



## TWC – Table of Contents

PD-101 General Program Design.....	4
PD-102 Cub Scout Program Design .....	6
PD-106 Skill Progression and Advancement .....	7
PD-107 Outdoor Ethics (with PD-106).....	7
PD-108 Communication with Units, Participants, and Parents (with PD-106) .....	7
PD-109 Outside Providers of Program/Activities (with PD-106) .....	7
PD-110 Program Accessibility for Persons with Special Needs .....	8
PD-111 New Programs and Activities (with PD-110) .....	8
PD-112 Council Program Design, Safety, and Risk Review (with PD-110) .....	8
RP-151 Pre-camp Marketing (with PD-110) .....	8
RP-152 Service Projects (with PD-110) .....	8
RP-157 inspirational ceremonies.....	9
RP-158 Cub Scout Pizzazz (with RP-157) .....	9
RP-159 Trading Post (with RP-157).....	9
RP-160 Camper Retention and Recognition (with RP-157) .....	9
RP-161 Alumni Association Program (with RP-157) .....	9
RP-162 Exposure to BSA Programs (with RP-157) .....	9
RP-163 Fellowship Opportunities (with RP-157).....	9
RP-164 Conservation Plan Program Integration (with RP-157) .....	9
PS-201 Aquatics General .....	10
PS-206 COPE or Climbing Program (with PS-201).....	10
PS-207 Fishing Programs (with PS-201) .....	10
PS-208 Handicraft Programs (with PS-201) .....	10
PS-209 Horse and Stock Programs (with PS-201) .....	10
PS-211 Nature and Conservation Programs (with PS-201) .....	10
PS-212 Scoutcraft, Woodcraft, and Outdoor Skills Program (with PS-201).....	10
PS-213 Shooting Sports: Archery Programs .....	11
PS-214 Shooting Sports: Firearms Programs (with PS-213) .....	11
PS-215 Tot Lot Programs .....	12
PS-216 Transportation Services (with PS-214) .....	12
RP-251 Conservation Projects (with PS-214) .....	12
RP-252 Nature Trail or Exhibit (with PS-214).....	12
SQ-401 Staff Qualification and Training Standard.....	13
SQ-402 General Camp Staff Training .....	14
SQ-403 Camp Management .....	15



SQ-405 Camp Health Officer.....	16
SQ-406 Aquatics Staff (with SQ-405) .....	16
SQ-407 Firearms Range Staff (with SQ-405) .....	16
SQ-408 Archery Range Staff (with SQ-405) .....	16
SQ-409 Cope and/or Climbing Staff (with SQ-405).....	16
SQ-412 Other Program Staff Qualifications (with SQ-405) .....	16
RP-451 Reservation, Camp, or Base Director Experience.....	17
RP-453 Camp Health Officer Experience (with RP-451).....	17
RP-454 Business Manager (with RP-451).....	17
RP-456 Shooting Sports Staffing (with RP-451).....	17
RP-457 Camp Staff Age (with RP-451).....	17
RP-458 Camp Leadership Experience (with RP-451) .....	17
RP-462 National Camping School Certified Staff (with RP-451) .....	17
RP-463 COPE/Climbing Program Support (with RP-451) .....	17
HS-501 Youth Protection.....	18
HS-503 Medical Information (with HS-501) .....	18
HS-504 Medical Screening and Follow-up (with HS-501) .....	18
HS-505 Medical Care Policies (Council and Camp) .....	19
HS-506 On-Site Treatment Procedures .....	20
HS-507 Medical Recordkeeping and Reporting .....	21
HS-508 Medication Control and Recordkeeping .....	22
HS-509 Medical Care Area (with HS-508) .....	22
HS-510 First Aid Kits (with HS-508) .....	22
HS-511 Buddy System .....	23
FS-601 Food Planning (with HS-511) .....	23
FS-602 Kitchen, Dining Hall, and Commissary Facilities (with HS-511) .....	23
FS-603 Food Preparation and Sanitation (with HS-511) .....	23
FS-604 Food Storage (with HS-511).....	23
FS-605 Food Disposal (with HS-511) .....	23
FA-701 Camp Facility Evaluation and Postcamp/Precamp Inspection (with HS-511) .....	23
FA-702 Drinking Water .....	24
FA-703 Fire Detection and Protection (with FA-702) .....	24
FA-705 Utility and Emergency Shutoff.....	25
FA-706 Stationary Fuel-Fired and Electro-mechanical Equipment (with FA-705).....	25
FA-707 Toilets and Latrines (with FA-705) .....	25
FA-709 Refrigeration Unit Maintenance and Temperature Control .....	26
FA-710 Garbage and Sewage Removal (with FA-709).....	26



FA-711 Motor Vehicles .....	27
FA-712 Tree Removal and Chain Saws (with FA-711).....	27
FA-713 Hazardous Materials (with FA-711) .....	27
FA-714 Shelter in Inclement Weather .....	28
FA-715 COPE and Climbing Facilities (with FA-714) .....	28
RP-751 Campsite Fire Safety (with FA-714) .....	28
AO-801 Permits and Compliance (with FA-714) .....	28
AO-802 BSA Authorization to Operate .....	29
AO-803 Insurance (with AO-802) .....	29
AO-804 Camper Security (with AO-802) .....	29
AO-805 Emergency Procedures .....	30
AO-806 Camp Budgeting, Analysis, and Financial Controls .....	31
AO-807 Communication Systems (with AO-806) .....	31
AO-808 BSA Reporting (with AO-806) .....	31
AO-809 Customer Surveys (with AO-806) .....	31
AO-810 Continuous Camp Improvement .....	32
RP-851 Council Committee/Volunteer Support .....	33
RP-852 On-Site Contract Personnel Background Check (with RP-851).....	33
RP-853 Camp Long-Range Plan (with RP-851).....	33
RP-854 Funding Depreciation (with RP-851).....	33
RP-855 Opening and Closing (with RP-851) .....	33



