

# 2017 CAMP MANATOC



## WEBELO'S LEADER AND PROGRAM GUIDE



Any Questions? Contact:

Chuck Defer, Camp Director at:

<mailto:stiggs56@windstream.net>

or

Chris Bergdorf, Director of Camping at:

<mailto:Manatocbutler@windstream.net>

Catch any typos or inconsistencies contact:

David Weyrick, "Chapissioner" at:

<mailto:LakeOkchanya@gmail.com>

## **SUMMARY OF REVISIONS**

Date	Revision
04-13-2017	Corrected link to on-line account
06-29-2017	Correct date of Leader meeting
07-02-2017	Re-Corrected date of Leader meeting Added Program material



# CAMP MANATOC

BOY SCOUTS OF AMERICA  
1075 TRUXELL ROAD  
PENINSULA OH 44264

Greetings Webelos Leader,

Welcome to Camp Manatoc! Thank you for taking the time to bring your Den. We are honored you are here.

This Leaders' Guide will assist you in making your camping memorable and productive. It is your reference for procedures related to total Summer Camp Operations. Program information may be found in the Program Guide.

Scouts have been attending Manatoc since 1922. Through the years, the location, size, and facilities of the camp may have changed, however the purpose has not. The purpose is to provide and maintain quality program opportunities that allow youth and adults to provide service to others, build self-confidence, have affection for the outdoors, reinforce spiritual values, develop integrity, and acquire leadership skills so that Scouts and Scouters can say, "It was all we hoped for and more!"

That's the reason our sign reads, "To These Things You Must Return."

Yours in Scouting,

Chuck Defer,  
Summer Camp Director

Chris Bergdorf,  
Director of Camping

# PLANNING FOR CAMP

## RESERVATIONS

Session 1 will be Sunday July 23 through Wednesday July 26.

Session 2 will be Wednesday July 26 through Saturday July 29.

Unit reservations for summer camp are handled by the [Great Trail Council](#) office; please contact the camping desk for more information (330-773-0415 x 221.) Reservations may be made by visiting <https://scoutingevent.com/?webelos>.

## PREPARATIONS FOR A SUCCESSFUL CAMP EXPERIENCE

1. One of your most important roles of youth and adult leaders is to set the expectation for their days at camp. Begin talking about camp at meetings so Scouts learn about Manatoc and become eager to attend.

2. Hold a Parents' Orientation Meeting in April or May. This is a great opportunity to explain the benefits of attending camp. This meeting also helps reassure new parents. Be sure to include:

Why we choose to attend Camp Manatoc.

Photos from previous years.

Dates, time, fees, and campsite.

Camp program.

Medical forms and any other paperwork.

Review the equipment list.

The Council has promotional materials available to assist you in "selling" camp to your scouts and parents. Speakers are also available.

3. Conduct swim tests prior to your week at camp if possible. Packs which have access to swimming facilities and would like to conduct swim tests on their own may do so, provided they meet the following requirements:

*1. The swim test administrator must hold current approval from the Great Trail Council Aquatics committee; approval includes:*

*a. Holding current certification in at least one of the following: Aquatics Instructor BSA, BSA Lifeguard, Aquatics Safety: Swimming and Water Rescue.*

*b. Provide a copy of valid certification from one of the above disciplines when submitting your form.*

*2. The Swim Test must be conducted in the current calendar year.*

*3. Document the results of the test on the form included with the [test administration package](#).*

*4. Comply with all other instructions in the test administration package.*

*Questions about this procedure may be addressed to [aquatics@manatoc.org](mailto:aquatics@manatoc.org).*

Or, perhaps packs could partner with their "sister" troops which are going to Manatoc and conducting early swim tests.

4. Collect camper fees and forward them to the Great Trail Council Office.

5. Collect medical forms. Only Form 680-001 (2014) will be accepted. It is available online at [http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf) Review the forms for completeness, including insurance information, medications, and proper signatures. Remind the individuals taking medications to bring the medication to camp in the original container.

