

# 2010 LEADER PLANNING GUIDE

C  
A  
M  
P  
  
A  
I  
R  
Y  
  
B  
S  
A



## Boy Scout Resident Camp

NCAC    Catoctin Mountain & Appalachian Trail Districts    BSA  
An Opportunity Provided by Venture Crew 758, Frederick, Maryland

## Table of Contents

IMPORTANT DATES.....	3
IMPORTANT NOTES.....	3
PAYMENT.....	4
REFUND POLICIES.....	4
WHAT YOU NEED TO KNOW ABOUT CAMP AIRY.....	5
FIRST DAY OF CAMP.....	6
CAMP POLICIES.....	7
OTHER ACTIVITIES.....	8
DINING HALL METHOD, COMMENTS AND RESTRICTIONS.....	9
EQUIPMENT CHECKLISTS.....	10
HEALTH AND SAFETY.....	11
RULES OF CONDUCT.....	12
CAMP AIRY BSA RULES OF CONDUCT, PART 2.....	13
RESPONSIBILITIES OF UNIT LEADERS.....	14
MANAGING SCOUT BEHAVIOR PROBLEMS.....	15
CAMP AIRY ORGANIZATIONAL CHART.....	17
KEY PERSONNEL FOR 2010.....	18
CAMP AIRY 2010 SCOUT ACTIVITY SCHEDULE.....	19
PERMISSION TO LEAVE CAMP.....	20
2010 DAILY CABIN INSPECTION SHEET.....	21

## IMPORTANT DATES

**May 1<sup>st</sup>**      **The NCAC Camp Airy Registration Form and \$25.00** deposit per camper is due to NCAC. Please send the top part of the form and write Account #6701-390-21 in the check memo area and mail to:

NCAC, BSA  
Program Department  
9190 Rockville Pike  
Bethesda, MD 20814  
ATT: Account #6701-390-21

This bottom part of the form must be sent to: Diane Henson, 216 Nova Ave, Frederick, MD 21701

**June 1<sup>st</sup>**      The balance payment is due to NCAC with a copy of the **NCAC Camp Airy Registration Form** showing the balance of payment. The bottom half of the NCAC Camp Airy Registration form must be sent to Diane Henson showing the balance of payment. The Camp Airy Unit Roster form listing the Scouts and adult leaders must also be sent to Diane Henson.



**June Roundtable**      Class registrations must be turned in (or mailed to Diane Henson). Classes with low enrollment will be closed by the August Roundtable. Additional classes may be added.

**July 15<sup>th</sup>**      **Last day to receive a refund of camper fees. Final payment for any partially paid reservations becomes the financial responsibility of the troop that made the reservation. It is the troop's responsibility to complete payment for all camper slots that have not been cancelled by July 15<sup>th</sup>.**

August 16<sup>th</sup>      Campers arrive at scheduled times between 5:00 PM and 6:30 PM  
Collection of Medical Forms (Photocopy),  
Permission to Leave Camp forms, and Medical Checks.

**August 17<sup>th</sup>**      Five full days of program beginning Tuesday and ending later after cabin inspections on Saturday August 21<sup>st</sup> . Check out is estimated to be between 4:00 to 6:00 PM as it has been in previous years.

## IMPORTANT NOTES

1. Campers will arrive on Monday evening between 5:00 PM and 6:30 PM. Please arrive at your scheduled time. Please eat before you arrive, as dinner will not be served on Monday. Medical checks at will be completed prior to swim check at the pool. Swim checks will only be

conducted on Monday for scouts taking lake front related aquatics merit badges. All other swim checks will be conducted during the classes on Tuesday. Come with your swim suit and a towel.

2. Campers will not be dismissed until Saturday, August 21<sup>st</sup>, AFTER cabin Inspection.
3. BSA requires two BSA registered unit leaders for each troop day and night and night. They should bring their registration cards to camp. Camp Airy requires two BSA registered unit leaders for each group of 14 or less scouts attending with their troop.
4. Class registrations are DUE between June Roundtable and August 1<sup>st</sup> at the latest.
5. Class offerings have changed from last year. Please be sure to read the pre-requisites. Scouts MUST complete the pre-requisites before camp.
6. New Leader Essentials and Leader and Leader Specific Training will be offered to Cabin Leaders and other registered adults. The cost will be \$2.00. Please mail to Hal Noer at [hnre@xecu.net](mailto:hnre@xecu.net) by August 1<sup>st</sup>. Safety Afloat and Safe Swim Defense will be offered as well.
7. Checkout the website [www.airybsa.org](http://www.airybsa.org) for information and additional forms.

## **PAYMENT**

1. Final payment is due June 1<sup>st</sup> to NCAC.
2. Camp Fees:

Dining Hall	\$200.00 per Scout
Dining Hall	\$120.00 per Leader.
3. Depending on demand, units signed up for camp who do not have all Scout deposits turned in May 1<sup>st</sup>, may lose their remaining Scout space.
4. Payment must be sent by the unit contact person rather than individual parents.
5. Camperships are financial aid for Scouts who need assistance to attend camp and are available by application. The Spirit of Scouting teaches a Scout to pay his own way in life, and in order to support as many Scouts who need assistance as possible, it will be expected that some part of the camp fee will be available from the family, unit, or the sponsoring institution. Working together no Scout should be denied the experience of summer camp because of financial hardship. Camperships are limited and available upon request to Diane Henson.

