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# Winter Camp 2019 Leader's Guide

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*Scott Scout Ranch,  
Three Rivers Council,  
Boy Scouts of America*

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**Terry W. LeBlanc  
Camp Director**

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**DISCLAIMER:**

**As with planning any Scouting event, planning Scout Resident Camp is a fluid process. All information in this Leaders' Guide is subject to change as planning evolves. Camp Staff appreciate your understanding and flexibility.**

## Boy Scouts of America

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

### Scout Oath

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

### Scout Law

A Scout is:

Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

## Scott Scout Ranch - Three Rivers Council

The purpose of the Scout Camp is to provide Scouting experiences, which strengthen your Troop operation, by supporting the efforts of your Troop's leadership - both youth and adult - and by fulfilling the promise of Scouting, in the outdoors! It is our goal at Scott Scout Ranch to provide Nationally Accredited Camp Facilities and Programs for the use of scouting youth year-after-year! Camp Staff and Facilities are also resources for you to use in achieving your own Troop's goals, and in fulfilling the mission of the Boy Scouts of America.

## Non-Discriminatory Policy Statement - Three Rivers Council, BSA

"No person shall be denied participation in Scouting on grounds of race, color, national origin, disability, political beliefs, or religion nor be denied benefits of or otherwise subjected to any discrimination. Every registered Scouter must subscribe to the principles and by-laws of the Boy Scouts of America."

The following membership standard for youth members of the Boy Scouts of America is hereby adopted and approved, effective January 1st 2014:

Youth membership in the Boy Scouts of America is open to all youth who meet the specific membership requirements to join the Cub Scout, Boy Scout, Sea Scout, Varsity Scout and Venturing programs. Membership in any program of the Boy Scouts of America requires the youth member to (a) subscribe to and abide by the values expressed in the Scout Oath and Scout Law, (b) subscribe to and abide by the precepts of the Declaration of Religious Principle (duty to God), and (c) demonstrate behavior that exemplifies the highest level of good conduct and respect for others and is consistent at all times with the values expressed in the Scout Oath and Scout Law. No youth may be denied membership in the Boy Scouts of America on the basis of sexual orientation or preference alone.

# WELCOME!!!

This Leader's Guide document is designed to be your main resource to assist you with properly preparing to attend Winter Camp at Scott Scout Ranch. We want you to have a successful and fun time at Scott Scout Ranch and this guide is here to lay out the information you need to know; from Merit Badges to Programs to Policies, this is the foundation to having your best Winter Camp experience ever!

**The Leader's Guide for Winter Camp 2019 has been revised to be better than ever at providing you with the information you need. Please pay close attention to information shown in **RED** and don't hesitate to ask any questions!**

The Leader's Guide and any documentation related to Winter Camp is also available in electronic format (pdf) on the Three Rivers Council website:

**[www.3riversbsa.org](http://www.3riversbsa.org)**

We continue to value your feedback and take it into account during the planning for the Winter Camp event. We have continued to adjust our programs, scheduling, and activities to serve all of the participants with the highest quality experience we can offer. Don't hesitate to share any questions, comments or concerns.

*~ Winter Camp Management Staff*

Terry LeBlanc  
Camp Director

*Email: [twl55@att.net](mailto:twl55@att.net)  
Mobile Phone: 409-718-0207*

Luke Hankins  
Program Director

*Email: [luke6722@gmail.com](mailto:luke6722@gmail.com)  
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Kevin King  
Business Manager

*Email: [kevin.king@scouting.org](mailto:kevin.king@scouting.org)  
Mobile Phone: 409-504-2972*

Floyd Broussard  
Camp Clerk/Registrar

*Email: [fbroussalso@gmail.com](mailto:fbroussalso@gmail.com)  
Mobile Phone: 409-344-0941*

# Important Notes

## Key-4 Staff

At a Scout Camp there are four (4) main Staff Members who not only take pride in providing the best possible experience for the participants, but also work tirelessly to see that the entire Camp runs as smoothly as possible. These Key-4 are comprised of (1) the Camp Director, (2) the Program Director, (3) the Camp Commissioner, and (4) the Camp Ranger. Our Key-4 personnel for Winter Camp 2019 are committed to a great Winter Camp for everyone involved. Please make a note of your Key-4 personnel for 2019 and reference the Contact Information listed below.

### Key-4 Staff for Winter Camp 2019

**Terry LeBlanc - Camp Director**  
**Luke Hankins - Program Director**  
**Dezlun Washington - Camp Commissioner**  
**Adam Marlow - Camp Ranger**

## Emergency Contact Information

Emergency Contact Information is posted throughout Scott Scout Ranch and is also listed here. In the event of an emergency our first priority is the safe and well-being of each and every person on Camp property. Camp Management will coordinate with Unit Leaders to see that any parents or guardians affected by an emergency situation are well informed of all relevant actions.

