



BOY SCOUT RESIDENT CAMP 2004 LEADER'S GUIDE



**Camp Lone Star
Camp Piercing Arrow
Camp Sawmill**



2004 CALENDAR



BOY SCOUTS OF AMERICA
Heart of America Council
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Dear Camp Scoutmaster:

The time has come to start the groundwork that will make your troop's summer camp experience a success. In preparing for camp, it is important that you read the 2004 Camp Leader's Guide and the 2004 Camp Program Guide. Again, this year, we hope you will notice the many improvements that have been made to provide an even better camping program than the previous year.

For your convenience, this guide will be available on the Council website at www.hoac-bsa.org, in addition to the CD that will be provided to each troop at the camp leader orientation meeting.

This summer, when you arrive at camp, you will notice many improvements have been made to the Bartle Scout Reservation. The Mic-O-Say lodges and staff cabins are a result of the Keeping Our Promise Capital Campaign. We hope you enjoy these improvements and look forward to the additional improvements coming next year.

I, along with the entire camp staff appreciate this opportunity to work with each of you to provide your Scouts with a memorable summer camp experience. Feel free to let any one of us know what we can do to assist you this year.

Yours in Scouting,

Aaron Guest

**Aaron Guest
Council Camping Chairman**

AG:DSA:cmb



The Heart of America Council, Boy Scouts of America provides program facilities and services to all, without regard to race, color, national origin, age, gender or handicap.

The H Roe Bartle Scout Reservation, located in Osceola, Missouri, is home to over 6,600 Boy Scouts and 3,000 leaders each summer. The 3,600-acre reservation consists of three camps: Lone Star, Sawmill, and Piercing Arrow and the Osage Wilderness Trail. The H. Roe Bartle Scout Reservation has been a summer home to Scouting and the Tribe of Mic-O-Say since 1930.

Fun with a Purpose! This is the foundation that allows the Heart of America Council to provide a superior summer camp experience to the youth members of our council. Each age appropriate camp program recognizes the importance of providing an enjoyable and attractive experience for young people, while at the same time, address the elements that are important to youth development, such as social adeptness, caring relationships, creative use of time and respect for one self and others.

The philosophy of the camp staff is a total commitment to serving Scouts and their adult leaders to the best of our ability. In pursuit of this meaningful goal, we pledge to strive to incorporate the following things into every activity.

1. **Teaching & Coaching:** Traditional Scouting skills will be taught to all those in need of instruction.
2. **Values:** All camp staff members are committed to being good role models; always exemplifying the Scout Oath and Law.
3. **Fun:** We will deliver fun-filled camp-wide programs that will be enjoyed and remembered by every youth that attends camp.
4. **Quality:** An emphasis on quality and good health, with careful attention paid to program content, menu selections, trading post sales, and physical activities will be a part of everything we do.

TABLE OF CONTENTS

I. PLANNING YOUR SUMMER CAMP ADVENTURE

Planning Your Summer Camp Adventure	8
Getting Scouts Excited About Camp	10
Informing Parents About Camp	10
Registration Requirements	13
Physical Examinations	13
Special Needs	13
2004 Camping Fees	14
Refund Policy	14
Financial Need	15
What to Bring to Camp	15
Equipment Provided	16

II. CAMP LEADERSHIP

Camp Scoutmaster	17
Senior Patrol Leader Council	17
Patrol Leader Council	17
Flag Ceremonies	17
KP's (Table Waiters)	17
Transportation	18

III. HEALTH AND SAFETY

Medical Information and Examination	19
First Aid	19
Prescription Medication	20
Cortes Health Lodge	20
Sick Call Hours	20
Rest at Camp	20
Emergency Care	20
Lyme Disease	20
West Nile Virus	20
Drinking Water	20
Heat Alert	21
Council Accident and Illness Coverage for HOAC Units	21
Youth Protection Guidelines	21

IV. CAMP RULES AND REGULATIONS AT CAMP

Emergency Procedures at Camp	22
Vehicle Safety	22
Camp Speed Limit and Vehicle Storage	22
Endangered Species.....	22
Wildlife	22
Conservation Policies.....	22
Troop Rocks.....	22
Army Corps of Engineer Markers	23
Alcoholic Beverages & Narcotic Drugs	23
Personal Firearms and Weapons	23
Fireworks.....	23
Liquid Fuel at Camp	23
Showers	23
Leader Cabin Lighting.....	23
Rope Swings and Pioneering Projects	23
Hammocks.....	23
Bikes.....	23
Staff Housing	23
Cleanliness	23
Selling Policy	24
Vandalism and Pranks	24
Equipment Damage Charges.....	24

V. CAMP SERVICES

Campsite Commissioners.....	25
Maintenance Commissioners	25
Camp Chaplain Service.....	25
Osage River Trading Company	25
Mail.....	26
Bank Plan	26
Ice.....	26
Reservation Bus	26
Homesickness	26
Telephone.....	26
Security at Camp.....	26
Wrist Bands	26

VI. ARRIVAL AND DEPARTURE

Arriving at Camp	27
Arrival Time And Campsite Host	27
Check In Procedure.....	27
Checking In As An Individual.....	27
Check Out Procedure During Camp Session	27
Check Out Procedure At End Of Camp Session	27

VII. APPENDIX

Special Needs Request Form	30
Directions to Camp and Camp Map	31
Campership Application	33
Council Camping Award Application	34
Health Forms	35
Letter to Employer Request Form	39
Local Tour Permit	40
National Camping Award Application	43
Pre-Camp Order Form	44
Reservation Visitor Information Guide	45
Transfer of Funds and Reservations Sample Memorandum	47

PLANNING YOUR SUMMER CAMP ADVENTURE

Planning for summer camp should start several months before your unit plans to arrive at camp. As a Scoutmaster, it is your responsibility to insure your Scouts are prepared to set and accomplish their personal goals. Here are a few basic tips to help you insure this happens.

Let each Scout set his own goals and choose the activities that interest him at camp. You should take a few minutes at a troop meeting to talk with each scout about his summer camp agenda and provide guidance on any suggested changes.

Dedicate portions of several troop meetings for patrols to set goals and discuss activities that they would like to participate in at camp. (Refer to the program guide.)

Some troops find it helpful to hold a "Summer Camp Meeting" just prior to camp to go over what Scouts need to bring with them for the session. At this meeting you should also hand out information packets to parents, finalize paperwork needs, secure the needed equipment for the troop campsite, and briefly review each Scout's program schedule.

Most of all, remember that summer camp is an opportunity for Scouts to grow both mentally and physically. They need to be allowed to make most of their own decisions regarding program participation, and the older Scouts should assist as much as possible in preparing the younger Scouts for camp.

These steps have proved to be helpful to insure that Scouts have a fun-filled successful summer camp.

