



# Leaders Guide

2020



BOY SCOUTS  
OF AMERICA®  
MONTANA COUNCIL

UPDATED JAN. 1, 2020

**WWW.MONTANABSA.ORG**

*WORLD CLASS CAMP IN THE HEART OF BIG SKY COUNTRY*

## Welcome to K-M Scout Ranch,

K-M Scout Ranch is changing in 2020. We are excited to welcome both new units and returning units to the camp. Much of our staff is returning and we welcome those who are new as they all prepare to offer the best courses to all the Scouts. Attendees and staff aren't all that has changed. Thanks to generous donors the facilities of K-M are improving.

***The Montana Council has “World Class Facilities” and this year our goal is to exceed your expectations of camp and make K-M Scout Ranch a “World Class Camp in the Heart of Big Sky Country.”***

A lot is going on as these exciting changes come to camp. This guide is intended to help unit leaders, both adult and youth, understand what to expect and what will be expected as camp approaches. Information about the program offerings can be found in our Program Guide which has been prepared to help Scouts schedule their week. We expect questions and our team of administrators are on hand once you arrive to help answer those and make camp the best it can be.

With all the changes we anticipate the need for experimentation and exploration as we figure out what works best for the camp. We welcome your suggestions and thank you for your understanding as things will be fluid.

K-M has a long history of providing an excellent camp experience and as we approach our golden anniversary, we plan to continue this tradition. Thank you for choosing K-M Scout Ranch for your summer camp. We look forward to seeing you at camp!

***-K-M Scout Ranch Administration***



**SCOUT ME IN™**

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# GENERAL INFORMATION:



## 2020 Dates:

WEBELOS Week: July 5th-8th (Session 1) July 8th-11th (Session 2)

Week 1: July 12th- July 18th

Week 2: July 19th- July 25th

Week 3: July 26th- August 1st

## Camp Fees and Payments:

Youth: \$325 (\$275)\*Adult: \$155 (\$130)\*

\*Early Bird Discount

### Out of Council

Youth \$395 (345)\* Adults \$225 (200)\*

\*Early Bird Discount

\$200 deposit due with camp reservation

\$100 per Scout due by January 15

Additional \$100 per Scout and final numbers due by February 15

Balance of all camp fees due by May 15

### Cancellation and Refunds

Any unit or individual Scout canceling prior to June 1 may be able to receive a refund of fees less the \$200 deposit and \$75 camp readiness fee for each Scout and/or Adult cancellation.

After June 1, no refunds will be issued until after the end of the camping season. Refunds will be determined by the Camp Director.

Valid reasons include death, illness or military orders such as TDA or PCS. Scouts and adults will receive one half of fees charged and/or paid for each camp.

All fees must be paid on time in order to hold your campsite. The unit may lose its place if fees are not on time.

### Camp Scholarships

A limited number of camp scholarships (camperships) are available based on financial need. Forms can be downloaded from the council website at: [Scholarship Form](#). A scholarship can be requested for up to half of the camp fees.



## Reservation Information

Reservations for the next year can be made while attending camp. A deposit of \$200 is all that is required to “Hold-a-Space”. The campsite reservation deposit will apply to the total fees due by the troop.

## Campsites

Campsite assignments are made by the camp administration in the days prior to arrival. Units with less capacity may need to share the site.

If your unit needs to pair up with another unit to fulfill YPT requirements, please let the camp know. The check-in process slows down when we need to adjust campsite assignments.

## Camp Contact Information

### Mailing Address

K-M Scout Ranch  
Recipients Name  
Unit# & Campsite (if known)  
Box 822  
Hilger, MT 59451

### Phone Numbers

MT Council: (406) 761-6000  
Camp Director: (817) 988-9743

## Merit Badge/ Adventures/ Activity Courses

Registration for merit badges, adventures, and activities will be available online through [montana.tentaroo.com](http://montana.tentaroo.com). Your unit leader should receive information about when that is available. Pre-registering ensures your Scout gets to participate as they desire and help the camp prepare for each Scout. Limited adjustments and registration can be accommodated on site, talk to the Program Director when you arrive if you need to make changes.



A Program Guide will be made available prior to camp. Occasionally, adjustments to program offerings need to be made to accommodate changes in staffing, facility availability and total registration numbers. Every effort will be made to inform units of these changes as early as possible and the Program Director will be available to assist units in adjusting to these changes.



