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Camp Cutter is a Boy Scout resident summer camp operated by the Pacific Skyline Council, Boy Scouts of America.

Camp Cutter is a fully accredited camp certified by the Boy Scouts of America National Council and operates under strict guidelines established by the State of California and San Mateo County.

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THE SUMMER CAMP ADVENTURE

Every hike and overnight campout is a rehearsal for the biggest event of the Scouting year: the Unit's summer camp! This week is a time when the whole gang sets out together for a real honest-to-goodness, out-of-doors scout outing.

To a Scout, summer camp is the greatest adventure that Scouting can offer.

To you, the Unit Leader, summer camp is the greatest chance you have to get to know each of your boys, and by knowing him, help him to grow - to help him become physically strong, mentally awake, and morally straight.

Take a boy to camp and immediately you set out to work a multitude of influences. The activities of each camp day harden the muscles of his body. The sun tans his skin. The fresh air sweeps through his lungs. He picks up new Scout craft skills. He develops some of the resourcefulness and self-reliance of the pioneer. He learns teamwork and team play, learns to get along with other boys, to do his share in common duties.

Nature around him touches him deeply - the stillness of the forest, the freedom of the sky, the beauty of the sunset.

Life in camp has a way of bringing out the character traits of a boy, and the fact that you are there in camp with him, twenty-four hours a day, and can watch his reactions, gives you a clue as to what you can do for him.

You can give him, the shy boy confidence by encouraging him to mix with others. You can give the tongue-tied boy a chance to entertain the gang with a stunt at the campfire. You can confront the bully with the challenge to lend a hand to the boy he bullied; make the shirker realize that when he works for the good of his patrol he works for himself too; make the braggart see himself as others see him.

You can strengthen the unity of each patrol and bolster the leadership of each patrol leader by standing squarely behind him in his efforts.

The ideal method for Scout camping is Unit camping under the Unit's own leadership - its own Unit Leader, assistant unit leaders and the unit's youth leadership.

And Pack or Troop camping is simply the unit camping together - just as a Troop meeting is simply patrols meeting together, and the Pack meeting is simply Dens meeting together.

Good Camping!

WELCOME TO CAMP CUTTER

Camp Cutter is located in the Santa Cruz Mountains, San Mateo County, approximately 54 miles from Palo Alto, California. Camp Cutter is about 2,200 feet in elevation and is in some of the last old-growth redwoods on the west coast.

Please plan to arrive at the Camp Cutter parking lot between **3:00-4:00 pm** on Sunday. Your punctuality allows for a smooth check-in process. You will be met by the camp staff in the parking lot and assigned a campsite, at which time you will be allowed to park as close to your assigned campsite as possible. **If you know you will not be arriving on-time due to car troubles, traffic, or other reasons, please notify the camp at 831-338-2990.**

This leaders guidebook is designed to help you prepare for camp and to make your stay both easy and enjoyable. If there are any questions or concerns for you or your troop please feel free to contact the Pacific Skyline Council office (650-341-5633 Ext 115) or Camp Cutter (831-338-2990) after June 23, 2012. We will be happy to talk with you or answer any questions you might have about camp. We are excited to have you at Camp Cutter and we will work to make it the best Boy Scout camp experience you have ever had.

THINGS TO KNOW ABOUT CAMP CUTTER

- Camp Cutter is located in the beautiful Santa Cruz Mountain at 2200 feet above sea level.
 - Camp Cutter can experience a broad range of weather conditions. Conditions can change from hot to cold, from dry to wet within a 24-hour period, so pack and dress appropriately. When the marine layer sets in off the Pacific it can become chilly very quickly.
 - Depending on your scheduled week, the type of clothing you should bring may vary. Warm clothing is recommended for the morning and night, and lighter clothing during the day. Although we seldom experience rain, it is a good idea to be prepared. For updates on current weather conditions at Camp Cutter, feel free to call us at 831-338-2990 .
 - Potable water for the camp comes from wells that have passed inspection by the San Mateo County Health Department.
 - You will be camping in the wilderness, so you can expect to encounter spiders, ants, mosquitoes, and other insects. Be sure to bring insect repellent.
- Remember, the warmer the weather, the worse the mosquitos.
- The Santa Cruz Mountains is also home to cougar, deer, birds, squirrels, and other assorted wildlife. It is their home, and they will occasionally visit Camp Cutter. Please be aware of your surroundings, always do activities with a buddy, and respect Mother Nature and the wildlife therein.
 - We provide tents and platforms for our campers. The assignment of campsites is completely logistical. That is to say, we assign campsites in a way which fits all troops in the best possible way. Please bring your own bedding. **It is highly recommended that you bring a comfortable bedroll, inflatable mattress, or sleeping pad. Cots are available for Scoutmasters and adult leaders only upon request.**

PREPARING FOR CAMP

Before you go to camp, certain promotional and informational data should be shared with the Scouts and parents in your unit.

SCOUTS

- ❖ What to bring
- ❖ What activities to prepare for
- ❖ What merit badges are offered & prerequisites

PATROLS

- ❖ Get Patrol Flag ready
- ❖ Sharpen skills for inter-patrol competition

PARENTS

- ❖ What are camp costs
- ❖ When fees are due
- ❖ Camp dates
- ❖ How to send mail
- ❖ How to contact camp for an emergency

UNIT LEADER

- ❖ Needs to know all of this and more
- ❖ Recruit transportation
- ❖ Recruit camp adult leadership
- ❖ Review **ALL** Medical forms for current signatures, dates, medicines your Scouts are taking and medical concerns
- ❖ Review **ALL** Firearms Permission Forms and know restrictions
- ❖ Know custody status of all Scouts

TROOP LEADERS

- ❖ Need to remember the advancement and activity goals set by their Troop Leader's Council and plan their participation accordingly.

Many Units hold a PARENTS INFORMATION MEETING a few months before camp. This meeting can take place at a Court of Honor, A Committee Meeting, or in place of a Unit meeting. It is here the details of camp are presented to the parents. Questions and answers will take up a majority of the program. Do not expect to have all the answers, but assure the parents that a reply can be found either in this leader's guide, through the Camp Director, or by contacting the Council Service Center.

SUGGESTED AGENDA

1. Welcome and Introductions
2. Hand Out Information Sheet
3. Explain Date, Location, Costs
4. Explain Program Highlights
5. Describe Advancement Opportunities
6. Questions and Answers
7. Final Reminders and Good Night

CAMP PROMOTIONAL IDEAS

- ❖ Encourage Webelos to cross-over in February, so that you may prepare them for camp.
- ❖ Have fundraising projects to help boys earn own camp fees.
- ❖ Initiate a program whereby boys who perform well in the Troop get a full or partial scholarship to camp.
- ❖ Invite former or current staff members to your Troop.
- ❖ Talk about the activities at camp to heighten interest.
- ❖ Have the Order of the Arrow Camp Promotion team make a presentation to your Troop.
- ❖ Review advancement goals of each boy and show them how they can meet these goals and still have fun at camp.

TIMELINE FOR PLANNING YOUR CAMP EXPERIENCE

By February 1:

- _____ 1. Inform all Scouts and their parents of your camp dates.
- _____ 2. Provide promotional information--video, presentation--at unit meeting.
- _____ 3. Recruit adult leaders for camp. Review Leadership Requirements in this book.
- _____ 4. Schedule Youth Protection training for all adults attending camp.
- _____ 5. Note camp fee payment deadlines.
- _____ 6. Assemble individual Scout/Adult packets from forms section and distribute to each camper. Parents update medical form/schedule physical exam as needed.

By March 30:

- _____ 1. Review program guide for specific camp.
- _____ 2. Begin working on any additional program items for camp--skits, flag, songs, etc.

By May 1:

- _____ 1. Plan for the adult leaders attending camp to attend pre-camp meeting.
- _____ 2. Inspect pack equipment and program items for camp.
- _____ 3. Coordinate transportation to and from camp.

One month before camp:

- _____ 1. Turn in Tour Permit to your local Council Service Center for processing.
- _____ 2. Collect permission slips for travel to and from camp.
- _____ 3. Collect medical forms for each Scout/adult as required. It is recommended that **copies** be taken to camp; parents should keep the originals for future use.
- _____ 4. Notify Council Camping Registrar **in writing** of Scouts with medical/dietary restrictions.
- _____ 5. Complete camp specific program forms as required.
- _____ 6. Collect Camper Early Release Forms for all Scouts attending camp.

One week before camp:

- _____ 1. Final check on transportation.
- _____ 2. Prepare 3 copies of your camp roster (one for the Director, one for the Medical Staff and one for yourself)
- _____ 3. Inspect individual and pack gear.
- _____ 4. Remind campers to bring a sack lunch or money for lunch to and from camp.
- _____ 5. Review items on Unit Leader Arrival Day Checklist.

GENERAL INFORMATION

CAMP CONTACTS

Throughout the process of preparing for camp, you may need to contact individuals associated with Camp Cutter. The following is a list of whom to contact and the best way to reach them:

Camp Registrar: Phone: 650-341-5633 Ext. 112
E-mail: camping@pacsky.org

Camp Director: Shaun Conner Phone: 801-660-0814
E-mail: captain.conner@gmail.com

Camp Cutter Website: www.pacsky.org/Camps/Cutter

Camp Phone Numbers: Business phone: 831-338-2990

Camp Mailing Address: Camp Cutter—BSA
Scout / Adult Leader Name
Troop Number / Session #
2500 China Grade Road
Boulder Creek, California 95006

Camp Emergency Phone Number: 650-341-5633 x115

2012 SESSION DATES

Week 1: July 22-28
Week 2: July 29-August 4

CAMP FEES

Youth: \$295
Adults \$150

Adults who replace leaders during the week can share fees. Adults coming to camp who do not replace a leader in their troop are charged at a rate of **\$50 per day**, to be paid in the business office upon arrival. This price includes room, board, and use of camp facility. Please notify Camp Cutter of all leadership changes.

PAYMENT SCHEDULE

Camp Reservation	\$150 per unit, per camp session
January 16, 2012	Camper Confirmation of \$50 per camper both youth and adult
February 27, 2012	\$150 per youth camper, \$50 per adult camper
April 1, 2012	Remaining Troop Balance Due. Available discount for 2 free adult participants if balance is paid on time.
May 1, 2012	\$30 Late Fee per camper not paid in full

CAMP FEE DISCOUNTS

All campers who attended Camp Cutter in 2011 will receive a \$25.00 discount which will be made on the final payment.

Brother discounts are \$10 off the **second and third brothers who attend together**; this discount is given at time of final payment.