<b>Tyler County Sheriff</b>	911 / 409-283-2172
<b>Tyler County Fire</b>	911 / 409-283-5411
<b>Dogwood Ambulance Service</b>	911 / 409-283-3900
<b>Tyler County Hospital</b>	409-283-8141
<b>Tyler County Emergency Room</b>	409-283-6480
<b>Dr. Monte C. O'Neal (ER Doctor)</b>	409-283-6480
<b>Poison Control</b>	1-800-222-1222
<b>Three Rivers Council - Office</b>	409-842-5240
<b>Dr. Harvey Randolph - Camp Physician</b>	409-724-2600
<b>Les Bentley - Scout Executive</b>	502-550-0194
<b>Terry LeBlanc - Camp Director</b>	409-718-0207
<b>Luke Hankins - Program Director</b>	409-504-5984
<b>Dezlun Washington - Camp Commissioner</b>	409-748-9743
<b>Adam Marlow - Camp Ranger</b>	320-266-8175
<b>Floyd Broussard - Camp Clerk</b>	409-344-0941

*Important Notes ~ continued*

## **Registration Fees Notes**

Winter Camp at Scott Scout Ranch continues to be a very reasonably priced program when you consider the length and depth of the programs available and we thank you for your continued support.

If you have any questions regarding any of the Registration Fees or Refund Policies, please don't hesitate to let us know.

## **Notable Scott Scout Ranch Policies**

In order to consolidate the Leader's Guide, we have separated the bulk of the Scott Scout Ranch Policies into a separate document. This Policies document is attached to the Leader's Guide as part of the Appendix and also available on the Three Rivers Council website.

**Note that the Policies mentioned below are explained in detail starting on pages 22-25.**

A safe environment (physically, mentally, and emotionally) is our primary goal for everyone participating or Staffing Winter Camp at Scott Scout Ranch. Therefore, Youth Protection and the related Child Abuse Policies are taken very seriously.

All adult Staff members (18 and older) and volunteers of Three Rivers Council BSA for the Winter Camp week have a right to a working environment that is free from harassment, discrimination, and retaliation.

Included in our goal of providing a Safe environment for all participants during Winter Camp is the management of all motorized vehicles within Camp Property. Please take a moment to review the new Winter Camp policies regarding Vehicle Use & UTV/ATV Use; so that everyone is well informed of what is expected during your time at Camp. We will always provide necessary accommodations to ensure that each program is provided the support required and anyone with special medical needs are able to participate in as many activities as possible, but Camp Policies will be followed to the letter. So please review these policies in detail and share any questions you may have.

## Registration Fees

The registration fees for the Winter Camp Program and the Mountain Man Program are as detailed below:

- **Troop Deposits - Winter Camp Program**
  - Due by November 8, 2019: \$50.00 per youth
- **Youth Participant - Winter Camp Program**
  - Before November 22, 2019: \$185.00 per youth
  - After November 22, 2019: \$210.00 per youth
- **Youth Participant - Mountain Man Program**
  - Before November 22, 2019: \$285.00 per youth
  - After November 22, 2019: \$310.00 per youth
- **Adult Participant**
  - Before November 22, 2019: \$50.00 per adult
- **December 1, 2019 is the last day for any youth or adult registrations for both the Winter Camp and the Mountain Man Programs.**

### Important Notes:

1. **Adult Compliance Forms or 'No Results' Texas Sex Offender printout, BSA Registration Card and proof of Youth Protection completion must be turned in at the same time as registration fees for adults attending camp. Registration will not be accepted without these forms. Any adult staying in camp overnight is required to provide all documents listed above.**
2. Troop deposits are due by November 8. This \$50.00 fee per youth participant reserves your Troop. Merit Badge login information will be provided at this time.
3. The Winter Camp Program and the Mountain Man Program are considered separate programs for the purposes of Registration Fees. If a youth wishes to sign up for the Mountain Man Program then he is expected to contribute the fees associated with the Mountain Man Program ONLY.
4. The Mountain Man Program is required to have a minimum of six (6) participants enrolled by November 8 in order for the Program to be Active. There is a maximum limit of eighteen (18) participants for this Program and any persons registering after this quota has been achieved will be placed on a waiting list.
5. If you have CPR/First Aid Certification please provide a copy of the card with registration.
6. **If you have youth attending that require any dietary restrictions such as gluten-free or dairy free meals please send them to camp with them. Also please notify us in advance who is gluten or lactose intolerant or has food allergies so we can make appropriate accommodations.**

## Refund Policy

The refund policy for Winter Camp & Mountain Man Registration fees are as detailed below:

1. Youth and adult fees are transferable within your unit at any time.
  - *Please advise the Camp Clerk, Camp Director and/or the Business Manager regarding any adjustments so that Personnel Rosters and the Online Merit Badge Registration System can be updated accordingly.*
2. In the event of a cancellation that cannot be transferred within your unit, the following parameters will apply:
  - Before November 22, 2019: 80% of the registration fee will be refunded
  - After November 22, 2019 : No refund available, unless in the event of a Medical Emergency. Documentation of the Medical Emergency must be provided with the refund request.
  - All refund requests must be made in writing to:

**Three Rivers Council, BSA  
Attn: Kevin King  
WC19 - Business Manager  
4650 Cardinal Drive  
Beaumont, TX 77705**

**Office Phone: 409-842-5240  
Email: [kevin.king@scouting.org](mailto:kevin.king@scouting.org)**



## Registration Form

# Winter Camp 2019

<b>Unit:</b>			
<b>Council:</b>		<b>District:</b>	

<b>Scoutmaster:</b>			
Mailing Address:			
Home Phone:		Mobile Phone:	
Work Phone:		Email:	

Names of Youth Participants – Please identify SPL. ( <i>Winter Camp Program</i> )			
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

Names of Youth Participants ( <i>Mountain Man Program</i> )			
1.		4.	
2.		5.	
3.		6.	

