

**CAMP JOHN H. WARE 3<sup>RD</sup>**  
**2012 CUB SCOUT CAMP**

# Leader's Guide



**HORSESHOE SCOUT RESERVATION**  
**CHESTER COUNTY COUNCIL, BSA**  
**239 JUBILEE ROAD**  
**PEACH BOTTOM, PA 17563**  
**717-548-2786**

# Letter of Welcome

Dear Cub Scout Unit Leaders,

We are excited that you chosen to spend your 2012 summer camping experience at Camp John H. Ware III. The 2012 staff is very excited to carry-on camp's traditions and has prepared an excellent program for your Scouts and leaders this summer.

We encourage all pack leaders to attend the pre-camp meeting scheduled for your respective session. We would like to invite you to watch the retreat ceremony and have dinner with us in the dining hall.

After dinner, we will have a meeting on the Handicraft Pavilion where we will collect medical forms, review camp operations, answer questions, and offer tours of the camp. If you are unable to attend, please mail your medical forms to camp about a week in advance. This ensures a smooth check-in time on Sunday.

New to camp in 2011, BMX and mountain boarding programs return. Both activities are wholly contained within the Camp Ware facility, allowing Scouts of all ages to enjoy exhilarating activities only a short distance from any campsite.

Once again we will be offering an additional day of camp specifically for the Webelos Scouts to focus on advancement and the transition to Boy Scouts. Last year's Webelos participating in the program loved having camp to themselves for a day!

I will be serving as Camp Director this summer and serving as a Program Director is Jim Ronayne. A graduate of Penn State's Secondary Social Studies Education program, Jim is excited to serve for the second year in a row as Program Director.

We are very excited for this upcoming summer and we hope you are just as excited. I speak for the entire staff when saying that we look forward to seeing you at camp this summer.

Please read this guide thoroughly, as many changes have taken place.

Yours in Scouting,

*Bill Hohl*

Bill Hohl  
Camp Director  
bill.hohl@hsr-bsa.org



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**Please note: Financial forms including deposit forms & final fee forms are no longer located in the leader's guide. They can be found individually or as a combined supplement on the forms page of the HSR website:**

[www.hsr-bsa.org](http://www.hsr-bsa.org)

**Please contact Amy D. (amy.dalesandro@scouting.org) in Camping Administration if you have additional questions or need assistance.**

# Registering for Camp

<b>2012 CAMP DATES &amp; CAMP RATES:</b>	<b>Session #1:</b> <b>Webelos 5-Day</b> <b>Wednesday, July 4 - Sunday, July 8</b> <b>OR</b> <b>Webelos &amp; Cub Scouts 4-Day</b> <b>Thursday, July 5 - Sunday, July 8</b>
<b>Session #2:</b> <b>Webelos 5-Day</b> <b>Wednesday, July 11 - Sunday, July 15</b> <b>OR</b> <b>Webelos &amp; Cub Scouts 4-Day</b> <b>Thursday, July 12 - Sunday, July 15</b>	<b>Session #3:</b> <b>Webelos 5-Day</b> <b>Wednesday, July 18 - Sunday, July 22</b> <b>OR</b> <b>Webelos &amp; Cub Scouts 4-Day</b> <b>Thursday, July 19 - Sunday, July 22</b>

## CUB & WEBELOS SCOUT 4-DAY RESIDENT CAMP FEES

	Deposit due by <b>3/15/12</b>	Camp Fees if paid by <b>4/30/12</b> (Includes Deposit)	Camp Fees if paid by <b>6/1/12</b> (Includes Deposit)	Camp Fees if paid after <b>6/1/12</b> (Includes Deposit)
<b>Scout – Cub &amp; Webelos</b>	<b>\$35.00</b>	<b>\$230.00</b>	<b>\$245.00</b>	<b>\$265.00</b>
<b>Adult Leaders</b>	<b>\$35.00</b>	<b>\$120.00</b>	<b>\$140.00</b>	<b>\$160.00</b>

## WEBELOS SCOUT 5-DAY ADVANCEMENT CAMP FEES

	Deposit due by <b>3/15/12</b>	Camp Fees if paid by <b>4/30/12</b> (Includes Deposit)	Camp Fees if paid by <b>6/1/12</b> (Includes Deposit)	Camp Fees if paid after <b>6/1/12</b> (Includes Deposit)
<b>Webelos</b> Resident camp PLUS special extra day program	<b>\$35.00</b>	<b>\$285.00</b>	<b>\$310.00</b>	<b>\$330.00</b>
<b>Adult Leaders</b> Resident camp PLUS special extra day program	<b>\$35.00</b>	<b>\$150.00</b>	<b>\$165.00</b>	<b>\$185.00</b>

**The number of Scouts on your final roster determines the final number for which you will be charged. Adjustments will be made accordingly.**

Part-time leaders serving for a 24 hour period will be charged \$35 (a pro-rated fee of the averaged cost of a week's stay) per day/night. We ask registered leaders planning to attend the evening meal to wear the Official BSA uniform if they have them with them, parents attending should ideally wear Class B's. No sleeveless shirts permitted.

### Refunds (See Chester County Council Boy Scout Resident Camp Refund Policy)

Please refer to page 34 for a complete description of our refund policy.

## Camperships

Campership opportunities are available for Scouts needing assistance to pay for summer camp. Please refer parents/scouts to the campership application in the appendix. The Chester County Council will provide camperships in the amount not to exceed 50% of the total cost of camp. It is required that the youth, his family and/or the unit make some contribution. Where additional help is needed, we strongly encourage unit support be provided through money earning projects. An application is available in the appendix.

# Preparing for Camp

## Pre-Camp Orientation

Several pre-camp orientation meetings for pack leaders, conducted by the program and camp directors, will be held several dates preceding the start of camp. Below you will find the scheduled meeting dates. We recommend you attend the week prior to your check-in date.

You are not required to attend this specific date; however it is most important that you attend at least one meeting prior to your session. The earlier the better as this allows the opportunity to make necessary corrections or adjustments to required forms. This also gives you more opportunity to communicate last minute information back to your unit.

During this meeting we will cover program schedules and general camp business. As camp is in session, please join us for retreat beginning at 5:50 p.m., followed by dinner at 6:00 p.m. on June 26. The meeting will take place immediately following dinner at 7:00 p.m. Camp is not in session July 3 and 10, thus only snacks will be provided during the meetings beginning at 7:00 p.m.

Please bring the following items with you to this meeting: a copy of Annual Health and Medical record for all Scouts and leaders attending camp, a copy of your unit roster for summer camp, and a copy of this leader's guide.

This meeting represents an excellent opportunity for leaders to ask questions and meet the camp staff. In addition, we will cover any changes in our program published in this guide. This could include additions or revisions of the program schedule.

This is also the ideal time to communicate any special needs (i.e. food requirements, sleeping, medical) of any members of the unit. This provides the staff opportunity to prepare to meet these needs.

## **Pre-Camp Meeting**

**All meetings are held at Camp Ware.**

Dates:	June 26, 2012	for	Any Session (camp – dinner provided)
	July 3, 2012	for	Session #1 7/4 – 7/8 (camp - snacks provided)
	July 10, 2012	for	Session #2 7/11 – 7/15 (camp - snacks provided)

## Planning

### **Adult Leadership**

It is the responsibility of the pack committee to provide the most qualified leadership for Cub Scout resident camp. All packs in camp must be under the leadership of at least two adults (one must be at least 21 years of age and registered with BSA) at all times. Leaders may rotate if necessary, but at least two leaders must be with the pack 24 hours a day. Any children other than those registered with a pack and registered with the camp may NOT accompany leaders.

Due to the nature of the program, packs most likely will be sharing campsites with other packs. We encourage the leaders/adults and Scouts alike to become familiar with each other and work together, rather than operating as individual units.

Starting with the pre-camp meeting or check-in for leaders, summer camp presents an incredible opportunity to make new friends and contacts, as well as to trade ideas, methods, and experiences. Please cooperate with others in your campsite, making the most of your time together while participating in programs, attending meals, and after hour activities.

Discipline and organization of your pack is the responsibility of unit leadership; however the camp staff such as site leaders are available to assist and support you. Camp is meant to augment your annual program; it is never the staff's mission to take over your role as leader of your pack. The camp staff will however work as your advisers and helpers, and will provide an environment in which your boys can grow.

***Effective June 2010, all volunteers must complete Youth Protection Training. It is the responsibility of the Unit Leader to ensure that all adults have completed this training.***

### **Visitors**

Parents and siblings are encouraged to visit on the last day of the Cub Scout session from 12 – 1:30/2:00 p.m., joining us for our World Famous Chicken Barbeque. The cost per ticket is \$8.00 per adult, \$6.00 per youth ages 5 to 12, and children under 5 are free. It is important that money is collected prior to attending camp so that we can be prepared to serve the appropriate number of people.