## **PD-101 General Program Design**

- A. The camp has a written statement of overall goals for participants, including desired behavioral outcomes. See included guide for leaders and parents.
- B. See the Council Day Camp Program Guide, which includes a detailed description of the program.
- C.
  - 1. Leadership and teamwork are important elements of our camp experience. Leadership opportunities are encouraged in the campers by a variety of methods, including things like allowing youth to lead the den/carry the den flag. Leadership is definitely encouraged among our youth volunteers, in accordance with BSA principles, by allowing them to serve as den chiefs at camp and take an active role in presenting the program to the campers. Teamwork is encouraged in all aspects of camp. Campers have many activities, including sports, where they must work together to achieve a common goal. Staff, both youth and adult, is encouraged to work together to implement the camp program.
  - 2. The program occurs continually throughout the duration of camp. See attached guide for leaders and parents for the camp schedule.
  - 3. All registered campers and volunteers on campus are required to wear the camp uniform throughout the hours of camp. Anyone not in uniform is considered a visitor and must sign in.
  - 4. Activities and materials are sufficient to support the maximum enrollment. No campers will be denied participation in any event due to overcrowding. See attached guide for leaders and parents for the camp schedule.
  - 5. Our activities are designed to be both educational and fun. Most of our activities are designed around specific BSA advancement requirements, so the campers are being presented opportunities to learn as well as complete requirements for belt loops and ranks. The activities are also designed to be enjoyable, and there is also opportunity for recreation, including our sports activities. See attached guide for leaders and parents for the camp schedule as well as the council program guide for a detailed description of advancement requirements for the various activities.
  - 6. All activities are designed to be age-appropriate, where they will prove to be challenging, but not so challenging that the campers are unable to succeed at them. By completing the projects, the campers will experience personal growth, challenge, and success. See the attached council program guide for more information.
  - 7. Staff have spent many hours over the past few months making sure that the camper experience is given prime consideration and that campers will be offered a quality program, in a safe and fun environment.
  - 8. All staff have been instructed in the principles of Leave No Trace, and parents and campers have been instructed as to how to treat the campus while they are at camp. See attached Staff Manual for more information.
  - 9. The flags are raised and lowered every day while at camp, and good citizenship is encouraged through the use of such principles as showing respect for the campus. Service is highly encouraged, and we will have at least one camp service project to benefit the host school or church.



10. The camp meets participant's spiritual needs by incorporating non-denominational prayers at camp ceremonies.
11. Our program makes good use of the facilities we have, for example the sports fields are being used for football and volleyball, and the other green spaces we have are being used for outdoor activities and games. The indoor classrooms are being used for activities that are more sensitive to weather, and also offer participants and staff an opportunity to cool off. Our weather contingency plans also make use of the indoor spaces we have in order to continue the program in the event of rain or weather issues.
12. The camp offers a variety of physical fitness activities, including football, volleyball, and hiking. See attached guide for leaders and parents for the camp schedule.



## **PD-102 Cub Scout Program Design**

A. A variety of age-appropriate activities have been chosen to give all participants a good variety of activities that are both fun but also meet specific advancement objectives. Safety is of paramount concern, and one that is trained for by staff as well as communicated to campers and parents. Camp is designed to be a fun adventure, and our theme is an essential element of the camper experience. All activities are designed with the age and characteristics of the campers in mind, and resources are allocated appropriately to meet the various needs. In designing the program, many sources of information were consulted by staff in an effort of designed the best quality program possible. Some of these include National Camping School, Scouting magazine, visiting other camps, and active participation in the Council Day Camp Committee. The Council Shooting Sports Committee has also helped us ensure our shooting sports program meets all applicable requirements. See attached guide for leaders and parents for the camp program as well as the council program guide for more information.

B.

1. This year's theme is "Wild Wild West," and staff have tried to incorporate the theme in a variety of fun and positive ways designed to enhance the camper experience. The Council-approved themes are on a five-year rotation, so no camper should experience the same theme more than once as a Cub Scout. Costuming is encouraged, although staff must still conform to uniform and safety standards. With that in mind, decorative touches or "flair" is highly encouraged! The theme is incorporated into the program activities, camp décor, and ceremonies.
2. The camp provides separate, age-appropriate activities for Tigers, Wolves, Bears, and Webelos. See the attached council program guide for more information.
3. Camp provides many hands-on activities, including crafts, sports, shooting sports, ceremonies, and songs. See the attached guide for leaders and parents and the walking leader fun book for more information.
4. Our facility offers some indoor space and tents, so we are able to continue camp in the event of inclement weather. See attached staff manual for more information on our rain plan.
5. Sports are a big part of our camp, and every camper will get to take part in some sporting activities with a focus on three ranges. Staff have been instructed as to how to present these activities in an inclusive manner such that everyone is able to participate. We also include 4 square as an activity for all campers.
6. Camp begins each day with an opening ceremony, which includes patriotic activities such as raising the flags.
7. Ample time between activities is given, such that participants can let off steam, visit the restrooms or the trading post, or simply take a break. Our camp is short enough that it is not required to have a meal time, or the half hour of quiet time. No overnight activities are included in the camp program.
8. Parents are involved as appropriate, including a parent orientation and visiting the camp's opening ceremony on the first day. Parents are also encouraged to volunteer as staff members if they wish to accompany their children to the activities.



### **PD-106 Skill Progression and Advancement**

A variety of age-appropriate activities have been chosen to give all participants a good variety of activities that are both fun but also meet specific advancement objectives. Activities are also chosen based on the characteristics of the facility that we are using.

In addition, Cub Scouting's Core Values are included as part of the program design and implementation so that not only are the activities fun, but the purposes of Cub Scouting, including Good Citizenship, Fitness, and Personal Achievement are being met. See attached guide for leaders and parents for the camp program as well as the council program guide for more information.

### **PD-107 Outdoor Ethics**

All staff have been instructed in the principles of Leave No Trace, and parents and campers have been instructed as to how to treat the campus while they are at camp. See attached Staff Manual for more information.

### **PD-108 Communication with Units, Participants, and Parents**

Information about camp has been communicated to the units, participants, and parents throughout the year to help them plan for and participate in camp. In addition to the guide for leaders and parents, other methods of communication include our camp website, email notifications, roundtable presentations, and information/training sessions for pack leaders.

### **PD-109 Outside Providers of Program/Activities**

Camp is not utilizing the services of outside vendors to supplement our programs this year at camp.

