

# **CAMPING & OUTING GUIDE**

**Troop 12**

**Boy Scouts of America**

**South Whitehall Township**

**Allentown, Pennsylvania**



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## **LETTER FROM THE SCOUTMASTER**

Dear Parents and Scouts,

Scouting is one of the largest and oldest international youth organizations. Scouting is immediately known and respected by people around the world. The parents and adult advisors of Troop 12 strongly believe in the character building that comes from following the Scout Oath and Scout Law.

Scouts get out of Troop 12 what they put into it. Advisors try to keep the "outing" in Scouting by offering activities of all kinds. Troop 12 is boy led, meaning that scouts are the leaders of the Troop, and that includes yearly, monthly and weekly planning of activities, assigning, organizing and planning weekly meetings, equipment inventory and conditioning, and all other required preparation for a successful troop.

Developing self-confidence, self-reliance and leadership are key goals of the Scouting program.

Troop 12 provides a fun and educational outing experience for all scouts. Troop 12 stresses camping fundamentals in addition to education, responsibility, and personal growth. Campouts are a back to nature environment free from the every day turmoil placed upon our children by school pressure, peer pressure, electronic media (internet, cell phones, instant messaging, etc.) and healthy living/eating.

The Troop 12 camping/outing experiences improve scouts:

- Self confidence
- Self reliance
- Leadership
- Ability to enjoy and survive in nature
- Ability to plan for, shop for, prepare, and clean up from a healthy and well balanced menu

We hope this manual will be useful to you. Please read it with your Scout along with the first pages of the Scout Handbook.

Yours in Scouting,

*Brian Harman*

Scoutmaster, Troop 12

### **TROOP 12 CAMPING/OUTING STATEMENT**

1. *Scouting should be fun.*
  - Scouts learn better when they have fun.
  - Advisors advise better when they enjoy what they are doing.
  - Parents are more supportive of their son's Scouting experience if their son enjoys Scouting.
2. *Troop 12 should have an active outdoor program.*
  - Campouts are scheduled every month.
  - All Scouts will attend Summer Camp throughout their scouting career.
  - High Adventure activities are planned frequently.
  - All Scouts will become proficient and self-reliant in the outdoors.
3. *The Scout Oath, Law, Motto, and Outdoor Code will be adhered to on all campouts or outings by all scouts and advisors.*
4. *All Scout outings and meetings will have a minimum of 2 adult Advisors present.*
5. *All Scout outings and meetings will be boy-led following Troop 12 boy-led and patrol policies. Adults are advisors to the boy-led leadership for the campout or outing.*

## **PLANNING**

### ***Monthly Outing Philosophy***

Troop 12 embraces the ideals of Boy Scouting – keep the outing in scouting. Every month of the year our calendar includes a campout. Depending on the availability and circumstances, campouts may be replaced with an equivalent outdoor activity – approved by the Scoutmaster.

Troop 12 outdoor activities are held no matter the weather conditions. The only exception is for extreme weather conditions that impose an inherent risk to the lives or safety of the scouts. For example: flooding, hurricanes, tornados, etc. Just because the weather conditions show rain/snow/sleet or the temperatures are falling to 0 degrees – the outdoor activity remains intact. Follow the Boy Scout motto.

### ***Adult Advisors***

Each outdoor activity requires a lead adult advisor to help perform the following:

- Coordinate campout locations and activities with PLC
- Establish all camp / activity registrations and payments
- Coordinate scout signup
- Coordinate adult advisor signup
- Coordinate adult drivers
- Coordinate itinerary with PLC
- Coordinate all travel and directions for trip
- Coordinate the creation and accuracy of the Troop 12 Outdoor Activity form with a completed copy placed in the Troop 12 Camping Binder

The adult advisor assuming the lead role for the campout does not necessarily have to attend the campout. If unable to attend but can coordinate the trip, the advisor needs to only make sure enough advisors are in attendance for safety and driving – and then turn over lead responsibility to an advisor attending the activity.

**Adult Drivers**

All drivers for an outdoor activity must:

- Be 21 or older
- Have a valid drivers license, proof of insurance, proof of ownership – all in good standing
- Provide all needed tour permit data to the permit coordinator
- Have completed BSA Youth Protection training
- Have completed Pennsylvania Act 15 requirements

**Outdoor Activity Form**

Each year, an Outdoor Activity Form is required covering all activities for the year. Certain campouts may require additional form(s) based on the nature of the activity (high adventure, Baltimore ship, etc.).

**Scout Sign-Up**

Signup for a campout or other outdoor activity is the responsibility of the scout, no one else.

A scout can learn about an event by any one of the following:

- Troop 12 website.
- Fellow scouts
- Attending the Monday Troop Meetings where the event is described and signup is taken by the lead advisor

Scouts signup for a campout or other outdoor activity by one of the following means:

- Attending the Monday Troop Meetings where signup is taken by the lead advisor
- Contact the lead advisor by phone or email

Scouts who fail to signup for a campout or other outdoor activity in the time allotted – have only themselves to blame. Use it as a learning experience to improve for the next activity.

Scouts must signup for events themselves. Signup for an event will NOT be accepted by a scout's parent or legal guardian unless the scout is indisposed due to educational travel or illness.

- Acceptable – scout is traveling with the French Club and will not return from France in time to signup. A parent or legal guardian can signup the scout
- Not Acceptable – scout does not attend the Monday Troop Meeting because they have homework. Yes, homework comes first. However, there are ample opportunities for the scout to email or call the advisor to signup. They never seem to have trouble texting or chatting on line with friends when doing homework.

## **TROOP 12 CAMPOUT BINDER**

A central binder of key troop and scout information is kept in the trailer – under lock and key. The Troop 12 Camping Binder provides key information as follows:

- Trailer insurance / ownership
- Copy of each scouts permission form
- Copy of each scouts medical information
- Copy of the troop roster (with complete cell phone information for all parents)
- Copy of the campout itinerary
- BSA Tour permit
- Troop 12 Quartermaster Report Forms
- Troop 12 Quartermaster Sign Out Sheet
- Troop 12 Camping & Outing Guide

### ***BSA Tour Permit***

Every outdoor activity held at an out of council camp, requires a tour permit.

