**2019 Sycamore Day Camp Pack Coordinator Information & Registration**

**Registration Deadline:**

* Complete registration for your Pack and mail or drop off all forms by **May 1, 2019**
* Use the “Scout Registration Due Date” field on the Scout Registration form to set a due date for your unit in advance of May 1 to ensure you have sufficient time to gather and return all paperwork.
* Address: Sycamore Day Camp, c/o BSA Field Office, 600 North Route 31, Crystal Lake, IL 60012

**Unit Coordinator Considerations:**

* Ensure complete coverage of appropriate amount of Den Guide leadership and Program Staff volunteers according to your registrations at each level (see chart and description below).
* Ensure your parents understand the importance of their assistance with Truck Load/Unload, Set-up/Tear Down for the Pack to earn back their deposit checks.
* Forward the electronic files to every scout family in your Pack.
* All scout registration checks should be made to your Pack #; your pack should submit ONE check for the total registration amount.
* If/When adding newly-recruited scouts to the roster; make sure to ensure the Den Guide and Program Staff coverage requirements are met AND email those additional volunteers to sycamoredaycamp@yahoo.com.
* New this year: No need to decide and schedule Den Guides and Program Staff. This will be completed by Day Camp Administration and emailed to coordinators and the volunteers.

**Program Staff Information:**

* Staffers will remain at a program site all day and will lead up to 6 sessions.
* All programs are planned and all materials are provided.
* Requires attendance at a short Program Staff training session.

*(This is a yearly renewal requirement.)*

* Archery & BB instructors are asked to commit 2-4 days of range instruction – additional training is required to serve as a shooting instructor
* To provide adequate staff, each Pack **IS REQUIRED** to provide the following **MINIMUM number of volunteers at EACH level according to your registrations:**  *At least 25 Program Staff volunteers needed every day to provide a quality program.*

|  |
| --- |
| **Program Staff Requirements Per Pack:** |
| 1-5 Scouts | 1 day of Program Staff |
| 6-9 Scouts | 2 days of Program Staff |
| 10-13 Scouts | 3 days of Program Staff |
| 14-17 Scouts | 4 days of Program Staff |
| 18-21 Scouts | 5 days of Program Staff |
| * 1. Scouts
 | 6 days of Program Staff |

* Day Camp Directors/Administration will assign program staff assignments and schedules. We will use the preferences made by the volunteers to the best of our ability.
* Day Camp Directors/Administration will contact all Program Staffers via email, phone or mail to confirm assigned schedules.

*Please note: Your Pack is responsible for finding substitutes to serve in program staff positions which are assigned to adults from your Pack if those individuals do not fulfill their obligations.*

**Program Staff Training**

* Program Staff trainings will be held at: **American Community Bank & Trust** 381 S. Main Street, Crystal Lake
* Dates & times are available in the **Letter to Parents/Calendar of Dates**

# Den Guide Information

* Adults will travel from station to station throughout the day with the scouts.
* Den Guides are responsible for supervising the scouts assigned to their group.
* This may include responsibility for supervising other Pack’s Scouts if a Pack cannot provide appropriate supervision due to sizing of group. A Scout is Helpful.
* Den Guides are asked to assist the Program Staff when needed. A Scout is Helpful.
* **Recommended ratio: 5 scouts:adult den guide, Maximum ratio: 7 scouts:adult den guide.**
* Keep in mind that if you have a scout in your group that requires the assistance of a 1-to-1 Aide in school, you may want to schedule an additional Den Guide each day beyond the recommended ratio to make sure that everyone has an enjoyable time at camp – adults included.

## For Packs with FEWER than 5 scouts at camp

You must have one day of leadership for each scout attending, you will be combined with another Pack but will still need to maintain your minimum number of volunteers. **You may not combine with another Pack and expect them to provide all of your leadership!**

**Combining with another Pack for Den guide leadership does NOT reduce your obligation to provide Program Staff, nor does it reduce your obligation to provide Den Guides. You must also still provide your own representative(s) to fulfill the set-up or clean-up and truck load/unload requirements in order to get your deposit refunded.**

* If you need to cooperate with another Pack to provide enough Den Guide leadership for the week, please indicate this on your packs registration forms.
* If you have extra Den Guide leadership and would be willing to cooperate with another Pack who has a small group without adequate Den Guide coverage, please indicate this on your Pack Registration form.
* If you make your own arrangements with another Pack to share Den Guide leadership, you must indicate with whom you are combining at the time you send in your registration.
* If you are sharing Den Guide leadership with another Pack, please be sure the adults from your Pack have their contact information prior to camp and that they have the information for your scouts!

