

LEADER'S GUIDE

SCOUTS BSA SUMMER CAMP

20



24

QUICK REFERENCES

SCOUTS BSA CAMP DATES

Session 1	June 23 – 29, 2024
Session 2	June 30 – July 6, 2024
Session 3	July 7 – 13, 2024
Session 4	July 14 – 20, 2024
Session 5	July 21 – 27, 2024

SCOUTS BSA CAMP RATES

Scouts – \$500 (if paid in full before May 1)
Scouts – \$525 (if paid in full on or before May 1)
Adults – \$200

IMPORTANT DATES

February 1, 2024	\$60 non-refundable deposits are due
February 1, 2024 @ 9:00 AM	Merit badge sign-up open (for those who have made their deposit)
April 15, 2024	Campership Applications due (for NBOF families)
May 1, 2024	Final numbers are due
May 1, 2024	Fees increase \$25 and deposits increase to \$140 (non-refundable)
May 30, 2024	Dietary accommodation requests are due
Two weeks before session	All clearances must be uploaded

QUICK WEBSITE LINKS

New Birth of Freedom Council Website: <https://newbirthoffreedom.org>

Summer Camp Landing Page: <https://newbirthoffreedom.org/camping-2/hidden-valley-scout-reservation/summer-camp-at-hv/>

Summer Camp Registration Page: <https://nbf.tentaroo.com>

Summer Camp Resources Page: <https://newbirthoffreedom.org/camping/summer-camp-resources/>

NAME	POSITION	PHONE	EMAIL
Patrick McCormack	Camp Director	-	campdirector@hvsrbsa.org
	Program Director	-	programdirector@hvsrbsa.org
Andy Mahalchick	Camp Ranger	(717) 638-0000	andrew.mahalchick@scouting.org
Todd Weidner	Director of Camping	(717) 580-0180	todd.weidner@scouting.org
Bella Brizuela	Camping Assistant	(717) 620-4525	Anabella.brizuela@scouting.org

PLANNING FOR CAMP

Coming to summer camp is the highlight of a Scout's summer. Planning before even arriving at camp can be the difference between a good experience and a great one. To aid in this planning process to give your Scout's the best possible experience, we have put together a timeline to outline key dates and reminders.

Sometime in the Fall

	Campsite deposit (\$100) at the time of registration
	Camp adult leadership determined
	Update youth and adult numbers to reflect best how many will be attending

Six (6) Months Before Camp

	Scoutmaster, unit committee, and youth leaders review their guidebooks
	Scoutmaster and youth leaders begin program planning; review Leader's Guide
	Determine financial needs and plans
	Begin transportation plans
	Determine adult leadership for the week (ensure two-deep at all times)
	Equipment needs to be determined by the Quartermaster and unit committee

Three (3) Months Before Camp

	\$60 deposits can be made starting February 1, 2024
	Online merit badge sign-up opens February 1, 2024 @ 9:00 AM (for those who paid their deposit)
	Individual commitments for camp are secured for each Scout's family
	Parents/guardians of Scouts not signed up are contacted, same for those about to Crossover
	Remind parents/guardians about the BSA Annual Health and Medical Record
	Remind adults and leaders about required clearances
	Campership Applications are due April 15, 2024 (for NBOF families)

One (1) to Two (2) Months Before Camp

	Check on status of medical exams for all Scouts and leaders
	Check on status of adult and leader clearances
	Confirm transportation arrangements (ex. departure times, places, etc.)
	Balance due before May 1, 2024 (fees increase \$25 on this date)
	Dietary accommodation requests are due May 30, 2024
	Clearances must be submitted two weeks prior to the start of your session

Two (2) Weeks Before Camp

	Make last-minute roster additions and advancement updates
	Review packing list with Scouts and prepare unit equipment
	Plan to arrive on time. Gates open at 1:30 PM.
	Remind all adults to bring their photo identification for check-in
	Collect all BSA Annual Health and Medical Records

One (1) Week Before Camp

	Gather all documents, print any paperwork, and make sure you have everything (and know where it is)
	Contact our Camping Department or Camp Leadership with any final questions
	Finalize (if need be) all rosters, advancement schedules, and financial balances

MERIT BADGE CLASS REGISTRATION

Registration for merit badge classes opens February 1 at 9:00 AM. For every deposit that has been made, you will be able to register one (1) Scout for merit badge classes. We recommend that all Scouts are entered into "My Group" in Tentaroo before February 1, so the merit badge sign-up process is quick and easy.

CAMPERSHIP

A limited amount of financial assistance is available for New Birth of Freedom Council families with proven financial need. Campership Applications must be submitted by April 15. Applications can be found at the Council Service Centers as well as our Summer Camp Resources page.

ADVANCE PRICING

The last day to take advantage of the discounted rate is May 1. Any payments in full made on or after May 1 will be "regular price." Save \$25 per person by paying in full before May 1. Non-refundable deposits increase to \$140 per Scout and adult after May 1.

DIETARY ACCOMMODATION REQUEST FORM

We will try to accommodate any dietary, religious, or other special needs. Campers in these categories must provide notice to the camp as soon as possible. We especially ask that everyone fill out the Dietary Accommodation Request Form by May 30 so that our cooking staff can coordinate with them and plan accordingly.