The tour permit provides:

- Destination
- Travel route
- Adult drivers & insurance information
- Itinerary
- Youth protection training
- Trip afloat training (if the activity involves being on water)
- Climb On training (if the activity involves bouldering/climbing)

The tour permit is approved by a non Scoutmaster or Assistant Scoutmaster member of the troop committee. This provides two deep knowledge of the troop activities between Scoutmasters and Troop Committee.

The tour permit is filed with the Minsi Trails Council office with a copy placed in the Troop 12 Camping Binder.

### ***Permission Forms***

A scout cannot attend a campout or other outdoor activity unless their yearly permission slip is completed, signed by their parents or legal guardians and returned to the Scoutmaster.

The permission slip must be registered and a copy placed in the Troop 12 Camping Binder.

***Medical Forms***

A scout cannot attend a campout or other outdoor activity unless their yearly medical form is completed, signed by their parents or legal guardians and returned to the Scoutmaster.

The medical form must be registered and a copy placed in the Troop 12 Camping Binder.

***Trailer Insurance / Ownership***

A recent copy of the Troop 12 trailer ownership and insurance papers must be kept in the Troop 12 Campout Binder at all times.

***Troop Roster***

A recent copy of the Troop 12 Roster must be kept in the Troop 12 Campout Binder at all times – providing emergency contact information for every scout.

***Campout Itinerary***

A copy of the current campout itinerary and signup sheet must be kept in the Troop 12 Campout Binder at all times.

***Troop 12 Quartermaster Report Form***

Blank copies of the Quartermaster Report Form must be kept in the Troop 12 Campout Binder at all times.

See the Quartermaster responsibilities for more details on the use of this form.

***Troop 12 Quartermaster Sign Out Sheet***

Blank copies of the Quartermaster Report Form must be kept in the Troop 12 Campout Binder at all times.

See the Quartermaster responsibilities for more details on the use of this form.

***Troop 12 Camping & Outing Guide***

A recent copy of the Troop 12 Camping & Outing Guide must be kept in the Troop 12 Campout Binder at all times.



## **COSTS**

### ***Troop Costs***

Troop scheduled campouts and outdoor activities; the troop will pay for all standard and reasonable camping rentals and activity entrance fees – unless otherwise notified by the lead advisor of the activity.

For example, campout planned for Baltimore where the troop camps at a Boy Scout camp and drives into Baltimore to tour inner harbor. Troop will pay the expenses for the travel and campgrounds.

For example: campout planned for Baltimore where the Troop encamps overnight on a boat where the costs is (example only) \$60 per person. The troop will determine how much of the total it will pay for and the remainder is the scout's responsibility.

### ***Scout Costs***

Scouts are responsible to pay for food - unless otherwise notified by the lead advisor of the activity.

### ***Scout Payments***

Scouts registered for a campout are responsible to bring their food money to the Monday Troop Meeting prior to the campout for menu planning with their patrol. Money is brought in form of cash – **NO CHECKS**.

Scouts registered for a campout where additional money is due – must provide payment to the lead advisor when requested.

Scouts may utilize money in their scout account. To do so a scout must provide notification to the troop treasurer or scoutmaster that they wish the food and/or activity money to be taken from their scout account – a minimum of 2 weeks prior to when the money is due.

## **LEADERSHIP**

### ***Philosophy***

Campouts and other outdoor activities are lead by the scouts. Adults are advisors. The lead advisor will work with the leadership team of the outing to insure everything is safe and fun.

The leadership team of a campout or outdoor outing are:

- Senior Patrol Leader (SPL)
- Assistant Senior Patrol Leader (ASPL)
- Quartermaster (QM)
- Chaplains Aid (CA)
- Patrol Leader (PL)
- Assistant Patrol Leader (APL)

### ***Senior Patrol Leader***

The overall leader of the outing. It is the SPL's responsibility to:

- Insure every aspect of the campout is safe, fun and happening without problems in accordance with the Troop 12 Camping and Outing Guide.
- All scouts and advisors are accounted for at all times.
- Meals happen on time and without problems.
- Activities happen on time and without problems.
- Camp is setup according to BSA and Troop policies
- Camp is torn-down according to BSA and Troop policies.
- All scouts have tents or safe accommodations for the evening.
- Responsible for all Patrol Leaders and Patrols on the campout.
- See remaining sections for all additional duties.

### ***Assistant Senior Patrol Leader***

The second in charge of the outing. It is the ASPL's responsibility to:

- Assist the SPL insure every aspect of the campout is safe, fun and happening without problems in accordance with the Troop 12 Camping and Outing Guide.
- Responsible to appoint and direct the Chaplains Aid.
- Responsible to appoint and direct the Quartermaster.
- See remaining sections for all additional duties.

***Quartermaster***

The Quartermaster is responsible for the following:

- All troop equipment
- Make sure there are enough tents in the trailer to accommodate the number of scouts participating in the campout.
- Loading of the trailer prior to leaving for the campout from the church and prior to leaving the campout for home.
- Unloading of the trailer at the campout and at the church after we arrive home.
- Make sure we have enough propane for the stoves and lights.
- Make sure we have ample cover for the campout: pop-ups, canopy, etc.
- Quartermaster Report after the campout – see appropriate section for more details.
- Tents/Gear
  - Handing out tents at the campout
  - Returning of tents at the campout
  - Signing out of tents after the campout
  - Returning of all gear after the campout
  - Quartermaster Sign Out Sheet – see appropriate section for more details.
- Specific duties for loading, unloading and troop equipment is detailed throughout the guide.

In the event a QM is not in place – the ASPL assumes all duties of the QM.