6. Upload all campers' (youth and adult) names at: <https://scoutingevent.com/?manatoc2016> to complete your Troop Roster. Or, bring two hard copies to Check-In.

7. Secure required "two-deep" levels of adult leadership for the time.

## CAMP FEES

Date	Webelos	Adults
Basic Fee (on or before July 14)	\$165.00	\$95.00
Late Fee (after July 14)	\$185.00	\$115.00

Since most of the camp fees are spent prior to the unit's arrival (food, salaries, and program supplies) no refunds will be made for "no-shows" or campers leaving camp early. All other requests for refunds must be made using the refund request form to Chris Bergdorf, Director of Camping, no later than two weeks after the end of camp. A \$30.00 processing fee will be deducted from refund per individual. The Cubmaster or Pack Committee Chairman must sign all requests for refunds.

To ensure proper crediting to your Pack's account, all payments prior to your arrival are to be made at the Great Trail Council Office or online at your account at: <https://scoutingevent.com/433-gtcwrc>.

## PRE-CAMP LEADERS' MEETING, JULY 18

On Tuesday, July 18, 2017 at 7:00pm we will host the annual Pre-Camp Webelos Leaders' Meeting in the Dining Hall. This meeting is your opportunity to learn about the program, meet the camp staff, ask questions, and have some fellowship with others.

The meeting will cover up-to-date program information. Please bring your final count for your Pack.

## MEDICAL FORMS

Each Scout and Leader must use the most current form (Form 680-001, 2014).

Collect all Medical Forms to check for: personal signatures, parental signatures (Scouts), medical professional signatures, insurance information, tetanus date, and noted allergies.

With a red or orange dot (available at the Pre-Camp Meeting) highlight serious allergies (like those requiring inhalers or an EpiPen) in the upper right hand corner of the first page of the forms. Also, check the restriction part of the Medical Form to make sure Scouts who should not swim understand this. Leaders are to follow reasonable standards of care to maintain the confidentiality of all information.

Place the forms in alphabetical order in the envelope (available at the Pre-Camp Meeting) with the Pack number clearly marked. Also, include one dot on the envelope if there are any serious allergies and the number of those allergies written on the dot.

Acquire two "Buddy Tags" per camper (Scouts and adults) at the pre-camp meeting. Fill out tags with Scouts' name on front and Pack number on back.

## ONLINE ACCOUNT LOCKOUT

All Pack online accounts will be locked out at 8:00 on the morning of your arrival.

# PACKING FOR CAMP

## UNIFORM

The Scout uniform is who we are. It makes all Scouts equal; regardless of home, background, or anything else. Pride in the uniform and its history is shown when it is worn properly. The proper uniform includes: Webelos shirt, green shorts or pants, scouting belt, green socks, and an optional Pack approved hat and/or neckerchief.

The full uniform is worn when traveling to and from camp, retreat, and dinner.

## DAILY WEAR

At other times, a Scouting “activity uniform” is appropriate. This is a scouting T-short, shorts, socks and shoes. Shoes (not open-toed) are required at all times except at the swimming pool or in one’s own tent. T-shirts must be in good taste, not containing sexual innuendo or double entendre.

## WHAT NOT TO BRING

Camp Manatoc provides a refuge in the outdoors. For that reason, we ask your cooperation and discretion in leaving items such as televisions, gaming systems, generators, or anything else that could detract others around your campsite from enjoying their week.

Additionally, for the safety of all participants, sheath knives, firearms, fireworks, alcohol, and drugs are not permitted on the camp property. Please consult the *Guide to Safe Scouting* for more information.

## TOUR PLANS (OUT OF COUNCIL UNITS)

Units from outside the Great Trail Council must file a Tour Plan with their home Councils.

## CAMP PROVIDED EQUIPMENT

Each campsite has tents and dining fly’s setup for the maximum number of campers for which the campsite is rated. The tents are 7’ x 10’ canvas wall tents with wooden platforms. Each site will have a dining fly and two cots provided for leaders. The camp no longer rents cots.