**PD-110 Program Accessibility for Persons with Special Needs**

- A. Our camp is held in an elementary school, and a nearby church, both of which are in full compliance with ADA regulations. This allows us to accommodate a variety of Scouts with special needs. In addition, all health and medical forms are reviewed prior to camp to ensure that, to the greatest extent possible, we are able to meet the special needs of every camper.
- B. Our camp does not include any new construction. Camp is held in an elementary school, and a nearby church, both of which are in full compliance with ADA regulations. This allows us to accommodate a variety of Scouts with special needs.

**PD-111 New Programs and Activities**

N/A All programs and activities are covered by these standards. The program itself is primarily created by the Council Day Camp committee, who follow all applicable standards as required.

**PD-112 Council Program Design, Safety, and Risk Review**

The Council Day Camp committee prepares a council-wide program for Day Camps in all districts that conform to BSA and council risk management and health and safety policies. The Camp Director and Program Director are active participants on the Council Day Camp Committee and they supervise the implementation of the program as well as supervise staff and activities in accordance with all approved policies during camp.

In addition, the Council day camp committee has reviewed and approved the specific program for our camp (see attached.) For more information, also see the Council Day Camp program guide.

**RP-151 Precamp Marketing**

The camp has marketed itself by direct email to parents and unit leaders, mailings, presentations at roundtable and other district functions, fliers and handouts, a camp website, and links on the council and district websites. The marketing has focused on the exciting things happening at camp, especially activities such as BB and archery that can only be done at council and district events.

**RP-152 Service Projects**

The camp has a long tradition of doing service for the facilities that have loaned us their space, including litter control, vegetation removal, clean up, repair, and many others. We are constantly on the lookout for ways to give back, and leave the facilities better than we found them. This year, the dens have plastic bags to use for picking up trash left during the day by the Summer School classes held at the same property. They will clean up after others and themselves. We also are doing a project for the Tigers. For the last 3 nights Tigers are collecting children's used clothing and shoes for CCSC back-to-school assistance program. Christian Community Services helps with back to school supplies each summer and they requested kaki pants, jeans, shirts and shoes appropriate for Toddler size to 8th grader sizes. Drop off donated bags at the Tiger Craft tent on your way in to camp and we can give you a tax receipt. The tigers will count and sort them during the service project time on Friday.



### **RP-157 inspirational ceremonies**

The camp day begins with a ceremony, including elements designed to inspire and be fun.

### **RP-158 Cub Scout Pizzazz**

Camp staff has been instructed to play up the theme as much as possible, and include songs, jokes, skits, and lots of fun and pizzazz. (See staff manual, walking leader fun book for more information.) Another component of our Wild Wild West theme emphasis is education cubs about the west through songs and activities.

### **RP-159 Trading Post**

Trading post items are all selected to be age-appropriate, consistent with the aims and purposes of Scouting, and appeal to the target audience.

### **RP-160 Camper Retention and Recognition**

Campers who have been with us for more than one year will be recognized at the closing ceremony on Friday.

### **RP-161 Alumni Association Program**

The camp continually reaches out to alumni for service and staffing, and as ambassadors to help recruit new campers each year.

### **RP-162 Exposure to BSA Programs**

The camp encourages Boy Scouts to come back and work at camp as Den Chiefs. This lets the Cub Scouts see how the older boys act and gives them a feel for the next step in Scouting. In addition, we encourage our Den Chiefs to show what they know in flag ceremonies, participating in skits and songs, and other Scoutcraft.

### **RP-163 Fellowship Opportunities**

Dens at camp are often composed of members from multiple units, which in and of itself provides an opportunity to get to know other Scouts and Scouters. The camp provides periodic breaks during which members of the various dens may come together and socialize, for example at our trading post.

### **RP-164 Conservation Plan Program Integration**

Because camp is held in a borrowed facility, there are very limited opportunities in this area. However, all campers and staff are instructed in Leave-no-trace principles, and everyone is encouraged to participate in litter control.



**PS-201 Aquatics General**

N/A The camp does not provide an aquatics program.

**PS-206 COPE or Climbing Program**

N/A The camp does not provide a COPE or climbing program.

**PS-207 Fishing Programs**

N/A The camp does not provide a fishing program.

**PS-208 Handicraft Programs**

- A. Staff members practice with the actual crafts so as to understand the skills necessary, any concerns or issues with the craft, and the appropriate safety equipment and precautions.
- B. Equipment is inspected before use by the camp Quartermaster.
- C. Goggles and other appropriate safety equipment is provided as needed for craft activities. Skills training is part of the instructional program in all program areas.

**PS-209 Horse and Stock Programs**

N/A The camp does not provide a horse or stock program.

**PS-211 Nature and Conservation Programs**

This year, all participants are challenged to find out what is taking place in the Longfellow Nature Garden. Each day will end with the dens sharing what they found.

**PS-212 Scoutcraft, Woodcraft, and Outdoor Skills Program**

N/A The camp does not provide scoutcraft, woodcraft, or outdoor skills programs of the types described in this standard.



### **PS-213 Shooting Sports: Archery Programs**

- A. The camp archery range is designed in accordance with the BSA National Shooting Sports manual. No compound bows or crossbows are used as part of the camp program.
- B. Archery Equipment is provided under the auspices of the Council Shooting Sports committee, and is properly sized and age appropriate for Cub Scouts.
- C. Gloves, finger tabs, and forearm guards are used by all Cub Scout participants and for all others as specified by the rangemaster.
- D. Shooting sports equipment is locked up when not in use.
- E. All rangemasters hold current qualifications as specified in the BSA Shooting Sports Manual. One rangemaster is present for every 8 shooters on the firing line.
- F. The archery range director is in radio contact with the camp director and camp nurse at all times. In addition, emergency contact numbers are prominently posted all around camp. The archery range has a first aid kit on site.

### **PS-214 Shooting Sports: Firearms Programs**

- A. Camp operates a spring powered BB-gun program only. The range is designed in accordance with the BSA National Shooting Sports manual
- B. Only low-powered, spring propelled BB-guns are used at this camp. This gun is age-appropriate for all Cub Scout age boys that are attending camp.
- C. BB guns used in the camp are inspected and issued by the Council quartermaster and the Council Shooting Sports committee. In addition, they are inspected and maintained in good condition by the range director and range staff while at camp. Council issued BB guns are of appropriate size for Cub Scout age boys.
  - 1. N/A No bolt action .22-caliber rifles, or rifles of any other caliber, are used at this camp.
  - 2. N/A Pellet rifles are not used at this camp.
  - 3. Approves safety goggles are used by all personnel on the BB-gun range.
  - 4. All BB-guns are stored in a locked container separate from other camp equipment. No chemical propellant based ammunition or CO<sub>2</sub> is used at camp.
  - 5. All rangemasters hold current qualifications as specified in the BSA Shooting Sports Manual. One rangemaster is present for every 8 shooters on the firing line.
  - 6. The BB range director is in radio contact with the camp director and camp nurse at all times. In addition, emergency contact numbers are prominently posted all around camp. The BB range has a first aid kit on site.