***Patrol Leader***

The overall leader in charge of the scouts assigned to their patrol:

- Insure every aspect of the campout is safe, fun and happening without problems for their patrol in accordance with the Troop 12 Camping and Outing Guide.
- Menus are planned as per the Troop 12 Camping and Outing Guide. All money is collected and the appropriate person assigned to shop for the patrol.
- Patrol meals happen on time and without problems.
- Patrol activities happen on time and without problems.
- Camp is setup according to BSA and Troop policies
- Camp is torn-down according to BSA and Troop policies.
- All patrol members have tents or safe accommodations for the evening.

***Assistant Patrol Leader***

- The second in charge of the patrol. When the PL is not available, the APL assumes all duties of the PL.

***Chaplains Aid***

The scout responsible to:

- Insure the troop engages in a Sunday service.
- Create the services if one does not exist and execute.
- Assist in problem resolutions during the event.
- Assists in troop moral to help homesickness and other popular scout concerns.

In the event a CA is not in place – the ASPL assumes all duties of the CA.

***Reporting Problems***

Any scout who has an issue or concern is to talk with the following (in that order):

- PL or APL
- CA
- SPL or ASPL
- Any adult advisor

When coming to an adult advisor for a problem – they will ask if you already talked to the PL or APL or SPL or ASPL or CA. If the answer is no – they will direct you towards one of those individuals.

MEDICATIONS – scouts must report to the adult advisor who is handling medications. No person under 21 may distribute medications to scouts.

## **PATROLS**

### ***Philosophy***

All campouts and outdoor activities will follow the Boy Scouts of America patrol method.

### ***Patrol Planning – Senior Patrol Leader***

The Monday Troop Meeting prior to the campout or activity, the SPL is responsible for:

- Verification of patrols.
- Except in extreme conditions, campout patrols will be the same as the regular patrols. Combining of patrols will be considered if a patrol size will be less than 5.
- Examination of all patrol menus to guarantee they follow the Troop 12 Campout & Outing Guide for proper nutrition and cooking. Provide a copy of the menus to the lead advisor for the event.

### ***Patrol Leader***

Scout responsible for:

- The well being and safety of every scout in their patrol
- Setup, tear down and condition of all patrol gear
- Menu planning as per the Troop 12 Campout & Outing Guide
- Grocery shopping assignment as per the Troop 12 Campout & Outing Guide
- Duty Roster planning and execution as per the Troop 12 Campout & Outing Guide
- Meal execution as per the menu plan
- First line of contact for members of his patrol for questions, comments, problems, etc.
- Assignment of an APL
- Filing a copy of your patrol menu with the SPL

### ***Assistant Patrol Leader***

Assist the PL in all of his duties. Step in as PL in the absence of the PL.

***BSA Patrol Duty Roster Form***

Each patrol is required to complete a BSA Patrol Campout Duty Roster form for each campout.

This duty roster will provide the following information:

- Menu
- Duty Roster
- Shopping List
- Patrol Roster

It is the responsibility of the patrol leader to:

- Complete the BSA Patrol Campout Duty Roster
- Attain approval of patrols menu/duty roster on the BSA Patrol Campout Duty Roster form.
- Provide a copy of the BSA Patrol Campout Duty Roster to the SPL

It is the responsibility of the SPL to:

- Provide each patrol with a BSA Patrol Campout Duty Roster to complete
- Make sure each patrol has a completed BSA Patrol Campout Duty Roster
- Make sure each patrol has their BSA Patrol Campout Duty Roster approved
- Provide a copy of each patrol's BSA Patrol Campout Duty Roster to the Scoutmaster

## **MENU PLANNING**

### ***Philosophy***

The scouts are responsible to create their own menus. However, all menus must adhere to proper dietary and nutrition standards. Also, menus must take into account the means of which they need to be prepared: hot cooked meal or cold packed meal.

After participating in planning scouts will improve:

- Understanding of basic dietary needs and how to plan a menu accordingly
- Ability to read, understand and execute a food recipe
- Ability to not only plan their own meals, but meals for a group of people

### ***When***

Menus are planned at the Monday Troop Meeting prior to the event. All scouts attending the event are required to be in attendance for money, menu planning and patrol assignments.

### ***Breakfast***

Saturday and Sunday breakfasts are to be hot cooked meals – unless so noted by the lead advisor of the event.

What constitutes a hot cooked meal (examples)?

- Egg sandwiches with bacon
- Bacon and eggs
- Pancakes

What **DOES NOT** constitute a hot cooked meal?

- Toast and cold cereal
- Bagels
- Oatmeal

### ***Lunch***

Saturday lunch can be either a cold lunch that must be packed for travel or could be a warm lunch done at the campsite. That will be determined as part of the menu planning efforts the Monday prior to the campout.

## ***Dinner***

Saturday dinner must be a hot cooked meal that requires a recipe – unless so noted by the lead advisor of the event.

It is strongly recommended to plan dinner to be cooked over a fire in a Dutch oven or foil packs. However, be prepared to cook on a stove if the location being utilized does not allow for fires.

What constitutes a hot cooked dinner (examples)?

- Fajitas
- Chili (not from a can)
- Hungarian Goulash

What **DOES NOT** constitute a hot cooked meal?

- Hot Dogs
- Hamburgers
- Anything that you pour from a can and just warm up.
- Grilled Cheese.

Dinner must be a complete balanced meal. Having just one main course will not provide enough nutrition for scouts. For example, having grilled cheese sandwiches is not a cooked dinner. If you wanted to do grilled cheese you would need the following:

- Cooked ham and cheese sandwiches
- Soup
- Salad
- Fruit

## ***Beverages***

Patrols or individual scouts may not bring or consume any of the following beverages on a Troop 12 campout:

- Soda
- Alcoholic Beverages of any kind
- Coffee / Tea
- Iced Tea

All beverages planned for by the patrol are the only beverages that a scout may consume. Just because your father is along on the campout and has a beverage – you may not consume that beverage – you are part of a patrol and must remain in your patrol for all meals and beverages.