1. **Find out what your Scouts want to do.** Before camp, schedule a few minutes at troop meetings to talk about camp. If most of your Scouts are first year campers you may choose to show slides of your troop at summer camp. Keep a list of each Scout's personal camp goals. Find out how many non-swimmers are going to camp. Insure they sign up for "beginners swim" classes.
2. **Meet with patrol leaders' council.** Ask Scouts to discuss with their patrol members what they would like to do at camp. Encourage them to be creative and plan some fun activities. Some options could be:
 1. Patrol hike
 2. Patrol swims, shoots, fishing, etc.
 3. Inter-troop patrol challenges, etc.
 4. Outpost programs
3. **Meet with your senior patrol leader.** See if he is going to attend camp. If he is not, then from those Scouts attending, elect a camp senior patrol leader. Include him and your troop senior patrol leader in all your camp planning meetings.
4. **Have a serious session with yourself.** Your camp goal should be to meet the goals of the Scouts you serve. Review the information from the Scouts and share this with the troop committee.
5. **Meet with your troop committee.** The committee members need to be involved in summer camp planning. It is their responsibility to help you and the troop to be successful. Discuss such items as transportation, equipment, finances, and identify the adults who will be attending with you the entire session and who will be attending part of the time. Have part-time leaders submit in writing the dates of when they will be at camp. (All camp fees must be paid at Council Service Center by Wednesday, April 28, 2004, for part-time leaders according to how many days they will be in camp).

6. **Experience Tells Us.** This is a collection of what experience has taught us regarding merit badges and advancements.
- a. Summer camp is not a place where you pay a fee and get four badges automatically. Instead, camp offers merit badges as one portion of the overall program.
 - b. The first year camper, generally speaking, should try no more than four merit badges (and some of these should be handicraft badges). Others will argue this point. We won't argue. We will let you have the boy take as many badges as he wants, but experience shows us that a balanced approach is best for the first-time camper.
 - c. The most difficult badges to earn are those requiring a great deal of physical skill, coordination, time and stamina: swimming, lifesaving, rifle shooting, archery, orienteering and most Lakefront badges. Swimming and lifesaving are physically demanding merit badges. Scouts need to swim regularly before camp to prepare for these badges. This could be a series of troop activities.
 - d. Complete advance written work before camp.
 - e. Boys should try doing something new at camp and get a well-rounded experience. Try a handicraft merit badge, a nature merit badge, an aquatic or Scoutcraft merit badge combination. Also don't sell the Outpost programs short. First, second and third year campers will enjoy and grow from the Outpost programs.
 - f. You should come to camp prepared. Have patrols already organized. Work on ideas as patrols and have the patrol leaders represent the group at camp.
 - g. Your campsite is your home for the session, so work at making it comfortable by bringing banners and flags to dress it up.
 - h. You should schedule time for rest! Too often we don't take time to sit and enjoy the beauty around us at camp. Don't miss the trees, the nature and the clean, fresh air.
 - i. Top troops show spirit. The troop that comes to camp with ideas and spirit challenges the rest of camp to come alive. Bring your troop cheer to camp and show everyone that you are number ONE.
 - j. Be flexible. Each session, over 1,000 Scouts attend camp and, while the staff is there to meet everyone's needs, a Scout should always be friendly, cheerful, and courteous. We need to practice the Scout law in camp when dealing with others.
 - k. Communicate. If you have a special need or want to do something spectacular, tell us about it and we will give it our best shot.
 - l. Encourage those older Scouts who have earned most of the badges to try an Outpost program. See the Outpost Program Guide for ideas.
 - m. One last thing, we want to make this the best camp experience possible for all Scouts. If you have any suggestions, we will gladly listen to your ideas.

GETTING SCOUTS EXCITED ABOUT CAMP

Promotional information should be shared with Scouts and leaders in your troop. This can be accomplished in many ways. Some ideas for promotion include, but are not limited to:

- Take Scouts to camp during the "off season", and let them explore. Discuss the different program areas and historical sites around camp. The *Short Term Camping Reservation* form should be completed at least two weeks in advance of "off season" camping visits and submitted to the camping office at the Council Service Center.
- Hold troop fund raising projects to help Scouts earn part of their own camp fees. The HOAC sponsored popcorn sale is an easy and effective way for all Scouts to earn their entire camp fee in just a few weeks.
- Initiate a program whereby Scouts who perform well in the troop may get a full or partial scholarship to camp.
- Review the camp goals of each Scout and show them how they can meet these goals and still have fun at camp.
- Hand out information sheets to the Scouts' parents to share information about camp.
- Show slides or videos of previous summer camps at meetings. These are available from the Council Service Center.
- Tell the history of camp around the troop campfire. Plan hikes to points of interest mentioned in the history. The names and places mentioned will be brought to life to your Scouts.
- Invite former and current staff members to visit your troop to talk about camp to heighten the Scouts' interest.
- Talk about the Merit Badges, and other programs and the different kinds of adventures they offer to new Scouts as well as seasoned Scouts.
- Have a camp poster contest. Get the Scouts to write an essay on "Why I want to go to camp." Ask your Chartered Partner to appoint people to judge them, award prizes.

INFORMING PARENTS ABOUT CAMP

Successful troops hold an informational meeting for parents before camp. This meeting can be held in conjunction with a Court of Honor, troop meeting, or at some other convenient time prior to summer camp. Parents need to be informed about all of the details regarding summer camp. Visitor Day information, camp rules, equipment needs, and departure and arrival times should all be covered during this meeting. All of the needed information for a pre-camp meeting can be found in this Leader's Guide. A suggested agenda has been provided on the next page for your use in conducting this pre-camp meeting.

The following is a suggested agenda for the recommended Scouts, leaders and parents meeting. This meeting is best held in May and should be conducted by the Camp Scoutmaster and the Senior Patrol leader.

SAMPLE LETTER TO INFORM YOUR PARENTS ABOUT CAMP

TO THE PARENTS OF FIRST TIME BARTLE CAMPERS:

You and your son are about to embark on a full-filled adventure – Boy Scout Summer Camp at H. Roe Bartle Scout Reservation. WE say 'you and your son' because you are one of the major influences on how your son will view his camping experience. If you show interest, enthusiasm and encouragement, your son is much more likely to do the same. Demonstrate to him that you believe in him and his abilities. Bartle is a wonderful experience where your son will have a grate time and will grow both physically and mentally. With your help, he will get the most out of his experience.

As the time to depart for camp draws near, first year campers will need your special attention helping him acquire, mark and pack his clothing and Scouting items. Prior to this special day, it might be fun if someone suggests and/or organize a Mom's brunch for after the troop leaves or a get together at someone's house for "Mom's Night Out." There's comfort in numbers! Also, "seasoned" Moms will have a wealth of information and experiences they will gladly share.

Your Scout will be looking forward to your visit on Visitor Day. We suggest you plan to arrive between 10:00 and 11:00 AM. Every family is encouraged to attend. Your attendance and support for your Scout on this special day during each session helps him to know how important he is to you. Additionally, he is anxious to share with and show you what he is experiencing.

Many troops have a buffet picnic lunch. Food should be brought to camp in disposable containers. Due to the heat, please don't leave dishes that contain mayonnaise or ingredients such as tuna out for more than a couple of hours and be sure to take that food home with you. Most often enough food is brought on Visitor Day to allow the Scouts and leaders to have enough for not only the noon meal, but also an evening snack. Campers look forward to this day during their session because we all know that home cooked food is much more tasty than camp food.

Bring your lawn chairs. Expect the weather to be sunny, hot and humid. The camp is dusty and rocky, so wear your most comfortable shoes (sandals are not a good choice). Your son will want to show you where he spends his days and this requires considerable walking. You will be able to see Bartle through the eyes of your son. Due to camping conditions don't bring pets!

Please plan your departure from the campsite no later than 4:00 PM, as the boys will have evening activities to attend. If your Scout is a bit sad to see you leave, don't delay – that only makes it harder for him (and you)! In most instances, within a very few minutes after you leave, your son will be off to another adventure and a fun filled evening. Your leaders are aware that departure time is sometimes difficult, so will be ready to handle homesickness that might arise.