## **REFUND POLICIES**

1. Refund Policies. All \$100.00 deposits for units are non-transferable and non-refundable. This amount will be credited when calculating your final fees. You may also roll it over to hold a reservation for next summer.
2. All \$25.00 deposits for individual Scouts are non-refundable but are transferable to a camper not previously registered.
3. A full refund will be granted up to thirty (30) days prior to the opening of Camp Airy. After that date, camper slots may be transferred to a camper who was not previously registered, but any unpaid balance for the camper slots reserved and not cancelled becomes the responsibility of the troop that made the reservation. Emergency issues will be handled on a case by case basis with no guarantee of refund.

## WHAT YOU NEED TO KNOW ABOUT CAMP AIRY

**Purpose:** This guide is intended as the leader planning guide for the 2010 session of Camp Airy.

**Location:** “Camp Airy” will be held in Thurmont at 14938 Old Camp Road. Proceed on Route 15 North to the route 550 exit. Go W on 550 Sabillasville Road for 1.1 miles. You will pass a high school on the right. Look for the CAMP AIRY sign on the left and turn onto that road (if you cross over a new concrete bridge you just passed the turn). Proceed up the hill, STOPPING at the Rail Road Crossing. You will be met at the crest of the hill and given further instructions. Proceed with caution on all camp roads as they are narrow.



**Leadership Required:** Boy Scouts of America policy requires each unit registering for summer camp to have at least two BSA registered adult leaders (Camp Airy - a ratio of 2 adults to 14 scouts is suggested).

The primary unit leader must be a BSA registered adult Scouter at least 21 years of age. This leader should preferably be the unit's Scoutmaster or an Assistant Scoutmaster. One of the leaders must have completed the **BSA Youth Protection Training** as well as the **Weather Hazards Training**.<sup>1</sup>

The second leader must be at least 18 years of age and a BSA registered Scouter. Unit Leaders are responsible for the good behavior and good practices of their Scouts at all times and are expected to be available to assist their Scouts, camp Staff, and others as necessary, in assuring the best camping experience. Unit Leaders may be asked to assist in various chores around camp.

**Medical Forms:** Before you leave for camp make sure that all medical forms have been completed and signed by the health care provider and either the parent or guardian.

This year Camp Airy is requiring the use of the new **BSA Health Form Parts A, B and C**. The older forms known as Class I, II or III medical forms will not be accepted. The form can be downloaded from the Camp Airy web site [www.airybsa.org](http://www.airybsa.org) or from the National BSA site [www.Scouting.org](http://www.Scouting.org) . Only use **BSA Medical forms – not school or athletic program physical forms**.

**Make copies of each form - they will not be returned to the unit leader..** Make sure your troop number and district name are on the forms. Place all of them in an envelope and be sure to bring the forms with you. Upon arrival in camp a staff member will collect and file all the medical forms in the First Aid room.

---

<sup>1</sup> Revised March 5, 2009 Jim Law

**Parking in Camp:** All vehicles operated by the unit will be directed to the designated parking areas. **ONLY VEHICLES CARRYING TROOP GEAR** (fully loaded) will be allowed into the unloading area at the top of the hill.

**Tour Permits:** All out-of-council units must file the appropriate tour permit with their local council. This requirement does not apply to National Capital Area Council units. The approved tour permit must be presented to the camp director on the first day at check-in.

## **FIRST DAY OF CAMP**

**Arrival: Troops are to arrive together AS A GROUP at their scheduled time.** You will be met by a Commissioner and assigned a cabin or cabins. A staff guide will help you through the first day at camp. You will first complete medical checks and then move your unit and gear up the hill to the upper camp and the cabins.

**First Day Medical Checks:** Equipment drop off will be in the driveway circle at the canteen in the upper camp. A commissioner will guide your vehicles through the area. Vehicles should immediately be returned to the lower portion of the camp for parking

You will report for medical check in. Please be sure to have **COPIES OF ALL MEDICAL FORMS**. These forms will not be returned to you at the end of camp. The camp health staff will conduct all medical reviews as it is a National BSA camp requirement.

Those scouts taking aquatics badges will also have a swim test during this check in. Scouts and leaders wishing to use the pool during free periods should take the swim test starting on Tuesday.

A walking tour of camp ending at your cabin will begin after medical checks.

**It is during this time period one of the leaders should take the opportunity to open individual accounts at the Camp Canteen in the circle at the top of the hill.**



Please settle into your cabin quickly. Have your cabin leader make bed assignments and stow all gear. Change into class A uniforms for flag assembly and Campfire after settling in.

We will provide each cabin with a Cabin Leader Guide and Notebook to inform you about the camp and how it operates. A broom is provided for cleaning the cabin each day. Floor cleaner and other such supplies are available via the Commissioner staff.

You are responsible for the camp equipment while your unit is at camp. If equipment needs minor repair, the camp staff will service it. Unserviceable equipment will be replaced or alternatives provided. Please remember the equipment is expensive. Take care of it! Your unit will be expected to pay for damages. If a Scout damages a cabin, cot, etc., he has to reimburse the camp for the entire cost.

**Initial Roundtable:** A roundtable meeting for adult leaders will be held on opening day before the evening campfire. This roundtable meeting is where you will receive a complete briefing of the camp program from the Program Director, Commissioner and Camp Director. Please glance

through the Cabin Leader Guide before the initial Roundtable, take notes and ask questions about any changes. We can best assist you by answering your questions during this meeting. There are regular meetings of unit leaders and the commissioner staff each evening at the Palm Tree in front of the Commissioner's cabin by the Trading Post for any follow up questions or issues. As always, if you have an immediate question regarding safety, the scout program or scheduling the Commissioner staff is always available to answer your questions.



