“Today’s Scouts, Tomorrow’s Leaders”
Montana Council Camporee
June 14-17, 2018
Townsend, Montana

Leader Handbook
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Camporee Services

We will be camping on grass. Amid the tents and fluttering flags that you bring, your camporee committee has established limited services including:

1. Porta-potties
2. First Aid: Medical tents and personnel. Hospital is 3 miles away.
3. Commissioner Service for your unit
4. Chaplain service
5. Trading Post with camporee memorabilia, Scout gear, snacks, etc.
6. Concessions stand - will have popcorn, hot dogs, chips and drinks available for day visitors as well as campers.
7. Water Tanks
8. Grey Water disposal: Each unit needs to supply at least one 5 gallon bucket with lid to transport grey water to the disposal containers. The containers will be located next to the porta-potties for easy emptying by septic trucks. Please do not pour grey water into the grass around camp.

Camporee Policies

This Camporee follows the laws of the United States, Montana, and local governments. The rule for all behavior at the camporee is: all staff and participants are to conduct themselves in strict accordance with the Scout Oath, Law, and rules listed below.

A. Vehicles:
   -5 mph maximum speed limit
   -Parking in designated areas only
   -Emergency and service vehicles only in the camp areas during the Camporee
   - Please use designated routes
   -No one is permitted to ride in the back of pickup trucks, on trailers, or as passengers on ATVs (unless ATVs are legally able to carry a passenger.)
B. Prohibited:
- Consumption of alcoholic beverages or illegal drugs
- Possession of firearms and weapons
- Use of tobacco products by minors or in non-designated areas
- Possession of lasers of any type
- Possession or detonation of fireworks by a participant
- Gambling of any form
- Open fires in any campsite (propane stoves only)
- Flames in tents (no gas lanterns)

C. Youth Protection
- All Scout leaders will participate in Youth Protection training prior to attending the Camporee and the guidelines therein must be followed
- Zero tolerance of bullying, hazing, or harassment or any other abuse
- Any suspected instances are to be reported immediately to your Commissioner or other Camporee Staff official. The Camp Director and Scout Executive will deal with all reported occurrences.
- Two-Deep Leadership: TWO QUALIFIED REGISTERED adult leaders must be in camp with the Scouts of each unit. One of the adult leaders must be over 21 years of age while the second must be at least 18 years old. The senior adult should be the registered Scoutmaster or Cubmaster. If this individual is unable to attend, the unit committee must name an individual to act as “Camporee Scoutmaster.” You may arrange rotating adult leadership, but all rotating leaders must be registered with the BSA. If you have a very small number of youth and leadership is a problem, consider doubling up with another small unit from your District. If you are having problems meeting this requirement, please contact the Scout Office for assistance before June 1st.
- Buddy System. Each Scout is to be with a ‘buddy’ at all times while at the Camporee. They should be attending the same activities together. Scouts may rotate ‘buddies’ to fulfill their desires, but they must be with a ‘buddy’ at all times away from their campsite. Scouts must be thoroughly taught this concept. Additionally, Scouts are not permitted out of the normal activity areas of the Camporee without the unit leader knowledge.
D. General Rules
- Patch Trading will be permitted between youth and adults at the camporee. In keeping with the Scouting spirit, it is encouraged that Adult leaders guide their Scouts in making fair trades, and do so themselves.
- Scout Uniform sets a standard, promotes the group spirit, and designates equality from the start. At the Camporee, the official Scout Uniform is appropriate dress at any time during the week. We ask all Scouts to be in Field uniform for Friday’s opening ceremony, for the evening shows, and for Religious services. We encourage Scout pants and a camporee or troop T-shirt or appropriate Scout activity shirt to be worn during the other activities during the Camporee. Closed toed shoes are required and must be worn at all times.
- Serious violation of the Scout Law or behavior policy may result in expulsion from the camporee at the participant’s own expense. All decisions will be final. Serious and/or repetitive behavior violations by youth, including the use of tobacco, cheating, stealing, dishonesty, swearing, fighting, and cursing, will result in expulsion from the camporee or serious disciplinary action and loss of privileges. The camporee directors must be contacted for the expulsion procedure to be invoked. There are no exceptions.

