

Camp Horseshoe

2022 LEADER'S GUIDE

Scouts BSA Resident Camp



Horseshoe Scout Reservation
Chester County Council, BSA
1286 Ridge Road
Rising Sun, MD 21911
717-548-2525 (Headquarters)

Dear Scoutmasters,

Thank you very much for choosing to spend your 2022 summer camp experience with us at Camp Horseshoe. We have a great summer staff that will carry on our strong traditions and deliver an excellent program for your Scouts this summer.

We would like to invite you to attend the pre-camp meeting at 6:45 p.m. on the Tuesday evening before your troop arrives in camp. This meeting will be held in person and virtually. You should expect to get an invitation via email the week before the scheduled meeting.

This summer, we will continue to follow Health Department and CDC Guidelines to limit exposure and transmission of COVID. We have made some changes to our normal routine but have attempted to leave in place all of the traditions and excellence the camp is noted for.

We hope you are as excited about this summer as the Horseshoe staff. We look forward to seeing you at camp.
Yours in Scouting,

Dr. David Mellinger
Horseshoe's Camp Director

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Registering for Camp

A \$250.00 Stake-a-Claim/Reservation fee secures your choice of week for the current summer camp season. Stake-a-claims (claim to the same site occupied/same week number) can be made while your troop is in camp or within two weeks after leaving camp. A reservation can be made on a first-come, first-serve basis for an open site two weeks after the end of a particular week.

A stake-a-claim/reservation form is completed online at www.cccbsa.org/camping. This is a stake-a-claim/reservation fee only; the fee is not refundable.

The \$50.00 per Scout & Leader deposit, due February 28, secures your choice of week and site. Units failing to meet these deadlines will no longer have a valid claim to their site, and it may be given to another troop that pays the required fees.

Campsite Information

All campsites are arranged by patrol and are equipped with a latrine, washstand, water faucet, patrol tarps, tables, cots, and a leader's shelter or tent.

Troops falling short of or exceeding the campsite capacity of their assigned site may be assigned to another site or asked to share their site with another unit at the Camp Director's discretion.

Campsite	Shelter Type	Min	Max	Adults
Schramm	2-person tents	8	16	2
Clifton Lisle	8-person shelters	26	40	8
Conestoga	2-person tents	16	24	4
Octoraro	2-person tents	16	24	4
Rothrock	4-person shelters	24	36	4
Boonesboro	8-person shelters	26	32	4
Kit Carson	8-person shelters	26	32	4
Davy Crockett	8-person shelters	26	32	4
Sherwood Forest	8-person shelters	26	44	4
Bayard Taylor	8-person shelters	26	32	4
Lenni Lenape	2-person tents	24	40	4
Roberts	4-person shelters	24	36	4
Dan Beard	2-person tents	36	50	4
Timberline	2-person tents	36	54	4

Camp Fees

Scout: 'Early Bird'	\$450/scout
Regular	\$495/scout
Provisional (one week)	
'Early Bird'	\$450/scout
Provisional (one week)	
Regular	\$495/scout

Leader: \$250-\$300
The lower adult rate is 1:8 Scouts.

Rates are all-inclusive of program fees except Troop shoot (onetime fee of \$15.00 per troop).

First year Scouts crossing over or joining a troop after the April 15 discounted rate deadline are eligible for the 'early bird' rate until June 15. Please register and pay for these Scouts separately

This exception becomes void if the troop has not paid for other members of the unit prior to the April 15 discount rate due date.

The number of Scouts on your final roster determines the final number you will be charged for, adjustments will be made accordingly.

We welcome and encourage Scouts to attend Camp Horseshoe for multiple weeks. This rate applies to any Scout who has attended a week of summer resident camp (at Camp Horseshoe) in the current year as either a provisional scout and/or with their own troop and is returning for an additional week or weeks **in a provisional troop.**

Please reference the information provided below in Provisional Camping for additional information, including the process a Scout should follow to sign up for additional weeks at camp.

Part-time leaders serving for a 24-hour period will be charged \$50.00 per day/night. Visiting leaders (adults staying for the day only and not spending the night) are charged for meals at a rate of \$15.50 for breakfast, \$18.50 for lunch, and \$20.00 for dinner. All leaders planning to attend the evening meal must wear a field uniform (class A).

Payment Schedule

Deposit (\$50/camper) due date:	February 28
Discounted fee due date:	On or before April 15
Full fee due date:	After April 15

PROVISIONAL CAMPING

Camp Horseshoe is a tradition for which units and Scouts cannot get enough. Scouts proudly declare that they've been to Horseshoe four, five, even six summers; accomplished patrol, troop and individual achievements and had a great time doing so.

These youth are the backbone of the Scouting movement, but choices for young men and women during the summer continue to grow at an incredible rate, from summer jobs to high adventure trips and sports. How can Scouts fit in all of these opportunities? What can they do when something conflicts with the dates their troop is attending camp? Camp Horseshoe has the answer: **Provisional camping!**

Provisional camping is available every week of the summer camp calendar. Thus, no matter what, we can fit the Scout's schedule! Scouts are matched with a Chester County Council unit that hosts them for the week. Through the qualified and trained adult leadership of their "troop for the week", these Scouts will satisfy their personal achievement goals even when unable to attend camp with their own unit. Everyone has great times learning from other Scouts while having incredible experiences like any other week at Horseshoe.

HOW DOES PROVISIONAL CAMPING WORK?

Any registered Scout, having at least one prior year experience camping as a Scout, is eligible to participate in provisional camping. While the Chester County Council encourages youth to experience summer camp with their home unit, this program is specifically designed for those Scouts whose schedules conflict with their own troop's selected week at summer camp - or - for those campers who want to participate in an additional week or two over and above their unit's time at camp.

Many Scouts come during an earlier week of camp with their own troop and return later in the season as a provisional camper to work on additional advancement opportunities.

As mentioned before, Scouts attending in a provisional capacity are placed with a Chester County Council unit during the Scouts week of choice. Every unit chosen to 'host' a Scout provisionally is carefully selected to ensure a smooth transition into the host troop's already existing dynamics.