# SUNDAY AT CAMP MANATOC

## ARRIVAL

Plan to arrive between 1:00 and 2:00. Please enter through the Main Gate and stop at the first check-in area to receive directions to your campsite.

Cars are to be parked in the closest parking lot available. Please do not drive vehicles to the sites.

A Camp Staff Guide will join your Troop in your site.

Vehicles remaining for the week shall be relocated to the Administration Building or Dining Hall lots.

## IN THE CAMPSITE

Collect all Scouts' prescription medications in original containers with current dates and place them in the provided lock box.

Fill out a medication schedule for Scouts on the camp provided "yellow card."

Make note of any Scouts with signs of illness like flu, bad cold, or a fever.

Double check again for required signatures on all forms.

A Staff Guide will be in the Campsite to assist and bring a lock box. The Guide will also have extra Buddy Tags and answer any questions.

A Unit Leader will drop off the Medical Form envelope at the Health Lodge anytime between 1:30 – 2:30. The Health Officer and his team of trained Health Form Checkers will review the forms as soon as possible. If anything becomes an issue, the Health Officer or one of his checkers will visit the Leader by dinner on the first day of camp.

Contact the Health Officer to make any arrangements for refrigerated medications and/or any other arrangements.

## PACK PHOTOGRAPHS

Photos are taken at the Butler Memorial for a photograph. See the Forms Page for the order form and cost. Photos will be ordered and paid for during check-in at \$7 each.

## SITE INSPECTION

Sometime during the afternoon, your Commissioner or an assigned staff member will review the condition of your campsite and note any previous damage to canvas. Any damage not noted during this inspection and found at checkout will be billed to the Pack's account.

## SWIM CHECKS

All campers planning to use the lake or pool need to complete a swim check either before camp or the day of arrival. A record of all campers, swim classifications and/or buddy tags will be provided at the end of your week.

## WAITER CALL

Please send one Scout and one adult per assigned table to the Dining Hall by 5:15 to set your Scouts' places at Dinner.

## RETREAT

Each evening there is a Retreat ceremony that includes the formal lowering of the Flag and pays respect to H. Karl Butler, the man who made Manatoc possible. The Pack Guide will help the Pack for the first Retreat.

# EVENTS DURING THE WEEK

## GIZMO GAZETTE

The daily camp newspaper will be distributed and it will highlight upcoming events and share the latest happens.

## LEADERS' COFFEE BREAK

On the afternoon of your second full day at 2:30, Pack leaders are invited to meet with the Key Council Leaders and have an opportunity to learn about the importance of having a good Webelo to Scouts Transition program.

## CUBMASTERS' MEETINGS

There will be Cubmaster meetings after lunch on both full days of your session. These meetings will be held at the Dining Hall tarps.

## VESPERS

Interfaith Vespers will be held immediately after dinner on your last night in camp at the Camp Chapel. In case of rain, Vespers will be in the Dining Hall.

# SERVICES PROVIDED

## MAIL SERVICE

Please have parents drop any letter in the mail the week before you leave for camp to insure that all mail is delivered before you go home. Mail is delivered to your campsite mailbox in the Administration Building and leaders should stop in and check it each evening. Stamps and postcards are available for purchase from the Trading Post for outgoing mail.

The mailing address is:

Scout's Name – Pack Number  
Camp Manatoc  
1075 Truxell Road  
Peninsula OH 44264

## PHONE NUMBERS

The camp office phone number is 330-657-2592, fax 330-657-2490. Phone messages for your unit will be left in your unit's mailbox in the Administration Building.

## ADMINISTRATION BUILDING

Any transactions will be conducted at the Administration Building.

The Camp Museum is located in the room nearest the parking lot. Hours will be posted.

Wireless access in the vicinity of the Administration Building and Lewis Conference Center is available. This access is limited to leaders. Please see the office for the login instructions.

