



Adult Volunteer Orientation

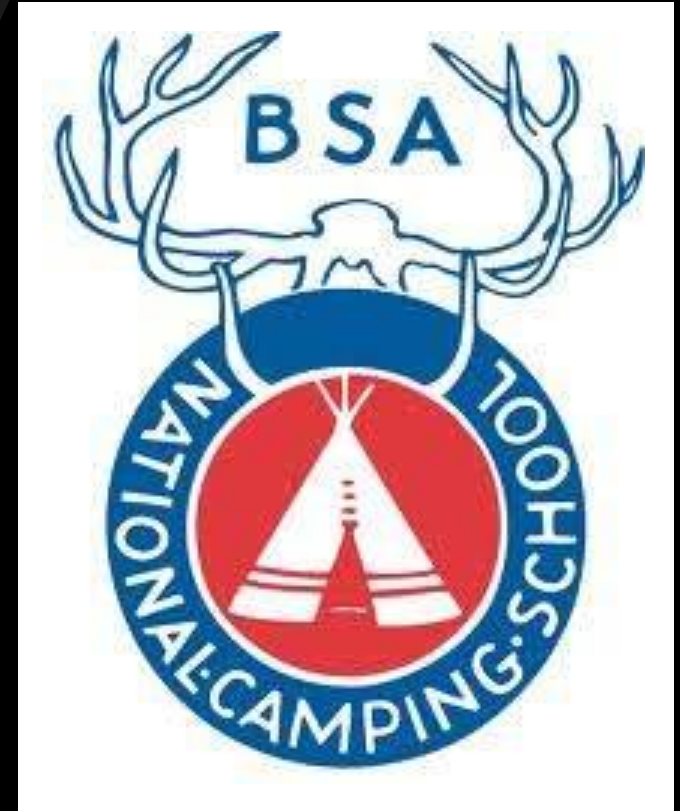
Meridian Cub Scout Day Camp
June 13-17, 2022

Nationally Accredited Camp

The Golden Gate Area Council Cub Scout Day Camp is nationally accredited.

The camp annually undergoes a rigid inspection based on the National Camping Standards of the Boy Scouts of America.

Meridian District Cub Scout Day Camp successfully passed their inspection in 2021!



Executive Staff:

District Executive

Rand Mahoney

Boy Scouts of America

Camp Director

Ashley Turner

Cassie dela Cruz

Program Director

Eleen Hsu

Camp Hours

Campers

Monday - Thursday

Drop Off: 8:30 - 8:45 a.m.

Camp Program: 8:50 a.m. - 4:00 p.m.

Pick Up: 4:00 - 4:15 p.m.

Friday

Drop Off: 8:30 - 8:45 a.m.

Camp Program: 8:50 a.m. - 2:30 p.m.

Pick Up: 2:30 - 2:35 p.m.

Volunteers

Sunday

Pick Up from Storage: 10:00 a.m.

Set Up Crew at Little Hills: 12:00 noon

Those who signed up for set-up or specific volunteer positions should consult the SignUp Genius to determine when to arrive

Volunteers

Monday-Friday

7:45 a.m.

Those who signed up for set-up or specific volunteer positions should consult the SignUp Genius to determine when to arrive

