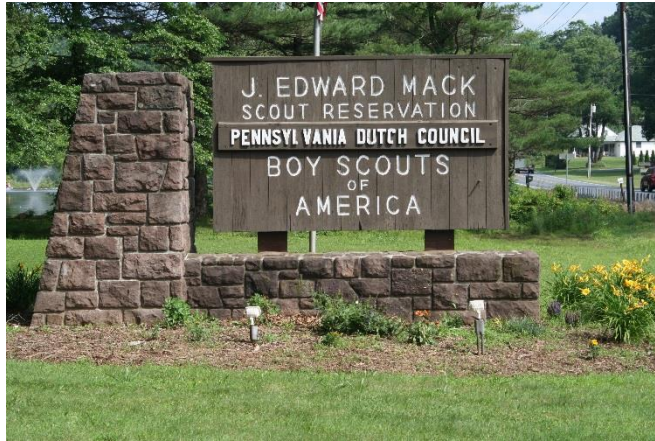


Pennsylvania Dutch Council

Boy Scouts of America



District Guide to Planning Events at PA Dutch Council Camps

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Introduction

Purpose

This guide has been created to aid Council and District Volunteers, Council Staff, and other Event Organizers in planning events at Bashore Scout Reservation and J. Edward Mack Scout Reservation during the non-summer season. The goal of this document is to help answer common questions and put information in one place to help everyone be on the same page. This guide is intended to be a living document that will be reviewed at least annually and updated as needed by the PA Dutch Council Activities Committee working with the Council Camping Committee and Camp Rangers.

National Camp Accreditation Program (NCAP)

In 2013 the Boy Scouts of America unveiled the National Camp Accreditation Program (NCAP). NCAP was a thorough update of the BSA's Camp Standards and Accreditation Program. NCAP includes two primary portions. First, are updated Camp Standards to help ensure safe, fun, dynamic programs for Scouts using best practices to ensure that the purposes of Scouting are being met at every Council or District event whether at a Council owned facility or another non-Council owned facility. The second portion is a Continuous Improvement Program to encourage increasing quality of all programs year over year. As such, there are two important things for event organizers to know:

1. NCAP Camp Standards apply year round, not just to summer camp. Whether an event is being held on Council owned property or not, event organizers are responsible for ensuring Standards are being met.
2. Eventually, an internal Visitation Team under the leadership of the Council NCAP chair will begin visiting events to ensure that Standards are being followed and to provide a third party view of the event and make recommendations as observers for possible improvements.

To review the full NCAP program, go to www.scouting.org/ncap. Much of the information that follows in this guide refers to Standards from NCAP and is intended to help simplify the process. Additionally, a "Standards at a Glance" document pertaining to Camp Standards that specifically apply to Year Round Activities can be found in the Appendix to this Guide.

Camp Rangers

Pennsylvania Dutch Council's Camp Rangers work hard to keep our facilities in the best shape possible. Help them help you! Communicate early and often with the Camp Rangers about your event. Both Rangers have years of experience and know what works and what doesn't work at each camp. They can help alleviate headaches and problems but they can't read your mind.

Ranger Contact Information

J. Edward Mack Scout Reservation

Ranger Gary Guare: 717-626-8711 gguare@comcast.net

Bashore Scout Reservation

Ranger Dave Matterness 717-865-4583 david.matterness@scouting.org

Important Info the Rangers Need to Know:

Please contact the Camp Ranger at the camp where you will be holding your event no less than two weeks prior to the event. Be able to provide the following information. There is a form in the appendix of this guide that helps gather this information. This form needs to be filled out and send to the Camp Rangers at least one full month prior to your event.

1. Event Schedule, activities list, and needed equipment.
2. Event Locations-Preferably marked on a camp map. This will help the rangers so they can best plan their time and resources.
3. Estimated attendance
4. Key Volunteer Contact Information
5. When you would like to have the Camp Trading Post open during the event.
6. Which company food has been ordered through and when expected delivery is to take place

What You Can Do to Help The Ranger/Campmaster:

1. Arrange people to help with set up and tear down. The Rangers are each only one person. Many hands make a lighter load and will speed things up, especially if there is some kind of unexpected facility issue that the Ranger must focus on.
2. If you don't know, ask! It's OK.
3. Make sure equipment, tables, etc. get back to where they were found.
4. Do not cut and run at the end of your event. Wait until the Ranger/Campmaster checks buildings and campsites and gives the ok for everyone to head out.
5. Help empty trash cans in all buildings, campsites, and program areas.