## **CAMP POLICIES**

**Reporting Child Abuse:** Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director. Maryland law requires that all childcare providers (in this case, Scouting leaders) report any incidence of child abuse to child protective authorities. All discussion, both at camp and over the hotline will be kept confidential.

**Policy on Smoking:** Camp Airy has dictated that the camp is a “Smoke-Free” facility - no smoking allowed by Adults or Youth anywhere on camp property. This includes use of all tobacco-related products.

**Late Arrivals and Early Departures:** Anyone--either Scout or leader--leaving camp at any time must first checkout at the camp office and check-in upon return. Scouts are not permitted to leave without direct adult or staff supervision. The camp sign in/out book must be signed, which is located at the Health Lodge.

Leaders leaving for home during the week are also required to sign-out before departing. A Scout is not to leave for home without his leader first clearing it with the Camp Director and the Scout's parents. Anyone arriving after the opening day of the week should immediately check-in at the Camp Office. Use the **Permission to Leave Camp** form provided in the back of this packet.

**Off Limit Areas:** For safety reasons certain areas of camp are OFF LIMITS. These include fenced field sports areas, any other cabin but assigned, areas behind cabins, and others as posted. All campers should be in the cabin by 9:30 p.m.

**Valuables:** The camp is not responsible for personal items. All valuables such as money, cameras, watches, etc. should be carefully secured. Many unit leaders find it useful to bring along a trunk or other large container that can be locked for the storage of their campers' valuables. If a Scout reports stolen items, in most cases they have just been misplaced; even so, the Scout can check with lost and found, to see if the items have been found.

**Lost and Found:** The lost and found is located at the Canteen at each camp. All lost and found items should be reported there. Leaders are urged to have all Scouts label their belongings with their name and unit number.

**Mail:** None available; leaders may mail at own discretion.

**Showers:** Hot showers for Scouts are available every day. *Scouts and leaders never shower in the same facility together.* Located inside the shower house are facilities, which include hot showers and electricity for electric razors or hair dryers for adult leaders.



**Camp Phones:** In case of emergency, parents should call the Camp Airy Health Lodge, telephone number is 301-271-4636.

**Cell Phones and Personal Computers:** Leaders who bring these items to camp are to use them discreetly so as to not interfere with the camp programs or the Scout Camp experience. These items are not to be made available to the scouts as a regular part of business. Scouts are not to bring cell phones to camp. Leaders are discouraged from letting their scouts use cellular phones to contact family to alleviate camp “homesickness.” Questions on this matter should be addressed to the Commissioner Staff or the Camp Director.

**Trading Post/Canteen:** The canteen sells a wide range of supplies, including merit badge materials, merit badge books, camp T-shirts, patches, handicraft supplies, and snack food. The trading post is open every afternoon and evenings during the week. No food is sold one hour before mealtime.



If the Camp Director sees the trails are becoming excessively trashy, candy sales will be halted to stress the importance of putting trash in its place. One item not handled at the canteen is film. Leaders should be advised to bring film with them.



**Cabin Inspection:** Each cabin will be inspected every day. Your cabin leader should inspect your cabin prior to this inspection.

**Camp Supplies:** Various tools and supplies, toilet paper, trash bags, etc. are available from the commissioner staff.

## OTHER ACTIVITIES

**Order of the Arrow:** The Chapter will conduct an OA gathering sometime during camp. There may be a small charge to cover costs. Current dues must have been paid. All OA members who attend Camp Airy should bring and wear their sash at the campfires.



**Discover SCUBA:** The Aquatics Program will be conducting a Discover SCUBA activity during the week. There will be a small charge for participation in this activity. There will be an additional medical form to be completed by a physician prior to participation. This form will be found on the Camp Airy web site, at [www.airybsa.org](http://www.airybsa.org).

## DINING HALL METHOD, COMMENTS AND RESTRICTIONS

1. We will be glad to accept donations of fresh garden produce for salads.
2. **Due to our limited kitchen facilities, we regret that we regret that we will be only able to accommodate visitors for meals with 24 hours notice and the approval of the head cook. There will be a \$5 per visitor charge.**
3. Each Scout, not the Unit Leaders, will be responsible for “dining hall and kitchen duties” at least one time.
4. Those with special dietary needs are required to advise Mrs. Henson in writing of the nature and needs no later than August 1.
5. Each troop MUST register two BSA registered (2) adults per 14 scouts attending from their troop. These positions are paid for even if different individuals are present for the meals. Extra slots may be paid for by the troop.
6. **ONLY** Paid Unit Leaders will be provided an ID badge style meal card. Cabin Unit Leaders for all meals must wear these.
7. Experienced volunteer chefs prepare wholesome food, which provides a well balanced diet for all Scouts and leaders.



## EQUIPMENT CHECKLISTS

**Items Banned From Camp:** Do not bring these items to camp, they will be confiscated and could cause dismissal from camp.

• Knives over six inches, axes, hatchets, sheath knives, throwing stars, weapons of any kind	• Electronic devices other than alarm clocks, small radios and cell phones.
• Aerosol cans, matches, lighters	• Alcohol, cigarettes, tobacco products, drug paraphernalia
• Lacrosse sticks, Skateboards	• Pornography of any kind
• iPods or similar sound devices	• Laser pointers

**Troop Equipment:** Each Unit should bring the following items to camp.

- Unit Advancement records
- Unit first aid kit
- American & unit flags
- Song and stunt books
- Two blank checks
- Blue Cards signed by SM with Scout name, address and Troop Number
- Alarm Clock
- Campfire ideas & materials (props)
- Unit merit badge pamphlets
- Thumb tacks for bulletin board
- 100' 1/4-inch rope for lashing, etc.