Names of Adult Participants			
1.		4.	
2.		5.	
3.		6.	

Registration Fees				
Type of Participant:	Registration Deadlines:	Total Participants:	Related Fees:	Fees Subtotal:
<b>Youth</b>	<i>Before Nov. 22nd</i>		<i>\$185.00 per youth</i>	
<b>Winter Camp</b>	<i>After Nov. 22nd</i>		<i>\$210.00 per youth</i>	
<b>Youth</b>	<i>Before Nov. 22nd</i>		<i>\$285.00 per youth</i>	
<b>Mountain Man</b>	<i>After Nov. 22nd</i>		<i>\$310.00 per youth</i>	
<b>Adult</b>	<i>Before Nov. 22nd</i>		<i>\$50.00 per adult</i>	
<b>Total:</b>				

## T-Shirt Pre-Order Form

Shirts & Supplies can sell out quickly in the Trading Post, guarantee that you receive your Winter Camp T-Shirt by Pre-Ordering it by **November 8th!**

Fill out this form and send it to Kevin King at the contact information listed at the bottom of this form and we'll make sure that your supplies are waiting for you when you arrive at Camp.

<b>Scoutmaster Name:</b>	
<b>Troop / Unit:</b>	

Item:	Quantity:	Per Item Cost:	Subtotal:
T-Shirt, Adult Small		\$13.00	
T-Shirt, Adult Med.		\$13.00	
T-Shirt, Adult Large		\$13.00	
T-Shirt, Adult XL		\$14.00	
T-Shirt, Adult 2XL		\$15.00	
T-Shirt, Adult 3XL		\$16.00	
T-Shirt, Adult 4XL		\$17.00	
Scott Scout Ranch Mug		\$10.00	
Extra Camp Patch		\$3.00	
<b>Total:</b>			

Send this Form to Kevin by November 8<sup>th</sup>:

Three Rivers Council, BSA  
 Attn: Kevin King  
 WC19 - Business Manager  
 4650 Cardinal Drive  
 Beaumont, TX 77705

Office: 409-842-5240  
 Email: [kevin.king@scouting.org](mailto:kevin.king@scouting.org)

## Program Schedule



6:30 A.M.	REVEILLE
7:15 A.M.	KPs REPORT TO DINING HALL
7:25 A.M.	FLAG CEREMONY “TO THE COLORS”
7:30 A.M.	BREAKFAST
8:45 – 10:00 A.M.	MERIT BADGE SESSION 1
10:15 – 11:30 A.M.	MERIT BADGE SESSION 2
11:45 A.M.	KPs REPORT TO DINING HALL
NOON	LUNCH
1:00 P.M.	SM & SPL MEETINGS
1:30 – 2:45 P.M.	MERIT BADGE SESSION 3
3:00 – 4:15 P.M.	MERIT BADGE SESSION 4
4:30 – 6:00 P.M.	CAMP WIDE ACTIVITIES & COMPETITIONS
6:15 P.M.	KPs REPORT TO DINING HALL
6:30 P.M.	DINNER
7:30 P.M.	EVENING ACTIVITIES
9:45 P.M.	THORNS & ROSES IN CAMPSITES
10:00 P.M.	TAPS (EVERYONE IN CAMPSITE)
10:30 P.M.	LIGHTS OUT

## 2019 Scott Scout Ranch Merit Badge Offerings

	Merit Badge	Partial Only	Extra Fees	Eagle Required	1 hour class	2 hour class
1	Archery				Yes	
2	Art & Duct Tape (combo class)				Yes	
3	Archaeology & Indian Lore (combo class)		\$8		Yes	
4	Astronomy				Yes	
5	Camping	Yes		Yes	Yes	
6	Chess				Yes	
7	Citizen in the Nation	Yes		Yes	Yes	
8	Citizen in the World	Yes		Yes	Yes	
9	Communications	Yes		Yes	Yes	
10	Crime Prevention & Fingerprinting (combo class)				Yes	
11	Cycling					Yes
12	Emergency Preparedness	Yes		Yes	Yes	
13	Environmental Science & Forestry (combo class)			Yes/No	Yes	
14	Electricity	Yes			Yes	
15	Engineering				Yes	
16	First Aid			Yes	Yes	
17	Fishing				Yes	
18	Hiking & Backpacking	Yes			Yes	
19	Leatherwork & Basketry (combo class)	Yes	\$15		Yes	
20	Mammal & Reptile Study (combo class)				Yes	
21	Nature					
22	Metalwork		\$10		Yes	
23	Movie Making & Photography (combo class)				Yes	
24	Music & Bugling (combo class)				Yes	
25	Pioneering				Yes	
26	Railroading				Yes	
27	Rifle shooting		\$15		Yes	
28	Safety					
29	Shotgun Shooting		\$30		Yes	
30	Space Exploring		\$10		Yes	
31	Weather				Yes	
32	Wilderness Survival				Yes	
33	Woodcarving		\$10		Yes	
	Pathfinder's (Tenderfoot – First Class reqs.)					