MEDICAL FORMS

Remind Scouts, leaders, and parents that they must submit Part A, B, and C of the BS Annual Health and Medical Record during check-in. If an individual arrives at summer camp and does not have Part A, B, and C, they will not be permitted entry. Because the medical form is valid for one year, we recommend that your Troop keep copies on hand for year-round Scouting activities.

ADULT REQUIREMENTS TO ATTEND CAMP

All adults (anyone 18 years of age or older) attending summer camp must check-in at the Conference Center or Office upon arrival. Please bring photo identification (ex. Driver's License, State ID, Passport, etc.).

LEADERSHIP

Two registered adult leaders 21 years of age or over are required to attend camp. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must be present for any activity involving female youth and female adult program participants.

REQUIRED BSA MEMBERSHIP

All adults staying overnight at camp must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position does not meet this requirement.

YOUTH PROTECTION TRAINING

All adults attending summer camp must have completed Youth Protection Training. If you are not currently registered with the New Birth of Freedom Council, please upload your YPT Completion Certificate to <https://tinyurl.com/uploadclearances> no later than two weeks prior to the start of your session. If you are currently registered with the New Birth of Freedom Council, we have your training on file.

STATE-MANDATED CLEARANCES

All adults who attend any New Birth of Freedom Council summer camp program must comply with the child abuse clearances required by their home state.

Pennsylvania residents within the New Birth of Freedom Council: All adults that are residents of Pennsylvania and are registered or have family that is registered with the New Birth of Freedom Council must complete the three (3) Pennsylvania-mandated clearances before arriving at camp.

- If you have already submitted your clearances and they are still current, you do not need to submit them again.
- If you have not yet submitted your clearances, they must be uploaded to our Background Clearances System no later than two weeks prior to the start of your session at <https://tinyurl.com/qc6fhfm>.

Please visit <https://newbirthoffreedom.org/background-check-clearances/> for more information.

Pennsylvania residents not within the New Birth of Freedom Council: All out-of-council adults that are residents of Pennsylvania must complete and submit the three (3) Pennsylvania-mandated clearance before arriving at camp.

- Upload them to our Out of Council Clearances System no later than two weeks prior to the start of your session at <https://tinyurl.com/uploadclearances>.

Please visit <https://newbirthoffreedom.org/background-check-clearances/> for more information or contact our Camping Assistant with any questions you may have.

Non-Pennsylvania residents: All adults who reside outside of Pennsylvania must comply with the child abuse clearance requirements of their home state. If you are unsure of your state's requirements, please contact your Council. If your state does require clearances, please upload them to our Out of Council Background Clearances System no later than two weeks prior to the start of your session at <https://tinyurl.com/uploadclearances>.

If an adult arrives at summer camp without their current Youth Protection Training and required clearances, Pennsylvania state law dictates that they will not be allowed entry. This is non-negotiable.

The camp will direct the adult to the online services to obtain their Youth Protection Training as well as two (2) out of the three (3) clearances (the Report of Criminal History from the PA State Police and Child Abuse History from the Department of Human Services). The third clearance, the FBI Criminal History Clearance, is fingerprint-based and cannot be completed online, so any adult that has not obtained this clearance will not be allowed entry (Reminder: if the adult has been a Pennsylvania resident for the past ten (10) consecutive years, they are eligible to complete the Volunteer Disclosure State in place of obtaining the FBI Criminal History Clearance).

Adults will be remitted to attend summer camp only after they have submitted their current Youth Protection Training and required clearances.

MANDATED REPORTING

All BSA-registered volunteers, parents, and leaders attending summer camp, and all other persons over the age of 18 are mandated reporters. The law requires direct reporting from the individual suspecting or witnessing child abuse immediately. After reporting the suspected abuse to the state, the individual shall also contact the council's Scout Executive (717) 843-2042. The Commonwealth has created a portal for reporting purposes at www.compass.state.pa.us/cwis or (800) 932-0313.

PREPARING FOR CAMP

The most successful units see most of their members attending summer camp each year. How do they do it? Through proper planning and promotion, of course! The Scoutmaster working with the troop committee should plan to promote camp at a meeting when most parents can attend. This guidebook should answer most questions, but please feel free to contact our [Camping Department](#) for assistance.

SUMMER CAMP RESERVATION GUIDELINES

Site Reservation: All reservations are made and managed through our online registration system called Tentaroo at <https://nbf.tentaroo.com>. When making a summer camp reservation, the unit will make a \$100 site deposit. This deposit is non-refundable and non-transferable; however, this \$100 will be applied to the balance if the unit attends camp. If a Scout attending camp provisionally (without their troop), their parent can create an "Individual Account" in Tentaroo and then register for camp as usual. Linked Scouts BSA troops must register separately (ie. the male troop and female troop both register, provide their numbers/names, and submit their campsite deposit separately).

Adults splitting a session: If adults are splitting the session, do not include the extra adults in your registration. The adult who will be arriving at camp with the unit should be included in the registration, and all adults that will be splitting that session with him/her will need to complete the online form found on our Summer Camp Resources Page.

Example: Mikey's dad is arriving with the Troop on Sunday but will need to leave on Wednesday afternoon. Bobby's stepdad will arrive Wednesday afternoon and stay until the end of camp. This equates to one paid adult in the troop's registration. Mikey's dad needs to be added as a "participant" in the registration, and Bobby's stepdad needs to fill out the online form.