**Scout Equipment:** In addition to the required *BSA Medical Form, signed by a parent/guardian and a physician*, and the *Permission to Leave Camp*, each Scout should bring the following minimum equipment for his personal use at camp. <sup>2</sup>

### Clothing and Bedding

- Long sleeve shirt with buttons, long pants, and belt for Swimming and
- Lifesaving merit badges
- Water activity shoes
- Sturdy hiking shoes
- Complete Class "A" uniform
- Extra underwear and socks
- Tennis Shoes
- Shorts/blue jeans
- Two Scout T-shirts
- Raincoat/poncho
- Sweater/jacket
- Sleeping bag/three blankets
- Merit Badge Books (current)
- Merit Badge Materials

### Personal Gear

- Mask, Fins, & Snorkel if in Snorkeling
- Toothbrush and toothpaste
- Towels
- Washcloths
- Comb, brush, metal mirror
- Soap in container
- Two swimsuits
- Canteen/water bottle
- Flashlight/extra batteries/extra bulb
- Pencil, pen, pad/notebook
- Spending money (MB supplies/canteen)
- *Scout Handbook*
- Pillow (if desired)
- OA sash (if OA member)
- Medications- Rx container w/name

All electronics (except for alarm clocks), weapons, alcohol, tobacco products, banned items, open toe shoes except for use in pool area, and all other materials not appropriate at a Boy Scout Camp should be left at home.

<sup>2</sup> Revised March 6, 2010 Jim Law

**Wearing of Shoes:** *All Scouts and leaders are required to wear shoes at all times* while around camp except when involved in waterfront activities. Neither shower clogs nor sandals are acceptable for wear in camp as footgear, but may be worn while showering and in the immediate vicinity of one's cabin in the morning and evening when rising and preparing for bed. **Croks** are popular footwear which is between a flip-flop and a semi-closed sandal. Croks DO NOT provide adequate foot support use or protection. Therefore, **the use of Croks will be limited to shower and the pool deck. They are not suitable as a water shoe or as general camp footwear.**

**Medical Treatment:** In the event that a member of your troop requires first aid, you will find a first aider in the camp health center building. This service is available 24 hours a day. First aid and minor medical problems must be handled in the Health Lodge and not in your unit cabin.

If a member of your troop requires medical treatment to the extent that he is admitted to either the Health Lodge or to Frederick Memorial Hospital, the staff will notify the unit leader. Either the physician or the health director will be responsible for notifying parents. Unit leaders are asked to contact the Health Lodge before calling parents about first aid and other medical problems.

If any member of your troop either has any special medical problems (diabetes, epilepsy, severe allergies, etc.) or requires the use of prescription medications, please bring this fact to the attention of the health staff. **All prescriptions must be in the original container and will be kept in a locked box with the Unit Leader except for Epipens and Inhalers, which the Scouts must keep with them at all times.** If you have any questions concerning health services, please feel free to call at any time.

**Medical Requirements:** Every Scout and adult leader attending camp must submit **the new** BSA Annual Health and Medical Record Form Parts A, B and C, Form 34605. This form may be downloaded from the Camp Airy web site [www.airybsa.org](http://www.airybsa.org) or from the National BSA site [www.Scouting.org](http://www.Scouting.org) . Only use BSA Medical forms – not school or athletic program physical forms.<sup>3</sup>

**The Class I, II or III medical forms will not be accepted for attending camp. The Camp Airy, BSA Emergency Data Sheet will no longer be required for use, in that this information is found on the new form.**

**Any person arriving at camp without a properly completed medical form will be restricted to the unit site until transported to the nearest doctor to have a physical at his or her own expense.**



---

<sup>3</sup> Revised March 6, 2010 Jim Law

## RULES OF CONDUCT

ANY VIOLATION OF THESE RULES WILL RESULT IN THE SCOUT BEING SENT HOME. NO QUESTIONS ASKED, NO REFUND.

1. Scouts must follow the instructions of the staff at all times.
2. The following restricted areas are off limits to Scouts unless they are accompanied by a senior staff member:  
  
The wooded areas behind the cabins.  
Any cabin not being used by the Boy Scouts.  
No Scout is to be in a cabin to which he is not assigned.  
Any area where construction is in progress.  
Any part of a building not being used by the Boy Scouts.
3. No drugs, including alcohol and tobacco products, except for those prescribed by a physician for the care of medical ailments (these must be reported to and/or turned-in at the Health Lodge with physical forms).
4. Scouts are not to use the public or private telephones at the camp without the permission of a director (camp, program or health officer). Cell phone use and “texting” are not appropriate in classes, or in camp.
5. No Scout is to leave camp without written permission from the Scout's parent/guardian through the **Troop Scoutmaster** to the **Camp Director**. Permission notes from parents/guardian must be turned in with the health form upon arrival at camp. Written permission is required before a scout can be dismissed to attend school orientation, band, sports or any other activity outside of camp. The Permission To Leave Camp Form can be found at the back of this book or at [www.airybsa.org](http://www.airybsa.org).
6. Scouts may not have the following items: sheath knives, axes, hatchets, stars or other martial arts paraphernalia, switch blades, fireworks/firecrackers, matches, lighters, aerosol cans, laser pointers, tobacco/alcohol products, electronic devices, cellphones and inappropriate reading material. If a Scout has a question as to whether to bring something, he should probably leave it home.
7. If there is a difference of opinion, the Camp Director's ruling is final.