For youth protection and liability reasons, the Camp Director must approve all other visitations prior to arrival. Weekday visits are disruptive to the camp and are not suggested. Young Scouts often get homesick when they see parents and want to go home. All visitors must sign in at headquarters. Visitors cannot be accommodated in the dining hall. Please leave pets at home.

Under no circumstances, may a youth who is not a registered Cub or Webelos Scout stay in camp overnight. All adults must be a registered leader with the pack or the parent of a Scout, and be represented on the pack's roster. Violators will be immediately escorted from camp.

### **Scouts with Disabilities**

Many of our facilities are handicapped accessible. Tents platforms with ramps are available if needed. Every effort will be made to meet the needs of your Scout(s). If a member of your Unit has a need for special accommodations, please inform the Camp Director prior to your arrival.

### **Medical Records (Reference pg. 27 in the appendix for additional information.)**

Any youth or adult members spending more than 24 hours in camp must have a completed, up-to-date Annual Health and Medical Record on file. Effective 2010, the Annual Health and Medical Record replaces the Personal Health and Medical Record – Class 1, Class 2 and Class 3 forms.

The Annual Health and Medical Record, valid for a 12-month period, is the only acceptable medical record. A licensed health-care practitioner must sign all medical forms. Scouts under the age of 18 must have a parental/guardian signature dated within one (1) year of the pack's scheduled week at camp.

Please forward all medical records to camp at least one week prior to your visit. This will allow time for the health officer to review all health records prior to camp, providing opportunity to make corrections if need be. Ideally, the health records should be brought to the pre-camp meeting.

Scouts/leaders registering later MUST bring a medical form to camp. No Scout or leader may stay in camp for more than 24 hours without a medical form. Scouts and leaders without medical forms cannot participate in aquatic activities until the health officer receives them. Despite the fact that all medical forms will be returned at the end of camp, Scouts and parents should be urged to keep the original medical form, providing only a copy to the health officer.

## What to Bring to Camp

### LEADERS ONLY:

Health Forms	
<b>Don't forget them!</b> Every Scout and leader needs a current Annual Health and Medical Record to attend camp. Valid for 12 months, the Annual Health and Medical Record is appropriate for Scout or leader of any age. Please refer to page 24 for additional information and specific details.	Health records should be turned in at the pre-camp meeting. If not, you <b>MUST</b> bring them to check-in. Any camper arriving without the appropriate Annual Health and Medical Record will not be able to attend camp. Health records should not be sent or dropped off at the Council Service Center, as we cannot guarantee their arrival to camp prior to your attending.
Available from Quartermaster	
Garden hose	Trash bags
Cooking utensils	Rakes and shovels
Cook kits	Dutch ovens
Cleaning supplies	Toilet paper

### SCOUTS AND LEADERS:

Clothing and Bedding	Items you may want to bring
Scout uniform: Field Uniform (Class "A") Activity Uniform (Class "B")	Flashlight with fresh batteries
Sweater or jacket	Pocket knife (no sheath knives) <b>Webelos only</b>
Swimming trunks	Spending money (suggested \$50)
Sturdy pants (jeans)	Fishing gear
T- Shirts	Sunglasses
Raincoat or poncho	Compass
Sneakers	Camera and film
Socks	Water bottle
Hiking boots	Bug spray
Sleeping bag with pillow	Folding chair
	Spare batteries
Toilet articles	Pack Gear
Toothbrush/ toothpaste	Alarm clock
Washcloth	Pack Flag
Soap	Sports Leaders Guide (Leaders)
Deodorant	Cooler
Towel	Camp roster
Comb and/or brush	
Sunscreen	
Advancement Materials	
Scout handbook ( <b>name and pack number</b> )	Notebook, Pens, Pencils

## What NOT to Bring to Camp

Any of the following will be confiscated and if deemed necessary, the owner may be asked to leave the Horseshoe Scout Reservation and Camp John H. Ware III. Chester County Council reserves the right to enforce the prohibition of these items on camp property.

- ❖ Hunting and sheath knives
- ❖ Fireworks and firecrackers
- ❖ Bicycles
- ❖ Alcoholic beverages, tobacco and drugs
- ❖ Personal firearms/weapons (rifles, shotguns, arrows, etc.) and ammunition
- ❖ Radios, video games, and all electronic equipment
- ❖ Pets
- ❖ Pocket knives (Wolves and Bears)

## This Year's Theme

# ***SUPERHERO ADVENTURE CAMP***

### Webelos Program



Returning again in 2012 is the Webelos Program. This program is specifically built for Webelos to complete advancement requirements and understand what it will be like to be a Boy Scout. This program is just one extra day prior to the combined Cub & Webelos Scout session. All the information needed is included in this section. It will follow a similar structure to the daily Cub/Webelos session, but will focus on achieving Arrow of Light requirements. Webelos choosing not to attend the one extra day will still receive an excellent program focused on advancement but will likely not accomplish as much and will not experience some of the special activities planned as outlined below:

#### **Benefits of the Webelos Program**

- Learn the what Boy Scouts will be like
- **Earn tough pins and complete advancements towards your Arrow of Light**
- Participate in a special campfire and dinner, planned just for the Webelos
- Visit the Boy Scout camp at Camp Horseshoe.
- Go on an Outpost to a remote part of camp and sleep under the stars!

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

**WEBELOS  
SCOUTS**

*5 Day Program*

#### **Arrival**

Please plan to arrive at camp **no earlier than 8:30 a.m.** and **no later than 9:30 a.m.** one day earlier than the remainder of the pack. **Check-in will begin promptly at 9:00 a.m.** Vehicles will be greeted in the main parking lot and directed to the drop-off point for each campsite. All vehicles must be unloaded and returned to the parking lot promptly. Staff members will be onsite to help move equipment.

#### **Arrival**

Please plan to arrive at camp **no earlier than 8:30 a.m.** and **no later than 9:30 a.m.** one day later than the Webelos Scouts and leaders. **Check-in will begin promptly at 9:00 a.m.** Vehicles will be greeted in the main parking lot and directed to the drop-off point for each campsite. All vehicles must be unloaded and returned to the parking lot promptly. Staff members will be onsite to help move equipment.

**CUB & WEBELOS  
SCOUTS**

*4 Day Program*



## Pack Leader Check-in

- Come prepared with **three** completed, accurate pack attendance rosters and Annual Health and Medical Records for all (Scout & leaders/adults) campers if they have not already been submitted at a pre-camp orientation meeting. Please complete a separate roster of Webelos and leaders attending the 5-day session; one for Webelos, Cubs and leaders attending the 4-day session.
- Once parked and your entire unit is present, send **one person** with two copies of a completed roster to headquarters to check-in. It is important that we have a correct head count of every camper: male adult leader, female adult leader and den chief. We also need to know if leaders will be participating full or part-time.
- Your pack will be provided a time to meet with the business manager at headquarters to complete a financial check-out on your last day of camp. At check-out you will review your financial statement, have an opportunity to purchase World Famous Grilled Chicken Barbeque tickets as well as pick up a 2012 save-a-date form.
- Send **one person** with a copy of a completed roster along with **all** BSA Annual Health and Medical Records to the Health Lodge.
- Drop your pack's gear off at the area near the parking lot set aside for your campsite. Upon completion of check-in, your guide will take your pack to your designated campsite to unpack and prepare for camp tours and swim checks.

**Please Note:** All members of the pack will be staying in the same tent site. Cub Scouts arriving day two will join the Webelos already in camp. Only if requested will your youngest Cub Scouts (Wolves) stay in Macaleer Lodge. What better way to help develop unity within the pack. Specific program areas will continue to exist for Cub Scouts and Webelos Scouts. Depending on the size of your pack, you will share a campsite with one or more other packs in order to accommodate everyone in camp.

### Health Check and Swim Test (Additional Information Below)

Units will be called to the health lodge only after the rosters have been received at headquarters. A staff member will guide the unit to the health lodge as soon as all gear is stowed and everyone (both Scouts and leaders) have changed into his bathing suit, a tee shirt, and shoes. Every Scout and leader must check in at the health lodge upon arriving at camp. Swim checks occur immediately after the health check so please recommend that swim gear is packed on top for convenience.

**Take ALL medication to the health lodge immediately upon arrival. The health officer will review all prescription drugs to determine how and when they are to be dispensed during the week; utilizing the HSR Medication Administration Record in the Forms section of this guide.**

### Campsite Equipment

The Quartermaster's Store will be open for the Unit to pick up their campsite kit (shovel, rake, etc.) as soon as you return from the pool during check-in

### Retreat and Evening Program

A camp-wide retreat ceremony begins at 5:45 pm on the Parade Field. Scouts and leaders are encouraged be in the Field Uniform (Class "A").

