**Troop 333 – Camp Mantoc Summer Camp Chaperoning Instructions**

Last revised: 1 June 2015

**Chaperoning Shifts:**

6:45 am – 12:30 pm (includes breakfast at dining hall)

12:15 pm – 6:00 pm (includes lunch at dining hall)

5:45 pm – 7:00 am (includes dinner at dining hall)

Shift start and end times are slightly different on the first and last days of camp.

As per Youth Protection Procedures, chaperoning is scheduled with 4-deep adult coverage to allow two adults to respond to any emergency while still having 2-deep adult coverage at Buckeye.

**Daily Schedule:**

6:45am Wake up SPL, have SPL wake up scouts, dispense morning medication as needed

7:00 am Flag raising in camp

7:15 am Waiter call

7:45 am Breakfast

8:30 am Flag raising for Manatoc

8:50 am Return to Buckeye site

9:00 am Scouts leave for merit badge classes and other scheduled activities

12:00 pm End of morning merit badge classes, check noon-time medications

12:30 pm Waiter call

1:00 pm Lunch

2:30 pm Open instruction

3-4 pm Check afternoon medications

5:30 pm Waiter call

5:45 pm Retreat (parade field)

6:00 pm Dinner

7:00 pm Check evening medications

7:30 pm Open instruction

8:30 pm Return to camp

9:30 pm Check bedtime medications

11:00 pm Lights out/Quiet

**Family Night:**

Parents will arrive Wednesday night at about 6pm. They should leave their gear (e.g., dinner supplies, camp chairs) at Buckeye and meet the troop at the parade field for Retreat. After Retreat, the group will return to Buckeye for dinner. Before parents arrive, chaperones should have SPL make sure that camp is neat, and that the scouts have cleaned the latrines.

**Responsibilities of Chaperones:**

Ensure scouts are using buddy system when travelling at camp.

Make sure scouts sign out and in when leaving/arriving at Buckeye.

Ensure that scouts are going to their instructional classes and that they are making progress on these activities.

Verify merit badge requirements for scouts as needed and assist with merit badge work as needed.

Ensure that there is one person in the axe yard with 1st class supervision whenever the axe yard is being used.

Have scouts check and clean latrines as needed.

Make sure scouts going to shot gun and archery notify an adult (no need to sign in or out).

Check the file folder (in troop box at HQ) for additional info.

Whenever possible, have the SPL (Senior Patrol Leader) or acting SPL take responsibility for tasks that can be performed by youth (e.g., waking up scouts, making sure the group leaves for meals on time).

SPL (or acting SPL): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medications:**

A list of scouts needing medications, and their medication schedule, is available in the troop box at HQ. Medications can only be dispensed by adults.

Please check the schedule at the beginning of your shift and dispense medications to scouts who need them. After dispensing medication, check the box(es) on the sheet to indicate that the scout got their medication.

**In an emergency:**

Follow youth protection procedures.

Call for assistance (Fire, EMS, Police) or address the problem.

Notify camp staff and the Scoutmaster or Assistant Scoutmaster.

For weather emergencies, go to the pool structure with scouts and the sign-in/sign-out sheets. Do a head count and notify camp staff of any missing scouts.

**If you have questions**:

Scoutmaster name/cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASM names and cell phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_