### **PS-215 Tot Lot Programs**

The tot-lot program is staffed by qualified personnel, and is two-deep at all times. All participants are covered by accident/sickness insurance. (See attached certificate)

#### **Specific Requirements of the Standard:**

A. The me-too supervisor is over 21 years of age.

(See staff registration book for more information.)

B. The assistant me-too supervisors are over 18 years of age.

(See staff registration book for more information.)

C. All tot-lot personnel, along with all volunteers at camp, have taken Youth Protection Training (YPT.) Tot-lot staff is qualified to oversee dependent children, and have been trained in accordance with camp standards.

### **PS-216 Transportation Services**

N/A The camp does not provide transportation services to participants.

#### **Recommended Practices**

### **RP-251 Conservation Projects**

Because camp is held in a borrowed facility, there are very limited opportunities in this area. However, all campers and staff are instructed in Leave-no-trace principles, and everyone is encouraged to participate in litter control.

### **RP-252 Nature Trail or Exhibit**

A nature exhibit is available at Longfellow Elementary. It was designed and built by a local Scout as part of an Eagle project.



**SQ-401 Staff Qualification and Training Standard:**

A. All camp staff are registered members of the Boy Scouts of America. Camp has on file a BSA member ID or copy of a new BSA Adult Application for all staff.

Per the interpretation of this standard, camp staff do not include parents and volunteers in day camps and family camps who assist in program while staff are present and provide supervision.

B. N/A

C. All youths working at camp are volunteers and not subject to child labor laws. Nevertheless, due to the limited duration of camp, no youth volunteers work more than the legally prescribed number of hours per day or per week. In addition, youth are not permitted to perform hazardous duty, operate motor vehicles, or maintain or operate power driven equipment.

D. All camp personnel (key staff) have completed a camp staff application and signed a letter of agreement. Camp has also received letters of reference for all camp personnel. Each key staff member has received position descriptions discussing staff roles and responsibilities.  
See Attachment A for the applications, letters of agreement, and reference letters.

E. N/A Camp does not have any international camp staff members.

F. All staff are required to wear the official camp uniform, which consists of the appropriately colored camp t-shirt, at all times while on campus.

G. The camp has a staff organization chart.

Minimum staffing requirements include all key leadership positions filled, one trained rangemaster for every 8 shooting positions, at least 2 Walking Leaders (and preferably 3) for every den or patrol, and at least 2 staff members assigned to every program area.



## **SQ-402 General Camp Staff Training**

The camp staff has received training commensurate with their responsibilities. See included training slides and staff manual.

### **Specific Requirements of the Standard:**

- A. The camp has a written training plan and training materials. Training includes procedures required for camper security and emergency procedures. See Attachment B for the training plan and training program.
- B. All adults in camp are required to have in-person (facilitated) Youth Protection Training within the last two years in order to work at camp. Camp has on file the training records or copies of training certificates for all adult staff. All YPT training records are also on file at the council office.
- C.
  - 1. All staff have been trained. The training syllabus includes Camp Security as well as Stress Management.
  - 2. See training of camp volunteers.
- D. N/A This camp is not a resident or trek camp.
- E. Many of our staff members are certified in Red Cross CPR/AED as well as Red Cross First Aid or better.
- F. All staff have completed Weather Hazards training.
- G. Our camp is a 100% volunteer effort, and has no employees, but all staff responsible for other volunteers have taken the required Unlawful Harassment Prevention training.

See Attachment C for a list of camp personnel and camp volunteers. See Attachment C.1 for camp personnel training documentation for Weather Hazards training, Anti-Harassment training, In-person YPT, and CPR/First Aid/AED training certificates. See Attachment C.2 for camp volunteers training documentation for In-person YPT and CPR/First Aid/AED training certificates.



**SQ-403 Camp Management**

**Specific Requirements of the Standard:**

A.

1. The camp directors are Sherry Dieckmann and Zig Werlla, who are both more than 21 years of age.

2. Training:

a. b. c. The camp director possesses a valid certificate of training in Cub Scout / Webelos Scout Day Camp Administration from the National Camping School.

3. Camp/reservation directors have no other camp duties.

a. b. The camp director has no other duties, and does not live on site as nobody remains at camp overnight.

B. The program director of a resident camp or day camp:

1. The program director is Paula Burns, who is over 21 years of age.

2. Training:

a. b. The program director possesses a valid certificate in Cub Scout / Webelos Scout Day Camp from the National Camping School.

3. The program director does not live on site, as nobody remains at camp overnight.

4. N/A

C. The professional staff advisor or volunteer Cub Scout and Webelos day camp administrator:

1. 2. The Camp Directors are also acting as the volunteer camp administrator. Both are over 21 years of age, both possesses a valid certificate in Cub Scout / Webelos Scout Day Camp from the National Camping School.

The Council professional staff advisor for all day camps is Vincent Manning. He is over 21 and possesses a valid certificate in Cub Scout / Webelos Scout Day Camp from the National Camping School.

D. The council's family camp administrator:

1. 2. N/A.



### **SQ-405 Camp Health Officer**

#### **Specific Requirements of the Standard:**

A. Access to EMS is approximately 4 minutes from Houston Fire Station #37. (See map.)

The camp health officer is Gabriel Blog (cell – 504-610-7698), a licensed RN and Dr. Roma Ilkiw (cell-2993912) a licensed medical doctor both over 18 years of age. We also have several other RNs over 18 on staff who can provide assistance as necessary. In addition, we have a team of physicians on call at the St. Luke's Emergency Clinic at Kelsey Seybold who can be reached at – 832-355-7525.

B. EMS is greater than 10 minutes, N/A

C. (EMS) is greater than 60 minutes, N/A

D. \*\*\*The camp health officer has completed the required course.

### **SQ-406 Aquatics Staff**

N/A The camp has no aquatics program.

