

Camp Horseshoe 2018 LEADER'S GUIDE



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

Dear Scoutmasters,

Thank you very much for choosing to spend your 2018 summer camp experience with us at Camp Horseshoe. We have a great summer staff that will carry on our strong traditions and deliver an excellent program for your Scouts this summer.

We would like to invite you to attend the pre-camp meeting at camp at 5:45 p.m. on the Tuesday evening before your troop arrives in camp. You will have the opportunity to watch the retreat ceremony and have dinner with us in the dining hall. After dinner, we will have a meeting on the front porch of headquarters where we will collect medical forms, go over the merit badge schedule, answer questions, and offer tours of the camp. If you are unable to attend, please mail your medical forms to camp about a week in advance. This ensures a smooth check-in time on Sunday.

As a reminder, each evening at 5:45 p.m., we gather on the parade field for the retreat ceremony where we pay our respects to the flag. For this ceremony and for the evening meal, we request that all Scouts and leaders wear a full field uniform (class A), but require at least a field uniform shirt. Please make sure that all Scouts and leaders bring their uniform shirts with them to camp.

The Horseshoe program continues to improve each year. As you are planning your week, please take note of our expanded merit badge offerings and new Scout training programs.

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

Dr. David Mellinger
Horseshoe's Camp Director

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Registering for Camp

A \$100.00 Stake-a-Claim/Reservation fee secures your choice of week for the current summer camp season. Stake-a-claims (claim to the same site occupied/same week number) can be made while your troop is in camp or within two weeks after leaving camp. A reservation can be made on a first-come, first-serve basis for an open site two weeks after the end of a particular week.

A stake-a-claim/reservation form along with the fee must be submitted at the time agreement is made between the troop and the Chester County Council. This is a stake-a-claim/reservation fee only; the fee is not refundable but will be applied to your final payment.

The \$50.00 per Scout & Leader deposit, due March 31, 2018 secures your choice of week and site. Units failing to meet these deadlines will no longer have a valid claim to their site, and it may be given to another troop that pays the required fees.

Campsite Information

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

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

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

Camp Fees

Scout: 'Early Bird'	\$415/scout
Full	\$460/scout
Provisional (one week)	
'Early Bird'	\$415/scout
Provisional (one week)	
Full	\$460/scout
Leader:	\$200/leader

Rates include all additional program fees except Troop shoot.

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

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

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

We welcome and encourage Scouts to attend Camp Horseshoe for multiple weeks. This rate applies to any Scout who has attended a week of summer resident camp (at Camp Horseshoe) in the current year as either a provisional scout and/or with their own troop and is returning for an additional week or weeks **in a provisional troop**. A provisional application can be found at <http://www.cccbsa.org/HSleaderguides>.

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

Part-time leaders serving for a 24-hour period will be charged \$30.00 per day/night. Visiting leaders (adults staying for the day only and not spending the night) are charged for meals at a rate of \$8.50 for breakfast, \$9.50 for lunch, and \$12.00 for dinner. All leaders planning to attend the evening meal must wear a field uniform (class A).

Payment Schedule

Deposit (\$50/camper) due date:	March 31, 2018
Discounted fee due date:	On or before May 15, 2018
Full fee due date:	After May 15, 2018

PROVISIONAL CAMPING

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

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

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

HOW DOES PROVISIONAL CAMPING WORK?

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

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

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

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

Prior to arrival, the parents of a provisional Scout will be put in contact with host troop leadership to provide opportunity to discuss any questions, needs, traditions the hosting troop has at camp, etc.

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

HOW DO I SIGN UP FOR A PROVISIONAL WEEK?

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

For additional information on how to attend Camp Horseshoe provisionally with another troop, contact Amy Dalesandro at the Horseshoes Scout Reservation, Chester County Council, BSA. Phone: 610-696-2900, ext. 125 (Council), Email: amy.dalesandro@scouting.org. In order to be entitled to the reduced provisional camp rate, verification of attendance with the troop must be obtained from the scoutmaster. This verification is made on the provisional camp application.

Refunds (See Chester County Council Boy Scout Resident Camp Refund Policy) Refer to page 27 for a complete description of our refund policy.

Camperships

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

Scouts with Disabilities

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

The Pre-Camp Orientation

All Scoutmasters and Senior Patrol Leaders are cordially invited to Camp Horseshoe for our retreat ceremony followed by dinner at **5:45 p.m.** the Tuesday before your Troop is scheduled to arrive in camp. Immediately following dinner, approximately at 6:45 p.m., there will be an **IMPORTANT MEETING** on the front porch of the Headquarters Building, where program schedules and general camp business will be discussed.

Please be sure to bring with you copies of your Troop's Medical Records so that the Camp Health Officer can review them. By bringing them to this meeting, they can be reviewed and incorrect forms can be corrected before the start of camp. Medical Records that are correct will be kept at the Health Lodge, expediting the check-in process on Sunday.