Council Activities Committee

The role of the Council Activities Committee is to help coordinate district activities and ensure proper event planning. The following things should be coordinated through the Council Activities Committee and its Staff Adviser:

1. Coordinating event menus between districts to help save on food costs.
2. Coordinating Trading Post times and other needs with the Camp Rangers
3. For Klondike Derbies

- a. Ordering of Portable Toilets
- b. Wrapping ranges and Mack Dining Hall with plastic

Reserving a Camp

Each calendar year following the creation of the Council Calendar in the spring, the Council professional staff are asked to make needed camp reservations by May 15. A copy of the form used to make these reservations is found in the appendix of this guide. This form needs to be filled out completely. Indicate each facility to be used.

Additionally, to help communicate with the Camp Rangers, an Event Information Worksheet will need to be completely filled out and sent to the Camp Ranger at least one month prior to your event.

Facilities

Usage Costs

Let's face it, everything has a cost. Camp usage fees help cover the costs of operating our facilities throughout the year. Costs include electricity, propane, fuel for equipment, maintenance materials, janitorial supplies, and much, much, much more.

Effective January 1, 2014 the camp usage fees for districts and other activities will be as follows;

1. Per weekend activity-\$1.00 per participant including event staff or \$300 whichever is higher.
2. The Training Center at Camp Mack must be reserved separately at its regular weekend rental rate (\$250 for the 2015-2016 Off Season)
3. COPE/Climbing activities must be reserved separately using the appropriate District COPE or Climbing Program Application. Actual fees charged will be based off of number of participants, requested program, and duration of program based upon established fee schedules. See the COPE/Climbing Section of this guide for estimated costs for budgeting purposes.

The camp usage fees for training activities will be as follows:

1. No fee will be charged for Council or District Committee Meetings
2. No fee will be charged for Order of the Arrow events due to services rendered during events.
3. No fee will be charged for required leader trainings
 - a. This Includes: SM Basic Training, IOLS/OWL, BALOO, Venturing Leader Specific Training, Den Chief Training, Cub Leader Basic Training, and Trainer's EDGE.
4. Fees for specialty and non-required leader trainings will be based on facilities used.

- a. This Includes: Shooting Sports Trainings, Health and Safety Trainings, Wood Badge, and NYLT.

Damage, Destruction, Theft, and Vandalism

In addition to the usage fees listed above and damage, destruction, vandalism, or theft to buildings or equipment beyond normal wear and tear will be charged to the group running the event. Our facilities and equipment are integral to running our summer camping programs. It is not practical, nor fair, to expect summer camp participants to pick up the tab for maintenance, repairs, and replacement of equipment and facilities damaged during other events.

Keys

A camp master key will be assigned to the event chair on site. The Camp Ranger and Campmaster, if there is one the weekend of the event, will also have master keys. Keys are a privilege not a right. Keys are not to be given to anyone other than the person to whom they are assigned. Keys are not to be used to get into areas unrelated to the specific event taking place. If providing keys becomes an issue, keys will not be issued in the future.

Radios

A set of 24 radios are available specifically for District Activities. Radios are stored at Camp Mack and can be signed out to be taken to Camp Bashore. Radios will be signed out to the event chair and must be checked back in with the Camp Ranger/Campmaster at the end of the event. If radios are taken for use at Camp Bashore, they must be signed out using an Equipment Request form and be returned to Camp Mack at the end of the event. Event organizers must be vigilant to make sure radios are not left lying around. Events will be held financially responsible for damage to radios beyond normal wear and tear.

Signage

Signage is available for events and is kept at Camp Mack. Signage can be signed out using an Equipment Request Form and taken to Camp Bashore. It is the responsibility of the individual signing out signage to ensure that it is returned to Camp Mack at the end of the event. Available signage includes a Registration/Check-In banner, First Aid banner, Trading Post banner, and Camporee Headquarters banner. In addition, Mack has coro standing signs for Event Parking and Event Registration.

Water

Water is available throughout each camp and is tested regularly. The water system at both camps is not winterized and is shut down between November 1 and April 1 annually. It is at the discretion of the Camp Ranger based on the weather when the water system will be started in the spring. Do not assume it will be on by April 1. Check with the Ranger.