### **SQ-407 Firearms Range Staff**

The camp has a BB-gun range, which is adequately supervised by qualified persons.

A. N/A

B. All personnel on the BB-gun range are at least 18 years of age, and are qualified BB-gun rangemasters. At least one trained rangemaster is present on the range for every eight shooters.

See Attachment D for a list of BB gun rangemasters and their training certificates.

### **SQ-408 Archery Range Staff**

All personnel on the archery range are at least 18 years of age, and are qualified archery rangemasters. At least one trained rangemaster is present on the range for every eight shooters.

See Attachment D for a list of Archery rangemasters and their training certificates.

### **SQ-409 Cope and/or Climbing Staff**

N/A The camp does not include a COPE or climbing program.

### **SQ-412 Other Program Staff Qualifications**

N/A The camp does not offer any of the supplemental programs subject to these requirements.



**RP-451 Reservation, Camp, or Base Director Experience**

One of the camp directors is over 25 years of age and has been a key staff member at camp the three previous years.

**RP-453 Camp Health Officer Experience**

The camp health officer is over 25 years of age and is a Registered Nurse (RN) who has served at camps and other events.

**RP-454 Business Manager**

The camp business managers are Sherry Dieckmann and Zig Werlla, who possesses a valid certificate in Cub Scout / Webelos Scout Day Camp Administration from the National Camping School.

**RP-457 Camp Staff Age**

Excluding den chiefs, all camp staff and volunteers are over 18 years of age. (See volunteer records.)

**RP-458 Camp Leadership Experience**

Many of our key staff have three or more years of experience on camp staff:\*\*

Sherry Dieckmann	13 years	Mark Dieckmann	13 years
Zig Werlla	14 years	Clay Burns	9 years
Paula Burns	10 years	David Klingensmith	6 years
Melinda Tan	6 years		

**RP-463 COPE/Climbing Program Support**

N/A The camp does not offer a COPE or climbing program.



## **Health and Safety Standards (HS)**

### **HS-501 Youth Protection**

All adult volunteers have completed in-person (facilitated) Youth Protection Training within the last two years. In addition, camp adheres to the principles of two-deep leadership, no one-on-one contact, and respect of privacy. Emergency contact information for our Scouting professionals is posted prominently throughout the camp, and all persons are instructed to properly report violations or good faith suspicions of abuse. See Attachment D of in-person YPT training.

### **HS-503 Medical Information**

The camp has a current BSA medical form, parts A&B, on file for each staff member and participant, including all minors.

- A. Current BSA Medical Forms, parts A&B are required in advance from all staff and participants and are on file.
- B. Camper's medical forms including the consent to treat are on file and on-site at camp, and are available to authorized adults that have responsibility for providing health care at camp. If a minor is transported to an off-site care facility, their health information is available to accompany them.
- C. Camper's medical forms including the consent to treat are on file in a secure location on-site at camp, and are available to authorized adults that have responsibility for providing health care at camp.
- D. The camp respects the privacy of all participants, and health information is only shared on a need-to-know basis.

### **HS-504 Medical Screening and Follow-up**

The camp health officer reviews all medical forms prior to camp.

- A. N/A
- B. Those individuals needing medication during camp are identified during the screening process are directed to visit the camp health officer to turn in the medication at the start of each camp day. The camp health officer maintains the medications in secure storage for the duration of camp and only dispenses medications in accordance with written instructions from the camper's parent or guardian.
- C. Campers with special needs are identified during the review of medical records and, to the extent possible, accommodated such that every camper can participate.
- D. Any special situations identified by the camp health officer during the review of medical forms are appropriately communicated to the camp director and those staff members who have a need-to-know.



**HS-505 Medical Care Policies (Council and Camp)**

- A. The council health supervisor is David W. Krusleski, MD.
- B. Staff have been instructed to call 911 for serious emergencies.
- 1. See Council Health Model Policy and Procedure Manual.
- 2. See Council Health Model Policy and Procedure Manual.
- 3. See Council Health Model Policy and Procedure Manual.
- 4. See Council Health Model Policy and Procedure Manual.
- 5. See Council Health Model Policy and Procedure Manual.
- 6. See Council Health Model Policy and Procedure Manual, Twilight Camp Leader Guide, and Twilight Camp Guide for Leaders and Parents.
- C. See Council Health Model Policy and Procedure Manual.
- D. See Council Health Model Policy and Procedure Manual.



## **HS-506 On-Site Treatment Procedures**

See Council Health Model Policy and Procedure Manual.

- A. See Council Health Model Policy and Procedure Manual. The camp nurse is available throughout the hours of camp, 6:00-9:15pm June 6-10, 2016.
- B. See Council Health Model Policy and Procedure Manual.
- C. Staff have been instructed to call 911 for serious emergencies. The facility address is posted along with the emergency contact numbers, and responding agencies have been notified about our camp prior to the start day.
- D. See Council Health Model Policy and Procedure Manual.
- E. Camp have been instructed to contact the camp nurse for anything beyond minor cuts and scrapes, and have been taught what to look for in terms of conditions that might be a problem at camp, such as heat-related illness. See staff manual and training slides for more information.
- F. N/A This is not a summer camp, nevertheless the contents of first aid kits and other medical supplies are verified by the camp nurse prior to the start of camp.
- G. All campers, volunteers, and staff are required to submit BSA medical forms prior to arrival at camp. The camp nurse has reviewed all of these to insure that appropriate personnel are aware of issues that may come up during camp.
- H. See Council Health Model Policy and Procedure Manual. Medications must be checked in by the camp nurse, and any medication stored at camp is kept secure. All dispensing of medication is recorded in the log.
- I. The camp is held in a public elementary school with a custodial staff that is responsible for cleanliness and sanitation of the building. Camp properly disposes of any waste we generate, and medical waste will be disposed of in accordance with state law.
- J. See Council Health Model Policy and Procedure Manual.
- K. Camp has first aid kits throughout camp, which are selected and stocked to be adequate to the activity and number of campers expected.



## **HS-507 Medical Recordkeeping and Reporting**

The camp maintains health logs for both youth and adults, in which any health related interactions are recorded by the camp nurse and reviewed by the camp director. In addition, incident report forms are kept on site so that any reportable incident can be properly reported in a timely manner. Our on-site professional advisor will also help insure that this is done properly.