The number of provisional Scouts in each host unit is typically limited to three Scouts, to allow for the possibility of more attention being required by a Scout attending provisionally. More than one Scout attending provisionally from the same troop, the same week, will be placed in the same 'host' unit.

Prior to arrival, the parents of a provisional Scout will be put in contact with host troop leadership to provide

opportunity to discuss any questions, needs, traditions the hosting troop has at camp, etc.

All provisional Scouts should choose and prepare for those merit badges they wish to take prior to attending camp. Their merit badge choices will be submitted along with the choices of the host troop Scouts on the Sunday of arrival.

HOW DO I SIGN UP FOR A PROVISIONAL WEEK?

Any Scout wishing to attend a provisional week at camp should submit a completed Provisional Week Application, included in the appendix of this leader's guide, to the Chester County Council Service Center. This application can also be found at ccbsa.org/camping. Please ensure Scouts attending multiple weeks retain a copy of their Personal Health & Medical Records for each week.

For additional information on how to attend Camp Horseshoe provisionally with another troop, contact The Camping Team, Chester County Council, BSA. Phone: 610-696-2900, ext. 125 (Council), Email: camping@ccbsa.org. In order to be entitled to the reduced provisional camp rate, verification of attendance with the troop must be obtained from the scoutmaster. This verification is made on the provisional camp application.

Refunds (See Chester County Council Scouts BSA Resident Camp Refund Policy) Refer to forms for a complete description of our refund policy.

Camperships

Campership opportunities are available to Scouts attending a Chester County Council camp. Please visit ccbsa.org/camping to obtain a copy of the campership application. The Chester County Council will provide camperships in the amount not to exceed 50% of the total cost of camp. It is required that the youth, his or her family and/or the unit make some contribution. Where additional help is needed, we strongly encourage unit support be provided through money earning projects.

Scouts with Disabilities

Camp Horseshoe has a long history of accommodating Scouts with disabilities. Many of our facilities are handicapped accessible. Ramps can be located on a where-needed basis. Every effort will be made to meet the needs of your Scout(s). If you, as a leader, have a need for special accommodations for one of your Scouts, please inform the Camp Director prior to your arrival.

The Pre-Camp Orientation

All Scoutmasters and Senior Patrol Leaders are cordially invited to a meeting at 6:45 p.m. the Tuesday before your unit arrives in camp. Campsite layout, program schedules and general camp business will be discussed.

Please be sure to bring or send your copies of your Troop's Medical Records to the camp at least one week before your troop arrives so that the Camp Health Officer can review them. By sending them in advance, they can be reviewed and incorrect forms can be corrected before the start of camp, expediting the check-in process on Sunday.

This meeting is an excellent opportunity for leaders to ask questions and meet the camp leadership. In addition, any changes in the program from what is published in this guide will be discussed, including possible additions and revisions of the merit badge schedule. Therefore, this Tuesday evening meeting is highly recommended for troop leaders, both new and old to Horseshoe.

Preparing for Camp

What to Bring to Camp

Troops:

- **Copies** of Medical Records
- Merit Badge library
- Rope for clotheslines *
- First Aid kit *
- Lanterns (propane only)
- Troop flag
- Advancement records
- Troop cooking equipment
- Lockable box for medications

Patrols

- Cooking gear for outpost day
- Patrol flag
- Props for campfire skits
- Gear for outpost camping
- Notebooks for the Patrol Log*

Unit Leaders

- Thumbtacks for bulletin board
- Alarm clock (battery operated)
- Cash box
- Folding chair *
- Contact information for parents

** Item sold in camp store*

Planning

Planning Advancement

The merit badge program is described completely in the Program Guide appendix at the end of this document. Take some time to look over the schedule and the descriptions of the badges, consult with your Scouts individually, and help them assemble a realistic, satisfying schedule for the week.

It is likely that additions and alterations to our merit badge schedule will occur between the time this guide is published and your arrival at Camp. Changes will be announced at the Tuesday night Scoutmaster's meeting the week prior to your arrival and will be available through the camp office. Please don't finalize individual schedules until you have confirmed them with the camp.

First year Scouts who are currently working towards their first few ranks are encouraged to take part in the Trailblazers program, emphasizing the skills for Tenderfoot through First Class.

Planning Special Troop Activities

The best and only leadership method in Scouting is the Patrol Method. Camp Horseshoe's program will help strengthen and build patrols. There are many opportunities for your Troop and Patrols to pursue some special interests while at camp. Some of the more popular activities include troop archery shoots, rifle shoots, tubing, and climbs. These are held from 9:00 - 10:00 a.m., Monday through Friday, at the respective locations. You can find the Troop Activity Form to indicate your choices in the Planning Forms document in the Appendix. The Troop Activity Form will also be available upon your arrival at camp. All special activities will be arranged by the Program Director at the Sunday evening Scoutmaster's meeting. Because of the number of troops in camp, a lottery system may be used to distribute the program activities among the troops.

Helpful dos and don'ts:

- Do allow Patrols to plan and carry out some of the things they think of and want to do.
- Do allow for and suggest some free time so that a Scout can go and experience interesting areas of camp with a pal or two.
- Do be sure that throughout the week Scouts achieve personal advancement while having fun.
- Do set a tone that lends real class to any troop. Insist on manners, good fellowship, sportsmanship, clean fun and a clean camp.
- Do informally talk to each Patrol every day so that you know what is going on.
- Don't allow Scouts to get too busy to enjoy themselves. Camp should be a challenge, but not a grind.
- Don't emphasize activities that can be better done back home; take advantage of the unique things that Horseshoe has to offer.

- Don't give Scouts a title and a leadership position and then do all the leading yourself.

Adult Leadership

Leader qualifications – Camp requires leadership of at least two registered adults age 21 or over with the troop at all times.

Visitors

Visitors are welcome to come to the camp starting at 10 am on Saturday morning. They can bring a lunch to share with their scout, attend the all camp event in the afternoon, and watch the closing retreat ceremony and OA call out ceremony on the parade field at 5:45 pm on Saturday before departing. They can also attend the Friday night campfire but cannot arrive before 7:00 pm on Friday and will need to leave the camp immediately following the campfire. If an emergency arises at any time and someone must come to the camp, they will need to contact the camp by phone (717) 548-2525 in advance and check in at Headquarters when they arrive. Visitors will not be permitted to go into any program areas or campsites at the camp except during the official visiting times outlined above.