Fire

Campfires may be built in any established fire ring or fireplace. Do not move fire rings or build new ones without permission of Campmaster or Camp Ranger. Firewood is provided at the lodges to those renting them and is to be used in lodge woodstoves only. There is an ample supply of firewood in the surrounding woods. Any fallen timber may be cut up and utilized as needed. Any group that cuts down or damages live or standing timber will be held financially responsible. There is also a supply of wood available to refill the cabin firewood boxes through coordination with the Camp Ranger. The use of chainsaws is restricted to operators who are at least 18 years old and have successfully completed the BSA Chainsaw Safety Training Class and are pre-approved by the Camp Ranger. Please observe fire safety rules at all times – never leave fires unattended. Certain weather conditions (high winds or drought) may prohibit or limit fires in camp; you will be notified by the Campmaster or Camp Ranger if such conditions exist.

The \$50 Fire Wood Deposit per cabin is not required for District Events. We do ask, however, that Districts help ensure that used wood does get restocked at the end of their event.

Tentage and Cots

Camp tentage and cots are not available for use. Please make sure you communicate this to event participants, especially Cub Scout families who may not know.

Electricity

Electricity is available in each campsite at the latrine. Participants needing to use electricity for breathing machines, etc. will need to provide a 50 ft. minimum outdoor-grade electrical cord to connect to the available supply.

Handicapped Accessibility

While the Pennsylvania Dutch Council makes every attempt to keep our facilities accessible, there are limitations in outdoor setting such as Camps Mack and Bashore. Each camp has wheelchair accessible campsites (Seneca at Camp Mack and Adirondack at Camp Bashore). Handicapped parking spaces are designated in various places at each camp. Please limit handicapped parking to those with official placards or passes from the camp.

Traffic, Vehicles, and Parking

Please limit vehicular traffic in camp due to safety concerns. Parking is restricted to designated parking areas only. Units may keep a unit trailer in campsites but all other vehicles must be moved to parking areas once unloaded unless express permission is granted from the Camp Ranger or Campmaster. Vehicles improperly parked go against Leave No Trace principles and can block access for emergency vehicles. Improperly parked vehicles may be towed at the owner's expense.

Here are a few tips related to traffic and parking to help your event seem super organized and efficient to attendees:

1. Remember that first impressions are everything. Do not assume that everyone coming knows where they are going or has been to camp before. Have designated “Greeters” out to meet people and let them know where they need to go to park and to register. At Mack, due to the distance from the front gate to main camp, someone should be near the main entrance (Swarr Lodge), large parking lot, and pavilion parking lot.
2. Think through getting large groups in and out. The Rangers can provide insight into this. Too many vehicles at one time headed up camp roads to campsites can easily create traffic jams.
3. “Greeters” and people helping with parking should wear reflective vests. Vests are available at each camp.
4. “Event parking” and “Event Registration” directional signs are available to put out at Camp Mack to help people know where to go. Signs should not replace “Greeters.”

Kitchens, Dining Halls, and Food Service

Providing food at events takes some special considerations.

Food Safety Training

As of September 2012, Pennsylvania Dutch Council requires that the person overseeing food preparation and serving have one of the following trainings in order to use one of the camp kitchens:

1. ServSafe Manager or Worker certification
2. Cooking For Crowds large group cooking training
3. Other equivalent training provided by a recognized agency

Kitchen Opening and Closing

The Camp Ranger will assist with turning on equipment and to show individuals how to use it if necessary. Prior to leaving the event, please make sure the following items are taken care of:

1. All remaining food is cleared out of pantries, refrigerators, and freezers. Unless specifically arranged otherwise, do not leave anything for other groups to use. Leftover food can be donated to Lebanon Christian Ministries or another food pantry.
2. Make sure all equipment is cleaned, sanitized, and turned off properly.
3. Ensure that all dishes and cookware are cleaned, sanitized and stored properly
4. Clean and sanitize all cooking surfaces.
5. Mop kitchen floors.
6. Sweep Dining Hall floors.
7. Clean and sanitize Dining Hall tables and store properly.
8. Empty all Kitchen and Dining Hall trash cans and take bags to dumpsters.

Food Suppliers and Ordering

Pennsylvania Dutch Council has contracts established with the following Food Service Suppliers:

Feesers FoodService-Harrisburg

Mack Account #- 15275

Bashore Account #- 15274

Account Representative-Patrick Arnold c) 717-644-8337 (Best Contact) w) 1-800-326-2828 x 1203

Minimum Order-\$750 or there is an extra \$75 fee.

Order and Delivery-For Friday delivery orders must be placed by noon Thursdays.