You might consider mailing a short note or a funny card to your Scout on the day before he leaves for camp so he will get some mail shortly after he arrives at camp. However, **DO NOT TELL HIM ALL THE FUN YOU ARE HAVING WHILE HE IS GONE!** Make your letter sound as if life is **RATHER DULL AT HOME.**

Bartle is a large place with hundreds of campers per session. Please do not call unless it is truly an emergency that cannot wait. Even then, it will be some time before the message can be delivered, and return call placed back to you. Phones can be a source of homesickness. Should your Scout call home, we suggest you give him encouragement that you want him to stay and have a great camping experience.

SUGGESTED AGENDA FOR TROOP'S CAMP ORIENTATION MEETING

1. Welcome and Purpose of Meeting
2. Travel Information
 - a. When to meet, what to wear, route, method of transportation.
 - b. What to bring for the trip.
 - i. Updated and signed medical form. A photocopy of the medical forms (with an original signature) should be given to the Camp Scoutmaster and reviewed at least one week prior to the day the troop leaves for camp.
 - ii. Gas and/or lunch money, etc.
 - c. When and where the troop will return.
3. Schedule While at Camp
 - a. Visitors day, date, time and special troop arrangements.
 - b. Ceremony schedule (Tribesman and/or registered **CAMPERS** only).
4. How Parents Can Reach Their Sons
 - a. Mail
 - b. Emergency telephone number (417-646-8115). PLEASE – EMERGENCY ONLY
5. What to Bring to Camp and What NOT to Bring to Camp
6. Program Schedule
 - a. What is available for advancement
 - b. What troop will be doing for fun (hikes, Outpost, canoe trips, etc.)
 - c. What troop is planning for service projects or campsite improvements
 - d. Read the program guide – especially for Outpost and Lakefront Program participants.
7. Expenses to Anticipate
 - a. Merit Badge costs
 - b. Items available in the Osage River Trading Company (camp trading post)
 - c. Extra program costs (shotgun shooting, etc.)
 - d. Other miscellaneous items
 - e. Troop's camp banking procedures
8. Questions From Audience
9. Troop Slides and Pictures From Last Year
10. Inspiration Closing

REGISTRATION REQUIREMENTS

The Heart of America Council, Boy Scouts of America provides program, facilities, and services without regard to race, color, national origin, age, gender, or handicap. All full and part time adult leaders, and youth, on the reservation, **must** be current registered members of the Boy Scouts of America. No camper, youth or adult, will be permitted to stay in camp unless their full camp fees have been paid prior to the start of their camp session.

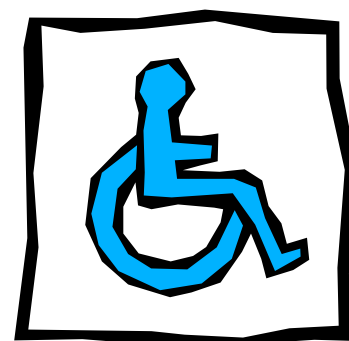
While we encourage Scouts and leaders to camp with their troop, sometimes it might be necessary for them to camp with another troop during the summer. If this becomes necessary for any member of your troop, remember that a memorandum authorizing the transfer of reservations and fees (*sample included in Appendix*), signed by the Scoutmaster and Committee Chairman of both units authorizing this arrangement must be on file at the Council Service Center in the Program and Camping Service office **prior to the start** of the camping session. A separate billing and attendance statement will be maintained by the Program and Camping Service office for the Scout(s) and leader(s) from one troop camping with another troop. These Scout(s) and leader(s) are considered Provisional Campers and incur an additional \$10.00 in camping fees.

PHYSICAL EXAMINATIONS

Every Scout and adult 39 years of age and younger going to camp must, upon arrival, present a completed **Class 2** physical examination form, **signed within the last 36 months**, by a licensed Medical Doctor or Doctor of Osteopathy. The health history portion of the form must be updated annually, and for youth **under 18 years of age, it must also be signed and dated annually by his parent or guardian**. **Adults 40 and over** must have a current **Class 3** medical examination form, **completed within the last 12 months**, and signed by a licensed Medical Doctor or Doctor of Osteopathy. Please check your unit's forms for the proper signatures before departing for camp. Any Scout that is planning on participating in Project COPE or on the Climbing Tower must have a current **Class 3** medical examination.








SPECIAL NEEDS

Any Scout or leader with special needs that require addressing while at camp should complete the Special Needs Request Form included in this Leader's Guide and **return it to Camping Services by April 28, 2004**. This form can also be found on the HOAC website in the RESOURCES AND FORMS sections. Be sure to indicate the type of need, i.e. physical, medical, dietary, food allergies, etc. **Food allergies and dietary requests also require a Special Needs Request form.**



2004 CAMPING FEES

IN COUNCIL TROOPS	On or before April 28, 2004	April 28, 2004 or after
Youth	\$220.00	\$240.00
1st Two Leaders	\$125.00	\$145.00
Additional Leaders	\$220.00	\$240.00
Part-Time Leaders	\$35.00 per day	\$40.00 per day
OUT OF COUNCIL TROOPS	On or before April 28, 2004	April 28, 2004 or after
Youth	\$245.00	\$265.00
1st Two Leaders	\$155.00	\$175.00
Additional Leaders	\$245.00	\$265.00
Part-Time Leaders	\$37.00 per day	\$42.00 per day

-  Part-time leaders are any adults spending any portion of any day at camp regardless of meals. **NO INDIVIDUAL MEALS CAN BE PURCHASED.**
-  No more than three part-time leaders can share a full-time slot.
-  There are no part-time youth at camp.
-  Non-refundable deposit of \$25.00 due with each reservation.
-  Second fee payment for all full time leaders and Scouts was due on February 25, 2004.
-  Final fee payment for both Scouts and leaders is due April 28, 2004.
-  **Late Fee Payment will be applied to all leaders and Scouts who register after April 28, 2004.** The only exception to this policy will be for Scouts and leaders joining Scouting for the first time on or after April 28, 2004. Any unit adding a Scout or leader after this date must give Camping Services a specific name. This policy is intended to assist us in planning our food, supplies, and equipment orders in advance of your arrival.

REFUND POLICY

There will be a **\$100.00 CANCELLATION FEE** (includes \$25 non-refundable deposit) after April 28, 2004 for any full time camper (Scout or leader) not attending. There will be a **\$15.00 PER DAY PART-TIME LEADER CANCELLATION FEE after April 28, 2004.** (Units may fill the slot internally. Scout and full time leader slots are interchangeable.) **THIS CANCELLATION FEE IS ASSESSED FOR EQUIPMENT, FOOD, AND PROGRAM PURCHASES MADE PRIOR TO CAMP, WHICH CANNOT BE CANCELED DUE TO ABSENCE OF CAMPER.** After cancellation fee is assessed, all funds are refundable.

If a Scout or leader becomes ill while attending camp and is sent home **by the camp medical staff**, he or she is eligible for a pro-rated refund (by day) of the "balance of fee" (\$25 deposit is non-refundable). If a camper leaves **without being sent home by the camp medical staff**, **there is NO refund.** All refunds and overpayments will post to the Troop's Unit Account at the Council Service Center.

FINANCIAL NEED

Registered youth members who cannot pay the full cost of attending council Scouting events may apply for limited financial assistance (campership). This fund assists deserving youth members to attend local council events with a percentage of the cost based on need, but is not intended to provide the full fee. Families, units and/or the chartered partner are expected to provide a substantial portion of the fee. Campership is aid for only ONE camping experience.