**Den Guide Orientation at Camp**

The purpose: tour the camp, see where to park & put lunches, where to pick up and return notebooks, get answers to questions, etc.

* Dates & times are available in the **Calendar of Dates**
* All Den guides should have received and read the Den Guide training packet prior to the orientation session.

## Returning Pack Deposit Checks

* **Each week** your Pack has scouts attending camp, your Pack is expected to assist with truck load/unload AND set up or teardown at camp. **This is the only way to have your deposit returned to your Pack.**
* Any adult from your Pack may assist on any level—They are not confined to only the week their scout attends camp; therefore, if they are not able to assist during the week their scout attends camp, they may assist at another camp---Just be sure that someone assists **each** week.
* Truck Load/Unload – Camp equipment will be moved to and from storage in Crystal Lake to McHenry Township Park
* Set-up/Tear Down daily of the Archery and BB Gun ranges – Adults should NOT WEAR SANDALS for this activity.

**To summarize: Each pack must have one adult per week assist with the truck load/unload AND set up/tear down for a pack to receive its deposit check back.**

**GENERAL REMINDERS**

* Den Chiefs are welcome at camp, but they **may not** replace required adult leadership.
* Parents should report absences from camp to the Den Guide for the day
* Make sure to provide all parents/den guides with a contact phone list in case of questions or emergencies
* Den Guides should bring a cooler (with ice) for Scouts/Leaders lunches for the day; we also recommend a blanket to sit on during lunch time
* “Wet Ones” for handwashing are encouraged
* A garbage bag to take trash home is required
* Label all belongings with name
* No smoking permitted in the presence of scouts; absolutely no alcohol may be consumed during a scout event
* Children (other than the scout registered) for program staff/den guides will attend Kiddie Korral for the day; they will not be permitted to program areas
	+ Kiddie Korral is $3 per day, per child
	+ Attendees of Kiddie Korral must be potty-trained
* Camp Staff Directors will follow up with all Program Staffers to discuss training options and confirm schedules
* Pack Coordinators should complete Den Guide training with all Adults; share the electronic documents with all parents
* Watch your email for the T-Shirt distribution date; it will most likely be during the June Roundtable meeting.

**2019 PACK Day Camp Registration From**

*Return this page with your registration & Scout Registration forms*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  **Check (X) as appropriate:**  |
|  | **Number of****Scouts Attending:** |  |  |  |  | We have enough Den Guides & will combine if needed |  | We do not have enough Den Guides & Need to combine with another pack  |
| Wolf |   | X | $55  | = |   |  |   |  |   |
| Bear |   | X | $55  | = |   |  |   |  |   |
| Webelos |   | X | $55  | = |   |  |   |  |   |
| AOL |   | X | $55  | = |   |  |   |  |   |
|  |  |  |  |  |  |  |  |  |  |

 Total payment enclosed $\_\_\_\_\_\_\_\_\_\_ (One Pack check, please)

**Did you remember to include?**

[ ]  One Payment Check for all scouts attending

[ ]  (up to 4) Deposit Checks Enclosed ($50 for each week)

[ ]  Registration Form for each Scout

[ ]  Volunteer Registration for each Adult

[ ]  Health form, Parts A&B for all Scouts and Adults

[ ]  Emergency Contact Phone Tree

 *\*All deposit checks will be* *held and returned to your Pack in September* if *you have fulfilled your obligation to assist with set-up or clean-up AND truck load/unload* a*t each camp you attend.*

## Make all checks payable to Blackhawk Area Council

**Pack Day Camp Coordinator:**

**Mail or drop off all forms by**

**May 1, 2019 to:**

Sycamore Day Camp

c/o BSA Field Office

600 North Route 31

Crystal Lake, IL 60012

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2019 Pack Emergency Phone Tree**

*Return this page with your registration*

***Provide one main contact for each week your Pack is attending camp.***

***This contact is responsible for communicating with all attending families in case of changes, weather emergencies or cancellations of camp when contacted by Day Camp Directors.***

**WOLF Camp:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BEAR Camp:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEBELOS Camp:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ARROW OF LIGHT Camp:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_