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CAMP
ARROWHEAD



BOY SCOUTS OF AMERICA®
OZARK TRAILS COUNCIL

2014

Boy Scout Resident Camp

www.ozarktrailsbsa.org/camping



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Hints To Get Excited About Camp

- Take Scouts on camp-outs to Camp Arrowhead in the off-season.
- Have fundraisers to help Scouts earn money for camp fees.
- Provide Unit Scholarships to Scouts who do something special.
- Invite Camp Staff members to visit your unit.
- Talk about summer camp plans often with Scouts and parents.
- Conduct a special parent's night orientation/presentation about Camp Arrowhead.
- Have a camp bulletin board at every meeting with pictures, sign-up, program, etc.
- Work with Scouts who will be joining the unit in the spring, and work with Webelos 2.

Aim of Scout Camp

One of the goals of Ozark Trails Council is to provide nationally accredited camp facilities and programs for the use of Scouting youth, year-after-year! Camp staff and facilities are also resources for your use in achieving your own troop's goals, and in fulfilling the mission of the Boy Scouts of America:

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Camp Arrowhead provides nationally-accredited camp facilities, staff, and programs for the use of Scouting. Camp staff and facilities are resources to assist you in achieving your troop goals.

Camp Arrowhead staff will work with Scouts toward this goal as to incorporate the "aims and methods" of Scouting into the camp program.

Ideals	Scout Oath and Law, the basis of conduct Religious services provided and observed
Patrol Method	Campsites organized by Patrol Patrol meetings encouraged Patrol events and activities Commissioners teach patrol method Camp communicates through Patrol Leaders
Advancement`	Wide choice of Merit Badge classes Traditional Scout skill training Many merit badge-related skills in practice
Personal Growth	Challenging programs and personal activities Practical leadership training through participation at camp Order of the Arrow (National Organization) Tribe of Lone Bear (Local Council Organization)
Adult Associations	Two-deep leadership provides for adult mentoring Positive adult role modeling 24/7
Leadership Development	Hands-on leadership training through doing Daily SPL meetings Proper uniform and etiquette



Camp Reservation Policy

Reservations will be accepted as follows:

- While attending camp, units may sign up for the following year only if they wish to have the same campsite during the same session, they **MUST** pay deposit at that time.
- If you need information about what campsites are available during a particular session, please call the Service Center at 417-883-1636 ext. 238.
- A reservation deposit of \$100 is required. (More than one site needed? Each site requires a deposit. 2 sites = \$200 deposit)
- The deposit is applied to the current year's fees and is not transferable to future years.
- **The site deposit fee is NON-REFUNDABLE.**
- If sharing a site with another unit, each unit must pay a deposit.
- Deposit is due in the Springfield Service Center within 14 days of submitting form, calls or emails.
- Campsites are on a first come, first serve basis – but we will not guarantee you the campsite you asked for.

***Camp Administration reserves the right to move units to accommodate the maximum number of people.

Refund Policy

- Refunds are made only if using the Ozark Trails Council Refund Request Form.
- Submission of a refund request does not guarantee that a refund will be made.
- Refunds will be made directly to the units scout office account.
- Resident Camp refund request deadline: August 16th.
- After May 1st, there is a minimum processing fee of \$30/youth and adult on approved refunds.
- The \$100 campsite reservation deposit is non-refundable.
- No refunds will be issued unless it is due to medical or family emergency.
- Scouts sent home because of misbehavior, Scouts who choose not to attend camp of their own free will, or Scouts leaving camp for non-emergency reasons will have no fees refunded.
- All refund requests are processed after the camping season is done. Refunds will be issued after September 1st. Please allow 6-8 weeks for processing.

Camp Weeks

Boy Scout		Webelos/Cubs		Cub Scout	
Session 1	June 8 – June 14	Combo	June 30 – July 3	Session 1	July 27-29
Session 2	June 15 – June 21	Combo	July 23 – 26	Session 2	Jul 31-Aug 2
Session 3	June 22 – June 28			Session 3	Aug. 3-5
Session 4	July 6 – July 12				
Session 5	July 13 – July 19				

Camp Fees:

	Youth Fee Due May 16, 2014	Adult Fee Due May 16, 2014	2% Cash Payment Discount (Youth)	2% Cash Payment Discount (Adult)
Boy Scout Resident Camp	\$225.00	\$115.00	\$220.00	\$112.70
Webelos Resident Camp	\$163.20	\$91.80	\$160.00	\$90.00
Cub Scout Resident Camp	\$122.40	\$81.60	\$120.00	\$80.00

All final summer camp fees are due *no later than Friday, May 16th, 2014.*

There is no set payment schedule in 2014, but units may choose to make payments on their 2014 fees if it is easier on their families. The total balance is due by May 16th, 2014.

Units must pay a non-refundable \$35.00 Merit Badge Deposit per youth to reserve their spot for online registration by March 14th, 2014. *Open registration on Tentaroo begins March 21st, 2014.*

- **Troops registering for Camp Arrowhead after March 14th are required to pay the \$35/per scout deposit before online Tentaroo access is granted.**
- **For ALL Resident Camp Fees:**
A 2% Discount will be applied to the camp fee if a unit makes all camp payments by cash or check to the Ozark Trails Council office. Credit Card payment will be made available, but will be assessed the full camp fee (listed above).

Leaders...Just for you!

If you camp...

5 – 10 Youth:	Receive 1 free leader
11 – 20 Youth:	Receive 2 free leaders
21 - Up:	Receive 3 free leaders

Workership Request

- **Due Date – March 14, 2014**
- **Limited Workerships are available for Scouts with financial needs that are registered with the Ozark Trails Council, BSA.**
- **Up to 50% of the camp fees may be waived.**
- **Workerships will be deducted from the final balance**

All Camp Workership requests are due no later than March 14th, 2014. This change was made to allow units earlier notification of Scholarship Awards, and to allow them to better plan for the remaining balance.

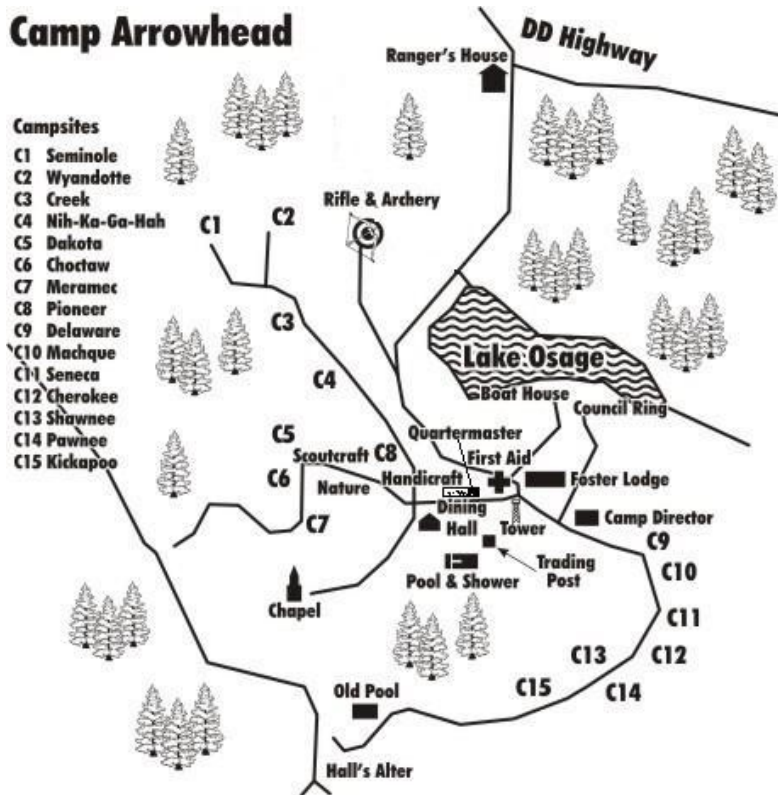
Campsites and Capacity

West Side Camps	
	Capacity/Tents
Seminole	26 / 13
Wyandotte	30 / 15
Creek	26 / 13
Nih-Ka-Ga-Hah	28 / 14
Dakota	14 / 7
Choctaw	30 / 15
Meramec	14 / 7
Old Pioneer	28 / 14

East Side Camps	
	Capacity/Tents
Delaware	30 / 15
Machque	30 / 15
Seneca *	30 / 15
Cherokee	14 / 7
Shawnee	44 / 22
Pawnee	26 / 13
Kickapoo	24 / 12

*Handicap Restroom

Canvas wall tents are provided in each campsite. Each tent sits on a wooden pallet or concrete pad. Tent platforms are not to be moved from their position.



