



Daniel Webster Council  
BOY SCOUTS OF AMERICA

## 2020 Camp Coordinator Guide

# Camp Carpenter



# Frontier



Camp Carpenter is a Nationally  
Accredited Cub Scout and  
Webelos Resident and Day Camp  
Operated by Daniel Webster Council, BSA

Updated 2/2/20

# FROM THE CAMP DIRECTOR

Congratulations!

Thank you for taking on the role of Pack Camp Coordinator! This position may not have a patch to wear. However, it is so important, because it will help every boy and girl to fulfill their dreams of why they joined scouting. We know boys and girls enjoy the camaraderie and fun that is at den meetings and pack meetings. However, they long to attend the excitement, adventure, and thrill that camp is all about.

This position may seem overwhelming or daunting, but this guide will lead you down the right path to helping all your scouts get to camp. Our Camp Carpenter family will also be there right beside you along the trail to assist anyway that we can. You are not alone in this process! Always be willing to ask questions and for help, that's why we are here. Together we can earn that gold star!

Camp Carpenter is New England's premier Cub Scout camp. We meet or surpass all safety regulations. We have cutting edge programming. And, we are filled with fun and adventure! After a week at camp, every scout will have developed their character, citizenship, and fitness. There are so many opportunities at Camp Carpenter and every family should know about them all.

Let's give every scout this great opportunity! Together we can reach every family and Cub Scout and help get them to 'Where Scouting Begins!' Thank you for taking on this position. You're helping make a difference.



Thank You,  
*Mark Hamel*  
Camp Director



# The Pack's Camp Coordinator

The easiest way to get your pack to camp is to have a Pack Camp Coordinator! Finding this person early in the fall will certainly help with everything needed to be prepared to get to camp. However, it's never too late, you can find that person right now! This person doesn't have to be the person attending camp with the pack. This is the person who **gets** everyone to camp!

The Pack Camp Coordinator is the "cheerleader" of camp. Always talking about camp, always showing images of camp, always being positive about the experiences that will occur at camp. This person will make sure the pack stays on track with all paperwork and deadlines. This person should be in contact with the camp leadership and the camping department at the council office regularly.

The Pack's Camp Coordinator duties usually include:

- Help identify and organize unit leaders who will be attending camp
- Coordinate camp promotion dates
- Promote camp on a regular basis to both Scouts and their parents
- Make parents aware of paperwork requirements and payment deadlines
- Coordinate unit registration through online or through the council office
- Keep in communication with Council Program Services and Camp Administration leading up to arrival at camp
- Ensure that all paperwork is received at the Camp in a timely manner
- Familiarize themselves with the Leader's Guide



# Timeline to Camp

<h2>January</h2> <ul style="list-style-type: none"><li>• Download the 2020 Leaders' Guide for updates on program, policies, and important dates</li><li>• Schedule a Camp Promotion</li></ul>	<h2>April</h2> <ul style="list-style-type: none"><li>• <b>April 15th:</b> Campership application deadline, applications received by this date will receive priority in consideration</li><li>• Continue collecting Medical Forms (Parts A, B, and C)</li></ul>
<h2>February</h2> <ul style="list-style-type: none"><li>• Schedule a Camp Promotion</li><li>• Identify Leadership for the pack for their stay at camp</li><li>• Begin to collect deposits for camp for the lowest pricing</li><li>• Begin to collect Medical Forms (Parts A, B, and C)</li></ul>	<h2>May</h2> <ul style="list-style-type: none"><li>• <b>May 15th:</b> Balance Payment. For lowest pricing, balances in full must be received by this date.\</li><li>• Send a representative from your unit to one of our <b>Precamp Leader Meetings</b> for the latest updates on either<ul style="list-style-type: none"><li>○ <b>May 13th at 7:00pm</b> or</li><li>○ <b>May 24th at 2:00pm</b></li></ul></li><li>• <b>May 31st:</b> Paperwork deadline Send in a current roster (even if changes will be made later), any other pack forms, and copies of all medical forms no later than May 31st to: <b>Camp Carpenter</b> <b>Pack ###- Week #</b> <b>300 Blondin Rd</b> <b>Manchester, NH 03109</b></li></ul>
<h2>March</h2> <ul style="list-style-type: none"><li>• Collect final camp deposits</li><li>• Complete online registration and send \$100 deposit in no later than <b>March 15th</b></li><li>• Continue collecting Medical Forms (Parts A, B, and C)</li><li>• Make sure parents are aware of Campship opportunities, and direct them to <a href="mailto:camping@nhscouting.org">camping@nhscouting.org</a> as necessary.</li></ul>	<h2>June</h2> <ul style="list-style-type: none"><li>• Follow up with parents to get any outstanding paperwork</li><li>• <b>June 6th:</b> Camp service day, bring a group to camp to help us get set up and ready to go for the season!</li><li>• <b>June 6th-7th:</b> Den Chief Training Weekend, send your den chiefs for Camp Carpenter specific training to give them the tips, tricks, and skills to make your stay at camp easier and as fun as possible for your scouts!</li><li>• <b>June 6th</b> Day Camp Volunteer training.</li></ul>



