

HORSESHOE



Camp Horseshoe

LEADER'S GUIDE

Horseshoe Scout Reservation
Chester County Council, BSA
1286 Ridge Road
Rising Sun, MD 21911

Dear Scoutmasters,

Thank you very much for choosing to spend your 2012 summer camp experience with us at Camp Horseshoe. We have a great summer staff that will carry on our strong traditions and deliver an excellent program for your Scouts this summer.

Please keep in mind that you are encouraged to attend the pre-camp meeting at camp at 5:45 on the Tuesday evening before your troop arrives in camp. If you are unable to attend this meeting, please mail your medical forms to camp the week before you arrive. This will speed up the check-in process.

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 front porch of headquarters where we will collect medical forms, go over the merit badge schedule, 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.

Each evening at 5:45, we gather on the parade field for the retreat ceremony where we pay our respects to the flag. For this ceremony and for the evening meal, we request that all Scouts and leaders wear a full class A uniform, but require at least a class A uniform shirt. Please make sure that all Scouts and leaders bring their uniform shirts with them to camp.

The Horseshoe program continues to improve each year. As you are planning your week, please take note of our expanded merit badge offerings and new Scout training programs.

I will be serving as Camp Director again this summer and Craig Cohen is in his third year as Program Director. I hope you are as excited about this summer as the Horseshoe staff. We look forward to seeing you at camp.

Yours in Scouting,

Mike Berkeihiser
Camp Director

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Registering for Camp

For the Troop Committee

Reservation System:

A \$50.00 Stake-a-Claim fee secures your choice of week for the following summer. Stake-a-claims (claim to the same site occupied/same week number) can only be made while your troop is in camp. A reservation can be made on a first-come, first-serve basis for an open site two weeks after the end of a particular week.

A stake-a-claim reservation form along with the \$50 fee must be submitted at the time agreement is made between the troop and the Chester County council. This is a stake-a-claim reservation fee only; the fee is not refundable but will be applied to your final payment.

The \$35.00 per Scout & Leader deposit, due March 31, 2012 secures your choice of week and site. Units failing to meet these deadlines will no longer have a valid claim to their site, and it may be given to another troop that pays the required fees.

2012 Summer Camp Schedule

Week 1 June 24 – July 1 **Week 5 July 22 – 29**
Week 2 July 1 – 8 **Week 6 July 29 – Aug. 5**
Week 3 July 8 – 15 **Week 7 Aug. 5 – 12**
Week 4 July 15 – 22

Campsite Information

All campsites are arranged by patrol and are equipped with a latrine, washstand, water faucet, patrol tarps, tables, steel spring cots, and a leader's shelter or tent.

Troops falling short of or exceeding the campsite capacity of their assigned site may be assigned to another site or asked to share their site with another unit at the Camp Director's discretion.

Campsite	Shelter Type	Min	Max	Adults
Schramm	2-boy tents	8	16	2
Clifton Lisle	8-boy shelters	26	40	8
Conestoga	2-boy tents	16	24	4
Octoraro	2-boy tents	16	24	4
Rothrock	4-boy shelters	24	36	4
Boonesboro	8-boy shelters	26	32	4
Kit Carson	8-boy shelters	26	32	4
Davy Crockett	8-boy shelters	26	32	4
Sherwood Forest	8-boy shelters	26	44	4
Bayard Taylor	8-boy shelters	26	32	4
Lenni Lenape	2-boy tents	24	40	4
Roberts	4-boy shelters	24	36	4
Dan Beard	2-boy tents	36	50	4
Timberline	2-boy tents	36	54	4

Camp Fees

Scout:	Discounted	\$325/scout
	Full	\$365/scout
	Provisional (one week)	
	Discounted	\$325/scout
	Provisional (one week)	
	Full	\$365/scout
	Provo additional weeks*	
	Discounted	\$305/scout
	Provo additional weeks*	
	Full	\$345/scout
Leader:	Discounted	\$160/leader
	Full	\$175/leader

First year Scouts crossing over or joining a troop after the May 15 discounted rate deadline are eligible for the discounted rate until June 15. Please register and pay for these Scouts separately

This exception becomes void if the troop has not paid for other members of the unit prior to the May 15 discount rate due date.

The number of Scouts on your final roster determines the final number you will be charged for, adjustments will be made accordingly.

*We welcome and encourage Scouts to attend Camp Horseshoe for multiple weeks. This rate applies to any Scout who has attended a week of summer resident camp (at Camp Horseshoe) in the current year as either a provisional scout and/or with their own troop and is returning for an additional week or weeks **in a provisional troop.**

Please reference the information provided below in Provisional Camping for additional information, including the process a Scout should follow to sign up for additional weeks at camp.

Part-time leaders serving for a 24 hour period will be charged \$25.00 per day/night. Visiting leaders (adults staying for the day only and not spending the night) are charged for meals at a rate of \$7.00 for breakfast, \$8.00 for lunch, and \$10.00 for dinner. All leaders planning to attend the evening meal must wear a Class 'A' uniform.

Payment Schedule

Deposit (\$35/camper) due date:	March 31, 2012
Discounted fee due date:	Before May 15, 2012
Full fee due date:	After May 15, 2012

PROVISIONAL CAMPING

Camp Horseshoe is a tradition for which units and Scouts cannot get enough. Boys proudly declare that they've been to Horseshoe four, five, even six summers; accomplished patrol, troop and individual achievements and had a great time doing so.

These boys are the backbone of the Scouting movement, but choices for young men during the summer continue to grow at an incredible rate, from summer jobs to high adventure trips and sports. How can Scouts fit in all of these opportunities? What can they do when something conflicts with the dates their troop is attending camp? Camp Horseshoe has the answer: **Provisional camping!**

Provisional camping is available every week of the summer camp calendar. Thus, no matter what, we can fit the Scout's schedule! Scouts are matched with a Chester County Council unit that hosts them for the week. Through the qualified and trained adult leadership of their "troop for the week", these Scouts will satisfy their personal achievement goals even when unable to attend camp with their own unit. Everyone has great times learning from other Scouts while having incredible experiences like any other week at Horseshoe.