## CAMP AIRY BSA RULES OF CONDUCT, PART 2

The following rules will regulate the general conduct Camp Airy, BSA and failure to follow the rules above may result in dismissal from camp (day or night):

1. No Alcoholic beverages or tobacco products. No drugs, except for those prescribed by a physician for the care of medical ailment. (These must be reported to the Health Lodge when physical forms are turned in).
2. Everyone will respond to reveille and retreat. Unit Leaders will stand with their unit at the flagpole.
3. Every Scouter, Scout and Staff must be in class 'A' uniform for retreat (if at all possible).
4. Adult unit members and staff members may be requested to perform miscellaneous duties as required. Please do not interfere with merit badge class instruction.
5. Anyone not performing in a satisfactory manner will be asked to leave camp.
6. Registered Scouts, Explorers, Scouters, former Airy campers and parents are welcome visitors, but do not have overnight privileges. The Director or his/her designate can only grant this privilege.
7. All visitors must leave the camp following evening activity or at tattoo. They must sign in and out at the Health Lodge.
8. Scoutmasters or unit adults are responsible for other adults and campers in their troop. BSA training will be available for troop adults. (Adults are required to certify yearly).
9. All posted Camp Airy & all Boy Scout rules must be obeyed.
10. All adults and Staff will follow ALL BSA Youth Protection Guidelines.
11. Everyone is required to be registered with BSA and turn in BSA health forms at Health Lodge.
12. All lacrosse sticks, roller-blades, skateboards, boom boxes, electronic games, and cell phones should be left at home and will be confiscated if found.
13. "Wall Ball," throwing any ball against the walls of a building, is not permitted and will result in the ball being confiscated. Confiscated items may be retrieved on Saturday at camper's departure.
14. Automobiles driven to camp by Junior Staff will be parked and not driven on or off camp property. Staff under 18 years of age are discouraged from driving. The Camp Director requires written permission from the parents. The note should include the reason why the car

is needed and dates and times the junior staff member and/or the car must leave the camp.

15. Automobiles driven by Unit Leaders and Senior Staff must be kept in the designated parking areas **unless given specific permission by the Camp Director**. No one is to drive campers to merit badge classes. Scouts must use the designated path.
16. The camp van is for transporting only Scouts to and from merit badge related activities. No transportation will be provided for Unit Leaders.

## **RESPONSIBILITIES OF UNIT LEADERS**

1. Unit Leaders coming to camp are responsible for making sure pre-camp requirements are completed, and the Scout has basic knowledge of certain skill, if required by the merit badge.
2. All Scouts should have a signed blue card from their Unit Leader FOR EVERY MERIT BADGE CLASS HE IS TAKING. This blue card is due to the Merit Badge Instructor on the first day of class. This blue card should be completed by the Scout, with his name, address, phone number, unit number and Unit Leader signature.
3. Every troop is responsible for their own Scouts' attendance and completion of requirements for each class. The Staff will not track down scouts for requirements, but every instructor should be willing to display a scout's status toward completion upon request.
4. Every troop is responsible for the condition of their cabin or camping area. Any damage should be reported to the Camp Director, or if not immediately available, one of the Camp Commissioners.
5. Every troop is responsible for maintaining discipline in their cabins or camping area at all times day or night. If there are any problems beyond what the troop can handle, contact a Camp Commissioner for assistance.
6. When alone with a scout, the unit leader and Scout must be in full view of others so that they must be seen but not necessary heard. An adult (18 and over) must **never** be alone with a Scout out of the view of others.
7. The troops are responsible for having at least 2 BSA registered unit leaders in each cabin every night and at least one BSA registered unit leader in the cabin area during the day.
8. Each troop is responsible for cleaning their own cabin and an assigned area each day to maintain health conditions of the camp.
9. A notebook will be provided in the Cabin Leader Guide for each cabin. Please record events that occur in your cabin so that an incoming adult can see what has been going on, on a daily basis. These notebooks and Cabin Leader Guide will be turned back in at the end of camp.

The purpose of this section is to help the Camp Airy 2010 Leadership Team and volunteer Scout leaders identify, evaluate and support campers who are having serious behavior problems. These behaviors often interfere with the Scout's own success in the camp program, his health and safety or the health and safety of other people in camp. It is our expectation that before arriving at camp, troop leaders will have discussed this topic with the parents of the boy who will be attending camp and especially parents of Scouts who have exhibited difficult behavior in previous outings or meetings. At Camp Airy, we expect Scouts to live up the ideals of Scouting as stated in the Scout Oath and Law. We understand that part of being at camp will involve some minor issues which are best handled by the troop leadership. This guidance is not intended to be a punitive plan where boys can be restricted or excluded from activities. **Our goal for all Scouts is full participation at summer camp while maintaining an enjoyable and safe environment.**