What to Bring to Camp

INDIVIDUAL SCOUT ITEMS

BSA Physical Form A, B, C
 Scout Handbook
 Official Scout Uniform
 Clothing for Season
 Extra socks, underwear
 Toothpaste, Shampoo, Soap
 Comb
 Swimwear, Towel
 Daypack
 Canteen or Water Bottle
 Sleeping Bag, Pillow, Cot
 Flashlight, Extra Batteries
 Pocket Knife,
 Insect Repellent
 Sunscreen
 Rain Gear
 Close-toed Shoes or Boots
 Hat / Sunglasses
 Belt
 Spending Money
 Bible or Prayer Book
 Merit Badge Materials
 Drinking Cup

OPTIONAL ITEMS

Binoculars
 Camera
 Small Mirror
 Sewing Kit
 Mosquito Net
 Clothes Pins
 Musical Instrument
 Camp Chair
 Fishing Gear
 Stamp / Envelopes
 Work Gloves



UNIT ITEMS

Adequate Camp Leadership
 Tour Permit
 American Flag
 Patrol/Unit Flag
 First Aid Kit
 Program Books
 Rope / Twine
 Coffee / Coffee Pot
 Cooking Gear
 Lockable Cash Box
 Unit Roster Sheet
 Axe, Saw
 Lanterns, Fuel
 Water Jug
 Thumbtacks
 Troop Lock Box
 Trash Bags

Provided by Camp Arrowhead

Campsite Flagpole
 Two-Person Tents
 Latrine or Portable Latrine
 Water Hose (Fire Guard)

Tent Platforms (wood / concrete)
 Bulletin Board
 Water Supply
 Toilet Paper

Picnic Table
 Campfire Area
 Rake, Shovel, Broom
 Trash Barrel

Please Do Not Bring the Following Items:

Sheath Knives

Boxing or Martial Arts Equipment

Bicycles

CELL PHONES

Climbing/Rappelling Equipment

Fireworks

Immoral Materials

Personal Firearms / Private Ammunition

Camouflage Clothing

Personal Archery Equipment

Illegal Drugs & Alcohol

BSA Health Forms

Health Forms & Physical Examinations:

Each Scout and leader at Camp Arrowhead must turn in a fully completed Health Examination form at check-in. There are no waivers or exceptions. They will be returned to the unit at the end of the session.

Each Scout and leader is given a brief recheck upon arrival. No physicals are given at camp.

Part A, B, and C are REQUIRED:

- **for any event that exceeds 72 consecutive hours**
- **a resident camp setting**
- **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 for 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.

Check-In

- Check in will be on a first-come, first-served basis.
- Arrive between 1:00 p.m. - 3:00 p.m.
- Registration begins at 1:00 p.m. at Foster Lodge.
- Only the Scoutmaster is allowed in Foster Lodge at time of check-in.
- Scoutmaster will meet with the Camp Business Manager to finalize Camp finances.
- SPL should report to the Commissioner’s area for orientation and duty sign-ups.
- After the unit has checked in with Foster Lodge, the unit will be led by their assigned Troop Guide on an exploration tour of Camp Arrowhead.

The following items will be collected at Check-In:

- Unit Roster and Troop Merit Badge Roster
- Health Records (turned in at Health Lodge)
- List of Guests for Visitor’s Day (plus payment)



One (1) Vehicle will be allowed in campsite during equipment drop off. All motor vehicles must be parked in the Camp parking lot. Unit equipment trailers may be left in camp. DO NOT DRIVE TO CAMPSITE WITHOUT CHECKING IN AT FOSTER LODGE.

Troop/Pack Guide and Orientation

When a Troop or Pack checks in to Camp Arrowhead, they will be assigned a Guide. The Guide will take you on a tour of Camp and will make sure your campsite is in order. The same Guide will assist you during checkout of your campsite. Guides will be encouraged to visit sometime mid-week for a “howdy” visit.

During your Camp orientation you will visit the pool for swim checks, medical lodge to turn in physicals and receive a thorough overview of what Camp has to offer.

Check-Out

Check out will begin Saturday morning, and will be as expedient as possible.

- Check-out at Foster Lodge begins at 7:00 a.m.
- Your assigned Troop/Pack Guide will visit your campsite with you.
- One (1) vehicle per campsite will be allowed in to pack up camp.
- **DO NOT DRIVE TO CAMPSITE WITHOUT CHECKING AT FOSTER LODGE.**
- When you have your campsite cleaned and signed off by the Troop/Pack Guide you can then have the Scoutmaster finalize check-out paperwork at Foster Lodge.
- Make reservations for next summer.
- Finalize any financial obligations.
- Pick up physicals.
- Pick up advancement and award packets.
- Have a SAFE trip home!



Since Troop/Pack advancement packets and awards are prepared on Friday night, check outs before Saturday morning are highly discouraged. Exceptions must be pre-approved by the Camp Director.

Youth / Adult Check-Out During Camp

Early check-out sometimes cannot be avoided; however it is best if everyone can stay for the entire week for the optimum experience. If a camper or adult needs to check out mid-week, the process is as follows:

Youth: A youth leave form is completed at Foster Lodge and must be approved by the Camp Director. A camper may leave only with a parent or guardian, or with a written release form — the written release must specify the name of the individual transporting the youth. A photo ID is required to check a youth out of Camp.

Adult: The person must check out at Foster Lodge. The date and time of expected return must be noted, if applicable. Remember, units are required to have two-deep adult leadership in Camp at all times.

Role of the Scoutmaster

ADULT LEADERSHIP

Reminder, it is the policy of the Boy Scouts of America to follow two-deep leadership rules and policies. Two registered adult leaders or one registered leader and a parent of a participant that is Youth Protection Trained, one of whom must be 21 years of age or older, are required to be present.

SCOUTMASTER IN CAMP

It is desirable for the regular Scoutmaster to be the camp leader, but if that person is unable to attend full-time, the troop committee should name a “camp Scoutmaster.” The Scoutmaster in Camp works through the senior patrol leader in developing and scheduling the troop’s program. He or she should participate in the daily Scoutmaster meetings and then assign and coordinate the responsibilities of all adult leadership for the unit.

Sunday Leader Meeting

After the Sunday evening meal, there will be a Scout Leader / SPL meeting held at Foster Lodge. The purpose of the meeting will be to inform the leaders of new information, introduce the Program Area Directors and finalize camp advancement. This is a great time to have any questions answered before the first big day!

Senior Patrol Leader / Meetings

SENIOR PATROL LEADER

The SPL is the top Scout in your troop, leading the Patrol Leaders’ Council and working with the Troop Leader in administering Troop affairs. At camp, the SPL also:

- Attends daily SPL meeting held after lunch.
- Knows where troop members are supposed to be during program.
- Checks participants for cleanliness and uniforms.
- Maintains the troop’s schedule for flags, meals, reviews, and special assignments from the Commissioner, Program Director or Camp Director.
- Makes a bed check of the troop each night.