The Merit Badges listed above are subject to change depending on the availability of Merit Badge Instructors.

**Note to Scoutmasters:** The form on this page is intended for you to photocopy and distribute to your youth as they make their merit badge selection for 2019 Winter Camp. There is a list of merit badges on the previous page for your Scouts to reference.

### 2019 Scott Scout Ranch Winter Camp Merit Badge Selection Form

Scout Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Years at Camp: \_\_\_\_\_

Signing up for merit badges is easy! List the courses you wish to take in priority order. See the detailed course list for the courses names to choose. Up to 4 one-hour courses can be scheduled in the allotted winter camp day. Once you make your selections the Black-Pug program will automatically assign times to your course schedule. Keep in mind some courses are two hours. Remember – if you pick a two hour course, you will not be able to select 4 courses. Additional course names are collected in case some of the top 4 are not available. You may select an “off” hour at a specific time by choosing “[8:45 am, 10:15 am, 1:30 pm, or 3:00 pm]” open.

Priority	Couse Name	Hour:	Cost:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**Two additional choices in case any of the above courses are not available:**

5.	_____	Hour: _____	Cost: _____
6.	_____	Hour: _____	Cost: _____

### **Merit Badge Registration & Login Procedures**

Merit Badge registration will take place on the internet. Once your unit registers with Three Rivers Council and pays the Troop Deposit fees, then the Login Information and Registration Guide will be provided to the Leader of the Unit via email. Please make sure to document correct information on your Registration Form (Reference Registration Form on Page 9) because that is the information we will use to contact your Unit. The Camp Director and Program Director are available to assist with any Merit Badge Registration issues (Reference Contact Information on Page 4) so don't hesitate to keep us informed of any questions, comments, or concerns.

## Programs

### **Pathfinders Program (Download Program Guide from Council website)**

The Pathfinders Program is a program to introduce first year Scouts to Scott Scout Ranch and the Scouting Program by focusing on advancement to the First Class Rank while providing fun and adventure in the great outdoors.

The Pathfinders Program is geared for young Scouts who have not yet achieved the Tenderfoot Rank. It is a slower paced program that focuses on basic Scout skills that are contained within the requirements for Tenderfoot, 2nd Class, and the 1st Class Ranks.

Participants will be organized into Patrols within the Program and will operate as a team while they build their Scout skills. While older Scouts will probably benefit more from the various Merit Badge classes offered during Winter Camp, younger Scouts in the Pathfinders Program will get a jump-start to their Scouting career.

Look for the Pathfinders Program when you are signing up each Scout on the online registration database. **Pathfinders will take up all 4 Merit badge periods (all day).**

### **Mountain Man Program (Download Program Guide from Council website)**

Primitive Camping, Black Powder Rifle Shooting, Tomahawks, Outdoor Cooking, Trapping, Indian Lore, Wild-West Stories... these are just a few of the things you will be exposed to as a participant of the Mountain Man Program.

The Mountain Man Program is a stand-alone program that offers a immersion experience into the Mountain Man way of life. This program is geared to the older Scout and offers the chance to take their basic Scout skills to the next level.

Participants in the Mountain Man Program will make their home in the Eagles Nest Campsite for the week and will participate in a wide range of period activities.

Look for the Mountain Man Program when you are signing up each Scout on the online registration database and keep your eyes on the Council Website for a Mountain Man Program Guide that will be released by the end of August.

**Don't hesitate to talk to your Camp Director or Program Director if you have any questions regarding the Pathfinders Program for younger Scouts or the Mountain Man Program for older Scouts.**

# Activities & Competitions

## Friday

- **To Be Announced**

## Saturday

- **Blue Grass Band**
  - The Blue Grass Band is back, providing you musical entertainment as well as some additional backyard activities.

## Sunday

- **Free Shoot**
  - Head down to the shooting ranges, whether to meet those merit badges requirements or to just have fun.
- **Vespers**
  - We'll be meeting at the dining hall a little early to have an interfaith service in observation of the Lord's Day.

## Monday

- **Final Challenge**
  - A giant relay featuring different scout skills at each leg of the race, including knot tying, archery, and more. Competition will be by patrols.
    - Big Guns (Star, Life & Eagle Ranks)
    - Young Guns (Scout, Tenderfoot 2<sup>nd</sup> Class, 1<sup>st</sup> Class Ranks)

**More information coming soon!**

# Winter Camp Awards & Recognition

## Honor Troop Award

A Troop earns the Honor Troop award by earning exemplary marks on Campsite Inspection, attending the Senior Patrol Leader Meetings, attending the Scoutmaster's meetings, participating in one of the Flag Ceremonies, performing a skit or song at the Closing Campfire, saying grace at a meal, participating as a group in three or more of the Winter Camp Troop Activities & Competitions, wearing the official Scout uniform at dinner each evening and many more.

## Directors Award

The Honor Troop that has demonstrated the highest ideals of Scouting while attending Camp and has accrued the most points toward the Honor Troop Award will also earn the Director Award. While any Troop has the chance to be an Honor Troop, only **one** Troop will earn the Directors Award Honor.