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

Preparing for Camp

What to Bring to Camp

Troops:

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

Patrols

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

Unit Leaders

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

** Item sold in camp store*

Planning

Planning Advancement

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

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

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

Planning Special Troop Activities

The best and only leadership method in Scouting is the Patrol Method. Camp Horseshoe's program will help strengthen and build Patrols. There are many opportunities for your Troop and Patrols to pursue some special interests while at camp. Some of the more popular activities include troop archery shoots, rifle shoots, swims, climbs, and tubing in the Octoraro River. The special troop archery and rifle shoots and climbs are held from 9:00 - 10:00 a.m., Monday through Saturday, at the respective ranges. Troop swims and tubing begin at 7:00 p.m., Monday through Friday. Tubing will meet at the Quonset hut. You can find the Troop Activity Form to indicate your choices in the Planning Forms document. The Troop Activity Form will also be available upon your arrival at camp. All special activities will be arranged by the Program Director at the Sunday evening Scoutmaster's meeting. Because of the number of troops in camp, a lottery system may be used to distribute the program activities among the troops.

Helpful dos and don'ts:

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

- Don't emphasize activities that can be better-done back home; take advantage of the unique things that Horseshoe has to offer.
- Don't give Scouts a title and a leadership position and then do all the leading yourself.

Adult Leadership

Leader qualifications – Camp requires leadership, 2 deep, with one leader being age 21 or over and registered BSA, the second leader if younger must be at least 18 years of age.

Visitors

Friends and parents are encouraged to visit on Saturday from 2:00 p.m. until 10:00 p.m. For youth protection and liability reasons, the Camp Director must approve all other visitations prior to arrival. Weekday visits are disruptive to the camp and are not suggested. All visitors must sign in at Headquarters. Visitors cannot be accommodated in the dining hall. Please leave pets at home.

Under no circumstances may children who are not registered Boy Scouts with a troop staying in camp, or their registered adult leaders, stay overnight in camp. Violators will be promptly escorted from camp.

Medical Records

All youth and adults spending more than 24 hours in camp must have a completed, up-to-date Annual Health and Medical Record on file. Effective 2011, the Annual Health and Medical Record replaced the Personal Health and Medical Record – Parts A, B, and C should be filled out for camp.

The Annual Health and Medical Record, valid for a 12 month period of time are to be used by campers of all ages. Please see page 45 for detailed information on the Annual Health and Medical Record.

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

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

Check-in

Sunday Arrival

Please plan to arrive at camp **no earlier than 1:15 p.m.** and **no later than 2:30 p.m.** No check-ins will begin before 1:15 p.m.

Vehicles will be greeted at the main parking lot and directed to the drop-off point for each campsite. All vehicles must be unloaded promptly and returned directly to the parking lot. Staff members will be on hand to help move equipment to the site. At this time you will be presented with a check-in inspection form to let us know of any damage or missing items in your campsite. This form will be the check-out form that was signed off from the troop occupying your site the prior week.

Scoutmaster Check-In

The Scoutmaster and SPL will be greeted by a site guide upon your arrival and your roster must be turned in at this time; **make sure rosters are correct, as your troop will be charged for all who appear on the roster.**

Health Check and Swim Test

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

Campsite Equipment

Equipment will be in your site upon your arrival. Other/additional equipment can be obtained from the Quartermaster store.

Retreat and Evening Program

A camp-wide retreat ceremony begins at 5:45 p.m. on the Parade Field. Scouts and leaders must be in full field uniform (class A). Staff will be on hand at the Parade Field to assist those who are unfamiliar with the ceremony; troops in need of assistance should arrive at least 15 minutes early. Senior Patrol Leaders should arrive 10 minutes early to meet with the Program Director about the ceremony and placement of troops.

Dinner immediately follows retreat, and a camp-wide leader's meeting follows dinner. Each troop should bring a complete merit badge roster and their activity plans to this

meeting. A guided tour is offered for those new to camp following dinner.

After the tours and meetings, all return to the campsite to settle in. A camp-wide opening campfire, put on by the staff, begins at 8:30 p.m.

Daily Schedule

A detailed daily schedule is available in the Program Guide. Four instructional periods, special interest programs, open department time, and troop and camp wide activities make up just part of the weekday. Special activities and a camp wide competition take place on Saturday along with a closing awards campfire. Please refer to the Program Guide for merit badge and more specific camp program information.

Sunday Departure

Chapel and Religious Services

Directly after breakfast, a non-denominational Christian service will be conducted on Chapel Hill. All are welcome and encouraged to participate.

Troop Clean-Up Responsibilities

Each troop is assigned some area of camp to police for trash. These assignments are made at breakfast.

Sunday Lunch - 12:00 p.m.