PATROL LEADER

Patrol Leaders are the key to making the patrol method work.

- Each patrol should have its own distinct campsite within the troop site.
- Each patrol should serve as the program/service patrol on a rotating basis.
- Each patrol should display and carry their patrol flag at camp activities, and demonstrate patrol spirit through their yell, song, etc.

Flag Ceremonies

The Camp conducts flag ceremonies for all troops and staff in front of the Dining Hall before breakfast and dinner. Please assemble your unit in accordance with the time scheduled in the daily events schedule. If your unit would like to conduct one of the ceremonies, please schedule a time during your check-in orientation, or contact the Program Director. Ceremonies are assigned on a first-come, first-delegated basis. Flag ceremonies are also held daily at Foster Lodge. Units may sign up for these with the Camp Commissioner.

Uniforms in Camp / Footwear

The official Boy Scout uniform is always appropriate dress at Camp Arrowhead. A Scouting-oriented shirt or other appropriate shirt may be substituted during program time and at the campsite. Look sharp and show your Unit's Scouting Spirit by being the best uniformed unit at Camp Arrowhead!

We ask that the official Boy Scout uniform to be worn at these times:

- Upon Arrival & Departure
- Evening Meal / Flag Lowering
- Vesper Services
- At Opening Ceremonies and Closing Camp
- At all Order of the Arrow and Tribe of Lone Bear Activities

During other times, the "activity" uniform, a Scout t-shirt & shorts, socks and sturdy closed-toe footwear are desirable.

NO OPEN TOED SHOES (FLIP-FLOPS OR SANDALS) WILL BE ALLOWED.

Adult Leader Training Opportunities

Adult training at Camp Arrowhead is a great opportunity to brush up on needed skills to further your unit's activities in the coming year. Training will be conducted by camp staff or council trainers each week, in:

- Aquatics Supervision/Paddlecraft Safety (TBA)
- Climb on Safely (TBA)
- Trek Safely (TBA)
- Leave No Trace (TBA)
- Youth Protection (TBA)
- Outdoor Leader Skills (Thurs.-Fri.)
- Scoutmaster Specific (Mon.-Tues.)
- Wilderness First Aid (Thurs.-Fri.)
- CPR (Mon.)
- Basic First Aid (Tues.)

In addition, there is a possibility for other training, depending on the availability of trainers in camp. A computer station will be set up for online training/renewal. You will have to sign up for a time. Please request any additional training subjects wanted, in advance, through the Ozark Trails Council Training Committee.

Program Guide and Advancement

To better serve Units, there is a **separate printed Program Guide** that will be available on the Ozark Trail Council website. It is full of details about the Program at Camp Arrowhead. Utilize the Program Guide to prepare Scouts prior to camp and guide them so they can maximize their advancement experience while at camp.

Advancement in Camp

Camp Arrowhead uses a “learning by doing” style of teaching. Advancement rules do not change for camp; but camp provides an ideal setting for advancement. The key is to plan ahead - look at the schedules and requirements. The Staff at Camp Arrowhead does not “give away” advancement, it must be earned. Just attending a class does not meet the requirements to earn a Merit Badge. A unit leader should also check their Scouts for depth of knowledge and understanding.

Merit Badges

Merit Badges offered at camp are generally of an outdoor nature. The Council Advancement Committee has approved all staff members who are to counsel a badge. Youth staff may only instruct but not sign off as a Merit Badge Counselor. The Camp Staff is not allowed to change, lower, or modify any merit badge or rank requirements.

Many Boy Scout merit badge requirements may be met at camp. Currently certified merit badge counselors who are attending camp as leaders and are willing to help with class requirements should contact the camp Program Director.

NOTE!

Not every badge can be completed at camp. Some require skills achievement or time to complete that may be beyond the time or ability that a Scout can give at camp. In these cases, all requirements completed will be noted on the merit badge progress report.

SEE PROGRAM GUIDE FOR DETAILS AND REQUIREMENTS

Merit Badge Progress Reports

Merit Badge Progress Reports will be distributed to Scoutmasters upon check-out for their Scouts as a record of individual progress or completion of requirements while at camp.

- Scoutmasters sign up their Scouts before camp for merit badge instruction online. The schedule can be found in this book and the Program Guide.
- If all requirements for the merit badge are completed, the counselor will so indicate on the report. If the merit badge is not completed, the counselor will indicate those items that were done at camp.
- Any questions about merit badge work should be cleared up before leaving camp.

Pre-registration for merit badges will help us better prepare to ensure that there are no classes closed or not offered if Scouts are interested. Each week's schedule is planned from pre-registrations. Failure to do so may mean that your Scouts will not be able to participate in all of the classes they would like to take.

The Camp Director may adjust schedules as needed.

Special Needs

Persons with special dietary, medical, allergy or physical requirements should complete the **Special Needs Request** form and return to the Ozark Trails Council office by May 16th.

Camp staff will make every effort to accommodate a camper's needs and in a timely manner. The form helps so that necessary items are available at the time of need.

Camp Golf Cart Policy

Camp Arrowhead utilizes golf carts for daily operations. Strict guidelines have been put in place to restrict the use of golf carts to just a few staff members. This ensures that the cart is used in a responsible manner and is available during peak activity times.

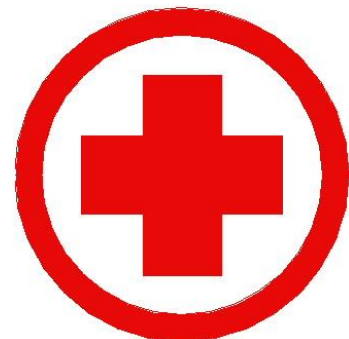
If a youth or adult has a special need for transportation, a Special Needs Request Form should be filled out and filed with the Ozark Trails Council. On the BSA physical, it must be noted that the youth/adult is required to have transportation assistance and is signed by a physician.

Camp Arrowhead does not allow adult volunteers to utilize the golf cart(s). If a need arises, contact the Camp Director and accommodations will be made to assist in the best way possible. Assistance will depend on time and availability of staff.

First Aid / Medical Lodge

Camp Arrowhead is fortunate to have a great medical/health facility that is staffed with excellent caregivers. The Medical Lodge is located in Arrowhead Lodge on the west side of the main parking lot and handles minor accidents and illnesses. Special arrangements for the treatment of more serious cases have been made with local facilities. If a serious illness or injury occurs, outside assistance is requested and may result in treatment at a Springfield Hospital. All medical emergencies, no matter how small, must be reported to the Health Officer immediately for treatment and documentation.

- Emergency service is available 24 hours a day.
- *Medication should never be administered by anyone other than the Health Officer or camper's own parent.*



Prescription Medication

All prescription medication must be submitted to the Medical Lodge for safekeeping and storage at check-in.

The Health Officer must approve exceptions and include: insect sting kits, heart medication, asthma inhalers, and other medication required immediately in an emergency. The Health Officer may assist the unit leader in insuring that prescription medications are taken as scheduled. All prescriptions will be returned at the end of the session.

Emergency Health Care

If a serious illness or injury occurs, outside assistance is requested and may result in treatment at a Springfield Hospital. All medical emergencies, no matter how small, must be reported to the Health Officer immediately for treatment and documentation.

Insurance Coverage:

The responsible party for all medical services is the family of the injured person. The family insurance must be reported to the hospital for future communication and billing. Insurance information must be reported on each medical form.

Ozark Trails Council Units:

The council provides accident and sickness insurance for each registered member.

Out-of-Council Units:

Units must provide proof of accident and sickness insurance. You may purchase insurance through your council at re-charter time. Units without proof of insurance will be assessed an additional \$3 per person.