# First Step

The first thing you want to do is to make sure your pack is registered to attend Camp Carpenter and what week you are scheduled to be there. You can contact **Valerie Seitz**, Program Assistant, at [valerie.seitz@scouting.org](mailto:valerie.seitz@scouting.org) if you don't know this information. When you know when your pack is attending camp, it will make promotion dates much easier for parents to plan.

## Registering for Camp

Packs may reserve a week at camp by submitting a \$100.00 deposit to Program Services at the Daniel Webster Council. Packs that attended camp the previous year typically roll-over their deposit at the end of their session for the next year. If you're unsure if a deposit has been paid for your pack, please contact Program Services at the Daniel Webster Council Office.

Campsite assignments will be made to best fit the needs of all units in camp and insure health and safety standards. Some campsites can accommodate several packs, so please keep in mind that you may be sharing a campsite. Packs will be assigned to a section of a campsite that best accommodates their size. Leaders of the same gender are required to share tents with other leaders within their pack. Married couples are allowed to share tents if they so choose, but it is not recommended. Packs sharing campsites need to share the equipment in the site (picnic tables, canopies, tools, etc.) and also share cleaning duties.

The method for registering and paying for your pack to attend resident camp is through the council website at [www.nhscouting.org](http://www.nhscouting.org). The camp coordinator should make sure that he or she has a username and password to access online registration through the council website (if your pack needs this information, please contact Program Services at the Daniel Webster Council).

Your pack's camp coordinator should make sure that deposits and the remainder of the fees for each camper are collected and deposited in the pack's checking account. Camp deposits and payments to the council should be made **from the pack**, not individually from each family. Please see the website for additional information regarding online registration.

**\*\* If your pack has any issues with online registration, please contact Program Services at the Daniel Webster Council Office.**



# Cost of Camp

The chart below is a simple breakdown of all the costs of Camp Carpenter. There are many options on how to attend camp and families need to know that every scout should have an opportunity to attend camp.

The first very important date to remember is March 15. This is when the \$100 deposit (non refundable) is due to get the early bird fee. Don't let families miss out on this low price. Of course, the full payment must be made before May 15 to keep that early bird fee.

	Early Bird	Full Fee	
<b>Resident Camper</b>	\$360	\$410	
<b>Tiger w/ pack</b>		\$460	Parent/Scout pair
<b>Provisional Camper</b>	\$360	\$410	
<b>Akela</b>	\$265	\$315	Parent/Scout pair Additional family member add \$145
<b>Day Camp 8am - 4PM</b>	\$205	\$235	<b>Discount: \$155 discount if a parent completes day camp training (within last 2 years) and volunteers for entire session.</b>
<b>Day Camp Early/After care</b>		\$50	Early care 7am - 8am, 4pm - 5pm
<b>Day Camp Thursday Overnight</b>		\$30 per person CC, \$30 a family Abnaki, Portsmouth	
<b>Lion/Tiger Specialty Day Camp</b>		\$100	Parent/Scout pair
<b>Family Camping Weekend</b>		\$40	<b>Per Person</b>
<b>Extra Resident Adult</b>		\$235	<b>Extra Den Chief</b> \$235
<b>Bridge</b>		Youth \$45	Additional Adult \$50
<b>CIT</b>		\$200	
<i>Discount for Residential/Provisional Camping</i>			
<i>\$25 discount for additional weeks</i>		<i>\$25 discount for sibling</i>	

The cost of camp should never be a reason why a scout isn't able to attend. As a pack, start talking about fundraising and donations to support every scout to attend camp.