## Advancement Reporting

Councilors keep track of requirement completion and submit reports to the Program Director at the end of each day. Some multi-day adventures reporting is completed at the end of the adventure. Unit leaders can request a report of requirements completed at any point after noon on the second day of courses.

Prior to departure from camp units will receive an advancement report. The camp will be making every effort to get these reports out to unit leaders early during your final day so leaders and Scouts can review reported completion. If you notice any inconsistencies or mistakes in completion, please see the Program Director.

The camp will print Blue Cards for each merit badge. Blue cards only print for merit badges, any other requirements completed will be shown on the advancement report. Units will receive blue cards and an additional advancement report in their check-out packet Saturday morning. Units are also able to access these reports through the Tentaroo registration system at any time.

***UNITS DO NOT NEED TO BRING BLUE CARDS***

## Arriving at Camp

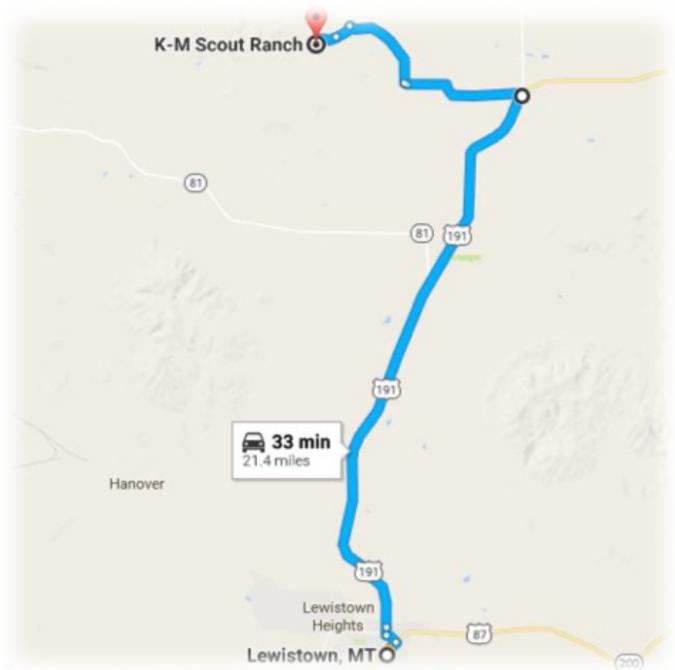
Your opening day will be the busiest day of your camp experience. Your troop will be assigned a troop guide who will make sure the check in process is smooth and that you are ready to fully enjoy your summer camp experience.

### Getting to Camp

K-M Scout Ranch is located approximately 20 miles north of Lewistown, MT. K-M is in the North Moccasin Mountains next to the Kendall gold mines and ghost town.

Proceed north out of Lewistown on Highway #191 for approximately 14 miles to the town of Hilger. Turn west onto a gravel road and follow the directional signs for about 5-6 miles and arrive at K-M Scout Ranch.

Once through the gate at the bottom of the hill, stay left at the “T” intersection to get to the parking lot.



### **Standard Arrivals**

Plan to arrive at camp no earlier than 12:30 p.m. and no later than 2:00 p.m. on your first day.

Please contact the Camp Director if you need to arrive outside of that window.

### **Early Arrivals**

Early arrivals may be allowed with prior approval from the Camp Director for those units traveling long distances or for religious reasons. Advanced notice is required and units arriving without making prior arrangements may be

asked to find other accommodations. To arrange an early arrival, contact the Camp Director.

Units that arrive early will be placed in their campsite for the week and will have access to the shower and bathroom facilities. All other facilities are closed and units are not to enter program areas. Fishing is allowed as long as units remain clear of the aquatics area and do not get into the lake. No food will be available prior to the first meal of the camp session. Units are expected to comply with all BSA and camp policies.

## **Check-in**

The check-in process begins when you arrive in the parking lot. Units can be prepared for check-in by having Scouts already changed into swim gear, medical forms organized and ready to be handed over to the Camp Health Officer and a designated unit leader ready to check in the unit.

Once you arrive, the whole unit will be directed towards the camp office and medical center, these facilities are neighbors. One unit leader will go into the office to clear up any registration items, pay fees, collect pre-ordered shirts and connect with the troop guide. The remainder of the unit will get in line for medical checks. Once medical checks are complete and the troop is fully checked in, your troop guide will take you to either your campsite or the swim area for swim checks while completing a tour of the camp.

