

2009 General Camp Information, Policies & Procedures

Camp Correspondence

All camp related correspondence and camper fee payments are to be sent to the Council Service Center.

2009 Summer Camp
East Carolina Council, BSA
PO Box 1698
Kinston, NC 28503
Phone # 252-522-1521

Camp Phone Number/email

The phone numbers for camp are (after 1 June):

Camp Office 252-975-6060
Fax Number 252-975-1133
email: campbonner@live.com

The camp phones are for emergency calls only. There are pay phones available for out-going calls at the trading post. As you can imagine, getting someone to the phone to receive/answer a call would be extremely difficult. Messages will be taken by the Trading Post Staff and passed to the appropriate person during meal times only.

Checking-In to Camp

The check in process begins at 1:30 pm on Sundays in the main parking lot. Leaders will meet with the Camp Commissioner, Camp Business Manager, and Camp Program Director to review troop records. Troop rosters, hold harmless agreements and approved tour permits are submitted at this time.

Early Arrivals

The camp is closed from noon Saturday until noon Sunday. Units that need to arrive early due to travel or religious customs must inform the Camp Director two (2) weeks in advance. The camp staff **will not be available** to provide support. Units must operate under their own leadership. All program areas to include the dining hall will be closed during this period.

Checking-Out of Camp

To take full advantage of the camp program, troops are encouraged to stay until the program is completed on Saturday morning. Due to program and manpower needs, it is difficult to support units leaving camp on Friday night. Troops that plan to depart after the Friday night closing campfire should inform the Camp Commissioner on Thursday.

Camp Mailing Address

Mail sent to a camper should be addressed as follows:

Scout's Name
Troop Number, Camp Bonner
419 Boy Scout Road
Blounts Creek, NC 27814

- Outgoing mail can be dropped in the mailbox at the Trading Post.

Conduct Policy

We are all members of the Boy Scouts of America. As such, the basic rules of conduct at Camp Bonner are the **Scout Oath** and the **Scout Law**. The conduct and discipline of Scouts are the unit leader's responsibility. The camp staff is not responsible for the discipline of any scout (unless it is a case of imminent bodily harm or property damage). Any scout found intentionally damaging camp property will be asked to leave camp. Restitution for damages will be billed to the Scout's parents or scout unit.

Altercations in camp

The Camp Bonner staff strives to provide a safe environment for all participants in our program. Unfortunately, even under the best supervision, altercations can and will occur. In the event of an altercation, we will gather as much information as possible from witnesses and the parties involved. Once this information is gathered, our policy consists of assembling the parties involved and their adult leaders, along with a senior staff mediator, to discuss the situation and attempt to work out a reasonable resolution. If a resolution that is satisfactory to everyone involved cannot be reached, then all parties involved will be asked to leave camp for the remainder of the week. Additional incidents will not be tolerated, and will result in immediate dismissal from camp.

Leaving Camp

For your protection, any Scout or Scouter who leaves camp must check out at the camp office. Remember that the "Two-Deep Leadership" rule applies at all times. Units that rotate adult leaders must maintain two-deep leadership in camp.

Youth members who leave camp property must be released to a parent or legal guardian utilizing a standard *Scout Release* form. A designated individual may remove a youth member from the facility only when a letter of authorization and approval from the parent or legal guardian and proper identification is provided. A copy of the *Scout Release* form will be kept in the camp office. Troop leaders are responsible for recognizing and approving any early departure of any unit youth member.

Intrusion of Unauthorized Persons on Camp Property

The intrusion of any suspected unauthorized person on camp property should be reported immediately to the Camp Director, Camp Ranger, Camp Commissioner, or the Camp Business Manager. At no time should a Staff Member, Camper, or Scout Leader confront a suspected unauthorized intruder. The Beaufort County Sheriff Department will be notified to handle all situations.

Authorized attendees are identified by either a camp wrist band or camp visitor pass. Visitor passes are available at the camp business office & trading post.

Buddy System

Camp Bonner operates under the "Buddy-System". All scouts are encouraged to move about camp with a "buddy". The Water Front Area operates strictly on the

“Buddy-System.” Leaders are asked to please relay this information to your scouts.

Senior Patrol Leaders

Camp Bonner recognizes that the Senior Patrol Leader’s (SPL) role at summer camp is a very important one. There are scheduled meetings of the SPL’s with the Camp Program Director. At these meetings information is exchanged for camp-wide games, troop programs, etc. Special SPL gatherings are also held.