Camperships are also available for assistance to attend camp. Camperships are due to the DWC office by April 15. You can find the Campership form at [www.nhscouting.org](http://www.nhscouting.org).



# Deposit and Refund Policy

## Day Camps

Deposits are non-refundable. The balance of a registration fee will be refunded provided one of the following conditions is met: (1) The Daniel Webster Council Program Department is notified in writing of a camper cancellation at least two weeks prior to scheduled arrival; (2) In cases of injury or illness within two weeks of scheduled arrival, a letter from a healthcare provider (MD, DO, PA, or nurse practitioner) is provided with the refund request. Refunds for individual registrations will be made directly to the parent/guardian. Deposits are non-refundable, even when two weeks cancellation notice is provided. All space is available on a first-come, first-served basis for those paid in full.

## Carpenter Resident Camps

Deposits are non-refundable. The balance of a registration fee will be refunded provided one of the following conditions is met: (1) The Daniel Webster Council Program Department is notified in writing of a camper cancellation at least two weeks prior to scheduled arrival; (2) In cases of injury or illness within two weeks of scheduled arrival, a letter from a healthcare provider (MD, DO, PA, or nurse practitioner) is provided with the refund request. Refunds for chartered pack resident camper cancellations will be made to the pack. Packs are responsible for paying the full registration fees for no-shows unless the refund conditions above have been met. Deposits are non-refundable, even when two weeks cancellation notice is provided. In the event the entire pack cancels its reservation, site fees are non-refundable. All space is available on a first-come, first-served basis for those paid in full. Fees are transferable to another camper.



# Dates of Camp

## Resident Camp Camp Carpenter

Week 1	June 21-25
Week 2	June 28- July 2
Week 3	July 5-9
Week 4	July 12-16
Week 5	July 19-23
Week 6	July 26-30
Week 7	Aug 2-6

## Day Camps

Week 1	June 22-26	Portsmouth Area
Week 2	June 29- July 3	Camp Carpenter
Week 3	July 6-10	Barrington Area
Week 4	July 13-17	Concord Area
Week 5	July 20-24	Camp Carpenter
Week 6	July 27-31	Great North Area
Week 7	Aug 3-7	Keene Area
Week 8	Aug 10-14	Nashua Area

## Akela Camp

Session 1 June 21 - June 23

Session 2 Aug 2 - 4

## Lion/Tiger Specialty Day Camp

Aug 5-7

## Family Camping Weekend

July 17- 18

## Alumni Dinner

July 11





# Pack Leadership at Camp Carpenter

If a pack brings eight Scouts, two adult leaders may camp for free. For every additional six Scouts that attend, one additional adult leader may camp for free. Refer to the following chart for clarification. Packs attending camp with less than five scouts need to contact Program Services at the Daniel Webster Council Service Center.

# of paid youth campers	# of free adult campers	# of free Den Chiefs
5 to 8	2	1
9 to 15	3	2
16 to 22	4	2
23 to 29	5	3
30 to 35	6	3

Additional adult leaders above this ratio will be charged \$235 each and den chiefs above this ratio will be charged \$235 each.

Please be mindful of the BSA's two-deep leadership policy when preparing for camp. **Each pack must bring a minimum of two registered adult leaders 21 years of age or over. There must be a registered female adult leader 21 years of age or over in every unit serving females. A registered female adult leader 21 years of age or over must attend with any unit bringing female youth. The chart above (page 14) shows the number of required amount of leadership needed per number of boys. These individuals are free** If you are unable to provide the required minimum leadership, please contact Program Services at the Daniel Webster Council Service Center as soon as possible. There is always a possibility of pairing several packs together so that two-deep leadership is covered.

Due to busy schedules, it might be necessary for leaders to rotate in and out of camp during the week. If and when leadership changes occur during the week, **leaders must sign in or out in the leader logbook at the camp office.** A departing leader must turn-in his/her leader ID badge and the incoming leader will be issued one. Adult leaders staying overnight will need a completed BSA Annual Health and Medical Record. Packs are responsible to inform new leaders of camp rules and regulations. Please see administrative staff if you need assistance with leadership changes during the week.

## Leader Registration and Youth Protection Training

**All adults attending camp must be registered with the pack and have completed Youth Protection Training prior to their session.** The training is available online through [my.scouting.org](http://my.scouting.org).