A special menu and presentation of awards are two features of a lively, memorable send off. The Sunday Lunch is an exciting capstone to the week in camp, not to be missed!

Final Checkout

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

At 10:30 am on Sunday your site guide will come down to inspect your campsite prior to departure. Fees will be charged for major damage to the tents, cots and mattresses.

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

Quartermaster's Store and Maintenance

Maintenance

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

Trash

Containers in the campsite should be emptied daily and the bags deposited at the top of the nearest trail for pickup, or directly in the dumpsters at the New Quonset Hut if you are in one of the upper sites (Rothrock, Roberts, and Sherwood). If the dumpster is full, please leave the bag directly beside the dumpster, and do not attempt to overfill the dumpsters. New can liners are available from the Quartermaster's Store.

Quartermaster's Store (Quonset Hut)

Long tools (rakes, shovels, picks), wheelbarrows, woods tools, and site supplies (toilet paper, can liners, disinfectant) are issued by the Quartermaster at the Old Quonset Hut directly after breakfast until 11:00 am, directly after lunch until 2:00 p.m., 4:00 p.m. to 5:00 p.m., and 7:00 p.m. to 8:00 p.m. Tools must be returned promptly and undamaged. A fee will be assessed for any damages beyond normal wear and tear.

Headquarters and Administration

Telephones

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

Mailboxes

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

Lost and Found

Finders should bring any item to the Headquarters building. Please inquire about lost items at the desk.

Trading Post

The Trading Post offers soda, snacks, merit badge materials, craft supplies, souvenirs, and a good selection of Scout gear.

Store Hours:

Sunday: 10am-12pm, 1pm-5pm

Monday-Saturday:

9:00am-12:00pm

2:00pm-5:00pm

7:00pm-8:30pm

Saturday evening: 9:15-10:30pm

Additional Information

Summer Camp Goals

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

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

Camp Awards and Recognition

Standard Patrol Award

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

Standard Troop Award

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

Clean Camp Award

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

Silver Buckle

A silver buckle is awarded to one youth member from each troop who, in the opinion of his fellow Scouts, has above all others demonstrated the finest example of Scout Spirit, the Scout Oath, and the Scout Law in his conduct

throughout the week. The Scout selected must have been in camp all week, be under the age of eighteen, and never have received the award before. Adults should not influence this determination and the Scouts exclusively should make the decision.

Troop Photos

Troops will have the option to have a group photo taken during your first few days at camp. The photo can be purchased on a CD for a minimal cost. More information will be available when you check in.

Camp Horseshoe Emblem

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

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

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

100% Patrol Award

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

Ton-Ca-Coo Belt Branding

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

Camp wide Game Awards

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

Special Note on Scouting Recognition

The significance of any award is diminished if standards are not upheld. Scouting relies on its leadership to judge fairly

and equitably when qualifying Scouts to receive awards. At camp, we expect the troop leadership to understand and support the standards we have established for these awards. We appreciate your assistance in doing so.

Awards Using Summer Camp Experience

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

Adult Leader Training

Council Offered Basic Leader Training

Chester County Council will sponsor Scoutmaster specific training each week of summer camp. All summer camp training courses are free of charge. Training Certificates will be issued.

Camp Traditions

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

Retreat Ceremony

This daily observance has changed little since the first season over 85 years ago. It presents an opportunity for all of us to reflect on our duty to our country and those who have given so much to win and maintain our freedom. It is also a great time to build troop *esprit de corps*. All Scouts must attend in full uniform. In an effort to set a good example for the Scouts, we also require that adults wear full uniform to retreat and dinner. Scouts and leaders not wearing a field uniform (class A) will not be permitted to attend dinner.

Scouts form as a troop, stand retreat, and pass in review. Leaders stand on the review line with the staff. Please make a point to explain the meaning of the ceremony to your Scouts and encourage them to assume the proper attitude during retreat. Dishonorable conduct may result in losing the Standard Troop Award. Please note that although based on military retreat ceremonies, the Boy Scouts is not a paramilitary group, and therefore may not adhere to the same standards and traditions as the service when it comes to marching, saluting, and organization. We ask that you respect our unique ceremony, which is a strong part of the camp's 85-year history.

Retreat Trophy

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

Vespers, Chapel, and other Religious Services

A short vespers gathering is held Wednesday after dinner in the picnic grove. This service is non-sectarian, so everyone is welcomed and encouraged to attend regardless of religious belief. An uplifting message will accompany fun singing.

A non-denominational Christian service is offered Sunday morning at the Horseshoe Chapel. All are welcome to attend.

Order of the Arrow

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

Camp Horseshoe is served by Octoraro Lodge 22, a thriving group of dedicated Scouts and Scouters who are responsible for maintaining the facilities and traditions of camp. Eligibility for Scouts is determined with Unit Leader approval, rank, and camping tenure. Annual elections are held by troops under the direction of a Lodge Official.