Recommended beverages for a patrol are as follows:

- Water
- Gatorade
- Fruit Juices (Orange, Apple, etc.)
- Milk
- Hot Chocolate
- Any other nutritional beverages

### ***Special Needs***

Each patrol must know the nutritional needs of all scouts in their patrol. Make sure to ask and understand all food allergies or other special dietary needs of every scout in your patrol when planning a menu.

For example, if one of the scouts is allergic to eggs and your breakfast is nothing more than scrambled eggs, you will have a scout that will either go hungry or have an allergic reaction when they eat the eggs.

### ***Personal Food***

Scouts are not to bring along personal food or beverage items. Each scout is part of a patrol and will partake of their patrols agreed upon menu of food and beverages.

All personal food items brought by a scout will be confiscated and returned to the scout at the end of the campout or outing.

Scouts whose parents attend the campout or outing, are not allowed to partake in their parents food or beverages. Each scout is part of a patrol and will partake of their patrols agreed upon menu of food and beverages.

Scouts who have been instructed and continue to take hide/keep personal food or beverages will be sent home from the camp or outing – at the expense and time of their parents or legal guardians.

## **GROCERY SHOPPING**

### ***Philosophy***

Each patrol collects their own money and plans a food menu for the weekend. The patrol is to work together to then plan for a shopping list of items and necessities in order to carryout their menu for the weekend.

The assigned shopper will learn how to shop on a budget, manage money, be thrifty, etc.

### ***Assignment***

The patrol leader is responsible to assign the scout from their patrol who will serve as the shopper. Be advised, shopping for a trip is a rank requirement so the patrol leader should make sure that any scout within their patrol that needs this rank requirement has the opportunity to be the shopper.

Each scout is also responsible for understanding their own rank requirement needs and work with the patrol leader when the duty roster is being developed – to make sure they are provided the opportunities they need for advancement.

The patrol leader should also gauge the experience level of the assigned shopper and if needed, provide a mentor to help the shopper during their trip to the grocery store.

### ***Shopping List***

As part of the menu planning for the campout, the patrol is responsible to generate a shopping list of needed items for the campout. Be as detailed as you can possibly be for the campout.

Do not just add food and beverage items to your shopping list. Keep in mind other items that you may need for cooking, cleaning, etc. Many items missed on a shopping list are:

- Paper Towels
- Butter (not just for toast or bagels – but for cooking?)
- Oil (you will need oil for cooking)
- Ice

### ***Patrol Equipment Check***

When planning for a menu and then planning for a shopping list, a scout is Thrifty. A good idea would be to check you patrol's chuck box to see what supplies you already have and then not plan to buy those items when generating your shopping list.

For example, you know you always need some oil and paper towels. If you patrols chuck box already has a bottle of oil and the bottle seems to have enough in it for the campout, no need to add oil to the shopping list. However, if you find your chuck box has no oil – better make sure you add that to your shopping list.

***Troop Equipment Check***

When planning for a menu and then planning for a shopping list, a scout is Thrifty. A good idea would be to the Troop closet to see if there are any food items on the shelving that can be utilized by your patrol.

For example, if your hot lunch is going to be grilled cheese and tomato soup, is there tomato soup in the scout closet that can be used? If so that is one less item you would need to purchase.

Just remember that all the food in the closet is for all to share – so do not horde (look it up in the dictionary if you do not know the meaning).

***Shopping Trip***

It is the responsibility of the assigned scout shopper to schedule their shopping trip and to purchase all the items on the list. The scout is to limit their shopping purchases to the collected money from the patrol.

Please utilize the experience of older scouts and your parents.

Ways you can save on money:

- Coupons
- Read the circulated flyers in your newspaper to determine what store has the best prices
- Generic food items
- Watch for sales
- Be careful not to buy too much food in bulk – some times that looks like it is a better price but if you buy way more than you need then you waste food and money.
- Read the price information carefully on the packages. Many times it is confusing and may mislead you to buy items that appear cheaper – but are not.

Make sure to have appropriate adult supervision on your shopping trip – safety first.

Make sure you have some means to know how much money you are accumulating on your shopping trip. It would be tough to find out your selections have exceeded your money supply when you get to checkout.

DO NOT FORGET to allot some money for purchase of ice for your perishable foods.

**Money**

The patrol leader is responsible for the collection of food money for the campout.

Each scout is responsible to bring their cash money on the evening of menu planning.

All money collected will be turned over to the assigned patrol shopper. The shopper is then responsible for all the money, purchasing of the food and all left over money following the purchase of the food and supplies.

***What if I have money left over?***

If you have money left over after buying all the food, beverages, and supplies you need for the campout, you have done a great job.

It is suggested that if you have money left over, you purchase any additional cleaning or cooking supplies that your patrol's chuck box may be low or short on. Things that you may be able to purchase are:

- Extra cleaning pads
- Cleaning wipes for the table
- Hand sanitizer for the patrol
- Anything else you can think of that may serve the patrol better on the campout

***Cooler / Dry Goods Containers***

It is the responsibility of the shopper for the following:

- When leaving the Monday before a campout, take your Patrol's Drybox and Cooler.
- When arriving at the church for the campout, have all your perishable foods inside the Patrol cooler with ice. There is no refrigeration on the campouts – if your food will spoil it must be in a cooler with ice. Be careful when placing items in the cooler – if it is packed in cardboard – the cardboard will eventually get wet and fall apart in the cooler. BE PREPARED!
- When arriving at the church for the campout, have all your non-perishable foods inside the Patrol Drybox. BE PREPARED!
- Shoppers are responsible for all the food purchased during the campout. Work with your patrol leader.

## **DUTY ROSTERS**

### ***Philosophy***

The patrol leader is responsible to assign all duties and responsibilities to the member of his patrol. Such duties include: shopping, cleaning, cooking, etc. This responsibility helps build leadership.

### ***Cooking***

Each meal must have a minimum of 2 people assigned as the cooks / prepares.