Medical Records

All youth and adults spending more than 72 hours in camp must have a completed, up-to-date Annual Health and Medical Record on file. Parts A, B, and C should be filled out for camp. For less than 72 hours, only parts A & B are required.

The Annual Health and Medical Record, valid for a 12 month period of time are to be used by campers of all ages. Detailed information on the Annual Health and Medical Record can be found in forms.

All medical forms must be signed by a Health-Care Practitioner and the medical forms for Scouts under the age of 18 must have a parental/guardian signature dated within one (1) year of the Troop's scheduled week at camp.

All medical forms should be forwarded to camp one week before your arrival, to be reviewed by the Health Officer. Scouts/leaders registering at a later date can bring medical forms to camp with them for review. Scouts and Leaders without physicals (Part C) cannot participate in aquatic activities until the Health Officer receives their medical forms. Despite the fact that all medical forms will be returned at the end of camp, Scouts and parents should be urged to keep the original medical form; providing a copy to the Health Officer.

Check-in

Sunday Arrival

Please plan to arrive at camp **no earlier than 1 pm on Sunday**. No persons other than campers will be allowed to exit their cars. Staff members will be on hand to help move gear to the site. One vehicle will be permitted to go to the site to carry gear in and can remain in the site throughout the week.

Scoutmaster Check-In

The Scoutmaster and SPL will be greeted by a site guide upon your arrival. At this time, you will be presented with a check-in inspection form to let us know of any damage or missing items in your campsite. This form will be the check-out form that was signed off from the troop occupying your site the prior week.

Health Check and Swim Test

A staff member will guide the troop to the health lodge as soon as all gear is stowed and everyone (both Scouts and leaders) have changed into their bathing suit, a tee shirt, and shoes. Every Scout and leader must check in at the health lodge upon arriving at camp. **Any medication you are planning to check-in to the Health Lodge (e.g. medications needing refrigeration) should be brought at this time. The Health Officer must review all prescription drugs and decide how they are to be dispensed during the week, utilizing the HSR Medication Administration Record enclosed in this guide.**

Campsite Equipment

Equipment will be in your site upon your arrival. This includes fire rake, water bucket, toilet paper, hand soap, cleaning agent, and hand sanitizer. Other/additional equipment can be obtained from the Quartermaster store.

Retreat and Evening Program

A camp-wide retreat ceremony begins at 5:45 p.m. on the Parade Field. Scouts and leaders must be in full field uniform (class A) if participating. We ask that the SPL be present each night for the ceremony to report in for the troop and to receive important information.

Dinner will follow retreat. A camp-wide leader's meeting follows dinner. Each troop should bring a complete merit badge roster and their activity plans to this meeting. A guided tour is offered for those new to camp following dinner as well. A camp-wide opening campfire, put on by the staff, begins at 8:30 p.m

Daily Schedule

A detailed daily schedule is available in the appendix. Four instructional periods, special interest programs, open department time, and troop and camp wide activities make up just part of the weekday. Please refer to the appendix for merit badge and more specific camp program information.

Saturday Departure

All troops will be asked to leave the camp by 7 pm on Saturday. This means the site should be vacated before attending the closing retreat ceremony at 5:45 pm on Saturday

Troop Clean-Up Responsibilities

In addition to their campsite, each troop is assigned some area of camp to police for trash before departure.

Final Checkout

Financial checkout is completed **Saturday morning** with a member of the Chester County Council Camping Administration team. Please be prepared to pay for any remaining camp fees and charges incurred at camp at this meeting. Next year's stake-a-claim form (found at the back of the leader's guide) should be submitted at this meeting (please complete prior to arrival).

Before your departure, a staff member will come down to inspect your campsite. Fees will be charged for major damage to the tents, cots and mattresses.

- **Be sure you have all merit badge cards.**
- **Be sure to make a last check of your mailbox**
- **Be sure to pick up your troop flag.**
- **Be sure to pick up all medication and medical forms from the Health Lodge.**

Quartermaster's Store and Maintenance

Maintenance

Any repairs to site facilities should be referred to the Maintenance Director. We would ask that you inform him by filling out a maintenance request form. Please help us keep the camp in good shape by reporting repair needs promptly.

Trash

Containers in the campsite should be emptied at least daily and the bags placed in the area designated for each campsite. Your staff guide will provide more information at check in. If the dumpster is full, please leave the bag directly beside the dumpster, and do not attempt to overfill the dumpsters. New can liners are available from the Quartermaster's Store.

Quartermaster's Store (Quonset Hut)

Long tools (rakes, shovels, picks), wheelbarrows, woods tools, and site supplies (toilet paper, can liners, disinfectant) are issued by the Quartermaster at the Old Quonset Hut directly after breakfast until 11:00 am, 4:00 p.m. to 5:00 p.m., and 7:00 p.m. to 8:00 p.m. Tools must be returned promptly and undamaged. A fee will be assessed for any damages beyond normal wear and tear.

Headquarters and Administration

Telephones

Camp Horseshoe does not have pay phones. A camp phone can be used in the case of an emergency. Please discourage phone calls to Scouts while in camp. Remind parents that the Scout is not near a phone so messages will have to be taken and calls returned. Cell phone reception in camp is relatively poor. Electrical power for recharging is unavailable in the campsites. We strongly encourage all campers to leave their cell phones at home.

Mailboxes

Each campsite has a mailbox in the Headquarters building that should be checked regularly during the week. Mail can only be issued to adult leaders.

Lost and Found

Finders should bring any item to the Headquarters building. Please inquire about lost items at the desk. Water bottles that have been turned in can be found at a bin outside of the HQ building.

Trading Post

The Trading Post offers soda, snacks, merit badge materials, craft supplies, souvenirs, and a good selection of Scout gear. Food items will only be sold during afternoon and evening hours

Store Hours:

Monday-Saturday:

9:00 am-12:00pm

1:45pm-4:45pm

6:45pm-8:15pm

Additional Information

Summer Camp Goals

Summer camp is a unique opportunity for Scouts to develop as individuals and as a group. Scouts who attend summer camp will:

- Have the opportunity to try something new
- Be immersed in the patrol method
- Learn from personal experience what living the Scout Oath and Law looks like
- Experience the fun and adventure of Scouting while having the opportunity to advance
- Scouts who experience this program will be of greater character, citizenship and fitness.