HOW DOES PROVISIONAL CAMPING WORK?

Any registered Scout, having at least one prior year experience camping as a Boy Scout, is eligible to participate in provisional camping. While the Chester County Council encourages youth to experience summer camp with their home unit, this program is specifically designed for those Scouts whose schedules conflict with their own troop's selected week at summer camp - or - for those campers who want to participate in an additional week or two over above their unit's time out at camp.

Many Scouts come during an earlier week of camp with their own troop and returned later in the season as a provisional camper to work on additional advancement opportunities.

As mentioned before, Scouts attending in a provisional capacity are placed with a Chester County Council unit during the Scouts week of choice. Every unit chosen to 'host' a Scout provisionally is carefully selected to ensure a smooth transition into the host troop's already existing dynamics.

The number of provisional Scouts in each host unit is typically limited to three Scouts, to allow for the possibility of more attention being required by a Scout attending provisionally. More than one Scout attending provisionally from the same troop, the same week, will be placed in the same 'host' unit.

Prior to arrival, the parents of a provisional Scout will be put in contact with host troop leadership to provide opportunity to discuss any questions, needs, traditions the hosting troop has at camp, etc.

All provisional Scouts should choose and prepare for those merit badges they wish to take prior to attending camp. Their merit badge choices will be submitted along with the choices of the host troop Scouts on the Sunday of arrival. Please direct merit badge questions and/or program questions to Program Director, Craig Cohen @ cacohen15@yahoo.com.

HOW DO I SIGN UP FOR A PROVISIONAL WEEK?

Any Scout wishing to attend a provisional week at camp should submit a completed Provisional Week Application, included in the appendix of this leader's guide, to the Chester County Council Service Center. This application can also be found at www.hsr-bsa.org. Please ensure Scouts attending multiple weeks retain a copy of their Personal Health & Medical Records for each week.

For additional information on how to attend Camp Horseshoe provisionally with another troop, contact Amy Dalesandro at the Horseshoes Scout Reservation, Chester County Council, BSA (amy.dalesandro@scouting.org or 717-548-7045).

In order to be entitled to the reduced provisional camp rate, verification of attendance with the troop must be obtained from the scoutmaster. This verification is made on the provisional camp application.

Refunds (See Chester County Council Boy Scout Resident Camp Refund Policy) Please refer to page 44 for a complete description of our refund policy.

Camperships

Campership opportunities are available to Chester County Council Scouts. Please visit the forms page of www.hsr-bsa.org to obtain a copy of the campership application. 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.

Scouts with Disabilities

Camp Horseshoe has a long history of accommodating Scouts with disabilities. Many of our facilities are handicapped accessible. We have available a portable "tent frame" which can be set up in any tent campsite. Ramps can be located on a where-needed basis. Every effort will be made to meet the needs of your Scout(s). If you, as a leader, have a need for special accommodations for one of your Scouts, please inform the Camp Director prior to your arrival.

The Pre-Camp Orientation

All Scoutmasters and Senior Patrol Leaders are cordially invited to Camp Horseshoe for our retreat ceremony followed by dinner at **5:45 pm** the Tuesday before your Troop is scheduled to arrive in camp. Immediately following dinner, approximately at 6:45, there will be an **IMPORTANT MEETING** on the front porch of the Headquarters Building, where program schedules and general camp business will be discussed.

Please be sure to bring with you copies of your Troop's Medical Records so that the Camp Health Officer can review them. By bringing them to this meeting, they can be reviewed and incorrect forms can be corrected before the start of camp. Medical Records that are correct will be kept at the Health Lodge, expediting the check-in process on Sunday.

This meeting is an excellent opportunity for Leaders to ask questions and meet the camp staff. In addition, any changes in the program from what is published in this guide will be discussed, including possible additions and revisions of the merit badge schedule. Therefore, this Tuesday evening meeting is highly recommended for troop leaders, both new and old to Horseshoe.

Preparing for Camp

What to Bring to Camp

Troops:

- **Copies** of Medical Records
- Merit Badge library
- Rope for clotheslines
- First Aid kit
- Lanterns (propane only)
- Troop flag
- Advancement records
- Troop cooking equipment

Patrols

- Cooking gear for outpost day
- Patrol flag
- Props for campfire skits
- Gear for outpost camping
- Notebooks for the Patrol Log

Unit Leaders

- Thumbtacks for bulletin board
- Alarm clock (battery operated)
- Cash box
- Folding chair
- Contact information for parents

Planning

Planning Advancement

The merit badge program is described completely in the Program Guide. Take some time to look over the schedule and the descriptions of the badges, consult with your Scouts individually, and help them assemble a realistic, satisfying schedule for the week.

It is likely that additions and alterations to our merit badge schedule will occur between the time this guide is published and your arrival at Camp. Changes will be announced at the Tuesday night Scoutmaster's meeting the week prior to your arrival and will be available through the camp office. Please don't finalize individual schedules until you have confirmed them with the camp.

First year Scouts who are currently working towards their first few ranks are encouraged to take part in the Trailblazers program, emphasizing the skills for Tenderfoot through First Class.

Planning Special Troop Activities

The best and only leadership method in Scouting is the Patrol Method. Camp Horseshoe's program will help strengthen and build Patrols. There are many opportunities for your Troop and Patrols to pursue some special interests while at camp. Some of the more popular activities include troop archery shoots, rifle shoots, swims, climbs, and tubing in the Octoraro River. The special troop archery and rifle shoots and climbs are held from 9:00 AM - 10:00 am, Monday through Saturday, at the respective ranges. Troop swims and tubing begin at 7:00 pm, Monday through Friday. Tubing will meet at the Quonset hut. All special activities will be arranged by the Program Director at the Sunday evening Scoutmaster's meeting. You will be given a form in the Unit Guide upon arrival at camp to indicate your choices. Because of the number of troops in camp, a lottery system may be used to distribute the program activities among the troops.