## DINING HALL AND ADDITIONAL MEALS

Our Historic Dining Hall serves three meals each day, and activities in the Dining Hall are steeped in traditions acquired over the years. One tradition that requires the help of all campers is waiter duty. Please make sure that a waiter for each table is at the Dining Hall 30 minutes before mealtime to have your table ready when the bell sounds. Waiters also must remain for about 15



minutes following the meal to clear their table. Scouts should share in this. For the Dinner Meal, everyone is expected to be in full uniform.

If you have a need for additional meals for short-term visitors or leaders, please purchase a meal ticket from the Administration Building.

## TEXT MESSAGE COMMUNICATION

During the Pre-Camp Leaders' Meeting we will collect cell phone numbers for text message communication.

## TRADING POST

The Trading Post is a well-stocked store that has supplies for uniform parts, camp and Scouting themed clothing, as well as snack foods. Hours are posted.

As an optional service to reduce the amount of cash in your campsite, we have pre-paid "Gift Cards" available for purchase that may be used at the Trading Post, the downtown Scout Shop, or for fees at the Administration Building (meals, ice, motor boating, etc.). These cards are purchased in \$20 increments and are not reloadable. The minimum purchase with a card is \$2.00 at camp and \$5.00 at the Scout Shop. Additional cards may also be purchased at the Administration Building.

## TRASH

The maintenance staff will pick up campsite trash after you depart.

There are dumpsters located at the Dining Hall and the Maintenance Area where Packs may deposit bagged trash at other times.

Latrine cleaning supplies are provided in each campsite.

## RECYCLING

Troops are responsible for their own recycling. A large recycle bin is located near the Dining Hall.

## SHOWERS

The shower facilities at the Pool are available 22 hours a day. They are closed from 7:00 a.m. and will re-open at 9:00 a.m.

There are separate facilities for male youth under 18, youth staff (under 18), males over 18, and females. Leaders shall discourage Scouts from taking any money or valuables to the pool. Lockers are available at the pool. All locks must be removed after use or they will be cut off each night. (Locks are available for purchase at the Trading Post). The four Family Restrooms and Showers are reserved for adults only.

# **HEALTH AND SAFETY**

## HEALTH LODGE

The Health Officer is available 24 hours a day. All injuries or illnesses at camp, regardless of how minor, must be reported to the Health Lodge.

## MEDICATION ADMINISTRATION

Each Pack is responsible for the distribution of medications to their Scouts. Medications are to be kept in a locked box. Medications requiring refrigeration may be stored at the Health Lodge. Leaders will need to summarize the medication for each Scout to assist in tracking the dosage.

## NON-STANDARD MEDICAL TREATMENT

If the process of medical attention that you or your Scouts wish to receive differs from what would be commonly accepted due to religious or other beliefs, you must provide a signed letter detailing the appropriate instructions during check-in. This letter will remain on file with the Health Officer and shared with the appropriate medical staff.

## UNIT LEADERSHIP IN CAMP

Your unit must provide the appropriate leadership as dictated in *The Guide to Safe Scouting*: “Two adults to a maximum of eight boys and one additional adult for each four boys (or part thereof).”

## SMOKING

Smoking is not permitted in any building on the Manatoc Scout Reservation. Leaders may not smoke in the presence of Scouts.

## DISCIPLINE

Unit Leaders are responsible for the conduct of their Scouts. Discipline must be in accordance with applicable rules and policy of the BSA, state and federal laws, and accepted practice. Abuse will not be tolerated. If you need assistance from the camp administration, please ask.

## HAZING

Hazing has no place in Scouting and will not be tolerated by the Great Trail Council. Report any suspected hazing issues to the Camp Director. Hazing in the State of Ohio is a felony charge for each instance and individual involved.