Health and Safety

Medication Administration at Camp Horseshoe

Beginning in 2016, the Horseshoe Scout Reservation Health Lodge will no longer take the lead in the administration of medications for Scouts and Scouters who are attending summer camp. We realize that this is a major change, but feel that doing so will ultimately provide a better experience for the campers whom we serve. This change is being made to bring the camp in line with the medical administration guideline developed by the Boy Scouts of America which is copied below.

Prescription and Over-the-Counter (OTC)

Medications Brought from Home:

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

- A. Managed by the unit's adult leader provided he or she maintains the medications under lock and key and records the administration on issued documents/forms.
- B. Managed by the participant's parent/guardian provided he or she maintains control of the medication in a secure fashion under lock and key.
- C. Managed by the camp health officer in conjunction with the participant and/or adult leader or parent. This option should be used

only when the medication must be stored or prepared in the health lodge (refrigeration, clean countertop, etc.) or when the medication regimen is complex and may require assistance from a camp health officer (on prearrangement) who is licensed and/or trained to assist in the medication process.

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

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

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

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

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

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

On the last day of the camping week, medications are returned to the Scouts. Please have a leader stop at the Health Lodge on the way out to ensure that all of the medications have been picked up. We keep all of the medications left throughout the season until the end of the camping season. Scouts can return to pick up the medications at camp during the camping season. At the close of camp, any medications left are disposed of in a proper fashion. The camp and council cannot store these medications or return them.

The Health Lodge will continue to provide care for injuries or illnesses which arise while your troop is at camp. We will have our usual array of over-the-counter medications to administer as needed. We look forward to another summer of providing for your health care needs.

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

Emergency Procedures

In the event of an emergency, the camp bell and siren will sound continuously, accompanied by a PA announcement. At this signal, all troops should return directly to their campsites, take roll, and await instructions from the staff member assigned to the site.

Leaders will receive a complete briefing on emergency procedures and a drill will be held Monday during siesta.

Norovirus

In 2008, Camp Horseshoe was one of a number of camps in the United States affected by an outbreak of the highly

contagious Norovirus. In consultation with the Chester County Health Department, it has been determined that the probable source of this outbreak was from a member of a scout unit or staff who was exposed to the virus just prior to coming into camp. While the Norovirus typically lasts 24 to 48 hours, it can be spread to others for a period of 10 to 12 days. Chester County Council BSA is determined to do everything it can to prevent any recurrence of this event, but with over 2,000 campers each summer, (plus family and friends) we need your assistance. To that point, we ask Scoutmasters and Unit Leaders to have a discussion with the parents, guardians, and leadership of their units regarding the following:

- ✓ Know the signs and symptoms of norovirus, MRSA, influenza, and infections in general.
- ✓ Consider if any possible recent exposure just prior to coming into camp, this means; scouts, leaders, or anyone dropping off or picking up.
- ✓ Use common sense. The best course of action is not to send your scout to camp with stomach flu, nausea, vomiting, or a temperature.
- ✓ If you have any doubts, please consult your physician before sending your son, scout, or family member onto the reservation.

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

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

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

We know this is a difficult, but also a necessary, conversation to have with the parents and guardians of your scouts. If it becomes necessary to send a scout home,

every effort will be made to reschedule them to return to camp with a provisional unit later in the summer.

First Aid

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

Ticks

If ticks are found embedded in the skin they must be removed by the Camp Health Officer only.

Health Concerns

Daily bathing prevents illness and promotes cleanliness. Showers are marked clearly for adults and staff with separate facilities for youth staff members and for Scouts. No Scouts may use the adult showers or vice versa. The Scout showers are open from 6:30 am to 11:00 p.m. daily. If scouts will be utilizing the showers after taps, a unit leader must accompany them to the showers and wait outside to help maintain quiet. In the past the shower house has been very noisy after taps; remind the scouts that they need to remain quiet and to take their showers efficiently so that those waiting can use the facilities in a timely fashion Adult showers are always open.

Dehydration

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

Wildlife

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

Camp Policies

Fires and Firefighting

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

Scouts must know and understand the following precautions explicitly:

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

BSA Registration Requirements

Only registered members of Scout troops or male youth members of Explorer Posts are eligible to register and stay overnight at Camp Horseshoe. Adult leaders in charge of troops staying in camp must also be registered members of the BSA.

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

Insurance

Every paid camper and leader is covered by the health and accident insurance plan included in the camp fee. Out of council units must show proof of insurance. Claims will be handled through their local council.

Hazing and Initiations

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

Alcohol, Drugs, and Tobacco

Alcoholic beverages and narcotics are not allowed on camp property. Violators will be asked to leave and the appropriate authorities will be informed if deemed necessary. There is no smoking in camp buildings, porches, or tents. Anyone in camp under the age of 18 may not use or possess any tobacco products at camp. Adults are asked to use discretion when smoking for fire safety and health reasons. Smoking in the presence of Scouts is unacceptable and inappropriate conduct.