Camp Awards and Recognition

Standard Patrol Award

This is awarded to patrols that satisfactorily complete participation and service requirements specified on the Standard Patrol application. Please be sure to review the Standard Patrol application carefully. There are standards for the patrol log that will be strictly observed. Projects must be completed on time.

Standard Troop Award

This is awarded to troops with at least 50% of their membership in camp. All patrols must earn the Standard Patrol Award and the troop must qualify by having participated in camp-wide events to the satisfaction of the Program Director. The troop must also earn the Clean Camp Award.

Clean Camp Award

This is earned by maintaining clean camp standards for at least four of five daily inspections.

Silver Buckle

A silver buckle is awarded to one youth member from each troop who, in the opinion of his fellow Scouts, has above all others demonstrated the finest example of Scout Spirit, the Scout Oath, and the Scout Law in their conduct throughout the week. The Scout selected must have been in camp all week, be under the age of eighteen, and never have received the award before. Adults should not influence this determination and the Scouts exclusively should make the decision.

Troop Photos

Troops will have the option to have a group photo taken during your first few days at camp. The photo can be emailed to one leader at no cost and they can distribute the photo as they wish. The photos will also appear on the HSR Facebook page within 1-2 weeks of completion of camp. More information will be available when you check in.

Camp Horseshoe Emblem

A round 3" patch is awarded to all first year campers and a year segment is awarded to each Scout provided that he has done the following things:

- Conducted himself according to the Scout Oath and Law.
- Completed a full week at camp with his troop.
- Accomplished such objectives that the troop leadership sets.

The Horseshoe patch will be awarded only to those Scouts who are present with their troop for the entire week. Those leaving camp early for any reason do not qualify for the award.

100% Patrol Award

Awarded to those patrols that have 100% of their natural patrol (a patrol formed provisionally for camp does not qualify) in camp all week. The award is a segment for the Horseshoe Patch.

Ton-Ca-Coo Belt Branding

In the Mohawk language, ton-ca-coo means "little deeds." One of our most enduring and popular traditions is the recognition of the many little deeds accomplished at camp by a system of different brands that can be applied to a leather belt. There are approximately 30 brands that Scouts and leaders can earn while spending a week in camp. Belt kits are available from the Trading Post and help in assembling and branding the belts is available from the Handicraft staff.

Camp wide Game Awards

Throughout the week, there will be many opportunities for camp wide competition. Many of these games are inter-troop or inter-patrol where troops and patrols compete against each other for ribbons and other trophies awarded at the closing campfire. For patrol competitions, natural patrols should be used whenever possible. In addition, most games will be designed such that patrols of less than six Scouts will not be able to compete. Please arrange patrols accordingly.

Special Note on Scouting Recognition

The significance of any award is diminished if standards are not upheld. Scouting relies on its leadership to judge fairly and equitably when qualifying Scouts to receive awards. At camp, we expect the troop leadership to understand and support the standards we have established for these awards. We appreciate your assistance in doing so.

Awards Using Summer Camp Experience

Several national BSA awards require summer camping experience for completion, using leadership skills and the patrol method that we try to emphasize in all activities at Camp Horseshoe. These include the National Camping Award and the Quality Unit BSA. The requirements for these two awards are available from the Council Service Center.

Adult Leader Training

Council Offered Basic Leader Training

Chester County Council will sponsor Scoutmaster Specific training each week of summer camp. All summer camp training courses are free of charge. Training Certificates will be issued. In addition, the camp staff offers Introduction to Outdoor Leadership Skills (IOLS) for leaders who wish to take it.

Camp Traditions

Please read carefully as traditions are valued highly at Camp Horseshoe.

Retreat Ceremony

This daily observance has changed little since the first season over 90 years ago. It presents an opportunity for all of us to reflect on our duty to our country and those who have given so much to win and maintain our freedom. It is also a great time to build troop *esprit de corps*. All Scouts who attend must be in full uniform. In an effort to set a good example for the Scouts, we also require that adults wear full uniform to retreat and dinner.

Scouts form as a troop, stand retreat, and pass in review. Please make a point to explain the meaning of the ceremony to your Scouts and encourage them to assume the proper attitude during retreat. Dishonorable conduct may result in losing the Standard Troop Award. Please note that although based on military retreat ceremonies, the Boy Scouts of America is not a paramilitary group, and therefore may not adhere to the same standards and traditions as the service when it comes to marching, saluting, and organization. We ask that you respect our unique ceremony, which is a strong part of the camp's 90-year history.

Retreat Trophy

Troops are judged on their marching skills and uniform appearance, with a trophy awarded to the winner each evening. The judges consider if the troop is in step with a full stride, holds its ranks, executes a right column and two right flanks properly, and wears a complete Scout uniform.

Vespers

A vespers gathering is held Wednesday after dinner. This service is non-sectarian, so everyone is welcomed and encouraged to attend regardless of religious belief.

Order of the Arrow

The Order of the Arrow (OA) is a national honor and service organization that was founded to recognize those Scouts and leaders who best exemplify the Scout Oath and Law in their daily lives. A special flap on their right uniform pocket and a sash worn during Lodge activities identifies members.

Camp Horseshoe is served by Octoraro Lodge 22, a thriving

group of dedicated Scouts and Scouters who are responsible for maintaining the facilities and traditions of camp. Eligibility for Scouts is determined with Unit Leader approval, rank, and camping tenure. Annual elections are held by troops under the direction of a Lodge Official.

Health and Safety

Prescription and Over-the-Counter (OTC) Medications Brought from Home:

All meds brought from home are to be managed using one of the following three methods.

- A. Managed by the unit's adult leader provided he or she maintains the medications under lock and key and records the administration on issued documents/forms.
- B. Managed by the participant's parent/guardian provided he or she maintains control of the medication in a secure fashion under lock and key.
- C. Managed by the camp health officer in conjunction with the participant and/or adult leader or parent. This option should be used only when the medication must be stored or prepared in the health lodge (refrigeration, clean countertop, etc.) or when the medication regimen is complex and may require assistance from a camp health officer (on prearrangement) who is licensed and/or trained to assist in the medication process.