It is the responsibility of the patrol leader to:

- Assign the cooks for the meal
- Make sure the assigned cooks know their responsibility, menu for that meal, how to prepare the meal, know when to prepare the meal, etc.
- Make sure the meal is cooked and all members of the patrol have ample enough food to eat.

Scouts assigned as the cooks for a meal are responsible for the following:

- Start the meal preparation on time
- Acquire the necessary food and patrol supplies to prepare the meal. This includes food, stoves, gas, cooking utensils and equipment, etc.
- Proper meal preparation – remember to follow proper hygiene rules.
- Serving of the meal to your patrol.
- Eating last – cooks always make sure their group is fed first and then they eat.

Scouts not assigned as the cooks for a meal are responsible for the following:

- Leave the cooks alone to properly cook and prepare meals
- Do not congregate in the cooking area – let the area to the cooks

## ***Cleaning***

It is the responsibility of the patrol leader to:

- Assign members of his patrol to clean after each meal (it is up to the PL to determine the assignments – however – a recommendation is to have those who cook clean – that way they make less mess while cooking).
- Make sure the assigned cleaners know their responsibility, menu for that meal, how to clean, know when to clean, etc.
- Make sure all troop gear is properly cleaned and stored, the cooking site is properly cleaned, etc.

Scouts assigned as the cleaners for a meal are responsible for the following:

- Clean every piece of equipment used for the meal.
- Plates / Utensils / Pots / Pans / Etc.
  - Must be properly cleaned, dried and restored
- Table / Cooking Area
  - Must be properly cleaned and disinfected.
  - No food is to be left out on the table – all food is to be restored appropriately.
- Grill
  - Must be properly cleaned.
  - There should be no food particles left on the grill.

Scouts not assigned as the cooks for a meal are responsible for the following:

- Leave the cleaners alone to properly clean after a meal
- Do not congregate in the cooking area – let the area to the cleaners

### ***Proper Cleaning***

To properly clean and sterilize all plates, utensils, pots, pans, etc., patrols are to clean as follows:

- **STEP 1 – PRE CLEAN**
  - All plates, utensils, pots, pans, etc., need to be pre-cleaned prior to washing.
  - All food particulates should be removed and thrown into the proper trash bags
  - The dishes should almost look like they are already clean by the time you start washing
- **STEP 2 – WASH**
  - Washing Basin – use one of your provided basins as a wash basin. Make sure the water in the wash basin is as hot as your hands can tolerate and dish cleaning liquid added.
  - Make sure to have some form of washing pad or tool.
  - Place a dish in the water and make sure to thoroughly clean the entire surface. There should be absolutely no food particulates on the dish of any kind. Rinse as well as possible in the wash basin.
  - When the dish is properly washed – place into the rinse basin.
- **STEP 3 – RINSE**
  - Rinsing Basin - use one of your provided basins as a rinse basin. Make sure the water in the wash basin is as hot as your hands can tolerate. This is to be plain water.
  - Make sure to rinse all soap or detergent from the dish thoroughly. Leaving soap residue on dishes will cause stomach problems and some nasty diarrhea.
- **STEP 4 – SANITIZE**
  - Sanitize Basin – use one of your provided basins as a sanitizing basin. The water can be any temperature.
  - Request a Sanitizing tablet or capful of bleach from an Advisor.
- **STEP 5 – DRY**
  - When a dish is completed washing and rinsing – dry it.
  - Do your absolute best to dry the dish and not leave it wet.
- **STEP 6 – PUT AWAY**
  - When the dishes are dried – make sure to put the dishes back into the patrol chuck box.

- There is no reason to leave dishes out on your cooking table after cleanup is completed. If there is a need – please make sure to check with your patrol leader.
- STEP 7 – DISCARD
  - After all cleanup is done (remember you may need the water to clean the table, grill, etc.), disburse the water appropriately.
  - Disbursing the water is as follows:
    - DO NOT pour it in the campsite area – there is food smell in that water and can attract animals.
    - Walk away from the campsite / water source area (especially the sleeping area) about 50 feet or so and broadcast the water into the woods. DO NOT pour the water out – that can cause puddles and damage vegetation – Troop 12 practices leave no trace.

### ***Meals***

Planned patrol meals will be prepared and equally distributed to all members of the patrol. No scout is to be refused planned meals or food from their patrol menu. No scout is to be overlooked when serving meal first or seconds. Each scout is to receive an equal share of food and beverages.

### ***Rank Requirements***

Rank requirements for Tenderfoot, Second Class and First Class require cooking meals. Patrol Leaders must understand and assign cooking responsibilities to the patrol accordingly – making sure those who need the rank requirements have the opportunity to cook.

Each scout is also responsible for understanding their own rank requirement needs and work with the patrol leader when the duty roster is being developed – to make sure they are provided the opportunities they need for advancement.



## **PERSONAL EQUIPMENT**

### ***Philosophy***

Each scout is responsible to pack their own gear for the campout. Mom and Dad – please provide guidance if you wish – but let them prepare for and pack their own gear. Otherwise, they will never learn how to properly prepare for a campout or other type of overnight outing.

Yes we do know when scouts do not back their own gear – it is very obvious.

### ***Be Prepared***

Be prepared for the campout you are attending. Make sure to know the potential weather conditions, terrains, activities, etc. Knowing all this information up front, you will then know what type of gear and clothing to pack.

### ***Standard Packing Items***

The Troop 12 Manual has a detailed section on minimum gear requirements for campouts and activities. Please reference that information for more details.

The Troop 12 Manual provides guidelines for packing. Each scout is responsible to listen for any special instructions provided by the adult advisor for the campout on gear or clothing requirements specific to a given campout. That information is provided to each scout well ahead of time – and numerous times.

There is no standard for what to pack your gear within. Be prepared – whatever you use for a pack is subject to dirt, rain, grime, etc. It also must be small enough to fit into a tent with two other individuals.

### ***Medications***

Scouts who require medications must bring their medications as follows:

- In their original prescription container
- Placed into a plastic bag with the scouts name on the bag

All medications must be turned in to the adult advisor for the campout – prior to leaving the parking lot. An adult will be assigned to handle and distribute all medications on the campout.