The information requested is confidential and necessary to help determine the percentage of need for each applicant. Please print legibly. Applicants for camperships MUST be currently registered members of the Heart of America Council, BSA. Applications for unregistered persons and applications without signatures will be returned to the Committee Chairman. Mail completed and signed applications to: HEART OF AMERICA COUNCIL, ATTN: CAMPING AND PROGRAM SERVICES, 10210 HOLMES RD, KANSAS CITY, MO 64131-4212. A copy of this form is in the appendix section of this leader guide.

WHAT TO BRING TO CAMP

The Boy Scout uniform builds pride. The Scoutmaster's attitude toward wearing the Boy Scout uniform will be reflected in the dress of his troop. Scouts should wear their uniform to and from camp with pride! Scouts and Scouters who have their Class "A" uniform shall wear it to camp-wide flag ceremonies, as well as campfires and church services. Those who do not own a complete uniform should wear their Class "B" uniform.

Every troop at camp should take a few minutes to determine if it has everything necessary for a quality program. Remember that there is no electricity in your campsite. The following is only a suggested list of items to take to camp. Consult the Scoutmaster's Handbook for a more detailed list.

Equipment And Supplies Everyone Should Bring

Health Form (completed and current)	
Bible or Prayer Book	
Camp Box with Lock (suggest extra key or combination to Scoutmaster)	
Official Scout Uniform (shirt, troop neckerchief w/slide, shorts or pants, belt, and socks)	
Camp T-Shirt (new ones available at trading post)	
Extra shirts, shorts, underwear, socks, etc.	
Pajamas	Sweater or Light Jacket
Jeans or Long Pants	Swimming Suit (One piece suit for ladies)
Sun Block	Raincoat or Poncho
Hiking boots & tennis shoes	Hat or Cap
Handkerchief	Bath towels
Toothbrush & Toothpaste	Shampoo, Soap, Comb
Sleeping Bag or Blankets, Pillow	Flashlight & Extra Batteries
Boy Scout Handbook	Merit Badge Pamphlets
Paper & Writing Utensils	Pocket Knife (No sheath knives)
Non Aerosol Mosquito Repellent	Drinking Cup

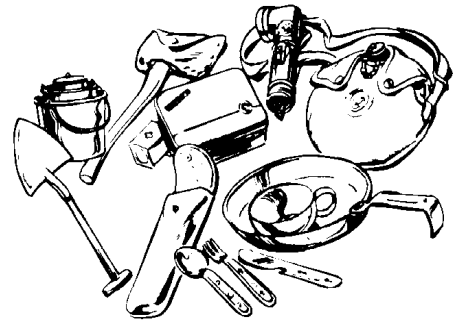
DO NOT BRING VALUABLES TO CAMP. All clothing and equipment should be clearly marked with your full name and troop number.

OPTIONAL EQUIPMENT

Moccasins	Camera and Film	Sunglasses
Canteen	Musical Instrument	Small Rug or Mat
Work Gloves	Sewing Kit	Stamps and Envelopes
Nylon Line, Clothes Pins, Coat Hangers	Clothes Washing Soap (in plastic bottle or biodegradable powder)	

Items Your Troop Should Provide For Your Campsite

Troop Flag
Troop First Aid Kit
Special Medications Dispenser
Troop Religious Materials (Prayer Books, Bibles, etc. per Faith)
Troop Merit Badge Library
Program Reference Materials
Water Containers, Drinking Cups and Ice Cart
Garden Hose (100 foot)
Tarp or Dining Fly
Rope and Binding Twine
Trash Bags
Lock Box for Troop Valuables
Clear Plastic Covers for Campsite Bulletin Board
Clipboard with Extra Paper
Thumbtacks
Ax, Bow Saw, Rake, and Shovel (no double bitted)
Alarm Clock (wind up or battery)
Lanterns (Battery Operated or Propane Only)



CAMPSITE EQUIPMENT PROVIDED BY HOAC

American Flag
Tent Platforms
Canvas Cots
Picnic Table
Campfire Area

Flagpole
Two-Person Tents (9 1/2' x 7 1/2')
Bulletin Board
Latrine & Water Supply
Leader Cabin (eight bunks without mattresses)

Leaders are to be housed in the leader cabin (holds eight) and must be at capacity before leaders occupy any of the tents in the campsite. Female leaders will camp with their unit with other female leaders. All campers and leaders must be housed in established campsites. "Overflow" leaders may be housed in another campsite.

If more than one troop is in a campsite, the leader cabin must be shared. No facilities are available for the use of personal camper-type vehicles. No personal tents are to be used in the campsite. This includes screened porches, military tents and personal sleeping tents. Carpets are not allowed in leader cabins or on the steps leading into the cabins. No decks are to be constructed to tents or leader cabins.

Tent platforms are not to be moved from their foundations. They are to be kept off the ground for maintenance purposes.

Spending Money – Souvenirs, snacks and craft kits are available at the Osage River Trading Company. Troops may wish to operate a "bank" to hold money for Scouts while at camp. Only small bills 1s, 5s & 10s should be brought to camp. The Trading Post cannot easily make change for larger bills.

All personal items and spending money should be kept in a secure camp box while at camp. Clothing should be clearly marked with your full name and troop number. **The Heart of America Council is not responsible for securing or for the loss of personal items. It is your responsibility to keep track of all personal valuables while at camp.**

CAMP LEADERSHIP

CAMP SCOUTMASTER - There must be at least two (2) registered adult leaders (one of whom is 21 years or older serving as Camp Scoutmaster) with each troop in camp at all times. Troops can share leadership to meet this requirement with written approval of their Unit Committee Chair and Chartered Partner. A copy of this approval must be furnished to the Camping and Program Service office at the Council Service Center.



Preferably, the troop is under the leadership of its registered Scoutmaster. If the Scoutmaster is unable to attend full time, the troop committee should name a Camp Scoutmaster. The Camp Scoutmaster (minimum age is 21) works with the Senior Patrol Leader, and together they develop and schedule the troop's program. The Camp Scoutmaster participates in the camp-wide daily leaders' meeting, assigns and coordinates the responsibilities for all the adult leadership at camp for their troop. It is recommended that ALL adult leaders be trained in youth protection, but at least one adult leader MUST be trained in Youth Protection.

Under the troop system of camping, the Camp Scoutmaster is in charge of your troop at all times. All additional adult Scouters in camp are considered Assistant Scoutmasters. The majority of instructing, disciplining and organizing of your troop is up to you.

The staff works with you and serves as your camp helpers. Our purpose is never to take over your job as leader of your unit, but rather to aid in achieving for you, the utmost respect of your Scouts, to work as your special advisors and helpers and to provide an environment in which your troop can grow into a more proficient organization with quality trained leaders and Scouts.

SENIOR PATROL LEADER COUNCIL - Each troop's Senior Patrol Leader is a part of the Camp Senior Patrol Leader Council, which meets daily. At this daily meeting the next day's "patrol activities" are scheduled and camp-wide activities planned. The time and location will be announced.



PATROL LEADER COUNCIL - This group of the troops' junior leaders plans and carries out the troop program while in camp. They meet daily (prior to the Senior Patrol Leader Council meeting) to plan patrol activities and their troop's part in camp-wide activities.