Helpful dos and don'ts:

- Do allow Patrols to plan and carry out some of the things they think of and want to do.
- Do allow for and suggest some free time so that a Scout can go and experience interesting areas of camp with a pal or two.
- Do be sure that throughout the week Scouts achieve personal advancement while having fun.
- Do set a tone that lends real class to any troop. Insist on manners, good fellowship, sportsmanship, clean fun and a clean camp.
- Do informally talk to each Patrol every day so that you know what is going on.
- Don't allow Scouts to get too busy to enjoy themselves. Camp should be a challenge, but not a grind.

- Don't emphasize activities that can be better-done back home; take advantage of the unique things that Horseshoe has to offer.
- Don't give Scouts a title and a leadership position and then do all the leading yourself.

Adult Leadership

Leader qualifications – Camp requires leadership, 2 deep, with one leader being age 21 or over and registered BSA, the second leader if younger must be at least 18 years of age.

Visitors

Friends and parents are encouraged to visit on Saturday from 2:00 pm until 10:00 pm. 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. All visitors must sign in at Headquarters. Visitors cannot be accommodated in the dining hall. Please leave pets at home.

Under no circumstances may children who are not registered Boy Scouts with a troop staying in camp, or their registered adult leaders, stay overnight in camp. Violators will be promptly escorted from camp.

Medical Records

All youth and adults spending more than 24 hours in camp must have a completed, up-to-date Annual Health and Medical Record on file. Effective 2011, the Annual Health and Medical Record replaced the Personal Health and Medical Record – Parts A, B, and C should be filled out for camp.

The Annual Health and Medical Record, valid for a 12 month period of time are to be used by campers of all ages. Please see page 45 for detailed information on the Annual Health and Medical Record.

All medical forms must be signed by a Health-Care Practitioner and the medical forms for Scouts under the age of 18 must have a parental/guardian signature dated within one (1) year of the Troop's scheduled week at camp.

All medical forms should be forwarded to camp by the Tuesday before your Troop's week encampment, to be reviewed by the Health Officer. Scouts/leaders registering at a later date can bring medical forms to camp with them for review. Scouts and Leaders without physicals cannot participate in aquatic activities until the Health Officer receives their medical forms. 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 a copy to the Health Officer.

Check-in

Sunday Arrival

Please plan to arrive at camp **no earlier than 1:45 pm** and **no later than 2:30 pm**. No check-ins will begin before 1:45 pm.

Vehicles will be greeted at the main parking lot and directed to the drop-off point for each campsite. All vehicles must be unloaded promptly and returned directly to the parking lot. Staff members will be on hand to help move equipment to the site.

Scoutmaster Check-In

The Scoutmaster must deliver three copies of the troop roster to Headquarters immediately upon arrival and check in with the Business Manager; **make sure rosters are correct, as your troop will be charged for all who appear on the roster.**

Health Check and Swim Test

Troops will be called to the health lodge only after the rosters have been received at Headquarters. A staff member will guide the troop 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. **Any medication to be taken at camp should be brought to the Health Lodge at this time. The Health Officer must review all prescription drugs and decide how they are to be dispensed during the week, utilizing the HSR Medication Administration Record enclosed in this guide.**

Campsite Equipment

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

Retreat and Evening Program

A camp-wide retreat ceremony begins at 5:45 pm on the Parade Field. Scouts and leaders must be in full Class 'A' uniform. Staff will be on hand at the Parade Field to assist those who are unfamiliar with the ceremony; troops in need of assistance should arrive at least 15 minutes early. Senior Patrol Leaders should arrive 10 minutes early to meet with the Program Director about the ceremony and placement of troops.

Dinner immediately follows retreat, and a camp-wide leader's meeting follows dinner. Each troop should bring a complete merit badge roster and their activity plans to this meeting. A guided tour is offered for those new to camp following dinner. The Trading Post and all program areas will be closed until Monday morning.

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.

Sunday Departure

Chapel and Religious Services

Directly after breakfast, a non-denominational Christian service will be conducted on Chapel Hill. All are welcome and encouraged to participate.

Troop Clean-Up Responsibilities

Each troop is assigned some area of camp to police for trash. These assignments are made at breakfast.

Sunday Lunch - 12:00 pm

A special menu and presentation of awards are two features of a lively, memorable send off. The Sunday Lunch is an exciting capstone to the week in camp, not to be missed!

Final Checkout

After lunch, once your site is in good condition and all camp items are returned, you are free to leave.

- **Be sure you have all merit badge cards.**
- **Be sure to settle your account at headquarters with the business manager.**
- **Be sure to make a last check of your mailbox and return the US flag for your site.**
- **Be sure to pick up your troop flag.**
- **Be sure to Stake-a-Claim for next year. This must be done before you leave camp (see information under troop committee section of chapter 1).**
- **Be sure to pick up all medication and medical forms from the Health Lodge.**

Quartermaster's Store 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 top of the nearest trail for pickup, or directly in the dumpsters at the New Quonset Hut if you are in one of the upper sites (Rothrock, Roberts, and Sherwood). If the dumpster is full, please leave the bag directly beside the dumpster, and do not attempt to overfill the dumpsters. New can liners are available from the Quartermaster's Store.

Quartermaster's Store (Quonset Hut)

Long tools (rakes, shovels, picks), wheelbarrows, woods tools, and site supplies (toilet paper, can liners, disinfectant) are issued by the Quartermaster at the Old Quonset Hut directly after breakfast until 11:00 am, directly after lunch until 2:00 pm, 4:00 pm to 5:00 pm, and 7:00 pm to 8:00 pm. 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 Horseshoe does not have pay phones. A camp phone can be used in the case of an emergency. Please discourage phone calls to Scouts while in camp. Remind parents 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 unavailable in the campsites. We strongly encourage all campers to leave their cell phones at home.