Government Milk Program

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

Safety Concerns

Shoes must be worn when traveling around camp, particularly to the pool or to the shower house. Swimming in the creek is prohibited unless on a staff organized tubing trip.

Water Conservation

Our water supply is adequate but may be limited by weather conditions. Showers, faucets, spigots, fountains, and all other outlets should be shut off when not in use. Please report leaks promptly.

Personal Property

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

Personal Conduct

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

Vehicles in Camp

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

Appendix: 2018 Camp Forms

- ❑ Troop Roster
- ❑ Accident & Insurance Info Sheet
- ❑ Accident Report Form
- ❑ Troop Medication Administration Form
- ❑ Annual Health and Medical Record Info Sheet
- ❑ Deposit Form (\$50.00/camper) Form
- ❑ Fee Transmittal Forms
- ❑ ACT 153 and BSA YPT Compliance Form
- ❑ Special Needs Request Form
- ❑ Refund Policy
- ❑ 2019 Stake-A-Claim Form
- ❑ 2019 Reservation Form
- ❑ Map of Camp Horseshoe



Horseshoe – Boy Scout – Troop Roster

Scouts Name (Last First)	Phone Number	Troop #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
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38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		
Total Scouts		



Accident and Sickness Insurance

All registered members and leaders in the Chester County Council, BSA are covered under an accident and sickness umbrella policy. Keep this nearby for use if you use medical services during a Scouting activity. To eliminate confusion about accident and sickness insurance, we offer the following to help effectively process claims.

ACE, American Insurance Company, HSR Health Special Risk, Inc. is our insurance provider. Umbrella policy is the insurance for which all Scouts and Scouters are assessed \$3.00 per year at re-chartering time.

If an incident occurs where it is to seek medical services, the procedure you should follow is quite simple and will help to speed up processing claims with hospitals and doctors.

For incidents occurring during an official scouting activity, *implement* the following procedure:

- Thoroughly complete the included accident report, when possible having the health service provider fill out the bottom portion and sign. Provide a copy to your unit leader **as well as** submit a copy to the Chester County Council.
- **Send initial billing to your insurance company as the primary holder.**
- Give the health service provider the name of our insurer carrier as the secondary holder and policy number: PTPN00327402 HSR 6/1 – 6/1, Current year.

If you take the accident report to the hospital with you have them make a copy for their records and you send the original into the Chester County Council Service Center.

Provide the Health Service Provider with your Insurance Co. as Primary Holder. Leaders should fill out the claim report and submit to:

Health Special Risk, Inc
HSR Plaza
4100 Medical Parkway
Carrollton, TX 75007-1517

To access a copy of the Health Special Risk Claim Form visit www.hsri.com; choose Claims Administrative Services, then Claim Forms, then BSA Generic Claim Form.

Coverage includes:

- ❑ **Accident Medical Benefits \$15,000**
- ❑ **Dental Injury Benefits \$5,000**
- ❑ **Ambulance Service Benefits \$6,000**
- ❑ **Specified Injury Benefit \$35,000**
- ❑ **Sickness medical benefit \$7,500**
- ❑ **Non duplication Amount \$300.00**

If you have any questions on coverage or procedures, please contact Mary Tidball at 610-696-2900, ext 113.

IN-COUNCIL ACCIDENT REPORT
Health Special Risk, Inc.
Secondary Policy Holder

Chester County Council, BSA
504 South Concord Road
West Chester, PA 19382
(610) 696-2900

Name	Age	Telephone Number
Address/City/State/Zip		

If a minor, Name of Parent _____ was parent notified? () Yes () No

Unit No. _____ District _____ Council _____

Date and Time Injury occurred: Date _____ Time: _____ AM _____ PM _____

Camp Horseshoe _____ Camp John H. Ware, 3rd _____ Other _____

If an accident, where and how did it happen? What was individual doing? Using tool? Was there a mechanical defect?
 Did an unsafe act occur?

Describe Nature of injury or illness:

List the person in charge at the time of the accident: _____

Was first aid treatment provided? () Yes () No

If yes, list name of person providing treatment: _____ Unit: _____

Position: _____

Attending Physician's Name _____ Telephone Number _____

Care obtained at: Physician's Office _____ Hospital Name _____

Address _____

Was the injured Person taken home or returned to camp? _____

FOR SUMMER STAFF ONLY

Social Security Number	Under 18-Permit Number	Circle One – Counselor or CIT	
Occupation for which issued	Occupation	Department	
Date of Birth	Circle One - Male or Female	Married Yes / No	No. Children Under 18

Unit Leader's Signature _____ Date _____

Report Prepared by _____ Date _____

Name of Scout _____ Troop _____

Medication name/ Strength:

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

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

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

Signature of Parent/Guardian _____ Date: _____

.....