In essence the BSA requires that troops handle their own medication administration throughout the year and feel that summer camp should be no different. Troop leaders know their Scouts better than anyone and because they have significant contact with them they can more easily ensure that the medications are administered as they are prescribed. It should be pointed out that per BSA policy, the ultimate responsibility for taking the medication is the Scouts.

We realize that certain medications need to be refrigerated or need to be administered through devices that require electricity. In these cases, the health lodge will keep the medication at the lodge, but ask that a responsible leader accompany the Scout to the lodge to ensure that it is administered at the correct time. If there are other circumstances in which the troop leadership feels that the administration of a certain medication would best be accomplished by having the Scout come to the Health Lodge, the health staff will certainly work with your troop. Please identify these circumstances to the Health officer at

the time of your troop's Health Lodge check-in on the day you arrive at the camp.

When you check-in, your troop will be provided with a lockable box in which to store your troops medications. If you would like to bring your own medication box, make sure that it is lockable and can hold all of your troop's medications. National policy states that all medications need to be stored in a locked container, including over the counter medications. An exception to this policy is that Scouts can carry Rescue Asthma Inhalers (e.g. Albuterol) and Epi Pens with them since they need to be available immediately if the need for their use arises. Scouts taking Lactaid can also keep this and self-administer this prior to eating lactose containing products.

Each troop will need to keep records of when medications are distributed. We are providing sample forms in the form appendix of the leaders' guide that you may choose to use; these forms will also be made available to you at the time of check-in. Whatever form you choose to use must have the Scouts name, medication, and dose on it and should indicate when the medication is to be taken (e.g. before breakfast). When the medication is administered, the responsible adult should sign off that the medication has been administered. It is desirable that one or two adult leaders from each troop be designated to handle the medication distribution duties. The Health Officer will be available to consult with your troop whenever a question or concern arises.

It is highly desirable that prescription medications be in their original containers with the original label prepared by the pharmacy or physician which provides all of the customary information such as the patient's name, drug name, dosage and instructions. For non-prescription medications, it is also desirable for the medications to be in the original container with the Scout's name on it and how it is to be used. We recognize at times that parents wish to utilize a pill box and put what medications need to be given into their appropriate box within the container. In this situation, the box must be clearly labelled with the Scout's name and there should be a list of what all of the medications are (name and dose), what they look like (e.g. small round blue pill) and when they are taken (e.g. after breakfast). You should also check with the parents if the Scout states that they take the medication differently than how it is prescribed and stated on the label of the medication.

The Health Lodge is available to administer medications from 7:30 am until fifteen minutes after Taps, with the exception of times when we are in the dining hall for meals. Emergency medications such as albuterol via a nebulizer can be administered at any time.

On the last day of the camping week, medications are returned to the Scouts. Please have a leader stop at the Health Lodge on the way out to ensure that all of the medications have been picked up. We keep all of the medications left throughout the season until the end of the

camping season. Scouts can return to pick up the medications at camp during the camping season. At the close of camp, any medications left are disposed of in a proper fashion. The camp and council cannot store these medications or return them.

The Health Lodge will continue to provide care for injuries or illnesses which arise while your troop is at camp. We will have our usual array of over-the-counter medications to administer as needed. Because of extra precautions that must be in place to protect everyone, we ask that simple first aid requests be handled in the camp site (e.g. a small scrape, a non-embedded tick, etc.) so that the Health Lodge staff can attend to issues in a safe and efficient manner. We ask that scouts first consult with their troop leadership before going to the health lodge except in an emergency to limit traffic in the Health Lodge. Buddies will not be allowed into the lodge but should wait outside until the scout is finished. Because of COVID precautions we ask that any scouts with symptoms consistent with COVID be brought to the Health Lodge by an adult leader. Please have the unit leader alert the health staff to the possibility of a COVID infection as there will be a different procedure in place to handle these scouts. Do not let the sick scout enter the Health Lodge; have him/her wait outside to receive instructions on how to proceed. We look forward to another summer of providing for your health care needs.

If your troop is unable to administer your Scout's medications, the health lodge will be willing to do this for you. In this circumstance, we ask that one of the leaders checks in daily to ensure that their scouts have taken their medication as prescribed.

Emergency Procedures

In the event of an emergency, the camp bell and siren will sound continuously, accompanied by a PA announcement. At this signal, all troops should return directly to their campsites, take roll, and await instructions from the staff member assigned to the site. In addition, a text message will be sent out to all leaders who enroll in this service. Leaders will receive a complete briefing on emergency procedures and a drill will be held Monday during siesta.

Preventing Illness

Chester County Council BSA is determined to do everything it can to prevent any occurrence of an outbreak of an infection like noro virus or COVID, but with many campers each summer, we need your assistance. To that point, we ask Scoutmasters and Unit Leaders to have a discussion with the parents, guardians, and leadership of their units regarding the following:

- ✓ Know the signs and symptoms of norovirus, MRSA, influenza, and infections in general.
- ✓ Consider if there was any possible recent exposure just prior to coming into camp, this means; scouts, leaders, or anyone dropping off or picking up.

- ✓ Use common sense. The best course of action is not to send your scout to camp with nausea, vomiting, etc.
- ✓ If you have any doubts, please consult your physician before sending your son, scout, or family member onto the reservation.

In addition, due to COVID precautions, scouts will need to self-monitor for 5 days before coming to camp. No one with contact with anyone with COVID or with symptoms should be coming to camp.

In the past, it has been the policy to have our camp health and medical staffs do all they could to assist a sick scout in the health lodge until they were able to return to their unit and program. However, in consultation with the Chester County Health Department, we have been advised to change that policy.

- ✓ When a viral infection is suspected, it may be required for the scout to be removed from camp as not to infect others.
- ✓ This does not mean that every sick scout will be sent home. Health and medical staff will make appropriate and rational decisions.
- ✓ Parents who are planning vacations during the week their son is at camp need to be aware of this policy.
- ✓ If parents or guardians cannot be available to pick up a sick son, they need to have a backup plan in place (remember that BSA policy requires a written document for anyone other than a parent or guardian to remove a scout from camp).