May 1: Full payment for all campers is due May 1. All rates increase by \$25 on May 1. All non-refundable deposits increase to \$140.

Free Leaders: If a unit brings eight Scouts, two adult leaders may camp for free. For every additional eight Scouts that attend, one additional adult leader may camp for free. Please refer to the following chart for clarification:

# OF PAID YOUTH	# OF FREE ADULTS
1 to 7	0
8 to 15	2
16 to 23	3
24 to 31	4
32 to 39	5

WHO CAN ATTEND SCOUT CAMP?

Hidden Valley Scout Reservation welcomes all Scouts and their leaders! Scouts traditionally register to attend camp with their troops, but we also welcome Scouts who wish to attend camp without their regular troop – what we call "Provisional Scouts." These campers, many of whom are returning for a second week, are integrated into one of our visiting units when they arrive.

MAY VISITORS COME TO CAMP?

Visitors are able to join us at camp for a day or portion of a day, as well as for our Family BBQ. Visitors must stop by the Camp Office immediately upon arrival to check-in.

Visitors need to pay at the Trading Post for meals they consume at the following rates:

MEAL	RATE
Breakfast	\$6
Lunch	\$10
Dinner	\$14

BBQ Tickets can be purchased at the time of registration on Tentaroo, or they can also be purchased at camp in our Trading Post. BBQ Tickets run at the following rates:

AGE	RATE
Adult	\$7
Youth	\$5
Youth under 5	FREE

Any camper, youth or adult, that leaves camp for any reason before the session's end must sign-out at the Camp Office. A camper must submit a camper release authorization form with their parent or guardian's signature. In addition, their Unit Leader must be with the Scout at the time of their release. Please provide advanced notice to the Camp Office of any plans for the early release of a Scout. Unit leaders must be able to account for all of their campers at all times. Should any camper, youth or adult, return to camp after leaving, they must sign back in.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720- 2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

PACKING FOR CAMP

When packing for camp, it is wise to remember the Scout Motto: Be Prepared! An extra set of clothes will make a world of difference to a camper who gets caught in the rain, for example. On the other hand, try to avoid the temptation to bring too much. Ideally, you should be able to carry everything you need to your visit in a small duffle bag or footlocker. Remember that vehicular transportation into your campsite will be limited, so plan now to pack smartly and avoid future aggravation. We've prepared these checklists with some helpful suggestions for planning for your trip:

SUGGESTED UNIT EQUIPMENT CHECKLIST

✓	PAPERWORK
	This Leader's Guide
	Completed and checked BSA Annual Health and Medical Records
	Clearances and YPT certificate (if not uploaded before June 1)
	Unit Swimming Classification Record
	Any documentation for merit badge prerequisites
	Leader resources and advancement information
✓	CAMPSITE
	Dining Fly (1-3 are provided in each campsite)
	Wash Basins (wash, rinse, sanitize)
	Camp Stove
	Propane (make sure to safely secure)
	Unit & American Flags
	Lantern(s)
	Rope or Binding Twine
	Clock
	Saw, Axe, Hatchet
	Fire Starters
	Pens, Pencils, Markers
✓	HEALTH & SAFETY
	First Aid Kit
	Lockbox/Lockable Storage (for medication)
	Medication Log Sheet
	Hand Sanitizer
	Emergency Contact Information (for each Scout and adult)

SUGGESTED INDIVIDUAL EQUIPMENT CHECKLIST

✓	CLOTHING
	Complete BSA Uniform
	Hiking boots or shoes (closed-toed shoes ONLY)
	Jacket/Sweatshirt
	Rain Jacket or Poncho
	Scout Hat
	Shirts (6)
	Shorts/Pants (6)
	Socks (6 pair)
	Underwear (6)
	Extra change of clothes
✓	TOILETRY KIT
	Wash Cloths
	Hand Towel
	Body Towel
	Soap
	Shampoo
	Toothbrush
	Toothpaste
	Comb/Brush
	Deodorant
	Sunscreen
	Bug Spray
✓	AQUATIC ITEMS
	Swimsuit (pack on top)
	Beach Towel
	Goggles
	Water Shoes (for Waterfront)
✓	BEDDING
	Tent (optional)
	Pillow
	Sleeping Bag
	Extra Blanket (if desired)

✓	DAY ITEMS
	Daypack
	Wallet
	Notebook
	Pencils, Pens
	Scout Handbook
	Merit Badge Books (optional)
	Water Bottle
	Camera
	First Aid Kit
✓	EXTRAS
	Medication (in original container)
	Fishing Gear
	Merit Badge Prerequisites
	Money (for the Trading Post)
	Camera
	Pocket Knife (with Totin' Chip)
	Matches/Lighter
	Compass
	Flashlight
	Batteries
<p>This checklist is just a suggestion, and needs may vary between Scouts and units.</p> <p>While doing aquatics activities, swimsuits must be modest. For males, tight-fitting swim briefs or swim bottoms short enough to allow exposure are not allowed – no speedos. For females, bikinis are not allowed; modest tankinis or one-piece swimsuits are appropriate.</p> <p>Scouts may bring cell phones, but they should not be used during merit badge classes.</p> <p>Closed-toed shoes are to be worn at all times. Only in the shower are sandals or other opened toed shoes allowed.</p>	

ARRIVING AT CAMP

Check-in begins at 2:00 PM. We strongly encourage you to coordinate your travel plans with the rest of your unit. Arriving together will facilitate the check-in process. Plan to arrive between 2-3:00 PM. Units arriving later than 3:00 PM will need to rush to check-in before dinner. Please do not plan on entering camp before 2:00 PM.