Name of Scout _____ Troop _____

Medication name/ Strength:

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

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

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

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

Signature of Parent/Guardian _____ Date: _____

Annual Health and Medical Records

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

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

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

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

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

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

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

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

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

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

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

The following link will take you to an Instructions Handout:

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

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



2018 Boy Scout Resident Camp
 Horseshoe Scout Reservation
 Chester County Council, BSA
 CAMP HORSESHOE

Deposit Form - \$50 per Scout & Leader/Adult – Due by **March 31, 2018**

Contact Information:	Name: _____ Position: _____
	Phone #'s: (Day) _____ (Evening) _____
	Address: (Street) _____
	(City) _____ (State) _____ (Zip) _____
	Email: _____
Troop: _____	
District: _____	
Council: _____	

Please enter the total Boy Scouts and Leaders you commit to have attend in the appropriate space, next to the week your unit plans to attend camp.

	Scouts	Leader/Adult	Total
Week #:			
(1) June 25 – July 2			
(2) July 2 – 9			
(3) July 9 - 16			
(4) July 16 - 23			
(5) July 23 - 30			
(6) July 30 - Aug. 6			
(7) Aug. 6 – 13			

Deposit monies are transferrable but not refundable. We ask that you do not over estimate attendance figures for fear of losing your site. Likewise, please don't under estimate for fear of losing your deposit money. The money received as well as estimated attendance numbers is used to begin the process of ordering supplies for camp. If you end up with more Scouts than you have paid deposits, this is not a problem, additional Scouts can always be added. Thank you.

Total Scouts & Leaders/Adults attending _____ X \$50 = total paid \$_____

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:
 Amy D. Camping Administration
 Email: amy.dalesandro@scouting.org
 Council: 610-696-2900, ext. 125



2018 Boy Scout Resident Camp
 Horseshoe Scout Reservation
 Chester County Council, BSA
 CAMP HORSESHOE

Fee Form – ‘Early Bird’ Scout & Leader/Adult Rates – due by May 15, 2018

Contact Information:	Name: _____ Position: _____
	Phone #'s: (Day) _____ (Evening) _____
	Address: (Street) _____ (City) _____ (State) _____ (Zip) _____
	Email: _____
Troop: _____	
District: _____	
Council: _____	

CAMP FEES: \$415 per Boy Scout ♦ \$200 per Leader/Adult

Attendee	Qty.		Fee		Total	Fees Due
# of Boy Scouts		X	\$415	=		minus \$100 SAC/ Reservation Fee
# of Leaders/Adults		X	\$200	=		minus deposits
Total Fees =						= Total Due

Date attending:

June 25 – July 2 July 2 - 9
 July 9 – 16 July 16 – 23
 July 23 – 30 July 30 – Aug. 6
 Aug. 6 - 13

Campsite:

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:
 Amy D. Camping Administration
 Email: amy.dalesandro@scouting.org
 Council: 610-696-2900, ext. 125



2018 Boy Scout Resident Camp
 Horseshoe Scout Reservation
 Chester County Council, BSA
 CAMP HORSESHOE

Fee Form – Full Scout & Leader/Adult Rates – if paid after May 15, 2018

Contact Information:

Name: _____ Position: _____

Troop: _____ Phone #'s: (Day) _____ (Evening) _____

District: _____ Address: (Street) _____

Council: _____ (City) _____ (State) _____ (Zip) _____

Email: _____

CAMP FEES: \$460 per Boy Scout ♦ \$200 per Leader/Adult

Attendee	Qty.		Fee		Total	Fees Due	
# of Boy Scouts		X	\$460	=		minus \$100 SAC/ Reservation Fee	
# of Leaders/Adults		X	\$200	=		minus Deposits	
Total Fees =						= Total Due	

Date attending:

June 25 – July 2 July 2 - 9

July 9 – 16 July 16– 23

July 23 – July 30 July 30 – Aug. 6

Aug. 6 – 13

Campsite:

Check/Visa/MasterCard/American Express
or charge unit account (circle one)

Make checks payable to **CCCBSA**

Card # _____

Exp. Date _____

Signature _____

RETAIN ONE COPY FOR YOUR RECORDS

Please remit one copy to:

Chester County Council, BSA
 Attn.: Camping Administration
 504 S. Concord Road
 West Chester, PA 19382

Questions? Contact:

Amy D. Camp Administration
 Email: amy.dalesandro@scouting.org
 Council: 610-696-2900, ext. 125



BOY SCOUTS OF AMERICA
HORSESHOE SCOUT RESERVATION

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

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

Initials

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

Initials

Signature

Print Name

Troop Number

Council

SPECIAL NEEDS REQUEST

Request for physical arrangements assistance

Includes special dietary requests

Please submit form 3 weeks before you are scheduled to arrive for your session.