Mailboxes

Each campsite 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

Finders should bring any item to the Headquarters building. Please inquire about lost items at the desk.

Trading Post

The Trading Post offers soda, snacks, merit badge materials, craft supplies, souvenirs, and a good selection of Scouting gear. It is open Monday thru Saturday during merit badge times, and for one hour after the Saturday night campfire. The Trading Post will also be open for a short time following Sunday Lunch.

Additional Information

Camp Awards and Recognition

Standard Patrol Award

This is awarded to patrols that satisfactorily complete advancement, participation, and service requirements specified on the Standard Patrol application. Please be sure to review the Standard Patrol application carefully. There are standards for the patrol log that will be strictly observed. Projects must be completed on time.

Standard Troop Award

This is awarded to troops with at least 50% of their membership in camp. All patrols must earn the Standard Patrol Award and the troop must qualify by having participated in camp-wide events to the satisfaction of the Program Director. The troop must also earn the Clean Camp Award. ***A minimum of two patrols must be in camp to earn this award.***

Clean Camp Award

This is earned by maintaining clean camp standards for at least five of the six daily inspections.

Silver Buckle

A silver buckle for the Ton-Ca-Coo belt is awarded to one youth member from each troop who, in the opinion of his fellow Scouts, has above all others demonstrated the finest example of Scout Spirit, the Scout Oath, and the Scout Law in his conduct throughout the week. The Scout selected must have been in camp all week, be under the age of eighteen, and never have received the award before. Adults should not influence this determination and the Scouts exclusively should make the decision.

Camp Horseshoe Emblem

A round 3" patch is awarded to all first year campers and a year segment is awarded to each Scout provided that he has done the following things:

- Conducted himself according to the Scout Oath and Law.
- Completed a full week at camp with his troop.
- Accomplished such objectives that the troop leadership sets.

The Horseshoe patch will be awarded only to those Scouts who are present with their troop from Sunday to Sunday. Those leaving camp early for any reason do not qualify for the award.

100% Patrol Award

Awarded to those patrols that have 100% of their natural patrol (a patrol formed provisionally for camp does not qualify) in camp all week. The award is a segment for the Horseshoe Patch.

Ton-Ca-Coo Belt Branding

In the Mohawk language, ton-ca-coo means "little deeds." One of our most enduring and popular traditions is the recognition of the many little deeds accomplished at camp by a system of different brands that can be applied to a leather belt. There are approximately 30 brands that Scouts and leaders can earn while spending a week in camp. Belt kits are available from the Trading Post and help in assembling and branding the belts is available from the Handicraft staff.

Camp wide Game Awards

Throughout the week, there will be many opportunities for camp wide competition. Many of these games are inter-troop or inter-patrol where troops and patrols compete against each other for ribbons and other trophies awarded at Sunday lunch. For patrol competitions, natural patrols should be used whenever possible. In addition, most games will be designed such that patrols of less than six Scouts will not be able to compete. Please arrange patrols accordingly.

For inter-troop competitions, generally troops smaller than ten Scouts will be encouraged to join with another small troop. The combined troops will share any awards earned.

Special Note on Scouting Recognition

The significance of any award is diminished if standards are not upheld. Scouting relies on its leadership to judge fairly and equitably when qualifying Scouts to receive awards. At camp, we expect the troop leadership to understand and support the standards we have established for these awards. We appreciate your assistance in doing so.

Awards Using Summer Camp Experience

Several national BSA awards require summer camping experience for completion, using leadership skills and the patrol method that we try to emphasize in all activities at Camp Horseshoe. These include the National Camping Award and the Quality Unit BSA. The requirements for these two awards are available from the Council Service Center.

Adult Leader Training

Council Offered Basic Leader Training

CCCBSA will sponsor adult leader training this summer. All summer camp training courses are free of charge. Training Certificates will be issued.

The following training courses will be offered

This is Scouting	Tues. 10 - noon
Scoutmaster Specific (Session I)	Tues. 2 – 5 p.m.
Scoutmaster Specific (Session II)	Wed. 10 – noon
Scoutmaster Specific (Session III)	Wed. 2 – 5 p.m.

The training schedule is subject to change without written notification. This information will be available upon arrival to camp.

Camp Traditions

Please read carefully as traditions are valued highly at Camp Horseshoe.

Retreat Ceremony

This daily observance has changed little since the first season over 75 years ago. It presents an opportunity for all of us to reflect on our duty to our country and those who have given so much to win and maintain our freedom. It is also a great time to build troop *esprit de corps*. All Scouts must attend in full uniform. In an effort to set a good example for the Scouts, we also require that adults wear full uniform to retreat and dinner. Leaders not wearing Class 'A' uniform will not be permitted to attend dinner.

Scouts form as a troop, stand retreat, and pass in review. Leaders stand on the review line with the staff. Please make a point to explain the meaning of the ceremony to your Scouts and encourage them to assume the proper attitude during retreat. Dishonorable conduct may result in losing the Standard Troop Award.

Please note that although based on military retreat ceremonies, the Boy Scouts is not a paramilitary group, and therefore may not adhere to the same standards and traditions as the service when it comes to marching, saluting, and organization. We ask that you respect our unique ceremony, which is a strong part of the camp's 75-year history.

Retreat Trophy

Troops are judged on their marching skills and uniform appearance, with a trophy awarded to the winner each evening. The judges consider if the troop is in step with a full stride, holds its ranks, executes a right column and two right flanks properly, and wears a complete Scout uniform.