## HOMESICKNESS

A few Scouts are susceptible to homesickness. Youth and adult leaders need to be alert for symptoms. Keep your Scouts engaged in activities of the camp and your unit. Discourage Scouts from phoning home. In extreme circumstances, you may want to call a parent. You want to use the family to encourage a resolution.

## LIQUID FUEL USE AND STORAGE

Adult leaders should supervise any use of liquid fuels in your campsite. Refer to the policies in the most current *Guide to Safe Scouting*.

Using liquid fuels for starting any type of fire, including lighting damp wood, charcoal, and ceremonial campfires or displays is prohibited.

## CURFEW

Quiet hours begin at 10:30pm unless a camp-wide activity is held. The basketball courts also close at 10:30pm. All campers must be in their campsites from 11:00pm until 6:00am.

## **POLICIES AND PROCEDURES**

### SPECIAL DIET POLICY

Please note, all foods are prepared in a shared environment that could cause exposure of any product to known food allergens. These would include, but are not limited to: peanuts, tree nuts, soy, wheat, egg, fish, and milk.

The Manatoc Reservation Cooks will not be responsible for the preparation of any special meals. The cooks have hundreds of meals to prepare at each meal. There is not enough time for the cooks to do both. We will provide an area for storage of dry or refrigerated items, provided they are packaged as instructed below. Camp Manatoc will provide a microwave for reheating of items. The kitchen staff and cooks are not available to assist in preparation of meals. Additionally, campers and leaders are not permitted in the kitchen food preparation area.

Storage of foods for refrigerated Items: all food items with the exception of dried items will be placed in a clean plastic tote no larger than 18x24 inches. Inside the tote there should be a smaller food storage containers labeled for each meal and what day, (example breakfast, lunch or dinner with tape.) Inside that food storage container there should be smaller ones with main course, side dishes and desert.

Storage of dry food products: dry food products will be stored in a normal size grocery bag. Inside the bag will be zip-lock type bags marked with the corresponding meal.

The Kitchen Manger will grab the labeled food storage container set it out on the table ready for the individual to prepare.

Meals should be prepared from Sunday supper through Saturday breakfast.

### GENERAL POLICIES

The Scout Oath and Law are the basis of all we do as Scouts and Scouters. The Camp Director and the Director of Camping are responsible for the interpretation of camp policy.

All campers must be registered Boy Scouts or Unit Leaders.

The use of bicycles is restricted to staff members and unit leaders. Helmet use is required and bikers must remain on the roads.

Fires shall be restricted to the designated fire rings in the campsites, fireplaces or stoves in buildings, the camp Council Ring and ceremony locations. Report any fire out of control promptly. All campsite or building fires shall be monitored or extinguished.

Personal firearms, ammunition, or archery equipment shall not be used.

Fireworks are prohibited. Violators will be removed from camp.

Pets are not permitted.

Alcoholic beverages and drug possession or use is not permitted by scouts, leaders, or staff and may result in removal from the Reservation.

The cutting of standing timber, alive or dead, is prohibited.

Scouts, leaders, and staff should not enter another unit's campsite without asking permission of the unit in the site.

During the week, vehicle traffic will be restricted to official camp use. When driving in camp, the speed limit is 10mph. Pedestrians should be alert for vehicle or tractor traffic and give way.

In accordance with the policy of the Boy Scouts of America, no one will be transported in the bed of a truck.

Each unit is responsible for any damage to camp equipment including tents and tarps. Damages may be billed to your check out statement, deducted from your following year's deposit, or deducted from your council Scout Shop account, at the discretion of the Reservation Director.

## **EMERGENCY PROCEDURES**

### SEVERE WEATHER

The Camp Office will keep units informed of threatening severe weather conditions. Troop leaders shall make the final decision of whether to relocate to a building and shall consider the severity of any storm and safety of moving campers when making your decision.

### OTHER EMERGENCIES

Anyone coming upon an unreported incident should report the information to the nearest staff member or unit leader. The camp office phone number is 330-657-2592.

Upon activation of the emergency siren, all campers are to shelter in place and wait for instructions.