Other Important Information-Feesers will break cases for some items. This can be used to cut costs

Other Important Food Service Information

When ordering, have the following information ready:

1. Which Camp the food is to be delivered to. There are different accounts for each delivery location.
2. Your menu and order list
3. The number of people expected to feed

During delivery, collect all packing slips, delivery slips, etc. and turn them into the Scout Office. Failure to do so will result in unpaid invoices and our accounts being locked which hurts others. **THESE DELIVERY SLIPS ARE THE INVOICES. NO OTHER COPY IS SENT DIRECTLY TO THE SCOUT OFFICE.**

To help cut costs and meet minimums it is highly encouraged that event organizers work through the Council Activities Committee to coordinate menus and ordering in large quantities, especially for similar events that follow one another like Fall Cub Scout Events and Klondike Derbies.

Trading Posts

During events, the camp trading post will be available. Please let the Camp Ranger know when you would like it to be open using your Event Information Worksheet. Upon arrival, confirm with the Camp Ranger or Campmaster when the Trading Post should be opened. If there is no Campmaster the weekend of your event, you may need to arrange someone to help run the Trading Post. Trading Post supply ordering will be handled by the Camp Rangers.

Program

All programs must be conducted following guidelines in the Guide to Safe Scouting, BSA Health and Safety Guide, and the NCAP Standards. Specific applicable NCAP Standards depend upon what programs are being provided.

Unavailable Programs

The following programs are not available for year round activities due to special safety concerns, special equipment, or special required training:

Camp Mack

- Pellet Guns

Camp Bashore

- Sailboats
- Sporting Arrows Machine
- 3D Archery
- Mountain Boards
- Mountain Bikes
- High COPE (See Specifics Under COPE and Climbing Below)
- .22LR Rifles with aperture sights used during summer camp.

Moving Equipment from One Camp to Another

At times it may be necessary to borrow equipment from one camp to use at the other for an event. Specific requests must be made and approved through the Council Program Director using an Equipment Request Form. Some equipment is not available to be borrowed. It is the responsibility of event organizers to make arrangements to pick up, transport, and return such equipment by the agreed upon date. Equipment will be carefully inventoried and signed out to the event organizer by the Camp Ranger and checked upon return. Events will be held responsible for such equipment.

Shooting Sports

All Shooting Sports programs must follow guidelines outlined in the BSA Shooting Sports Manual, Guide to Safe Scouting, and Range Standard Operating Procedures (SOPs) developed by the PA Dutch Council Shooting Sports Committee. Range SOPs are kept on-site at each range and are available on the Shooting Sports page of the Council website www.padutchbsa.org.

To reserve a range, please fill out and submit the PA Dutch Council Shooting Sports Range Request Application. Separate range fees do not apply for District/Council Activities.

Range Equipment, Targets, and Ammunition

Range equipment including firearms, bows, safety items, shooting benches, etc. will be provided. The group organizing the event must provide all ammunition and targets following guidelines in the Range SOPs and BSA Shooting Sports Manual. Based on current supply, ammunition may be available through the camps at current market prices. This must be arranged prior to the event.

Range Supervision

It is the responsibility of the group requesting the range to arrange required personnel. Do not wait to contact needed personnel. A list of certified individuals is maintained at the Council Office.

Range	Certifications (circle one)	Required Instructor: Shooter Ratio
Archery	BSA Shooting Sports Director USA Archery/NFAA Level 1 Instructor NASP Basic Instructor BSA Archery Rangemaster	1:8
All Firearms Programs	NRA Range Safety Officer (RSO) or Chief Range Safety Officer	1:8 (Shotgun=1:6 or Pistol 1:3)
AND		
BB	BSA Shooting Sports Director NRA Certified Rifle Instructor BSA BB Rangemaster	1:8
Rifle	BSA Shooting Sports Director NRA Certified Rifle Instructor	1:8
Shotgun	BSA Shooting Sports Director NRA Certified Shotgun Instructor	1:1
Pistol (Venturers Only)	BSA Shooting Sports Director with Pistol NRA Certified Pistol Instructor	1:1
Other Shooting Sports*	NRA Range Safety Officer (RSO) or BSA Rangemaster	1:8

*Other Shooting Sports includes: Tomahawk Throwing, Knife Throwing, slingshots/wrist rockets, rock throwing, catapults, rockets (water and Estes style), atl-atls.

In addition to the required ratios of instructors to shooters listed above:

- For all Cub Scout Shooting Sports each individual Cub Scout must be accompanied on the shooting line by an adult or older Boy Scout/Venturer who can help provide individual assistance.
- To decrease wait time, it is highly recommended that multiple certified individuals be arranged. While required individual oversee the actual shooting line, another can be organizing groups and providing safety briefings.