CAMPERSHIPS

A Scout is Thrifty and as such is encouraged to do all he can to help pay his way to camp. At times, however, it is difficult for a Scout and his family to raise the full fee for summer camp. Limited financial help is available from the Pacific Skyline Council on an individual basis for Scouts who could not otherwise go to camp due to financial hardships. Scoutmasters in the Pacific Skyline Council who know of any youth with a legitimate need for financial help are encouraged to help that Scout apply for a Campership. The Campership Application is available on the council website. Camperships are available for *youth members of the Pacific Skyline Council only*.

REFUNDS

Troop deposits, if applicable for an activity, are non-refundable but transferable. With a written request, full camper refunds may be given for payments made toward an activity, up to one month prior to the event. After that, refunds are not given except in the case of a valid medical emergency with written documentation.

BOY SCOUT PROVISIONAL CAMPING

Scouts who cannot attend camp with their unit **or** who want an extra week at camp **or** units unable to provide two deep adult leadership will become members of the provisional troop. Individual Scouts are encouraged to attend with a friend. Scouts attending with friends will be assigned to the same unit and site. You will still need to pay camp fees as above, just indicate on the application that you are a provisional camper or unit.

CAPACITY POLICY

PLEASE, if your camper numbers increase (or decrease) please notify the camp registrar and/or the Camp Director IMMEDIATELY. Increasing or decreasing the total number of campers affects every troop in camp that week. Every attempt will be made to place your troop in a larger campsite, but a larger site cannot be guaranteed and you may have to bring the extra tents necessary to accommodate the additional campers. **Please be considerate when adding additional campers by informing the Camp Director at least 2 weeks before your scheduled session.**

VISITORS TO CAMP

- ❖ Visitors are welcome any time at camp, however, certain days (such as the last full day of the session) will serve better than others.
- ❖ All visitors must check in with the Camp Office upon arrival.
- ❖ Guest meals are available for \$5.00 per meal.
- ❖ Siblings and friends are not allowed at camp without prior permission. **They cannot participate in program activities.**
- ❖ No pets allowed in camp, except for Seeing Eye dogs.

LEADERS MAY NOT BRING THEIR CHILDREN IF THEY ARE NOT A REGISTERED MEMBER OF A UNIT THAT IS ATTENDING CAMP THAT WEEK.

Scouts are not allowed to leave camp with any person unless the parent or guardian who has legal custody has granted permission. Unit leaders are advised to know the custody status of all Scouts.

MAIL SERVICE

You may receive mail at Camp Cutter from friends and family. Please encourage them to mail these things well in advance of your time at camp to ensure their arrival during your scheduled week. Mail should be sent via the United States Postal Service to:

**Scout Name
Unit Number (Session Number)
Camp Cutter
2500 China Grade Road
Boulder Creek, CA 95006**

*Mail that is not picked up by troop members will be returned to the sender or to the Pacific Skyline Council office.

ARRIVAL / DEPARTURE PROCEDURES

TRAVELING TO CAMP

Each unit is responsible for furnishing its own transportation to and from camp. Each Scout must have a signed class A, B, & C medical form when travelling to and from camp. This signed form should be given to the driver of the vehicle in which that Scout rides, and collected by the unit leader on arrival at camp.

Traveling to camp in caravans is discouraged. Arranging for several checkpoints en route is preferable. Use cell telephones or CB radios in the front and rear vehicles to maintain contact during the trip. Most importantly, make sure all everyone has had a good meal and plenty of rest before making the trip to camp. Units traveling distances of more than two hours should plan at least one rest stop on their way to camp. Remember, in most cases the first meal the Scout will have could be as much as six hours after arrival at camp. Make sure your Scouts are physically prepared for the day.

Under NO circumstances are youth or adults to ride in the backs of trucks, trailers, or campers.

PARKING

Troop vehicle parking is restricted to the Cutter parking lot or in designated parts of camp near campsites only.

PACKING YOUR GEAR

We recommend one bag per person, and that it is a backpack, military style duffel bag, or another type of soft bag. No personal equipment should be attached to the outside of bags. Please do not pack items that could break easily. All fishing poles should be well-marked in a separate, hard case.

Luggage will likely pass through many hands before it ends up in your campsite, so it is **extremely important** that your entire luggage is clearly marked with at least your unit number. It might not be a

bad idea to include contact information, as well. Any personal items that are left at Camp Cutter will be taken to the Pacific Skyline Council office. Camp Cutter and/or the Pacific Skyline Council cannot be responsible for lost, stolen, or damaged articles while in transport or while in camp.

Note: Do not pack medical forms, fee payment receipts, or other check-in materials (e.g. troop rosters, merit badge sign-up sheets, etc). Every Scoutmaster should carry these items with them into camp.

MONDAY ARRIVAL

Troops that are traveling to camp on Monday must notify the Pacific Skyline Council office with their intention to do so. Please be at the Camp Cutter parking lot no later than 8:00 am. This will allow for a smooth check-in process. If you know you are not going to arrive at camp on-time due to car troubles, traffic, or other reasons, please notify the camp at 831-338-2990 .

SATURDAY ARRIVAL & ACCOMMODATIONS

In order to give the staff adequate time off, Cutter does not have any food or staff services available on Saturday. If you are planning on arriving on Saturday, you can contact the main office to arrange to camp overnight. There are also public facilities in Big Basin Redwood State Park. You can make reservations at www.bigbasin.org or by phoning 1-800-444-7275

CHECKING OUT OF CAMP

During your week at camp, troop leaders may want to leave camp to visit local attractions. Camp Cutter requires the following when adults leave camp:

1. Adequate adult leadership remains in camp to supervise the troop. Note: the two-deep leadership policy must always be followed.
2. Persons who are leaving must sign out on the provided check-in/check-out sheet in the program office. This will allow us to account for people who are out of camp. Please remember to check-in when you return to camp.
3. Alcoholic beverages should not be purchased while out of camp, as they will not be allowed back into camp. Furthermore, any persons showing any signs of intoxication will be expelled from camp.

CAMP FACILITIES

CAMPSITES

Each campsite is supplied with the following equipment:

Wood platforms and canvas tents
Flag Pole
Shovel, rake, broom, hose, fire bucket
Picnic Table
Campfire pit and fire tools
Water
Bulletin board

Equipment each unit should bring:

Lantern (battery, propane/butane or gas)
First aid kit
Patrol flags

Insect repellent (non-aerosol)
Pushpins for your bulletin board
Skits, songs and stunts for campsite campfire time

American Flag
Unit flag
Air mattresses

Tablecloth or cover
Cots (provided for leaders only)

TRADING POST

The Camp Cutter trading post, ran by our friendly and courteous staff, is stocked with a wide variety of program supplies, souvenir t-shirts, sweatshirts, hats, patches, pocketknives and much more. We carry general camping supplies, personal hygiene items, and an excellent selection of snacks and beverages. We encourage each Scout to bring an adequate amount of spending money. The trading post is open every day and the average Scout will spend \$45-\$60 throughout the course of the week. Trading post hours will be posted and announced regularly at camp.

It is suggested that each unit have one or more adults acting as bankers, holding and disbursing money to each Scout as needed. They can also ensure that money allocated by the parent for a T-shirt or hat is used to make that purchase.

SHOWER AND RESTROOM FACILITIES

Showers and restrooms are available for all campers at any time, but should be used before quiet time. These facilities consist of gang showers with individual curtains for privacy. We ask for your help in maintaining the good condition of our restrooms and showers by treating them with respect and immediately reporting any malfunctions to the staff. In keeping with youth protection guidelines, adults should be aware of their troop's behavior and maintain discipline by providing supervision while the boys are at the shower units. If there are any difficulties with other campers, please contact the staff.

DINING HALL

We eat "cafeteria style" at Camp Cutter. Everyone in the troop will have a chance to play an active role in food service during the week. Depending on the number of campers at Camp Cutter during the week, the camp may be divided into two meal shifts. Each meal shift will gather at the assembly area for grace. From there, troops will be dismissed one by one, in a predetermined order, into the dining hall. Troops will sit at their assigned tables for the entire week. Troops will be joined by their troop friends at each meal. If you are sharing a table with another Troop, please work out a waiter rotation schedule with them.

WAITER DUTY

We ask that you provide one waiter for every table that is assigned to your troop. The duties of the waiters are as follows:

1. Report to the dining hall fifteen minutes prior to the scheduled mealtime **with washed hands**.
2. Set table with appropriate condiments and refresh them throughout the meal.
3. Wipe down table and clean area around table after the troop has eaten.
4. Accept further direction from the dining hall staff.

Please assign one adult per troop per day to supervise the clean up after meals.

LAUNDRY FACILITIES

There are no laundry facilities available for campers at Camp Cutter. There are, however, staff laundry facilities onsite. Should a camper have an "accident" or another reasonable cause, special arrangements may be made to ensure a safe and sanitary environment.

PHONES AND PHONE USE

Outgoing personal calls are not allowed on the camp telephone except in the case of an emergency. **There is no cell phone service available at Camp Cutter, however there is a public pay phone that takes phone cards only. It is greatly encouraged that when scouts use the phone to call home they are supervised by an adult leader from their troop.**

INTERNET AND COMPUTER USE

The Camp Cutter program office computer is for business use only. There is no internet access available to campers. There is, however, wireless internet access in Boulder Creek.

CAMPSITE PROCEDURE

The campsite is your unit home at while at camp. Your troop friend and commissioner will be available to assist you if necessary. The troop's conduct while in the site is the adult leaders' responsibility. Please instruct your Scouts to respect the other Scouts and troop campsites. Do not enter them unless invited. Failure to respect other troop campsites and personal belongings could result in individual or troop expulsion from camp. Control noise, respect quiet hours, and leave other people's personal property alone. Damage to tents and campsite equipment will be charged to the Scout troop to which the responsible person(s) belongs.

DAMAGED EQUIPMENT

It is expected that Scouts will properly take care of all equipment they use. Sometimes, however, equipment gets damaged and needs to be repaired or replaced. If members of your troop damage camp equipment due to misuse or negligence, the cost of repairing or replacing any damaged equipment is expected to be settled before your unit leaves camp. Please see below the base chart of fee charges for major items.

Please report any damage of camp equipment to your commissioner. In the event damages are discovered after your departure from camp, an invoice will be sent to your unit for payment. When a Scout causes damage, whether it is intentional or not, it will be charged to the Scout or troop. Please see the infraction and cost grid below of some of the most commonly damaged items at camp.