Health Forms

All scouts and scouters must have a properly completed and signed health form in order to participate in the camp program. Scouts and adults who are under the age of 40 must have a current Personal Health & Medical Form #34414 (Class 2) with them when checking in to camp. This form requires two signatures: a doctor’s signature within the past 36 months and the signature of the parent (or adult if over 18) within the past 12 months verifying the medical history. Adults over the age of 40 must have a properly completed and signed health form #34412 (Class 3), which requires a doctor’s signature within the past 12 months. Class 2 & 3 health forms can be down-loaded off the camps website at www.campbonner.org

Scouts and adults who arrive at camp without a properly completed health form will not be permitted to stay at camp.

All unit health forms are to be picked up by the unit leader before departing camp. No health forms are kept on-site after camp closes.

Immunization

The State of North Carolina Immunization Unit requires all persons attending camps to have adequate immunization. Immunizations required are the same as those required to attend N.C. public school.

Medications

The camp medical officer will collect all medications during the medical check-in process. The camp medical officer will administer all medications during meals. Parents’ written permission to administer medicines must accompany all prescription drugs. The Camp Medical Officer is the only person authorized to administer medications on camp property.

Medical Services

The camp provides a qualified “first aider” who is available at all times. In the event that outside medical assistance is required the Aurora Clinic and the Beaufort County Hospital are available. If it becomes necessary to transport a scout to an outside medical facility, an adult leader will notify the parents and accompany the scout to the hospital. The council camp insurance policy covers accidents only. It does not cover normal sicknesses. Hospital or doctor charges for sickness will be billed to the unit or parent/guardian. Out-of-council units are encouraged to bring their accident insurance policy and parent’s permission slips with them to camp.

The parents/unit policy is the primary coverage. The council camp medical policy is secondary.

Ticks

The Health & Safety Committee along with the Camping Committee desires to make our campers more aware of the concerns created by ticks at Camp Bonner. Ticks transmit various disease-causing agents from animals to humans, their pets and their livestock. These agents include viruses of disease-producing organisms. They are obligate parasites of vertebrates and in the United States most ticks utilize three different hosts for blood meals, one in each of the larva, nymph, and adult stages.



Common Ticks

Blacklegged (Deer) Tick, *Ixodes scapularis*
American (Dog) Tick, *Dermacentor variabilis*

Most people do not feel a tick biting or the subsequent drawing of blood it needs for nourishment. If left undisturbed, the tick will remain attached to its host and become engorged with blood over the next 2-4 days, eventually dropping off. If the *Ixodes* (deer) tick happens to be a carrier of *Borrelia Burgdorferi* (*spirochetes*), it may transmit them to the host during this feeding process. Once in your body, the spirochetes can multiply. Not all ticks carry the spirochete, and a bite does not always result in the development of Lyme Disease – even if the tick is a carrier.

Tick Awareness – Bonner Scout Reservation



All participants on day of arrival will be cautioned and directed as to the risk of tick borne disease, and the precautions and procedures to be followed.

All imbedded ticks are to be removed by health lodge personnel.

Mr. Clean Award & Campsite Inspections

Each day a member of the camp staff visits each campsite to inspect for cleanliness, fire safety, pioneering projects, and display of the national and troop flags. Each site and surrounding area receives a score based on relative cleanliness and order. The Mr. Clean Award is presented at the evening assembly each day beginning on Monday.

Cleanliness and Sanitation in Camp

Trash bags are provided for campsite use. To avoid insect issues trash must be taken to the dumpsters (by the dining hall) **on a daily basis**. Trash bins are also located on camp trails for camper use. **Please do not place troop trash bags in the trail bins**. Troops are asked to assist with keeping the scout and adult leaders shower areas clean. The camp commissioner will work with each unit to set a time for troops to provide shower house service.

Shower Facilities & Youth Protection Issues

BSA policy prevents youth 6 to 17 years of age and adults 18 years of age and older from sharing shower or sleeping facilities. All scouts must be made aware of this policy. Scouts are only allowed to utilize shower facilities that are clearly marked for their use. Adults, male and female, have shower facilities marked for their use.

A unit leader must accompany the unit to the shower house after normal program times and inspect the facilities after each use. Scouts visiting the facilities after taps must be accompanied by an adult.