Youth Protection / Buddy System

Summer Camp should be a “special place” for all Scouting youth! All adults **MUST** have completed the BSA Youth Protection Training prior to camp. Protection for leaders and youth are provided by:

- The “buddy system” of two or more Scouts, who stay together, to and from activities. This is in effect at all times at Camp Arrowhead.
- One-on-one activities with a youth and adult are not permitted.
- Youth and adults will not share the same tent (except for a parent and their Scout).
- Youth privacy is to be maintained in shower and dressing areas (supervision is necessary only to the extent required to ensure safety and discipline).
- Units are encouraged to use a “checkout system” in their campsite. If any Scout is missing, it should be promptly reported to the Camp Director.
- Any allegations of child abuse or misconduct should be reported immediately and directly to the Camp Director or Lead Commissioner.

It is the policy of the Boy Scouts of America that only one adult may never lead Scouting activities and meetings. **At least two registered adult leaders, one must be 21 years old, must be present at all times.** The majority of the instruction, discipline and organization of your unit will come from your own unit leadership. The staff works with you - our purpose is never to take over your job as leader of your unit, rather, it is to assist you in achieving the utmost respect of your Scouts, to work as your special advisers and helpers, and to provide an environment in which your unit can grow and thrive.

Hazing / Child Abuse

Initiations or hazing of any kind are not permitted in the Boy Scouts of America. It is mandatory that any staff member or volunteer report to the Camp Director immediately any actual or suspected case of child abuse or neglect. No one shall be deprived of food or sleep, be placed alone without supervision, observations or interaction, or be subjected to ridicule, threat, corporal punishment or excessive physical exercise. Each staff member and adult camper must be alert to each camper's physical state. Any observed change should be reported to the Camp Director for appropriate action. When an individual is suspected of having committed an act of an unacceptable nature, the Camp Director should be notified immediately so that appropriate action may be taken.

Home Sickness

Camp Arrowhead might be the first time a youth has spent a long fun-filled week away from home. Homesickness can sometimes happen at Summer Camp. According to the American Camp Association, research has shown that up to 97% of all youth experience some level of homesickness. Homesickness is a form of separation anxiety. But boys aren't the only ones to suffer from separation anxiety - parents can suffer also.

One of the reasons that the camp maintains such an active schedule is to keep the boys busy and engaged so they stop thinking about missing home. Homesickness usually peaks right before bedtime when the day is winding down. It is not uncommon for boys to have trouble falling asleep the first day or two of camp.

Homesickness is a challenge that the boy *can* overcome and in working through it, the boy gets a better appreciation for his ability to work through a tough situation. Since the goal of Scouting is to build boy's self-confidence, everything possible will be done to work through the situation.

The following points should be kept in mind for dealing with homesickness:

- Calls home might be discouraged. All evidence shows that calls home make homesickness worse. The boy will inevitably ask that you come get him. This places the parent in a no-win situation.
- Parents should not make promises to "try it out" or promise to come get a boy if he doesn't like camp. This only encourages the boy to give up and does not give the boy the sense that you have confidence in him.
- No hazing or harassment of any boy suffering from homesickness will be tolerated.
- In extreme situations, a leader will call the parents to discuss the situation.

Commissioners

Camp Commissioners are on hand to assist units to become stronger, better organized, and to learn how to program their own activities. The commissioner's job is to help units and individuals have a program of fun and adventure. They are experts in the use of the patrol method and are more than happy to assist your junior leaders. Unit leaders should consult their Commissioner with all problems related to program or administration, as they are the link to the Program Director and Camp Director. Camp Arrowhead is always interested in finding individuals who are willing to volunteer their time (usually one week) and serve Scouting as a Camp Commissioner. If you are interested contact the Lead Commissioner or Camp Director.

Some of the duties of the Camp Commissioners:

- Visit with unit leaders to discuss Camp program or issues
- Conduct daily campsite inspections
- Provide support to Program Areas when necessary



Quartermaster

Many types of equipment are available for checkout from the Quartermaster building across from the Trading Post. Persons receiving equipment must sign for it. Please return equipment as soon as possible so others have the opportunity to use it. Cost of any equipment lost or damaged will be charged to the unit using it. The Quartermaster building is open when staff is available. If the Quartermaster is unavailable, all requests should be made to the Lead Commissioner or Camp Director.

Chaplain / Vespers

There will be a non-denominational vespers service on Friday night at the Chapel. Everyone is encouraged, but not required, to attend. In addition, the Chapel is available at other times for special Unit services or for individual prayer. Camp Arrowhead utilizes area clergy for chaplain services. If a chaplain is needed, please contact the Camp Director.

The Camp Chapel is located at the end of the road that leads to the Staff Cabin Area.

Trading Post

The Camp Arrowhead Trading Post is stocked with items necessary to assist Scouts in the successful pursuit of skills and merit badge work. Merit badge books, craft supplies, as well as snacks, toiletries, T-shirts, patches, and limited camping gear are available. Plan to spend according to your scouts needs. Trading Post hours will be posted and strictly adhered to.

Lodging and Campsite

Two man canvas wall tents on wooden or cement platforms are provided for your unit. Tent Platform sizes are 9'6" x 7'6", plan accordingly. The National Camp Standards for tent sleeping requires 30 square feet per camper. Troops using their own tents also must meet this size standard.

"No Flames in Tent" must be stenciled on all tents or have a sign with this message, properly affixed, before Scouts can sleep in them, according to BSA policy. Camp staff can provide printed signs if your tents do not have the sign affixed.

A latrine and washing facility, dining fly and picnic table are also located in or near each campsite. Campsites are also furnished with toilet paper, trash barrel, a flagpole, bulletin board, rake and shovel. Campsites may be reassigned to best accommodate the number of campers in your unit. All Scouts and Leaders must stay overnight in their established campsites. Scouts and leaders are not permitted in Staff housing areas, and will be sent home if found in those areas. There are no accommodations for non-Scout youth.

Makeshift showers or tarp/canopy tents are not permitted in campsites due to health and environmental concerns.

Campsite Inspections:

Campsite cleanliness is the responsibility of the unit and unit leadership. Camp Arrowhead uses a self-evaluation method to maintain campsite sanitation. The Senior Patrol Leader should complete the campsite inspection checklist before 9:00 a.m. and post it on the bulletin board. Commissioners will visit each campsite between 9:00 a.m. and lunch every day to determine the best campsite of the day between the west and east side campsites.

Sharing a Campsite:

Units may join, or be joined, together in a campsite to help meet the two-deep leadership requirements or to make efficient use of camp property. It is up to units sharing a campsite to decide if they will participate as one unit or separately in camp activities.

Provisional Camping:

Scouts who cannot attend camp with their own unit, or want to attend another or different session, are encouraged to attend provisionally. Scouts will be placed with another unit for the camp session. The summer camp will have a special provisional troop if needed. For more information about provisional camping, contact the Camp Director or the leader of a unit that will be in camp during the week of choice.

Mail – Camp Address – Phone Number

Mail is a wonderful thing to receive at Camp and is sure to make someone's day! Mail is picked up and delivered Monday-Saturday to camp. Outgoing mail should be placed in the mailbox at Foster Lodge before 9:00 a.m. Incoming mail will be available for pickup after 2:00 p.m. in Foster Lodge. Mail received after a unit has departed camp will be returned to sender. Mail should be addressed:

Your Scout
Unit #
Camp Arrowhead
4202 State Highway DD
Marshfield, MO 65706

Camp Phone Number:
Office Phone: 417-859-3793

Ice

Ice is available for sale at the Trading Post. Ice will be limited to what is delivered by the ice company. If your unit needs a large quantity of ice, please inform the Trading Post manager, Business Manager or Camp Director prior to your stay at camp. Ice may be purchased as needed or the option of prepaying at the Camp Arrowhead Trading Post and receiving pick-up vouchers. The vouchers must be presented to the Trading Post staff.