### Trading Post

The Trading Post will be closed until after the campfire. After the tours and meetings, all return to the campsite to settle in. A camp-wide opening campfire, put on by the staff, begins at 8:30 pm.

## The Basic Daily Schedule

**Morning and Evening Colors Ceremony — 7:45AM and 4:45PM** Units are issued an American flag that should be raised and lowered in their campsite with the appropriate observances each day.

**Polar Bear Swim – 7:00AM-7:30AM**

**Breakfast — 8:00AM**

**Unit Roll Call — 8:45AM, 1:00PM, and 10:00PM** Each unit should conduct some form of roll call or head count at these times. Any unaccountable absences should be reported to HQ immediately.

### **Daily Health and Safety Inspection**

Each day between 8:45AM and 9:15AM, a senior staff member will conduct a health and safety inspection of every site. A report form (found in the Unit Guide given out upon arrival at camp) should be posted in the site for the inspector to record his daily evaluation.

**Session 1 – 9:15AM-10:30AM**

**Session 2 – 10:45AM-12:00NN**

**Lunch — 12:15PM**

**Siesta — 1:00PM to 1:30PM**

Each day this hour is set aside for quiet activities in the campsite. All program areas and the Trading Post are closed and the Scouts are expected to be in their sites.

**Session 3 – 1:45PM-3:00PM**

**Session 4 – 3:15PM-4:30PM**

### **Special Interest Program — 4:30PM to 5:30PM**

Scouts can participate in these informal programs on the basis of interest only, with the exception of aquatics, that requires Scouts to be Red, White, and Blue swimmers. Scouts attending four out of five days of the same SIP will receive a special segment to wear around his Camp Ware patch. A summary of each SIP is found in the program section of this guide.

### **Retreat — 5:50PM**

Every evening Scouts and leaders gather on the parade field for our camp-wide retreat ceremony. Everyone (Scouts and leaders) must be in Field Uniform (Class “A”).

### **Dinner — 6:00PM**

Directly following the retreat ceremony, dinner is held in the Rettew Dining Hall. Field Uniform (Class “A”) is encouraged for this meal.

### **Pack Activity Period — 7:00PM to 8:15PM**

Program areas are open for Scouts to participate in informal activities on an individual basis. The pool and Shooting Ranges are reserved for pre-arranged Unit swims and shoots decided during the Leader’s pre-camp meeting.

### **Evening Activity Period — 8:30PM to 9:45PM**

These evenings feature a camp-wide Unit or patrol game or activity arranged by the Program Director. The first and last evening are set aside for a camp-wide campfire.

### **Taps to Reveille — 10:00PM to 7:30AM**

All Scouts must be in their sites by 10:00PM (Taps) and remain there until 7:30AM (Reveille). Exceptions are programs that extend past taps or begin before reveille: polar bear swim, astronomy hikes, etc. If the Unit has planned an activity outside of the site that falls within these hours, the unit leader should inform the Camp Director. Please conduct yourselves in such a manner as to not disturb other Units during these hours.

# CUB SCOUT CAMP DAILY PROGRAM SCHEDULE

	Webelos Day	Day One	Day Two	Day Three	Day Four
7:00AM-7:30AM			Polar Bear Swim		
8:00AM-8:30AM			Breakfast		
9:15AM-10:30AM	Webelos Check-In (9AM)	Cub Check-In (1PM)	Instruction Session		
10:45AM-12:00NN	Instruction Session	Swim Checks	Instruction Session		
12:15PM-1:00PM	Lunch				
1:00PM-1:30PM	Siesta				
1:45PM-3:00PM	Instruction Session				
3:15PM-4:30PM	Instruction Session				
4:30PM-5:30PM	Instruction	SIP			
5:45PM	Retreat				
6:00PM-6:50PM	Dinner				
7:00PM-8:15PM	Free Swim	Pack Shoots/Swims			Closing Campfire
8:30PM-9:45PM	Campfire	Opening Campfire	Camp wide Game	Camp wide Game	
10:00PM	Taps				

*The daily program schedule subject to change.*

# Four (or Five) Fun Filled Days at Camp

## Program Areas

Our theme this year is **Superhero Adventure Camp**. All program areas and activities reflect this in both staging and in skills taught. Scouts will learn the importance of teamwork and self-reliance as they learn skills to survive while working towards rescue. The twelve points of the Scout Law guide all activity.

**NATURE LODGE:** Scouts will hike and map Camp Ware to learn about the wildlife and ecosystem. They will learn about edible plants and which materials found in camp can be used to create shelter and a campsite with minimal impact on the surrounding ecosystem. Additional opportunities are provided to perform service projects, such as rebuilding natural habitat areas for wildlife.

**CAMPCRAFT:** Here is where Scouts will learn the skills that make life outdoors possible. Low impact fire building for cooking and warmth, using knots and simple lashings to create shelter, and useful camp objects are just some of the skills developed. Special sessions for Scouts to earn their Tote-n-chip, Whittle-n-chip and camp cooking highlight this area.

**SHOOTING SPORTS:** Marksmanship skills are taught along with respect for your equipment and correct maintenance practices. Scouts work to improve individual skill and learn the value of practice. Safety practices, proper target selection and adult mentors with the guidance of trained instructors, encourage safe practices on both the Archery and BB Ranges. Belt loops are earned as part of the standard program. Scouts have the option, as a Pack, to earn advanced recognition and patches.

**BMX and Mountain boarding:** Bike Safety skills and riding techniques will be taught. Scouts will learn about the fast-paced world of BMX racing. In addition, Scouts will be able to try their hand at Mountain boarding, a cross between skateboarding and snowboarding. Don't worry Mom, they have brakes!

**POOL:** What better place to cool off on a hot summer day? Life saving and rescue skills will be stressed. Group swim instruction, snorkeling, and games add to the fun.

**HANDICRAFT:** Under the watchful eye of the Handicraft Director and their able assistants, Scouts learn skills and create a souvenir of camp.

**ADDITIONAL ACTIVITIES – CUB SPECIAL INTEREST PROGRAM:** Packs have an opportunity to participate in additional activities each day. They will be able to use this time to tailor sessions to their boys' individual needs. Some of these are fishing, cooking, nature hikes, sports, and service projects. Please note, fishing is a very popular activity, and unfortunately camp has very limited gear. We strongly recommend that you bring your own gear if you have it.

**THEME:** As you arrive at camp, an entertaining cast of superheroes will welcome you as they try to settle into normal lives as Camp staff after defeating their greatest challenge. As the night continues, our Camp staff will advance the theme with fun, entertaining and even educational stories, skits and songs until new even greater threat challenges the Ware Superheroes.

The adventure will continue on days two and three, as Scouts and leaders must help create new league of Superheroes by learning what it means to be a "True Hero." With the skills and the virtues they learn through their different Super Hero training, they will be prepared to vanquish evil and save Camp Ware.

As immediate and tangible evidence of their training, Scouts will collect beads during the program sessions to mark their successful participation in the daily activities, efforts to help others to succeed and group participation. They will be given a token on the first day to string their beads on as a reminder of their achievements. Every Scout will leave Camp Ware feeling accomplished and recognized!

## **Dining Hall**

### **Dining Hall Operations**

Accuracy of the pack's roster is also critical since it will determine table assignment. Prior to dinner on the day of arrival, packs will be notified of their seating arrangements, how many waiters to send as well as where the pack should assemble.

Dining hall conduct should reflect the habit of courtesy that is the mark of a Scout. It is an expectation that both staff members and leaders will aid in establishing proper table manners as well as see that all are served.

Meal times are one of the most active and fun times of the day. Packs are encouraged to lead cheers and sing while in the dining hall. Leaders not wearing at least a Field Uniform (Class "A") shirt to dinner cannot attend dinner in the dining hall.

### **Waiters**

Select one Scout per table for your site (8 campers per table) to serve as the waiter for each meal. Waiter duty should rotate between campers, and each day they should report to the dining hall with an adult leader *20 minutes* before the meal to prepare. The waiter is responsible for setting the table with enough forks, knives, plates, napkins, and other utensils for EIGHT people. At the sound of the dining hall bell, they'll report through the "In" door to get the next course of the meal and bring it back to the table.

Waiters are also responsible for getting second helpings for their table, as well as cleaning the table and surrounding area after the meal. Clean up includes bringing dishes to the dishwasher, wiping tables and benches clean, sweeping the floor around the table, and putting benches back up on the table. The Dining Hall Steward will guide the waiters in successfully setting the tables, bringing out food, and cleaning up following the meal.