Scoutmaster (all leaders) Merit Badge

Scoutmasters and all unit leaders have the opportunity to earn the Camp Bonner Scoutmasters Merit Badge. Leaders interested in earning this service award must complete a list of requirements. Contact the Camp Commissioner for requirements.

Parking & Vehicles in Camp

The main parking lot is located near the camp entrance. The only vehicles allowed on the camp service roads or in campsites are those with special permission from the Camp Director. The service road speed limit is 15 mile an hour. Vehicles are not to be driven on any grassy area. Only adults, 18 years of age or older, are authorized to drive vehicles on camp property.

Equipment transportation is provided for units arriving at camp on Sunday. If the troop equipment is all in one vehicle, that one vehicle is allowed to drive to the troop site and unload. After unloading it must be returned to the parking lot. Troop trailers may be left in the troop site but must be located off grassy areas and access roads and in the designated area. The towing vehicle must return to the parking area. No commercial or home-made campers are allowed in campsites.

All campsites and program areas are handicapped accessible (with the exception of the river waterfront area). Scouts or Scouters with disabilities who desire to bring wheelchairs or golf carts to camp are encouraged to do so. Contact the Camp Director in advance of your arrival. On arrival please check in with the Camp Director to procure a vehicle pass.

Due to heavy foot traffic, no privately owned motorized vehicle (car or truck) will be allowed on camp service roads at anytime. The camp staff is not responsible for providing means of transportation for the handicapped during camp.

Camp Fires

All campsite fires must be located in designated areas. The camp ranger will determine the location of site campfires. Fires must be attended at all times. Sites are provided with a "Fireguard Plan", which should be filled out by the unit. The cutting of trees (dead or alive) is not permitted without the permission of the camp ranger.

Liquid & LP Fuels

In accordance with camp policy, the use of liquid fuels (i.e.: kerosene, gasoline, liquid Coleman fuel) in camp is prohibited. Under no circumstances shall flames of any kind be carried in or used near tents. The only acceptable lighting for tents is flashlights or battery powered lanterns. LP gas lanterns and camp stoves may be used in the campsite area with adult supervision. All empty containers are to be carried home with the unit.

Electrical Power & Extension Cords

The use of external electrical power (generators) or extension cords is prohibited in campsites. The only exception is the approved use for medical purposes. Contact the Camp Director for approval.

Alcohol & Illegal Drugs

All drug and alcohol laws of the State of North Carolina are strictly enforced. Alcoholic beverages are not permitted on BSA property.

Fireworks

In accordance with BSA policy, fireworks of any kind are prohibited for unit use.

Tobacco Use

In accordance with BSA recommendations, the use of tobacco products is undesirable. Adults are requested not to use tobacco products in the presence of scouts. The use of tobacco products in any camp enclosed facility is strictly prohibited. Cigarette butts are a constant eyesore. Adults are asked to please deposit butts in the trash.

Product Sales

No camper or staff member is authorized to sell any form of merchandise on camp property.

Pets in Camp

Dogs, cats or other pets are not allowed in camp.

Firearms & Knives

No personal firearms, ammunition, or archery equipment is to be brought to camp. Sheath knives are not permitted in camp.

Bicycles in Camp

Scouts are encouraged to bring their personal bikes to participate in the Cycling twilight activities. However, bikes are not permitted outside those activity areas. Bikes will be stored in the Scout Fitness Area. Scouts should bring a bike-lock to secure their bikes when not in use.

Taps & Reveille-After Hours

All scouts are to remain in their campsite between Taps (10:00PM) and Reveille (7:00AM) unless they are participating in an official camp function. An adult leader must accompany scouts outside their campsite area after taps. All program areas are off-limits during non-program, and non-twilight activity times.

Staff Areas

All staff areas, to include living quarters, are off-limits to all non-staff members.

Uniforms In Camp

The camp uniform is the official Boy Scout uniform. It is requested that all Scouts and adults wear their complete uniform to all evening meals, chapel services, and campfires. The complete official uniform consists of shirt, belt, shorts, and socks. Scouts and adults may wear a camp or BSA tee shirt during the day and during activity periods.

Shoes in Camp

For safety reasons it is imperative that scouts and adults wear proper footwear at all times. Scouts and adults are encouraged to bring an extra pair of "old" shoes, or aqua socks to wear in the river. Scouts who wear inappropriate footwear to certain activity areas may be forbidden to participate. Open-toed shoes or sandals are prohibited. A shower shoe (flip-flop) is recommended for use in the showers only.