All Day Volunteer Parking



Volunteer Parking – Place Pass on Dash

MERIDIAN CUB SCOUT DAY CAMP – ADULT VOLUNTEER DAY PARKING PASS

Print Name: Ima Volunteer

Camp unit or Location: 4

When you arrive

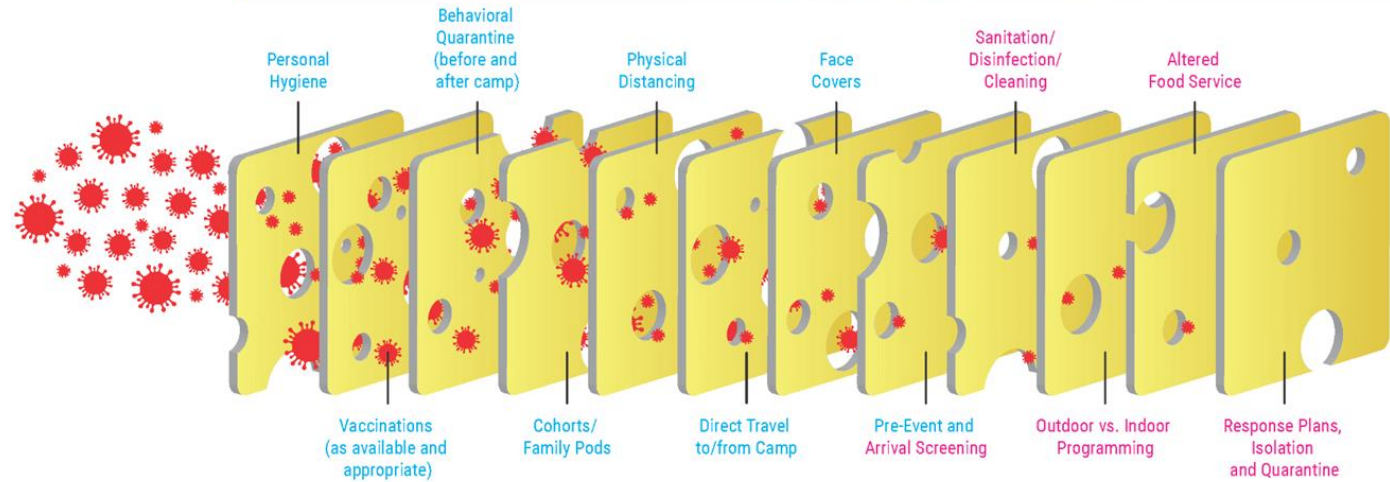
Go to HQ tent and sign in each day to get your volunteer credit.

COVID-19 MITIGATION STRATEGY

Personal Responsibility → Camp Responsibility

Do not participate if you have any of the following symptoms in the past 24 hours:

- ☐ Fever (100.4° F or greater)
- ☐ Vomiting
- ☐ Diarrhea
- ☐ New cough



Do not participate if you or anyone you live with has recently tested positive for COVID-19 or does not have test results back.

If you have a positive COVID-19 test, follow the CDC guidance for isolation and your personal health care provider's treatment recommendations.

Do not attend any activity/meeting/event if you, anyone you live with or anyone you have recently been around feel unwell. Symptoms might include: unexplained extreme fatigue, unexplained muscle aches, new rash, sore throat or open sore

Campers: Do your part to stop COVID-19 in its tracks.

DID YOU WASH YOUR HANDS?



— ASK YOURSELF: —

Did I just go to the bathroom?

Am I about to eat?

Did I cough or sneeze?

Did I touch supplies, objects or
equipment that other people
have touched?

Did I touch any animals or pets?

Did I touch garbage?

If you can't wash your hands,
ask your counselor or an adult
for hand sanitizer.

- Participants will maintain **social distancing** and high contact areas will be routinely sanitized several times a day.
- All participants will **wash or sanitize their hands** between each program session.
- There will be extra hand sanitizing stations positioned throughout the camp to encourage a high level of personal hygiene.
- A roving team will wipe down high usage areas and refill hand sanitizer stations.
- **Participants shall not share items, especially water bottles.**

DON'T FEEL WELL? TELL AN ADULT IF YOU FEEL SICK

If you feel sick, tell your mom or dad or caregiver before you come to camp. If you get sick at camp, tell your counselor or an adult right away.



OTHER SYMPTOMS INCLUDE:

fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite

Should any participant (Youth or Adult) or family member develop COVID within 10 days following camp, please email Rand Mahoney, the Meridian District Executive, at rand.mahoney@scouting.org as soon as possible after the diagnosis.

C: 925-899-3840

Adults OR Jr. Junior should fill water bottles, not youth, to prevent cross-contamination.