All adults will first head over to the Administration Building to check-in. Please have your photo identification ready. Camp Staff will confirm that we have received each adult's Youth Protection certificate and clearances, if applicable. Once confirmed, they will receive a wristband that will allow them entry into the Camp.

By this time, one adult representative from your unit should have been selected to meet with the Business Manager. Our staff will welcome this representative and assist him or her through several stations, including brief safety and program orientations, final campsite assignment, and financial settlement. They will also receive your unit's patches, camp maps, and schedules. Any remaining balances will be settled at this time. If your Unit has overpaid, all refunds will be issued to the Unit after the close of each session of camp.

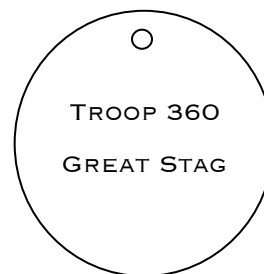
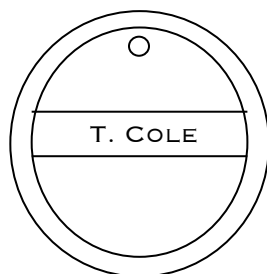
During this time, the rest of the unit leadership should be organizing the campers to consolidate all of their gear into as few vehicles as possible, unless that was already accomplished prior to your arrival. Only a limited number of driving passes will be issued for each campsite to protect our campers from excessive vehicular traffic, so do not plan to take more than two vehicles to your site at any one time. Units are welcome to keep a trailer in their campsite for storing their unit's gear.

When your unit representative rejoins your group, a member of our camp staff will meet you there to offer guidance and assistance. This "site guide" will take you immediately to the Dining Hall where the Dining Hall Steward will assign you your tables and go over the Dining Hall procedures. The Head Cook will meet with everyone who had previously submitted a Dietary Accommodation Request form.

From here, you will proceed to the Scout Pavilion outside the Dining Hall for a short Shooting Sports safety briefing.

Once completed, you will then head to your campsite. Your site guide will have conducted a pre-camp inspection to ensure that your tents and latrine are clean and serviceable upon your arrival. You may be sharing your site with campers from other units, so this may be a good time to introduce yourself and begin working out arrangements for sharing responsibility for the common areas. But don't get too comfortable, because check-in has only just begun! Unload your gear into your tents as quickly as possible, and then everyone should change into their swimsuits. During this time, you should prepare your unit's swim tags (also known as "buddy tags"). Each camper, both youth and adult, will require one tag for the swimming pool and a second tag for boating. On the front of both tags should be written clearly the first initial and last name of a camper. On the back of the tag should be written clearly the unit number and at least the first few letters of your campsite's name. This may seem like a lot of writing, but the effort will be worth it should your tag be misplaced.

Please follow the examples below:



Remembering to bring your completed medical forms and swim tags, head for the Cub Scout Pavilion outside of the Health Lodge for medical screening. When you arrive at the pavilion you should distribute the medical forms so that each Scout can carry their own form through the screening. Each camper must present their BSA Health Form. Our staff will then review the form for completeness and accuracy before sending all eligible swimmers to the pool. The Health Officer will collect and keep your forms throughout the week, so you may want to keep copies at home. For more information about medical services and medications at camp, please refer to the "Medical Services" section.

Once you arrive at the pool, our Aquatics Staff will explain the rules of the pool and the standards for completing the swim test. This test will determine the swimming ability of each camper so that they can be classified as a "Non-Swimmer," "Beginner," or "Swimmer." These swimming classifications are defined as follows:

Non-Swimmer: Has not passed any portion of the swim test.

Beginner: 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 the starting place.

Swimmer: Jump feet-first into water over the head in depth, level off, and begin swimming. 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 100 yards must be completed in one swim without stops and must include at least one sharp turn. After completing the swim, rest by floating with minimum movement for one minute.

When you've completed your swim test, the Aquatics Staff will mark your swim tags with the appropriate classifications.

Congratulations, your check-in is complete! You may head back to your campsite to unpack and get ready for dinner. Don't be intimidated by our check-in process; it's easier than it may sound! Remember, the camp staff will always be nearby to help ease your arrival!

THE CAMPSITE: THE HEART OF THE CAMP

Every camper will spend a significant amount of time in their campsite, or what all Scouts regard as their "home away from home!" Some units become so attached to these homes that they return to the same site year after year. Although camping remains a little rough and rustic, we sincerely hope to make your stay with us as comfortable as possible. Each campsite comes equipped with:

- Tents
- Platforms
- Bunks
- Mattresses
- Tarps
- Tables
- A flagpole
- Latrine
- Washstand
- Drinking Fountain
- Bulletin Board
- Broom
- Fire Water
- Water buckets
- Hose

Please notify the camp staff immediately if you encounter any problems or deficiencies with any of these items! Any extra supplies you may need (such as toilet paper, wood tools, or sanitizer) may be procured from the Camp Quartermaster.