Wrist Bands

All Scouts and adults must wear a Camp Arrowhead wristband while on camp property. Different wristbands will be issued for visitors. All Camp Staff members will wear a staff name badge at all times. Anyone found not wearing a wristband or a name badge will be directed to the camp office.

Lost and Found

Every summer LOTS of items are left behind. If you misplace an item or leave your towel at the swimming pool, you can find it at Foster Lodge. There is a Lost and Found collection that just might have your missing item!

Leaders should encourage each Scout to mark his possessions with his name and unit number. It is highly recommended that campers leave valuables locked in their campsites or in the care of an adult leader when using the pool. Unsecured baskets are available, but lockers are not available. *The camp is not responsible for lost or stolen personal items.*

Shower Facility

Warm water shower and flush toilets are located in the bathhouse at the pool. Separate facilities are provided for adult staff/men [18 & over], women/girls, and youth staff/scouts [under 18]. Units will be asked to take their turn keeping the facility clean. Units can sign up with the Lead Commissioner on the Shower Duty Roster. Showers each day will make everyone's stay more

pleasant. Please have your Scouts bathe daily. Please shower before entering the pool. Please avoid bathing in the pool.

If at any time you notice the shower facility needing cleaned or resupplied, please notify the Pool Staff.

It is also helpful if Unit Leaders monitor the area during shower times to help minimize horseplay and bullying that might occur.

Youth Protection Guidelines must be observed in this area at all times.

Emergency Procedures

Always Stay Calm - Do Not Panic. Your responsibility is the safety of your Scouts.

Medical Emergencies:

All injuries and illnesses must be reported to the medical lodge for treatment. For insurance purposes, these incidents and their treatment are recorded. We are in contact at all times with a local hospital and physician as well as emergency medical transportation. The Health Officer and Camp Director will make the final decision regarding medical treatment in conference with the Unit Leader.

Emergencies Requiring Camp Mobilization:

Upon hearing horns, sirens or notification from Camp Staff, the entire camp is to assemble in unit formation for more information at the dining hall for further instruction. Attendance at camp-wide mobilization is mandatory. Roll will be taken.

Fire:

Notify the Camp Director immediately if a fire gets out of control. The camp will mobilize, and the Camp Staff, under leadership of the Ranger, will fight the fire.
Do not attempt to fight fires yourself.

Severe Weather:

Upon notification of severe weather in the area, the Senior Camp Staff will mobilize the camp to take shelter in the Dining Hall until the severe weather passes. If you are near another building during a severe storm, it is permissible to take shelter there until it is safe to travel.

Lightning:

All aquatic activities will be suspended for 30 minutes after seeing lightning or hearing thunder. If lightening or thunder continues it will reset the time until the danger potential has passed. During this time Staff will ensure that Campers have activities to occupy their time.

Camp Administration monitors the weather daily. They will use the best judgment possible to ensure the safety of the Camp.

Emergency Procedures Cont...

Heat:

Hot summer weather is a fact of camp. Make sure your campers have hats, use sunscreen and drink plenty of water, then drink some more. Ensure your Scouts get sufficient shade and rest during their stay. The Staff will advise you of any other precautions that may be necessary during extreme heat. The camp administration will notify the camp of heat alerts, which are as follows:

- Category I Normal activity, Continue water intake
- Category II Reduce activity, Increase water intake
- Category III/IV Sharply reduce activity / Increase water / Beware of Heat Stroke
- Category V Stop activity / Seek cool areas / Increase water intake

At the discretion of the Camp Director, activities may be postponed, cancelled, or extended (swimming time) due to varying types of weather.

Lost Persons:

Treat all reports of lost or missing persons seriously. Notify the Camp Director of the missing person, including who is missing, where they were last seen, when they were last seen, what unit they are from, etc. The Camp Director will institute the Camp Action Plan.

Fatalities and Serious Injuries:

The Camp Director will notify the Scout Executive immediately. The Scout Executive, Council President and the family's religious leader will visit the next of kin personally as soon as possible. *The family is not telephoned; a personal visit is required.*

The Scout Executive is the sole person who will visit with the media.

Aquatics Injuries (lost bather):

The camp will mobilize in the event of a missing boater or swimmer when the staff member in charge of the area determines reasonable doubt as to the whereabouts of the person in question. The staff will conduct all search efforts until success or termination of those efforts by the Camp Director.

Cell Phone Use

It is requested that cell phones and electronic music devices be put away for the week. Summer Camp should be a special time to bond with other Scouts and enjoy the outdoors. Leaders should have a cell phone for emergency contact and communication.

Vehicles in Camp, Parking and Speed Limit

Vehicles in campsites will be limited to Check-in and Check-out ONLY.

Each unit will be allowed one (1) vehicle at a time per campsite to unload gear at check-in. No Scouts will be allowed to ride in vehicles unloading gear. Unit trailers may be left in campsites for the week. After check-in each vehicle will need to be returned to the main parking lot, and have a Parking Permit placed in the front window on the dash with the driver's name, unit number, and campsite information. **Vehicles are not to be driven past the parking lot without permission from the Camp Director.**

Vehicle speed in camp is: 5 mph

- If you need transportation, check with the Camp Commissioner first. If a vehicle is needed for disability reasons, a Special Needs Request Form must be submitted to the Council Office prior to camp. This must also be accompanied by a Physician's note.
- If a parent is picking a Scout up early, notify the Lead Commissioner for assistance in getting gear from campsite.

For the safety of Campers and all Visitors--Please follow these policies:

- No Personal vehicles will be allowed beyond the parking lot, or in campsites.
- Scouts are not allowed in vehicles on inner camp roads.
- BSA policies prohibit transporting Scouts at any time in the back of pick-ups or trailers.
- Each driver and passenger must have a seat belt and it must be worn at all times.
- Unit trailers will be permitted in campsites so long as they are not designated or used for sleeping. They will be allowed along the perimeter of the campsite. Some trailers may not fit in campsites; they may not block any camp roads.

Wildlife / Pets

Camp Arrowhead takes great pride in the abundant wildlife the camp supports. One thing to remember, we are guests in their natural environment. Care should be taken to avoid disrupting their natural habitat. No wildflowers, animals or wildlife should be collected unless instructed to do so in a merit badge class.

- Do not attempt to handle snakes, spiders, lizards or other wild critters at camp. No hunting or harming is allowed. In most cases, if you leave them alone, they'll leave you alone. If you have a snake that needs to be removed from your campsite, DO NOT KILL IT. Contact the Camp Administration and they will see that the snake is properly removed and relocated.
- Keep "smellables" in smell-proof containers. Keep your camp area free of garbage.
- If you see a venomous snake or poisonous spider, notify a staff member.
- Care should be taken to avoid rodents and rodent droppings.

Pets other than registered service animals not permitted for campers or visitors at camp. The camp ranger and adult staff may be given special consideration, but animals are not permitted in the campsites or program areas unless used specifically for programming.

Fireworks

Fireworks of any kind are not permitted at Camp Arrowhead.

Personal Firearms and Weapons

Camp Arrowhead will have firearms, ammunition, bows and arrows needed for use as a part of the Camp Program. The possession or use of personal firearms and ammunition is not allowed in camp. If brought to camp, all items must be checked in with the Camp Administration for safe storage until departure.

- **SHEATH KNIVES:** Per BSA's Guide to Safe Scouting, non-folding sheath knives, throwing stars or martial arts weapons are not allowed in camp.

Tobacco, Drug and Alcohol Use

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments and/or property operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings and activities should be conducted on a smoke-free basis.