## Ranger Award

Select and perform a worthwhile good turn or conservation project of camp-wide importance, approved by the Camp Ranger.

## Ultimate Scout Award

For the first time at camp, we are offering an "Ultimate Scout" award. This is an individual award that can be earned by **every scout** that attends camp. It is awarded solely based on the attendance at all major program events that are put on. These events include things such as the Friday Night Madness, any mid-week competition or events, and the chapel service on Sunday. Expect more details upon arrival.

## Program-Specific Awards

Additionally, many program areas will be offering program specific awards. The Mountain Man and Shooting Sports are just a few examples of programs that will give awards unique to their specific programs.

**A Guide to Awards will be available in your Welcome Packet when you arrive in Camp and will have all your sign-off sheets for you to utilize throughout your week!**



## Camp Location

Scott Scout Ranch is located 2.5 miles south of the junction of US-190 & US-69/287 in Woodville, Texas.

It is 52 miles north of the junction of I-10 & US-69/287 in Beaumont Texas.

Scott Scout Ranch is 1 mile West of US-69/287, off Spring Valley Drive.

There is a sign for Camp at the intersection of Spring Valley Drive & US-69/287.

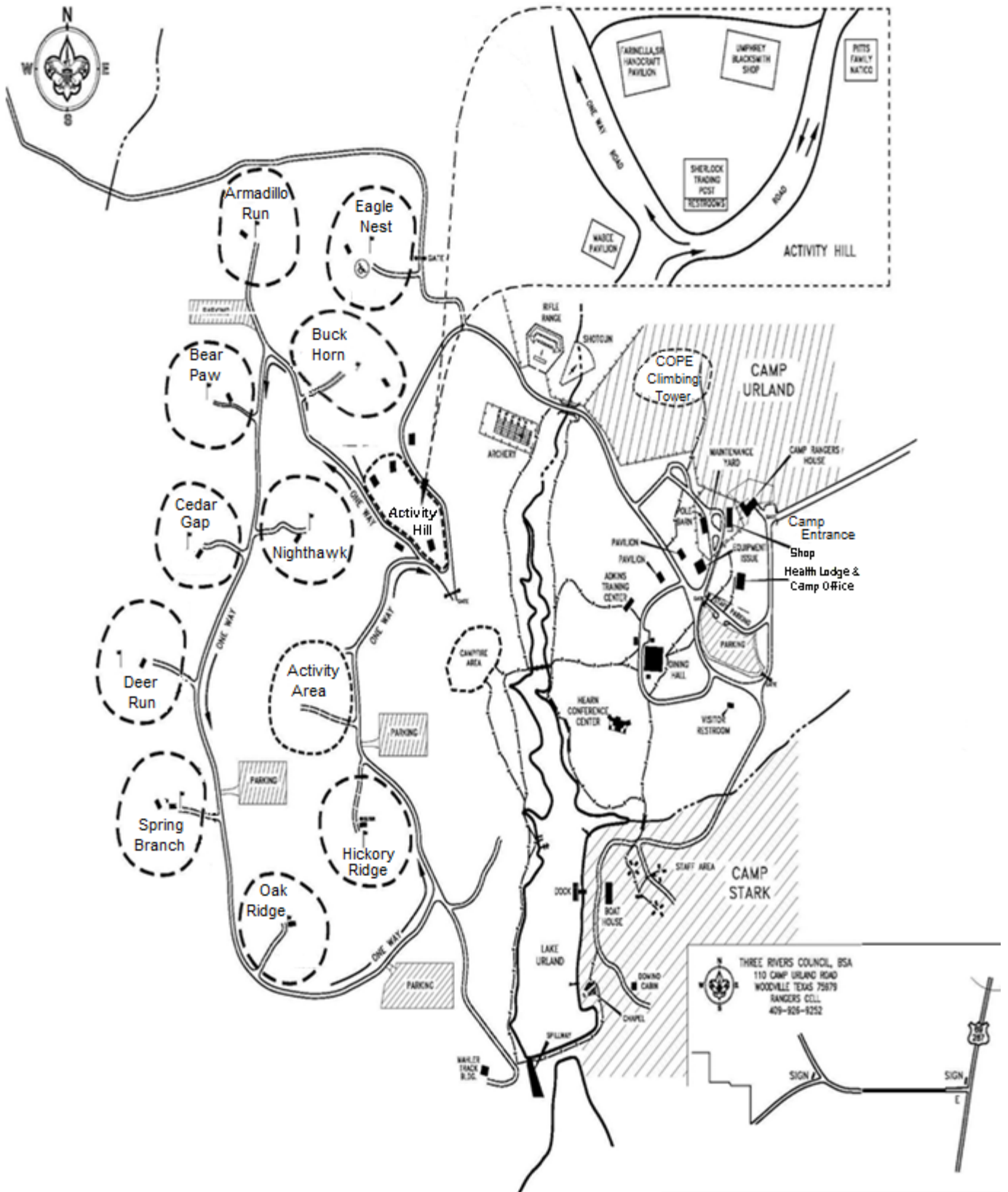
The address for Scott Scout Ranch is:

**Scott Scout Reservation**  
**110 Camp Urland**  
**Woodville, Texas 75979**

Scott Scout Ranch has a total of 10 Campsites; during Winter Camp there are 2 campsites for Program Use (*Eagles Nest & Nighthawk*) and 7 campsites for Troop Use (*Buckhorn, Armadillo Run, Bear Paw, Deer Run, Spring Branch, Oak Ridge & Hickory Ridge*). The old Phantom Valley campsite is an activity area and Cedar Gap is currently closed to camping due to needed repairs.