E. Pets
No pets are permitted in Camp. Service animals are allowed, but must be marked as such.

F. Knives
NO sheath knives of any kind are needed; Pocket knives are restricted to 3 inch blades or shorter.
Program and Daily Schedule

Thursday – June 14, 2018
12 Noon Gates open
   Unit Check-In, Set up campsites
2:00 PM Select Activities begin
7:00 PM Evening Activities begin
11:00 PM Taps

Friday – June 15, 2018
6:30 AM 1 Mile Fun Run (East Gate)
7:30 AM Breakfast
8:30 AM Opening Ceremony (Fairgrounds Arena)
9:00 AM Events Open
12 Noon Lunch, All events close
1:00-5:00 PM Events Resume
5:00-7:00 PM Dinner
8:00-10:30 PM OA Show (Activities Barn)
11:00 PM Taps

Saturday – June 16, 2018
7:30 AM Breakfast
9:00-12 noon Events Open
12 Noon Lunch, All events close
1:00-4:00 PM Events Resume
4:00 PM Events shut down
4:30-6:30 PM Dinner
7:00-9:30 PM Closing Show (Fairgrounds Arena, Fireworks)
10:00 PM Taps

Sunday – June 17, 2018
6:30 AM Breakfast
8:30 AM Assembly (Fairgrounds Arena)
9:00 AM Sunday Services
11:00-12:00 PM Strike campsites and check out
Unit Equipment

Each Unit is responsible to bring their own equipment including, but not limited to:

Unit and American Flag
Propane cooking stove (no open fires or charcoal)
Tents for youth and leaders
Dining and cooking equipment
Food for the 3 days – Fresh food is available at the Townsend Bobs Supermarket (310 S. Pine)
Wheelbarrow or cart for water transportation, water jugs
5 gallon bucket with lid for removing grey water
A Unit gateway is encouraged with sign of where your unit is from
Please no campsite perimeters

Lost and Found

If you happen to find an item in camp, please make a note of where it was found, who found it, and turn it into the headquarters area. If you have lost an item, you may check for it at the same location. Please have your Scouts inventory the items they bring to camp and then check their belongings before they depart for home. Items remaining after camp will be donated to charity if they do not have any indicators of who they belong to.

Family Camping

We encourage families to pre-register and attend the Camporee. Specific campsites will be designated, or the RV area may be used. Non-Scout children must remain with their parents at all times. Visits to observe activities in the program areas are permitted, but for safety and liability reasons, no one other than a registered participant is permitted to participate in any activity. Families are invited to the Friday night show and fireworks display as well as Saturday’s campfire.

Cubs are encouraged to attend in one of two ways: Day Visitor, or Family Camp. If camping as a family, please fill out the Unit Application and mark down that you need camp space. The cost is the same as a Unit. Day fees are also posted on the form
Visitors

All visitors will check in and out at headquarters and will be issued a visitors badge to be worn during the duration of their stay at the Camporee.

Medical Information

The medical form includes an authorization for participation in all BSA programs and for emergency medical treatment. The parents or guardian must sign forms for all Scouts. Double check all forms to see that all required signatures and information are included. If any Scout or Scouters religious faith prohibits the above requirements, they must provide written statements from their parents and their practitioner attesting to their health.

Minor injuries or illnesses will be treated at the medical station at any time. Serious injuries or illnesses requiring emergency treatment or hospitalization will be transported to medical facilities in Townsend, where we have an advance agreement for treatment.

Transportation to the hospital is the responsibility of individual units. In extreme circumstances and upon recommendation of medical personnel, individuals may be transported to another facility.

Prescription Medication

Scouts who are taking prescription medication are required to notify their Scout Leaders, who in turn, must notify camp medical personnel upon check in. Upon agreement between Unit Leaders and medical personnel, and depending on what they are, medications may be kept by the unit leader or in the medical area for issue. (Refrigeration will be provided for this purpose) Please do not forget to pick up any remaining prescriptions at the end of camp. Any medications left behind by units will be destroyed.
Evacuation Procedures

Upon hearing the alarm (3 long signals over the public address system), every program activity will halt. Program staff will secure their sites and send Scouts to their campsites.

i. All adults and Scout youth report to their camp for roll taking purposes, and to secure their camp

ii. Proceed with your entire Unit to the Activities Barn. Commissioners will be taking roll. Announcements will be made for further instructions. No one is to leave the arena without explicit permission.

iii. If there is a need to physically evacuate the entire Camporee, directions will be given at the arena.

iv. The Montana Highway Patrol and Broadwater County Sheriff will be present to direct traffic exiting the Fairgrounds.

v. Commissioners Staff and OA Service Staff will also be present to assist in Parking Lot Control and directing to the parking lot. Service Staff and Commissioners Staff will be issued a Hi Visibility vest for safety purposes.

Hazardous Weather

In event of heavy rain, high winds, or hail hazard, all participants will gather under shelter in the following location: Activities Barn

In event of severe thunderstorms, all participants will gather under shelter in the following location: Activities Barn

Check In/Out Procedures

A. Camporee Location

The 2018 Statewide Camporee will be held at the Broadwater County Fairgrounds located ~1 mile North of Townsend, MT on Highway 12/Broadway St. Units will be pre-assigned a gate to enter through. Gates will be clearly marked and the Commissioners staff will greet and direct units as they enter.