Unit Type: _____ Unit Number: _____

Camp Attending: Camp Horseshoe Camp John H. Ware 3rd

Summer camp dates and campsite: _____

Unit Leader Making Request: _____

Phone Number: _____

Request Made For (Name of youth): _____

Reason: (Medical, Religious, Person, etc): _____

Type of physical Arrangement, Assistance Requested or Special Dietary Request.

Please Submit to:

Camp Horseshoe : camphorseshoe@cccbsa.org

Camp John H. Ware 3rd : campware@cccbsa.org

Horseshoe Scout Reservation Refund Policy

Boy Scout Resident Camps

The Chester County Council Horseshoe Scout Reservation makes financial commitments for the hiring of staff and purchasing of supplies and other materials many months prior to camp; therefore participants must make a financial commitment of at least \$50.00 by the deposit deadline March 31, 2018.

Based on this fact, refund amounts are dependent on time of submission and reason for refund. Please note that if an entire unit cancels before or after deposits are paid, the \$100 site stake-a-claim/reservation fee as well as any deposits is not refundable. If a unit should cancel after all payments have been made in full, any refund will be made at the discretion of the Director of Camping Services.

The Chester County Council does reserve the right to cancel any reservation if payments are not received in full by each of the payment due dates. Again, the \$100 site stake-a-claim/reservation fee is not refundable under any circumstances.

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

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

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

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

The due date to submit a refund request based on one of the above reasons is August 31, 2018.

➤ Partial refund of the amount paid will be issued for all other reasons based on the date of submission. Requests must still be made in writing with a reason given, but written supportive documentation is not required.

Refund Request Made by:

May 1, 2018

May 15, 2018

June 1, 2018

June 15, 2018

Refund Request Made after:

June 15, 2018

Amount to be Refunded:

total amount paid less \$50

total amount paid less \$100

50% of the amount paid

25% of the amount paid

Amount to be Refunded:

No refund

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

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

Submit all refund requests to:

Chester County Council, BSA
Attn.: Camping Administration
504 S. Concord Road
West Chester, PA 19382
Council: 610-696-2900, ext. 125
amy.dalesandro@scouting.org



**2019 CAMP HORSESHOE
STAKE-A-CLAIM FORM
CHESTER COUNTY COUNCIL, BSA
HORSESHOE SCOUT RESERVATION**

Troop: _____

Council: _____

District: _____

Campsite: _____

Week #: _____

Date: _____, 2018

Name: _____

Position: _____

Phone #: _____

Email: _____

Signature _____

<u>Site</u>	<u>Min/Max</u>
Roberts	24/36
Rothrock	24/36
Sherwood	26/44
Boonesboro	26/32
Carson	26/32
Crockett	26/32
Taylor	26/32
Schramm	8/16
Dan Beard	36/50
Conestoga	16/24
Lenni Lenape	24/40
Octoraro	16/24
Clifton Lisle	26/40
Timberline	36/54

(If possible, please provide information that will be applicable during the 2019 summer camp season.)

- Our **\$100/site** stake-a-claim fee was paid at 2017 summer camp financial check-out.
- Attached is our **\$100/site** stake-a-claim fee. Date: _____

The **STAKE-A-CLAIM** is limited to the same site, same week number and should be made at the end of the week the unit is in camp in 2018.

The **\$100/site stake-a-claim** will be part of final fees; however, it is a non-refundable fee if the unit cancels their reservation. This stake-a-claim is subject to review by the Camp Horseshoe Director and Director of Camping Services and may be changed to meet the optimum needs of the camp and its attendees.

Submit this form as well as the \$100 SAC fee at financial check-out or to Chester County Council, Camping Administration, 504 S. Concord Road, West Chester, PA 19382 or within two weeks of leaving camp. Checks should be made out to CCCBSA.

◆Thank you for choosing to join us again in 2018. We'll see you next summer!◆



**2019 CAMP HORSESHOE
RESERVATION FORM
CHESTER COUNTY COUNCIL, BSA
HORSESHOE SCOUT RESERVATION**

Troop: _____

Council: _____

District: _____

Campsite: _____

Week #: _____

Date: _____, **2018**

Name: _____

Position: _____

Phone #: _____

Email: _____

Signature _____

<u>Site</u>	<u>Min/Max</u>
Roberts	24/36
Rothrock	24/36
Sherwood	26/44
Boonesboro	26/32
Carson	26/32
Crockett	26/32
Taylor	26/32
Schramm	8/16
Dan Beard	36/50
Conestoga	16/24
Lenni Lenape	24/40
Octoraro	16/24
Clifton Lisle	26/40
Timberline	36/54

(If possible, please provide information that will be applicable during the 2018 summer camp season.)

Attached is our **\$100/site** reservation fee. Date: _____

The **\$100/site** reservation fee will be part of final fees; however, it is a non-refundable fee if the unit cancels their reservation.