### **Troop Guides**

Your troop will be assigned a camp staff member as a troop guide. It is their responsibility to provide your unit with orientation and guide your unit through the check-in process. Your troop guide will accompany your troop to your assigned campsite to help you unload and settle in as well as escort your troop to the waterfront to complete the swim checks. While they are not expected to be present in your site throughout the week, feel free to invite them to participate in unit events, skits and games.

### **Swim Checks:**

When the aquatics area is ready, your troop guide will escort you to complete swim checks. Swim checks are required for any individual wishing to participate in activities on the lake, including boat ing related activities. Anyone not participating in aquatics activities or interested in the area during free time will not be required to complete a check and our staff will not force anyone to will not be required to complete a check and our staff will not force anyone to participate. There are a lot of checks to complete so please be prompt and respond to the requests of the staff.



### Items you will get at Check-in

- Camp Map
- Scouts Activities Schedule
- Weekly Schedule
- Camp Wrist Bands
- Other Information

### Items to bring to Check-in

- Proof of Insurance (out of council units)
- Troop Roster
- Leaders Guide
- Medical Forms (parts A, B and C)
- Final Fee Payments (if needed)



## Camp Facilities

### Dining

Full service dining facilities are available at K-M Scout Ranch. Scouts will assemble by troop in front of the dining hall 15 minutes before morning and evening meals. At this assembly information will be given, flags raised or lowered and a blessing for the meal will be offered. Serving will be cafeteria style and Scouts should sit at tables by troops or with new friends. Feel free to invite staff to join you. KP

duty will be assigned to each troop as part of the unit duty roster. Details on dining hall KP will be discussed at the first night's Leader's meeting and staff will be on hand to assist.

Meals in camp include first night supper through last day breakfast for a total of 17 meals. Cost for guest meals is \$5 for each meal. Meal tickets should be purchased at the camp office for any guests eating in the dining hall. Please see the Camp Director to purchase meal tickets as far in advance as possible, so we may keep the kitchen staff informed.

### Accommodations

One of the new features we have implemented for the 2020 camping season is platform tents. All campsites are now completed with concrete platform, steel pipe and canvas covered 10 x 12 tents. Units should **NOT** bring their own tenting. Each tent is equipped with two double bunk cots to accommodate up to four campers or two adults. Cots are approximately 78" long and 36" wide, a simple mat may make sleeping more comfortable but is not necessary.



## Trading Post

The Camp Trading Post will have camp branded merchandise, camp t-shirts and other apparel items, camping items and outdoor survival items, toiletry items, craft items, snack food, beverages and souvenirs. Trading Post hours will be announced and posted. Most Scouts will do well with approximately \$100, unless they are signed up for classes that require the purchase of additional items or have extra fees. The Trading Post will accept credit and debit cards.

## Campsite Facilities

Each campsite is equipped with a picnic table for each troop, a fire barrel, drinking water and a campsite kiosk with power. Larger campsites are designed to be shared by multiple troops. Please



be considerate of space needs of any other troops when you are setting up. Your unit leader will be informed if the site is shared and your troop guide can help you find the edges of the site.

## Showers

Each campsite is located near one of the two shower house facilities. Each shower house features both restrooms only and restroom/shower combo stalls. Each stall is individual and locking. Unless medically

necessary, there is no reason for more than one person to be in a stall at any given time. Some stalls are marked female only using pictographs next to the door. It is expected these remain so. There are two handicap stalls on each shower house. There is a sink at the end of the building that can accommodate hand washing, bottle filling and other sink only needs. It is expected that the privacy and safety of everyone be respected while using these facilities.

## ICE

Units can get ice by stopping in and asking the kitchen staff. Please be respectful of their peak times and try not to stop in during or around meals. Medical needs take the ultimate priority, beyond that the camp's need of ice takes priority and the kitchen staff can decline a unit's use of ice if they believe there won't be enough left.

## Laundry

There are no laundry facilities open to units during the week. Scouts should bring enough clothing to get them through the week. In extreme situations units may be permitted to use the staff laundry. If this is necessary, contact the Camp Director.



## Scoutmasters Lounge

With the completion of the new lodge at K-M comes the opening of the Scoutmaster's Lounge. This space will provide unit leaders a space to get away from the hustle and bustle of camp, have some refreshments and relax. We recognize that many unit leaders may want to complete work while at camp and this provides a space for productivity. Scouts are not permitted to enter the lounge.