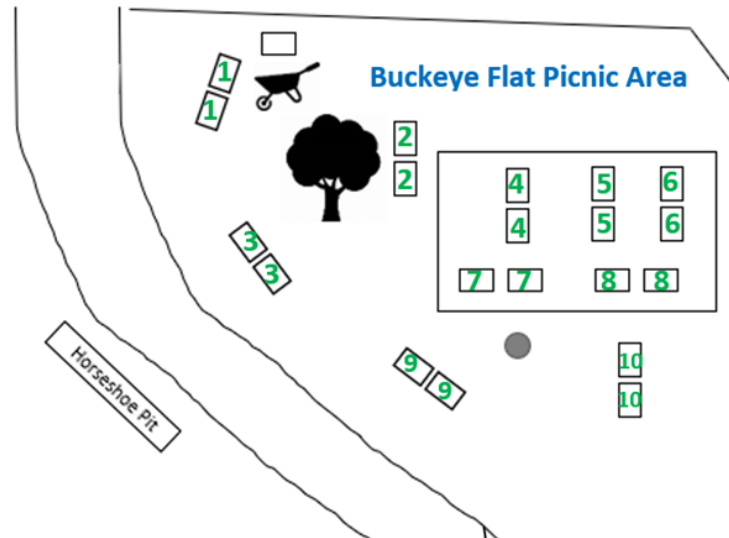


Cleaning Supplies at Unit & Activity Tables



Unit Tables

Blacktop



Camp Unit	Pack Numbers	# of Scouts	Type
1	53, 205, 805	11	Boys
2	809, 813, 814	11	Boys
3	203, 815	12	Boys
4	828	14	Boys
5	841, 842	11	Boys
6	201, 447, 804, 882, 995	11	Boys
7	800, 802, 996	12	Boys
8	689, 1776	11	Boys
9	248, 282, 351, 997	11	Boys
10	997	11	Boys
11	1, 110, 248, 805, 828, 30102	11	Girls
12	841, 842, 882	11	Girls
13	995, 996, 30102, 997, 1776	12	Girls

Scout Skills Area



Extra Pop Up Canopies & Water Jugs Needed



Camp Uniform

Everyone must wear the camp shirt.

- Extra shirts are available for those who forgets but must be returned at end of day.

T-shirt colors:

PURPLE – Core Staff

PURPLE – Adult Volunteers

GREEN – Cub Scouts

GREEN w/ Golden bandana – Junior Helpers

GREEN – TAGs

EVERYONE must wear close-toed shoes.

- No sandals, no flip-flops, Crocs or any open toed shoes allowed.
- Campers will **not** be able to participate and parent will be notified.
- Aquatics station only exception to shoe rule.
- No Flip flops. All concrete area.

Camp Rules

- All volunteers are required to wear the official camp uniform.
- Volunteers understand that they are part of a team and will *do their best* to be on time.
- Volunteers understand that they may be asked to do something that is not related to their primary assignment, but agree, as part of the team, to help out when and where they are needed.
- Smoking and alcoholic beverages are not allowed on the Day Camp grounds.
- Volunteers will refrain from the use of obscene, abusive, or lewd language, gestures, or action.
- All volunteers must agree to adhere to the BSA guideline and policies on Youth Protection and to report any incident of abuse, suspected or obvious, to the Camp Directors.

Mon – Thu Rotation Schedule

Units rotate every 45 minutes.
Do each activity each day, save small group sessions which are done once the camp week:

- Nature
- Cooking
- Scout Skills

MERIDIAN DISTRICT CUB SCOUT DAY CAMP - 2022 CAMP UNIT SCHEDULE

The Ranch at Little Hills SAN RAMON • CALIFORNIA

18013 Bollinger Canyon Road • San Ramon, CA 94583
925.837.8158 • www.BookYourPicnic.com



UNIT 1

Start	Travel	Length	Monday	Tuesday	Wednesday	Thursday
8:50 AM	9:15 AM	25m	Opening Assembly Area			
9:20 AM	10:05 AM	45m		Craft	Craft	Craft
10:10 AM	10:55 AM		Archery	Archery	Archery	Archery
11:00 AM	11:45 AM	45m	Swimming	Swimming	Swimming	Swimming
11:50 AM	12:10 PM	20m	Lunch at Unit Tables			
12:15 PM	12:55 PM	40m	Lunch Time Assembly			
1:00 PM	1:45 PM	45m	Unit Time	Scout Skills	Nature	Cooking
1:50 PM	2:35 PM	45m	Engineering	Engineering	Engineering	Engineering
2:40 PM	3:25 PM	45m	Archery	Archery	Archery	Archery
3:30 PM	3:50 PM	20m	Closing Assembly Area			
3:55 PM			Dismissed From Parking Lot			