A.

1. The appropriate log books are kept in the nurse's station.

a. Camp is using the first aid logs approved and delivered to us by the Council.

b. N/A

2. The camp nurse, camp doctor and the camp director will review the first aid logs and look for opportunities for improvement.

B. Incident report forms are kept on site so that any reportable incident can be properly reported in a timely manner. Our on-site professional will also help insure that this is done properly.

C. Incident report forms are kept on site so that any reportable incident can be properly reported in a timely manner. Our on-site professional will also help insure that this is done properly.

D. The camp director will personally take charge of any situation involving a fatality or catastrophic injury and will follow BSA and state and local procedures to first, mitigate the injury, second summon appropriate emergency response, and thirdly to report and communicate the incident to the BSA and appropriate authorities. Our on-site professional will also help insure that this is done properly.

E. At the close of camp, the health logs are reviewed and signed, and they along with all incident reports are delivered to the Council office as directed.

**HS-508 Medication Control and Recordkeeping**

A. All campers have been instructed that medications of any kind must be checked in at the nurse's station, and no campers are to self-medicate during camp, with the exception of certain devices approved by the camp nurse, such as epi-pens or inhalers where time is of the essence.

1. All campers have been notified that these types of devices are allowed at camp, but still must be inspected by the camp nurse upon arrival at camp.

2. N/A

B. 1. 2.

C. 1. All campers have been notified of medication policies, and the camp nurse or doctor will insure that these procedures are followed, and will reject any medication not in accordance with the above.

2. All campers have been notified of medication policies, and the camp nurse will insure that these procedures are followed, and will reject any medication not in accordance with the above.

3. See Council Health Model Policy and Procedure Manual.

D. See Council Health Model Policy and Procedure Manual.

**HS-509 Medical Care Area**

A. An AED is located at Longfellow Elementary.

B. The nurse's station has a lockable medical storage system.

C. The nurse's station has a nearby restroom, as well as washing water and drinking water.

D. The nurse's station is located in the school nurse's office, and is equipped to handle the needs of a school much larger than our camp.

E. The nurse's station is indoors at Longfellow Elementary.

F. The camp nurse or camp doctor will be available throughout the hours of camp to meet routine and special medical needs, as well as maintain the health and medication logs.

**HS-510 First Aid Kits**

The camp has first aid kits in key locations around the camp. The locations of the first aid kits are marked with bold, easy to spot signage. See our map of first aid kits and water coolers.

**Specific Requirements of the Standard:**

A. All program areas are provided with first aid kits, so as to be easily accessible in the event of need. First aid kits are inspected and restocked as necessary. First aid kit locations are all clearly marked. See included map for first aid kit locations.

B. N/A



## **HS-511 Buddy System**

The camp utilizes the buddy system at all times. Camp staff are trained to make sure campers are never away from the group alone. See staff training slides and staff manual for more information.

### **Specific Requirements of the Standard:**

Aquatics, backpacking, and off-camp activities require

N/A The camp has no aquatics, backpacking, or off-camp activities.

The safety rule of four requires that no fewer than four individuals (always with a minimum of two adults) stay together on any backcountry expedition.

N/A The camp includes no backcountry activities.

## **Commissary and Food Service Standards (FS)**

### **FS-601 Food Planning**

N/A – No food is provided by camp this year.

### **FS-602 Kitchen, Dining Hall, and Commissary Facilities**

N/A – No food is provided by camp this year.

### **FS-603 Food Preparation and Sanitation**

N/A – No food is provided by camp this year.

### **FS-604 Food Storage**

N/A – No food is provided by camp this year.

### **FS-605 Food Disposal**

N/A – No food is provided by camp this year.

### **FS-606 Dish Washing**

N/A – No food is provided by camp this year.

## **Facilities Standards (FA)**

### **FA-701 Camp Facility Evaluation and Postcamp/Precamp Inspection**

#### **Specific Requirements of the Standard:**

A. 1. 2. 3. 4.

The camp does not own any property for which this standard would require maintenance.

Nevertheless, the district has a camp review team consisting of Sherry Dieckmann and Zig Werlla, Camp directors; Paula Burns, Program Director; Samuel Armenta & Arelis Moreno, District Executive; and Mark Dieckmann, District Chair. This team has reviewed the operations of the camp, including readiness to open, maintenance issues, health and safety of the facility, and overall quality of the facility.



## FA-702 Drinking Water

Our facility gets all drinking water from the Houston Municipal Water Supply. The Texas Commission on Environmental Quality rates the City of Houston drinking water system as a "Superior Water Supply System," the highest water quality rating awarded to a water utility.

Water is available from drinking fountains throughout the facility, as well as water coolers that are deployed in outdoor areas close to all program activities.

Participants are encouraged to stay hydrated, and camp volunteers are trained on the importance of proper hydration during training. See our map of first aid kits and water coolers.

## FA-703 Fire Detection and Protection

Camp is conducted at state licensed educational facilities, which are inspected by the appropriate local authorities and are in full compliance with all local, state, and federal fire regulations. Most activities will be outside and fire extinguishers will be readily available.

### **Specific Requirements of the Standard:**

All subparts must be met, except as indicated.

A. In case of fire, staff have been instructed to evacuate all personnel and campers from the buildings or area of fire as soon as possible and make sure that all youth are accounted for and remain a safe distance from the area of danger. Camp staff will call 911 and report the situation and will then follow the directions of the responding agency. The closest fire station is approximately 4 minutes away.

#### B. Buildings.

1. Both buildings are provided with fire extinguishers in accordance with local, state, and federal regulations, and have current inspection tags

2. All doors comply with local codes.

3. Both buildings are equipped with smoke detectors in accordance with local, state, and federal law.

4. N/A No overnight activities are part of camp.

C. Kitchens. The kitchen has a fire extinguisher and fire suppression in accordance with local, state, and federal regulations.

#### D. Tents.

1. 2. The tents being used have "No Flames in Tents" signs and no fires will be needed or lit as part of this camp.

E. \*\*\*Camp does not have bulk flammables as part of its operations.



F. \*\*\*Smoking is not allowed at camp. Nor does camp have any fuel storage locations.



### FA-705 Utility and Emergency Shutoff

Both facilities have on-site personnel knowledgeable about emergency facility issues.