If you find something that needs to be repaired in your campsite, please notify your troop friend or commissioner, and they will notify the ranger staff. Our ranger staff prides themselves on meeting your needs in a timely fashion.

DAMAGED ITEM	ESTIMATED COST AND FEES
TOILET	\$300.00 (Toilet is \$125.00 plus \$175.00 installation)
BATHROOM DOOR (METAL)	\$250.00 (\$125.00 metal door plus \$125.00 installation)
TENT DAMAGE	\$300.00-\$600.00 (to repair or replace tent)
CABIN DAMAGE	UP TO \$5000.00 (depending on damage caused)
CAMP EQUIPMENT OR LOSS OF	Cost of item plus a \$75.00 fee

These are just examples of the typical types of damage found at camp. Items not listed here will be dealt with on an individual basis. The Camp Director will determine all repair and replacement fees according to professional estimates.

POLICY INFORMATION

QUIET HOURS

All campers will be provided with at least eight hours of quiet time. Between 10:00 pm and 6:00 am, each day we ask that you enforce this quiet period. If there is a problem in your campsite or with campers from another troop, please notify a commissioner. Please do not take matters into your own hands. Let the staff deal with such problems.

DUTY TO GOD

The Boy Scouts of America is an *all-denominational* organization, which encourages each member to actively participate in his religious beliefs and responsibilities as he sees fit. Camp Cutter has a chaplain on duty and a chapel for Scouts, individuals, or groups to use for religious worship. An *all-denominational* religious service is a highlight of our Sunday evening program, and all Scouts are encouraged to attend. Grace will be said before each meal, and many campers will have an opportunity to participate. Please let your Scouts know they should feel free to pray as is their custom, and remind them of the importance of showing respect for all forms and traditions of prayer.

TOUR PLANS

Every unit attending camp must file a Local Tour Permit Application. Contact your local Scout office for the proper form and further information. This permit protects the troops as they travel on outings throughout the country. Troops within a 500-mile distance of Camp Cutter should use a local tour permit application. Those outside the 500-mile distance need to use the national your permit application. A copy of the tour permit will be asked to be shown at camp check-in. The unit leader needs to hold on to the tour permit in case they leave camp with their Scouts for any reason.

INSURANCE

Every unit attending camp **must** be covered by some type of accident and sickness insurance plan. All units registered in the Pacific Skyline Council are covered under the BSA Campers' Accident and Sickness insurance plan. Some BSA councils also provide this insurance to their registered units; others offer the insurance to their units at a small fee. Make sure to check with your chartered partner as some will offer this service for their units.

All units from councils other than the Pacific Skyline Council must provide proof of insurance to the Camp Registrar no later than June 1st. **If proof is not received by June 1st, the Pacific Skyline Council will purchase the BSA Campers' Accident and Sickness insurance for the unit at a cost to the unit of \$1.00 per person per day. The cost will be billed to the unit.**

LEADERSHIP REQUIREMENTS

- ◆ The role of adult leaders at summer camp is very important. In planning, supervising, teaching, and participating, their influence and support is critical. Start recruiting your leaders early and have alternates standing by, in case of emergency or inclement events.
- ◆ Each unit is required to have at least two adult leaders. The recommended ratio is one adult for every eight to ten Boy Scouts.
- ◆ The unit leader at camp must be a registered adult Scouter at least 21 years of age, preferably the unit's year-round leader or assistant leader.
- ◆ The second adult may be a registered Scouter, 18 years old or older, or the parent of a participating Scout.

LEADER RESPONSIBILITIES

Adult supervision is a critical component of a successful youth program. The leadership and guidance you provide your Scouts during your stay will keep much safe and enhance their overall camping experience. We ask our staff to lead by example specifically by living Scout Oath and Scout Law, and we would ask that Scouts and adult leaders do the same.

- ◆ Adults should know where the Scouts are and should sit with the boys at meals and monitor the Scouts' behavior: Whittling on trees and "sword fighting" with sticks are unacceptable.
- ◆ Activity areas requiring specialized supervision--such as the waterfront, archery range and rifle range--are supervised by qualified, certified adult staff members. Any program supervisor may request the assistance of adult leaders.
- ◆ Enforce the buddy system: **Scouts are not to go off by themselves.**
- ◆ Damage to camp property is not tolerated. Pacific Skyline Council expects full restitution, including the full cost of materials, labor, and other costs related to replacement or repairs.
- ◆ Unit leaders must follow instructions under "YOUTH LEAVING CAMP PROPERTY" section of this guide for any youth needing to leave camp early.
- ◆ It is the responsibility of the unit leader to inform the camp, in writing, of the physical or mental disabilities of any youth or adult camper, so that the camp can provide proper accommodations.
- ◆ Please help us follow all written, spoken, and implied rules and regulations as they are in place to protect the children, adults, staff, facility, equipment, property, and the environment.

MALE AND FEMALE SLEEPING ARRANGEMENTS

- All leaders are expected to reflect high moral standards established by custom, traditional values, and religious teachings.
- Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.

YOUTH PROTECTION

All adults participating with their unit at camp must be trained and listed on the Youth Protection Training Form. Each unit is responsible for making sure all adults receive this training before arrival. Contact your district training chair for assistance.

The Youth Protection policies of the Boy Scouts of America begin with selecting the best possible leaders. The following policies provide additional security for boys in the program and protect adult leaders against false allegations of abuse.

- ◆ **Two deep leadership.** Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be at least 21 years of age, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- ◆ **No one-on-one contact.** One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting should take place in view of other adults and youth.
- ◆ **Respect of privacy.** Adult leaders must respect the privacy of youth members in situations such as changing clothes or taking showers at camp. Adults should intrude only to the extent that health and safety requires. They should also protect their own privacy in similar situations.
- ◆ **Separate accommodations.** When camping, no youth is permitted to sleep in a tent of an adult other than his own parent or guardian.

- ◆ **Proper preparation for activities.** All activities should take into consideration the capabilities of the participating Scouts. No activity should be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- ◆ **No secret organizations.** The Boy Scouts of America does not recognize any secret organization as part of its program. All activities are open to observation by parents and leaders.
- ◆ **Appropriate attire.** Proper clothing for activities is required--for example, skinny-dipping is not appropriate in Scouting.
- ◆ **Constructive discipline.** Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- ◆ **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.

YOUTH LEAVING CAMP PROPERTY

Once a boy has checked into camp he is not authorized to leave the property except in an emergency or if he is participating in a staff led camp program. Authorization can be granted for a boy to be picked up by a parent or family member using the following guidelines:

- ◆ The Camp Director must be notified in writing from the parent or guardian having custody of the child through the Scout leader in charge of the unit upon check-in. If a camper is to be picked up before the end of the camping session, this notification must also say who is authorized to pick up the child. The Camper Early Release Form must be filled out completely and signed.
- ◆ Upon arrival of the adult having permission to pick up the camper from the camp, the adult must check in with the Camp Director at the camp office.
- ◆ The Camp Director will notify the adult leader of the unit who will verify whether this is the correct adult to pick up the camper.
- ◆ If the adult picking up the camper is the correct person confirmed by the adult unit leader, the boy will then be contacted and released to the adult by the Camp Director.
- ◆ If an adult camp leader is taking a boy home during the camp week, he must check out with the Camp Director and must inform the Camp Director upon his return to camp. If the child is not directly related to the adult leader, two-deep leadership guidelines as stated in the youth protection training must be followed. Upon returning to the camp property, the adult leader must check in with the Camp Director.

Note: Parents should be encouraged not to pick up a child until the conclusion of the total session program, usually following breakfast on the last day of camp.

The Camp Director will require the unit leader to complete the Camper Early Release Form when emergency situations occur, such as death in the family or serious injuries.

Verification of authorized persons to remove campers in case of emergencies shall be by telephone with the youth's parent or legal guardian. The Camper Early Release Form shall be kept as a part of the camp's permanent file. In the absence of the Camp Director, the Assistant Camp Director, Business Manager or Camp Program Director shall coordinate the early release of a camper. The above listed camp personnel shall be trained by the Camp Director.

CAMP HEALTH

MEDICAL INFORMATION

All participants who come to camp **must** have a current BSA Annual Health and Medical History. Medical evaluation must be performed by a physician licensed to practice medicine and must be current within 12 months (BSA Annual Health and Medical History form can be downloaded from the Pacific Skyline Council website). The approved medical form also contains an authorization form for medical treatment. The parent of all minors **must** sign this medical form. All Scouts and adults will go through medical rechecks and evaluations by the camp health officer during the swim-check process.

All troops should bring a complete first aid kit with them for minor injuries. Appoint an adult in the troop as the medic whose primary responsibility is to take care of Scouts with headaches, coughs, scrapes, minor cuts, and bruises, etc.

Each troop is required to carry adequate and proper liability and health insurance. Please prepare to verify that each camper is protected and brings a copy of his insurance card or numbers in case of an emergency while at camp. Troops and Crews who are not members of the Pacific Skyline Council must bring proof of accident and sickness insurance from their local council.

Our Health Lodge is equipped with supplies to handle most injuries in camp. A licensed first responder, EMT, nurse, or physician will usually be on site 24-hours a day to handle such emergencies. Serious injuries, which require immediate advanced medical support, will be handled by the paramedics in Boulder Creek, which is 30 minutes away from Camp Cutter. For less serious injuries, but which still require medical attention, troop and unit leaders will be responsible for transporting the injured person to the nearest medical treatment facility.

Practitioners of the Christian Science faith must provide the camp with a written letter from the practitioner.

NO MEDICAL EXAMINATION – NO CAMP!!!! NO EXCEPTIONS!

PRESCRIPTION MEDICATIONS

There are three options regarding dispensation of prescription medications at camp.

- Parents at camp are entitled to distribute medication to their own children.
- An adult who is designated as the troop medic can be responsible for dispensing troop medications.
- If you would like, the camp medical officer will assume the responsibility of dispensing medication.

In any case, all troop medications should be locked up in a container which is accessible to adults only. Any medications that require refrigeration must be checked with and dispensed by the camp health officer. Medications such as inhalers, EpiPens, insulin, etc. should be carried on the person who uses the medication

In an effort to make the administration of medication as smooth as possible, we ask that you have parents fill out the attached medical administration form. If the health officer will be dispensing your troops' medications, this form must be turned in upon arrival at camp.