The following Shooting Activities are not authorized by the BSA:

- Reloaded Ammunition/Ammunition Reloading
- Crossbows
- Bottle Rockets (Fireworks)

- Exploding targets of any kind
- Short-barreled rifles or shotguns
- Destructive devices or other regulated items such as grenades
- Firearms included in the National Firearms Act
- Cannons
- Ballistas
- Boomerangs
- Blowguns
- Anvil Shooting
- Ninja Weapons (stars, spikes, torpedoes, shovel throwing)
- Spears
- Spear Guns
- Potato Guns
- Flintlock Muzzleloaders/Rifles
- Use of pumpkins as ammunition
- Trebuchets
- Use of any animal, zombie, or human shaped target for Cub Scouts. Boy Scouts and Venturers may shoot at tasteful animal targets (paper & 3D) however human shaped and zombie targets are not allowed.
- Laser tag
- Paintball – Scouts are allowed to shoot paintballs at targets
- Airsoft guns of any form even for target shooting.

In short, if a shooting activity is not expressly listed as allowed in the BSA Shooting Sports Manual it is not allowed.

Rockets (Water Bottle and Estes Style)

While it may not seem like it, the BSA considers rockets of any type a shooting sport. Why, because like a bullet they are flying at high speeds and could potentially hit someone. Due to this, for both water bottle and estes style rockets, the BSA requires that a safe launch zone be established and that the activity is overseen by someone at 18 years old and has training as either a BSA Rangemaster or a NRA Range Safety Officer.

Mack Bike Track

In order to use the BMX Pump Bike Track and Equipment at J. Edward Mack Scout Reservation, event organizers agree to the following:

1. All participants, youth and adult, must complete an Informed Consent Agreement. These agreements are to be turned into the Camp Ranger/Campmaster prior to participation.
2. All BMX Pump Track rules must be followed at all times. Rules are listed below and on the building at the BMX Pump Bike Track. In addition groups should follow the Bicycle Safety guidelines found in the Guide to Safe Scouting.

3. The Camp Ranger/Campmaster will have the final say if the track is open for use due to weather and track conditions.
4. All Injuries/Near Misses that occur while using the BMX Pump Track must be reported to the Camp Ranger/Campmaster immediately.
5. All equipment issues must be reported to the Camp Ranger/Campmaster immediately.
6. The event will be held financially responsible for any equipment damage occurring beyond that of normal wear and tear.
7. If a group provides its own equipment, the group is responsible for ensuring that it is in good working condition. PA Dutch Council is not responsible for damage to, theft, or injury resulting from using such equipment.

Pump Bike Track Rules

1. ALL riders must wear a helmet, elbow pads, and knee pads at all times. Shin guards suggested.
2. Absolutely NO riding when the track is wet or damp! NO exceptions!
3. One rider at a time on each track.
4. Riding dawn to dusk only.
5. Track is NOT a play area. Do Not climb, dig, or alter track.
6. Provided equipment is not to leave the BMX Pump Bike Track area. (i.e. bikes are not to be used for Mountain Biking in the South Camp area of Camp Mack or for riding in other areas of camp).

Bike Track Supervision

We are recommending a minimum of four people to effectively run the track. More adults would be encouraged, especially for younger riders.

- 1 Person-Outfitting kids with helmets and other safety gear, getting the bikes, and managing equipment
- 1 Person-At the start ramp managing starts so that no more than 2 kids are riding around the course at a time.
- 1 Person-Stationed at the first turn for safety. This tends to be where most kids wipe out.
- 1 Person-Stationed further along the course after the first turn for safety. This is another area where kids seem to have trouble.

Bike Track First Aid and Sanitation

A First Aid Kit is provided in the shed.

Helmets will need to be sprayed with disinfectant and wiped down after each use. Disinfectant and rags are provided in the shed.

COPE and Climbing

COPE and Climbing Facilities and Instructors may be requested to enhance program offerings at District events, subject to the following conditions:

1. ALL REQUESTS MUST BE SUBMITTED USING THE “DISTRICT EVENT COPE/CLIMBING REQUEST FORM” AND APPROVED BY THE COUNCIL COPE AND CLIMBING COMMITTEE.
2. COPE and Climbing programs that may be requested include:
 - a. Indoor Climbing
 - b. Low COPE Challenge (up to 3 Low COPE elements)
 - c. High COPE Challenge (wall climb, cable crossing and zip line)
3. Group sizes and session times must comply with the following guidelines:
 - a. Indoor Climbing: Maximum of 10 participants per hour
 - b. Low COPE Challenge: Minimum of 4, Maximum of 12 participants per group (no time requirement)
 - c. High COPE Challenge: Maximum group size of 6 participants per hour
4. COPE and Climbing programs are billed to the District on a “per day” basis. Prices below are intentionally high for budgeting purposes and reflect the highest number of certified staff members that may be required to run programs.
 - a. Indoor Climbing: \$500.00 per day
 - b. Low COPE Challenge: \$350 per day
 - c. High COPE Challenge: \$750.00 per day

*THE COUNCIL COPE AND CLIMBING COMMITTEE RESERVES THE RIGHT TO REQUIRE MODIFICATIONS BE MADE TO THE DISTRICT EVENT PLAN IF NECESSARY.

Aquatics

All aquatics activities must follow applicable NCAP Standards as well as guidelines found in the Guide to Safe Scouting and BSA Aquatics Supervision Manual. This includes aquatics staffing requirements.

Swim Tests

Individuals participating in Aquatics programs must either complete a BSA Swim Test following procedures in the BSA Aquatics Supervision Manual upon arrival at the event or must show completion of such a test within the previous 12 calendar months.

Pools

Due to operations costs, camp swimming pools will only be available between Memorial Day and the middle of August each year. Specific pool closure dates will be determined by the Camp Ranger.

Fishing

Fishing is allowed in the lakes at both camps. PA Fishing regulations and licensing rules apply. Fishing is catch and release. All bait must be provided. Some fishing equipment is available at each camp, however, having participants bring their own is encouraged.

Boating

Row boats, paddle boats, and canoes are available at Camp Mack. Row boats, canoes, and kayaks are available at Bashore. All individuals participating in a boating activity must wear a PFD at all times. All equipment should be cleaned and stored as it was found.

Aquatics Program Supervision Requirements

The Following Aquatics Staffing requirements must be met in accordance with the NCAP Standards (Standard SQ-406), Safe Swim Defense, and Safety Afloat Guidelines:

1. For any Aquatics Programs you must have:
 - a. Certified BSA Aquatics Instructor aged 21 or older on-site. This person must also have the following current certifications:
 - i. BSA Lifeguard, American Red Cross Lifeguard, or equivalent
 - ii. American Red Cross First Aid and CPR/AED for Professional Rescuers or equivalent.
 - iii. If an individual trained as a BSA Aquatics Instructor is not available, a person currently trained as an American Red Cross Lifeguard Instructor **and** Water Safety Instructor (Dual Training) may fill in.
 - iv. An individual trained as a Cub Scout Aquatics Supervisor aged 21 or older may oversee Cub Scout Aquatics programs provided they are also a certified lifeguard and have First Aid and CPR/AED for the Professional Rescuer or equivalent.
 - v. If aquatics programs will be taking place in two or more locations (e.g. pool and lake):
 1. Must have a person at least 18 years of age or older certified as a lifeguard and in CPR/AED for the Professional Rescuer or equivalent on-site at the aquatics program location if the Aquatics instructor is at another area.
 - b. Lifeguard Ratios
 - i. A ratio of 1 lifeguard to 10 swimmers must be maintained at all times
 - c. Boating Supervision Ratios
 - i. Boy Scouts/Venturers – A ratio of 1 trained adult/staff member/guide trained in Safety Afloat per 10 participants must be maintained.
 - ii. Cub Scouts – A ratio of 1 trained adult/staff member/guide trained in Safety Afloat per 5 participants must be maintained.

Emergencies and Medical

On-Site Health Officer

Event organizers are responsible for arranging for an On-Site Health Officer to be present, on-site throughout the entirety of the event. The On-Site Health officer must be at least 18 years of age and hold one of the following certifications:

- Licensed Physician
- Licensed Nurse Practitioner
- Nurse (RN, LPN, or LVN). Nurse's aides and Certified Nursing Assistants (CNAs) do not qualify.
- Licensed Physicians Assistants
- Paramedic
- Emergency Medical Technician (EMT Basic, Intermediate, or Paramedic)
- Emergency Medical Responder (i.e. current certification in American Red Cross Emergency Medical Response or equivalent)

Medical Supplies

An AED and large first aid kit will be made available in the camp office for events. Further medical supplies should be provided by the event.

Incident Reporting

All incidents must be reported to the On-Site Health officer, Campmaster, and Camp Ranger Immediately. Emergency phone numbers are posted throughout each camp near all phones.

1. Medical emergencies should be handled in accordance with On-Site Health Officer training.
2. All medical incidents must be logged in the camp Off Season First Aid Log Book found in the camp office or with the Campmaster.
 - a. One First Aid Log book will be maintained for all events taking place at each camp for each calendar year.
3. All medical incidents must be reported using the appropriate forms found in the BSA Incident Reporting Kit. Incident Reporting Kits can be found in each camp office, health lodge, with each Camp Ranger, and Campmaster
 - a. Near Miss Incident Information Form-Any injury/illness not requiring First Aid or any incident that could have resulted in injury/illness but did not.
 - b. Incident Information Form-Any injury/illness requiring first aid, initiation of emergency response, or transport to the ER
 - c. Youth Protection-Follow BSA Youth Protection Reporting Procedures.

Camp Emergency Procedures

Each camp has detailed emergency procedures for handling a wide variety of things that could occur from weather related emergencies to intruders. The Camp Rangers can provide further detail on each plan. Simply put, the most basic emergency procedure at each camp is to sound the camp emergency siren, have attendees gather at the camp dining halls, then give further instructions.

Activity Budgeting Procedures

Activity budgets never reflect the true cost of an activity, for promotion to planning to execution. Scouting is a movement, but Scouting is also a business, albeit a not-for-profit business with a wonderful mission. The pricing system we use for camp and activities is inadequate to cover overhead costs like utilities, insurance, personnel, licensing, marketing, legal fees, maintenance, etc. When you go out into the consumer world, the pricing of an activity reflects the true costs – not so in Scouting. We must rely on donations, special activity funding (golf outings, dinners, etc.), product sales, grants, and United Way to fulfill our financial obligations. Therefore, we can not afford to be overly flexible or liberal in our activity budgeting. Please keep in mind (regardless of our mission) that we have financial obligations just as any business does. When an activity budget goes into the red, that loss must be covered by funds budgeted to other areas and reduces the council's ability to provide promised services.

All event budgets, in order to be a part of the council activity budget for the coming year, must be completed by October 31st of the previous year. Expense and revenue totals are then used in the formation of the annual council budget, which is approved by the council executive board prior to the start of the new fiscal year. These event budgets are a guideline that may be adjusted depending on a change in circumstance, (increased costs, change in venue decreased attendance, etc.)

All activities have a specific cost center code. In the book keeping system every single item is recorded as a 10 digit number A-XXXX-YYY-BB, where A is tracked as the fund (1 is the fund for council operating budget), followed by the line item (XXXX) , YY is the cost center (the specific event), and a number designating if the item is deferred (BB). As an example, a Camporee patch would be recorded as 1-9153-212-22. This indicates that this is a youth patch for the Conestoga River Klondike in the current year. All existing PA Dutch events are assigned an event code. If you are planning a new event work with your District Executive to have an event code assigned to it.

Creating Budgets

Step 1

When creating a budget workout your expenses first. All Pennsylvania Dutch Council budgets should have expenses fall into one of the following areas:

- Program Supplies, Line item 8103 – Program supplies include all items used specifically for the use of program, (BBs, craft supplies, food when used as a program feature, etc.)
- Food, Line item 8104 – All food and food items used specifically to feed people and not as a program function, (paper goods, cups, coffee, etc.)
- Sanitation/janitorial, Line item 8105 – All items used for health and welfare including cleaning supplies and port-a-johns.
- Office Supplies, Line item 8106 – Any items bought for administrative purposes.
- Postage, Line item 8301 – Cost of all mailings for the event.
- Site/Facilities Rental, Line item 8402 – Cost of any property rentals, including use of PA Dutch Camps.
- Inside Printing, Line item 8601 – Cost of any printing done within the council for promotion purposes.

- Outside printing, Line item 8609 – Any items printed outside of Council offices.
- Adult Recognitions, Line item 9152 – Any items given to adult volunteers or Leadership, (patches, mugs, T-shirts, etc.)
- Youth Recognitions, Line item 9153 – Any item given to youth for participating, (patches, medals, ribbons, T-shirts, etc.)
- Other Expense, Line item 9431 – Any other expense not fitting into one of the line items above.

Step 2

Once expenses have been planned and additional contingency fee of 10% should be planned to cover items that are more expenses than originally budgeted.

Building a contingency into an activity budget is a prudent step. Occasionally there are unforeseen circumstances that negatively affect an activity's budget. These circumstances could include revenue not coming through as intended, attendance being lower than expected, or expenses being incurred that were not budgeted. Sometimes spending gets out of control. The net result is that some activities could operate in the red. When an activity does lose money, participants are not charged extra. The loss has to be covered by other activities that operate in the black.

Step 3

Once expenses have been worked out, create your income. Budgets should be based on history for attendance. Example, if an event historically has had 250 participants do not create a budget for 350, this would reflect a 40% increase in attendance. If later participation has increased significantly make the change in the actual spending, not in the budget.

Income is based on money coming in to fund the event;

- Fees, Line item 6801 - Fees should include a late fee structure as well as any variations that are needed.
- Sale of meals, Line item 6703 – Any income derived by selling food
- Trading Post sales, Line item 6710 – Income from sale of items including extra patches, T-shirts, etc.
- Cost of Sales, Line item 6712 – This number is registered as negative income and is the cost of any items sold in Line item 6710
- Project Sales, Line item 4071 – the value of any items donated that are planned for in the event expenses. This should be recorded both to give a truer accounting of the cost of the event and can be counted towards the district's financial goals.
- Other income, line item 6831 – Any other income not covered in the above line items.

Step 4

Once all income has been budgeted than an assessment of 5% should be applied as negative income acting as a service fee to help offset internal costs.

Total income and expenses should equal zero on the bottom line. For any specific questions please see your District Executive.

Purchasing Procedures

Before any costs are incurred all purchases must be approved by the event staff adviser. Events should be fully reconciled within thirty days following the event. Receipts not turned in on time may not be honored.

Purchase Orders (POs)

Any item purchased for an event must have an associated PO#. POs may be obtained from the accounts payable office by contacting the event staff adviser. All PO items need the line item and cost center on the form. Completed POs are turned into the Council Receptionist. Any unused, issued POs should be turned in at the conclusion of the event.

Cash Advances

Cash advance checks may be obtained so that you do not need to lay out money from your own pocketbook and wait to be reimbursed. Advance checks are requested by cost center and must be approved by the event staff advisor. When reconciling advance checks all receipts must accompany the reconciliation as well as any funds remaining unused. All receipts need to be coded by line item and cost center. PA Dutch Council only cuts checks on the 15th and last day of each month. To cut checks at this times, requests must be submitted and approved at least 3 full business days prior. Plan accordingly.

Tax Exempt Forms

The PA Dutch Council, BSA is a 501(c)3 tax-exempt organization. As such tax will not be reimbursed on expenditures. It is recommended that purchases be made with vendors who have copies of our 501(c)3 status on file. Businesses handle tax exempt status differently. For some, you can walk in with a copy of the Council's tax exempt certificate and everything is ok. Tax exempt certificates for this purpose can be requested through your event staff adviser. Some businesses require tax exempt status to be set up ahead of time. If you desire to set up a tax exempt status with a vendor please talk with your event staff adviser. Please also be aware that several big chains (e.g. WalMart, Staples, etc) have policies where tax exempt status must be filed with individual stores. Be sure to check with customer service before purchases are made. Tax exempt status may already be on file.

Appendix 1

EVENT PLANNING TIMELINE

<u>By Date:</u>	<u>Action Step:</u>
-220 Days	Activities Chair selects and recruits qualified Event Chair. Begin recruitment of committee
-180 Days	Secure event location. If using a council camp, secure in April proceeding event year. (After May 31, reservations are open to all users.)
-170 Days	Determine event theme and purpose for boys.
-160 Days	Prepare event budget. A budget is due to for all events by October 31 of the previous year. Prepare Save-the-date flier.
-120 Days	Meeting of event committee to develop program promotions and handbook. Distribute Save-the-date Flier
-70 Days	Event water, sanitation, fuel, supply, permits and other facilities arranged. Order all patches, program materials for event. Arrange for event religious observance.
-60 Days	Recruit event judging personnel. Lay out troop sites and plan assignments. Roundtable promotion for event. If at a Council Camp, contact the camp ranger and submit Event Information Form
-45 Days	All event program personnel recruited and trained. Event first aid and hospital emergency service arranged. Prepare and send out press releases.
-30 Days	Arrange event traffic control and police protection. Prepare event signs. Meeting of event committee - details completed -specific guest invitations sent.
-15 Days	Event facilities for trading post, PA system, etc. arranged. Physical arrangements for event HQ secured. Event final program set. All specific event programs planned and responsibility assigned.
-7 Days	Arrange for delivery of all event materials to site.
-1 Days	Event set up.
0/	Event
+1 Day	Prepare event reports
+15 Days	Submit final budget, collect all receipts, pay all bills, send thank yous, Critique meeting.