## WIFI

As part of the property development, wireless internet capabilities are being expanded. Access to these services will be opened to participants and units. Use and access to the internet will comply with BSA morals and ideals. The Camp Administration reserves the right to restrict access to any individual or unit misusing this resource.

## Off Limits

There are very few areas that are off limits to the Scouts; however, those that are will be strictly enforced.

Staff Camp, staff shower house, and the staff lounge are always off limits. Exceptions will NOT be made for Scouts who may be family members of the staff.

The Kendall Mine is very dangerous, and Scouts are not allowed to visit the mine or near any of its areas.

Program Areas, when they are closed and proper staff is not on site, are also off limits.



## Departure Procedures\*

Plan to depart from camp between the 6 and 10 a.m. on Saturday. Breakfast will be served continental style from 6 to 9 a.m. Prior to leaving, make sure to check out with the commissioner and take all garbage to the dumpster. Don't forget to pick up your medical forms.

*\*Subject to change, look for more information while you are at camp.*



# ADMINISTRATIVE PROCEDURES AND POLICIES



# Leadership in Camp

## **Adult Leadership**

The Boy Scouts of America runs on adult leadership. K–M Scout Ranch provides a high-quality program thanks to those adults who bring their Scouts to camp. BSA policy requires that:

- At least two adults are present in camp AT ALL TIMES
- All leaders must be registered adult Scouters
- One must be 21 years of age, the other at least 18 years of age.
- All adults must hold a certificate of Youth Protection Training
- All adults must provide completed medical form parts A, B and C

Additional troop leadership should reflect an awareness of the troop size, skill level and special needs. K–M Scout Ranch strongly recommends a ratio of two adults for up to ten Scouts and one additional adult for every ten Scouts in addition.

Duties of adult leaders include, but are not limited to:

- Transport youth to and from camp
- Maintain discipline among youth
- Remain in camp with youth AT ALL TIMES
- Ensure that all safety rules are followed
- Help each youth with program activities
- See that Scouts take prescribed doses of medication
- Attend the daily leader's meetings
- Follow all BSA/Camp/unit policies
- Have fun



## **The Patrol Method**

The Senior Patrol Leader is an essential part of the patrol method and we encourage all units ensure they have a senior patrol leader or designee for the week. We also encourage this individual not be participating in an adventure that would cause them to spend time away from the camp and thus away from providing leadership to their unit. The SPLs will be working together to plan the closing campfire, coordinating the Moccasin Mountain Challenge, organizing the units for the Kendal Outpost and gaining important information to be spread to the units. This important information will be given to the SPL's first so they can communicate it to the rest.



## **Unit Leaders/SPL Meetings**

A unit leaders meeting will be held each morning and an SPL meeting is held in the early afternoon. A joint SPL/ Unit Leader Meeting is held on the day of your arrival. Representatives from each unit are encouraged to attend these meetings.

## **Visitors**

Visitors are permitted in camp, and are required to check in at the camp office. Visitors will be issued a visitor badge. These badges are to be worn during the duration of their stay in camp. Visitors staying for a meal will be charged \$5 per meal.

Families of campers are discouraged from visiting during the week. We encourage families, however, to come to the closing campfire on Friday evening no earlier than 3 p.m. Overnight accommodations will not be provided for visiting family members.

Program areas are off limits to visitors for safety and liability reasons. No one other than registered campers are permitted to participate in any program activity. K-M offers no facilities for young children.

## **Wildlife**

Please respect the wildlife around K-M by not feeding, approaching, hindering, harassing, or otherwise annoying any of the animals in the area. Please do not leave food on the ground or lying around as it may attract animals. Please report any animals that appear to be acting strangely to the Camp Director for appropriate action. Killing of any wildlife is strictly prohibited.



## **Ticks**

We recommend that everyone check themselves daily for ticks. While not a serious problem, it is possible to pick up an occasional tick during the summer in Montana. If a tick is discovered, please report to the Camp Health Officer to have it removed.

## **Fishing**

Montana Fish, Wildlife and Parks have designated K-M's Taylor Lake as a private pond and a fishing license is NOT required. However, it is a violation of Montana Fishing Regulations to waste any game fish. We encourage you to practice "catch and release". The K-M dining facilities cannot be used to prepare any fish caught.

## **Animals and Pets**

BSA policy and the health and safety standards of our camp prohibit bringing animals of any type to camp. Please make this known to anyone who anticipates visiting the camp. Pets ARE NOT allowed.