Leader registration is necessary to comply with NH State law which requires all leaders to complete a criminal background check, and BSA requires all leaders to have completed YPT Training. Both of these requirements will be verified from the unit's **YPT Aging Report**, which lists all registered leaders in a unit, and their YPT date. Details on pulling this report can be found in the paperwork section of this guide.



# Promoting Camp in the Pack

When is a good time to promote camp? All the time!

Every pack meeting should have a small segment allocated to talking about camp. Even every den meeting should have a small moment about camp. Successful packs are always talking about the biggest moment of the scouting year and that is camp.

The Camp Carpenter staff is always ready to come and visit your pack as well. We will do our very best to schedule a staff member to come and visit you at least once during the year. We recommend Dec. Jan. or Feb. Our high energy presentation will certainly support you in your efforts. Please contact Mark at [mark@dwccamping.org](mailto:mark@dwccamping.org) to set up a promotion.

Below is a small list of ideas of what else you can do at pack meeting or den meetings. Remember to switch it up and do something different. Also, don't do it all alone. Recruit helpers! Listening to the same person over and over sometimes will cause parents to tune you out. Get people on your team!

## Suggested Ideas

- Camp Promo video - a few years old, however always good. [https://www.youtube.com/watch?v=-eUNCo\\_JaLk](https://www.youtube.com/watch?v=-eUNCo_JaLk)
- Camp Staff visit
- Pictures - project or on a poster
- Songs
- Skits
- Camp Cheer
- Theme Costume - come dressed to pack meeting
- Testimonies - have the scouts talk about favorite area
- Pack out night - have s'mores around a campfire
- Visit camp!



# Medical Forms

These forms are honestly the most time consuming and difficult part of being a Camp Coordinator. Everyone attending camp must have this form filled out and signed by a doctor. The state of New Hampshire requirements are tougher than the BSA, so no matter what program someone is attending during the summer at Camp Carpenter, they must have parts A,B, and C filled out. The medical form states that a scouting event less than 72 hours doesn't need a part C. However, because Camp Carpenter is a licensed resident camp in New Hampshire, all programs must have a part C

These forms are good for one calendar year! So, getting these forms in the fall is amazing and will make your life easier. However, that rarely happens. So, start telling your families now that you need this copy ASAP! Getting these forms the sooner the better. You want to make three copies of these forms. You keep one copy at home and for the pack. That way you can make more copies when you need it for pack events. Send one copy to camp by May 31st. The third copy should be brought to camp by the week's leadership.

Along with the medical forms, an EpiPen and Inhaler form will need to be filled out and signed by a doctor for anyone under 18 years of age that carries one of these items. Attach it with the medical form is the most convenient method.

Please do not send any of these forms via electronic methods. These need to be snail mailed to camp.

## Vaccination Directive (effective 5/21/19)

All camp participants and leaders must present proof of up to date vaccinations for Measles, Mumps, Rubella (MMR) and Tetanus, Diphtheria and Pertussis (Tdap). There will only be one exception, which is for those who are medically unable to complete the vaccination. Accommodations will be made for those scouts, but it may preclude participation in some activities and necessitate alternative accommodations during their stay with Daniel Webster Council. Refusal of vaccination for any rationale other than medical reasons cannot be accommodated. Documented medical reasons for not having these vaccinations must be presented with a note from your Scout's medical provider **no later than two weeks prior to arrival at camp**. (This is in addition the scout health form). It must have an actual signature from a licensed medical doctor.

### Rationale:

Daniel Webster Council and the Scouting program remains open to all faiths and beliefs and does not



bar anyone from participating in the scouting program on the grounds of faith, personal belief, gender, age or sexual orientation. However, this does not equate to full and open access to all programs when there is a concern regarding the safety, health and well-fare of our Scouts.

Currently, there are many active cases of Pertussis and Measles in the state of New Hampshire, and across our nation at levels which are unprecedented in the last 2 decades. The potential spread associated with these pathogens creates a substantial safety concern and has necessitated this action. This risk is further increased when considering close quarters in which our campers reside.

We strongly desire your Scout to come to our camps for a once in a lifetime camp experience. If this is a personal decision, we respect your decision and ask that in kind you respect our decision to ensure the safety of our campers and staff. If this choice not to vaccinate is a matter of personal conviction or out of concerns regarding the safety of vaccinations; we urge you ask and discuss this topic with your medical provider. Ensure the literature you review on this issue is from reputable sources and is reviewed by medical professionals.