FIRST AID

The Health Lodge is designed to meet the medical emergency needs of our campers. All injuries will be reported and properly recorded. We are ready with emergency support and will make necessary contact with the emergency medical response team in Boulder Creek in cases that require such medical attention. Due to the high cost of over-the-counter medicine, such medicines will only be distributed from the health lodge in emergency situations. Persons who have non-emergency medical situations will be sent to their troop medic for assistance. Some medications for common ailments (i.e. colds, headaches, sore throats, coughs, etc) will be sold in the trading post, but it is highly recommended that all troops come to camp equipped with a well-stocked first-aid kit. Over the counter medicine will be sold to adults only.

SPECIAL NEEDS

Scouts with special medical concerns:

- ◆ Must have a written record of the nature of ongoing treatment and care.
- ◆ May be required to have a parent accompany the Scout to camp.

Special dietary needs of Scouts or adults: If you have special dietary needs, such as allergies or religious observances, while at camp, please let us know in writing and/or by telephone at least two weeks before your arrival. We are happy to do what we can to meet your needs; however, since food is purchased in large quantities, those with very restrictive diets (e.g. gluten allergies) will need to make arrangements to bring specialty items to camp. Arrangements will be made to store and prepare foods brought to camp for those individuals

Religious Waivers: in keeping with established policy, it is understood that there may be instances where the medical examination policy is in violation of the religious convictions of the individual. The requirement is waived with a written statement from the camper/camper's parents and proper church officials that a definite violation of religious conviction is involved.

PREVENTING HOMESICKNESS

One of the biggest problems for Scouts attending camp may be that of homesickness! Each family can be of great assistance to the unit leaders by stressing to their Scouts the fun they will have, the new friends they will meet, the fantastic Scouting adventure they will experience, and the achievements they will conquer! Family members should not mention how much they will miss the boys or that the boys will miss mom or dad, TV or video games.

Scouts will be kept busy with a variety of activities and the unit leaders and camp staff will look for signs of homesickness. The staff can be especially helpful in case of homesickness so that each boy will be able to remain in camp and have a positive experience.

Another problem associated with homesickness is caused when a boy telephones home. Once a boy talks to mom or dad, if he was not homesick there is a good chance he will be after calling. Please have parents discourage their sons from telephoning home, except in an emergency. If the boy insists on telephoning home from camp, he should get permission from his unit leader. When unit leaders receive such requests, they should discuss the situation with a commissioner before allowing the boy to use the telephone.

CAMP SAFETY

For the well-being of Scouts, leaders, and parents at camp, the camp staff encourages the following important practices:

CAMPSITE COURTESY

The campsite and the camp is your troop/unit home during the week. Your troop friend and commissioner are in camp to serve you; however, **troop conduct is always the responsibility of the adult leadership in the unit.** Please instruct your Scouts to respect the campsites of others. Do not enter them unless invited. Control noise, respect quiet hours, and leave other people's personal property alone.

During sessions with a large number of campers, it may be necessary for different troops to share the same campsite. In cases such as these, we ask for your understanding and help in maintaining a spirit of brotherhood and camaraderie in the campsite.

EMERGENCY PROCEDURES AND INFORMATION

As part of the first flag ceremony, the camp will demonstrate the camp's emergency alarm system, the Camp Cutter bell. Any other alarms during the week will signify an actual emergency. If you hear the alarm, proceed to the assembly area, join your troop, and account for everyone therein. Further instructions will be disseminated at the assembly area. Be sure that your troop discusses and understands what to do in case of emergencies.

ECOLOGY

1. **Animal Conservation:** Please make certain that all troop members understand the delicate balance of plant and animal life at Camp Cutter and the Santa Cruz Mountains. Everyone should do their best to ensure that all wildlife is treated with respect. Please walk only on designated trails and roads.
2. **Pets:** No pets of any kind should be brought to camp.
3. **Plant Conservation:** The vegetative life in the forest sustains a very fragile ecosystem. Please make every effort to stay on the trails. Do not pick the flowers or collect specimens unless directed to do so under the direction of a staff member. Do not use living, natural materials for camp construction projects. The trees are a particularly special part of Camp Cutter. Please do not climb, carve into, hang items from, or do anything else that could damage them.
4. **Fire:** The smallest spark could potentially be a deadly threat to wildlife and campers alike. Please be responsible when handling or managing your campfire. No fireworks are allowed in camp.

Please help us keep the campers on the designated roads and trails, as this will help conserve the natural habitat and beauty of Camp Cutter!

AXE YARD AND WOOD CUTTING

Upon arrival at your campsite, designate a safe area to cut wood, and construct an ax yard. All woodcutting must be done in this area. Please bring your own axes and hatchets to camp.

LIGHTNING

Thunderstorms occasionally strike Camp Cutter. The waterfront and shooting ranges will be closed when lightning presents a considerable danger. During severe weather, stay away from tall trees and wires. Head for cover and follow the direction of the staff. For more information about how to handle inclement weather, see the BSA's Weather Hazards training at myScouting.org.

WATER

Conservation and wise use of water is a top priority at Camp Cutter. We ask for your help in conserving water by taking short showers and turning faucets all the way off. Please stress this with your Scouts.

PERSONAL SAFETY

- ◆ Wear shoes at all times (except in the showers where beach thongs are recommended). An old pair of shoes or "water socks" may be worn at the waterfront to protect your feet.
- ◆ Do not run unless it is part of a program activity. Stay on the trails and out of the non-staffed program areas.
- ◆ Do not walk on or dislodge rock or wood trail outlines or markers.
- ◆ Please respect the privacy of the camp staff by staying out of their living areas.
- ◆ Do not throw rocks, sticks, pine cones, or other objects, except in designated areas.
- ◆ Report any maintenance problems to the Camp Director or Commissioner immediately.
- ◆ Do not leave food, candy, etc. in tents or unit campsites at night. Food smells attract unwanted camp visitors.
- ◆ The camp operates on the buddy system. Scouts should always be with at least one other Scout, including in the tent at bedtime.
- ◆ Help keep camp clean; leave camp better than you found it. Put all trash in garbage cans.

AQUATICS SAFETY

- ◆ Aquatic areas are under the supervision of adults certified by the BSA National Camp School at all times.
- ◆ The Safe Swim Defense plan and Safety Afloat principles are followed at all times on the waterfront. Swim checks are required of all Scouts and Scouters before participating in aquatic activities. All aquatic activities follow the buddy system. Scouts are paired within the same ability groups.
- ◆ The aquatics program is primarily recreational. Boating activities (canoes, rowboats) are limited and operate under the guidelines of Safety Afloat.
- ◆ Scout adult leaders are required to take Safe Swim Defense and Safety Afloat training prior to any unit activity involving aquatics outside of Scout resident camp. For your convenience, these two training courses may be offered at camp.

FIRE SAFETY

Fire always presents a danger to the mountains. For that reason, we ask that Scouts and Leaders pledge to be careful with fire by adhering to the following guidelines:

1. Campfires in unit sites must be under adult supervision at all times--fires must be dead out after use.

2. Scouts are not allowed to play with matches, lighters, or hot sparks.
3. Fires must always be kept at a reasonable height (approximately 24") and contained within the designated campfire rings. Please do not build new campfire rings.
4. Fires must always be managed safely under the direction of the designated troop fire warden. **All troops must fill out and post the fire guard chart provided by the camp.**
5. Adults wishing to smoke must only do so in specially designated areas away from the Scouts. Do not smoke while hiking, or in any camp building or activity area.
6. Flames from any source are not permitted in tents or within 10 feet of tents. Only battery operated lanterns or flashlights are allowed. All tents must be posted with "NO FLAMES IN TENTS".
7. If a fire starts in a tent, exit immediately and collapse the tent poles inward.
8. Fire drills are held during each session, in accordance with state law. Upon hearing the alarm, all Scouts must report immediately to the camp designated assembly area. Adult leaders then report to the Camp Director or staff designee that the unit is present and everyone is accounted for.
9. Never remove the fire tools from your campsite.
10. In case of fire, the central alarm system or camp staff member will notify you.

SHOOTING SPORTS SAFETY

Field sports training teaches skills, discipline, self-reliance, sportsmanship, and conservation--all elements of character that Scout leaders try to instill. Objectives to be learned are:

- 1) Skill in the activity
- 2) Safety through self-imposed discipline
- 3) Attitudes and habits, which help build good character and physical fitness

To achieve these objectives:

- The shooting ranges are under supervision of adults certified by the BSA National Camp School at all times. Boy Scouts have the availability to shoot .22 cal rifles, black powder muzzle loading rifles, shotguns and bows and arrows at most camps. Cub Scouts have the availability to shoot BB guns and bows and arrow at most camps.
- Permission slips are required from parents or guardians authorizing their Scout to shoot firearms. This form must be turned in to the Field Sports Director prior to any Cub Scout or Boy Scout handling any firearm or bow and arrow.
- Personal firearms of any caliber, ammunition, hunting arrows, cross bows, throwing knives, and bullwhips may not be brought to camp.
- In order to maintain the safe operation of any firearms range and the archery range, the Field Sports Director will ask that all personal coaching be performed by the range staff only. This limits the distractions while Scouts are shooting and allows all participants to hear the range commands.

GUIDE TO SAFE CAMPING

ALCOHOL AND DRUGS

"It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances are not permitted at encampments or activities on property owned and/or operated by the Boy Scouts of America or at any activity involving participation of youth members."

The Guide to Safe Scouting

This policy will be strictly enforced for all those that use camp facilities.

SMOKING

The Boy Scouts of America's position on smoking strongly urges leaders neither to use tobacco products in any form nor to allow their use in the presence of youth. Therefore, due to medical evidence and growing community sensitivities, a *smoke-free* environment policy was developed. "All buildings and facilities under control of the Pacific Skyline Council are to be designated as nonsmoking facilities. Smoking outside entrance/exit doors is prohibited at any location. In addition, all Scouting functions, meetings, or activities will be conducted on a smoke-free basis with permitted smoking areas located away from all participants."

The Camp Director will identify those limited outdoor areas where smoking is permitted once at camp. Smoking will not be allowed in program areas, campfire bowl and all buildings.

HAZING

Older Scouts sometimes feel that new Scouts should be "initiated" into the Troop with a hazing activity. You should be alert to this desire of older boys and direct efforts into meaningful initiation programs. Hazing has no place in Scouting, nor does running the gauntlet, belt line or similar punishments.

DISCIPLINE

Corporal punishment will not be tolerated in camp. Physical abuse such as manhandling, pushups, and loud, abusive screaming are also not allowed as punishment for youths. For problems in camp, please see the Camp Director for proper action.