### **Outpost Day**

All packs will cook a meal in their campsite. This meal is a simple-to-cook, simple-to-eat meal that will be prepared over a hot campfire. Your site will send a leader and Scouts to the dining hall back door to collect materials and food for the meal, and then take it back to the campsite, where your site staff will assist your pack in cooking.

### **Special Dietary Concerns**

The food service staff will prepare special meals for those with medical or religious dietary concerns. Please address these needs to the food service director prior to coming to camp.

## **Quartermaster and Maintenance**

### **Maintenance**

Any repairs to site facilities should be referred to the maintenance director. We would ask that you inform him by filling out a maintenance request form. Please help us keep the camp in good shape by reporting repair needs promptly.

### **Trash**

Containers in the campsite should be emptied daily and the bags deposited at the gateway of the campsite for pickup. New can liners are available from the Quartermaster's Store. The maintenance staff will do trash runs daily.

### **Quartermaster's Store (MT)**

Long tools (rakes, shovels, picks), wheelbarrows, woods tools, and site supplies (toilet paper, can liners, disinfectant) can be issued by the quartermaster at the Old Quonset Hut directly after breakfast until 10:00 a.m., directly after lunch until 2:00 p.m., 4:00 p.m. to 5:00 p.m., and 7:00 p.m. to 8:00 p.m. Tools must be returned promptly and undamaged. A fee will be assessed for any damages beyond normal wear and tear.

## **Headquarters and Administration**

### **Telephones**

Camp Ware no longer has a pay phone in headquarters for Scout and leader use. A camp phone can be used in the case of an emergency. Please discourage phone calls to Scouts while in camp. Remind them that the Scout is not near a phone so messages will have to be taken and calls returned.

Cell phone reception in camp is relatively poor. Electrical power for recharging is limited in the campsites. We strongly encourage all campers to leave their cell phones at home.

### **Mailboxes**

Each campsite/pack has a mailbox in the headquarters building that should be checked regularly during the week. Mail can only be issued to adult leaders.

### **Lost and Found**

Found items should be brought to HQ. Please inquire about lost items at the desk.

### **Trading Post**

The Trading Post offers soda, snacks, craft supplies, souvenirs, clothing and a good selection of Scouting gear.

Scouts and leaders love visiting the trading post. Please let parents know their Scouts will have an opportunity to visit during their stay. Items of varying as well as affordable prices are available; they don't need to send their Scouts with a lot of money but something would be good to avoid disappointment when they see their friends buying a souvenir from their stay at camp.



## **Additional Information**

### **Awards and Recognition**

#### **Clean Camp Award**

The Clean Camp Award will be presented to each pack at the end of the session who has maintained a 90 percent average to their daily inspections. A daily inspection sheet will be handed out upon arrival to camp. The program director, commissioner or their designee will inspect your campsite between 9 a.m. and noon every day up to, and including, check-out day.

#### **Camp Ware Emblem Patch**

A round 3" patch is awarded to all first year campers. A year segment is awarded to each Scout provided that he has:

- Conducted himself to the Cub Scout Promise
- Shown spirit in a sincere effort to advance himself in Scouting
- Accomplished such objectives that pack leadership sets
- Spent the entire time at camp.

## Camp Traditions

### **Vespers**

A short vespers gathering will be held the second day, after dinner on the parade field. This service is non-sectarian, so everyone is welcomed and encouraged to attend regardless of religious belief. An uplifting message will accompany fun singing.

### **Order of the Arrow**

The Order of the Arrow (OA) is a national honor and service organization that was founded to recognize those Scouts and leaders who best exemplify the Scout Oath and Law in their daily lives. A special flap on their right uniform pocket and a sash worn during Lodge activities identifies members. Camp Ware is served by Octoraro Lodge 22, a thriving group of dedicated Scouts and Scouters who are responsible for maintaining the facilities and traditions of camp.

Cub & Webelos Scouts will have an opportunity to experience an Order of the Arrow ceremony, learn about this part of Scouting as well as meet members of the organization.

### **Themed Lunches**

During two lunches, Camp Ware will feature a theme. Make sure you bring your crazy hat and sports team items during your stay.



# Bring your Superhero gear!

## Swim Check

Each Scout will be issued a “buddy tag” at the medical inspection station upon arriving at camp unless such activity is restricted by doctor’s orders. Each camper will be required to take a swimming test upon arrival to determine his or her swimming ability and classification. Aquatics facilities are for the use of registered campers only. Scouts unable to swim are encouraged to enroll in the “non swimmer instruction.” All campers, including leaders who plan to use the pool, must be tested. Leaders must use the buddy system as well as the Scouts.

### **Non-swimmer (white)**

No test - sign up for swimming lessons

### **Beginner (red-white)**

Jump feet first into water over your head, level off, and swim 25 feet; make a sharp turn and return to the starting point.

### **Swimmer (red-white-blue)**

Jump feet first into water over your head, level off, and swim 75 yards using any strong stroke on your stomach or side, swim 25 yards using a resting backstroke; rest by floating.

## Inspections

The Clean Camp Award is presented to each unit at the end of the week. Those units that have maintained a 90 percent average to their daily inspections will receive this award. Upon arrival in camp, a daily inspection sheet will be handed out to each Unit. The Program Director, Commissioner, or their designee will inspect your campsite between 9am and Noon every day up to, and including, check-out day.

## Hazing & Initiations

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. ***Unit leadership should be especially vigilant that no hazing or initiations are practiced at camp.***

# Health and Safety

## Emergency Procedures

### **Emergency Drill**

An emergency drill will be conducted within 24 hours of arrival at camp. It is done the first full day of camp, after lunch, during siesta. Scouts should report directly to their campsite after lunch. Trading Post is closed before and during the drill. Runners will come to your site for a headcount. Drill is over when “all clear” is given.

We have included this information about emergency procedures because the best defense against any emergency situation is being prepared. By understanding the policies and procedures, the leaders in camp will help to ensure safety and protocol during emergency situations. Safety is our primary concern for every participant, thus each of these procedures is not optional and must be followed.

In any emergency, the first step is to notify the camp director. Any staff member with a two-way radio can reach the camp director and all program areas have a phone line. If he is present in camp, you should notify the program director, ranger, or health officer. Once the emergency is established, the alarm will be sounded to notify staff and campers to assemble in their designated locations. The designated area for all participants is in their campsite. In case of inclement weather, participants should locate themselves to the closest hardcover.

### **Severe Weather, Hard Cover Procedure**

Emergency Procedures/Severe Weather/Hard Cover Alert Procedure to be used for severe (lightning producing) thunderstorms, Tornadoes, Floods, and Hurricanes as follows:

- In the event of severe weather or expected severe weather either by visual or media observation, the Camp administration will activate a Hard Cover Alert. The Program Areas will be notified by PA system. The alert is activated through the continuous sounding of the camp siren; with intermittent announcements over the camp public address system. In the event of a power failure, the backup generator will be used to power the emergency equipment. In the event a flood is imminent, immediately move all persons and equipment to high ground (parking lot). Temporary shelter will be provided in the dining hall.
- If the alert is activated during program hours, the program area staff will move the campers to a secure hard cover location, where roll call will be taken. The leaders in the campsites will be responsible for taking roll call within their respective units and staff members will report to sites to relay the roll call to headquarters.

- If the alert is activated during mealtime, the campers and staff will remain in the dining hall. The headquarters staff will report to headquarters to facilitate the alert and to monitor the situation. Roll call will be taken in the dining hall.
- If the alert is activated during a period of time when campers are located in their sites, or are not located in program, all campers are to report to their leaders in the sites for roll call. Camp staff will report to headquarters. They will be assigned as follows:
- Headquarters and administrative staff will report to headquarters.
  - Medical Staff and the First Aid/ Emergency Preparedness staff will report to the health Lodge.
  - The maintenance staff will report directly to their assigned campsite with one or two assistants with radios. Upon arriving to the campsite, Campsite staff will assist in gathering the campers together and leading them to the dining hall, making sure that the campsite is empty.
  - The food service director or his designee will report to the dining hall.
  - All remaining staff will report to the dining hall.

Each unit leader will take roll call. The number of campers and adults will be reported to the campsite staff in their site. The campsite staff will then report those numbers to headquarters. The dissemination of information related to the emergency will follow the same channels in reverse.

### **Hard Cover Locations**

The following are considered hard cover locations:

- Mohican Bath House
- Jubilee Bath House
- Hawkeye Bath House
- Sloan Lodge
- Lawrence Lodge
- Macaleer Lodge
- Health Lodge
- Headquarters
- Dining Hall

In the event you or your Scouts cannot safely travel to one these areas, you must find a structure with a rigid roof.