Contact Daniel Webster Council, Camping Operations at [camping@nhscouting.org](mailto:camping@nhscouting.org) if you have additional questions or concerns.

## Youth Protection Training

All adults attending camp must be registered with the pack and need to have completed youth protection training. This must be done before they arrive at camp. They can access the training at [my.scouting.org](http://my.scouting.org)



# The Days before Camp

<h2>14 Days before Camp</h2> <ul style="list-style-type: none"><li>● Make sure any Request for Accommodations forms are sent to the camp.</li><li>● Communicate with the camp of any roster updates.</li><li>● Send all Cub Scout families an email reminding them of their exciting week ahead. Remind them of dates, times, meeting locations, and pack leadership names.</li><li>● Remind families of Family Bar-B-Que and cost - followed by closing Campfire.</li><li>● Finalize Bridge participants and collect money.</li><li>● Remind families about Pictures.</li></ul>	<h2>2-4 Day before Camp</h2> <ul style="list-style-type: none"><li>● Go through all Pack Paperwork with pack camp leadership. Make sure all numbers are correct. Make sure everyone has copies.</li><li>● Make sure everyone is on the same page and understand all camp expectations and pack expectations.</li><li>● Double check car-pooling and that drivers are all set.</li><li>● Everyone knows campsite name and location.</li><li>● Make sure leadership for Bridge night is all set.</li><li>● Get ready for FUN!</li></ul>
<h2>7 Days before Camp</h2> <ul style="list-style-type: none"><li>● Contact the camp with additional tickets that will need to be purchased for the Leader's Meeting on Sunday morning.</li><li>● Camp Commissioner should have contacted you regarding site assignments, double check to make sure you have accurate information to pass along to pack leadership and families.</li><li>● Send all Cub Scout families another email.</li><li>● Finalize Bridge participants and collect money.</li></ul>	<h2>Day of Arrival</h2> <ul style="list-style-type: none"><li>● Camp Leadership arrives for Leader's Meeting.</li><li>● Pack arrives at 12:30 or slightly after and rendezvous at Campsite.</li><li>● Parent's stay through medical check. Important for the safety of their child.</li><li>● Collect Family Bar-B-Que money</li><li>● Collect money from Bridge participants.</li></ul>



# Camp Paperwork

## Doubleknot Registrations

Roster information will be taken from your packs registration on Doubleknot. Please be sure that names and contact information are filled out accurately, and include BSA Member ID numbers for adults.

## Youth Protection Aging Report

The YPT Aging Report can be accessed by any Key 3 member, or Key 3 delegate of your unit in the my.scouting tools. Details on running this report can be found on slide 13-4 of this presentation:

[http://www.scouting.org/filestore/idg/Training\\_Mgr\\_Powerpoint.pdf](http://www.scouting.org/filestore/idg/Training_Mgr_Powerpoint.pdf)

## Annual Health and Medical History

Everyone staying on property will need to have a completed Annual Health and Medical History, including a Part C signed by a doctor within 12 calendar months of their stay in camp (e.g. a form signed in June of 2019 will be good through June of 2020, but not July 2020)

## Other Medical Forms

Scouts with Inhalers, Epi-Pens, or other emergency medication which they will be carrying, will need this additional form signed by their doctor.

## Requests for Accommodation

Can be completed on paper or online, use this for for any needed accommodations. This often includes dietary or medical needs.



## Pictures

Clix Portrait Studios will take pictures on Sundays during check-in. They do an amazing job and offer many options for prints, gift items, and digital JPG files with copyright release. Pack and Individual photos are available. All orders are mailed directly to the parents so you don't have to worry about them getting lost or wet.

Scouts and leaders should be in uniform until you go through the photography station.



ORDERS MUST BE PLACED AT CLIX'S WEB PAGE NO LATER THAN THE FRIDAY BEFORE CAMP.

[www.clixne.com](http://www.clixne.com). Click on "Order Here", then "Sports & Summer Camp Orders". The User ID is "camp".

**Order any Package 1-5 online by the Friday before camp, and receive the digital image of your scout for FREE!** This deal is not available for paper order forms or late orders.

If you choose not to order online by the Friday before camp, paper order forms (cash & check only) will be available at camp. Parents are welcome to come to the Clix table and fill out a form before their pack comes for pictures.

Questions? Contact Clix at 603-952-4141 or [info@clixne.com](mailto:info@clixne.com)