FIREWORKS

Fireworks are especially dangerous at camp. Both State and County agencies prohibit their use in the Santa Cruz mountains. NOTHING of this sort may be brought into camp for any reason. Seriously, fireworks will NOT be tolerated or permitted and any that are found will be CONFISCATED and not returned. Persons having fireworks are subject to immediate dismissal from camp.

POLICY ON USE OF CHEMICAL FUELS (LIQUID, GASEOUS, OR JELLIED)

For safety reasons, knowledgeable adult supervision must be provided when Scouts are involved in the storage of chemical fuels, the handling of chemical fuels, in the filling of stoves or lanterns, or the lighting of chemical fuels.

Battery operated lanterns and flashlights should be used by Scouts in camping activities, particularly in and around canvas tents. No chemical fueled lantern or stove is to be used inside a tent.

Kerosene, gasoline, or liquefied petroleum fuel lanterns may be used for outdoor lighting. Strict adherence to the safety standards and instructions of the manufacturers in fueling and lighting such devices must be carried out under the supervision of a responsible and knowledgeable adult.

Both gasoline and kerosene shall be kept in well-marked approved containers (never in a glass container) and stored in a ventilated locked box at a safe distance (minimum 20 feet) from buildings and tents.

The use of liquid fuels for starting any type of fire is prohibited. This includes damp wood, charcoal, and ceremonial camp fires. Solid type starters are just as effective, are easier to store and carry, and are much safer to use for this purpose.

GUIDELINES FOR SAFE USE OF CHEMICAL STOVES AND LANTERNS

1. Use compressed or liquid fuel stoves and/or lanterns only with knowledgeable adult supervision, and in Scout facilities where and when permitted.
2. Operate and maintain regularly according to manufacturers' instructions included with the stove or lantern.
3. Store fuel in approved containers and in storage under adult supervision. Keep all chemical fuel containers away from hot stoves and campfires, and store below 100 degrees Fahrenheit.
4. Let hot stoves and lanterns cool before changing cylinders of compressed gases or refilling from bottles of liquid gas.
5. Refill liquid gas stoves and lanterns a safe distance from a flame, including other stoves, campfires, and personal smoking substances. A commercial camp stove fuel should be used for safety and performance. Pour through a filter funnel. Recap both the device and the fuel container before igniting.
6. Never fuel a stove or lantern inside a cabin; always do this out of doors. Do not operate a stove or lantern in an unventilated structure. Provide at least two ventilation openings, one high and one low, to provide oxygen and exhaust. Never fuels, ignite, or operate a stove or lantern in a tent.
7. Place the stove on a level, secure surface before operating.
8. Periodically check fittings on compressed gas stoves and on pressurized liquid fuel stoves for leakage with soap solution before lighting.
9. When lighting a stove keep fuel bottles and extra canisters well away. Do not hover over the stove when lighting it. Keep your head and body to one side. Open the stove valve quickly for two full turns and light carefully, with head, fingers, and hands to the side of the burner. Then adjust down.
10. Do not leave a lighted stove or lantern unattended.
11. Do not overload the stovetop with extra heavy pots or large frying pans. If pots over 2 quarts are necessary, setup a separate grill with legs to hold the pot and place stove under grill.
12. Bring empty fuel containers home for disposal. Do not place in or near fires. Empty fuel containers will explode if heated.

PROGRAM OPPORTUNITIES

Along with the great location and staff, Camp Cutter offers outstanding camp programs. Scouts and leaders will experience a myriad of activities that are fun, challenging, and designed to facilitate personal growth. Merit badge courses, free-time elective activities, and special programs will ensure that everyone in your troop is busy having a great time. Be sure that your Scouts know which merit badges they want to take prior to coming to camp (see merit badge sign-up sheet) below.

TROOP SERVICE PROJECT

We provide opportunities for your unit to do service projects while in camp. This is an important part of the camping experience and helps Scouts feel a sense of ownership in Camp Cutter. The ranger staff will tailor projects to your troop's skill and ability level. If you have any ideas about the service project you would like to perform, simply let us know. Tuesday evening—troop friend night—is designed for Scouts to have a chance to work on service projects with their troop friends.

ADULT SERVICE OPPORTUNITIES

There are many facility improvements that are on-going at Camp Cutter. We are always looking for people who would like to help make Camp Cutter a better place. Anyone interested in contributing in

this manner during their stay at camp should notify the Camp Director. Any assistance is greatly appreciated.

If you would like to participate in cutting wood or in any other project that would require special tools, feel free to bring your own equipment. If you have a special skill set and would like to share it during your stay Camp Cutter, do not hesitate to let the Camp Director know. You can always call the camp at 831-338-2990 to find out what type of projects we are working on at the moment.

LEADERSHIP TRAINING

Roundtables will be held for Scoutmasters and adult leaders on Monday, Tuesday, Thursday, and Friday. These meetings are designed to keep you informed about the daily program while simultaneously infusing leadership concepts and tactics into your experience at camp. They are also a great time during which questions can be answered. We highly encourage that **at least** one adult leader from every troop attends the daily roundtable so that they can relay the appropriate information to their troop.

Those adult leaders needing to be trained in Leave No Trace, Safe Swim Defense, and Safety Afloat will have the opportunity to do so. Please contact the Camp Director or program director, once at camp, for information concerning these certifications.

FELLOWSHIP OF THE HUTOQ

Camp Cutter has its own in-camp honor society known as The Fellowship of the Hutoq. Scouts who meet the rank-appropriate requirements will advance in The Fellowship of the Hutoq and will be given the corresponding arc, which symbolizes their standing in the Fellowship. Adult leaders can also advance in the Fellowship as they complete requirements at camp. The Fellowship of the Hutoq round patch can be purchased in the trading post for \$3.00 per patch. The senior patrol leader, under the direction of the Scoutmaster, is ultimately responsible for keeping track of the each Scout's progress. As Scouts and leaders return to Camp Cutter year after year, participate in the program, and fulfill all of the requirements for rank advancement, they will advance as follows:

- 1st year: Tribesman
- 2nd year: Woodsrunner
- 3rd year: Hunter
- 4th year: Bowman
- 5th year: Spearman
- 6th year: Banhutoq
- 7th year: Hutoq

HONOR RIBBONS

Each troop will have the opportunity to earn the Camp Cutter Honor Award as they participate and progress in the program during the week. This award honors those units who are proactive in promoting the values of Scouting through their service to the camp and others. This is not a competition between troops, but rather a goal to work toward while simultaneously building troop unity and facilitating personal development. Scouts, under the direction and encouragement of their adult leaders and the staff, will strive to for success. Ribbons will be presented to each unit at the closing campfire so that deserving troops may be recognized.

CAMPER TOTEM

Each Scout will be given a leather totem bearing annual Camp Cutter logo. Throughout the week, each camper will be recognized for participation in Camp Cutter programs by being presented with different colored beads that correspond with each activity that they participate in.

CAMPFIRES

Camp Cutter facilitates three different campfires throughout the week. The camp staff will perform an opening and closing campfire for the campers. The Wednesday night commissioner campfire allows each troop to participate along with the staff. Please come to camp ready to perform a run-on, skit, song, and cheer as a troop. Your troop friends will be ready to help you, if needs be. Please keep all performances scouting appropriate.

HIKE DAY

Each troop that attends Camp Cutter will get a chance to go on a staff guided troop hike on Wednesday. This is another great opportunity for the scouts to challenge themselves and be together in the outdoors. Taking advantage of the proximity of the camp to Big Basin State Park the following hikes will be offered and can be decided on once the troop arrives at camp.

1. Ocean View Summit: This easy five-mile hike begins at Camp Cutter and passes through beautiful redwood forest, offering views of Big Basin Redwood State Park and the Pacific Ocean.
2. Big Basin Waterfalls: This twelve-mile hike begins at camp and follows the mountain ridge down into Big Basin Redwood State Park. Along the way you will have a great view of the forest and ocean. You will pass Silver Falls and Berry Creek Falls.
3. Waterfall Loop: This challenging sixteen-mile hike follows the waterfall trail but adds a challenging ridge loop with fantastic views and passes a historical sawmill.
4. Big Basin Redwood State Park: For a more adaptable hiking experience, your troop can drive twelve miles to the park headquarters and choose from a combination of routes to customize the length and destination of your hike. Destinations include the Father and Mother of the Forest, Siempre Viernes Falls, visitor's center, museum, and store.
5. Skyline to the Sea Trail: With a little extra planning your troop can hike the thirteen mile Skyline to the Sea Trail. This trail begins at Big Basin Redwood State Park, passes through some of the most beautiful parts of the forest, and ends at Waddell Beach, where scouts can enjoy the sand, swimming, and body surfing. Troops need to plan to provide their own transportation from camp to the trailhead and from the beach back to camp.

BIKES IN CAMP

We have a number of bikes that are used by our ACE and High Adventure programs. Bikes will also be available for check-out during free-time. You must know and follow all of the BSA and state park bicycle rules, which includes wearing a helmet and staying on the trails while riding. Due to lack of space, bike riding in camp is prohibited; therefore, if you plan on biking, we recommend that you sign up with the ACE program. Otherwise, you will need to check out of camp. We discourage bringing

your own personal bikes, but you may do so at your own risk and as long as you comply with the camp guidelines stated above.

NATURE AREA AND TRAIL

Camp Cutter offers many opportunities to discover and learn about the environment and the unique ecology of the Santa Cruz Mountains. We offer nature trail tours which are given by our nature staff. Take in the diverse terrain and abundance of wildlife in their natural habitat.

RIFLE, SHOTGUN, AND ARCHERY RANGES

Rifle and archery ranges are available for use by all campers who have a signed parental release form. Shotgun shooting is available to those who are 14-years-old and older. All participants must participate in a safety orientation from the range instructors prior to using any of this equipment. Ammunition and arrows are provided at the range. There is no charge for ammunition at Camp Cutter; however, Scouts taking archery must purchase an arrow kit that is sold at the trading post.

SWIMMING

Camp Cutter has a very nice swimming pool which can accommodate many campers. The pool operates in strict accordance with BSA policies and is used for merit badges, rank advancement instruction, and free-time swims.

BOATING

Camp Cutter's provides canoes and row-boats for use on the lake. These items are available for use during merit badge class and free-time. Everyone in a water vessel must wear a PFD and have had passed the BSA swimmer test.

MILE SWIM

This is an individual activity that is open to all campers, Scouts and adult leaders alike who pass their BSA swimmer test. The mile swim is a program that consists of an 800 yard swim on Tuesday, a half-mile swim on Thursday, and a full mile swim on Friday. Participants must participate in all three swims in order to receive the Mile Swim Award. In addition, they will need another troop member to supervise them and count laps. The waterfront director will assign times, locations, and equipment to be utilized.