The only medication that a scout may keep is emergency based medications – for example an inhaler. After the medications are registered with the adults prior to leaving for camp – these emergency medications will be returned to the scout.

The above rules and regulations are BSA National rules and Troop 12 cannot alter from these guidelines.

## **PATROL EQUIPMENT**

### ***Philosophy***

Each patrol is responsible for their own set of equipment.

### ***Cooler***

See the Grocery Shopping section for more details.

DO NOT – enter another patrol’s cooler unless you have permission from the other patrol’s Patrol Leader.

### ***Dry Goods***

See the Grocery Shopping section for more details.

DO NOT – enter another patrol’s dry goods unless you have permission from the other patrol’s Patrol Leader.

### ***Chuck Boxes***

Each patrol has its own set of chuck boxes: one black/red box and one yellow/black box.

The black/red box contains:

- Plates
- Bowls
- Cup
- Eating utensils
- Cooking utensils
- Cutting boards
- Etc.

The black/yellow box contains:

- Pots
- Pans
- Wash Basins
- Etc.

Each patrol is responsible for the following on every campout:

- Proper usage of all equipment
- Proper cleaning of all equipment

- Making sure that everything the boxes started with on the campout, have the exact same items at the end of the campout. There is no reason or excuse for loosing of equipment on a campout.
- Contact the Quartermaster if the boxes are missing equipment or if some equipment is broken and no longer safe to use.

### **Table**

Each patrol has a table for food preparation. The tables are very strong and durable.

Each patrol is responsible for the following on every campout:

- Proper usage of the table
- Proper cleaning of the table
- DO NOT place hot pots or pans on the table – they will melt.
- Contact the Quartermaster if the table is broken and no longer safe to use.

### **Stove**

Each patrol has a stove for cooking and heating hot water. The stoves are very strong and durable.

Each patrol is responsible for the following on every campout:

- Make sure to use the proper tools for attaching the gas hose to the stove – there is a tool box in the trailer with a wrench.
- Proper usage of the stove
- Proper cleaning of the stove
- Contact the Quartermaster if the stove or cable is broken and no longer safe to use.

The troop also provides cast iron griddles for cooking. If you patrol menu calls for a griddle, you better make sure your patrol's area in the trailer has a griddle.

The troop also provides cast iron Dutch ovens. If your patrol menu calls for a Dutch oven, you better make sure the trailer has enough Dutch ovens for all the patrols. Be advised, the Dutch oven stored in the carrying case is the property of the Adult Leaders patrol and will always be used by the leaders for dinner – so do not count on that Dutch oven being available for use.

**Food**

See the Menu Planning and Grocery Shopping section for more details.

DO NOT – use or touch another patrol’s food unless you have permission from the other patrol’s Patrol Leader.

***What if we forgot something? (Food, dry goods, etc)***

Oops – you may have to do without. Use this knowledge to better prepare a shopping list for the next campout.

As always, there are other patrols that may have the ability to loan or provide you with an item if you so forgot. However, do not plan for this event. Also, do not just expect to get something for nothing – in return for them helping you what can you then do to help them?

## **TROOP EQUIPMENT**

### ***Philosophy***

The troop provides several pieces of equipment that all scouts utilize throughout the campout.

### ***Lights***

The troop provides the following for lighting of campsites during the evening:

- Propane tanks
- Stalks
- Lanterns with mantels

### ***Dining Canopies***

The troop provides the following for shade and cover from rain during the campouts:

- Two pop-up shelters
- One large carport size shelter
- Dining canopies (which require poles and string to erect)

### ***Axes / Saws / Hatchets***

The troop provides the following for equipment for cutting / splitting wood:

- One felling axe
- One splitting axe
- Two hatchets
- Two cross cut saws

### ***Rope***

The troop provides the following for general usage:

- Myriad of ropes and twine

### ***First Aid Kit***

The troop provides a complete first aid kit – kept in the trailer at all times.

### ***Water Jugs***

The troop provides the following for water usage:

- Portable water jugs for attaining drinkable water

- Water jug for filling of Nalgeens and water bottle.

***Misc***

The troop provides the following miscellaneous gear:

- Tool Set
- Dutch Ovens
- Etc.

**CAMPING WEEKEND**

The following is a typical camping weekend. Each campout will be slightly different; however, they will mostly follow this schedule.

***Friday***

<b>Arrival</b>	<b>5:30 PM</b>
<b>Packup</b>	<b>5:30 – 6:00 PM</b>
<b>Travel</b>	<b>6:00 PM</b>
<b>Camp Setup</b>	<b>as soon as we arrive</b>
<b>Taps</b>	<b>11:00 PM</b>

***Saturday***

<b>Revile</b>	<b>7:00 AM</b>
<b>Breakfast</b>	<b>8:00 AM</b>
<b>Day Activity</b>	<b>following breakfast cleanup</b>
<b>Lunch</b>	<b>12:00 PM</b>
<b>Afternoon Activity</b>	<b>following lunch cleanup</b>
<b>Dinner</b>	<b>6:00 PM</b>
<b>Evening Activity</b>	<b>following dinner cleanup</b>
<b>Taps</b>	<b>11:00 PM</b>

***Sunday***

<b>Revile</b>	<b>7:00 AM</b>
<b>Breakfast</b>	<b>8:00 AM</b>
<b>Service</b>	<b>following breakfast cleanup</b>
<b>Packup</b>	<b>following services</b>
<b>Travel</b>	<b>10:00 AM</b>
<b>Return</b>	<b>12:00 PM</b>

## **RETURNING GEAR TO TRAILER AT END OF CAMPOUT**

### ***Philosophy***

#### ***Lights***

All lanterns, globes, stalks, gas canisters, etc., used for lighting must be packed in their original containers and returned to the trailer. Be careful placing equipment back into their containers so they do not break or rip. At the direction of the Quartermaster, all items are to be stored in the trailer in their assigned locations.