FLAG CEREMONIES - Most campsites are shared by two or more troops. There is flag and flagpole in each campsite. Troops are to cooperate and have a formal flag raising and lowering ceremony each day. Scoutmasters should encourage the Senior Patrol Leaders of each troop meet to work out a rotation of flag duties while at camp. The Patrol Leader Council makes specific patrol assignments.

KP'S - While at camp, the KP is your table waiter. KP's, assigned from your unit, report to the Dining Hall before the meal and assist in getting the table ready for meals. During the meal, the KP makes certain that the food is retrieved from the serving counter and placed on the table. The KP is the one who goes back to the serving counter to pick-up "seconds" when available. Tables are assigned to each unit, and KP's eat at their assigned tables. KP's also assist in the cleanup of the dining hall and their tables after meals. Special instructions are given to all KP's at each meal to cover variables. Your first meal will be served at 6:00 PM on day 1 of your session, and your last meal will be breakfast on day 10. KP duties must be rotated among all Scouts at the table. The following is a list of mealtime duties that the KP will be expected to handle.

 The KP arrives at the Dining Hall following the K.P. call (20 minutes before mealtime).

 The KP must pass a cleanliness inspection by the Commissioner Staff. As in a normal

restaurant situation, KP's are expected to have clean hands, and have on a clean shirt. If they do not pass inspection, they will be required to clean themselves, and then be re-inspected, before they can begin their duties.

- 🔔 The KP sets his assigned table with plates, glasses, and silverware for eight.
- 🔔 Special instructions will be given as the KP sets his table. He can check and replenish sugar, salt, pepper, and napkins, if needed, at this time.
- 🔔 When his table is set, the KP should sit down, and wait for further instructions.
- 🔔 Food and drinks are picked up at the serving counter as directed by the staff.
- 🔔 Everyone eats. The food service staff will direct obtaining "seconds" of food, if available.
- 🔔 At the conclusion of the meal and program, the Program Director will announce, "KP's please remain." Clean up should not begin until the Dining Hall is dismissed. All food is scraped into one serving bowl, all liquids are put into pitchers, and the silverware is separated. The KP then disposes of the garbage, and returns dirty dishes to the washing area in the order requested by the staff.
- 🔔 Once the table is cleared, the KP will wash the table top using a prepared solution. The floor under and around the table is swept, and the sweepings are placed in trashcans. When each KP's area is clean, he holds up his hand for an area inspection. He cannot leave until dismissed by a staff member.

The cleanup after the meal should take between 12 to 15 minutes. If there is spilled food, the KP responsible will be required to do some spot cleaning as well. We request that there only be one KP per table per meal, and that they follow directions closely.

While being a KP may not be the "most enjoyable task," a concerted effort will be made by the staff to help KP's. However, firm control must be maintained and KP's will be expected to follow directions. We request only one KP per table. An experienced Scout should handle the first meal responsibility of a session.

The H Roe Bartle Scout Reservation participates in the USDA Special Milk Program.

"In accordance with federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability."

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Witten Building, 1400 Independence Ave, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice mail or TDD). USDA is an equal opportunity provider and employer.

TRANSPORTATION TO AND FROM CAMP – Transporting the Scouts, troop equipment, and personal gear is the shared responsibility of the troop committee and parents. A bus should be considered to help alleviate parking problems at camp. Consolidation of adults driving to camp would also help. Parking is limited. All buses, trucks and trailers must be parked in designated areas.

It is recommended that a member of the committee be appointed to serve as transportation chairman for the troop. The primary responsibility of this person is to plan the trip to and from camp. Each troop should file a Local Tour Permit at least two weeks in advance of departure with the Council Service Center.

HEALTH AND SAFETY

MEDICAL INFORMATION AND EXAMINATION

All Campers and Adult Leaders 18 - 39 - Must, upon arrival, present a current medical information and examination form, Class 1 and Class 2 (medical exam must have been completed within last 36 months and cannot run out before camp session is over). Additionally, these items apply:

1. Signed by a licensed Medical Doctor or Doctor of Osteopathy (M.D. or D.O. only).
2. The health history portion of the health form (class 1) must be updated annually, signed and dated by the individual (or parent/guardian if under 18).
3. If certain medical conditions exist as stated in BSA Health & Safety Guidelines, you may be required to have an annual medical evaluation performed (class 2 medical evaluation).

Adult Leaders 40 and over - Adults 40 and over must have a current (signed by a M.D. or D.O. within 12 months) medical examination Class 3 if they stay overnight.

The activity of a Scout or leader with an incomplete or missing health form will be restricted until the proper information is on file. It is the leader's responsibility to obtain the proper form, either from home or otherwise. NO physicals will be performed at camp. If this information is not provided within 24 hours after arrival the camper (Scout or Leader) will be sent home. All campers and adult leaders must go through the medical recheck upon arrival at camp.

NOTE: Please review each health form at least one week before departing for camp for proper parental signatures, etc. Be sure that all health histories have been updated. Medical staff at Bartle reserves the right to deny access to the reservation and its programs to any adult or boy camper on the basis of the physical recheck at Bartle.

FIRST AID - The troop is responsible for all minor first aid. It is important that each troop be prepared to treat minor cuts, scrapes and abrasions. Because of the camp setting, infection occurs without basic, proper attention to minor ailments. All other cases will be treated at the reservation health lodge. Each troop must provide transportation to and from the Health Lodge or to local health facilities in non-emergency situations. If transportation is not available from the troop, check with the lead commissioner in each camp for assistance.

SUGGESTED TROOP FIRST AID KIT (for 20 Scouts)

One 2" roller bandage	Thermometer	Two 1" roller bandages
Paper cups	Scissors	Cornstarch
Two rolls of 1" adhesive tape	Sunscreen SPF 24	Alcohol swabs
Neosporin (triple antibiotic)	Tweezers	Needle
1 box assorted adhesive bandages	Six elastic bandages, 3 - 6" wide	Petroleum jelly
Safety pins	Twelve 3"x3" sterile pads	Medical log book
Sunburn lotion (aloe vera)	Baking soda	Imodium AD
Four triangular bandages, 40"	½% Cortisone cream	Mylanta
Two bars of soap (biodegradable)	Tylenol (non aspirin, 325 mg)	Tylenol (no aspirin) - 325 mg
Diphanhydramine (Benadryl 25 mg)	Ibuprofen 200mg	
Insect repellent (non-aerosol)	Visine/Naphon A eye drops	

NOTE: Refer to the First Aid merit badge pamphlet #3276 and The Scoutmasters Handbook for additional information.

PRESCRIPTION MEDICATION - A Scoutmaster may dispense any prescription if properly labeled with frequency and dosage by the pharmacy. If not properly labeled, the health lodge must administer medication. All prescription drugs dispensed by the unit must be locked with restricted access and records kept detailing dispensing activity. All drugs needing refrigeration may be kept in the locked refrigerator at the commissioner cabin or health lodge. **All needles must** be disposed of in a sharps container also located at the commissioner cabin or health lodge.

CORTES HEALTH LODGE - The Cortes Health Lodge is an excellent first aid facility. First aid at the health lodge is just that...first aid. It is not a hospital or an emergency room.

The council is fortunate to have many physicians volunteer their time and services to provide a high level of care at the health lodge. The treatment of pre-existing or non-camp related illnesses or injuries should not be expected; such cases will be referred to local health providers who charge for services.

SICK CALL HOURS - Sick call at Cortes Health Lodge will be held following every meal and includes non-emergencies such as sore throats, poison ivy, and problems that are not life threatening.