Vespers, Chapel, and other Religious Services

A short vespers gathering is held Wednesday after dinner in the picnic grove. This service is non-sectarian, so everyone is welcomed and encouraged to attend regardless of religious belief. An uplifting message will accompany fun singing.

A non-denominational Christian service is offered Sunday morning at the Horseshoe Chapel. All are welcome to attend.

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 Horseshoe 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. Eligibility for Scouts is determined with Unit Leader approval, rank, and camping tenure. Annual elections are held by troops under the direction of a Lodge Official.

Health and Safety

Emergency Procedures

In the event of an emergency, the camp bell and siren will sound continuously, accompanied by a PA announcement. At this signal, all troops should return directly to their campsites, take roll, and await instructions from the staff member assigned to the site.

Leaders will receive a complete briefing on emergency procedures and a drill will be held Monday during siesta.

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 who was exposed to the virus just prior to coming into camp. While the Norovirus typically lasts 24 to 48 hours, it can be 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 have been 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. An example has been the installation of additional wash stations outside the dining halls.

We know this is a difficult, but also a necessary, conversation to have with the parents and guardians of your scouts. If it becomes necessary to send a scout home, every effort will be made to reschedule them to return to camp with a provisional unit later in the summer.

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 am to 10:30 pm 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.

Wildlife

Scouts should be informed that all wildlife encountered on the reservation — large mammals, snakes, bats, etc. — must be left undisturbed. If their presence presents a problem in your campsite, please inform the Camp Director, and do not try to remove or capture the animal yourself. Under no circumstances should Scouts be allowed to attempt to capture animals.

Camp Policies

Fires and Firefighting

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

Scouts must know and understand the following precautions explicitly:

- No flames, matches, candles, lanterns, stoves, etc. in tents.
- The Fireguard Chart provided to each unit must be posted, carefully monitored, and signed by inspection time each day. Failure to sign the chart will result in loss of the Clean Camp Flag for the day.
- Fire buckets, barrels, and water tanks are for firefighting only; they must be topped off daily to discourage mosquito breeding and be kept full at all times.
- Propane stoves and lanterns must be used only under adult supervision. No liquid fuels are permitted.
- Matches and all other incendiaries must be carefully controlled and be used for appropriate purposes only. Any violation of this rule must be treated seriously.
- No fires are to be left unattended at any time.

BSA Registration Requirements

Only registered members of Scout troops or male youth members of Explorer Posts are eligible to register and stay overnight at Camp Horseshoe. Adult leaders in charge of troops staying in camp must also be registered members of the BSA.

The troop must have at least two registered adult leaders in camp at all times. One of these leaders must be a minimum of 21 years of age and registered BSA. This is for the safety and protection of your scouts, so there is no exception to this rule. No overnight guests other than registered scouts and leaders are permitted. Leaders planning to attend the evening meal must wear a Class 'A' uniform.

Insurance

Every paid camper and leader is covered by the health and accident insurance plan included in the camp fee. Out of council units must show proof of insurance. Claims will be handled through their local council.

Hazing and Initiations

Hazing is defined as harassing by exacting unnecessary or disagreeable work or being subject to harsh banter, ridicule, or criticism. Troop leadership should be especially vigilant that no hazing or initiations are practiced at camp.

Alcohol, Drugs, and Tobacco

Alcoholic beverages and narcotics are not allowed on camp property. Violators will be asked to leave and the appropriate authorities will be informed if deemed necessary. There is no smoking in camp buildings, porches, or tents. Anyone in camp under the age of 18 may not use or possess any tobacco products at camp. Adults are asked to use discretion when smoking for fire safety and health reasons. Smoking in the presence of Scouts is unacceptable and inappropriate conduct.

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 in the serving of milk. The Chester County Council, BSA further agrees to the "Fair Hearing Procedure" if there arise any complaints concerning the free milk distribution.

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

Troop 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.

Appendix: 2012 Camp Forms

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Horseshoe – Boy Scout – Troop Roster

Scouts Name (Last First)	Phone Number	Troop #
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46.		
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48.		
49.		
50.		
Total Scouts		

Horseshoe – Boy Scout – Troop Roster

Scouts Name (Last First)	Phone Number	Troop #
1.		
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42.		
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44.		
45.		
46.		
47.		
48.		
49.		
50.		
Total Scouts		

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 visit 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.

IN-COUNCIL ACCIDENT REPORT
Health Special Risk, Inc.
Secondary Policy Holder

Chester County Council, BSA
504 South Concord Road
West Chester, PA 19382
(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?

Describe Nature of injury or illness:

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 _____

Camp Horseshoe Medication Records

Dates of Camp: _____ to _____

Name: _____ Troop _____ 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 Horseshoe.**

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 FOFM 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 Epic 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 troop'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. This e-mail is confidential and is only viewed by the camp nurse and doctor.

Name of Scout _____ **Troop** _____

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

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 Horseshoe. 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 _____ **Troop** _____

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

Name of Scout _____ **Troop** _____

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

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 Horseshoe. 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 _____ **Troop** _____

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

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 Horseshoe. 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 _____ **Troop** _____

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

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 Horseshoe. 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: _____

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/scoutsource/HealthandSafety/Resources/MedicalFormFAQs.aspx>

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

<http://www.scouting.org/scoutsource/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.



Deposit Form - \$35 per Scout & Leader/Adult – Due by March 31, 2012

Contact Information:	Name: _____ Position: _____
Troop: _____	Phone #'s: (Day) _____ (Evening) _____
District: _____	Address: (Street) _____
Council: _____	(City) _____ (State) _____ (Zip) _____
	Email: _____

Please enter the total Boy Scouts and Leaders you commit to have attend in the appropriate space, next to the week your unit plans to attend camp.