### **Behavior Issues and Medication Management.**

- 1 The Boy Scouts of America, the National Capitol Area Council and Camp Airy desire to fulfill the medical needs of each Scout as prescribed by his physician. For this reason, each Personal Health and Medical Record form provides a place to note the medical needs of each Scout. Examples of medical needs include diet, allergies, medication and mobility, as well as other special medical conditions. It is the responsibility of the parent and the physician to complete the medical form. Prior to submitting medical forms to the Camp Airy medical staff, the Scoutmaster should review each form to ensure that all necessary information is included. Scoutmasters may want to photocopy all medical forms and retain a copy in the campsite for their reference. This will enable the Scoutmaster and the Airy medical staff to better monitor medication dispersment. The Airy medical staff will monitor these requirements as well as the general health of all participants at camp.
- 2 In recent years, we have had Scouts who take medication for behavior management, but have not taken it at camp. In our experience, Scouts who are not taking their medication as prescribed at home often present behavior problems and are considerably less successful at camp. We believe that medication prescribed to help manage inattention, distractibility, excessive activity, excessive emotionality, deliberate uncooperativeness and impulsiveness is necessary at camp and will contribute to a successful experience here as well as at home.
- 3 It is the responsibility of the parent to accurately complete the health form and notify the Scoutmaster and the camp medical staff about any medications being taken by the Scout. The Airy medical staff cannot monitor medication and medical conditions if they are not previously informed about it on the health form. Scout-like behavior is the goal at camp
- 4 A Scout's refusal to take prescribed medication will result in a phone call to the parents and may result in his removal from camp for the remainder of the week. Although there may be different opinions regarding the use of medication to help boys with various

behaviors, we feel that this is primarily an issue to be decided between the boy, his parents and physician. For that reason, unwillingness of the volunteer leadership to continue those wishes by not giving the medication at camp may result in a dangerous situation for that boy. It is also clear that volunteer leadership would be making a medical decision and thereby causing possible liability.

- 5 It is not the responsibility of the Airy medical staff or the troop leadership to alter the prescriptions of a Scout that comes to camp. If a concern arises, no action will be taken without consulting the physician and the parent or guardian.

### **Managing Serious and Ongoing Behavior Problems – Troop Leadership Intervention.**

- 1 It will be the troop leadership's responsibility to handle typical problems at camp. In this section, suggestions will be given to handle difficult behaviors that occur in all troops. These suggestions are intended to help adult leaders change negative and inappropriate Scout behavior as a way of building character both at camp and at home. Careful consideration has been given to the policies of the Boy Scouts of America when developing these guidelines. Before a difficult ongoing problem occurs, your troop committee should have some sort of plan in effect that gives general guidelines at summer camp. It is important that this be in place before you deal with these more difficult ongoing problems.

- 1 This plan should be constructed around four basic principles:

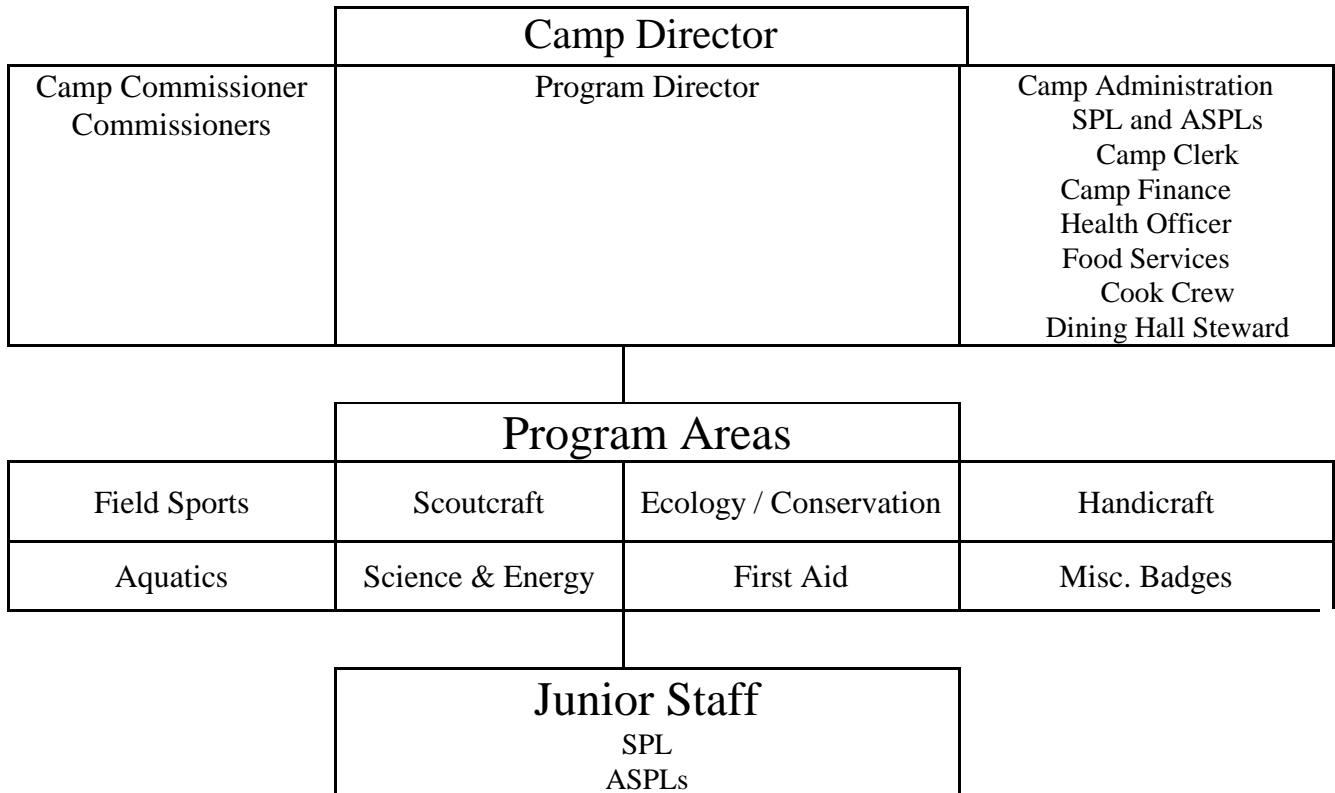
- Enhance the Scout's self-concept;
- Listen effectively and respond with empathy to the Scout;
- Involve the Scout in helping solve the problem rather than punishing.
- Provide for more severe steps if the problem continues. This is accomplished by a series of meetings with the Scout. Here are some guidelines for your meetings.