BSA LIFEGUARD

This program is for older Scouts (15 and older) and adult leaders. It will take about 30 hours to complete during the week and will require the person to work on requirements during all three merit badge hours and most of the free-time throughout the week. The candidates will work closely with our waterfront staff throughout the week and learn all aspects of life guarding skills and waterfront operation. If interested, please contact the waterfront director on Monday morning during swim checks.

It is highly encouraged that at least one adult member in each troop certify. This will allow troops and units to participate in all water activities throughout the year while being covered by the rules and regulations outlined in the *BSA Guide to Safe Scouting*.

FISHING PROGRAM

Camp Cutter has a small lake that can be fished. We recommend that fishermen catch and release, although you can keep the fish if you plan on cooking it in your campsite (note that the kitchen cannot store fish for you in the refrigerator). We also recommend the use of barbless hooks for easy release of

the fish after they are caught. Some bait and tackle items will be sold in the trading post, but we recommend that you come stocked with your own bait. Please come to camp prepared to fish with your own equipment. The camp will have a few poles and basic equipment that can be used, but this equipment will be used primarily for those who are enrolled in the fishing merit badge class.

Anyone 16 years of age and older must have a current fishing license to take any kind of fish, mollusk, invertebrate, amphibian or crustacean in California. Camp Cutter **will not** have fishing licenses for sale. We recommend purchasing the appropriate license at your local sporting goods store prior to coming to camp. Please be aware of and know that Camp Cutter will enforce all California State fishing regulations.

SPECIAL OPPORTUNITIES

The following are special opportunities for boys to improve their skills and serve others. To have a chance to earn special recognition in these fields you must meet the requirements written next to the award. Those who participate and complete the requirements will be recognized at the end of camp and be eligible to purchase the patch or carry the card that correlates with the award.

- **Firem'n Chit:** Taught in the Handiland or Trail to First Class area during the free-time and is available to all adults and boys.
- **Totin' Chip:** Taught in the Handiland or Trail to First Class area during the free-time and is available to all adults and boys. Scouts must have this certification before they can handle knives at camp.
- **Leave No Trace Training:** Taught on Thursdays at 3:00 PM during free-time. Approximately 30 minutes of instruction on our responsibility to mother nature.
- **BSA Lifeguard:** See BSA Lifeguard requirements above.
- **Mile Swim BSA:** Available to all Scouts. See Mile Swim requirements above.

TRAIL TO FIRST CLASS

The Trail to First Class program is for all Scouts needing to pass off rank advancement requirements for Tenderfoot, Second Class and First Class. This program is a one period class that is offered every hour during the merit badge class time and anytime during the free-time. We suggest that new Scouts who are focusing on rank advancement take this class, as they will meet every day to work on requirements. For Scouts who have only a few requirements to pass off, it is suggested that they do not sign up for the class, but rather work on their requirements during the free-time.



Please note that Scouts who come to camp as Tenderfoots will not be First Class by the end of the week, but if they attend class every day and work hard during the free-time, they will complete many of the requirements needed to advance.

Included in this guide is the form that the counselor will use to mark what the Scout has passed off during the week. This will be returned to the Scoutmaster upon check-out on Saturday morning. Once at home, the Scoutmaster can sign the Scouts' handbooks off according to what has been signed off on the sheet. Below are the requirements that will be covered during the specific days of the week at Camp Cutter.



TRAIL TO FIRST CLASS WEEKLY SCHEDULE

Monday – "Tracker"

- Pass off most requirements dealing with compass use. Knots and rules of safe hiking will also be started.

Tuesday – “Plainsman”

- Knot tying requirements will be completed. Scouts will learn proper care and handling of a knife, ax, and saw. Scouts will also go over requirements dealing with cooking fires and stoves.

Thursday – “Medic”

- On this day Scouts will go over all Tenderfoot, 2nd Class, and 1st Class requirements dealing with First Aid. Scouts will learn fundamentals in CPR and emergency situations.

Friday – “Waterman”

- Scouts will learn basic principles of water safety. Safe swim defense and water rescues will be taught and passed off.

Free-time

- Scouts can come to the Trail to First Class area anytime during the free-time to pass off any requirements that are taught during the classes. Special activities will also be offered such as the mile long orienteering course, Totin’ Chip, Firem’n Chit, and you will use your lashing and knot tying skills to construct camp gadgets. We encourage all Scouts in need to come during free-time to pass of Tenderfoot, 2nd Class, and 1st Class requirements.

ADVANCED CAMPER EXPERIENCE (ACE)

Camp Cutter offers a fantastic in-camp high adventure program for all campers over the age of 14-years-old. This program is designed for older boys and adults who want to participate in more high adventure activities at Scout camp. Participation in this program can be done in conjunction with merit badge classes, which will be taken in the morning, or it can stand alone and be the only thing a Scout participates in. Prior to arrival at camp, Scoutmasters and adult leaders need to solidify which Scouts within their troop will participate in this activity full-time during the week. A Scout can take merit badge classes and participate in ACE, but they will miss the ACE morning activities in order to take merit badge classes. Ace offers hiking, shooting, biking, mountain boarding and the high and low C.O.P.E. courses. Below is a schedule of ACE activities that will take place at Camp Cutter during the week.

****THOSE WHO WISH TO PARITICAPTE IN THE BIKING ACTIVITY MUST BRING THEIR OWN MOUNTAIN BIKES TO CAMP****

ACE Week at a Glance
(Subject to change)

Monday	Tuesday	Wednesday	Thursday	Friday
Swim Checks	C.O.P.E.	Breakfast 6:00 AM Hike Skyline To the Sea Trail	C.O.P.E	Big Basin State Park Hike
C.O.P.E Orientation and Training	Mountain Biking & Mountain Boarding		Hatchet & Tomahawk Throwing, Black Powder Rifle	C.O.P.E

ADVANCEMENT AT CAMP CUTTER

Rank advancement is primarily the responsibility of the unit leaders and the unit committee. Camp Cutter assists unit leadership by providing the finest in instruction and counseling. Although staff instructors and counselors will provide accurate records for information covered and skill accomplished, it is the responsibility of each unit leader to mark rank advancements in each boy's individual record (usually in his handbook). Camp counselors will also sign merit badge cards, but the unit leaders are responsible to ensure proper recording in each boy's permanent record.

ADVANCEMENT POLICIES

1. All advancement will be in accordance with BSA National Standards.
2. Merit badge counselors must be 18 years of age or older.
3. No substitutions for any requirements are allowed.
4. Blue cards for completed merit badges are provided by Camp Cutter.
5. Those not completing all requirements for a specific merit badge will be given partial completion slips.
6. Boards of Review may be conducted in camp if adequate adult leadership is available. Appropriate adult representation on the board, however, is the responsibility of each unit's leaders.
7. The Scoutmaster is responsible to prepare, monitor, and verify completion of a Scout's advancement.
8. Completing prerequisites for each merit badge by the Scout is highly encouraged and work done before camp is acceptable.
9. Any Scout receiving a merit badge from Camp Cutter will know the subject matter and will have learned the practical skills associated with the merit badge.

Note: Unit leaders are given an opportunity to review all advancement records before leaving camp and are encouraged to review them at home and give the cards to the unit advancement chairman.

MERIT BADGE CLASSES

The teaching of merit badges at Camp Cutter is an important part of the program. Ensuring that campers receive the highest quality instruction is vital to the integrity of the Scouting program. While at camp, Scouts must complete all of the requirements—**no more, no less**—in order to receive the completed blue card. Scouts who do not complete the merit badge will receive a partial and will have one year to complete the remaining requirements.

Some of the merit badges offered at Camp Cutter have requirements that cannot be completed while at camp. Merit badges such as environmental science (solitary observation), astronomy (night observations), weather (out-of-class observations), first aid (teaching others), to name a few, will require extra effort on behalf of the Scout. It is suggested that the Scoutmaster look through the merit badge requirements that each Scout is taking and plan on fulfilling those aspects before camp begins. This will ensure that the Scout will receive the completed merit badge while at camp. Many of these requirements can be fulfilled at camp with the assistance of the Scoutmaster during the boy's own time. Scouts should also read requirements before coming to camp and begin any such requirements before coming if they wish to complete the badges at camp.

Camp Cutter is not a merit badge mill, where one pays a fee and gets merit badges automatically. Instead, we offer merit badges as only one part of the overall camp experience. It is suggested that leaders limit their Scouts to three merit badges to work on while at camp. This will allow the boy to participate in other areas of camp that create a well-rounded camp experience. We do not want to see

a boy come to camp and spend the entire week sitting in classes. Some of the more difficult skill-oriented merit badges are rifle shooting, shotgun shooting (14-years-old+) and archery.

When a Scout signs up for Handicraft merit badges he will be taught art, basketry, woodcarving, and leatherwork. He will need to spend some free-time working on completing some of the requirements as there will not be enough time to complete all the requirements during the class periods. This is a very hands-on class that allows Scouts to go at their own pace. Some will not complete all four or even need all four, but the opportunity will be presented to them while they are in class. On the sign-up sheet included in this guide handicraft will count as one merit badge class, so please sign the Scout up for two more merit badge classes.

At Camp Cutter we work hard to see that every Scout gets into merit badge classes that he would like to participate in. We will add additional staff (if they are available) to accommodate the needs of the merit badge classes as needed. It is wise to look for merit badges that are not normally offered in your hometown and try for those while at camp. Try new things and look for variety. Proper planning between the Scout and their adult leader and parents will be a big help once the Scout arrives at camp.

Camp Cutter Merit Badge Classes

	MAMMAL STUDY
ARCHERY**(\$)	ORIENTEERING (\$)
ART* (\$)	PIONEERING (\$)
ASTRONOMY*	RIFLE SHOOTING**
BASKETRY(\$)	ROWING**
BIRD STUDY (\$)	SHOTGUN SHOOTING(\$)**
CANOEING**	SOIL AND WATER CONSERVATION*
EMERGENCY PREPARDNESS*	SWIMMING**
ENVIRONMENTAL SCIENCE	WEATHER
FIRST AID**	WILDERNESS SURVIVAL
FISHING*	WOODCARVING (\$)
FORESTRY	SPORTS***
GEOLOGY	PERSONAL FITNESS***
INDIAN LORE (\$)	
LEATHERWORK (\$)	
LIFESAVING**	

***Merit badge cannot be completed in camp without pre-requisites being completed.**

****Merit badge classes only offered during class-time and not offered during free-time.**

*****Available upon request only.**

In order for Scoutmasters to follow the progress of their Scouts throughout the week it is recommended that they come to camp with worksheet packets for the merit badge classes they are taking, with the exception of waterfront merit badges. In all of the nature and outdoor skills classes, the instructors will be requiring Scouts to show knowledge and advancement by having them fill out their workbooks or take notes. In the traditional classes that follow more of a classroom approach these workbooks are great for note taking and placing the learning squarely on the shoulders of the Scout. They can be used for review by the Scoutmaster and allow for greater retention of knowledge. Just in case Scouts do not come to camp with workbooks for the classes they are taking they will be sold in the trading post for \$1.00.