Week #:	Scouts	Leader/Adult	Total
(1) June 24 – July 1			
(2) July 1 – 8			
(3) July 8 – 15			
(4) July 15 – 22			
(5) July 22 – July 29			
(6) July 29 – Aug. 5			
(7) Aug. 5 – 12			



Total Scouts & Leaders/Adults attending _____ X \$35 = total paid \$_____

All deposit monies paid will be applicable to final fees. We ask that you do not over estimate attendance figures for fear of losing your site. Likewise, please don't under estimate for fear of losing your deposit money. The money received as well as estimated attendance numbers is used to begin the process of ordering supplies for camp. If you end up with more Scouts than you have paid deposits, this is not a problem, additional Scouts can always be added. Thank you.

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:

Amy D. Camping Administration
 Email: amy.dalesandro@scouting.org
 HSR Camp Business Office: 717-548-7045
 Council (voicemail): 610-696-2900, ext. 25



Fee Form – Full Scout & Leader/Adult Rates – due by May 15, 2012

Contact Information:	Name: _____ Position: _____
Troop: _____	Phone #'s: (Day) _____ (Evening) _____
District: _____	Address: (Street) _____
Council: _____	(City) _____ (State) _____ (Zip) _____
	Email: _____

CAMP FEES: \$325 per Boy Scout ♦ \$160 per Leader/Adult

Attendee	Qty.		Fee		Total
# of Boy Scouts		X	\$325	=	
# of Leaders/Adults		X	\$160	=	
Total Fees =					

Fees Due	
minus \$50 SAC/ Reservation Fee	
minus deposits	
= Total Due	

Date attending:

June 24 – July 1 July 1 - 8
 July 8 – 15 July 15 – 22
 July 22 – July 29 July 29 – Aug. 5
 Aug. 5 – 12



Campsite:

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:

Amy D. Camping Administration
 Email: amy.dalesandro@scouting.org
 HSR Camp Business Office: 717-548-7045
 Council (voicemail): 610-696-2900, ext. 25

2012 Boy Scout Resident Camp
 Chester County Council, BSA
 Camp Horseshoe

Horseshoe Scout Reservation
 Rising Sun, MD 21911



Fee Form – Full Scout & Leader/Adult Rates – if paid after May 15, 2012

Contact Information:	Name: _____ Position: _____
	Troop: _____ Phone #'s: (Day) _____ (Evening) _____
	District: _____ Address: (Street) _____
	Council: _____ (City) _____ (State) _____ (Zip) _____
	Email: _____

CAMP FEES: \$365 per Boy Scout ♦ \$175 per Leader/Adult

Attendee	Qty.		Fee		Total
# of Boy Scouts		X	\$365	=	
# of Leaders/Adults		X	\$175	=	
Total Fees =					

Fees Due	
minus \$50 SAC/ Reservation Fee	
minus Deposits	
= Total Due	

Date attending:

June 24 – July 1 July 1 - 8
 July 8 – 15 July 15 – 22
 July 22 – July 29 July 29 – Aug. 5
 Aug. 5 – 12



Campsite: _____

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:

Amy D. Camping Administration
 Email: amy.dalesandro@scouting.org
 HSR Camp Business Office: 717-548-7045
 Council (voicemail): 610-696-2900, ext. 25

CAMP HORSESHOE 2012 SUMMER CAMP FEES

Camp Fees

Scouts:	Discounted	\$325.00 per week/scout
	Full	\$365.00 per week/scout
Provisional Scouts:	Provisional (one week) - Discounted	\$325.00 per week/scout
	Provisional (one week) - Full	\$365.00 per week/scout
	Provisional (additional weeks) - Discounted	\$305.00 per week/scout
	Provisional (additional weeks) - Full	\$345.00 per week/scout
Leaders:	Discounted	\$160.00/leader
	Full	\$175.00/leader
	Part Time Leader**	\$25.00 per day
Visitor Meals:	Breakfast	\$7.00
	Lunch	\$8.00
	Dinner	\$10.00

*Applies to any Scout who has attended a week of summer resident camp (at Camp Horseshoe) in the current year as either a provisional scout and/or with their own troop and is returning for an additional week or weeks **in a provisional troop**.

** Part-time leaders are defined as any adult attending camp for a 24 hour period. This a pro-rated fee of the average cost of a full week's stay for leaders.

First year Scouts crossing over or joining a troop after the May 15 discounted rate deadline are eligible for the discounted rate until June 15. Please register and pay for these Scouts separately.

This exception becomes void if the troop has not paid for other members of the unit prior to the May 15 discounted rate due date.

Supplemental Fees

Indian Lore Merit Badge	\$9.00
Woodcarving	\$8.50
Electronics	\$13.50
Chemistry	\$6.00
Basketry Merit Badge	\$14.00
Leatherworking Merit Badge	\$15.50
Metalworking Merit Badge	\$10.50
Woodworking	\$6.00
Space Exploration Merit Badge	\$15.00
Rifle Shooting Merit Badge	\$10.00
Shotgun Shooting Merit Badge	\$25.00
Rifle Shooting (Open Shoot)	50¢ per 5 rounds
Shotgun Shooting (Open Shoot)	70¢ per round
Project C.O.P.E.	\$20.00
Mountain Biking (Camp bike)	\$10.00
Mountain Biking (Personal bike)	\$4.50

**SUMMER 2012 PROVISIONAL CAMP APPLICATION
CHESTER COUNTY COUNCIL, BSA
504 S. CONCORD RD. ♦ WEST CHESTER, PA 19382 ♦ 717-548-7045**

**MUST BE AT LEAST 11 YEARS OLD OR HAVE PREVIOUS B.S.A. BOY SCOUT
SUMMER CAMPING EXPERIENCE TO APPLY FOR PROVISIONAL CAMPING**

NAME: FIRST _____ LAST _____ MI _____

ADDRESS _____
(street) (city) (state) (zip)

DATE OF BIRTH _____ RANK _____ POSITION _____

PHONE # _____ TROOP _____ COUNCIL _____

EMERGENCY CONTACT _____ PHONE # _____

RELATIONSHIP _____ EMAIL _____

FEES (payable upon registration):