### **Fire**

All fires will be reported to camp headquarters. Staff will report to the designated area. Use available fire cans, 55 gallon drums, and other water sources, where available, to contain the fire.

### **Smog Alert**

In the event of a smog alert, the health officer will jointly determine which activities to restrict or limit.

### **Extreme Environmental Conditions**

The decision to limit or restrict activities will be made jointly by the camp director, health officer, program director, and the reservation director. The decision will be based upon ambient temperature and humidity levels as well as National Weather Service reports. Examples of restricted or limited activities are as follows:

- Extended Hikes
- Camp Wide Games
- Strenuous Physical Activities Which Create Heat Stress

Limitations/Restrictions may be waived by the health officer if a group can show that they have taken adequate precautions to reduce or eliminate thermal trauma such as heat stress and heat fatigue. Such precautions would include ensuring increased liquid intake, altered clothing and ensuring frequent breaks in the shade. The program areas will continue operations unless the health officer and the camp director decide otherwise.

## **Earthquake**

All persons will seek open fields and open roads to avoid falling trees. After tremors cease, campers and adults will report to their campsites, where the leaders will take roll and report the results to headquarters. \*All Injuries\* will be immediately reported to the Health Lodge.

## **Lost/Missing Camper**

The Alert System will be activated and an announcement will be repeated over the public address system. Three cycles of siren blast repeated three times signifies a lost or missing camper. Program areas will close. Campsite staff should immediately report to their campsites. All campers and adults will be sent to their campsites, where unit leaders will take roll and report the results to the campsite staff.

## **Outside Intervention**

The decision to request outside assistance from fire, rescue, police, medics, etc. will be made by the reservation director or his designee. They will also consult with the chairman of the Council Health and Safety Committee. Some situations require immediate response by "emergency personnel." There shouldn't be delay in requesting them if the injury/incident is life threatening because time is critical.

### **Special Notes:**

- Medical emergencies will be immediately reported to the health lodge (Extension 121)
- All emergencies and situations will be reported to headquarters (Extension 141)
- Sloan and health lodge, are alerted of emergencies via phone.
- Campsite Staff always reports directly to the campsites from their location when an alert is issued.

## **Child Abuse**

Any incident or suspicion of abuse must be reported immediately to the camp director. If not available, call the Scout Executive directly. Reports will be kept confidential. See the following section on Youth Protection for additional information.

- Medical emergencies will be immediately reported to the Health Lodge (Extension 121)
- All emergencies and situations will be reported to Headquarters (Extension 141)
- Sloan and Health Lodge are alerted of emergencies via phone.
- Campsite Staff always reports directly to the campsites from their location when an alert is issued.

## **Mass Illness**

Immediately notify the health officer who will contact the camp director.

## **Fatalities / Death**

In the event of a fatality, contact the camp director or program director immediately. They are specially trained to deal with these situations.

## **Blood Borne Pathogens**

Always avoid contact with blood or other bodily fluids. If you should come into contact with either, wash your hands immediately and report the incident to the health officer. Any fluids should be washed with detergent and water, as well as a 10:1 Water/Bleach solution.

## **Hazardous Material Spill**

Report spills to the camp director who will contact the proper authorities. Everyone in direct line of the spill will be evacuated from the site.

**At no time should any staff member, camper or leader contact or allow themselves to be interviewed by the media. In emergency situations, such as the ones listed above, the Scout Executive or his designee is the only designated spokesperson. This policy keeps unfounded rumors to a minimum, and eliminates unnecessary worry of parents and the public.**

## **Important Health Information – Norovirus**

In 2008, Camp Horseshoe was one of a number of camps in the United States affected by an outbreak of the highly contagious Norovirus. In consultation with the Chester County Health Department, it has been determined that the probable source of this outbreak was from a member of a Scout unit or staff exposed to the virus just prior to coming into camp. While the Norovirus typically lasts 24 to 48 hours, it can spread to others for a period of 10 to 12 days. Chester County Council BSA is determined to do everything it can to prevent any recurrence of this event, but with over 2,000 campers each summer, (plus family and friends) we need your assistance. To that point, we ask Scoutmasters and Unit Leaders to have a discussion with the parents, guardians, and leadership of their units regarding the following:

- ✓ Know the signs and symptoms of Norovirus, mercer virus, influenzas, and infections in general.
- ✓ Consider if any possible recent exposure just prior to coming into camp, this means; Scouts, leaders, or anyone dropping off or picking up.
- ✓ Use common sense. The best course of action is not to send your Scout to camp with stomach flu, nausea, vomiting, or a temperature.
- ✓ If you have any doubts, please consult your physician before sending your son, scout, or family member onto the reservation.

In the past, it has been the policy to have our camp health and medical staffs do all they could to assist a sick Scout in the health lodge until they were able to return to their unit and program. Again, in consultation with the Chester County Health Department, we were advised to change that policy.

- ✓ When a viral infection is suspected, it may be required for the Scout to be removed from camp as not to infect others.
- ✓ This does not mean that every sick Scout will be sent home. Health and medical staff will make appropriate and rational decisions.
- ✓ Parents who are planning vacations during the week their son is at camp need to be aware of this policy.
- ✓ If parents or guardians cannot be available to pick up a sick son, they need to have a backup plan in place (remember that BSA policy requires a written document for anyone other than a parent or guardian to remove a scout from camp).

Be assured that Chester County Council continues to work with the Chester County Health Department on ways to control the initiation and spread of contagious viruses and bacteria. We know this is a difficult, but also a necessary, conversation to have with the parents and guardians of your Scouts.

## **General Health and Safety Information**

### **First Aid**

All accidents and illnesses must be reported to the health lodge as soon as they are detected. Whenever possible an adult leader should accompany the injured or ill Scout to the health lodge. It is incumbent on leaders to monitor their Scouts for health problems and to report them promptly. It is the responsibility of an adult leader to accompany a Scout to the hospital when deemed necessary by the health lodge officer.

### **Ticks**

If ticks are found embedded in the skin they must be removed by the camp health officer only.

### **Health Concerns**

Daily bathing prevents illness and promotes cleanliness. Showers are marked clearly for adults and staff with separate facilities for youth staff members and for Scouts. No Scouts may use the adult showers or vice versa. The Scout showers are open from 6:30 a.m. to 10:30 a.m. daily. Adult showers are always open.

### **Dehydration**

Dehydration is caused from over-exposure to the sun and inadequate water. This accounts for the vast majority of

visits to the health lodge. Adults and Scouts should consume a minimum of two quarts of water daily in the summer heat and take appropriate precautions against sunburn.

## Firearms

Personal Weapons are never allowed in camp. (Rifles, shotguns, arrows, paint ball guns, BB guns, etc.)

## Pets and Wildlife

Leave all pets at home! Pets of any type are not permitted in camp. Scouts should be informed that all wildlife encountered on the reservation must be left undisturbed. If an animal's presence presents a problem in your campsite, please inform headquarters staff. Please do not attempt to remove or capture any animal or allow any Scouts to do so.

## Other

- Shoes must be worn when traveling around camp: exceptions are not made for the pool and shower house. No open toed shoes allowed.
- Swimming in the creek is **prohibited**.
- Every Scout and leader must have a complete Annual Health and Medical Record. Although all medical forms will be returned at the end of camp, please bring **copies** of your Scout's health records to camp; keeping originals for your personal records. Valid for 12 months, The Boy Scout of America's Annual Health and Medical Record is appropriate for Scouts and leaders/adults of all ages. Please refer to page 24 for additional information.
- Leaders/adults are encouraged to remind Scouts that daily bathing prevents illness and promotes cleanliness. Pool house showers are marked clearly for Adult Male and Female, Staff, and youth Scouts. No Scouts may use the Adult Showers or vice versa. An adult is anyone over the age of 18.
- All medications must be checked in with the health officer at the health lodge upon arrival to camp.



# Camp Policies

## Government Milk Program

The Chester County Council, BSA participates in the special milk program for children at both camps and the council has assured the Pennsylvania Department of Education that all campers in these camps are served milk regardless of race, color, religion, disability, sex, or national origin, and there is no discrimination to the serving of the milk. The Chester County Council, BSA further agrees to the "Fair Hearing Procedure" if there arise any complaints concerning the free milk distribution.

## Alcohol, Tobacco, and Drugs

Alcoholic beverages and controlled substances are not allowed on camp property. Violators will be asked to leave and the proper authorities will be informed if deemed necessary.

## BSA Alcohol, Tobacco, and Drugs Policy

It is the responsibility of the Boy Scouts of America to protect the health and safety of the young people in our program.