Camp Disclaimer Policy

Camp Bonner, East Carolina Council, BSA nor its agents will be held responsible for the loss of or damaged to personal or troop property and/or equipment.

Two-Way Radio's or other communications devices

Units are discouraged from using two-way radios on camp. Camp personnel use two-way radios for emergency and business communications. Campers who utilize two-way radios will have them confiscated and returned to their unit leaders.

Dining Hall Procedures

When assembling for meals, troops will line up, shoulder-to-shoulder in a large semi-circle in front of the dining hall. The flag will be raised or lowered at the appropriate meals. Grace will be said, and troops will be dismissed to go inside the dining hall (in an orderly manner.)

Each troop is expected to provide two or more scouts to serve as the table waiter for each meal at each table assigned. It is recommended that the table waiters serve three meals each starting with the evening meal. **A unit adult is asked to supervise the table waiters after each meal.** Waiters must report to the dining hall 15 minutes prior to the meal being served.

Waiter Responsibilities:

- Set the table with appropriate flat wear, napkins, cups and drink pitchers.
- Wait on the table during the meal
- Remove all materials when the meal is complete. Wash tables, clean floor (sweep & mop) around tables, return all unused items.
- Assist with cleaning the dining hall when everyone has departed
- Table waiters will be dismissed by the dining hall stewards

The dining hall is off-limits for all campers except during meal times or scheduled dining hall activities.

The Camp Dining Hall Stewards are responsible for the overall functions during the meal period. Scouts and adults are asked to please follow directions during mealtime. Unit leaders are responsible for the conduct, manners, and general supervision of troop members during meals. Scouts should not leave the dining hall until dismissed.

Staff members may be invited to sit with troops during meals. This is accomplished by placing the Staff Members Table Totem on the troop table. Totems can be found by the fireplace. Staff members should not be asked to serve as table waiters. Following each meal there will be a brief announcement period. Adult leaders are asked to keep their troop members as quiet as possible during this period. Departing the dining hall will be in a safe and orderly manner directed by the program director. Please encourage all scouts to follow directions.

Special Dietary Needs for Allergic or Religious Reasons

Camp food is typically high in wheat, milk products, sugar and corn syrup, and artificial coloring/flavoring. If an individual is allergic to some food products or requires a special diet, suitable food must be purchased and brought by the individual to camp.

Package each meal separately and write the person's name and troop number on each package. Upon arrival at camp, give the food to the dining hall staff. There is no fee reduction for individuals who bring their own food.

Appropriate substitutions may be arranged for meals served in the dining hall by speaking with the dining hall manager two weeks prior to arrival at camp. Food substitutions should be only for medical or religious reasons. Sample menus are available for review on the camp website.

Troop Cookout

On Wednesday evening, troops have the option to cook supper in their campsite. Troops are required to supply their own cooking equipment to include cook kits, dishwashing supplies, dutch-ovens, etc. The camp will provide the charcoal if requested and all food requirements within reason (normally the meal being served). Scoutmasters are requested to inform the Camp Commissioner by noon Tuesday of their desires and requirements.

Chapel Services

Every Sunday & Thursday evening there is an interdenominational chapel service held at the Camp Chapel. For those troops who request it, we can direct you to the Church of your choice in the surrounding community. Transportation is the responsibility of the unit.

All scouts and scouters are invited to participate in the *Camp Bonner Duty to God Program*. Details will be provided at the opening SM/SPL orientation.

Trading Post

The camp provides a well-stocked trading post of scouting materials and snacks. All program craft materials are on hand. Hours of operation will be posted. Scouts and adults are encouraged to monitor the trash problem associated with the trading post snack bar. If trash becomes a challenge, the sales will be stopped until the situation has been rectified. It is everyone's responsibility to **Keep Camp Bonner Clean.**

The camp trading post provides a camp credit card system in the denominations of \$5 & \$10 for those scouts that do not desire to carry cash around camp.

Troop Pictures

Troops will be offered the opportunity to have a unit picture taken before or after the Sunday evening meal and again before or after the Monday evening meal. Prints are 5X7 and come in a protective frame. The cost is \$7.00 per print. Prints will be available for pick-up on Friday. Please see the Camp Commissioner to arrange for pictures.