This reservation is subject to review by the Camp Horseshoe Camp Director and Director of Camping Services and may be changed to meet the optimum needs of the camp and its attendees.

Submit this form along with the **\$100/site** reservation fee to Chester County Council, Camping Administration, 504 S. Concord Road, West Chester, PA 19382. Checks should be made out to CCCBSA.

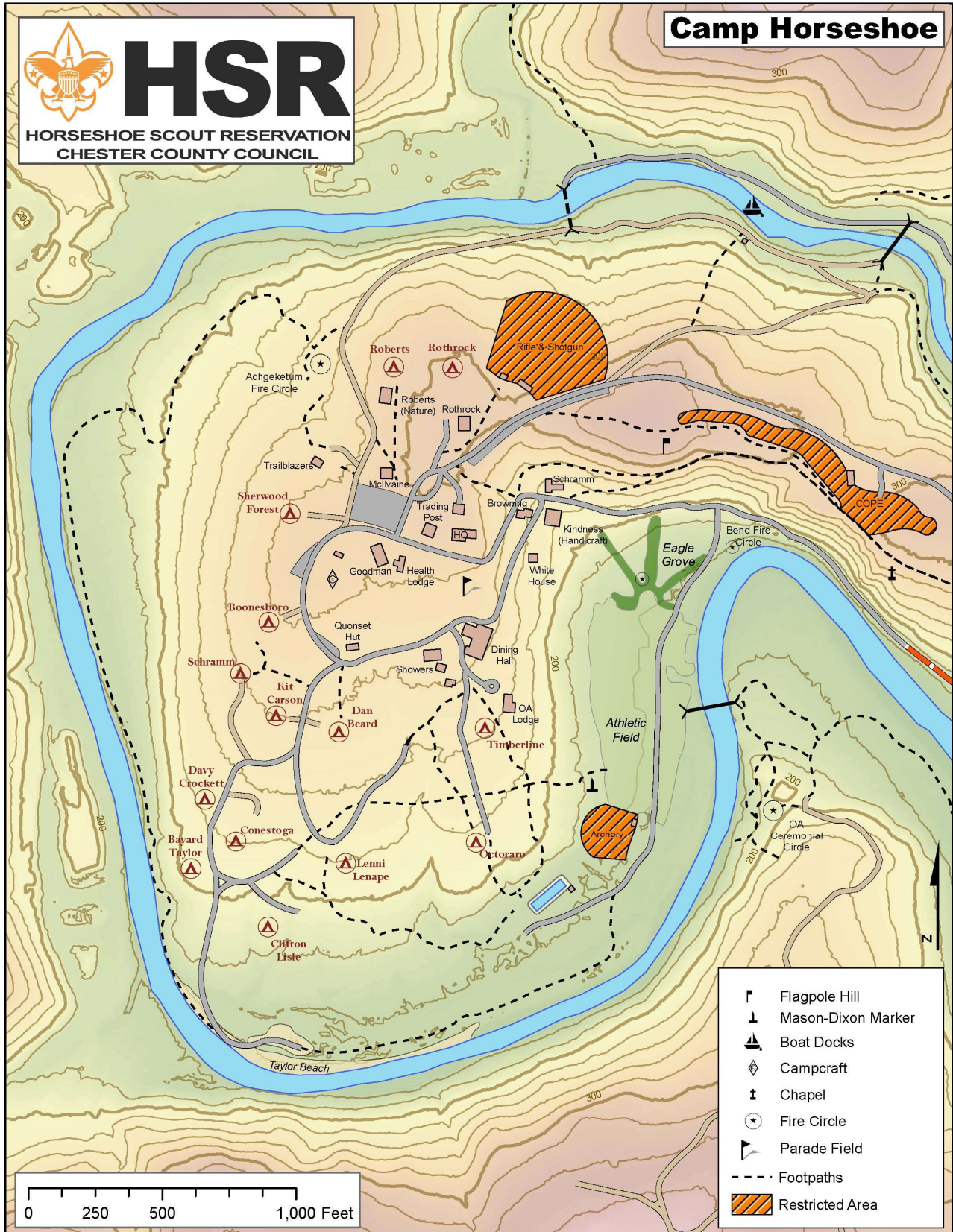
◆ We look forward to hosting your troop at Camp Horseshoe in 2018! ◆



HSR

HORSESHOE SCOUT RESERVATION
CHESTER COUNTY COUNCIL

Camp Horseshoe



0 250 500 1,000 Feet

The Boy Scout Oath

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



MISSION STATEMENT OF THE HORSESHOE SCOUT RESERVATION

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

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



Horseshoe Scout Reservation
Chester County Council
Boy Scouts of America
239 Jubilee Road
Peach Bottom, PA 17563
Camp Horseshoe Headquarters: 717-548-2525
Ranger's office: 717-548-3352