- 1 Talk privately (but with two-deep leadership and/or in full view of others) with the Scout at the first occurrence of a problem; this step is very important in laying the groundwork for dealing with difficult behaviors should the occur later. Gently and with caring, ask the Scout to describe the situation as he sees it.
- 2 Carefully point out the inappropriateness of this behavior and what is considered or expected behavior in that situation.
- 3 Develop a list of alternatives and write down those on which you both agree. Provide clear alternative behavior rather than just point out the inappropriate behavior. Coaching is not a lecture; it is a give and take discussion with the major goal to build character and appropriate decision making.
- 4 Offer encouragement and concern to the Scout. Point out his strong points and successes.
- 5 There may be hidden issues. Often there are underlying personal or medical that affect a behavior. When a boy is angry and directs it toward you or others, he may be reacting to something else in his life. Try to understand what these underlying issues might be.

- 6 Stay calm yourself. Don't take adolescent issues personally and as a result become angry yourself. If you feel this is happening it is time to turn this matter over to another scout leader. One of the strongest ways to shape behavior is for you to show, not just tell, Scouts how to behave in difficult situations.
- 7 If further discussion is necessary, schedule a meeting within a short period of time. At camp, this could be as soon as that afternoon or the next day. Let the Scout know that you are available to discuss his concerns at any time.

It is not necessary to talk to the Camp Director, Program Director or Commissioner at this time unless the situation warrants immediate action based on health and safety issues.

### CAMP AIRY ORGANIZATIONAL CHART



## KEY PERSONNEL FOR 2010

Feel free to contact the following experienced Scouters below who are members of the Camp Airy Program Development Team (\* indicates a current graduate of the BSA National Camp School).



Camp Director	Kurt Yankaskas *	(301) 874-2965
Assistant Director	Robert Hutcheson*	(301) 514-8130
Program Director	Kara Henson*	(301) 788-0090
Camp Health Officer	Mike McDonald, RN EMT	(301) 845-7201
First Aid Director	Brian Beaulieu	(301) 748-8937
Camp Commissioner	Jim Law*	(240) 216-4134
Commissioner Emeritus	Al Wallace	(301) 473-4848
Commissioner Emeritus	Patricia Cyr-Law	(703) 953-2824
Commissioner	“Tony” Crawford	(240) 216-4638
Handicrafts Director	Carol Bowen	(301) 831-8719
Science & Energy	Nick Maliszewskyj	(301) 371-7070
Ecology & Conservation	Dr. Pat Brown	(301) 639-3526
Field Sports Director	Steve Crowe*	(304) 582-5664
Transportation	Tim Ganley*	(301) 371-6806
Aquatics Directors	Jeremy Galvan*	(240) 285-1325
	Steve Bartlette*	(301) 639-8715
Scout Craft Director	Jim Johnson	(301) 682-3707
Camp Treasurer	Diane Henson	(301) 631-5514
Food Services Director	Lew Raeder	(301) 831-9399
Steering Committee Chair	Magaly Green	(301) 898-3298
Doctor of Record	Jim Roessler, MD	

Please contact any of the people listed above if you have questions or problems.

CAMP AIRY 2010 SCOUT ACTIVITY SCHEDULE

<b>TIME</b>	<b>PERIOD/ACTIVITY</b>
6:30 AM	Staff Reveille
6:45 AM	Reveille/Clean Cabin Time
<b>7:30 AM</b>	<b>Assembly &amp; Flag Ceremony</b>
<b>7:45 AM - 8:35 AM</b>	<b>Breakfast</b>
<b>9:00 AM</b>	<b>Begin 1<sup>st</sup> period</b>
10:10AM	End 1 <sup>st</sup> period
<b>10:25 AM</b>	<b>Begin 2<sup>nd</sup> period</b>
11:35 AM	End 2 <sup>nd</sup> period
<b>11:50 PM</b>	<b>Assembly</b>
<b>11:55 PM - 12:40 PM</b>	<b>Lunch</b>
<b>1:00 PM</b>	<b>Begin 3<sup>rd</sup> period</b>
2:10 PM	End 3 <sup>rd</sup> period
<b>2:25 PM</b>	<b>Begin 4<sup>th</sup> period</b>
3:35 PM	End 4 <sup>th</sup> period
<b>3:50 PM</b>	<b>Begin 5<sup>th</sup> Period</b>
5:00 PM	End 5 <sup>th</sup> Period
<b>5:20 PM</b>	<b>Assembly, Flag Ceremony</b> (CLASS 'A' UNIFORM)
<b>5:25 PM - 6:20 PM</b>	<b>Dinner</b>
<b>7:00 PM</b>	<b>Begin 6<sup>th</sup> Period</b>
8:30 PM	End 6 <sup>th</sup> Period
8:15 PM	Troop /Unit Leaders Mtg Commissioners Palm Tree
8:45 PM	Staff Meeting / Area Directors Meeting Dining Hall
<b>9:00 PM</b>	<b>Vespers</b> Flag Pole-non-denomination
<b>9:30 PM</b>	<b>Tattoo</b> begin quiet time in camp
<b>10:00 PM</b>	<b>Taps</b> lights out and quiet in the cabins

Each leader and scout should use this form to plan their schedule before arrival at camp. Some classes are rank and age sensitive and will be assigned as such. This will be the tentative schedule for this scout.