REST AT CAMP - The amount of sleep a Scout gets can make the difference between a great camping experience or a poor one. Each person needs an adequate amount of sleep to function in a cheerful and positive manner. The Camp Scoutmaster is responsible to see that each Scout has the opportunity to get at least eight (8) hours of sleep each night. This means each troop should respect the quiet time from 9:45 PM to 7:00 AM.

EMERGENCY CARE - Emergency care is available 24-hours-a-day. In case of emergency, contact the camp office during office hours (7:00 AM - 10:00 PM) or the lead commissioner after hours. They will coordinate with the health lodge for treatment. In suspected neck, back injuries, fractures and other suspected severe injuries, **do not** attempt to move or transport the patient without instruction by qualified personnel from the reservation health lodge.

LYME DISEASE - Anyone participating in outdoor activities should take steps to prevent exposure to tick bites.

1. Wear long-sleeved shirt and long pants. Tuck pants into boots or socks.
2. Wear light colored clothing to make it easier to spot ticks.
3. Conduct frequent and thorough "tick checks." Finding and removing the ticks quickly is important. "Tick checks" should be conducted at least every 4-6 hours while in remote areas of camp.
4. Insect repellents can help repel ticks (use non-aerosol).
5. Stay on trails and avoid "bush whacking" through high grass and brush.

WEST NILE VIRUS - Human illness from West Nile Virus is rare, even in areas where the virus has been reported. The chance that any one person is going to become ill from a mosquito bite is low. You can further reduce your chances of becoming ill by protecting yourself from mosquito bites.

To avoid mosquito bites, apply insect repellent containing DEET (N,N-diethyl-meta-tolamide) when you are outdoors. When possible, wear long sleeved clothes and long pants treated with repellents containing permethrin or DEET since mosquitoes may bite through thin clothing. Do not apply repellents containing permethrin directly to exposed skin. If you spray your clothing, there is no need to spray repellent containing DEET on the skin under your clothing.

DRINKING WATER - Each campsite is equipped with a drinking fountain. Proper amounts of water are important during hot weather. Troops are encouraged to use water coolers but must provide separate cups (disposable or reusable) for each person. Each Scout and leader should be encouraged to drink extra water each day.

HEAT ALERT - HEAT INJURIES CAN BE SERIOUS! HIGH WATER INTAKE (*NOT SODA POP OR COFFEE*), HATS, LOOSE CLOTHING, AND LIMITED ACTIVITY WILL REDUCE HEAT INJURIES. Heat injuries include HEAT CRAMPS, HEAT EXHAUSTION, AND HEAT STROKE. Heat alert information will be issued when needed. Action should be taken by all leaders and staff to prevent heat injuries.

- HEAT ALERT 1 Reduce action, increase WATER intake.
- HEAT ALERT 2 Sharply reduce all activity, increase water intake (1 quart per hour), be aware of probable sun/heat stroke.
- HEAT ALERT 3 Take immediate action to stop activity, seek cool areas, and increase water intake.

NOTE: Soft drinks or coffee do not replace water!

COUNCIL ACCIDENT & ILLNESS COVERAGE FOR HEART OF AMERICA COUNCIL UNITS - The Heart of America Council provides accident and illness insurance coverage for each registered member and leader of our council. This council-wide coverage protects each member all year long while attending official Scouting functions. Maximum benefits are \$15,000 for Accident Medical expenses and \$7,500 for Sickness Medical expenses (sickness that manifests itself during the Scout’s activity). All claims are to be submitted directly to the Council Service Center by the family. Claim forms may be obtained at the Council Service Center or the Health Lodge. Contact the Heart of America Council for further details.

NOTE: All units or individuals visiting the H. Roe Bartle Scout Reservation from out of council must provide their own insurance and claim forms, in case of accident or illness while at camp or in route to camp. You will be required to provide proof of coverage at the check-in.

YOUTH PROTECTION GUIDELINES

Heart of America Council, BSA
This is to certify that

Has completed training in Youth Protection Guidelines

Date

Instructor

Scout Executive

Our nation's greatest asset is our youth, and Scouting is pledged to protecting and nurturing our children. Any camp leader or staff member who suspects, knows of, or witnesses a child being abused at camp, or at a unit meeting or activity, is mandated by the states of Kansas and Missouri to notify proper officials. While at camp, all suspected child abuse incidents (i.e. physical, emotional, sexual) must be reported to the Reservation Director or Camp Director immediately. All reports are kept confidential.

Adults must not stay in tents or shower with youth members. Anyone caught or suspected of abusing a camper may be asked to immediately leave Scout camp property pending outcome of the investigation. Hazing is a form of camper abuse and will be prosecuted. The only exception to these policies is the right of parents to share a tent with ~~their~~ their own child. However, though allowed, it is recommended that parents do not exercise this right at camp. Scouts tenting together help to insure that the Scouts receive the maximum benefit possible from the camp experience. It also helps prevent any unnecessary misunderstandings or awkward situations.

<u>Youth Protection Guidelines</u>
Recognize Resist Report
<ul style="list-style-type: none"> • Two deep leadership • Respect privacy • Separate accommodations • Proper preparation • Appropriate attire • Constructive discipline • No hazing

The Heart of America Council recommends that ALL leaders complete **Youth Protection Training**. The course can now be completed **online**. Follow the links from the training section on the HOAC website (www.hoac-bsa.org). From the TRAINING tab, click HEALTH AND SAFETY, then YOUTH PROTECTION TRAINING. The process is simple, self-explanatory and when you have successfully completed the training, the Training Division will be notified so that your records can be updated.

CAMP RULES AND REGULATIONS

EMERGENCY PROCEDURES AT CAMP - Emergency procedures are discussed in detail at the first leaders meeting; please make sure that a representative is available at this meeting!

Each troop is required to fill out a fireguard chart given to them at check in, and have it displayed on their bulletin board.

FIRE - In case of fire, report it to the camp office IMMEDIATELY. The camp staff is organized to help in fire fighting techniques, and the Iconium Fire Department will respond. Please stay out of their way so no one gets hurt. Please remember that every Scout should feel a responsibility for fire prevention.

SEVERE WEATHER - In case of severe weather warning (wailing siren for 3 minutes), please take shelter in posted areas. After the "all clear" is announced, gather troop together, do a head count and report to the nearest camp dining hall.

LOST CAMPER - Report a lost camper to the camp office, camp director or camp commissioner immediately.







VEHICLE SAFETY - DO NOT RIDE IN THE BACK OF TRUCKS. NO EXCEPTIONS. Boy Scouts of America regulations prohibit using the cargo area of trucks (including pick-ups with camper shells) and trailers for transportation of passengers, or persons riding on the tailgate of station wagons. Each occupant should have and use a seat belt. Please cooperate by keeping your Scouts off such equipment. Drivers of vehicles must be at least 18 years of age, with current driver's license. All vehicles must have seat belts for the number of occupants. This is a state law.

CAMP SPEED LIMIT AND VEHICLE STORAGE - The maximum speed limit for all vehicles at camp is 15 miles per hour (5 miles per hour inside camp). No driving off of roads and all vehicles must be parked in designated parking areas. Absolutely no cars/vehicles/trailers of any kind will be allowed in campsites. All troop buses, trucks and trailers must be parked in designated areas. The owner of each vehicle is the person solely responsible for its security. The Heart of America Council is not responsible for loss or damage caused by fire, storm, theft, vandalism or to any person, vehicle, trailers or for any loss or damage to articles left in vehicles.