It is important to stress to your Scouts that they will be responsible for maintaining their site and camp equipment. Please address the following points with them:

Cleanliness: Each campsite should be cleaned daily. This includes the latrine. If sharing your site with another unit, develop a scheme to share this responsibility equally. The latrine's floor and walls should be swept and sprayed; the washstand should be rinsed and drained properly. All of the camp equipment should be stowed neatly. Please conduct a sweep of the campsite (and trails immediately around it) for litter and properly dispose of it. Camp staff may occasionally visit your site to ensure it remains suitably safe and clean.

Tent Care: Keep all flames (candles, matches, etc.) away from tents. Do not roll tent flaps in wet weather. Do not place a hanger over your tents' ridge poles, as this may rip the fabric. Do not remove bunks and mattresses from the tents.

Wildlife: Do not approach or attempt to handle any wildlife. Report any unusual wildlife behaviors to the camp staff immediately.

Good Neighbors: Remember that other campers prefer the peace and quiet of the woods to noises from your campsite. Quiet time must be observed between 10:00 PM and 7:00 AM.

Recycling: In the spirit of Leave No Trace, we encourage each unit to take the responsibility to organize an in-site recycling program and to transport its recyclables to an appropriate facility at the end of the session.

TROOP ORGANIZATION IN CAMP

Scouts rely on youth leadership. Thus, we expect every unit visiting Hidden Valley to follow the patrol method. A Senior Patrol Leader Council, consisting of each troop's senior leader, will meet regularly with our Program Director to help plan and administer certain camp-wide activities.

In most troops, the Scoutmaster will accompany their Scouts to camp. However, we recognize that other leaders who are not as familiar with the methods of Scouting will want to camp with their Scouts. We welcome these "new" leaders wholeheartedly! Still, the troop committee should ensure that these leaders become familiar with the aims and methods of scouting and the policies explained in this guide. Our staff will look to your unit leaders as partners in upholding the high ideals of Scouting and fostering a fun but disciplined environment.

SUMMER CAMP RULES AND POLICIES

Hidden Valley Scout Reservation has adopted some common-sense standards for the conduct of all campers, visitors, and staff. Scouts must uphold all tenets of the Scout Oath and Law. Violation of BSA policies or the following rules may result in the dismissal of individual campers or groups from camp property. Campers are responsible for any damages they cause to camp property.

1. Campers must report all accidents, injuries, or lost person to the Camp Staff immediately.
2. Vehicles and trailers may be parked only in areas approved by the Camp Director.
3. Golf carts and vehicles may not be used in camp. The Camp Director can approve exceptions to this rule to accommodate campers with disabilities or for program support.
4. The speed limit in camp is ten (10) mph. Drivers may not transport passengers in truck beds.
5. Units leaving camp for day trips or hiking must inform the Camp Director of their trip plans.
6. The Camp Staff must inspect each campsite or cabin and approve its condition before departure.
7. Campers must either deposit their trash in the dumpsters or take it with them when they depart.
8. Music and others should not be heard beyond a campsite or cabin. Campers should remain quiet between 10:00 PM and 7:00 AM.
9. Campers may build fires in existing campfire rings only. Fires must be attended at all times.
10. No firewood may be brought into camp from other locations. Campers may not cut any living or standing trees. The Camp Director must approve the use of all power tools.
11. Campers are not permitted to capture or hunt any animals in camp. Firearms are forbidden.
12. Do not disable any smoke alarms. Do not move or remove any mattresses or cots from the cabins.
13. Smoking in camp is prohibited except in the designated smoking area. Only adults may smoke.
14. At least two adult leaders must be present to supervise campers at all times.
15. All campers must travel with a buddy. Adults must accompany campers younger than 11, but no adult should ever be alone with a youth other than their Scout.
16. Alcoholic beverages, fireworks, portable generators, and electric or liquid fuel heaters are forbidden.
17. Secure all valuables. Hidden Valley Scout Reservation is not responsible for any lost or stolen property.
18. Campers may not bring pets to camp. Visitor's pets are restricted to the parking lot and not allowed in camp without the Camp Director's permission.
19. Campers must avoid maintenance areas, storage facilities, and construction sites.
20. Campers must follow all PA Fish Commission rules.
21. Hidden Valley Scout Reservation does not tolerate any behavior that could be characterized as harassing, hazing, bullying, or discrimination.

CAMP OPERATIONS

Showers: Separate shower facilities exist for males under the age of 18, females under the age of 18, males 18 and older, and females 18 and older. It is essential for the safety and privacy of our visitors that everyone use the proper showers. There is no excuse for violating this policy.

Food: Never leave food or dirty dishes unattended in the site. Secure all food in a closed (preferably airtight) container when away from the site to discourage visits from skunks, raccoons, mice, and squirrels.

Clotheslines: If you choose to hang a clothesline to dry your clothes, please limit yourselves to as few lines as possible. When stringing lines between trees, ensure that they are high enough that they will not present a tripping or choking hazard.

Curfew: Scouts should be in their campsites by 10:00 PM unless visiting the Health Lodge or shower house. If out of the campsite after 10:00 PM, Scouts must be in the company of an adult.