PERMISSION TO LEAVE CAMP  
(DUE AT HEALTH LODGE UPON ARRIVAL AT CAMP)

Scoutmaster Name: \_\_\_\_\_ Troop #: \_\_\_\_\_

We must know Who will be picking up the scout each time. We cannot release the scout to anyone other than the named person on this form!!!!!!!!!!!!!!

If you are car-pooling, please arrange the schedule before sending the boys to camp.

NAME: \_\_\_\_\_  
TRANSPORTATION PROVIDED BY: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DEPARTING CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
RETURNING TO CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
TRANSPORTATION PROVIDED BY: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DEPARTING CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
RETURNING TO CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
TRANSPORTATION PROVIDED BY: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DEPARTING CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
RETURNING TO CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
TRANSPORTATION PROVIDED BY: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DEPARTING CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
RETURNING TO CAMP      DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_

## 2010 DAILY CABIN INSPECTION SHEET

Each day one of the commissioners along with wither a Senior or Assistant Senior Patrol Leader will be responsible for the inspection of the Cabins. They will note any problems and follow-up with the Unit Leaders regarding the cabin(s) and any program area – scheduling. Other questions and issues may be addressed with the commissioners at the evening leader meeting.

**CABIN # \_\_\_\_\_ Troop # \_\_\_\_\_**

<i>Item - Day</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<b>PORCHES</b> <b>10pts</b> Swept clean, benches in place, gravel swept clear of path.					
<b>BUNKS*</b> <b>10pts</b> Clean and neat, sleeping bags uniform throughout cabin, BUNK DRAWES closed, neat.					
<b>LOCKERS/BINS</b> <b>10pts</b> Clean and neat, clothes hung uniformly throughout cabin.					
<b>CABIN HEAD</b> <b>10pts</b> Toilets, sinks, mirrors clean, floors swept and clean					
<b>BULLETIN BRD</b> <b>5pts</b> Fireguard, safety plan, Roster of Troop, Schedules, assignments, accomplishments					
<b>TRASH</b> <b>5pts</b> Inside and outside within 50 feet CLEARED of all trash.					
<b>Total of 50</b>					

### Comments-Notes:

**The cabin storage rooms may be used for troop/unit storage of gear. Leaders are to be in control of the access to the cabin storage room keys. Scouts shall not have access to the storage room without adult supervision.**

**SATURDAY CHECKOUT:** Floors clean, washed and dry, trash out, windows shut, troop equipment out, return borrowed equipment



## 2010 NCAC Camp Airy BSA Registration Form

Unit# \_\_\_\_\_ Scoutmaster \_\_\_\_\_

Quantity:	Camper	Deposit +	Balance =	Camp Fee	Total
<b>CAMP AIRY: Account #6701-390-21</b>					
	Scout (youth)	\$25.00	\$175.00	\$200.00	
	Leader (adult)	\$25.00	\$95.00	\$120.00	
				<b>Less Deposit</b>	
				<b>Balance Due</b>	

Send check made out to NCAC, BSA and top part of this form to:

NCAC, BSA  
Program Department  
9190 Rockville Pike  
Bethesda, Md. 20814  
ATT: Account # 6701-390-21

Note: please place account # in memo area of check

Cut here -----

**Unit Contact Information:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, ST.** \_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Unit #** \_\_\_\_\_ **Scoutmaster** \_\_\_\_\_

Quantity:	Camper	Deposit +	Balance =	Camp Fee	Total
<b>CAMP AIRY: Account #6701-390-21</b>					
	Scout (youth)	\$25.00	\$175.00	\$200.00	
	Leader (adult)	\$25.00	\$95.00	\$120.00	
				<b>Less Deposit</b>	
				<b>Balance Due</b>	

Mail bottom part of this form (send no money with this section)

Diane Henson  
216 Norva Ave  
Frederick, Md. 21701

## 2010 NCAC Camp Airy BSA Registration Form

Unit# \_\_\_\_\_ Scoutmaster \_\_\_\_\_

Quantity:	Camper	Deposit +	Balance =	Camp Fee	Total
<b>CAMP AIRY: Account #6701-390-21</b>					
	Scout (youth)	\$25.00	\$175.00	\$200.00	
	Leader (adult)	\$25.00	\$95.00	\$120.00	
				<b>Less Deposit</b>	
				<b>Balance Due</b>	

Send check made out to NCAC, BSA and top part of this form to:

NCAC, BSA  
Program Department  
9190 Rockville Pike  
Bethesda, Md. 20814  
ATT: Account # 6701-390-21

Note: please place account # in memo area of check

Cut here -----

**Unit Contact Information:**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, ST.** \_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Unit #** \_\_\_\_\_ **Scoutmaster** \_\_\_\_\_

Quantity:	Camper	Deposit +	Balance =	Camp Fee	Total
<b>CAMP AIRY: Account #6701-390-21</b>					
	Scout (youth)	\$25.00	\$175.00	\$200.00	
	Leader (adult)	\$25.00	\$95.00	\$120.00	
				<b>Less Deposit</b>	
				<b>Balance Due</b>	

Mail bottom part of this form (send no money with this section)

Diane Henson  
216 Norva Ave  
Frederick, Md. 21701