Smoking areas will be determined and enforced by the Camp Director.

Narcotics, Dangerous Drugs, & Alcohol:

The possession, use, consumption or presence of any narcotic, drugs or alcohol or of an individual who is under the influence of alcohol [and/or illegal drugs] will not be tolerated on Boy Scouts of America properties. Violators will be asked to leave camp. Possession of controlled substances is a violation of state law and may be subject to criminal prosecution.

Bicycles and Running

Please refrain from bringing personal bicycles to camp. Camp Arrowhead has mountain bikes that can be reserved for patrol use. If you would like to ride a bicycle while at camp, see the High Adventure Director and they will make sure you have a safe, fun ride.

Running in camp should be avoided. There are many places that could cause injury to self or others. Each summer, some of the most treated injuries in the Medical Lodge are due to running in camp.

Camp Staff / Lodging

A carefully selected resident camp and commissioner staff have been hired to make the most of your summer camp experience. Each Staff member is giving a big part of their summer to live and work at Camp Arrowhead. The Staff's lodging is off-limits to all non-staff, visitors, campers and Unit Leaders. For the same reasons of safety and privacy, Staff is not allowed in Unit lodging areas. If you are aware of this happening, please contact the Camp Director immediately. Unit Leaders are encouraged to recommend Scouts and adults to apply for Camp Staff. The minimum age is 14 as a Counselor in Training (CIT). Camp Arrowhead is always in search of the dedicated Scouts that are the next generation of Staff!

As always, if you have a situation or concern with any Staff Member please bring it to the attention of the **Camp Director**.

Dining Hall Expectations and Procedures

- Proper attire is required while eating in dining hall.
- Please remove any headwear when entering the dining hall.
- For room and ease of movement, please leave backpacks and walking sticks outside.
- Meals are served according to portion sizing. Scouts and Scouters are welcome to seconds when everyone has been through the line. This will be announced by the Staff.

Well-balanced, nutritionist-approved meals are served three times daily. The first meal served on check-in day is dinner and the last full meal is dinner on Friday before checkout day. There is only a continental breakfast on checkout day.

To make meal time more efficient, we will continue to serve cafeteria style. The Camp will be assigned an east side and west side dining time. The Camp schedule will have the times posted and each Unit will have a copy. Both meal times will be offered the same meal-time programming. This will ensure a less crowded meal time and better service to the Units. This procedure will be discussed in detail at the Sunday Night Leader Meeting.

Adult leaders are responsible for conduct, manners, and reminding the Scouts to properly clean their eating area, dispose of their waste and put their dishes in the cleaning window.

Please assemble in front of the dining hall at least 15 minutes prior to breakfast and dinner, 10 minutes prior to noon lunch. Everyone must attend all meals.

Meal times will be posted in the Camp Schedule.

Table Cleaners:

Each Unit should designate two Scouts to assist in table clean up after each meal. They will assist in removing dinner ware, cups and wiping down the tables when all clear. Table Cleaners should expect to stay 10-15 minutes after the meal.

In-Camp Cooking

In-Camp cooking will be limited to Wednesday night. The Unit will have a form to fill out and submit back to the Camp Administration. Details will be given during the Sunday Leader Meeting. It is wise to use this opportunity to help fulfill the Cooking Merit Badge requirements for Scouts that are taking the merit badge.

Unit Quarters

The Boy Scouts of America respects the privacy of employees and campers, but reserves the right to enter quarters during reasonable hours when necessary to provide efficient service, reports, improvements, maintenance, fire safety inspections, or to ensure compliance with the regulations and policies of the Boy Scouts of America.

Vandalism and Pranks

Vandalism and pranks are strongly discouraged while at camp. While it may seem harmless, it is often destructive to personal and/or Camp property. Anyone that observes vandalism should report it immediately to the Camp Director or the Commissioner Staff.

Visitors and Family at Camp

While there is no an organized Family Night Campfire in 2014, families are still welcome to visit their Scouts on Wednesday of their session and have a meal with their Scout or Unit. This change allows for more open programming for units and frees up the Camp Staff to facilitate the program.

- Visitors are welcome to attend the closing Friday Night campfire.
- All visitors must check in at Foster Lodge and check out by 10:00 p.m.
- Visitors and Family will not be allowed to stay overnight.
- Visitors will wear the appropriate wrist band while at Camp.

Visitors are welcome to dine with their unit in the dining hall or during in-camp cooking but must purchase meal tickets at the Trading Post in order to eat in the Dining Hall or with units during in-camp cooking. At the time of payment, a meal voucher will be issued. Present the meal voucher at the dining hall when eating.

Cost: Breakfast	\$3.00
Lunch	\$4.00
Dinner	\$5.00

Security at Camp Arrowhead

Any suspicious individual, group or vehicle should be reported immediately to the Camp Director for resolution. Campers, leaders and staff are asked not to leave the camp property unless they have checked-out at Foster Lodge.

- When exploring remote areas of camp always have a buddy and tell Unit leaders of location.
- Do not enter other campsites without permission.
- Camp Arrowhead and the Ozark Trails Council are not responsible for any personal loss while at camp.
- Even though a Scout is Trustworthy, it is a good idea to lock vehicles and store personal items in a secure location.

All Camp Arrowhead Staff Members are instructed in the procedures of noticing and notifying the Camp Director of any person not wearing an appropriate write band.

Individuals not wearing the wristband are known as possible unauthorized persons (UAP). Any person on camp property who is not wearing the wristband and is not a staff member shall be considered a UAP until proven otherwise.

The Camp Commissioner Staff helps to enforce Camp Arrowhead's intrusion policy. If a Camp Commissioner discovers the presence of a UAP, the commissioner will determine if the person is unauthorized. If the person is unauthorized, the Camp Director will be notified to determine if the person should be asked to leave camp. At his discretion, the Camp Director may choose to call the sheriff to have the UAP escorted from camp.

The following policies have been developed by the Camp Arrowhead administration for the protection of the Scouts and Scouters of the Ozark Trails Council:

- **Report of possible visitors:** During unit check-in on the first day of camp, the unit leader must submit a list of all possible visitors to the unit. *Only people whose names are on this list will be allowed to visit the campsite.* Therefore, unit leaders are encouraged to list each Scout's parents, siblings or others who may visit camp during the session.

Discipline

The twelve points of the Scout Law are the basic guide for proper conduct at camp. If you need a reminder, please ask any nearby Scout. The unit leader and his assistants are responsible for the discipline and order of their Troop or Pack. The Camp Staff will not assume responsibility for, nor interfere with, units unless it directly involves the health and safety of Scouts. The Camp Commissioner will be apprised of any problem and notify the Camp Director. He will then refer the problem back to the Leader of the Unit. **No arrangements will be made to send a Scout home before informing the Camp Director.** Scouting is designed to provide a safe and healthy environment for your youth. Please review the Code of Conduct with your Scouts.

Chemical Fuels

National BSA policy permits the use of liquid fuel only under the direct supervision of a knowledgeable adult leader and in accordance with the manufacturer's instructions. Flammable fuel is to be stored in an approved fuel storage area in the campsite. Never use liquid fuels on a campfire or as a fire starter. See the Fuels and Fire Prevention section of the Boy Scout Fieldbook for fire-starter ideas. Open flames (candles, Sterno, kerosene lanterns, Coleman lanterns and stoves, etc) are strictly prohibited in tents and unapproved structures.