It is the policy of the Boy Scouts of America those leaders should not use tobacco products in any form in the presence of youth members. In addition, extreme care should be exercised to provide smoke-free environments for all Scouting participants. All buildings or facilities under the control of the council are designated non-smoking facilities. Smoking outside entrance/exit or at any location, is not permitted. In addition, all Scouting functions, meetings, or activities are conducted on a smoke free-basis with permitted smoking areas located away from all participants.

For smoking areas, please see the camp or program director

## Campfires

The danger of fire in camp is very serious. There can be no allowance for carelessness with a danger this great.



- All fires in the sites must be in a fire ring.
- No flames, matches, candles, lanterns, stoves, etc. in tents.
- The fireguard chart provided must be posted, carefully monitored, and signed each day before inspection.
- Fire buckets, barrels and Indian pumps are for fire fighting only and must be topped off each day.
- Propane stoves and lanterns can only be used under close adult supervision.
- No liquid fuels are permitted.
- No fires are to be left unattended by an adult.

## Safety Concerns

Shoes must be worn when traveling around camp, particularly to the pool or to the shower house. Swimming in the creek is prohibited unless on a staff organized tubing trip.

## Water Conservation

Our water supply is adequate but may be limited by weather conditions. Showers, faucets, spigots, fountains, and all other outlets should be shut off when not in use. Please report leaks promptly.

## Personal Property

The camp does not assume responsibility for damage or loss of any personal property. Scouts are encouraged to secure all personal belongings in a lockable container. All automobiles should be locked.

## Personal Conduct

The Scout Oath and Law are the camp rules of personal conduct for Scouts, leaders, and staff. Please note that the following items are prohibited in camp and will be confiscated immediately: fireworks, water balloon launchers, skateboards, mini-bikes, motorcycles, all-terrain vehicles, pets, and firearms. Additional action, including expulsion from camp, may accompany confiscation.

## Vehicles in Camp

Unit sites, program areas, and administration are all within comfortable walking distance of each other. Vehicles brought to camp should remain in the main parking lot and must not be used to transport Scouts within the reservation. No passengers are allowed in the beds of trucks. All drivers must be over 18 years old.

## Vandalism / Destruction of Camp Property

Vandalism and pranks are not only contrary to the values of Scouting, but can result in significant financial loss, injury, loss of program, and potentially closing of the camp, affected facility, or program area. There is a fine line between harmless fun and taking things too far. Any Scout or unit that takes part in vandalizing, destruction or theft of camp property will be held financially responsible for all losses incurred, and possibly may face legal prosecution and expulsion from camp without refund of camping fees. Our entire staff strives to instill a sense of pride and stewardship in our campers. As a unit leader, we hope that you will support us in our efforts to eliminate pranks and vandalism. The end result will allow us to utilize our dollars for the benefit the campers rather than unnecessary maintenance, thus keeping the camp fees at a reasonable fee.

# Information for Leaders and Parents

## Contacting Home

### Telephones and Letters

Camp Ware no longer has a pay phone in headquarters for Scout and leader use. A camp phone can be used in the case of an emergency. Please discourage parents from calling their sons while in camp. Remind them that the Scout is not near a phone so messages will have to be taken and calls returned.

Cell phone reception in camp is relatively poor. Electrical power for recharging is limited in the campsites. We strongly encourage all campers to leave their cell phones at home.

### Camp Ware contact information:

Horseshoe Scout Reservation  
239 Jubilee Road  
Peach Bottom, Pa 17563  
Camp Headquarters: 717-548-2786  
Ranger's office: 717-548-3352

Letters and packages can be sent to the address listed above; include the scout's name, pack number and Camp Ware. Remember to mail it enough days in advance so that it arrives while the Scout is still in camp, packages will not be returned if they arrive late. Email may also be sent to a camper. A link can be found on the home page of our website [www.hsr-bsa.org](http://www.hsr-bsa.org). Each campsite has a mailbox in the headquarters building that should be checked daily.

Our camp has one public phone line and one business line. Because of the size of the camp and the varied schedule of each Scout, there is no practical way to put an incoming call on hold. If urgency demands, we will attempt to locate Scouts quickly; otherwise, a message will be delivered to a unit leader. We request that incoming calls be limited to emergencies or urgent matters. The camp phone number is 717-548-2786.

## Visiting and Leaving Camp

Visitors are not encouraged during the camping session. Young Scouts often get homesick when they see parents and want to go home. Parents and siblings are invited to the last day chicken dinner. As part of the BSA Child Abuse Prevention Program, we ask that all visitors sign in at our headquarters building. If a Scout or adult is to leave camp for any reason, he must sign out at headquarters. If he is to leave camp with anyone who is not his parent/guardian, we must have a signed parent/guardian release form. Any individuals removing a Scout from camp must identify themselves with adequate identification prior to leaving camp.

Visitations at any other times than check-in and the late afternoon of the last day are allowed only in extraordinary circumstances or for emergencies. Please contact camp prior to arrival for such visits. Under no circumstances may children not registered as Scouts or Scout leaders spend the night in camp. For youth protection and liability issues, there are no exceptions to this rule.

## Miscellaneous

### Trading Post

The camp maintains a well-stocked trading post. Hours may vary, but the trading post is usually open throughout the day and evening except during meal times and camp wide activities. Items such as candy, soft drinks, personal items, souvenirs as well as program items crafts are available. Additionally, the trading post stocks items like compasses, Scout knives, t-shirts, belts, buckles, patches.



## Leaving Camp Early

If, for any reason, a leader or a Scout needs to leave camp, a unit leader that is at least 18 years of age **MUST** sign them out at Headquarters. If, for any reason, a camper will not return that week, please notify Headquarters staff. If a leader or Scout becomes ill, they must sign out at the health lodge (hour permitting) if it is not possible that night, notify the health lodge or headquarters the next day. Any refund is subject to review; no refund will be given if a leader/Scout is not signed out of camp upon leaving the reservation.

## World Famous “Last Day” Grilled Chicken Barbeque

All Scouts, parents, siblings & guests are cordially invited to join us the last day of the week for our World Famous Grilled Chicken Barbeque. For those of you have joined us in the past you’ll be excited about a new spin . . . the songs will still be there but the meal will be an outdoor grilled chicken barbeque party!

Please collect money from parents as soon as possible. We ask you to register the number of tickets needed for this meal and submit payment during check-in. The cost per ticket is \$8.00 per adult, \$6.00 per youth ages 5 to 12, and children under 5 are free. It is important that money is collected prior to attending camp so that we can be prepared to serve the appropriate number of people.

## Last Day at Camp . . . Check-out and Pick-up

- An announcement will be made at breakfast on your last day of camp to have one leader go to the trading post to “check-out” with our business manager to review and sign off on financial statement, pick up camper Barbeque Grilled Chicken Lunch tickets (the number of meals needed for campers, leaders, and family members should be given to HQ upon check-in), as well as pick up a 2013 save-a-date form.
- Utilize free time throughout the morning to pack gear and clean campsite in preparation for a late morning final inspection by the camp commissioner or their designee.
- Parents and visitors should plan to arrive between 12:00 and 12:20 p.m.
- World Famous “Last Day” Grilled Chicken Barbeque begins between 12:30 and 12:45 p.m.
- Following lunch at 1:20 will be a brief awards ceremony
- All campers should be picked up by 2:00 p.m.



**\*Thanks for spending time with us this summer at Camp Ware!\***



## Required Forms & Rosters & Information Sheets

- ❖ Roster for Summer Resident Camp
- ❖ In Council Accident Report
- ❖ Accident and Sickness Insurance Information Sheet
- ❖ Health Special Risk Claim Form
- ❖ Annual Health and Medical Records Information Sheet
- ❖ Horseshoe Scout Reservation Medication Administration Record
- ❖ Health and Safety Inspection Report
- ❖ Campership Application
- ❖ Refund Policy





## 2012 Resident Camp Roster Superhero Adventure Camp Camp John H. Ware III

**Today's Date:** \_\_\_\_\_

**Session #:** \_\_\_\_\_

Pack #: \_\_\_\_\_ Leaders/Adults \_\_\_\_\_ Cubs \_\_\_\_\_ Webelos I \_\_\_\_\_ Webelos II \_\_\_\_\_

Please prepare **three** copies: one to be submitted at headquarters during check-in, one to be submitted at the health lodge with all campers' health records during check-in and one to be retained for the unit's records. Please **print** or type a list of your Scouts **in order of rank**, followed by leaders. Use multiple sheets per pack when necessary. Please complete a separate roster of Webelos and leaders attending the 5-day session; one for Webelos, Cubs and leaders attending the 4-day session.