## **CHECK-OUT**

Your Pack Guide will help in your check-out.

Your Commissioner will inspect tents and tarps for damage, inspect the site for cleanliness, and insure that all campsite equipment is ready for use by the unit that will occupy the site next week. Leave the cleaning supplies in the campsite.

Please bag all your trash so it can be picked up.

Please return any camp borrowed equipment.

On the way to breakfast, return the medical storage box at the Health Lodge.

# PROGRAM PLANNING

## WHY CAMP MANATOC?

Webelos Resident Camp is a chance for your scouts to experience a small portion and adventure waiting for them in a week of Boy Scout Summer Camp. Its days filled with exciting activities like swimming, boating, archery, BB-gun marksmanship, hiking, and much more. Your Webelos will have the opportunity of adventures, traditions, and experiencing Camp Manatoc as never before.

## YOUR PACK'S ANNUAL PROGRAM

As leaders and parents of your Pack, you work hard to give your Scouts the best program throughout the year. The Manatoc Staff understands that and works to assist you in giving your Pack a summer camp experience that complements all your hard work year-round.

To that end, six Adventures are offered this year for your Webelos to choose from. This should help you plan a two-year rotation, as seven will be offered next year.

## PLANNING STARTS EARLY

Long before you arrive at Webelos camp, you should review the contents of all the material available on the programming and planning for camp. Help your Scouts to make a plan that will work into their present Scouting level, and work to maximize the time available at camp. In this volume, we will provide information on the various adventures offered as well as other program highlights.

# ADVENTURE OPPORTUNITIES

Camp Manatoc offers six Webelo Adventures this session. Only select requirements will be completed at camp because of time constraints and the nature of the requirements. Please review the Adventures so that additional requirements can be completed either before or after you stay at camp.

ADVENTURE	REQUIREMENTS
FIRST RESPONDER	1, 5, 6
STRONGER, FASTER AND HIGHER	1, 2, 6
EARTH ROCKS	1a, 1b, 8
INTO THE WOODS	1, 2, 3, 4
ENGINEER	2a, 2b
MOVIE MAKING	1, 2, and possibly 3

## **SPECIAL PROGRAMS**

### COLOR TRAIL PROGRAM

There are six "Color Trails" throughout the Manatoc Scout Reservation. They lead to interesting and historical places in camp.

### GIZMO GAZETTE

The daily camp newspaper will be distributed and it will highlight upcoming events and share the latest happens.

### LEADERS' COFFEE BREAK

On the afternoon of your second full day at 2:30, Pack leaders are invited to meet with the Key Council Leaders and have an opportunity to learn about the importance of having a good Webelo to Scouts Transition program.

### CUBMASTERS' MEETINGS

There will be Cubmaster meetings after lunch on both full days of your session. These meetings will be held at the Dining Hall tarps.

### VESPERS

Interfaith Vespers will be held immediately after dinner on your last night in camp at the Camp Chapel. In case of rain, Vespers will be in the Dining Hall.

### RETREAT BANNER

Uniformity, attitude, and presentation are just a few things that go into winning the Retreat Banner. The winning unit receives the Retreat Banner for the day and has the honor to add a little piece of flair to it.

### SHOOTING SPORTS AWARD

The new Cub Scout Shooting Awards, Level 1, will be offered in both archery and BB guns. Successful completion of Level 1 in either discipline will permit the Scouts to purchase the Webelo's Shooting Sports patch.

# **PACK ORGANIZATION**

Packs will be divided into twelve patrols based on legendary investigators.

## CSI PATROLS

SHERLOCK HOLMES  
PRIVATE EYES  
MYSTERY MACHINE, INC.  
KIDS NEXT DOOR  
INSPECTOR GADGET  
GRAVITY FALLS

## NCIS PATROLS

DETECTIVES  
DOCTOR WATSON  
ACE VENTURA  
SCOOBY DOO  
PINK PATHER  
SHYLOCK FOX