#### ***Dining Canopies***

All pop-ups and dinning canopies used must be packed in their original containers and returned to the trailer. Be careful placing equipment back into their containers so they do not break or rip. At the direction of the Quartermaster, all items are to be stored in the trailer in their assigned locations.

#### ***Hardware (Stoves, Tables, Axes, Saws, Etc.)***

All hardware used must be packed in their original containers and returned to the trailer. Be careful placing equipment back into their containers so they do not break or rip. At the direction of the Quartermaster, all items are to be stored in the trailer in their assigned locations.

#### ***First Aid Kit***

The troop has a complete and comprehensive first aid kit located in the trailer. If utilized, make sure to place the kit back into the trailer. If the first aid kit is missing items or you use the last of an item, make sure to tell the Quartermaster so they can log this and the troop can resupply accordingly.

#### ***Water Jugs***

All water jugs used must be returned to the trailer. At the direction of the Quartermaster, all items are to be stored in the trailer in their assigned locations.



## **TENTS**

### ***Issues at Camp***

Scouts are not to remove tents from the trailer upon arriving at camp.

The Quartermaster is responsible to:

- Issue a tent set to a group of 3 or 4 scouts who will be tenting together
- Make sure the tent set is complete with the following:
  - Tent (with tent bag)
  - Poles (with pole bag)
  - Footprint (aka ground cloth)
  - Stakes (minimum 6 with stake bag)
  - Rain Fly

Tenting group of scouts are responsible for the following:

- Setup of tent as per instructions
- Placing all bags (stake, footprint, pole) and any unused pieces back into the tent bag and then place the tent bag inside the tent for storage. No pieces of the tent (stakes, bags, etc) can remain outside the tent.
- Proper usage of the tent.

### ***Cleaned at Camp***

At the end of camp when the entire campsite is being torn-down, each tenting group of scouts is responsible for the following:

- Empty the tent of all personal gear.
- Remove the tent bag from the tent to prepare for packing the tent.
- Open the doors to the tent and shake out the tent of all debris.
- At this point there should be nothing in the tent – not even dirt.
- DO NOT pack the tent. You must have your tent inspected by the SPL, ASPL or an adult leader.

When the tent is ready for inspection, the SPL, ASPL or adult leader will conduct an inspection to make sure the group of tenting scouts:

- Properly cleaned out the tent of all debris
- Has the following pieces of the tent ready for packing (all the items that were issued at the start of camp):
  - Tent (with tent bag)
  - Poles (with pole bag)
  - Footprint (aka ground cloth)
  - Stakes (minimum 6 with stake bag)
  - Rain Fly

After the tent is inspected, the tenting group of scouts may pack the tent.

### ***Pack Tent***

Packing the tent must be done with extreme care. Each tenting group of scouts must pack the tent as follows:

- Place all issued tent stakes and place back into the tent stake bag
- Place all tent poles into the tent pole bag. Place the stake bag into the tent pole bag.
- Tri-fold the tent (right side to middle, left side to middle, fold in-half) – the tri-folded tent should be less than the width of the tent bag.
- Tri-fold the rain fly (right side to middle, left side to middle, fold in-half) – the tri-folded fly should be less than the width of the tent bag. Place the rain fly on top of the tri-folded tent.
- Tri-fold the footprint (right side to middle, left side to middle, fold in-half) – the tri-folded footprint should be less than the width of the tent bag. Place the footprint on top of the tri-folded rain fly.
- DO NOT pack the tent. You must have your tent inspected by the SPL, ASPL or an adult leader.

When the tent is ready for inspection, the SPL, ASPL or adult leader will conduct an inspection to make sure the group of tenting scouts:

- Properly setup the tent for rolling and packing
- Has the following pieces of the tent ready for packing (all the items that were issued at the start of camp):
  - Tent (with tent bag)
  - Poles (with pole bag)
  - Footprint (aka ground cloth)
  - Stakes (minimum 6 with stake bag)
  - Rain Fly

After the tent is inspected, the tenting group of scouts may pack the tent as follows:

- Place the tent stake bag into the tent pole bag.
- Place the tent pole bag on one end of the stacked tent.
- Tightly and carefully roll the tent around the tent pole bag.
- DO NOT slide the tent down to you as you role, you move to the tent and roll. Sliding the tent over the ground could lead to punctures.
- After the tent is rolled tightly, slip the entire contents into the tent bag.
- If the rolled tent does not fit into the bag easily, then you did not roll the tent properly. Undo it and roll again. If you need – please ask for help.

### ***Returned at Camp***

After the tent has been rolled and packed properly, the tenting group of scouts are responsible for the following:

- Return the tent to the Quartermaster for storage in the trailer.

### ***Sign Out For Home Cleanup***

See Return After Campout for more details.

### ***Home Cleanup***

All tents taken home must be setup completely and allowed to air and dry. Failure to do so will cause mildew and render the tents unusable. The tents are very expensive and need to be properly cared for.

Do your best with setup – some developments have rules regarding tents. However, if you take a tent home it must be aired out and dried.

The footprints (aka ground cloths) can get very dirty. Feel free to hose off all the dirt you possibly can. This will help maintain the life of the footprint. Please use plain water only – no detergents.

Please do not use wire or other rigid brushed to clean tents or footprints. This could results in tears or punctures. Use a soft bristled broom.

After the tent is aired and dried, make sure that it is thoroughly cleaned out. There cannot be dirt, sand or other foreign debris in the tent prior to repacking.

To pack the tent, follow the same steps in the section called Pack Tent above – except for the inspection portion. You will need to do your own inspection to guarantee that you bring back all pieces of the tent that you took home.

### ***Return to Quartermaster***

See the section below for Returning of Troop Gear After Campout for more details.

### ***Food & Beverages***

At no time is food or beverages allowed inside or even remotely near tents or sleeping areas. All food and beverages must remain in the main eating or dining area designated for the campout.