MERIT BADGE PREREQUISITES

The following merit badges require the Scout to do some work prior to coming to camp if they want to complete the merit badge while at camp. If they have completed the requirement prior to camp on the first day of class they must show their work or have their Scoutmaster discuss what they have accomplished with their counselor.

- **Art-** (4) With your parent's permission and your counselor's approval, visit a museum, art exhibit, art gallery, artists' co-op, or artist's workshop. Find out about the art displayed or created there. Discuss what you learn with your counselor.
- **Astronomy-** (6) At approximately weekly intervals, sketch the position of Venus, Mars or Jupiter in relation to the stars. Do this for at least four weeks and at the same time of night. On your sketch, record the date and time next to the planet's position. Use your sketch to explain how planets move.
- **Bird Study-** Scouts taking the class must bring a sketch pad or plan on buying one once they get to camp. This sketch pad will be used every day in the class. Scouts taking the class need to bring a good reliable pair of binoculars to camp for the week.
- **Emergency Preparation-** (1) Earn the First Aid merit badge (this merit badge may be taken in conjunction with Emergency Preparation while at camp) (2c) Meet with and teach your family how to recognize, prevent, and react to the situations on the chart you created for requirement 2b. Then meet with your counselor and report on your family meeting, discussing their responses. (The chart will be made at camp during the class time. After camp the Scout can present the information learned to his family and then report back to his Scoutmaster for passing off the merit badge. (6c) Find out who is your community's disaster/emergency response coordinator and learn what this person does to recognize, prevent, and respond to emergency situations in your community. Bring this information to camp to discuss with your counselor and apply what you discover to the chart you created for requirement 2b (8a) If your troop as a written emergency plan for mobilizing please bring a copy of it to camp with you (8b) Take part in at least one troop mobilization. Before the exercise, describe your part to your counselor. Afterward, conduct an "after-action" lesson, discussing what you learned during the exercise that requires changes or adjustments to the plan. (8c) Prepare a personal emergency service pack for a mobilization call. Prepare a family kit for use by your family in case an emergency evacuation is needed. Come to camp ready to discuss this with your counselor. (9b) Scout needs to come to camp with a floor plan of their dwelling so that they can create and discuss a plan of escape with the counselor.
- **Fishing-** (9) Catch two different kinds of fish and identify them. Release at least one of them unharmed. Clean and cook another fish. ****If a Scout catches a fish they will not be able to clean and cook it at camp unless he does it in his campsite under the direction of an Adult Leader****
- **Personal Fitness-** (1) Have a dental examination and get a statement saying that your teeth have been checked and cared for. Tell how to care for your teeth. (7) Outline a comprehensive 12-week physical fitness program using the results of your fitness tests. Be sure your program incorporates the endurance, intensity, and warm-up guidelines discussed in the *Personal Fitness* merit badge pamphlet. Before beginning your exercises, have the program approved by your counselor and parents. (8) Complete the physical fitness program you outlined in requirement 7. Keep a log of your fitness program activity (how long you exercised; how far you ran, swam, or biked; how many exercise repetitions you completed; your exercise heart rate; etc.). Repeat the aerobic fitness, muscular strength, and flexibility tests every two weeks and

record your results. After the 12th week, repeat all four tests, record your results, and show improvement in each one. Compare and analyze your preprogram and post program body composition measurements. Discuss the meaning and benefit of your experience, and describe your long-term plans regarding your personal fitness.

- **Soil & Water Conservation-**(7) Do two of the following: (a) Make a trip to TWO of the following places. Write a report of more than 500 words about soil & water and energy conservation practices you saw. 1. An agricultural experiment 2. A managed forest or woodlot, range or pasture 3. A wildlife refuge or a fish or game management area 4. A conservation-managed farm or ranch 5. A managed watershed 6. A waste-treatment plant 7. A public drinking water treatment plant 8. An industry water use installation 9. A desalinization plant. (b) Plant 100 trees, bushes, and/or vines for a good purpose. (c) Seed an area of at least 1/5 acre for some worthwhile conservation purpose, using suitable grasses or legumes alone or in a mixture. (d) Study a soil survey report. Describe the things in it. On tracing paper over any of the soil maps, outline an area with three or more different kinds of soil. List each kind of soil by full name and map symbol. (e) Make a list of places in your neighborhood, camps, school ground, or park that have erosion, sedimentation, or pollution problems. Describe how these could be corrected through individual or group action. (f) Carry out any other soil and water conservation project approved by your merit badge counselor.
- **Sports-** (4) Take part for one season (or four months) as a competitive individual or as a member of an organized team in TWO of the following sports: baseball, basketball, bowling, cross-country, field hockey, football, ice hockey, lacrosse, soccer, softball, table tennis, tennis, volleyball, water polo. Your counselor may approve in advance other recognized sports, but not any sport that is restricted and not authorized by the Boy Scouts of America.

Free-time Merit Badge Classes

- Merit badges, with the exception of **ALL** waterfront merit badges, rifle, shotgun, archery, environmental science, and first aid, will be available during the free-time. For the merit badges listed, it is recommended that your Scouts sign-up for them during the regularly scheduled class periods.
- All Scouts who sign up for a merit badge during the class time can work on skills that fulfill requirements for that badge during the free-time.
- Free-time is also a good time to fulfill requirements for partial merit badges which may have been received from previous counselors. Depending on the requirements that need to be completed, our counselors may be able to assist your Scouts in completing their merit badges.

TRIAL TO FIRST CLASS SIGN OFF SHEET

Name: _____

Troop #: _____

TRACKER

TENDERFOOT
2ND CLASS

5 Explain the rules of safe hiking _____

1a. how a compass works _____

1ST CLASS

5 Show evidence of Animals in your area _____

1. directions day and night _____

2 Complete and orienteering course _____

6 Identify native plants _____

PLAINS MAN

TENDERFOOT

4a. How to whip and fuse the ends of a rope _____

4b Two half hitches, Taut-line hitch

1ST CLASS

7a When to use lashings _____

7b Lashings, Clove hitch, Timber hitch _____

7c Camp Gadget safe _____

8a Bowline and uses _____

MEDIC

TENDERFOOT

9 Buddy system in scouting _____

11 Poisonous plants and treatments _____

12a. Heimlich maneuver and use _____

12b. 1st Aid _____

2ND CLASS

6a. what to do for hurry cases/bleeding _____

6b. prepare 1st Aid kit (Prerequisite) _____

6c. 1st Aid kit _____

1ST CLASS

8b. 1st Aid/ bandages _____

8c. transport victims _____

8d. heart attack signs/ CPR _____

Waterman

2ND CLASS-

7a. precautions for safe swim _____

7b. jump feet first into water and swim _____

7c. demonstrate water rescues _____

1ST CLASS-

9a. precautions for safe trip afloat _____

9b. BSA swim test _____

9c. line rescue _____

FIREM'N CHIT _____

TOTE'N CHIP _____

CAMP CUTTER TOTEM

BEAD COLOR

REQUIRED ACTIVITY

RED

OPENING CAMPFIRE

- Commissioner Campfire

YELLOW

SCOUTS OWN

WHITE

SERVICE PROJECT

- Ranger Approved Service Project

ORANGE

TROOP FRIEND NIGHT

- Patrol shoot-out at the rifle range
- Cobbler

BLACK

HIKE DAY

DARK GREEN

COMMISSIONER GAMES

ROYAL BLUE

HONOR TRAIL

CLEAR SPARKLE

FLAG CEREMONY

LIGHT BLUE

KITCHEN DUTY

GOLD

PRAYER

MAGENTA

NATURE TRAIL

BROWN

Lower C.O.P.E.

GRAY

Upper C.O.P.E

TAN

DIME CLUB w/ SCOPE

Camp Cutter Week at a Glance

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	7:30 AM Breakfast	7:30 AM Breakfast	7:30 AM Breakfast	7:30 AM Breakfast	7:30 AM Breakfast	7:30 AM Breakfast & Final Inspection
	9:10 AM Flag Ceremony	9:10 AM Flag Ceremony		9:10 AM Flag Ceremony	9:10 AM Flag Ceremony	8:00-9:00 AM Depart Camp
	9:30-12:30 Swim Checks & Free time All program areas open	9:30 AM 1st Merit Badge Session	High Adventure Day	9:30 AM 1st Merit Badge Session	9:30 AM 1st Merit Badge Session	
		10:30 AM Scoutmaster Roundtable		10:30 AM Scoutmaster Roundtable	10:30 AM Scoutmaster Roundtable	
		10:30 AM 2nd Merit Badge Session		10:30 AM 2nd Merit Badge Session	10:30 AM 2nd Merit Badge Session	
		11:30 AM 3rd Merit Badge Session		11:30 AM 3rd Merit Badge Session	11:30 AM 3rd Merit Badge Session	
	12:45 PM Lunch	12:45 PM Lunch	Lunch on Trail	12:45 PM Lunch	12:45 PM Lunch	
2:30-3:30 PM Arrive at Camp Cutter	2:00 PM 1st Merit Badge Session	2:00 - 5:00 PM Free time All program areas open		2:00 - 5:00 PM Free time All program areas open	2:00 - 5:00 PM Free time All program areas open	
	3:00 PM 2nd Merit Badge Session					
	4:00 PM 3rd Merit Badge Session	4:30 PM Pick-up food for Camp Cookout				
5:30 PM Dinner	5:30 PM Dinner	5:30 PM Dinner in Campsite	5:30 PM Dinner	5:30 PM Dinner	5:30 PM Dinner	
7:00 PM Leaders Meeting @ Parade Grounds	7:00 PM Commissioners Team Building Games	7:00 PM Flag Ceremony Brotherhood Intra-Troop Activity Night	7:30 PM Flag Ceremony & Commissioner Campfires	7:30 PM Flag Ceremony Camp Wide Games	6:30 PM Fellowship Ceremony	
8:00 PM Scouts Own @ Chapel Area	8:30 PM OA Speech & Flag Ceremony				7:30 PM Flag Ceremony & Closing Campfire	
8:20 PM FIRE DRILL 8:30 PM Flag Ceremony & Opening Campfire	8:30 PM SPL Fellowship of the Hutoq			8:30 PM Honor Trail		

Camp Cutter Medical Administration Form

Name of Scout: _____ Troop #: _____ Dates attending: _____

Medications to be administered: _____

In the schedule below, please mark when each medication is to be administered:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							
Bedtime							

If you have any medications that must be taken at a specific time or at a time that is not listed in the chart above, please note it here: _____

Note: It is BSA policy that all medications be stored in a locked container and administered by the camp health officer. Adult leaders are highly encouraged to keep a copy of this medical administration form and to be present during the administration of their Scouts' medications.