Ice

The dining hall ice machine provides ice for the dining hall and for other camp use. Ice for unit use is available at the trading post for a nominal fee.

Lost & Found

All items found at camp should be turned into the Trading Post. Leaders are asked to please check the Trading Post for lost items before departing camp. Items remaining at camp after the camp session will be donated to charity.

Opening & Closing Campfires

All troops are encouraged to attend the opening campfire at 8:45 PM Sunday and the closing campfire on Friday at 8:45 PM. Troops assemble at the dining hall at 8:30 PM prior to the campfires.

Visitors at Camp

All visitors must check-in and out at the camp office. A visitor is defined as anyone not registered on the troop roster or camp staff. All visitors are asked to park in the main parking lot. **No vehicles are allowed in the campsites.** Visitors must display a "camp visitor's pass" at all times.

Family Day at Camp

Friday afternoon will be Family Day at camp. Parents and visitors are invited to come and observe their Scouts in action. Bring a troop picnic supper or eat in the dining hall. Supper for visitors is \$8.00 per person. Children under the age of 6 are free. Tickets for the meal can be purchased at the Trading Post or dining hall. Friday supper is served at 6:00PM instead of the regular time of 5:30PM. Troop and individual awards are presented at the closing meal. Parents and visitors are invited to attend the closing campfire at 8:45PM.

There are no facilities at camp for parents, children, visitors, or guests to camp or stay overnight.

Motels in the Area

For those who wish to stay overnight in the local area, the following motels are listed:

Comfort Inn 252-946-4444

Days Inn 252-946-6141

Econo Lodge 252-946-7781

Holiday Inn 252-946-5500

Order of the Arrow in Camp

Tuesday of each week is OA Day. Arrowmen from Croatan Lodge, as well as those from visiting lodges, are encouraged to promote the Brotherhood of Cheerful Service. Those members who participate in Native-American activities are welcome to bring their outfits to take part in the powwow that evening. The day's events will conclude with a fellowship & patch trading session at the Handicraft Lodge.

Tents & Campsite Equipment

Leaders should check all campsite equipment during check in and report any damages found to their troop guide. Units will be held responsible for damages when checking out. The Quartermaster Shed will be open each day from 1:00-2:00 PM for equipment checkout. Each site is equipped with 2-man BSA wall tents on wooden platforms. Two military style cots are available for use with each tent. Units may elect to bring their own tents. Please inform the camp director two weeks in advance if bringing your own troop tents. There are "no" registration fee changes if using your personal tents.

Swim Checks

All scouts and adults must be given a swim check by the camp aquatic staff before they are permitted in any aquatic area. The swim check consists of the following:

Swimmer: Jump feet first into water over your head. Swim 75 yards utilizing any strong stroke. Swim 25 yards using the elementary backstroke. Float motionless.

Beginner: Jump feet first into water over your head. Swim 50 feet. (Swimmer must make one turn within the 50 feet.)

Non-swimmer: No swimming required.

Units may complete their swim check prior to arriving at camp

A qualified instructor must certify all members using the above requirements. A Red Cross Water Safety Instructor, BSA Aquatics Director, BSA Life guard, or a certified Red Cross lifeguard may certify the unit. The certifying individual must provide a copy of their certification with the roster. The Troop Camp Roster (see Appendix) will be utilized to document the swimming classifications. Beside the name and under "Swim Check" place an "S" for swimmers, "B" for beginners, or an "N" for non-swimmers. The certifying authority must sign and date the Troop Camp Roster. Submit the roster during troop check in.

Leaders Orientation Meeting

Sunday evening (following the Opening Campfire) there will be a meeting for all Scoutmasters and Senior Patrol Leaders. At this meeting the Camp Director, Program Director and Camp Commissioner will introduce the Program Area Directors and review any program area issues. Information concerning the camp, its policies, emergency procedures, and alarm system are covered. It's imperative that "a" unit leader attend this meeting.

Merit Badge/program completion will not be available any earlier than 4:00 PM Friday. Records for troops that leave early will be mailed to the "leader of record" at the close of camp.

Troop checkouts will begin immediately following breakfast on Saturday. The Camp Commissioner will schedule departures at breakfast. Your troop guide will inspect your campsite and arrange for equipment transportation to the main parking lot. Scoutmasters are reminded to pick up program packets, medical records and any medications before departing camp.

All troops should plan to depart camp no later than 10:00AM Saturday.