Be assured that Chester County Council continues to work with the Chester County Health Department on ways to control the initiation and spread of contagious viruses and bacteria. An example has been the installation of additional wash stations outside the dining halls.

We know this is a difficult, but also a necessary, conversation to have with the parents and guardians of your scouts. If it becomes necessary to send a scout home, every effort will be made to reschedule them to return to camp with a provisional unit later in the summer.

First Aid

All significant accidents and illnesses must be reported to the health lodge as soon as they are detected. Whenever possible an adult leader should accompany the injured or ill Scout to the health lodge. It is incumbent on leaders to monitor their Scouts for health problems and to report them promptly. It is the responsibility of an adult leader to accompany a Scout to the hospital when deemed necessary by the health lodge officer.

Health Concerns

Daily bathing prevents illness and promotes cleanliness. Showers are marked clearly for adults (female and male)

and youth (female and male); the new shower facility can be utilized by anyone. The Scout showers are open from 6:30 am to 11:00 p.m. daily. If scouts will be utilizing the showers after taps, a unit leader must accompany them to the showers and wait outside to help maintain quiet. In the past the shower house has been very noisy after taps; remind the scouts that they need to remain quiet and to take their showers efficiently so that those waiting can use the facilities in a timely fashion. Adult showers are always open.

Dehydration

Dehydration is caused from over-exposure to the sun and inadequate water intake. This accounts for many visits to the health lodge. Adults and Scouts should consume a minimum of two quarts of water daily in the summer heat and take appropriate precautions against sunburn.

Wildlife

Scouts should be informed that all wildlife encountered on the reservation — large mammals, snakes, bats, etc. — must be left undisturbed. If their presence presents a problem in your campsite, please inform the Camp Director, and do not try to remove or capture the animal yourself. Under no circumstances should Scouts be allowed to attempt to capture animals.

Camp Policies

Fires and Firefighting

The danger of fire in camp is very serious. There can be no allowance for carelessness with a danger this great.

Scouts must know and understand the following precautions explicitly:

- No flames, matches, candles, lanterns, stoves, etc. in tents.
- The Fireguard Chart provided to each unit must be posted, carefully monitored, and signed by inspection time each day. Failure to sign the chart will result in loss of the Clean Camp Flag for the day.
- Fire barrels, and water tanks are for firefighting only; they must be topped off daily to discourage mosquito breeding and be kept full at all times. Fire buckets are available in campsites.
- Propane stoves and lanterns must be used only under adult supervision. No liquid fuels are permitted.
- Matches and all other incendiaries must be carefully controlled and be used for appropriate purposes only. Any violation of this rule must be treated seriously.
- No fires are to be left unattended at any time.

BSA Registration Requirements

Only registered members of Scout troops are eligible to

register and stay overnight at Camp Horseshoe. Adult leaders in charge of troops staying in camp must also be registered members of the BSA. Those in PA registered troops, must also meet PA Act 153 requirements.

The troop must have at least two registered adult leaders in camp at all times. Both of these leaders must be a minimum of 21 years of age and registered BSA. This is for the safety and protection of your scouts; there is no exception to this rule. No overnight guests other than registered scouts and leaders are permitted. Leaders planning to attend the evening meal must wear a field uniform (class A).

Insurance

Every paid camper and leader is covered by the health and accident insurance plan included in the camp fee. Claims for all units will be handled through the local council.

Hazing and Initiations

Hazing is defined as harassing by exacting unnecessary or disagreeable work or being subject to harsh banter, ridicule, or criticism. Troop leadership should be especially vigilant that no hazing or initiations are practiced at camp.

Alcohol, Drugs, and Tobacco

Alcoholic beverages and narcotics are not allowed on camp property. Violators will be asked to leave and the appropriate authorities will be informed if deemed necessary. There is no smoking in camp buildings, porches, or tents. Anyone in camp under the age of 21 may not use or possess any tobacco products at camp. Adults are asked to use discretion when smoking for fire safety and health reasons. Smoking in the presence of Scouts is unacceptable and inappropriate conduct. This policy applies to e-cigarettes as well.

Government Milk Program

The Chester County Council, BSA participates in the special milk program for children and the council has assured the Pennsylvania Department of Education that all campers in camp are served milk regardless of race, color, religion, disability, sex, or national origin, and there is no discrimination in the serving of milk. The Chester County Council, BSA further agrees to the "Fair Hearing Procedure" if there arise any complaints concerning the free milk distribution.

Safety Concerns

Shoes must be worn when traveling around camp. Swimming in the creek is prohibited unless as part of a boating merit badge.

Water Conservation

Our water supply is adequate but may be limited by weather conditions. Showers, faucets, spigots, fountains,

and all other outlets should be shut off when not in use. Please report leaks promptly.

Personal Property

The camp does not assume responsibility for damage or loss of any personal property. Scouts are encouraged to secure all personal belongings in a lockable container. All automobiles should be locked.

Personal Conduct

The Scout Oath and Law are the camp rules of personal conduct for Scouts, leaders, and staff. Please note that the following items are prohibited in camp and will be confiscated immediately: fireworks, water balloon launchers, skateboards, mini-bikes, motorcycles, all-terrain vehicles, pets, and firearms. Additional action, including expulsion from camp, may accompany confiscation.

Vehicles in Camp

Troop sites, program areas, and administration are all within comfortable walking distance of each other. Vehicles brought to camp should remain in the main parking lot and must not be used to transport Scouts within the reservation. No passengers are allowed in the beds of trucks. All drivers must be over 18 years old.

If your troop feels it necessary to bring a golf cart to camp for medical reasons, Chester County Council must be notified in advance and a certificate of release from liability must be presented. In addition, only the person requiring the transportation and his/her driver are permitted to ride in the golf cart. All drivers must be 18 years of age and must complete a safety course per BSA guidelines.