Each Troop will be assigned to a Campsite upon arrival when they Check-In at Camp. Campsites can be requested by a Troop when they send in their registration paperwork; however, a guarantee cannot be provided by Camp Management regarding which Campsite a Troop will ultimately be assigned to.

**Full map of camp is provided on  
the following page.**



## **Gear to Bring**

### **Suggestions for Individuals:**

Weatherproof Shoes/Boots  
Activity Shoes  
Socks  
Underwear  
Pants/Trousers  
T-Shirts  
Long-Sleeve Shirts  
Sweater/Sweatshirt  
Weatherproof/Cold-Weather Jacket  
Rain Gear  
Complete Class-A Uniform  
Towels  
Washcloths  
Personal Toiletries  
Bedroll/Sleeping Bag  
Sleeping Pad/Cot  
Scout Handbook  
Notepad/Notebook & Pens/Pencils  
Gloves  
Water Bottle  
Spending Money  
Headgear (Cap/Beanie)  
Insect Repellent  
Watch  
Camera  
Camp Chair  
Day Pack / Messenger Bag  
Flashlight

### **Suggestions for Units:**

First Aid Kit  
Duty Roster  
Work Gloves  
Rope / Clothesline  
Cups / Plates / Bowls / Utensils  
Paper Towels  
Tents w/ Ground Cloths  
Buddy Check-Out Board  
Troop/Camp Schedule  
Lanterns  
Stoves  
Cooking Kit  
Tool Kit  
Dutch Oven  
Food Box  
Ice Chest  
Matches / Fire Starter  
Aluminum Foil  
Dish Soap  
Scouring Pads  
Hand Sanitizer  
American Flag  
Troop Flag  
Patrol Flag  
Notepads/Notebooks & Pens/Pencils

### **Do NOT Bring:**

Firearms, BB Guns, Pellet Guns, Slingshots, etc.  
Alcohol or Tobacco  
Fireworks, Sparklers, etc.  
Pets  
Sheath Knives  
Sandals, Open-Toed Shoes  
Electronics, Radios, CD Players, TVs, DVD Players, etc.  
Unlawful substances or materials

## First Day at Camp

Check-in for Winter Camp starts at 1:45 PM on December 26th.

Please refrain from arriving on-site earlier than the scheduled check-in time. Your Winter Camp Staff arrive on-site early on the 26th to make last minute preparations and ensure that Camp is operational before any Troops and/or visitors arrive. We appreciate your understanding and compliance with this timeframe.

What to expect when you arrive in Camp:

1. Enter Scott Scout Ranch and park your passenger vehicles in the Main Parking area while the Scoutmaster proceeds to the Camp Office.
  - a. A Staff Member will be available to greet and entertain the Troop while the SM is performing their check-in procedures.
2. Your Scoutmaster will check-in with the Camp Director and the Program Director in the Camp Office.
  - a. A final Camp Roster is to be provided to Camp Management by the SM.
  - b. Any remaining fees/costs will be addressed at this time.
    - i. Please bring any copies you have of receipts or records regarding any fees paid prior to your arrival at Camp.
    - ii. A Troop Statement will be provided to ensure that the Camp Management's records align correctly with your Troop records.
  - c. Merit Badge & Program Schedules will be verified at this point in time and any adjustments or modifications will be addressed.
  - d. You will receive your Winter Camp Welcome Packet which will contain copies of any relevant documentation for your week at Camp (Program Schedules, Merit Badge Locations, etc.) along with your Meal Bracelets for your Troop.
    - i. Please wear your bracelets at all times. These identify that you are checked-in to Camp and are approved for all meals and activities.
    - ii. Please do not remove your bracelet until you leave Camp.
3. Proceed to your assigned Campsite with your Troop and start setting up your Campsite.
  - a. Once your gear has been delivered to your Campsite, all vehicles must be taken to a Designated Parking Area and remain there until the end of Camp.
    - i. It is recommended that one (1) vehicle be left in the Main Parking Area at the front of Camp (by the Camp Office) so that if someone needs to run an errand in Woodville, they can do so without driving through the Camp and the Activity Areas.
    - ii. **Reference Vehicle Use Policy in this Leader's Guide (Page 25)**

## **Last Day at Camp**

Check-out for Winter Camp is to be completed between 8:00 AM - 11:30 AM on December 31st.

If your Troop would like to depart at a day/time different from the official Check-out time then please notify the Camp Director, As Soon As Possible, so that arrangements can be prepared. We will make every effort to have all your material ready if you leave early.