Mon – Thu Master Rotation Schedule

SCOUT PER UNIT:			11	11	11	13	11	11	12	11	11	12	11	11	12
Day	Start	Ends	M	M	M	M	M	M	M	M	M	M	F	F	F
Monday	8:50 AM	9:15 AM	1	2	3	4	5	6	7	8	9	10	11	12	13
	9:20 AM	10:05 AM	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Unit Time	Unit Time	Swimming	Swimming	Archery	Archery	Archery
	10:10 AM	10:55 AM	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Unit Time	Unit Time	Swimming	Swimming	Swimming
	11:00 AM	11:45 AM	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Unit Time	Unit Time	Unit Time
	11:50 AM	12:10 PM	Lunch												
	12:15 PM	12:55 PM	Lunchtime Show												
	1:00 PM	1:45 PM	Unit Time	Unit Time	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Engineering
	1:50 PM	2:35 PM	Engineering	Engineering	Unit Time	Unit Time	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Ping Pong Targets
	2:40 PM	3:25 PM	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Unit Time	Unit Time	Swimming	Swimming	Archery	Archery	Craft	Craft	Craft
	3:30 PM	3:50 PM	Assembly												
Tuesday	Start	Ends	1	2	3	4	5	6	7	8	9	10	11	12	13
	8:50 AM	9:15 AM	Assembly												
	9:20 AM	10:05 AM	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Cooking	Scout Skills	Swimming	Swimming	Archery	Archery	Archery
	10:10 AM	10:55 AM	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Cooking	Scout Skills	Swimming	Swimming	Swimming
	11:00 AM	11:45 AM	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Cooking	Scout Skills	Nature
	11:50 AM	12:10 PM	Lunch												
	12:15 PM	12:55 PM	Lunchtime Show												
	1:00 PM	1:45 PM	Cooking	Scout Skills	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Engineering
	1:50 PM	2:35 PM	Engineering	Engineering	Cooking	Scout Skills	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Ping Pong Targets
	2:40 PM	3:25 PM	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Cooking	Scout Skills	Swimming	Swimming	Archery	Archery	Craft	Craft	Craft
3:30 PM	3:50 PM	Assembly													
Wednesday	Start	Ends	1	2	3	4	5	6	7	8	9	10	11	12	13
	8:50 AM	9:15 AM	Assembly												
	9:20 AM	10:05 AM	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Scout Skills	Nature	Swimming	Swimming	Archery	Archery	Archery
	10:10 AM	10:55 AM	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Scout Skills	Nature	Swimming	Swimming	Swimming
	11:00 AM	11:45 AM	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Scout Skills	Nature	Cooking
	11:50 AM	12:10 PM	Lunch												
	12:15 PM	12:55 PM	Lunchtime Show												
	1:00 PM	1:45 PM	Scout Skills	Nature	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Engineering
	1:50 PM	2:35 PM	Engineering	Engineering	Scout Skills	Nature	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Ping Pong Targets
	2:40 PM	3:25 PM	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Scout Skills	Nature	Swimming	Swimming	Archery	Archery	Craft	Craft	Craft
3:30 PM	3:50 PM	Assembly													
Thursday	Start	Ends	1	2	3	4	5	6	7	8	9	10	11	12	13
	8:50 AM	9:15 AM	Assembly												
	9:20 AM	10:05 AM	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Nature	Cooking	Swimming	Swimming	Archery	Archery	Archery
	10:10 AM	10:55 AM	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Nature	Cooking	Swimming	Swimming	Swimming
	11:00 AM	11:45 AM	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Nature	Cooking	Scout Skills
	11:50 AM	12:10 PM	Lunch												
	12:15 PM	12:55 PM	Lunchtime Show												
	1:00 PM	1:45 PM	Nature	Cooking	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Engineering
	1:50 PM	2:35 PM	Engineering	Engineering	Nature	Cooking	Swimming	Swimming	Archery	Archery	Craft	Craft	Ping Pong Targets	Ping Pong Targets	Ping Pong Targets
	2:40 PM	3:25 PM	Ping Pong Targets	Ping Pong Targets	Engineering	Engineering	Nature	Cooking	Swimming	Swimming	Archery	Archery	Craft	Craft	Craft
3:30 PM	3:50 PM	Assembly													

Swimming

Scouts swim Monday – Thursday

The should have worn their swimsuit under their clothes. If not they can change in the changing room.

- Towels and bags can be kept on the lawn in front of the pool.

Pool split down the middle, swimmers and non-swimmers. Remind kids not to touch the ropes.



Keep the Swimming Level Wrist Band on!

Remind kids not to take off their wrist bands so that they have quicker entry the next day.

Leave it on even when they go home for the day.



Health & Safety

1. Purpose and Methods
2. **Buddy System**
3. Medical Station
4. **Medication Policy & Procedure**
5. Youth Protection

Purpose & Methods

Purpose

- To ensure that everyone knows what to do in an emergency situation.
- To teach and encourage use of the buddy system.

Methods

- Guide to Safe Scouting.
- Report of Accidents or Illness.
- Fire Drill practice.
- Youth Protection guidelines.

Buddy System

Monday: Every camper should be paired with another camper/scout within the same Unit.