Restricted Areas: Certain areas (such as the creek spillway, Ranger's workshop, and staff campsite) are always off-limits to campers unless accompanied by camp staff, but other areas may be closed at different times during your stay. Generally speaking, campers should secure staff permission to visit program areas outside of regular program hours. This applies especially to the pool and shooting ranges for obvious safety considerations.

Parking: The parking lot beside the Camp Office should be used for short-term parking only. Individual spaces in that lot may be reserved for commuting staff or guests with limited mobility, so please follow any posted signs. Long-term and trailer parking will be in the long-term lot located behind staff site.

Adult Identification: All adult campers will receive wristbands upon arrival. These bands will help us to ensure the safety of our campers from unauthorized visitors. If you notice an adult in camp without a wristband, please address it immediately by informing the nearest staff member or accompanying our guests to the camp office.

CAMPERS WITH SPECIAL NEEDS AND DIETARY REQUESTS

Hidden Valley welcomes all visitors and will try to accommodate any dietary, religious, or other special needs. Campers in these categories must provide notice to the camp as soon as possible. We especially ask that everyone fill out the Dietary Accommodation Request Form by May 30 so that our cooking staff can coordinate with them.

Campers who suffer from sleep apnea and wish to bring a CPAP machine may be able to make arrangements for access to electricity at one of our cabins. Please bring along a 100-foot extension cord for your CPAP machine.

DINING HALL PROCEDURES

Meals at Hidden Valley are more than opportunities to eat! There are few other occasions for our entire camp community to gather together at one time, and so the Scouting Spirit will be on full display. We'll share news of the day, compete with cheers, and join in after-dinner songs!

All of our meals are served "family-style," with up to ten individuals sitting at each table. You will sit at the same tables during your entire stay, and your table assignment will be made when you arrive. Should you have extra space at your table, you will be asked to host staff members or share with another troop.

Each table must appoint at least one waiter prior to each meal. If more than one troop shares a table, these appointments should be worked out among the youth leaders of both units. Waiting tables is a great opportunity to teach Scouts a lesson in responsibility and selfless service.

Waiters should report to the dining hall 15-20 minutes before each meal. They will set their table, serve the food, and then clear their table when the meal is finished. Setting the table includes choosing the appropriate number of "staff totems" to fill any extra seats at the table. These "totems" are unique items that represent a specific staff member, so good guesswork will mean your Scouts can share a meal with their favorite staff members! Clearing the table includes disposing of uneaten food, placing dishes in the dish room or other designated collection point, disinfecting the table, and sweeping beneath the table.

A member of the camp staff will serve as the Dining Hall Steward to oversee all of these operations, and it is important that every camper follow his instructions.

Everyone should also follow these common-sense rules:

- Everyone must be properly clothed for each meal. This includes socks, shoes, and a shirt with sleeves. Wet clothes are not permitted. We encourage Scouts to wear their uniforms for every evening meal. Hats should not be worn inside the dining hall.
- Remain silent when entering the Dining Hall and until grace has been said.
- Wash, or at least sanitize, your hands before each meal.
- No running, horse play, or cutting in line.
- Do not put anything but unaltered bread or bagels in the toaster. Butter, jelly, cheese, and other condiments damage the machine and dramatically increase the risk of fire!
- Do not hoard extra fruit, bagels, milk, or juice at your table at the start of each meal. This is wasteful, discourteous to other guests, and creates unnecessary difficulties for the hard-working kitchen staff. Unconsumed items are usually spoiled or wasted.
- Keep the flow of traffic through the serving line moving in one direction. The proper entrance and exit are clearly marked.

WIFI

Camp has Wi-Fi at several locations throughout camp, including the Camp Office, Trading Post, and the Dining Hall. In addition, there are two computers located in the Camp Office for leaders to use to check their email, etc.

CAMP OFFICE

The Camp Office offers our adults a few comforts that their campsites may lack. A public telephone is available, and any routine phone messages received at the Camp Office will be provided to unit leaders in the same manner as mail (see below). Additionally, our Camp Office functions as the primary "Lost and Found" collection point.

TRADING POST

The Trading Post is provided as a service to campers and offers many essentials and a variety of comfort items you'd expect to use at camp. The store is stocked with a supply of Hidden Valley shirts, literature, merit badge supplies, fishing gear, clothing, patches, collectibles, souvenirs, pre-packaged snacks, candy, beverages, ice cream, various personal items as well. The average person spends between \$50 - \$100 at the Trading Post.

CAMP COMMISSIONER

The Camp Commissioner distributes cleaning supplies and tools you may need during your campsite stay. Non-expendable items will need to be signed out and then returned before your departure from camp.

MAIL SERVICES

Mail Service is provided daily, excluding Sundays. Outgoing mail should be deposited at the Camp Office immediately after breakfast. Any letters or packages that arrive at camp will be kept at the Camp Office in your campsite mailbox for pick-up by the unit leader. We ask each troop to send at least one adult to the Camp Office each afternoon to check for mail. Any unclaimed mail or mail that arrives after your departure will be returned to the sender. Please ensure that all items are addressed as follows:

Scout Name, Troop #
c/o Hidden Valley
268 Hidden Valley Road
Loysville, PA 17047

HEALTH AND SAFETY

The Health Lodge will provide medical assistance 24 hours a day during your stay. Should the Health Lodge be on call when you arrive, a radio will be there for you to summon help. An emergency cell phone number will also be published so that adults may call for emergency assistance without traveling to the Health Lodge. All services rendered by the Health Officer are paid for by your camp fees.