SCOUT'S FULL NAME	PHONE NUMBER	RANK	AGE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
LEADER/ADULT'S FULL NAME	PHONE NUMBER/EMAIL	PACK	M/F PT or FT *
1			
2			
3			
4			
5			
6			
7			
Total Leaders/Adults =			
*M/F - FT/PT = Male or Female, full time or part time leader/adult			

♦ Ensure that your roster is accurate as you will be charged for all Scouts and leaders/adults appearing on the roster – no exceptions.

## Annual Health and Medical Records

All campers attending either resident or family camp are required to accurately complete and submit the appropriate sections of a current Annual Health and Medical Record. Any camper arriving without a current Annual Health and Medical Record will not be able to attend camp.

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered in one four-part medical form. Note that leaders must always protect the privacy of unit participants by protecting their medical information.

**Parts A and C** are to be completed annually **by all BSA unit members**. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes and swimming parties, or an overnight camp, and where medical care is readily available. Medical information required includes a current health history and list of medications.

**Part C** also includes the parental informed consent and hold harmless/release agreement (with an area for notarization if required by your state) as well as a talent release statement. Adult unit leaders should review participants' health histories and become knowledgeable about the medical needs of the youth members in their unit. This form is to be filled out by participants and parents or guardians and kept on file for easy reference.

**Part B is required with parts A and C for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks.** It is to be completed and signed by a certified and licensed health-care provider – physician (MD, DO), nurse practitioner, or physician's assistant as appropriate by your state.

The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include tour camping, jamborees, and Wood Badge training courses. It is important to note that the height/weight chart must be strictly adhered to if the event will take the unit beyond a radius wherein emergency evacuation is more than 30 minutes by ground transportation, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

Effective January 1, 2010, Class 1, 2 and 3 medical forms are no longer valid, and will not be accepted at any Chester County Council, BSA camp. The most recent version of the Annual Health and Medical Record (January 2011) consolidates all records from the National Council and the three national high-adventure base forms, enabling a single medical form to be used across all BSA activities. **Part D** of this version is a review piece for participants attending any of the national high-adventure bases and does not need to be completed for our summer resident camp.

The following link will take you to a Frequently Asked Questions page providing additional information:

<http://www.scouting.org/scoutsourc/HealthandSafety/Resources/MedicalFormFAQs.aspx>

The Annual Health and Medical Record can be found by following the link below:

<http://www.scouting.org/scoutsourc/HealthandSafety/ahmr.aspx>

It is the responsibility of the unit to pick up all health forms at the end of camp, prior to leaving. **Copies** (originals should be kept for personal record) of all Annual Health and Medical Forms should be collected by the unit and turned in at the pre-camp meeting. If not, they **MUST** be brought to check-in. Again, any camper arriving without the Annual Health and Medical Record will not be able to attend camp. Health forms should not be sent or dropped off at the Council Service Center without previous arrangement as we cannot guarantee their arrival to camp prior to your attending.

## Accident and Sickness Insurance

All registered members and leaders in the Chester County Council, BSA are covered under an accident and sickness umbrella policy. Keep this nearby for use if you use medical services during a Scouting activity. To eliminate confusion about accident and sickness insurance, we offer the following to help effectively process claims.

ACE, American Insurance Company, HSR Health Special Risk, Inc. is our insurance provider. Umbrella policy is the insurance for which all Scouts and Scouters are assessed \$3.00 per year at re-chartering time.

If an incident occurs where it is to seek medical services, the procedure you should follow is quite simple and will help to speed up processing claims with hospitals and doctors.

For incidents occurring during an official scouting activity, *implement* the following procedure:

- Thoroughly complete the included accident report, when possible having the health service provider fill out the bottom portion and sign. Provide a copy to your Cubmaster **as well as** submit a copy to the Chester County Council.
- **Send initial billing to your insurance company as the primary holder.**
- Give the health service provider the name of our insurer carrier as the secondary holder and policy number: PTPN00327402 HSR 6/1 – 6/1, Current year.

If you take the accident report to the hospital with you have them make a copy for their records and you send the original into the Chester County Council Service Center.

Provide the Health Service Provider with your Insurance Co. as Primary Holder. Leaders should fill out the claim report and submit to:

Health Special Risk, Inc  
HSR Plaza  
4100 Medical Parkway  
Carrollton, TX 75007-1517

**To access a copy of the Health Special Risk Claim Form by clicking on the following link:**

<https://www.hsri.com/forms/claim%20forms-Approved/Boy%20Scouts%20of%20America/BoyScoutsofAmerica-ClaimForm.pdf>

or by visiting [www.hsri.com](http://www.hsri.com); choose Claims Administrative Services, then Claim Forms, then BSA Generic Claim Form.

### **Coverage includes:**

- Accident Medical Benefits \$15,000**
- Dental Injury Benefits \$5,000**
- Ambulance Service Benefits \$6,000**
- Specified Injury Benefit \$35,000**
- Sickness medical benefit \$7,500**
- Non duplication Amount \$300.00**

If you have any questions on coverage or procedures, please contact David Nickerson at 610-696-2900, ext 13.

**Chester County Council, BSA**  
**INTERNAL ACCIDENT REPORT**  
**Health Special Risk, Inc - Secondary Policy Holder**

Chester County Council  
 504 South Concord Road  
 West Chester, PA 19382

Boy Scouts of America  
 (610) 696-2900

Name	Age	Telephone Number
Address/City/State/Zip		

If a minor, Name of Parent \_\_\_\_\_ was parent notified? ( ) Yes ( ) No

Unit No. \_\_\_\_\_ District \_\_\_\_\_ Council \_\_\_\_\_

Date and Time Injury occurred: Date \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

Camp Horseshoe \_\_\_\_\_ Camp Ware \_\_\_\_\_ Other \_\_\_\_\_

If an accident, where and how did it happen? What was individual doing? Using tool? Was there a mechanical defect? Did an unsafe act occur?

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Describe Nature of injury or illness:

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**List the person in charge at the time of the accident:** \_\_\_\_\_

Was first aid treatment provided? ( ) Yes ( ) No

If yes, list name of person providing treatment: \_\_\_\_\_ Unit: \_\_\_\_\_  
 Position: \_\_\_\_\_

Attending Physician's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Care obtained at: Physician's Office \_\_\_\_\_ Hospital Name \_\_\_\_\_

Address \_\_\_\_\_

Was the injured Person taken home or returned to camp? \_\_\_\_\_

**FOR SUMMER STAFF ONLY**

Social Security Number	Under 18-Permit Number	Circle One - Counselor or CIT	
Occupation for which issued	Occupation	Department	
Date of Birth	Circle One - Male or Female	Married Yes / No	No. Children Under 18

Unit Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Report Prepared by \_\_\_\_\_ Date \_\_\_\_\_

# Horseshoe Scout Reservation Medication Administration Record

Dates of Camp: \_\_\_\_\_

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

Camp Horseshoe       Camp Ware       Campsite \_\_\_\_\_

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Allergies \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Relationship to patient \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Please fill out one section for each medication to be administered at Camp. **This form should be completed for anyone who will be staying overnight at camp. This includes scouts and adults who need to take medication while at Camp Ware.**

All medications must be in the original container with the original label prepared by the pharmacy or physician which provides all of the customary information such as the patient's name clearly marked, drug name, dosage and instructions. All non-prescription medication must be marked with the patient's name and any instructions. ) **WE ASK THAT THIS FORM BE COMPLETED BY THE PARENT OR GUARDIAN AND TURNED IN TO THE HEALTH LODGE AT THE START OF THE SCOUT'S CAMPER WEEK.**

**All medications (except Epi pens and inhalers) must be turned in to the Health Lodge at the start of the patient's stay in camp.**

EPIPENS AND RESCUE INHALERS need to be carried by the scout at all times while at camp, in accordance with the prescription or instructions from the patient's physician. They do not need to be handed into the Health Lodge.

NOTE TO PARENTS/GUARDIANS: If your child fails to appear at the Health Lodge at the prescribed time to receive a medication dose, the Unit's adult leaders will be notified with a request that the scout should be sent to the Health Lodge. All medications administered to the scout by the Health Lodge will be noted on this form. At the end of the scout's camper week, a copy of this form can be sent to the parent or guardian if an e-mail address is provided, so that parents or guardians will know when the child received medication. If you have any question at any time regarding your child, you may e-mail the Health Lodge at [hshealthlodge@cccbsa.org](mailto:hshealthlodge@cccbsa.org) This e-mail is confidential and is only viewed by the camp nurse and doctor.

