parent Signature

.....

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\_\_\_\_\_  
Camper Signature

\_\_\_\_\_  
Unit Leader Signature

\_\_\_\_\_  
Parent Signature



## ***Emergency Procedures***

**Severe Weather** - In the event of severe weather, follow these guidelines: Seek shelter in buildings or tents. Stay out of open areas. Stay off the lakes and out of the pool. The Area Directors can inform you of more specific safety precautions at each area. When in doubt, ask a camp staff member. Certain program areas may be closed. The climbing wall, pool and lakes will close for a minimum of 30 minutes after thunder and for 1 hour after lightning.

**Lightning** - If lightning becomes a serious threat, immediately take precautions. Get out of open areas, and off of high ridges. The best shelter is in a nearby building. Do not cross a large open area to get to a building if the storm is close! If no building is available, seek shelter in the “cone of safety” extending down at a 45-degree angle from a cliff face, but don’t contact the cliff. Stay in dense forest areas. Don’t be the highest point in an open area! Avoid close proximity to walls, fences, plumbing, tent poles, trees, or large metal objects. Avoid shallow depressions. Remove packs with frames. A group of people should spread out. Unless in a building, squat down on only your feet. If strikes are near, keep your mouth open to minimize ear damage from pressure change.

**Fire** - If you see or suspect a fire, notify the camp staff immediately. Do not try to put out the fire. If a serious fire has been reported, you will hear the camp emergency siren. Go immediately to the flagpole area and stay off roadways, so that emergency vehicles may pass quickly and safely.

**Lost Person** - For a lost person, check their tent and surrounding campsite, shower houses, last known program area or location, and the trading post. If the person cannot be found promptly, immediately notify the camp staff while continuing to search.

**Carry Car Keys and a Troop Roster** - When we assemble after an emergency, we will ask unit leaders to account for all those on your roster. The process will go quicker if you have a roster copy. Adults should always carry a roster while in camp. If it becomes necessary to evacuate camp, we will rely on your drivers for transportation. You may not be able to return to the campsite. **Drivers should carry their keys at all times.**

**Contacting Families in an Emergency** - If your troop should have a need to contact the families of campers, we recommend you set up a “phone tree” suitable to your situation, so that a unit leader can contact one or two people back home, and they can contact families. The unit leaders should carry this information with them at all times.

**Camp John Mensinger Emergency Drill** - There will be an emergency drill sometime within the first 24 hours that the troop is in camp so it is important to share emergency procedures with all members of the troop.

### ***Emergency Procedures (cont)***

1. When the siren is sounded all campers are to report to the assembly area (flagpoles).
2. Each unit will verify attendance with a person-by-person roll call, confirming all campers are accounted for. Do not do a headcount!
3. Troops will then receive specific instructions for the specific emergency situation at hand including evacuation, lost camper search, etc.



*Units gather in assembly area*

## ***Camp Leader Checklist***

### ***Before You Leave:***

- \_\_\_\_\_ 1. Obtain a 3-ring binder in which to organize your camp paperwork.
- \_\_\_\_\_ 2. Read the Camp John Mensinger Leader's Guide.
- \_\_\_\_\_ 3. Sign up Scouts for merit badges, woodsman program, and PUMA activities online.
- \_\_\_\_\_ 4. Fill out, sign blue cards (so you don't have to deal with it on Sunday evening at camp)
- \_\_\_\_\_ 5. Distribute Authorization and Consent forms, Annual Health and Medical Record for all campers, personal equipment lists, and parent information sheets.
- \_\_\_\_\_ 6. Swim check completed before you go (optional) to Camp. \*See Unit Swim-Check Roster.
- \_\_\_\_\_ 7. Collect Authorization and Consent forms. Place in binder.
- \_\_\_\_\_ 8. Collect Annual Health and Medical Forms. Place in binder.
- \_\_\_\_\_ 9. Collect camp fees from Scouts. Write one check for fees and turn into council office.
- \_\_\_\_\_ 10. Name all camp attendees in the online registration system.
- \_\_\_\_\_ 11. Pre-order camp t-shirts by designated deadline.
- \_\_\_\_\_ 12. Complete camp roster in triplicate (camp director, medic, troop).
- \_\_\_\_\_ 13. Arrange Transportation.
- \_\_\_\_\_ 14. Obtain local tour plan (for units coming from outside the Greater Yosemite Council).
- \_\_\_\_\_ 15. Check papers in binder one more time.

### ***At Camp:***

- \_\_\_\_\_ 1. Sunday/Monday— check to see if Scouts are registered in the classes they want.
- \_\_\_\_\_ 2. Sunday/Arrival—Senior Patrol Leader needs to sign up troop for evening programs.
- \_\_\_\_\_ 3. Daily—Check with Scouts to determine which merit badges are completed. Verify blue cards. Record completions on forms.
- \_\_\_\_\_ 4. Daily—Remind Scouts to get their written work completed and turned in.
- \_\_\_\_\_ 5. Daily – work on Scoutmaster Merit Badge program
- \_\_\_\_\_ 6. Daily – make sure Scouts are on track for Camp Patch Segment Program
- \_\_\_\_\_ 7. Friday—Inventory blue cards, partials, and woodsman cards for accuracy.
- \_\_\_\_\_ 8. Saturday—Complete all check-out procedures. Submit paperwork to Camp Director. Pick up troop records.
- \_\_\_\_\_ 9. Verify records and check for the proper amount of camp patches.