The Bethany Contact is:

Tom Sanders  
713-410-3924

The Longfellow Contact is:

Gloria Altamirano  
281-912-8941

### FA-706 Stationary Fuel-Fired and Electro-mechanical Equipment

Camp is held in a third-party facility. The camp does not own, nor is it responsible for the maintenance of any stationary fuel-fired or electromechanical equipment. Both buildings are state-licensed educational facilities and are routinely inspected to insure full compliance with all local, state, and federal regulations.

**Specific Requirements of the Standard:**

- A. All appliances used by the camp are known to be in good repair and safe operating condition.
- B. Both facilities are responsible for the maintenance of their own equipment. The camp itself owns no equipment covered by this regulation.
- C. Both facilities are responsible for the maintenance of their own equipment. Both buildings are state-licensed educational facilities and are routinely inspected to insure full compliance with all local, state, and federal regulations. The camp itself owns no equipment covered by this regulation.
- D. Both buildings are responsible for the maintenance of their own equipment. The camp itself owns no equipment covered by this regulation.
- E. Hazardous areas, mechanical spaces, and other areas are locked or otherwise secured and are not accessible to campers or visitors.

### FA-707 Toilets and Latrines

Both facilities have regular custodial service to maintain the restroom facilities in clean, functional, and sanitary conditions. All campers and staff have been instructed to use courtesy in the restrooms so that they stay neat and clean. Separate restrooms are designated for both youth and adults and for males and females, and all personnel and campers are instructed to use the properly designated restrooms.

**Specific Requirements of the Standard:**

- A. N/A
- B. The facility exceeds this standard, as well as the state (15-1) standard.
- C. N/A



### **FA-709 Refrigeration Unit Maintenance and Temperature Control**

All refrigerators and freezers in use by the camp are clean, sanitary, and able to achieve required temperatures.

#### **Specific Requirements of the Standard:**

- A. All refrigerators are able to achieve this. Specific temperatures are recorded by each unit.
- B. The required chart is posted near each unit in use by the camp.
- C. The required thermometer is used in each unit.
- D. N/A No walk-in refrigerators or freezers are in use by the camp.

### **FA-710 Garbage and Sewage Removal**

All garbage is disposed of in a commercial dumpster located at Bethany UMC, which is emptied by a contractor twice a week. This is more than sufficient for the relatively small amount of garbage generated by the camp.

Both Longfellow Elementary and Bethany Methodist are connected to the City of Houston sanitary sewer for disposal of sewage, and capacity is more than adequate for the number of campers in attendance.

Both Longfellow Elementary and Bethany Methodist employ commercial pest control contractors on a regular basis.



### FA-711 Motor Vehicles

No council-owned motor vehicles are in use at camp. For the purposes of this standard, the only council-operated vehicles in use are 3 UTV vehicles used only for the purpose of transporting materials around the camp. These are on loan to us, however we do inspect them and perform maintenance as required to keep them in safe operating condition. These vehicles are not required to be state inspected. Use of the UTVs is restricted to those individuals who are over 18, have been instructed in their proper use, and are authorized by the camp director. Per council policy, no individual under the age of 18 are permitted to operate or be a passenger in the UTVs.

#### **Specific Requirements of the Standard:**

- A. All motor vehicles being used by camp have first-aid kits and fire extinguishers. All operators and passengers are instructed to properly use the provided seat belts.
- B. The camp provides a staff parking area, and all staff members are instructed to park in the designated area. See included map.
- C. All camp staff have been instructed where to park personal vehicles. UTVs used for camp setup and maintenance are used only by permission of the camp director, and are only used by personnel over the age of 18 that have been trained and approved. The camp director or the quartermaster will be responsible for all keys. All authorized operators have been instructed to wear seatbelts, drive at reasonable speeds, and always be on the lookout for pedestrians.
- D. All UTV operators are required to be over 18.
- E. No passengers are allowed in the beds of trucks or trailers.
- F. N/A The camp does not have hayrides.

### FA-712 Tree Removal and Chain Saws

N/A The camp does not fell trees, and does not use chainsaws.

#### **Specific Requirements of the Standard:**

- A. N/A No tree felling is allowed at camp.
- B. N/A No use of chainsaws is allowed at camp.
- C. N/A No use of chainsaws is allowed at camp.

### FA-713 Hazardous Materials

Hazardous materials are not used at camp. Should the need arise, however, then they would be stored and used properly.



### **FA-714 Shelter in Inclement Weather**

In the event of more severe weather, the camp has a rain plan in place. The designated shelter areas are:

Longfellow Elementary: Multipurpose room (cafeteria)

Bethany Methodist: Gymnasium

Rain day activities are provided to campers in the event that regular activities cannot be continued due to weather or other contingency.

### **FA-715 COPE and Climbing Facilities**

N/A The camp does not provide a COPE or climbing program, nor does it have any constructed facilities for such programs.

### **RP-751 Campsite Fire Safety**

N/A This day camp provides no outdoor campsites.

Should the camp choose to do a campfire program and use a real campfire, then the appropriate fireguard chart would be posted.

### **Administration and Operational Management Standards (FA)**

#### **AO-801 Permits and Compliance**

This camp is not required to have a State Day Camp license due to the fact that the camp meets less than four hours per day.

Facility use agreements with both Longfellow and Bethany are included for reference.

In conjunction with the Council Day Camp Committee, a review of legal requirements for operation was conducted this past year.



## AO-802 BSA Authorization to Operate

The Sam Houston Area Council's Day Camp Committee is responsible for all council-level paperwork, and uses template authorization for Day Camp, meaning that the authorization to operate covers camps operating at multiple locations and times, but using a common program. The council contacts for this are:

Leslie Melton, Day Camp Committee Chair - 832-668-2393

Vincent Manning, Sam Houston Area Council Program Director - 713-756-3380

### Specific Requirements of the Standard:

A. B. C. D.

See Above. All of these items are either not required for day camps, or are on file at the Council office.

## AO-803 Insurance

The camp has insurance meeting BSA standards and facilitated by the council. The specifics are included herein.

## AO-804 Camper Security

The camp has written security procedures to keep campers safe, and trains and instructs its staff on their proper implementation. See staff training slides and manual for more information.