Appendix: 2022 Camp Forms

- ❑ Accident & Insurance Info Sheet
- ❑ Accident Report Form
- ❑ Troop Medication Administration Form
- ❑ Annual Health and Medical Record Info Sheet
- ❑ ACT 153 and BSA YPT Compliance Form
- ❑ Refund Policy
- ❑ Map of Camp Horseshoe



Name of Scout _____ Troop _____

Medication name/ Strength:

When medication is to be taken (e.g. after breakfast every day):

Other specific instructions (e.g. needs to be taken after eating):

Time:	Breakfast	Lunch	Dinner	Bedtime
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Signature of Parent/Guardian _____ Date: _____

.....

Name of Scout _____ Troop _____

Medication name/ Strength:

When medication is to be taken (e.g. after breakfast every day):

Other specific instructions (e.g. needs to be taken after eating):

Time:	Breakfast	Lunch	Dinner	Bedtime
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Responsible Troop leader will initial in the appropriate box when medication is administered.

Signature of Parent/Guardian _____ Date: _____

Annual Health and Medical Records

All campers attending resident camp are required to accurately complete and submit the appropriate sections of a current Annual Health and Medical Record. Any camper arriving without a current Annual Health and Medical Record will not be able to participate until they receive one.

The Boy Scouts of America recommends that all youth and adult members have annual medical evaluations by a certified and licensed health-care provider. In an effort to provide better care to those who may become ill or injured and to provide youth members and adult leaders a better understanding of their own physical capabilities, the Boy Scouts of America has established minimum standards for providing medical information prior to participating in various activities. Those standards are offered in one four-part medical form. Note that leaders must always protect the privacy of unit participants by protecting their medical information.

Parts A and B are to be completed annually **by all BSA unit members**. Both parts are required for all events that do not exceed 72 consecutive hours, where the level of activity is similar to that normally expended at home or at school, such as day camp, day hikes and swimming parties, or an overnight camp, and where medical care is readily available.

Part A Parental Informed Consent, Release Agreement, and Authorization with an area for notarization if required by your state) as well as a talent release statement.

Part B Medical information required includes a current health history and list of medications. Adult unit leaders should review participants' health histories and become knowledgeable about the medical needs of the youth members in their unit. This form is to be filled out by participants and parents or guardians and kept on file for easy reference.

Part C is required with parts A and B for any event that exceeds 72 consecutive hours, a resident camp setting, or when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high-adventure treks. It is to be completed and signed by a certified and licensed health-care provider – physician (MD, DO), nurse practitioner, or physician's assistant as appropriate by your state.

The level of activity ranges from what is normally expended at home or at school to strenuous activity such as hiking and backpacking. Other examples include tour camping, jamborees, and Wood Badge training courses. It is important to note that the height/weight chart must be strictly adhered to if the event will take the unit beyond a radius wherein emergency evacuation is more than 30 minutes by ground transportation, such as backpacking trips, high-adventure activities, and conservation projects in remote areas.

The Annual Health and Medical Record can be found by following the link below:

<http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>

The following link will take you to a Frequently Asked Questions page providing additional information:

<http://www.scouting.org/scoutsource/HealthandSafety/Resources/MedicalFormFAQs.aspx>

The following link will take you to an Instructions Handout:

http://www.scouting.org/filestore/HealthSafety/pdf/680-001_instruction.pdf

It is the responsibility of the unit to pick up all health forms at the end of camp, prior to leaving. **Copies** (originals should be kept for personal record) of all Annual Health and Medical Forms should be collected by the unit and turned in at the pre-camp meeting. If not, they **MUST** be brought to check-in. Again, any camper arriving without the Annual Health and Medical Record will not be able to participate until they have obtained one. Health forms should not be sent or dropped off at the Council Service Center without previous arrangement as we cannot guarantee their arrival to camp prior to your attending.



BOY SCOUTS OF AMERICA
HORSESHOE SCOUT RESERVATION

**CHESTER COUNTY COUNCIL, BSA
CONFIRMATION OF COMPLIANCE
PA Act 153 and BSA Registration Policies**

As the primary leader of the troop I am confirming that, while in camp, all adult Pennsylvania residents in our unit who have a supervisory role over youth or who will spend a night are in compliance with PA Act 153 and have completed all necessary background certifications.

Initials

As the primary leader of the troop I am confirming that anyone over the age of 18, and who will be in camp for over 72 hours, is a registered adult in the BSA thus having completed youth protection training and an adult application.

Initials

Signature

Print Name

Troop Number

Council

Horseshoe Scout Reservation Refund Policy

Scouts BSA Resident Camps

The Chester County Council Horseshoe Scout Reservation makes financial commitments for the hiring of staff and purchasing of supplies and other materials many months prior to camp; therefore, participants must make a financial commitment of at least \$50.00 by the deposit deadline February 28.

Based on this fact, refund amounts are dependent on time of submission and reason for refund. Please note that if an entire unit cancels before or after deposits are paid, the \$250 site stake-a-claim/reservation fee as well as any deposits is not refundable. If a unit should cancel after all payments have been made in full, any refund will be made at the discretion of the Director of Camping Services.

The Chester County Council does reserve the right to cancel any reservation if payments are not received in full by each of the payment due dates. Again, the \$250 site stake-a-claim/reservation fee is not refundable under any circumstances.

Below you will find the conditions required to be met in order for a refund to be processed. To ensure consistency in this process, no refund will be issued if any of the conditions are not met (no exceptions). In addition you will find the amount that will be issued is based on the reason for the refund request as well as date of submission.

- All refund requests must be submitted in writing either by mail to the Chester County Council Service Center, camping@cccbsa.org. Remember the date of submission will affect the amount of refund issued.
- Refund requests should include the following information:
 - Unit type and unit number (i.e. Troop 555)
 - Name of Scout
 - Date of attendance
 - Reason for request
 - Supportive documentation for a reason entitling a full refund
- Full refund of the amount paid will be issued only for the following reasons:
 - Medical illness or injury of Scout
 - Medical illness, injury or death of immediate family member
 - Mandatory attendance to summer school **during** the time the Scout is scheduled to attend camp

Any of the above reasons will **require** supportive, written documentation to be submitted along with the written refund request. For medically related reasons, a letter from the Scout's physician; for attendance to summer school, a letter from the Scout's teacher or school administration. Note: Unit leadership will be contacted prior to the processing of any refund.