B. Registration

All units need to pre-register in accordance with the rules outlined on the Unit Registration Form. All units attending will need to produce their Medical forms for all youth and adults attending.
C. Arrival

Upon arriving at the Camporee site, you will be directed to the appropriate unloading area for your campsite by a member of the Commissioners Staff. When reaching the unloading area, Camporee Staff members will assist your Unit in quickly unloading all Unit gear onto ATV trailers, which will be driven to your campsite. It is recommended that all youth and leaders be prepared to carry their personal gear to their campsites. The unit will follow the qualified ATV operators to their campsite.

All vehicles will then be moved to the parking area. Vehicles with trailers will be assigned parking so that they do not have to unhitch and can pull straight out. **No vehicles and/or trailers are allowed in any campsites.**

Any Units that have any “special needs” related to their campsite need to make these known on the Unit Registration Form when they register their unit. If the Camporee Staff does not have prior knowledge of these needs, there will be no way to fix these onsite.

The Commissioner who meets your Unit at the unloading area will have your campsite number and will lead your Unit through the check-in process.

D. Check-In

Upon arriving at the campsite, the Unit Leader will accompany the Commissioner to the Check-in station in the headquarters area.

Please bring the following documents to the check-in station in a small binder or folder to turn in; all documents will be returned to you during check-out:

i. A complete roster of who is attending the camporee. Include information about late arrivals, early departures, and any visitors you expect. Please make sure all participants are registered members of the BSA. We will accept new registration for individuals at the Camporee

ii. Copies of Medical for all youth and adult participants

iii. Any outstanding payment
Cancellations and Refunds
All requests for refunds must be written and brought to the registration area by
the Unit Leader. Refunds are not made for those arriving at camp late or leaving
early.

What You Will Receive at Check-In
Each Unit will receive a packet containing the following:
i. Credentials for each attendee. It is the identification of a registered participant;
please ensure that every participant puts on and keeps their credentials on their
person throughout the Camporee
Note: T-shirts and other Camporee memorabilia will be at the Trading Post (not
at Check-in)

E. Check-Out Procedure
During check-out times, Commissioners will be stationed at the Camporee
headquarters area.
1. When the Unit is ready to check-out and all their gear is ready to be
transported to the loading area for their camp, they will contact a commissioner.
2. The Commissioner will determine if all conditions for leaving have been met.
Upon receiving permission to leave, the Unit will transport their gear to the
loading area and their drivers will move their vehicles to the loading area.
3. Once the Unit has been cleared to leave, the Unit Leader will go to the
Camporee Headquarters and have their documents returned. When a Unit is all
packed and have had their documents returned, they will be directed to the
Camporee exit.
SKIT APPLICATION

Pack/Troop/Team/Crew (circle one)  #: ______

Campsite: ________  Campsite Number: ________

Adult Leader Name: ______________________________________________________

Youth Leader Name: ______________________________________________________

Unit Contact Phone Number: ______________________

The Montana Council Risk Management Committee will be screening all skits for safety. Any skit that may contain risk of injury or hazing will not be allowed to be performed. Songs must be of good taste, all lyrics need to written down.

Skits that are chosen will be posted in the trading post by noon on Saturday. Please check at that time.

Skit – Describe your skit in detail. Include lines that performers will say or sing. Remember, skits may not use water or food, they must be in good taste, and nothing that could be considered hazing. If you are involving a staff member, you must obtain their permission first.

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

** Application must be turned into headquarters by noon on Friday **
UNIT REGISTRATION FORM

District: ________________________  Pack/Troop/Team/Crew (circle one) #: __________

Leader Name: ______________________________  Mailing Address: ____________________________
City: ___________  Zip: __________
Email Address: _____________________________  Phone #: ___________________

We have disabled Scouts/Scouters who will need consideration in choosing a campsite:
(choose one)  YES  NO

Choose your planned arrival time on June 14th, 2018
12-2 PM ___  2-4 PM ___  4-6 PM ___  6-8 PM ___

Choose your planned departure time
Saturday, June 16th  7 PM ___
Sunday, June 17th  8 AM ___  9 AM ___  11 AM ___  12 Noon ___

Unit Reservation Fee: $100 (fee will be applied to total amount due)
At the gate: Unit Fee is $125 ($25 late fee will not be applied to total amount due)

Full Camp Attendance for all units - $35 per adult or youth
Cub Day Fee – $12 per youth
Visitor Day Fee - $10 per adult or non-Scouting youth
Visitors can register at the gate, but estimated numbers help with planning

Please submit final registration numbers to Council Office prior to Camporee
*Final numbers will be confirmed with Unit Leader to accommodate changes

# of Adults: _________ x $35 = $________
# of Youth: _________ x $35 = $________
# of Day Visitors: _________ x $10 = $________
# of Cub Participants: _________ x $12 = $________

Total Registration Due: $ __________

1. Make checks payable to: Montana Council Camporee
2. Medical Forms are mandatory at check in
3. Mail check for Unit reservation fee and final reservation to:
   Montana Council BSA
   Council Camporee
   820 17th Ave. South
   Great Falls, MT 59405