The official check-out procedures for December 31st are as follows:

1. Campsite Breakdown & Cleaning
  - a. Pack up all of your personal and Troop gear and prepare for departure.
  - b. Clean your Campsite thoroughly to ensure that all trash is picked up, all disturbed ground-cover is replaced, and the Latrine is clean and orderly.
  - c. Camp Commissioners will be stationed at Activity Hill. Send two (2) of your Scouts to Activity Hill to request a Campsite Inspection.
  - d. Upon the completion of a successful Campsite Inspection, your Troop will be provided a signed form clearing you to proceed to the front of Camp.
2. Check-Out at Equipment Issue
  - a. Any tools, equipment, or Camp Property that you checked-out from Equipment Issue is to be returned at this point in time.
  - b. A signed form will be provided to your Troop that you have been cleared by Equipment Issue.
    - i. Even if you did not check-out any tools or equipment while you attended Camp, please check with the Staff at Equipment Issue to receive a form that notes you've been cleared.
3. Check-Out at Camp Office
  - a. Camp Management personnel will be ready to receive your Campsite Inspection & Equipment Issue forms.
  - b. Your Troop Packets will be assembled and prepared for you to pick up at this time. Your Troop Medical Forms, advancement information, and other related items will be assembled into a complete Exit Packet for your records.
4. Camp Evaluations
  - a. We know that everyone will be ready to head home at this point in time, but we would appreciate a few minutes of your time to fill out a Camp Evaluation form and share your feedback, thoughts, and ideas. We strive to continually make the Winter Camp Program better each year and we value your help and guidance so that we are serving our Customers.
5. Travel Home
  - a. Thank you for joining us for another wonderful Winter Camp experience! We hope that everyone returns home safe & sound and has many wonderful memories and stories to share with their families and friends.

## Camp Policies

### **Youth Protection & Child Abuse**

Camp should always be a safe place for our Scouting Youth. All adults must have completed the State of Texas and BSA Youth Protection Trainings prior to arriving at Scott Scout Ranch. Youth Protection & Buddy System measures will be observed at all times and should contain the following (at a minimum):

1. Scouts should utilize the "Buddy System" of two (2) or more Scouts who proceed to & from activities and stay together.
2. One-on-one activities between a youth and an adult are not permitted.
3. Youth and adults are not permitted to share the same tent or sleeping quarters, unless in the case of a parent and their child.
4. Youth & adult privacy is to be maintained in all shower and dressing areas.

Units are encouraged to utilize a "checkout board" in their campsite area. If any Scout is missing then the Key-4 Staff are to be immediately notified so that the Scout can be located, and if necessary the Emergency Procedures will be activated.

Protection of our members requires vigilance in observing Scout activities and immediate intervention when a policy violation occurs.

All persons involved in Scouting must report to local authorities - without undue delay - any good faith suspicion or belief that a child has been subjected to abuse or neglect. You should not delegate this responsibility to anyone else and no one should interfere with this reporting responsibility or attempt to delay or dissuade you from making a report to the authorities.

### **Child Abuse Reporting Procedures at Scott Scout Ranch**

1. All persons involved in Scouting must report to the Tyler County Sheriff Office, without any undue delay, any good faith suspicion or belief that a child has been subjected to abuse or neglect.
2. Additionally, if a person, including a member of Camp Staff, a Camp Counselor, or Camp Director has cause to believe an incident of abuse or neglect of a child at a Camp in the State of Texas, they shall immediately report to the Texas Department of Health & Human Services Commission Office of the Inspector General via Fax (512-833-6493) or Online ([https://oig.hhsc.state.texas.us/Fraud\\_Report\\_Home.aspx](https://oig.hhsc.state.texas.us/Fraud_Report_Home.aspx)).
3. Contact the Camp Director immediately to inform him/her of any report to authorities that relates to suspected abuse at Camp.
4. Contact the Three Rivers Council Scout Executive to inform him/her of any report to authorities that relates to suspected abuse in the Scouting Program. In addition, you are responsible for informing the Council of any violation of the BSA Youth Protection Policies so that appropriate action may be taken. Failure to Report: It is the law in the State of Texas that suspected abuse or neglect of a child must be reported. Failure to do so is a crime punishable by fine, imprisonment or both.

*Note: Contact Information is listed on Page 5*

*Note: Contact Information Listed on Page 5 of this Leader's Guide.  
Camp Policies - continued*

## **BSA Anti-Harassment**

Our organization is committed to providing all employees with a working environment that is free from harassment, discrimination, and retaliation.

### *Illegal Discrimination*

Laws prohibit discrimination and harassment based on employees' protected characteristics:

- Employers usually can't hire, assign duties, or fire employees based on any protected characteristic
- Harassment refers to offensive misconduct, and can include verbal or physical misbehavior, and abusive pictures or other items

The law only prohibits severe or pervasive behavior. The abuse must not only offend an individual victim, but it must also be bad enough to offend a reasonable person.

### *Sexual Harassment*

Sexual harassment includes unwelcome sexual conduct that interferes with an employee's work performance and creates a hostile work environment:

- It may be caused by supervisors, subordinates, co-workers, or even non-employees
- The law protects everyone from unwelcome sexual misconduct, no matter your job, sex, or gender

However, the law only prohibits unwelcome discriminatory conduct that interferes with a reasonable employee's ability to work.