Provisional (one week) - Discounted	\$325.00 per week/scout
Provisional (one week) - Full	\$365.00 per week/scout
Provisional (additional weeks) - Discounted	\$305.00 per week/scout
Provisional (additional weeks) - Full	\$345.00 per week/scout

*Applies to any Scout who has attended a week of summer resident camp (at Camp Horseshoe) in the current year as either a provisional scout and/or with their own troop and is returning for an additional week or weeks **in a provisional troop.**

Date attending provisional camp:

- June 24 – July 1
 July 1 – 8
 July 8 - 15
 July 15 – 22
 July 22 – July 29
 July 29 – Aug. 5
 Aug. 5 – Aug. 12

A SCOUT IS REQUIRED TO FILL OUT THE PERSONAL RESOURCE SUMMARY FORM AND RETURN IT WITH THIS APPLICATION. SCOUT IS REQUIRED TO HAVE HIS HOME TROOP SCOUTMASTER APPROVAL.

I UNDERSTAND THERE ARE ADDITIONAL FEES FOR MERIT BADGES EARNED AT CAMP. I ALSO UNDERSTAND THAT I WILL BE ATTENDING AS A RESIDENT CAMPER AND AS A MEMBER OF PROVISIONAL TROOP 539. WHILE IN CAMP I WILL FOLLOW THE SCOUT OATH AND LAW AND WILL BE SUBJECT TO ALL THE NORMAL RULES OF CAMP HORSESHOE AND THE CHESTER COUNTY COUNCIL B.S.A. MISCONDUCT MAY RESULT IN EXPULSION FROM CAMP AND FORFEITURE OF ALL MERIT BADGE WORK.

All merit badges offered during the camping season, the pre-requisitions and fees, may be found in the Horseshoe Leaders Guide on our web site www.hsr-bsa.org.

APPLICANT'S SIGNATURE

PARENTS SIGNATURE

SCOUTMASTER SIGNATURE

SCOUTMASTER:

Please initial below verifying the above provisional camp applicant is also attending Camp Horseshoe during the week of _____ with his troop; thus entitling him to the reduced rate of \$305 or \$345 per week/scout (depending upon when the application is submitted).

SCOUTMASTER'S INITIALS: _____

Parent Note: An Annual Health & Medical Record must accompany this application for provisional camp. Please send a photo copy, keeping the original for your records. Please mail application, medical form, and fee to Chester County Council Service Center (see address above) make check payable to Chester County Council.

Refund Policy

Boy Scout Resident Camps

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 stake-a-claim 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 stake-a-claim 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. 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. Troop 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:
 - 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 Scoutmaster.

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 troop within two weeks of receipt of the request or with-in two weeks after the scheduled date of attendance, whichever comes first. The troop 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 Road
West Chester, PA 19382
HSR Business Office: 717-548-7045
Council (voicemail): 717-548-7045
amy.dalesandro@scouting.org



**2013 CAMP HORSESHOE
STAKE-A-CLAIM FORM
CHESTER COUNTY COUNCIL, BSA
HORSESHOE SCOUT RESERVATION**

Troop: _____

Council: _____

District: _____

Campsite: _____

Week #: _____

Date: _____, 2013

Name: _____

Position: _____

Phone #: _____

PLEASE PROVIDE MAILING ADDRESS ON BACK

Email: _____

<u>Site</u>	<u>Min/Max</u>
Roberts	24/36
Rothrock	24/36
Sherwood	26/44
Boonesboro	26/32
Carson	26/32
Crockett	26/32
Taylor	26/32
Schramm	8/16
Dan Beard	36/50
Conestoga	16/24
Lenni Lenape	24/40
Octoraro	16/24
Clifton Lisle	26/40
Timberline	36/54

Signature _____

(If possible, please provide information that will be applicable during the 2013 summer camp season.)

- We agree to fill or be responsible for the **minimum** capacity of the above campsite, anticipating approximately _____ campers in 2013. Failure to meet the minimum **will not** result in the loss of a site, however may require that the site be shared with another unit if numbers are dramatically lower than the site's capacity.
- We cannot fill the minimum capacity for the above campsite. We would have approximately _____ campers and would share the site with another troop.
- Our \$50.00 stake-a-claim fee was paid at 2012 summer camp check-out.
- Attached is our \$50.00 stake-a-claim fee. Date: _____

The **STAKE-A-CLAIM** is limited to the same site, same week number and should be made at the end of the week the unit is in camp in 2012. A stake-a-claim received two weeks after leaving camp will be subject to availability. The \$50 stake-a-claim will be part of final fees; however it is a non-refundable fee if the unit cancels their reservation. This stake-a-claim is subject to review by the Camp Horseshoe and Horseshoe Scout Reservation Director(s) and may be changed to meet the optimum needs of the camp and its attendees. Submit this form as well as the \$50 SAC fee at check-out or to Chester County Council, Camping Administration, 504 S. Concord Road, West Chester, PA 19382, within two weeks of leaving camp. Checks should be made out to CCCBSA.

◆ **Thank you for choosing to join us again in 2013. We'll see you next summer!** ◆



**2013 CAMP HORSESHOE
RESERVATION FORM
CHESTER COUNTY COUNCIL, BSA
HORSESHOE SCOUT RESERVATION**

Troop: _____

Council: _____

District: _____

Campsite: _____

Week #: _____

Date: _____, 2013

Name: _____

Position: _____

Phone #: _____

PLEASE PROVIDE MAILING ADDRESS ON BACK

Email: _____

Signature _____

<u>Site</u>	<u>Min/Max</u>
Roberts	24/36
Rothrock	24/36
Sherwood	26/44
Boonesboro	26/32
Carson	26/32
Crockett	26/32
Taylor	26/32
Schramm	8/16
Dan Beard	36/50
Conestoga	16/24
Lenni Lenape	24/40
Octoraro	16/24
Clifton Lisle	26/40
Timberline	36/54

(If possible, please provide information that will be applicable during the 2013 summer camp season.)