ENDANGERED SPECIES - The Council of Chieftains passed a resolution banning the use of endangered species claws, feathers, and/or parts from being used for Mic-O-Say attire. Remember that Federal Law protects birds of prey, and possession is punishable by fines or prison.

WILDLIFE - The H. Roe Bartle Scout Reservation is home to many types of wild animals. Hunting, harming or collecting wildlife is not permitted. Only your camp ecology director is authorized to collect and display wild animals.

CONSERVATION PRACTICES

-  Do not cut down any trees.
-  Do not hike trails that are marked "Closed" and do not cut across switchbacks.
-  Only conduct conservation projects that have approval of the Camp Management.
-  Never leave a fire unattended! Make sure to put it "dead out" with water and dirt.
-  Please leave your campsite cleaner than you found it.
-  Please pick-up any trash you find along camp trails.

TROOP ROCKS - "Troop rocks" are a unique method for troops to build camp traditions. If your troop would like to establish a troop rock, see your camp director for approval. **Troop rocks are not permitted in campsites.**

ARMY CORPS OF ENGINEER MARKERS - Army Corps of Engineer property bound much of the reservation. Yellow signposts mark these boundaries. Removing or damaging these markers is very costly because resurveying is required to replace any missing markers. Please be sure that Scouts respect these markers.

ALCOHOLIC BEVERAGES & ILLEGAL DRUGS - The Heart of America Council will not tolerate the presence of alcoholic beverages, drugs, or persons obviously under the influence of same, at any of our council camps. Violators will be asked to leave camp. Possession of controlled substances is a violation of state law and will be subject to criminal prosecution. Please announce this policy to all those who attend camp. Remember, while at camp the twelve parts of the Scout Law are in effect. Leaders are setting an example for Scouts to follow.

PERSONAL FIREARMS - Personal firearms, archery equipment and sheath knives are not allowed at camp, or on camp archery or firing ranges. If brought to camp, such personal equipment must be turned in to the camp administration until checkout at the end of the camp session. Tell your Scouts to leave them at home.

FIREWORKS - Fireworks are not permitted on the H Roe Bartle Scout Reservation.

LIQUID FUEL AT CAMP - The use of liquid or jellied fuels, gasoline, or oil lighting and/or cooking equipment, petroleum-powered motors and generators other than in automobiles are prohibited at camp except when used in an Outpost program area. The storage of any type of liquid fuel in the troop campsite is strictly prohibited. NOTE: Motors or generators run by battery or other means are not acceptable at camp due to the potential fire hazard and noise pollution they create.

SHOWERS - Showers are available at the pool. "Make Shift" showers are NOT allowed in campsites.

LEADER CABIN LIGHTING - Due to the dangerous chemicals in car batteries, they **are not** allowed.

ROPE SWINGS & PIONEERING PROJECTS - Due to their inherent risk, rope swings are prohibited at camp. All monkey bridges and pioneering projects constructed at camp must have approval and be **less than** six feet off the ground. Check with camp director before erecting any projects.

HAMMOCKS - Because of past injuries (minor and serious) hammocks are not permitted at camp.

BIKES - Campers may NOT bring or use bikes on the reservation except while on Turnip Top Trek.

STAFF HOUSING - Campers and troop leaders are not permitted in the staff housing areas. Remember, this is their camp home. Just as you deserve privacy in your troop site, the staff also deserves their privacy.

CLEANLINESS - Please help us keep the reservation looking nice, your troop is responsible for keeping your campsite clean. The maintenance commissioner can help give you information for proper procedures to clean and maintain your latrine. Trash should be taken to the dumpster daily, and when leaving camp. Do not leave chairs, rugs, etc. Your troop can help keep trash picked up along the roads, please remind everyone that a good scout takes only pictures, and leaves only footprints. Please do not litter.

Cleaning the pool shower house is the responsibility of the leaders under the direction of the pool staff. Please see the pool staff for direction, scheduling and procedures. The maintenance commissioner can also help you with this.

SELLING POLICY - The sale of merchandise to campers, leaders, or staff for personal or unit profit is not permitted. The use of Heart of America Council, H Roe Bartle Scout Reservation or Tribe of Mic-O-Say logos are protected and written permission is required.

“The Heart of America Council, Boy Scouts of America, by signature of the Scout Executive shall have the sole right to authorize the use of insignia, words, phrases, designation marks, pictorial representation and descriptive remarks related to the program of the corporation, including the Tribe of Mic-O-Say, on commercial products, promotional efforts and/or sale and distribution to members of the Boy Scouts of America and/or the general public. The use of same shall be only as authorized and approved by the Scout Executive.”

VANDALISM AND PRANKS – Vandalism and pranks which cause damage and/or require labor necessary to restore the camp property to its original condition will not be tolerated. Scout troops engaged in such practices may lose their placement in future camp draws. Scouts and leaders making unauthorized entry into buildings and/or program areas or not in their campsite after taps may be asked to leave the reservation.

EQUIPMENT DAMAGE CHARGES – Each Scout and Troop is responsible for taken care of camp equipment that has been assigned for their use. In case of damage to this equipment, the individual or troop is responsible for payment of repairs or replacement. The charges are as follows:

COTS	Canvas replacement (rips, cuts, or writing on canvas)	\$30.00
	Cot replacement (when canvas and frame are damaged)	\$60.00
	Cot end, leg or side board replacement	\$10.00
TENTS	Rips and tears	\$5.00 per inch
	Writing on canvas	\$10.00 per panel
	Tent replacement	\$180.00
	Tent platform (complete)	\$200.00

DO NOT BRING AEROSOL CANS TO CAMP. Aerosol spray used inside tents WILL remove waterproofing from tents. If waterproofing is destroyed, the cost is determined by individual case. New board replacement is determined by individual case.

OTHER - Equipment or supplies issued for merit badge or individual use will be replaced or repaired on actual cost basis.



CAMP SERVICES

CAMPSITE COMMISSIONERS - Your campsite is the base from which the program at the Heart of America Council camp operates. A campsite commissioner is assigned to your troop to help it develop and carry out a full and balanced camping program. The degree of assistance rendered by the commissioners will depend upon the needs, desires and experiences of each troop. The primary purpose of their work is to help you help your troop. They will visit your campsite every day to help you with your camp program.

The campsite commissioners' function will be similar to that of your unit commissioner back home, except they will be available to you during the full time you are in camp. They have a sound understanding of Scouting's basic principles, the patrol method, and possess most, if not all, of the traditional Scouting skills.

Call upon them for help whenever needed. Program snarls can often be quickly solved with their help, or perhaps you need something "special" for your Scouts that just doesn't appear to be available. Ask your camp commissioner about it, chances are they will know right where to go.

Campsite Commissioners are there to help you and not do it for you. In short, they will not take over the running of your troop, a patrol, or a single boy. You and you alone are the leader of your troop in camp, so don't expect, or ask, these staff members to assume your responsibilities.

MAINTENANCE COMMISSIONER - The maintenance commissioners are important staff members at camp. They are there to provide attention to most of your maintenance needs.

Refer to them for information on campsite maintenance projects. Your support of maintenance is not limited to your campsite. Ask these commissioners early in the session about needs in other areas of the reservation. There are always projects that could use additional manpower. Troops are encouraged to bring basic hand tools to help complete projects.

For safety reasons, the maintenance yard is restricted to staff only. These commissioners will help you get tools and arrange for materials that are required to do your project.