Having food or beverages in or near tents / sleeping areas risk visit by animals which in turn could caused equipment damage, bodily injury and in the remote case death.

For example, in the early 2000's a scout had a bag of potato chips in his tent at summer camp. Such a food smell could attract a bear as far as 10 miles away. In this specific case a small black bear smelled his potato chips, came to his tent and pawed the tent to get the food. In the process, the scout was mauled and injured severely. The scout was lucky not to have been killed.

Any scout found to take food or beverages to a tent or sleeping area will be instructed on the proper location for such items. Scouts who have been instructed and continue to take food or beverages to tents or sleeping areas will be sent home from the camp or outing – at the expense and time of their parents or legal guardians. These measures are necessary for the safety of all scouts and adults on the camp / outing.

## **RETURN AFTER CAMPOUT**

### ***Philosophy***

Arrival back at Asbury following a campout is close to the end of the campout. Several activities must be completed prior to any person attending the campout leaving.

### ***Unpack***

All scouts are responsible for the following:

- Help unload the trailer.
- Do not just get your gear, help unload everything from the trailer.
- DO NOT take your personal gear to your car.
- DO NOT leave until dismissed.

The Quartermaster is responsible for the following:

- Direct the unloading of the trailer
- Discard of all trash in the church dumpster
- Stow all troop gear accordingly.
- Make sure all wet gear and tents are sent home for cleaning / drying

### ***Sign Out Troop Gear for cleanup***

After every campout, all troop equipment that must be dried or aired out will be sent home with scouts.

The Quartermaster is responsible for the following:

- Assign equipment to scouts for home airing and cleaning
- Register every piece of equipment being sent home in the Quartermaster Sign Out Sheet – found in the Troop 12 Campout Binder
- Make sure each scout signs the Quartermaster Sign Out Sheet
- Provide a copy of the Quartermaster Sign Out Sheet to the scoutmaster

Each scout is responsible for the following:

- Volunteer to take equipment home for airing / cleaning
- Make sure the equipment being taken home is registered in the Quartermaster Sign Out Sheet
- Make sure to sign the Quartermaster Sign Out Sheet

### ***Record Broken or Missing Troop Gear***

It is inevitable that gear must be replaced. However, the time to know this information is immediately following a campout so the Equipment Coordinator and other adults have time to replace the equipment prior to the next campout.

The Quartermaster is responsible for the following:

- Record all missing, broken, defective equipment on a Quartermaster Report Form – found in the Troop 12 Campout Binder)
- Provide a copy of the Quartermaster Report Form to the Scoutmaster

### ***Dismissal***

After the trailer is unpacked, all troop gear has been stowed, all equipment needing to be sent home has been registered in the Quartermaster Sign Out Sheet, trash has been placed into the dumpster, and any other possible troop related activity is completed:

The SPL is responsible for the following:

- One last headcount
- Make sure all troop related activities are completed
- Provide opportunity for adults to make announcements
- Dismiss the troops.

## **CLEANING OF TROOP GEAR**

### ***Philosophy***

A scout is Trustworthy. Troop 12 entrusts the cleanliness and use of troop equipment to the scouts. Each scout is responsible to help take equipment home for maintenance and cleaning.

### ***Scouts***

Troop gear is expensive and requires proper cleaning / maintenance to insure years of usage. If the troop fails to properly clean and maintain equipment, the life of the equipment is shortened and the troop will need to spend money to replace gear. Money used to replace gear comes direct from the money paid and raised by the scouts – the more we have to pay to replace gear the less we have for campouts and program activities.

Whatever piece of equipment sent home with a scout, please:

- Make sure it is dried
- Make sure it is cleaned
- Make sure it is properly placed back into its storage container

## **RETURN OF TROOP GEAR AFTER CAMPOUT**

### ***Philosophy***

A scout is Trustworthy. Troop 12 entrusts the cleanliness and use of troop equipment to the scouts. Each scout is responsible to help take equipment home for maintenance and cleaning.

### ***Scouts***

It is very important that all troop gear is return as soon as possible. This will help eliminate confusion on who has gear and limit loss of gear. Money used to replace gear comes direct from the money paid and raised by the scouts – the more we have to pay to replace gear the less we have for campouts and program activities.

The scout who has gear signed out is responsible for the following:

- At the very next available troop meeting, return the tent or other gear signed out to:
  - Quartermaster
  - If not available – the ASPL
  - If not available – the Scoutmaster

### ***Quartermaster***

For each item returned by a scout the Quartermaster is responsible for the following:

- Inspect the item being returned to make sure it is properly dried and cleaned
- Update the Quartermaster Sign Out Sheet to indicate the date returned
- FOR TENTS
  - Have the scout unroll the tent from the bag
  - Ensure that the tent has the following:
    - Tent (with tent bag)
    - Poles (with pole bag)
    - Footprint (aka ground cloth)
    - Stakes (minimum 6 with stake bag)
    - Rain Fly
  - Have the scout repack the tent
- Store the equipment in the trailer or closet for safe keeping.



## **SCOUT BEHAVIOR**

### ***Troop Activities***

All scouts attending a campout or outing will partake in all troop scheduled activities, unless otherwise given permission by the adult leader in charge of the campout or outing.

All scouts are to remain with the troop at all times – unless otherwise given permission by the adult leader in charge of the campout or outing.

### ***Buddy System***

Scouts are to adhere to the buddy Boy Scouts of America buddy system at all times – no exceptions.

At no time is a scout allowed to leave the campout or outing alone.

Scouts who go off on their own at a campout or outing will be sent home from the camp or outing – at the expense and time of their parents or legal guardians.

### ***Behavior***

Scouts will adhere to the scout oath, promise, law and outdoor code at all times on troop campouts and outings.

Scouts will adhere to all duty roster, troop and other assignments.

Scouts will not bully, haze, berate, assault or otherwise treat with disrespect all other scouts and adults attending the campout or outing.

Scouts who violate the troop behavior policy at a campout or outing will be sent home from the camp or outing – at the expense and time of their parents or legal guardians.