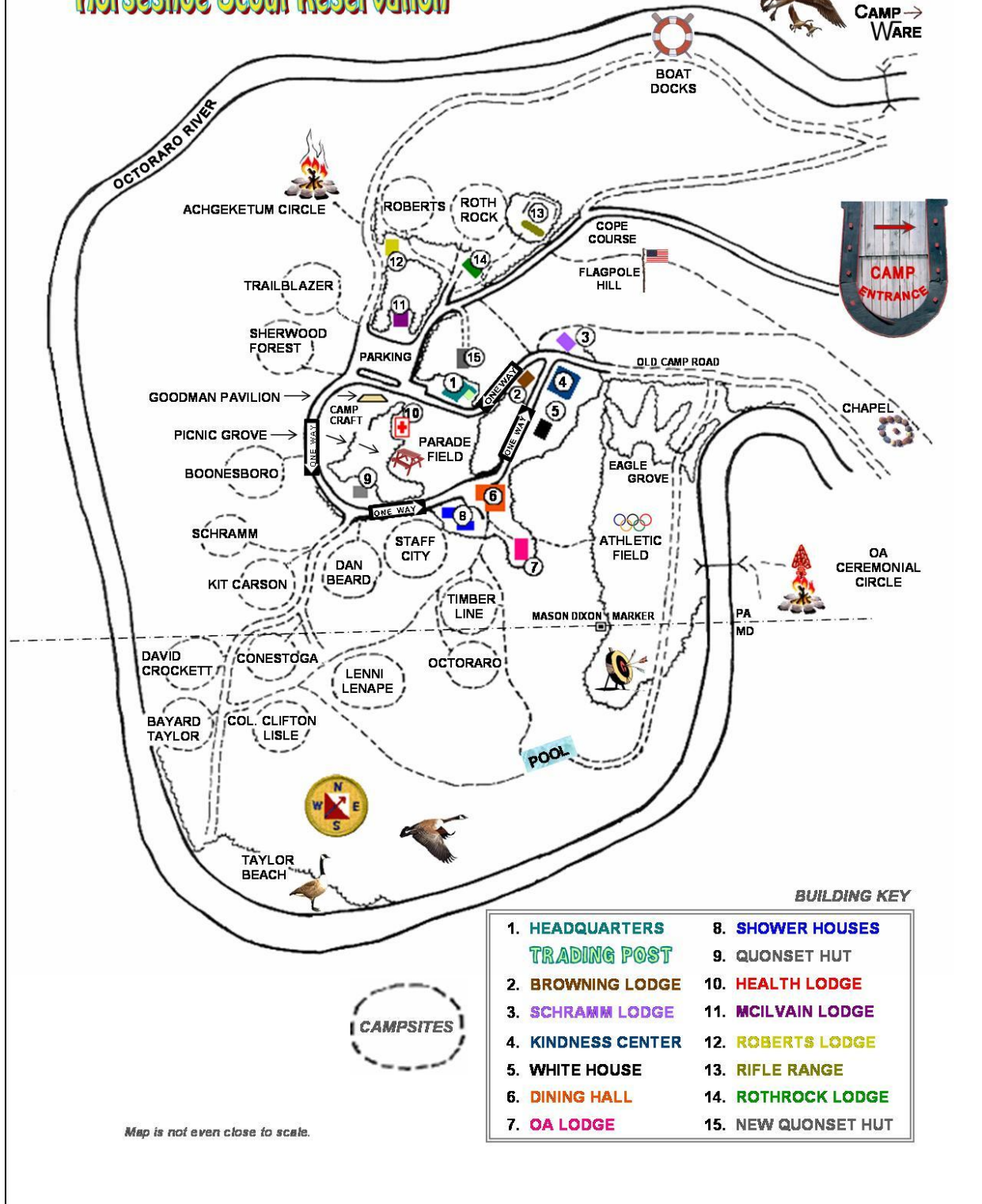
- We agree to fill or be responsible for the **minimum** capacity of the above campsite, anticipating approximately _____ campers. Failure to meet the minimum **will not** result in the loss of a site, however may require that the site be shared with another unit if numbers are dramatically lower than the site's capacity.
- We cannot fill the minimum capacity for the above campsite. We would have approximately _____ campers and gladly agree to share the site with another troop.
- Attached is our \$50.00 reservation fee. Date: _____

The \$50 reservation fee will be part of final fees; however it is a non-refundable fee if the unit cancels their reservation. This reservation is subject to review by the Camp Horseshoe and Horseshoe Scout reservation Director(s) and may be changed to meet the optimum needs of the camp and its attendees.

Submit this form along with the \$50 reservation fee to Chester County Council, Camping Administration, 504 S. Concord Road, West Chester, PA 19382. Checks should be made out to CCCBSA.

◆ Thank you for choosing to join us in 2013. We'll see you come summer!◆

Horseshoe Scout Reservation



Map is not even close to scale.

BUILDING KEY

1. HEADQUARTERS	8. SHOWER HOUSES
TRADING POST	9. QUONSET HUT
2. BROWNING LODGE	10. HEALTH LODGE
3. SCHRAMM LODGE	11. MCILVAIN LODGE
4. KINDNESS CENTER	12. ROBERTS LODGE
5. WHITE HOUSE	13. RIFLE RANGE
6. DINING HALL	14. ROTHROCK LODGE
7. OA LODGE	15. NEW QUONSET HUT

The Boy Scout Oath

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



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 Horseshoe staff to support and foster the Boy Scout Oath. 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 Horseshoe Headquarters: 717-548-2525
Ranger's office: 717-548-3352