### *Preventing & Responding to Problems*

When there is a problem:

- A person being harassed is expected to follow the organization's complaint procedures
- Once an organization knows (or should know) about misconduct, it has a duty to respond promptly and appropriately

Unlawful harassment prevention training is required for all adult staff (18 years of age and older). This training meets the legal requirements for unlawful harassment prevention training. This training also provides the foundational knowledge for greater understanding of this topic. Although this training focuses on legal requirements, adult staff is also held to the standards contained in the Code of Conduct, as well as all other requirements found in your Leader's Guidebook.

*Camp Policies - continued*

**Camp Vehicle Use Policy**

Vehicle use at Scott Scout Ranch during the Winter Camp event will fall under the guidelines as outlined in the Scott Scout Ranch Policies document (Section 1.4 - Parking & Vehicle Management). This includes, but is not limited to, the following:

- 1.4.2.1 - Roads in camp are restricted to service vehicles. [...]
- 1.4.2.2 - [...] Youth under 18 years of age with a valid driving license must park in the main parking lot at the entrance to Scott Scout Ranch, lock their vehicles, and may not drive them until they leave Scott Scout Ranch at the end of the designated activity. [...]
- 1.4.2.3 - Units with troop trailers to carry unit gear will reserve sites with the authorized trailer parking areas. At family camp activities, adult leaders and parents may drive to their designated camp site, unload gear, and then they must park their vehicle in a Three Rivers Council Camping Committee designated parking lot until the event is over or they are finally leaving camp.
- 1.4.3.2 - **Individuals with disabilities may obtain permission for special transport, if needed. The event chairperson will confirm this need at least two (2) weeks prior to the event (by Dec. 11<sup>th</sup>) to allow time to facilitate any special needs. It must be understood that no other person than the individual with the disability, a caregiver if needed, and a driver may be transported in the vehicle.**
- 1.4.4.1 - Vehicles while on Three Rivers Council Property will follow these rules:
  - a. Operators of vehicles must have a current valid state driver's license.
  - b. All operators of vehicles on camp property must be 18 years of age or over.
  - c. The speed limit in Scott Scout Ranch is 10 miles per hour and must be strictly observed and violation of this policy will result in the individual's expulsion from Scott Scout Ranch.
  - d. Passengers must ride in permanently installed seats equipped with seat belts.  
There must be a seat belt for each passenger.
  - e. No one is allowed to ride on the outside of any motor vehicle or in the open back of any van or pickup truck.
  - f. Vehicle use is limited to essential travel as defined by the Camp Ranger or Campmaster.
  - g. All parked vehicles must have the keys removed and the doors locked.



*Camp Policies - continued*

**UTV/ATV Use Policy**

Personal ATVs, Quad-runners, UTVs, golf carts, or motorized scooters are not allowed on Scott Scout Ranch property unless properly authorized in advance of an official event or activity.

ATVs and UTVs may be authorized for use at Scott Scout Ranch but are restricted to Maintenance and Administrative use only.

Drivers of these vehicles must be approved by the Scout Executive, Council Camping Chairman, or Camp Ranger. The vehicle will be inspected and approved by the Camping Chairman or Camp Ranger and then be issued identification authorizing its use in camp.

The operation of an off-road vehicle without possession of evidence of completion of the required safety program for that vehicle is strictly forbidden. The course may be found online at: **<https://cbt.svia.org/moodle/login/index.php>** and a certificate of completion of the course must be carried at all times while operating the vehicle.

Authorized drivers of ATVs and UTVs:

1. Drivers must be at least 21 years of age and have a valid driver's license.
2. All drivers must be certified by successfully completing the on-line ATV/UTV training course and download successful proof of completion. The course requires 2-1/2 hours for completion.
3. Drivers must observe camp speed limits (10 mph) and must drive in a courteous manner and yield right-of-way to pedestrians.
4. All UTV Drivers must wear a seat belt and helmets are strongly recommended.
5. It is mandatory that ATV drivers wear helmets at all times while operating the vehicle.
6. Only authorized passengers may be carried in the vehicle and there must be a seat available for each passenger.
7. ATVs are prohibited from traveling off established roads except in response to an emergency.
8. UTVs may go off road to reach maintenance sites.
9. Drivers are responsible for the safe operation and condition of the vehicle.

Any violation of these rules and regulations may result in loss of privilege of vehicle use.

## **Closing Thoughts & Appreciation**

Thank you for taking the time to read through the Leader's Guide for this year's Winter Camp event at Scott Scout Ranch in Woodville, Texas. Most of all, thank you for your service to Scouting. If it wasn't for Leaders who take time out of their busy lives to mentor the children in our communities, then there would be no reason for a Scout Camp.

The program at camp must be meaningful and exciting, and meet the needs and desires of each Scout who attends our camp program. It is important that you survey your Scouts and forward their evaluation of the camp program, as well as yours, so the camp program will always meet the ever-changing needs and desires of all Scouts.

We continue to look to each of the Units, our customers, for guidance and direction based on your feedback, emails, and surveys. Please don't hesitate to ever let us know what your questions, comments, and concerns are. I assure you that we take them all into consideration so that we can make Camp better and better.

All the best to you and yours during your Scouting Journey.

Happy Trails,

*Terry W. LeBlanc*

*Camp Director - Winter Camp 2019*

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