### Specific Requirements of the Standard:

- A. All campers are accounted for at check-in time. No-shows are contacted to verify that they are actually not at camp.
- B. Every parent/guardian has furnished a list of persons authorized to pick up campers in writing. Any person desiring to pick up a camper will have their ID checked and verified against the list of authorized persons
- C. Security concerns are addressed every year, account is taken of anything that has changed, and opportunities for improvement are identified.
- D. All campers and staff are required to wear the camp T-shirt. Anyone without a camp T-shirt, and who hasn't checked in at registration and received a visitor badge, is assumed to be unauthorized. All personnel been instructed to alert staff to such persons so that they may be either properly signed in, or escorted off campus.
- E. The camp has dedicated security personnel on staff to deal with these kinds of issues. In addition, law enforcement has been notified of our camp, and is prepared to deal with any situations the staff cannot handle by calling 911.
- F. The staff has been trained in all of these. See the training slides and manual for more information.



## AO-805 Emergency Procedures

The camp annually assesses risks to participants and has written plans in place to address all of these situations:

**Specific Requirements of the Standard:**

- A. See staff training slides and manual for more information.
- B. See staff training slides and manual for more information.
- C. See staff training slides and manual for more information
- D. All participants are required to submit immunization records along with their medical forms. The camp nurse reviews these and takes appropriate action to prevent/mitigate the transmission of infectious agents.
- E. Hazardous materials are not used as part of camp operations. In the event of exposure, the camp nurse would evaluate and, if necessary, emergency response personnel would be called. (911)
- F. Camp is in an urban setting, and wildlife is typically limited to small birds, squirrels, and insects. Such encounters are rare, and usually easily handled by on-site first aid kits or the camp nurse. For serious situations, emergency response personnel are approximately 4 minutes away. (911)
- G. The site is inspected prior to camp and steps are taken to mitigate exposure to natural or manmade hazards, including fencing or otherwise declaring off-limits certain areas that campers are not allowed into.
- H. Campers are only allowed to use equipment under the supervision of camp staff, using appropriate safety procedures depending on the nature of the activity. (For example, bows and arrows are used only under the direction of trained archery rangemasters.)  
Certain equipment, for example, the UTV's, are to be used only by persons over the age of 18, who have been trained, and who have been approved by the camp director.
- I. See staff training slides and manual for more information.

Camp training included information on the various emergency procedures as necessary. See the training slides and staff manual for more information.

The camp has communicated its emergency needs to its responder agencies, including hospital, fire, and law enforcement, which are included herein.



### **AO-806 Camp Budgeting, Analysis, and Financial Controls**

The camp has a budget prepared every year. (Included)

#### **Specific Requirements of the Standard:**

- A. Budget and financial data are coded and entered in accordance with BSA and council policies.
- B. Budgets are approved by the council, and shared with camp staff as necessary.
- C. Inventory of camp equipment is maintained by the camp quartermaster, Anna Acosta.

Trading post inventory is maintained by the Trading Post Manager, Melinda Tan, 832-216-9990.

### **AO-807 Communication Systems**

Both facilities have landline telephones in place and operative. In addition, almost all camp personnel also have personal cell phones.

Key Staff have radios for immediate communication to all parts of camp.

Emergency phone numbers are posted prominently throughout camp and on the back of every person's ID card

### **AO-808 BSA Reporting**

The camp reports relevant data in a timely manner to the Council Day Camp committee, which aggregates it and files the appropriate BSA reports as listed above.

Incident reporting forms are kept at registration and will be filled out and submitted if required.

### **AO-809 Customer Surveys**

The camp has prepared a survey to send out after the conclusion of camp in order to identify opportunities for improvement.



## AO-810 Continuous Camp Improvement

A. The camp has performed such analysis. The stakeholders are:

- Local youth of Cub Scouting Age and their parents
- Longfellow Elementary School
- Bethany United Methodist Church
- Scouting Units in the Aquila District
- The Aquila District
- The Sam Houston Area Council
- The greater community in SW Houston

Areas of Strength:

- A fun, dynamic program
- Many achievements earned by cubs
- Lots of opportunities for service hours
- Personal growth
- A good value for the money
- Leadership growth & Development for Scouts

Opportunities for Improvement:

- Increase Pack participation
- Increase attendance
- We are adding a Roundup day to help Monday night to move smoothly & for All adults to review Den Assignments, Pick Up Uniform and meet staff.
- Consider adding a program for Scouts to earn Tenderfoot.
- Review Crafts and develop plan on how to improve implementation.

B. Based on stakeholder surveys, we have made improvements to the camp program. For our areas of strength, we have made sure that we keep what's working.

- Our fun, dynamic program was expanded with additional range times to help boys to be able to earn shooting sports pins.
- Opportunity for service hours has increased, with service for our host facilities as part of the scouts activities
- Value for money has increased, as we were able to hold the line on prices, we were able to keep the cost for scouters at the same price even with cost increases on some supplies.
- We added a round-up day where staff, volunteers and participants can pick up camp uniforms on Sunday before camp, met with staff, review paperwork, pick-up car ID card for drivers, and get Patrol Assignments.
- We continued making wood kits and craft kits with donated materials to help keep cost down and we included all staff, so new adults could learn how to make kits for their our packs. We also shared ideas for program learned at camp school and Council meetings to help improve packs programs that was not used in our camp because of time limitations.

This is a transitional year since Twin Bayou District has joined us due to loss of camp site this year for Twilight Camp. This has impacted our volunteer base and our participating scout base. We



look forward to the lessons we will have learned by the end of camp and the opportunity to share that information with others.

C. The camp will collect data throughout the week and use it to quantify and compare areas for improvement, as well as track progress as directed.



## **RP-851 Council Committee/Volunteer Support**

Council committees have provided valuable assistance to help the camp prepare. Specific help includes information on standards and procedures from the Council Day Camp Committee, and shooting sports information and support from the Council Shooting Sports Committee.

## **RP-855 Opening and Closing**

Most of these items are addressed in the planning process for camp, including reviewing past surveys and reports from staff, maintaining a list of set-up tasks, inventory and condition of equipment, design and layout of program areas, and equipment and supply purchase needs.

Due to the fact that this camp is only five days long, and utilizes a borrowed facility, items such as weatherproofing, reactivation of camp facilities and utilities, and facility maintenance are not required.