### ***After Camp:***

- \_\_\_\_\_ 1. Encourage Scouts to complete work started at camp.
- \_\_\_\_\_ 2. Submit Advancement form with blue cards to council office.
- \_\_\_\_\_ 3. Hold Court of Honor (recognition is important)

### ***Recommended Unit Equipment List***

- \_\_\_\_\_ American Flag
- \_\_\_\_\_ Unit flag
- \_\_\_\_\_ Patrol flags
- \_\_\_\_\_ Sharpening stones and files
- \_\_\_\_\_ First aid kit
- \_\_\_\_\_ Lock box for money/valuables
- \_\_\_\_\_ Handbooks, merit badge books, etc.
- \_\_\_\_\_ Lantern
- \_\_\_\_\_ Conservation/project tools
- \_\_\_\_\_ Maps and compasses, GPS units
- \_\_\_\_\_ Cots and/or mattresses/Pads
- \_\_\_\_\_ Small repair kit (duct tape, wire, rope, etc)
- \_\_\_\_\_ Black marking pens
- \_\_\_\_\_ Camp chairs
- \_\_\_\_\_ Clothes hangers (leader tents)
- \_\_\_\_\_ Alarm clock (leader tents)
- \_\_\_\_\_ Personal tents for adults, if preferred – double check with Council on your campsite's accommodations – some have limited space for extra tents
- \_\_\_\_\_ Lighters or Matches
- \_\_\_\_\_ Extra fuel
- \_\_\_\_\_ Footlocker or box that can be locked
- \_\_\_\_\_ Padlock
- \_\_\_\_\_ Cookware and Utensils (for campsite cooking Wednesday evening)
- \_\_\_\_\_ 1 gal. ziplock plastic bags – 1 per camper (place valuables in bag and lock in box)
- \_\_\_\_\_ Permanent marker to write names on bags
- \_\_\_\_\_ Hammer, saw, garden hose (to keep your area's dust down)
- \_\_\_\_\_ Ice chest
- \_\_\_\_\_ Troop cook kit for campsite cooking Wednesday evening
- \_\_\_\_\_ Water cooler
- \_\_\_\_\_ Dining fly or rain tarp

## ***Camp John Mensinger Patch Segment Program***

Camp John Mensinger has a patch program that highlights a Scout's experience at camp with a segment award. It can be worn on a Class A uniform on the right pocket or on any Scouting affiliated clothing following BSA uniform guidelines. There are four segments, each with their own requirements. A Scout can earn four segments in a minimum of four weeks of camp in one summer, or over a lifetime. These segments represent actual job titles held by loggers in the Pickering Lumber Company at the turn of the 20<sup>th</sup> century. Each segment has its own hike, discussing how their rocker got its name and highlighting the Scout's experience during their week at camp. A worksheet including all of the troop members' names and their respective segment must be turned into the Camp Director in order to receive their segments. Recipients will be called out at the end of the closing campfire on Friday night and asked to go on a short hike, which is the pinnacle of their segment experience. The following requirements must be met by Friday at 5:00 pm during their stay at camp.

### **Whistle Punk** (first-year award):

1. Learn the Camp John Mensinger song.
2. Learn the Camp John Mensinger Grace.
3. Participate in the Woodsman Program and earn 1 merit badge, or earn 2 merit badges.
4. Participate in 1 organized troop or camp hike.
5. Identify three constellations.
6. Participate in a troop or camp-wide flag ceremony.
7. Contribute 1 hour to a camp-approved service project. Cannot be used for a merit badge.

### **Logger** (second-year award):

1. Already Earned Whistle Punk.
2. Know the Camp John Mensinger song.
3. Know the Camp John Mensinger Grace.
4. Earn 2 merit badges.
5. Participate in 2 organized Troop or camp hikes, or any mixture of the two.
6. Identify five constellations.
7. Participate in a troop or camp-wide flag ceremony.
8. Contribute 1 hour to a camp-approved service project. Cannot be used for a merit badge.

## **High Climber** (third-year award):

1. Already Earned Logger.
2. Know the Camp John Mensinger song.
3. Know the Camp John Mensinger Grace.
4. Earn at least 3 merit badges or 2 merit badges and Paul Bunyan Woodsman.
5. Participate in 3 organized hikes with at least 1 being a camp hike.
6. Contribute 2 hours to a camp-approved service project. Cannot be used for a merit badge.

## **Bull of the Woods** (fourth-year award):

1. Already Earned High Climber.
2. Learn the Camp John Mensinger song.
3. Learn the Camp John Mensinger Grace.
4. Earn at least 3 merit badges or BSA Lifeguard.
5. Organize and lead a Troop hike, Troop campfire, or other activity approved by your Scoutmaster.
6. Teach at least one Tenderfoot - First Class skill to Scouts in your troop or help at least one hour in the Woodsman Program.
7. Lead and supervise at least 2 other Scouts in your troop for 2 hours in a camp-approved service project.

**Unit leader will be required to verify participation in all items at each segment level before Friday night Campfire.**