Any Scout or leader/adult released and sent home by the camp director or health officer due to medical reasons will be issued a pro-rated partial refund. No refunds will be issued to campers choosing to leave early for any other reason than medical or illness/death in a Scout's immediate family.

The due date to submit a refund request based on one of the above reasons is August 31st.

- Partial refund of the amount paid will be issued for all other reasons based on the date of submission.

Requests must still be made in writing with a reason given, but written supportive documentation is not required.

Refund Request Made by:

May 1st

May 15th

June 1st

June 15th

Amount to be Refunded:

total amount paid less \$50

total amount paid less \$100

50% of the amount paid

25% of the amount paid

Refund Request Made after:

June 15th

Amount to be Refunded:

No refund

No refunds or credits will be issued at camp. If fewer Scouts attend than have paid, money will only be refunded based on a viable reason (medical or mandatory summer school attendance) and after the required letters and documents are submitted to the Council Service Center. **No refunds will be issued for unsupported requests.**

Refunds will be issued to the **troop** within two weeks of receipt of the request or with-in two weeks after the scheduled date of attendance, whichever comes first. The troop will be responsible for refunds to the family. Only if requested and approved by a key unit leader will a refund be made directly to the family.

Submit all refund requests to:

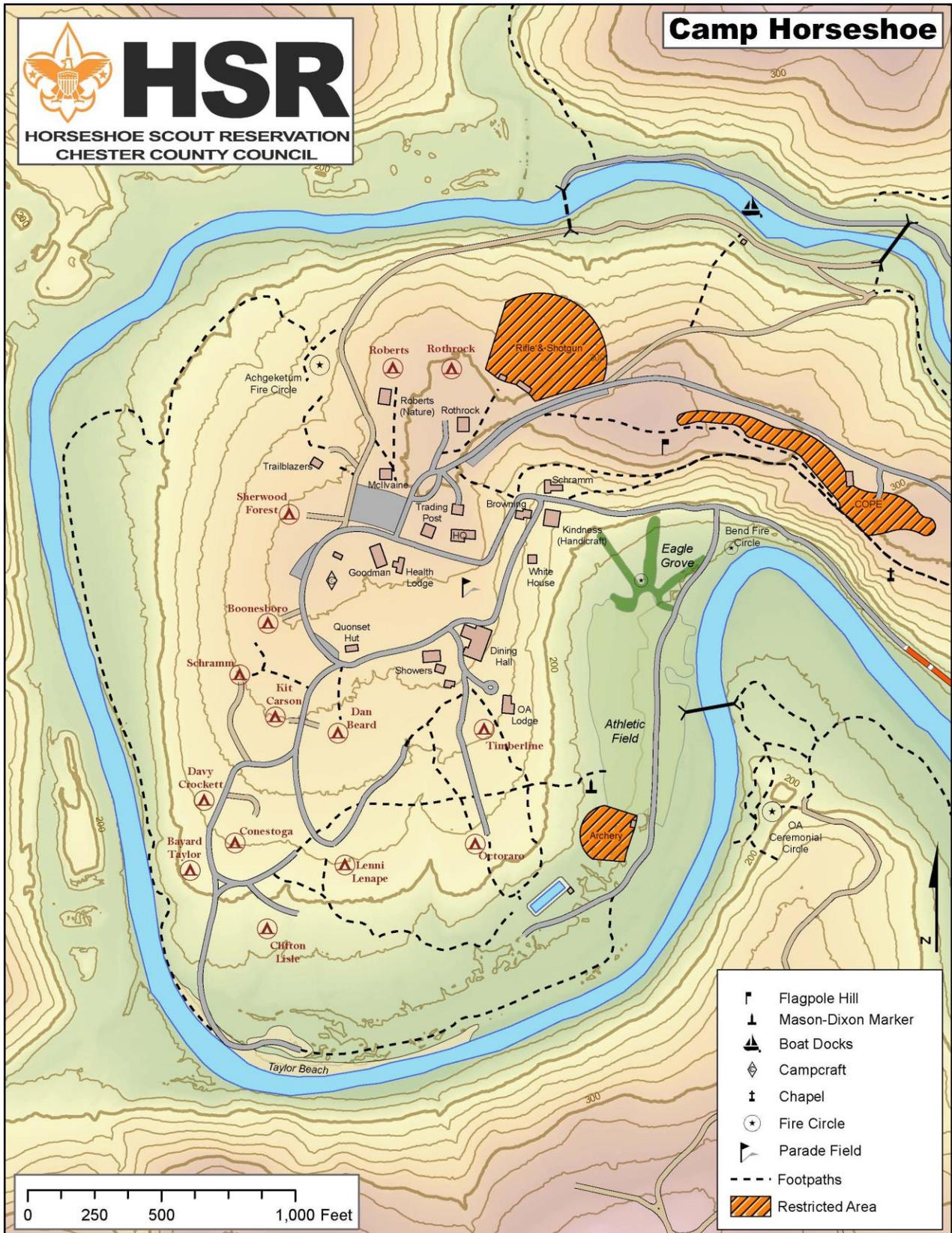
Chester County Council, BSA
Attn.: Camping Administration
1 Scouting Way
Exton, PA 19341
Council: 610-696-2900, ext. 125
camping@cccbsa.org



HSR

HORSESHOE SCOUT RESERVATION
CHESTER COUNTY COUNCIL

Camp Horseshoe



- Flagpole Hill
- Mason-Dixon Marker
- Boat Docks
- Campcraft
- Chapel
- Fire Circle
- Parade Field
- Footpaths
- Restricted Area



The Scout Oath

On my honor I will do my best
To do my duty to God and my country
and obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.



MISSION STATEMENT OF THE HORSESHOE SCOUT RESERVATION

Provide and maintain quality outdoor program facilities which will foster the development of advanced summer and year round scouting programs for Cub Scouts, Scouts BSA and Venture Scouts in the Chester County Council, BSA.

It is the mission of the entire Camp Horseshoe staff to support and foster the Scout Oath. We pledge to encourage all scouts attending summer camp 'to do their best' while having fun and learning skills they will carry with them through the rest of their lives. We greatly appreciate your giving us the opportunity to do so.