CAMP CHAPLAIN SERVICE - A chaplain is usually in camp and is there to minister to the needs of Scouts and Scouters. The council's Jewish, Community of Christ, Episcopal, Catholic, Restoration and Protestant committees on Scouting select the chaplains.

Chaplains are excellent people to get involved in working with homesick campers and other problems that might arise.

Besides counseling, the chaplains provide many religious programs during the time at camp including information on religious emblems programs. Scouts with an interest in a specific religious program can obtain information from the chaplain.

In addition to counseling, the chaplain also provides camp church services during each session. All Scouts and leaders are encouraged to attend and wear their class "A" Scout uniform. Service times will be announced in camp. Please attend a service of your choice. Remember a Scout is reverent!

OSAGE RIVER TRADING COMPANY - The Osage River Trading Company is your one-stop location in camp to take care of camp business or purchase needed supplies.

Hours are from 7:00 AM — 10:00 PM daily (No trading post sales during meal time).

MAIL - Out-going mail is picked up at 10:00 AM. In-coming mail is delivered to the camp office by 3:00 PM. An adult leader from each campsite should pick up mail at the camp office. There is no mail service on Sundays or holidays. When mailing something to camp, please be sure to **include your return address** AND the following information to ensure that the mail reaches the right camper: Full Name, Troop Number

Camp _____(Lone Star, Piercing Arrow, OR Sawmill), Campsite _____
Bartle Scout Reservation
5525 NE Scout Camp Rd
Osceola, MO 64776-9000

BANK PLAN - A limited amount of space is available for storage of unit bank bags on a first-come first-served basis. The bag must be a locking bag. It will be signed in and out during regular office hours. If the bag is not a locking bag it will not be accepted.

ICE AVAILABLE - Bag and block ice is available at the Osage River Trading Company.

RESERVATION BUS - The bus schedule is posted at the Osage River Trading Company and on your bulletin board.

HOMESICKNESS - Coming to camp the first time, and occasionally the second time, may be cause for a case of homesickness. We regard homesickness as a normal healthy occurrence for a Scout. The staff is instructed to be aware of the campers' moods and emotional adjustment. They try to help the Scout understand the emotion he is feeling. They also make an effort to involve the camper in all camp activities. Experience tells us that within a few days the camper is busy having fun and feeling secure with the staff, new found friends and the outdoors. **KEEP HIM BUSY. ...**

TELEPHONE - One of the questions from parents is where their son will be and how they can reach him. Please encourage parents to write and not to call unless it is a real emergency. Scouts and leaders may make necessary calls from the public telephones located in each camp. Please be prepared to place long distance calls collect or by using credit cards. Incoming calls will be taken by the camp office and messages are then forwarded to the requested party. It is suggested that incoming calls be made person to person. The pay telephones are reserved for leaders from 9:45 PM to 7:00 AM. The camp telephone number 417-646-8115; offices are open from 7:00 AM to 10:00 PM to handle incoming calls. Emergency messages after 10:00 PM will be handled on a one-to-one basis.

SECURITY AT CAMP - Occasionally belongings are misplaced, lost, or even stolen. Scouts should not bring valuables to camp and should mark all belongings with their name and troop number. Many items remain in the camp lost and found each session because the owner cannot be identified. Rings, watches, claws, etc. should never be taken to the pool or lakefront. The Heart of America Council is not responsible for lost or stolen items.

WRISTBANDS - Visiting hours are from 10:00 AM to 5:00 PM. All visitors **MUST** have a visitor wristband, except on Visitor Day.

Tribesmen may attend campfires and tribal ceremonies but must leave the reservation shortly after the event. They do not need a wristband. If they arrive before the meals they must have a visitor's or part-time wristband. Non-Tribesmen visitors may not remain on the reservation after 5:00 PM.

Colored wristbands will be issued for full-time and part-time leaders. Visitors are **BRIGHT PINK**. They may not enter the dining hall.

Each camper will have a wristband reflecting his swim test. Swimmers are **BLUE**, Learning swimmers are **RED**, and Non-swimmers are **WHITE**. Full-time or part-time leaders wishing to swim must have a leader's band and a swim band. Visitors may not swim.

Broken wrist bands will be replaced as soon as possible at the camp office. Have them take the broken band to the Osage River Trading Company.

ARRIVAL AND DEPARTURE

ARRIVING AT CAMP - All adult leaders and campers camping on the reservation must be registered members of the Boy Scouts of America and must be currently registered in the camping session. No adult leader or camper will be permitted to stay in camp until his full fee has been paid. Final settlement of all fees owed or request for refund must be done BEFORE unit leaves camp.

ARRIVAL TIME & CAMPSITE HOST - Gates will open at 12:00 noon. DO NOT ARRIVE BEFORE 12:00 noon.

Upon arrival, proceed to assigned campsite, where a campsite host will meet you. He is a member of our camp staff who will show leaders around the campsite, noting facilities available and being of what service he can to firmly establish the unit in the campsite. Your campsite commissioner will be in the vicinity also.

CHECK-IN PROCEDURE - Check with the campsite host in your campsite regarding tents and facilities assigned to your unit.

1. Tour campsite with host noting condition of tents, cots, and other facilities.
2. One adult leader goes to camp office with:
 - ◆ Camper rosters
 - ◆ Mic-O-Say paperwork

BE SURE TO CROSS OFF ANY SCOUT OR LEADER NOT IN ATTENDANCE — OTHERWISE YOU WILL BE CHARGED FOR THEM. PLEASE DO NOT LIST STAFF MEMBERS FROM YOUR TROOP ON YOUR CAMPER ROSTER. Also, bring any other forms that need to be turned in.

3. Follow host for medical re-checks and swim tests. Campers should wear only swim trunks, shoes and have their medical examination form. All adult leaders take their medical forms to the camp office for medical rechecks.
4. Senior patrol leader attends senior patrol leaders' council meeting as announced.
5. Scoutmaster attends leaders' meeting at 4:00 PM.
6. Leaders visit dining hall after leaders meeting to orient which door to enter and where unit will sit.

CHECK OUT PROCEDURE DURING CAMP SESSION

CAMPER: Departure notice must be completed at the camp office and must be approved by camp director or ORTC Director. Campers may leave only with parent or guardian or with written release from either one. In the event of written release, name of individual transporting camper must be specified in writing.

ADULT: Check out at camp office. Leave date and time of expected return.

NOTE: Missing days during a session may affect Mic-O-Say recognition.

CHECK-OUT PROCEDURE AT END OF CAMP SESSION

1. Check out begins immediately after breakfast.
2. Campsite host will check troop out. Scoutmaster and senior patrol leader should be in campsite for check-out. Scoutmaster will sign off verifying that camp is clean.
3. After packing is completed, leaders and campsite host, noting any damaged equipment, necessary repairs, and trash removal inspects campsite.
4. Leaders settle outstanding financial accounts, such as leaders fees, damage fees, etc. All fees need to be settled prior to your departure. This is a unit's responsibility.
5. After all fees are settled, leaders pick up all health forms and merit badge cards at the camp office before leaving camp. Make sure you receive a complete package before leaving camp.

SCOUT OATH

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

SCOUT LAW

**A Scout is
Trustworthy
Loyal
Helpful
Friendly
Courteous
Kind
Obedient
Cheerful
Thrifty
Brave
Clean
Reverent**



SHARING THE WONDERS OF CAMP.



A United Way Agency