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

**FOR HEALTH LODGE STAFF ONLY**

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

This information is confidential and is provided to the Camp Health Officer or designee for the express purpose of helping to ensure a healthy and safe week at Camp Ware. This form may be shared with medical personnel should the necessity arise and will be part of your child's medical records.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

Name of Scout \_\_\_\_\_ Unit \_\_\_\_\_

Medication name/ Strength: \_\_\_\_\_

Dosage (how many and when?): \_\_\_\_\_

Quantity sent to camp: \_\_\_\_\_

Relevant side effects (reactions to food, sun sensitivity, nausea, drowsiness etc.): \_\_\_\_\_

\_\_\_\_\_

FOR HEALTH LODGE STAFF ONLY

Time:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast:								
Lunch:								
Dinner:								
Hour of Sleep:								

This information is confidential and is provided to the Camp Health Officer or designee for the express purpose of helping to ensure a healthy and safe week at Camp Ware. This form may be shared with medical personnel should the necessity arise and will be part of your child's medical records.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Health Officer: \_\_\_\_\_ Date: \_\_\_\_\_

# Health and Safety Inspection Report

Site: \_\_\_\_\_ Leader: \_\_\_\_\_

Every day an inspector assigned by the commissioner will check your site for organization, general conditions, and cleanliness, as described in the "Health and Safety Guide" you received with this form. A Clean Camp Award flag will be awarded to those sites scoring at least 20 points on their daily inspection. Those packs who earn a clean camp rating for five of the six inspection days will receive the clean camp flag. Awards will be given at the end of the week to those packs that score the highest total points on their daily ratings.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Inspector's Initials</b>						
<b>Shelter open and Clean; free from damage</b>						
<b>Personal &amp; Troop equipmen neat and orderly</b>						
<b>Bunks made, Bedding airing</b>						
<b>Trails and Grounds Clean; no damage to trees, etc.</b>						
<b>Latrine clean and swept</b>						
<b>Washstand clean and swept</b>						
<b>fireguard chart posted, signed and plan followed</b>						
<b>Daily rating</b>						

**U = Unacceptable    1 = Poor    2 = Fair    3 = Acceptable  
4 = Good    5 = Excellent**

# 2012 CAMBERSHIP APPLICATION

This application is for camperships offered through the Chester County Council to provide financial assistance to Cub Scouts, Webelos and Boy Scouts who attend **overnight resident camp** at the Horseshoe Scout Reservation. The Chester County Council will provide camperships in the amount not to exceed 50% of the total cost of camp. It is required that the youth, his family and/or the unit contribute. **The campership application deadline is April 15, 2012** (preceding the first final payment due date of all camps). Camperships can only be applied to a Scout's first week of camp.

Pack \_\_\_\_\_ Troop \_\_\_\_\_ District \_\_\_\_\_ Unit Leader's Name: \_\_\_\_\_  
Unit Leader's Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_ Dates Attending Camp \_\_\_\_\_

- Select one:  Camp Horseshoe  Camp Ware
- Total household income:  less than \$20,000  \$20,001 - \$40,000  \$40,001 - \$60,000  
 \$60,000+
- Cost of resident camp: \$ \_\_\_\_\_ Amount contributed by scout/unit/family: \$ \_\_\_\_\_
- Campership amount requested \$ \_\_\_\_\_ **(Campership may not exceed 50% of camp cost.)**
- Please attach a detailed letter explaining the request for financial assistance. The application cannot be processed without this information.

I certify that the information on this form is accurate:

\_\_\_\_\_  
Parent's Name (Print) Date

\_\_\_\_\_  
Parent's Signature

I certify that to the best of my knowledge the information on this form is accurate:

\_\_\_\_\_  
Unit Leader's Name (Print) Date

\_\_\_\_\_  
Unit Leader's Signature

<b>FOR COUNCIL USE ONLY</b>	Approved by: _____ Scout/Unit/Family contribution: _____
	Award date: _____ Amount awarded by council: _____

Completion of this application *does not* guarantee a campership grant or particular amount, although every effort will be made to assist all applicants. The Council Camping Committee or their designees review all camperships for approval. Unit leaders will receive notification of approved camperships and the amount granted by April 30, 2012. Please direct any questions to Amy D., Camping Administration/Program Specialist, amy.dalesandro@scouting.org or 610-696-2900, ext. 25.

## Cub Scout Resident Camps

### Cub Scout Resident Camps Refund Policy

The Chester County Council Horseshoe Scout Reservation makes financial commitments for the hiring of staff and purchasing of supplies and other materials many months prior to camp; therefore participants must make a financial commitment of at least \$35.00 by the deposit deadline March 31, 2012.

Based on this fact, refund amounts are dependent on time of submission and reason for refund. Please note that if an entire unit cancels before or after deposits are paid, the \$50 site Save-a-Date fee as well as any deposits is not refundable. If a unit should cancel after all payments have been made in full, any refund will be made at the discretion of the Reservation Director.

The Chester County Council does reserve the right to cancel any reservation if payments are not received in full by each of the payment due dates. Again, the \$50 site Save-a-Date fee is not refundable under any circumstances.

Below you will find the conditions required to be met in order for a refund to be processed. To ensure consistency in this process, no refund will be issued if any of the conditions are not met (no exceptions). In addition you will find the amount that will be issued is based on the reason for the refund request as well as date of submission.

- All refund requests must be submitted in writing either by mail to the Chester County Council Service Center, Camping Administration or by email to [amy.dalesandro@scouting.org](mailto:amy.dalesandro@scouting.org). Remember the date of submission will affect the amount of refund issued.
- Refund requests should include the following information:
  - Unit type and unit number (i.e. Pack 555)
  - Name of Scout
  - Date of attendance
  - Reason for request
  - Supportive documentation for a reason entitling a full refund
- Full refund of the amount paid will be issued for the following reasons (if cancelling prior to attending):
  - Medical illness or injury of Scout
  - Medical illness, injury or death of immediate family member
  - Required attendance to summer school during the time the Scout is scheduled to attend camp
  - Unexpected financial hardship or family emergency (Approval required by the Reservation Director)

Any of the above reasons will **require** supportive, written documentation to be submitted along with the written refund request. For medically related reasons, a letter from the Scout's physician; for attendance to summer school, a letter from the Scout's teacher or school administration; for unexpected financial hardship, a letter from the Cubmaster.

Any Scout or leader/adult released and sent home by the camp director or health officer due to medical reasons will be issued a pro-rated partial refund. Refunds issued to campers choosing to leave early will be at the discretion of the Reservation Director.

**The due date to submit a refund request based on one of the above reasons is August 31, 2012.**

- Partial refund of the amount paid will be issued for all other reasons based on the date of submission. Requests must still be made in writing with a reason given, but written supportive documentation is not required.

**Refund Request Made by:**

May 1, 2012  
 May 15, 2012  
 June 1, 2012  
 June 15, 2012

**Refund Request Made after:**

June 15, 2012

**Amount to be Refunded:**

total amount paid less \$35  
 total amount paid less \$70  
 50% of the amount paid  
 25% of the amount paid

**Amount to be Refunded:**

No refund

No refunds or credits will be issued at camp. If fewer Scouts attend than have paid, money will only be refunded based on a viable reason (medical, school attendance, unexpected financial hardship or family emergency) and after the required letters and documents are submitted to the Council Service Center. No refunds will be issued for unsupported requests.

Refunds will be issued to the pack within two weeks of receipt of the request or with-in two weeks after the scheduled date of attendance, whichever comes first. The pack will be responsible for refunds to the family. Only if requested and approved by a key unit leader will a refund be made directly to the family.

**Submit all refund requests to:**

Chester County Council, BSA  
 Attn.: Camping Administration  
 504 S. Concord Rd.  
 West Chester, PA 19382  
 HSR Administration Office: 717-548-3352  
 Council Voicemail: 610-696-2900, ext. 25

or email [amy.dalesandro@scouting.org](mailto:amy.dalesandro@scouting.org)



# The Cub Scout Motto

*Do Your Best.*

Doing his best is one of the most important things for the Cub Scout to learn. Boys often become so interested in winning that they fail to see the importance of doing the best they can at everything. One boy's best might be quite different from another boy's best. Cub Scouting teaches boys that no one can find fault with them if they always do their best.



## **MISSION STATEMENT OF THE HORSESHOE SCOUT RESERVATION**

Provide and maintain quality outdoor program facilities which will foster the development of advanced summer and year round scouting programs for Cub Scouts, Boy Scouts and Venture Scouts in the Chester County Council, BSA.

It is the mission of the entire Camp Ware staff to support and foster the Cub Scout Motto. We pledge to encourage all scouts attending summer camp 'to do their best' while having fun and learning skills they will carry with them through the rest of their lives. We greatly appreciate your giving us the opportunity to do so.



Horseshoe Scout Reservation  
Chester County Council  
Boy Scouts of America  
239 Jubilee Road  
Peach Bottom, Pa 17563  
Camp Headquarters: 717-548-2786  
Ranger's office: 717-548-3352