Suggestions / Concerns / Complaints

The Camp Arrowhead administration maintains an *open-door policy*. Please follow proper channel, and address *all* complaints, concerns and suggestions to the Camp Director, Program Director, Business Director or Camp Commissioner. Please do not issue complaints directly to any other staff member. It is the duty of the camp administration to manage the staff and the camp. Complaints, concerns and suggestions are most effective when fresh, so please do not let them fester. *We will do our best to make your stay with us fun and exciting - even beyond your expectations.*

Leader Appreciation Meal

We will be having a camp leader's meal during Thursday lunch. This meal is in appreciation of the time and effort required for adult leaders to bring Scouts to summer camp. All adult leaders in camp are invited to this meal. During this time there will be an opportunity to visit with Council representatives.



Directions to Camp Arrowhead

Driving directions to State Hwy Dd

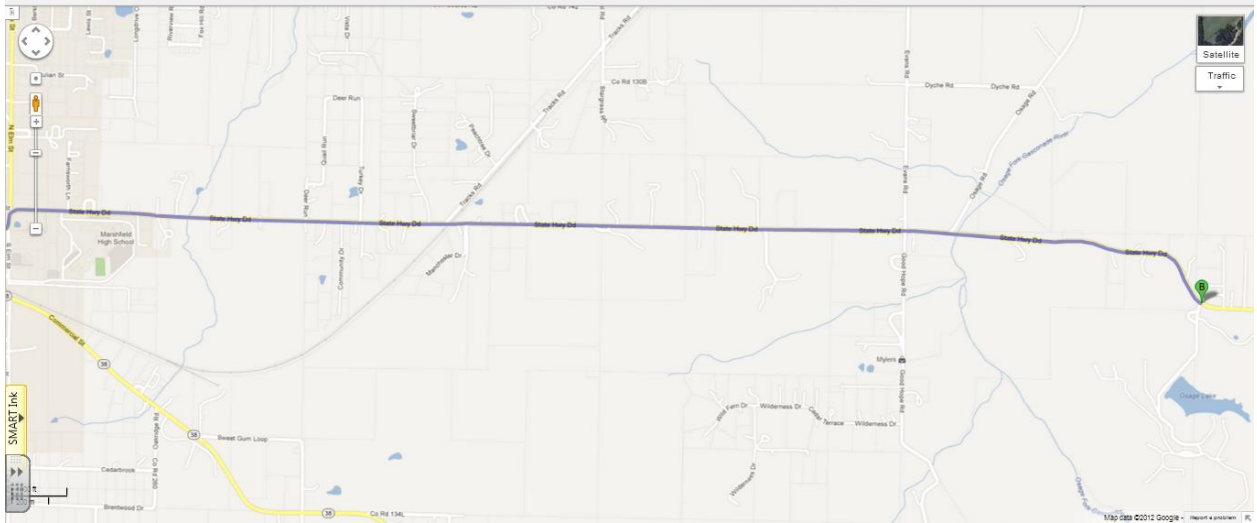
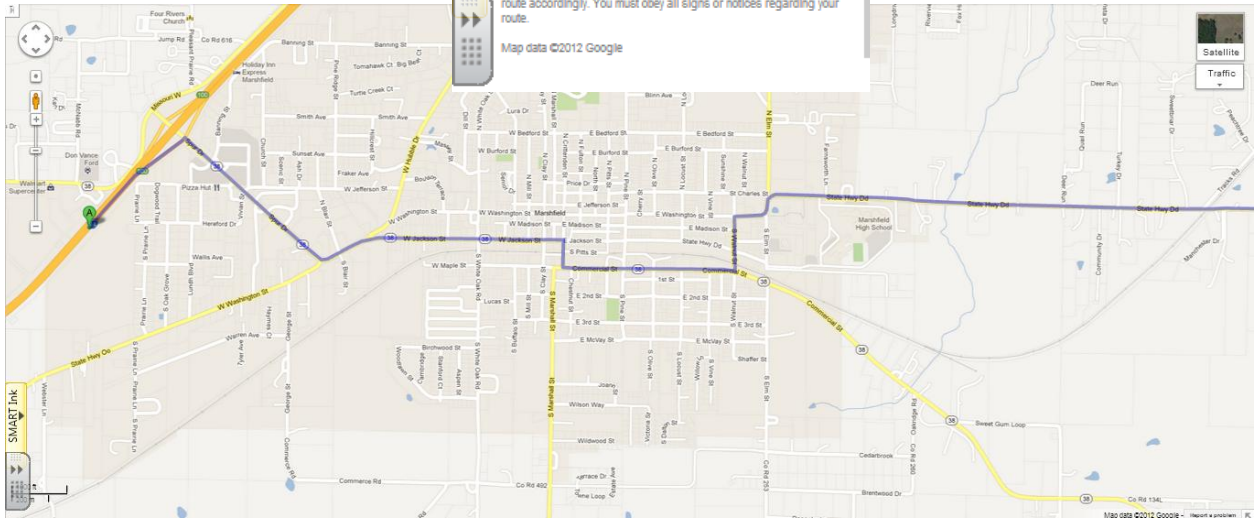
- A I-44 E**
1. Head northeast on I-44 E toward Exit 100 0.2 mi
 2. Take exit 100 for MO-38 toward Missouri W/Marshfield 0.2 mi
 3. Turn right onto MO-38 E/Spur Dr Continue to follow MO-38 E 1.5 mi
 4. Turn right onto S Crittenden St 495 ft
 5. Turn left onto Commercial St 0.6 mi
 6. Turn left onto S Walnut St 0.2 mi
 7. Turn right onto E Washington St 0.1 mi
 8. Slight left onto S Elm St 322 ft
 9. Continue onto State Hwy Dd Destination will be on the left 4.2 mi

B State Hwy Dd

[Save to My Maps](#)

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google



Sample Parents Information Agenda

- Presentation with slide show, videos, photographs.
- Describe camp program, advancement opportunities and high adventure experiences.
- Camp Arrowhead history presentation.
- Order of the Arrow / Lone Bear.
- Testimonies from older Scouts who have attended and enjoyed Camp Arrowhead.
- Review Logistics; time, date, locations, fees, camp savings plan, assistance applications, fee payment schedules, trading post, etc.
- Distribute and explain medical forms. [set date to collect them]
- Transportation needs. [must be a seat-belt for every participant]
- Camp Leadership needs.
- Questions & Answers.

Frequently Asked Questions

- ***Can our Troop cook our own meals?***
Only on Wednesday night during the scheduled in-camp cooking. Feel free though to use the camp experience to cook desserts or practice Scout Skills.
- ***When should I wear my uniform?***
We encourage Scouts to wear them at flag ceremonies and campfires!
- ***Can I bring a bike to camp?***
No, bikes are not allowed in camp. Bikes can be checked out during open program time.
- ***Can I mail my medical forms in early?***
Yes they can be mailed to camp early. The Staff will be on site by May 29th, so any time after that day you can mail them in. No faxes will be accepted.
- ***Can I park my vehicle in the campsite?***
No. This can potentially create a safety hazard and detracts from the appearance of the campsite. Troop trailers may stay in the campsite for storage purposes.
- ***What if I need a ride in camp?***
That is possible if you fill out a Special Needs Request form. If it is medically necessary, limited transportation can be provided.
- ***Why should my Troop attend Camp Arrowhead?***
Our camp offers a quality camping experience in a pristine Ozark setting. Camp Arrowhead prides itself on the staff and the high retention that we have so your Scouts see their favorite staff person year after year. Scouts and Scouters that come to Camp Arrowhead call it their second home and we open our doors to your Troop as well. Welcome home!

Ozark Trails Council Swimming Classification Procedure

Overview:

The swimming classification of individuals participating in BSA activities is a key element of Safe Swim Defense, Safety Afloat and the [Guide to Safe Scouting](#). Swimming classifications must be renewed at least annually within the calendar year of summer camp or the activity swimming will be a part of. Traditionally the swimmer classification test has been conducted at resident camps only. There is no requirement that this be the only place. Where appropriate and safe, swimming classification tests can be conducted prior to summer camp. All persons (youth and leaders) are required to complete the swimming classification test prior to aquatics activities.