Camp Cutter Menu*

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast		Pancakes Hash Brown Patty Sausage Links Fruit Bar Cereal Bar Milk Orange Juice	Scrambled Eggs Biscuits & Gravy Hash Browns Bacon Cereal Bar Muffins Milk Orange Juice	Breakfast Casserole Cereal Bar Bagel & Cream Cheese Fruit Milk Apple Juice	Breakfast Burritos Biscuits & Gravy Fruit Bar Cereal Bar Muffins Milk Orange Juice	French Toast Sausage link Hash Brown Fruit Bar Cereal Bar Muffins Milk Orange Juice	Oatmeal Coffeecake Cereal Bar Fruit Bar Cereal Bar Bagel & Cream Cheese Milk Orange Juice
Lunch		Sloppy Joe Sandwich Carrot Sticks Tater Tots Salad Bar Pasta Bar Ice Tickle Punch	Hot Dog Sandwich Chili & Cheese Chips Applesauce Pasta Bar Salad Bar Rice Krispy Punch	Lunch on Trail Sandwich Carrots Candy Bar Granola Bar Fruit Roll Up Chips Apple	Pizza Bread Stick Salad Bar Pasta Bar Pudding Pie Punch	Chicken Patty Sandwich Baked beans Chips & Salsa Salad Bar Pasta Bar Ice Cream Sandwich Punch	
Dinner	Pork Ribs Baked Potato Mixed Veggies Salad Bar Roll Cake Punch	Spiral Ham Scalloped Potatoes Mixed Vegetables Salad Bar Brownie Milk Punch	Chicken Fajitas Spanish Rice Black Beans Corn Fajita Veggies Salad Bar Churro Milk Punch	Hamburgers French Fries Salad Bar Watermelon Ice Cream Sandwich Milk Punch	Grilled Steak 2x Baked Potato Broccoli Salad Bar Corn Bread Milk Punch	Lasagna Green Beans Salad Bar Bread Stick Cake Milk Punch	

*This is a sample menu from years past. Actual menu may vary.

PERSONAL GEAR FOR SCOUTS AND LEADERS

- ◆ High Sierra weather is unpredictable in the summer months and may change quickly. Bring clothing appropriate for heat, cold, and rain.
- ◆ The Official BSA uniform is appropriate dress any time during the week.
- ◆ Scouts wear full uniforms at evening flag ceremonies and dinner. BSA activity uniform is daytime wear.
- ◆ Be sure all personal items are marked with full name and unit number. Neither the adult volunteers, the camp, nor the camp staff are responsible for lost or misplaced items.

CLOTHING

Uniform, uniform hat
 T-shirts
 Shorts
 Jeans (optional)
 Swim suit and towel
 Pajamas or sweats
 Sweater, jacket, or sweatshirt
 Tennis shoes
 Sturdy shoes for hiking
 Old tennis shoes/water socks for swimming
 Underwear (1 pair per day)
 Socks (1 pair per day)
 Handkerchiefs/tissues

OPTIONAL ITEMS

Camera and film
 Musical instrument
 Sewing kit
 Pen, pencil, paper
 Money for trading post (\$20-\$40)
 First aid kit
 Watch
 Cot for leaders
 Sunglasses
 Whistle on cord
 Compass
 Fishing pole
 Pocket knife (need unit leader permission,
 Totin'Chit/Whittling Chip card required)

PAPERWORK (Signed, dated)

Health form (Class 1 or 3)
 Physical form (Class 2 or 3)
 Trip/activity medical permission slip
 Shooting Sports permission slip

AND VERY IMPORTANT

Prescription medications
 Sack lunch for drive to camp
 Lunch money for return from camp

CAMPING GEAR

Sleeping bag or blankets
 Ground cloth
 Foam pad or air mattress
 Pillow (optional)
 Pack/duffel bag/suitcase
 Day pack/fanny pack
 Canteen or water bottle
 Drinking cup
 Flashlight, extra bulb/batteries
 Clothes line--1/4"(10-20 feet) and pins
 Matches, fire lighting devices (adults only)

TOILET KIT

Toothbrush and toothpaste
 Comb
 Sun screen
 Soap (biodegradable)
 Lip balm
 Insect repellent (non-aerosol)
 Towel, washcloth
 Deodorant
 Shaving gear (adults)

UNAUTHORIZED EQUIPMENT

Hunting bows, crossbows, arrows
 Firearms, ammunition, Cap guns
 Fireworks
 Illicit drugs
 Alcoholic beverages
 Tobacco products
 Matches, Fire Lighting Devices (Adults only)
 Knives with blades longer than 3"
 Fixed blade, sheath knives
 Open toed shoes
 Expensive jewelry
 Portable radios, tape players
 CD players, computer games
 Animals-brought to or from camp

FORMS REQUIRED AND CHECK IN PROCESS

There are a number of forms--for the group as well as for individuals--required for camp attendance. Overall suggestions for successful forms management include:

Recruit a leader whose only role is to disperse and track forms required for camp.

Read and complete each form carefully.

Ensure that authorized signatures are obtained as required.

The following forms are required for camp:

Unit Forms

- Local Tour Permit Application.** Available at all Council Service Centers and on the Internet at www.gec-bsa.org (click on Resources). Submit the form to your local Council Service Center at least **2 weeks prior to your departure**. The bottom signed portion will be requested when you check in at camp.
- Camp Roster.** List all youth and adult campers, with emergency contact names and telephone numbers. Bring 3 copies to camp (one for the Director, one for the Medical Staff and one for yourself)
- Youth Protection Training Roster.** Make sure all adults coming to camp have had youth protection training within the past 2 years, and record that date on this form.

Individual Forms

- Personal Health and Medical Record.** Available at all Council Service Centers and on the Internet at www.Scouting.org. Every camper must have a health form. See the Health section of this camp guide for further information.
- Parent Authorization for Trip/Activity Medical Treatment.** Provides leaders transporting boys to camp permission to treat them. This form should travel to camp in the same vehicle as the camper, not be held together by the tour leader. It is the one form in this packet that should **not** be handed in at camp. The unit leader should collect them on arrival and hold them for departure.
- Parental Firearm Authorization Form - Consent for Minor to use Firearms, BB Rifles and Archery Equipment.** Must be completed by a boy's parent or legal guardian in order for him to shoot rifles, shotguns and bow and arrows.

The speed of your unit's check in will be greatly improved if:

- All forms** (tour permit, camp rosters, youth protection training, Scouts and adult medicals, shooting sports permission) are **organized by type and readily available**. Since the forms are processed and used in different locations at camp, have all medical forms, all shooting sports permission slips, etc. grouped together rather than by individual camper.

UNIT LEADER ARRIVAL DAY CHECKLIST

(Reproduce for unit use)

Before traveling to camp, check that you have the following:

- Tour Permit bottom section, returned from Council Service Center**
- Camp Roster--3 copies (One for the Director, one for the Medical Staff and one for yourself)**
- Youth Protection Training Roster**
- Personal Health and Medical Record for each Scout and adult (Copy)**
- Parent Authorization for Trip/Activity Medical Treatment for each Scout**
- Camper Early Release Form for each Scout who is expected to leave camp early**
- Parental Firearm Authorization Form for each Scout**
- Transportation arranged back home from camp**

Check that each Scout has:

- A lunch for trip to camp and lunch money for the trip home**
- Spending money for the camp Trading Post**

CAMP ROSTER

UNIT LEADER: _____ **UNIT:** _____ **DISTRICT:** _____

CAMP: _____ **CAMPSITE:** _____ **SESSION:** _____

Page ____ of ____

Adult Leaders	Date in Camp	Emergency Contact	Emergency Phone

Youth Names	Rank	Age	Emergency Contact	Emergency Phone
SPL				

SPL – Senior Patrol Leader (Troops only)

BRING 3 COPIES OF THIS FORM TO CAMP WITH YOU

YOUTH PROTECTION TRAINING ROSTER

UNIT LEADER: _____

Unit: _____

Camp: _____ Session: _____

Adult Leader Name	Date of Training
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

As the unit leader responsible for Youth Protection training in this unit, I verify that the above adult leaders have completed Youth Protection Training on the dates listed.

NAME (Printed) _____ SIGNATURE: _____

(Reproduce for Unit use)

CAMPER EARLY RELEASE FORM

Camper: _____ Unit: _____

Address: _____ City: _____ Zip: _____

Unit Leader Name: _____ Phone: (H) _____

Address: _____ City: _____ Zip: _____

Unit Leader Signature Approval for Release: _____

Date: _____ Time: _____ AM _____ PM _____

Name of Person to Whom Camper is released: _____

Address: _____ City: _____ Zip: _____

Phone: _____

Date of Release: _____ Time of Release: _____ AM _____ PM _____

Proof of Identity of Said Person: _____

Reason for Release: _____

Camp Director's Comments: _____

Camp Representative's Signature: _____

Date _____ Time _____

PARENT AUTHORIZATION FOR TRIP/ACTIVITY AND MEDICAL TREATMENT

I, the undersigned parent/guardian of _____

(Scout)

authorize his participation in the Pacific Skyline Council summer camp program at

_____ on _____,
(Name of camp) (Dates of Camp)

including travel to and from camp by motor vehicle. I understand the trip/activity will be under

the general supervision of _____.
(Registered Adult Leader's Name)

In case of emergency, I understand reasonable effort will be made to contact me. In the event I cannot be reached, I authorize the physicians or hospitals selected by the adult leader to provide medical treatment, including, without limitation, hospitalization, anesthesia, surgery, medication by injection or otherwise, and release to the adult leader.

(Signature of Parent/Guardian)

(Date)

(Address)

(24-hour Emergency Phone Number)

(Medical Insurance Co.)

(Policy Number)