- No camper leaves without their buddy, this includes potty breaks!
- Buddy system is required with Aquatics activities.
- Buddy system must be used in accordance with the Safe Swim Defense requirements.
- A “buddy check” should be preformed at each station by the Unit Leader.

Camp First Aid Station

The First Aid Station is located on the immediate left-hand side as you enter camp, next to the pool area.

- A qualified Health Officer/Medic will be assigned at the station every day.
- Everyone at camp must have their A & B forms on-file to be allowed on-site.
- **Any camper injured at camp should report to the tent for evaluation.**
- **Their buddy, Junior Helper or adult should escort them to the tent.**
- Injuries will be triaged and treated.
- For serious injuries, parents will be notified and EMS will be activated.

Medications

Any kind of medicine (prescription or over the counter) while at Day Camp, this must be turned into the First Aid Station at the beginning of camp and picked up on Friday.

Exception: Epi-pens and rescue inhalers will stay with the camper.

- An extra one should be left with the First Aid Station as well.

Campers should not bring medications to camp if not absolutely necessary.

Must be in their original containers in a one gallon zip lock bag labeled with their name and pack number.



For all medications

- Original pharmacy container.
- Written instructions must be included with the Scout's name, medication name, when to be administered, and what quantity (dosage) to be administered.
- This must be annotated on the Medical A&B form that was turned in during registration.
- Contact the Camp Directors before camp if any medication requires refrigeration.



Youth Protection

Youth Protection begins with YOU!

Every Adult at camp must have a valid YPT certificate.

Your Pack coordinators will collect along with rest of your forms and store in your Pack Binders

Cameras & Imaging Devices

While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals.

It is inappropriate to use any device capable of recording or transmitting visual images in changing rooms, restrooms, or other areas where privacy is expected by participants.



Reporting Requirements

At some point, a youth in your care may disclose that he or she has been abused.

In all cases, allegations of abuse in the program must be reported to the Day Camp Staff and Scout Executive.

- **DON'T panic or overreact to the information disclosed by the child.**
- **DON'T criticize the child.**
- **DO respect the child's privacy.**
- **DO make sure the child feels that he or she is not to blame.**

Camper Security

1. Check-in Procedures
2. Check-out Procedures
3. Late Arrival and Early Departure Procedures
4. Unauthorized Person at Camp
 1. Strangers & Unwanted Guest
 2. Media

Check In Procedures

Campers will check-in between 8:35-8:50 am every morning.

Unit Leaders are to arrive before 8:15 am every morning so they can check-in their Scouts.

Monday Check In

Greet Campers at the Gathering Area (Field)

Once they all arrive take them to your unit tables.

Daily Attendance

- New roster for each Unit in Unit Binder each day.
- **Take attendance – adults and youth.**
 - If scout is absent please mark “A”,
 - If scout is present mark “X” or check mark
- **Sign-sheet will be collected by 10 am.**
- No shows will be called by 10:30 am if not previously notified.
- All persons in camp will be identified by a camp shirt.
- All visitors will sign-in and out at the camp HQ and will be given a Visitor’s badge.

Unauthorized Person in Camp

STRANGERS AT CAMP/UNWANTED GUEST

- Report any strangers or unwanted guest to the Camp Director.
- The Camp Director should approach the unwanted guest to determine why they are at camp.
- Ask them to leave the property and keep them within sight until they have left.
- If they do not leave when asked, law enforcement will be contacted.

Unauthorized Person in Camp

MEDIA

- Be friendly with all visitors. Ask them to check-in with Camp Headquarters.
- Be cautious. Anything said could be “on the record”, even in an informal setting.
- District Executive or Camp Director is the official spokesperson for the Camp.
 - “I am sure you would like to get all the information correctly. Let me take you to the Camp Director.”
- Photographs of Campers should only be taken if their parents have signed a release.

Emergency Procedures

1. Alert Signals
2. Missing or Lost Camper
3. Accident and/or Illness
4. Fire
5. Severe Weather
6. Animals And Wildlife

Alert Signal

3 short blast from the air horn.

Each Station will have a air horn for emergency situations.

Each Station will have a walkie-talkie to communicate with the Camp Directors.

Everyone will meet at the Drop Off / Parking Lot area when alert signal is activated and stay seated with their Unit and wait for instructions.

Each Unit is required to perform a buddy check.

Missing or Lost Camper

1. Assemble the Unit and ask the missing Camper's buddy where he/she is.
2. Unit Leaders and adult volunteers are to look for the child.
3. Alert Camp Director immediately!
4. If Camper is still not found the Emergency Signal will be activated.
5. Everyone to assemble at gathering location until the lost Camper is found or until it is determined that the Camper is not on the premises.
6. Camp Directors will notify the parents of the child and proper authorities will be contacted.

Accident and/or Illness

1. Buddy system person to the First Aid Station.
2. Health Officer will evaluate the situation and summon emergency help as needed.
3. Notify Camp Directors.
4. Camp Director will notify parents in event of a serious accident or illness.
5. Do not discuss incident with anyone other than the Camp Health Officer, District Executive or Camp/Program Directors to protect yourself from liability.

Fire

1. Report any fire immediately to the Camp or Program Directors!
1. Remove any campers from the scene, do a buddy check.
1. Extinguisher or contain small fire if possible.
1. Emergency Signal will sound. All Units to the gathering area.
1. Await instructions from the Camp Director.
1. Proper city agencies will be alerted if needed.

Severe Weather / Wildfire

1. Staff will be alerted to any weather/wildfire alerts from the Camp Director.
2. Emergency Signal will sound. All Units will assemble at the gathering area for further instructions.
3. Each Unit to do a roll call prior to leaving your area and upon arrival of gathering area.
4. Camp will await instructions for Emergency Authorities.
5. If necessary, parents/guardians will be notified to pick up campers.

Animals & Wildlife

1. Leave animals alone. Do not allow campers to approach or harass any animals.
1. Snakes, ticks & Poison Oak: keep campers out of tall grass, hillsides and non-program areas.
1. Stay on trails during hikes.
1. Notify Camp or Program Directors of any stray dog or animal with threatening behavior.
1. Unit Leaders assure all garbage from lunch and snack are properly disposed of.
1. Do not feed any animals!

Stress Management

Camp can create stress to the Staff, Unit Leaders, Adult Volunteers and Campers.

Stress can be a deceptive influence on the camp program and may lead to unintentional abuse of campers.



What Is Stress?

- Stress is a normal physical response to events that make you feel threatened or upset your balance in some way.
- Results in the fight-or-flight response.
- Can have a negative or positive impact on a person's mental and physical well-being.

Symptoms of Stress in yourself or others:

Overtiredness

Bad temper

Crying

Yelling

Extremely hungry

Irritable

Swearing

Hitting things or people

Withdrawal

Lack of focus

Forgetfulness

Unusually quiet

Stress Prevention

Take breaks.

Get plenty of sleep.

Drink adequate fluids.

Eat a healthy and balance diet.

Ask for assistance from other Adult Volunteers or Staff.

Campers that requires a “break” from their Unit, give them VIP pass to HQ.

Unit Boxes

Every Unit will have their own Unit box with their number written on it.

Unit boxes will be stored on the tables to the side of the TAG station.

- Pick-up every morning
- Returned at the end of each day.

Unit Leaders are responsible for their Unit box and the contents in the box.

Inside Unit Boxes

Unit Binder

- Schedule
- Attendance

Camp Shirts

Markers

Black Sharpie

Hand Sanitizer

Masking Tape

VIP Envelope



Good to have



End of Day / Pick Up

1. Gather backpacks and things to go home before the start of the Closing Assembly.
1. Walk your unit and junior helpers to the front – to the drop off / pick up area located in the parking lot.
1. Line up behind your Unit sign (“A” frame)

End of Day / Pick Up

1. Cars will come up the pick up zone.
2. The camper's name(s) will be called.
3. Collect the **Pick Up Slip** from the Coordinator and locate the camper.
4. Deliver the Scout to the Coordinator.
5. Only allow campers who have a **Pick Up Slip** are to enter the car!
6. Place the **Pick Up Slip** in the collection box.

Ensure all of your campers have been picked up and their **Pick Up Slips** turned in before you leave.

Pick Up Slips Needed for Each Day:

These pick-up slips must be filled out completely.

- Give a SLIP to the person picking up your child each day.

Every adult, including parents, picking up a child from camp MUST present a valid pick-up SLIP EACH DAY. You even need a SLIP for your own child.

CIRCLE THE DAY



BSA Golden Gate Area Council Meridian Day Camp PICK UP SLIP

PLEASE PRINT: Unit # _____

Camper name: _____

The adult driver holding this SLIP
(print name here)

has permission to pick up my SCOUT from day camp

Signature of Parent/Guardian: _____

M Tu W Th F Date _____

Driver will be asked to show a picture I.D. before camper is released.

Separate Pick Up Slip is needed for each camper.

Thank-you!

**Without your help, Day
Camp could not happen!**