Every measure will be taken to secure medical help for any camper in distress. In the event of serious illness, we will attempt to contact a Scout's parents or legal guardian before seeking treatment at a local medical facility. If the parent cannot transport the Scout, the unit leadership will be asked to transport the Scout. If ambulance transportation is required, unit leaders should follow the Scout to the hospital to meet with their parents.

Should you treat any non-emergency injury (such as a minor cut or scrape) yourself, we ask that you inform the Health Officer at the earliest opportunity. All injuries that occur at camp must be entered into our Health Log.

Medications requiring refrigeration may be stored at and dispensed from the Health Lodge. Other prescriptions may be retained and administered by the unit leader, provided that the following conditions are met:

- Only adults, not Scouts, may store medication. The Health Officer may grant very rare exceptions to this rule during check-in. Emergency medications (ex. inhaler or EpiPen) should remain with the Scout.
- All prescriptions stored in the campsite must be secured (locked) to prevent unauthorized access.
- Prescriptions must be dispensed from the original bottle per the printed instructions.

Should the unit be unable to satisfy these conditions, all medications must be stored and dispensed at the Health Lodge. Unit leaders should monitor their Scouts to ensure that they travel to the Health Lodge to receive their medication as scheduled.

INSURANCE AND IMMUNIZATIONS

Medical insurance is primarily the responsibility of each camper's family. However, the New Birth of Freedom Council provides a limited council-wide sickness and accident insurance policy for local troops. This policy covers summer camp and all other authorized Scouting activities.

The Boy Scouts of America strongly recommends certain immunizations before participate in camping activities. This recommendation includes the tetanus and diphtheria toxoid vaccine (within the past 10 years), measles, mumps, and rubella vaccine (since their first birthday), and trivalent oral polio vaccine (four doses since birth). If someone is unable to comply with the vaccination requirement for medical reasons, a physician's statement to that effect should be provided.

HEALTH FORMS

Every camper, youth or adult, must present a copy of a current Annual Health and Medical Record form to our Health Officer. The Health Form is valid through the end of the twelfth month from the date it was administered by your medical provider. For example, a physical administered on March 3, 2024 would be valid until March 31, 2025. It may be downloaded from the National website. We strongly encourage unit leaders to review the forms at least two weeks before camp to ensure that the form is legible and complete. The Health Officer will collect these forms during your medical screening at your check-in. Those arriving later must submit their forms upon arrival.

Scouts BSA Summer Camp required Part A, B, and C for all Scouts and adults.

Anyone wishing to participate in our Discover Scuba program must also complete the PADI form. Anyone indicating any risk-factors on that form must have a separate statement, signed by their doctor, permitting them to scuba dive. The BSA Health form will not be accepted by the instructors.

If you desire to keep copies of the Health Form, please make copies prior to your arrival at camp. The Health Officer may need to keep your Health Forms for our permanent records, notably if you received treatment at camp.

CAMP SECURITY

Throughout its history, Hidden Valley has always been a safe and welcoming environment. We must, however, recognize that Scouts and Scouting could be attractive targets to people of ill-will. Therefore, the New Birth of Freedom Council has developed several safety precautions that will be enforced this summer.

All visitors must stop at the Camp Office upon arriving and before leaving. Visitors will be asked to sign out Guest Log and wear a wristband for identification. Should you see a visitor without a wristband, please direct them to the office or alert a staff member.

Campers will be asked to wear distinctive wristbands during their stay. This will allow us to identify anyone who might enter our camp without permission more quickly.

Any camper, youth or adult, that leaves camp for any reason before the session's end must notify the Camp Office and sign-out. This will enable us to account for all of our campers, especially if someone is reported lost or missing.

No Scout may leave camp before the session's end without a signed release from their parent or guardian. A unit leader must be with the Scout at the time of the release. Please provide advanced notice to the Camp Office of any plans for the early release of a Scout.

YOUTH PROTECTION

Child abuse is a crime against youth. It can involve mental, physical, or sexual victimization. If you suspect that a child in camp is a victim of child abuse, report this information to the Camp Director. They will discuss your suspicions and, under the guidance of the Scout Executive, take appropriate action. Pennsylvania law requires us to report suspected child abuse to the proper authorities. Failure to do so carries criminal penalties.

You must be prepared to react should one of your Scouts confide that they have been abused. The following guidelines can help you to respond:

- Do not panic or overreact.
- Do not criticize the Scout or blame them for what happened.
- Do not discuss the situation in front of other Scouts or Leaders.
- Do not try to conduct a detailed investigation of the situation yourself.

Hidden Valley, along with the entire Scouting movement, requires all of our campers to take common-sense precautions to reduce the opportunity for child abuse or exploitation.

- No fewer than two adults should accompany a group of Scouts.
- No adult should ever be alone with one Scout (except their own Scout).
- Corporal punishment and hazing rituals are strictly prohibited.
- Scouts must be appropriately clothed for all activities.
- Youth and adults must shower separately. Should an emergency inside the youth shower require an adult's intervention, at least two adults should respond.
- Protect your privacy and respect the privacy of every child.