Swimmer Test – Blue Swimmer

Jump feet-first into water over your head in depth.

The swimmer must be able to make an abrupt entry into deep water and begin swimming without any aids. Walking in from shallow water, easing in from the edge or down a ladder, pushing off from side or bottom, and gaining forward momentum by diving do not satisfy this requirement.

Swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy, resting backstroke.

The swimmer must perform a restful, free-breathing backstroke that can be used to avoid exhaustion during swimming activity. This element of the test necessarily follows the more strenuous swimming activity to show that the swimmer is, in fact, able to use the backstroke as a relief from exertion. The change of stroke must be accomplished in deep water without any push-off or other aid. Any variation of the elementary backstroke may suffice if it clearly allows the swimmer to rest and regain wind.

The 100 yards must be swum continuously and include at least one sharp turn.

The total distance is to be covered without rest stops. The sharp turn demonstrates the swimmer's ability to reverse direction in deep water without assistance or push-off from side or bottom.

After completing the swim, rest by floating.

This critically important part of the test evaluates the swimmer's ability to maintain himself in the water indefinitely even though exhausted or otherwise unable to continue swimming. Treading water or swimming in place will further tire the swimmer and therefore is unacceptable. The duration of the float test is not significant, except that it must be long enough for the test administrator to determine that the swimmer is resting and likely could continue to do so for a prolonged period. Drown proofing may be sufficient if clearly restful, but it is not preferred. If the test is completed except for the floating requirement, the swimmer may be

retested on the floating only (after instruction) provided that the test administrator is confident that the swimmer can initiate the float when exhausted.

The swimmer test demonstrates the minimum level of swimming ability required for safe deep-water swimming. The various components of the test evaluate the several skills essential to this minimum level of swimming ability.

Beginner Test – Red Swimmer

Jump feet-first into water over the head in depth, level off, swim 25 feet on the surface, stop, turn sharply, resume swimming as before, and return to starting place.

The entry and turn serve the same purpose as in the swimmer test. The swimming can be done with any stroke, but no underwater swimming is permitted. The stop assures that the swimmer can regain a stroke if it is interrupted.

The test demonstrates that the beginning swimmer is ready to learn deep-water skills and has the minimum ability required for safe swimming in a confined area in which shallow water, sides, or other support is less than 25 feet from any point in the water.

Non-Swimmer Test – White Swimmer

No test is required; however all are encouraged to get in the water.

Administration of swimming test options:

Complete the swimming test upon arrival at camp, OR

Complete the swimming test prior to arrival at camp:

The test must be administered by a certified person (Limited to BSA, Red Cross, or YMCA Lifeguard). The results must be reported on the official Ozark Trails Council Form and A COPY OF THE LIFEGUARD'S CERTIFICATION CARD MUST ACCOMPANY THE SWIM TEST RECORD. Failure to follow these instructions will result in nullification of the report.

SPECIAL NOTE: When swim tests are administered away from camp the aquatics staff reserves the right to review, or retest some or all of the persons listed to assure that the safest standards have been maintained.

The Unit Swim Check Form can be found online at:

<http://www.ozarktrailsbsa.org/Camping>

Just Before Camp...

Two Weeks Before Camp

- Does the Unit have adequate leadership?
- Make sure parents have information on departure time, return time, and telephone number for emergencies.
- Make sure Scouts have necessary equipment.
- Each Scout and Leader should have filled out a proper health history/physical exam form.
- Tour permit filed and approved by the Ozark Trails Council Office (if needed).
- All fees collected.
- Transportation arrangements completed.
- All Scouts are officially registered in your unit before you leave for camp.
- Scouts have adequate rain gear to take along.
- Double check each Scout's merit badge schedule and print off what each Scout is doing before arrival (changes can be made at camp).
- Call Ozark Trails Service Center or Camp Arrowhead at least a week in advance if you expect any problems.

The Day You Leave

- All receipts for fees already paid are with you.
- Have adequate money to pay additional and unpaid fees at Camp secured.
- We recommend that you bring at least two blank Unit checks. You may need to pay for additional program fees, merit badge and other trading post supplies. Be prepared.
- Troop equipment packed including cooking gear.
- Bring along copies of each Scout's merit badge class schedule.
- Bring along a copy of each Scout's and adults medical forms.
- Bring along any partials or merit badge pre-requisites that have been completed.
- Have troop accident insurance certificate and claim packed with you.
- Map on how to get to Camp Arrowhead.

"What to Expect When You Arrive at Camp"

- Check-in with Camp Director at Foster Lodge between 1 p.m. and 3 p.m.
- Have receipts and money ready for the business manager and completed health forms for the medical officer.
- Be prepared to take the swim check as soon as possible after arriving at camp and then set up campsite.

“Be Prepared” to have a GREAT time!

Camp Preparation Outline

June – February

REGISTER TROOP

- Make Troop Reservation for selected week in camp— \$100 deposit required. Check the council website for dates and campsites available.

December

RECEIVE LEADERS GUIDE

- Read Leaders Guide.
- Assess Unit needs for Camp.
- Begin Camp promotion to Scouts and Parents. Plan a camp payment/budget.
- Recruit at least two (2) leaders for camp. One must be 21 years of age and the other must be at least 18.

December – April

- Schedule camp preview meeting with Unit and Parents.

February

- Begin merit badge preparation and requirements.
- Obtain BSA physical forms ABC and distribute to Scouts and Leaders.

FEBRUARY ROUNDTABLE

- Get updates and latest program information at your district roundtable.

March

- Begin reviewing program activities with your Patrol Leader's Council and the troop.
- Help Scouts select activities that are appropriate to their age, skills, and advancement.
- Work with Scouts to complete the pre-registration forms.
- Have a parents information night to inform parents about summer camp opportunities and troop goals including: completed health forms, packing list, adults who will be at camp, camp address and phone & drivers.

March 14

- Deadline to submit Workship Applications. There are no exceptions.
- Youth Merit Badge Deposits due.
- Continue to promote camp, especially to Webelos and NEW Scouts.

March 21

- **Online Merit Badge Registration Begins**

April

- Collect medical forms.
- Submit final unit rosters and Merit Badge rosters.

May

- Confirm the following with your troop: Secure adequate leadership, plan transportation, have a Patrol Leader's Council to make decisions, plan troop activities, work on pre-camp merit badge requirements, make sure the troop has unit accident insurance.

May 16

- Balance of Camp Fees Due to Council Office

Pre-Camp Checklist

Check off this list as you complete each task as part of your planning.

Prior to Camp

- Parents night scheduled and presentation ready.
- 2-Deep leadership: 1 (21) year old and 1 at least (18). Both registered and YPT.
- Workership applications filled out and submitted.
- Payment schedule made and communicated to parents and Scouts.
- Parent contact information secured: names, addresses, phone number for emergency.
- Transportation arrangements made.
- Scouts enrolled in merit badges using online system.
- All personal and unit equipment secured, packed and ready to go.
- All Scouts and Scouters have Official Boy Scout Uniform.
- Unit First Aid kit in good condition and ready to go.
- Elect SPL for camp.
- Tent assignments made.
- Pre order camp t-shirts.
- Fee balances paid or check ready to pay at Camp office.
- Special needs request submitted to Council Office if necessary by May 24th.
- Prescription medications for Scouts secured as needed.

Bring to Camp

- Health forms: A/B/C and signed by parents and physician.
- Unit Roster
- Visitor Roster
- In-camp cooking form
- Insurance information
- Copy of merit badge registration
- Copy of special needs request
- Extra sun block
- Extra bug spray
- Leaders guide

Notes:

