

# Camp Policies and Procedures

Camp Geiger has a number of basic policies to help you have a great and safe week at camp. So that you don't get crosswise with the camp administration please review the policies. We also have some procedures to make the week go smoothly. Look these over before you come to camp to make the week a lot easier.

## Shower Facilities

Youth showers are available at the pool and the shower house located between headquarters and the dining hall. The shower house is set up with individual entry to each stall allowing use by all campers without restriction. Care of the facility is everyone's responsibility. Flush toilets are available at the Trading Post, the swimming pool, and the new Flying Eagle. Units will be asked to help maintain these facilities.

There are limited flush facilities at the Dining Hall.

Male leader showers are also available at the pool and Maryville Lodge. Female leader showers are available at the pool and dining hall.

## Check-In and Check-Out Procedures

**Check-in procedures have been modified to make it more convenient for all campers.**

Check-in time is between 1:00 p.m. and 3:00 p.m. on Sunday. Check-out time is by 11:00 a.m. on Saturday. Before leaving camp, units must check-out with the Ranger or Campsite Commissioner who will inspect your area. Failure to check-out with Ranger or Campsite Commissioner will result in loss of damage deposit.

Each unit will be assigned campsites at the Monday Night Leaders Meeting. It is important to know the site to streamline check-in.

## Arrival and Check-In

1. Plan to arrive at Camp Geiger between 1:00 pm and 3:00 pm on Sunday of your week in camp. Troops assigned to Strong Bull, Sky Hawk or Short Arrow proceed to the Dining Hall. All other units proceed directly to the main parking lot past the Trading Post.
2. At least one leader from each troop should proceed to Camp Commissioner's office to pay fees.
3. Roster will have been completed on-line. Changes to the roster will be made at check-in and official copies printed at that time.
4. Scouts under direction of the Senior Patrol Leader, should report to their campsite. There they will be greeted by a member of the Camp Staff. The staff member will escort the troop to their campsite.
5. Weather permitting, your unit may be allowed to take a fully-loaded truck to your campsite, **but you must first obtain permission from the Camp Ranger**. Only two vehicles will be permitted in a campsite at any one time, so please remove your vehicle as soon as it is unloaded. In the event of bad weather, units should be prepared to pack in their gear, though the staff will make every effort to help.
6. You will be met at your campsite by a staff Campsite Commissioner who will assist you in a campsite inspection. Please carefully inspect the campsite for damage so it can be recorded and repaired.
7. Scouts will meet with unit leaders in the campsite. They can change into swimming trunks and

- leave everything they do not need for check-in in the campsite.
8. Once ready, the Senior Patrol Leader and Troop Host will lead the scouts on an introductory tour of Camp, while directing the check-in process as follows:
    - Medical re-check at the Health Lodge
    - Swim Check
    - Mic-O-Say registration for Tribesmen.
  9. Activities have been planned for scouts at the pool if there is a delay in getting swim checks. Scouts will be allowed to also participate after they have completed the swim check. If unit leaders want the troop to report directly to camp inform the Troop Host and he will accompany them back to the campsite.
  10. Leaders are also expected to report to the Health Lodge with their health forms and must go through the medical re-check procedure. Each person will be required to personally hand his physical to medical recheck.
  11. There will be a leaders meeting at 5:30 on Sunday evening in the Dining Hall and class sign-ups for specific activities will be held outside the Dining Hall.

**In the event of poor weather conditions, units should be prepared to pack in their gear.**

**For your protection and in compliance with our Camp Intrusion Policy, all paid campers (boys and leaders) will be issued an identification wrist band, which MUST be worn at all times.**

### **Troop Check-Out Procedures**

1. Sunday breakfast will be brought to your campsite.
2. Please remember to pick up medications and physicals that belong to your Scouts immediately following breakfast from the Health Lodge.
3. The Campsite Commissioner and Troop Leaders will meet in the assigned campsite.
4. After gear is packed, you will tour the site with a staff Campsite Commissioner to note any damage to equipment, and to make note of any necessary repairs.
5. Attend Closing Ceremony at 9:30 beside the handicraft corral.

Leaders must settle any outstanding financial accounts at Camp Headquarters. All accounts must be settled prior to the unit's departure.

### **Camp Geiger Vehicle Policy**

**THE SPEED LIMIT ON THE ROADS AT CAMP IS 15 MPH. THIS STARTS AT HEADQUARTERS AND EXTENDS TO THE MAIN PARKING LOT AND THE DINING HALL. TRAVEL ON OTHER ROADS SHOULD REMAIN UNDER 15 MPH.**

**NO** personal vehicles of any kind will be allowed on camp property, except in approved parking areas. **Make sure all leaders and potential visitors are aware of this policy.**

**At NO time is any one to ride in the back of a pickup.**

By breakfast Monday morning all vehicles should be parked on the ridge between headquarters and the dining hall. Temporary parking and driving passes are available through headquarters and require the approval of the Camp Ranger or Camp Director.

**Please help us guard against accidents. Do not allow any Scouts or Leaders to walk upon the camp road between the Camp Office and the Trading Post.**

### **Camp Housing**

Troop campsites provide nine-foot tents on platforms, designed to house two Scouts or Leaders. Tent

platforms are to remain on their foundations. Troop campsites also provide washstand and latrine facilities with access for the handicapped. Showers for all campers are available at the Swimming Pool, at Mic-O-Say Lodge for Tribesmen under the age of 18 and at the rear of Maryville Lodge for adults (18 years and older). A shower facility is also available on the north side of camp between Headquarters and the Dining Hall. All Scouts and Leaders must stay overnight in their established campsites. No facilities are available for the use of personal camper-style (RV) vehicles. No vehicles, including trailers, are permitted in the campsites. Scouts and Leaders are not permitted in Staff housing/recreational areas.

Geiger is offering a new camp site "Short Arrow" which has been rebuilt. This camp site is unique in that there are no tents just teepees which sleep four. Other special features include showers, storm shelter, outdoor pavilion, and indoor facilities. Due to the use of teepees and indoor facilities of Short Arrow the damage deposit is \$900. Troops can request Short Arrow when they register for camp. A request does not assure that the troop will be assigned. **Troops that have not requested Short Arrow will not be assigned to the campsite unless troop leadership is contacted by the camp director at least a week prior arriving.**

**As a reminder to all campers cots are no longer provided by the camp for use in campsite tents. Campers are encouraged to bring their own.**

**As a reminder to all campers cots are no longer provided by the camp for use in campsite tents. Campers are encouraged to bring their own.** A limited number of metal cots have been retained for use. Let the staff know of any needs at the pre-camp meeting.

### **Accommodations for Scouts with Special Needs**

A campsite for Scouts with special physical needs has been developed at Sioux Lookout. It will accommodate a limited number of Scouts with special physical needs. Prior arrangements must be made with the Camp Director.

Any Scout with a certifiable disability limiting his ability to move about camp will be provided transportation by a camp staff member to get to and from meals and necessary camp-wide activities. Special wristbands will be given to those needing transportation at medical check in. Transportation priority is given to scouts and based on the scouts' schedules.

Special wrist bands will also be issued at medical check in for scouts that are unable to travel the hills, but do not require transport.

### **Camp Leadership**

Two-deep Leadership is the policy of the Boy Scouts of America and of Camp Geiger. An exception must never be made to this principle for any reason.

At least two adult leaders, one of whom must be 21 years or older, are required for all trips and outings, preferably the registered Scoutmaster is one of the leaders. At least one adult must have completed Youth Protection Training. It is preferred that all complete the training. The training is available on line. Check on the council website for a link to the training.

If the Scoutmaster is unable to attend full time, the Troop Committee should name a Campmaster. The Campmaster is expected to participate in the daily Leaders' Meeting. He assigns and coordinates responsibilities of all adult leadership in his troop.

Please remember that two-deep leadership during the Thursday and Friday night Mic-O-Say ceremonies will also be needed in your campsite.

All adults attending camp must be currently registered members of the Boy Scouts of America.

### **Adult Leadership At Camp Geiger**

Health care professionals who would like to assist in the Health Lodge are encouraged to contact the Health Lodge Director. Anyone else with professional trade credentials (electrical, plumbing, carpentry etc.) wishing to help may contact the Camp Director.

All additional adult leaders staying with the troop in camp are considered Assistant Scoutmasters. It is the responsibility of the Campmaster to maintain the organization and discipline of his troop at all times while at Camp Geiger. At camp, we permit only activities which meet the standards of the twelve points of the Scout Law. Your cooperation and understanding in helping us maintain high standards of moral and personal behavior is appreciated.

Camp Geiger is staffed by many of the finest Scouts and Scouters in our region. The high quality of the staff is a key component to the success of a camping season and to the experience of each individual Scout. Equally important is the quality of leadership a Scout encounters from his unit leaders.

The program at Camp Geiger is driven by volunteers both on staff and on the unit level who strive to provide the best possible camping experience for every Scout. There are many activities designed to promote adult leadership participation during summer camping activities. There are also many responsibilities placed upon full-time and part-time leaders at Camp Geiger.

Even though you may not be the Scoutmaster or Campmaster of your unit that does not restrict your activities or relieve you of any responsibility. It takes every individual participating to contribute to a camping success!

### **Duties of Adult Leaders**

- Live by the Scout Oath and Law and ensure that your Scouts do also.
- Provide Two-Deep Leadership in the campsite at all times when youth are present, including Mic-O-Say ceremonials.
- Assure that no damage occurs to camp property and report any damage that may occur.
- Wear proper uniform and encourage Scouts to do the same.
- Attend all leaders meetings, relaying any pertinent information to your unit.
- Assist in daily campsite inspections.
- Observe program areas during activity periods.
- Utilize the Leaders Reference Guides located in program areas to track boys' attendance, behavior and progress throughout the week.
- Encourage Scouts to participate in Sharpest Unit and Campsite Inspection contests.
- Provide transportation for Scouts participating in off-site activities.
- Assure Scouts attend daily activities and evening programs.
- Assure Scouts taking medication receive proper doses at appropriate times.
- Provide assistance to staff during emergency situations.
- Abide by all camp policies and support all camp programs.

### **Adult Leader Camp-wide Activities**

- Daily Leaders Meetings
- BSA Safety Afloat and Safe Swim Defense Certification
- Paddle Craft Safety Certification
- Swimming and Water Rescue Certification
- Leave No Trace Training
- Climb On Safely and Trek Safely Training

- Adult Leaders Essentials Training
- Free Swims
- Open Shoots and Leaders Shoots at the ranges
- Troop Picnics on Family Night

## **Camp Geiger Damage Policy**

Campsites are occasionally damaged due to storms and extended normal use. It is important to notify the Camp Ranger when damage occurs so that repairs can be made. Unfortunately, there are instances of damage caused both intentionally and by negligence. The Damage Policy listed below covers these types of damage.

### **Damage Deposits**

A damage deposit of \$400.00 per unit for tent campsite and \$900 per unit for teepees will be required when you check in to your campsite. You will not be checked into the campsite without the appropriate deposit. We ask that you make out two (2) separate checks, one for fees and one for the damage deposit. The damage deposit will be collected by the campsite commissioner. The damage deposit check will be returned to you if there is no damage, vandalism, loss or theft of equipment and/or facilities at check-out time, unless the unit fails to check-out with the Campsite Commissioner or Ranger.

### **Damage to Equipment and Facilities**

The policy of the Pony Express Council requires that units be assessed full cost of restoration (i.e., materials and labor) for any vandalism, malicious damage and/or gross negligence and that when such damage assessment is made, further camp reservations be withheld until such levy is paid in full. When units are assessed for equipment damages, ownership of the damaged equipment does not transfer to the unit.

### **Campsites**

Sites are provided clean and are expected to be in as good or better condition than when you arrived upon departure. Security of the campsite and equipment is the unit's responsibility at all times.

### **If You Must Leave Camp During the Week**

Campers who must leave camp during the week must sign out at the Camp Office. Youth campers may leave only with an authorized adult over the age of 21 (a photo ID will be required when picking up the scout), and must have a release form on file at the Camp Headquarters signed by their Scoutmaster and a parent or guardian. The name of the individual transporting the Camper must be specified. The Release Form is located in the Forms section and should be submitted during the unit's check-in at camp. When checking a youth out during a session, the adult transporting the youth, the youth, and an adult leader from the unit must sign the youth out at headquarter. Adults who must leave camp are to check out at the Camp Office, indicating date and time of expected return.

Campers who sign out during the session are to stop by Camp Headquarters and sign back in. This is necessary for the camp to maintain a record of who is in camp.

### **Dining Hall Procedures**

All Scouts and Leaders are required to be in the Dining Hall for all meals. Each unit will be assigned a table or several tables on Sunday evening. These tables are used by the Troop during its stay at Camp Geiger. Wrist bands (issued at check-in on Sunday) must be properly worn on the wrist to get into the dining hall for meals.

## **Meal Tickets**

Meal tickets are available at the Trading Post for part-time Leaders and visitors.

## **Table Waiters**

Camp uses a table waiter system. Table waiters report to the Dining Hall twenty minutes before the meal and assist in being certain that the table is ready for the Scouts. During the meal, it is the waiter who makes certain that the food is retrieved from the kitchen and placed on the table. The waiter is the one who goes back to the kitchen to pick up "seconds." Waiters assist the dining hall staff in the clean up of the dining hall after meals. **Each unit assigns its own waiters**, generally on a rotating basis. How you choose to handle waiter assignments is up to you and your unit. To avoid congestion during clean-up, we ask that only the waiter assigned stay to clean after each meal.

## **Health Services**

A qualified individual is on duty at our Health Lodge twenty-four hours a day. In the unlikely event of serious illness or injury to a Scout, he will be taken to Heartland Hospital East or a St. Joseph clinic less than ten minutes away.

All prescription medicine for Scouts **and** Leaders **must** be given to the Health Lodge personnel and kept under supervision or kept in a **locked container** under the responsibility of one of the unit leaders. The leader responsible for keeping medications in the campsite is required to sign a waiver accepting responsibility. Refrigeration is available for those medications that require it. The Health Lodge Director is to be instructed as to medication schedules.

## **Emergency Procedures**

Emergency procedures for all common eventualities have been developed. A fire drill is held each week. All units are expected to participate as instructed in the emergency procedures.

Severe storms are common at Geiger. Specific procedures have been established. All campers and visitors are expected to follow these procedures.

Emergency procedures are provided to all leaders at the pre-camp meeting and when checking in to camp. The procedures are specific to the campsite assigned to the unit. It is important that these procedures are shared with all unit leaders, including youth leadership.

## **Fire Guard Plan**

In case of fire, the Camp Office is to be notified immediately. Each unit is to organize a Fireguard Plan furnished by the camp. Camp Staff members serve as the principal fire fighters. All Campers are required to stay clear of any fire areas. Leaders are instructed to assemble their Scouts in a safe area and take a roll call. Each unit is to appoint a Fire Warden upon arrival at camp.

## **Pets**

Pets are not permitted at Camp Geiger. Units with impaired Scouts requiring assist animals should notify the Camp Director or Camp Ranger at their pre-camp meeting.

## **Religious Services**

Scouts will have an opportunity to attend an all-faith worship service on Sunday evening. A Catholic Mass is held on Monday evening. Any religious group is welcome to hold its own service.

## **Accident Insurance**

**Out of council units will be charged \$3 per camper for accident insurance. If the unit can provide**

**proof of insurance the charge will be waived.**

## **Visitors**

Visitors' Night is held each Wednesday evening. Many campers count the minutes until Mom, Dad or other friends and family come to visit on Wednesday. Please plan to come see what these Scouts have accomplished and perhaps even see them perform at the visitors' campfire. Many units make this a gala troop/family event by having picnics between 5 p.m. and the 8:15 campfire program.

In addition, visitors are welcome at our Thursday night Mic-O-Say Tapping Ceremony (8:30 p.m.) All parents, families and friends are requested to attend at these times only. All visitors are requested to leave the premises by 10:00 p.m. Units with handicapped visitors should notify the Camp Ranger or Camp Director to arrange transportation while at Camp Geiger.

## **Flag Ceremonies**

Flag ceremonies are held before breakfast and at supper. The flag raising is held at 7:25 am. Scouts should be dressed for their daily activities. Flag retreat is at 6:25 pm and scouts should be **in full uniform** and participate in a manner respectful to our country's flag. The "sharpest" unit (determined by uniform inspection) will be honored by displaying its Troop flag the following day at the Dining Hall. No Scouts should remain behind in the campsite

## **Chainsaw Use**

Persons felling trees more than 3 inches in diameter by any means must be approved by the camp ranger and accompanied by a partner. Anyone using a chainsaw must have the approval of the camp ranger. The ranger will ensure that anyone using a chainsaw meets the training standards and wear the proper protecting gear.

## **The following rules apply to general camp usage of various substances:**

- **Alcoholic** beverages and illegal **drugs** are strictly prohibited. Violators will be removed from camp.
- **Prescription drugs** are to be reported to the health lodge. They can be stored in the campsite under the care of a unit leader with documentation filed with the health lodge and are kept under lock and key.
- Use of **tobacco** products in the presence of Scouts or in any structure is strictly prohibited.
- **Personal firearms, ammunition and bow-hunting equipment** are strictly prohibited. Camp Geiger provides all equipment for various field sports activities.
- **Fireworks** are strictly prohibited.
- **Sheath knives** and other wheapons are not allowed at Camp Geiger.
- National BSA policy permits the use of **liquid fuel** only under the direct supervision of a knowledgeable adult leader. Gasoline and other flammable substances are to be stored in the approved fuel storage area in camp (contact the Camp Ranger to arrange for storage.)
- Open flames (e.g. candles, Sterno, kerosene lanterns, etc.) are strictly prohibited in tents and cabins.