EMERGENCY PROCEDURES

Emergencies at camp are infrequent events, but caution and common sense still require us to prepare for their occurrence. Below you will find instructions relating to emergencies in general as well as several specific scenarios. These instructions should help you to understand the role you may need to play in the unlikely event that you would need to respond. In addition to these basic instructions, the New Birth of Freedom Council has fully developed response protocols for situations including flood, earthquake, hazardous spills, mass sickness, serious injury, and fatality.

GENERAL INSTRUCTION FOR ANY EMERGENCY

In the event of an emergency, the Health Lodge and Camp Office should immediately be notified. The Camp Director (or in the event of his absence, the Program Director or Ranger) will take charge and execute the appropriate response procedures.

If the emergency is a medical emergency, provide first aid if able to do so safely. Call 911 and notify the Health Officer immediately. Remember when making your call that many cell phones receive signals at camp, though Verizon seems to have the best coverage. Then try to assemble a list of witnesses who will be able to explain what happened.

No matter the emergency, please do not go to your car or leave camp, doing so could impede our efforts of a safe and quick response. It is important we know where everyone is during an emergency. Only do so if you are directed to by one of our staff members.

In the event of media involvement, understand that the Scout Executive or his designee will officially represent Hidden Valley Scout Reservation and the New Birth of Freedom Council. We would ask everyone to refrain from making any statements concerning the situation.

CAMP-WIDE EMERGENCY

Should a siren sound during your stay, recognize it as the signal for a camp-wide emergency. Upon hearing the siren, if you are located in West Camp, your entire unit will report to the Dining Hall. If you are located in Central Camp, your entire unit will report to the Cub Scout Pavilion. Staff members will meet you there and ensure that we can account for every camper. We will test the siren during your first day in camp, so be prepared to participate in our drill.

Should an emergency require a different rallying point, you will be notified via our electronic texting service as well as through verbal communication from our staff. For Hidden Valley, those located on in West Camp (the side with the Dining Hall) will rally at the entrance to the camp at the West Gate, while those in Central and East Camp (the side with the Pool, Waterfront, and Gleim Field) will rally at the entrance to the camp at the East Gate.

LOST OR MISSING PERSON

Employing the buddy system (requiring each camper to accompany a partner or buddy at all times) and sticking to the camp schedule will help to reduce the risk of a lost or missing person. When a camper is believed to be lost, the unit leadership should immediately ask the other campers, both youth and adult, where the lost camper was last seen. The unit leader should also ask if anyone knows where the missing camper might have gone. A physical search of the campsite, including all tents and the latrine, should commence as soon as possible. The unit leader should immediately share all available information concerning the lost camper with the Camp Director, who will organize the camp staff's search.

AQUATIC EMERGENCY

If an aquatic emergency occurs during program hours, the aquatic staff will notify the Health Officer and Camp Director immediately. They will implement the camp emergency plan and coordinate the staff response. If an aquatic emergency occurs outside of program hours, any witnesses should summon help immediately. The Health Officer and Camp Director should be informed as soon as possible to initiate the camp emergency plan.

EXTREME WEATHER CONDITIONS

Thunderstorms may pose the occasional hazard due to hail, lightning, and strong winds. Audible thunder, regardless of actual precipitation, closes all aquatic and climbing activities until we can ensure that lightning poses no threat to our campers. Should our weather radar or visible conditions indicate greater danger, our siren will sound to alert you to follow the instructions for a “camp-wide emergency.”

If the storm should occur at night, however, the unit leadership may take the initiative to relocate their units to the closest cabins. These buildings will remain unlocked during your stay so that they may be used for emergency shelter. We encourage every adult to take the free, online Weather Hazards training offered by the BSA.

WILDFIRE

Report the fire to the Camp Office immediately. You may attempt to extinguish small fires in your campsite with fire buckets, a water hose, or a shovel. If a tent catches fire, clear the area. The Camp Director will summon the local fire department if necessary. The camp roads and parking lots will be closed to campers so that the fire department can enter the camp unhindered by vehicles or pedestrians. In the event of a forest fire, the camp siren will sound to alert you to follow the instructions for a “camp-wide emergency.”

PREPARING TO DEPART

All good things must end, and before you know it, the time will come for you to pack your bags and head for home. The standard departure time for units is Saturday morning, but some units prefer to leave after the Friday night campfire. Understand that vehicular traffic will still be restricted on Friday, so the opportunities to move vehicles for packing will be limited. Whenever you plan to depart, we ask you to notify the Camp Office in advance so that a staff member can inspect your campsite before your departure.

Prepare for your inspection by emptying all of the tents and cleaning the entire campsite. A staff member will check all camp property for damage. Units will be charged for any damaged their member caused to camp property during their stay.

Please be sure to return all items borrowed from the Camp Commissioner by Friday evening. Remember to retrieve any medication that were stored at the Health Lodge.

Your Scouts will no doubt be eager to see their completed merit badges at the end of the week, so don't forget to check them before you leave. You can access them at any time through your registration in Tentaroo. Please visit the Camp Office if you need any assistance. While rare, occasional mistakes are made and are most easily resolved before you depart. Our program area directors will be on hand to help fix any problems that occur.

Finally, we would ask every leader to complete an evaluation before they leave. We use these critiques to improve the Hidden Valley Experience for future campers. We will carefully consider all suggestions and look forward to welcoming you back to Hidden Valley Scout Reservation soon!