# Appearance

## **Personal Hygiene**

A Scout is clean. Personal hygiene is a matter for the individual Scouts and their leaders. Showers are provided and personal cleanliness is expected. A small amount of personal hygiene supplies are available in the Trading Post. Each Scout is responsible to have clean hands and face when eating in the dining hall. A handwashing station is available near the dining hall.

## **Uniforms**

A uniform gives a standard to be met, promotes group spirit and designates equality from the start among members within the group. At camp the uniform does the same. The official Scout uniform is appropriate dress at any time during the week at camp. We encourage all youth to be in full uniform for dinner, campfires, chapel services and other formal ceremonies. Demonstrate your unit spirit and Scouting pride by being the best-uniformed unit in camp. It is at the unit's discretion when to require a uniform to be worn.



## **Camp T-Shirts:**

Camp t-shirts are included with your registration fees so every camper (youth and adult) will receive a camp t-shirt. T-shirts will be available in youth small through large and adult small through 3xl. Size information will be required when a unit registers each person in Tentaroo. We will no longer be offering color choices or customization.

## **Proper footwear**

As part of camp, each Scout is expected to be properly dressed for the activity at hand as well as prepared for changes in weather. This includes footwear. We encourage Scouts to wear closed toed shoes when not in the aquatics or shower areas.



## ATV

All youth participants are required to have a signed waiver from their parent or guardian prior to participating in the ATV programs. These forms will be available on the council website or at the camp office.

Proper clothing at the ATV course is a must. If the instructor believes a Scout or Scouter arrives improperly dressed they can send that individual back to camp. The diagram below shows what proper clothing is expected. Gloves, helmets and goggles are provided but individuals are encouraged to bring their own. Use of personal protective equipment is at the instructor's discretion.



## Headwear

We encourage Scouts to wear appropriate headwear at all time. We want to remind units that a non BSA or Scouting related hat is not a part of the uniform and thus should not be worn during flag ceremonies.

The camp will not be enforcing any “hats off in the dining hall” policy on campers. We do however require our staff to remove any non-religious headgear when eating meals while in uniform and encourage them to remove headgear whenever eating in the dining hall. We support the individual unit decisions on for their own Scouts and ask you respect the decisions of other units. We encourage units not to require Scouts remove headgear until they have gotten to their seats, this helps avoid spilling of food.



# Camp Safety

## **Camper Identification**

Each camper, both youth and adult, as well as guests will be issued a wrist band to be worn at all times during camp. If a wristband is lost, see the office for a replacement. Staff will be readily identifiable. If you see someone without a wristband please send them to the office to check in.

## **Leaving During Camp**

Units leaders and Scouts who need to leave camp during the week must check out at the camp office before leaving. Scouts will only be permitted to leave with authorized individuals. Upon returning to camp you must check back in at the office.

If a Scout or Scouter is leaving early they must checkout with the office at the time of their departure and collect medical records. Advancement reports will be sent with the unit. If unit leaders are trading out to ensure youth protection guidelines, the arriving leader must check-in prior to the departing leader checking out. The Camp Director can approve exceptions when necessary.

## **Buddy System**

Scouts and Scouters are encouraged to use the buddy system when moving around camp. A buddy can be a youth or adult but remember to follow the Youth Protection Guidelines.



## **Liquid and Bottled Fuel**

If your troop is planning to use propane or liquid fueled stove, lantern or other similar appliances at camp, BSA regulations require that you turn in your extra fuel for mandatory locked storage. While we realize this may be a slight inconvenience, please cooperate with the camp staff in this endeavor. It is a requirement for our camp certification. Operation of chemical fuel appliances should be confined to adults only. (*Note: Please put troop number on fuel bottles and cans that are to be stored and remember to pick them up prior to departure.*)

## **Fire Guard**

Every Scout and leader is responsible for preventing fires. Troop fireguard charts will be provided to unit leaders. They need to be filled out as soon as possible after camp setup and the entire troop briefed. "NO FLAMES IN TENTS" signs will be issued during camp check in. These signs will be affixed to or near every tent. Campfires will be allowed as long as the local fire marshal allows and at the discretion of the council officials and Camp Director. All fires will be in the fire barrels provided.



## **Vehicles in Camp**

Units are permitted to drive **ONE** vehicle with or without a trailer to their campsite to unload. Once unloaded the vehicle must be returned to the parking lot. All vehicles must be out of the campsites by 8 p.m. on the first day of camp. Trailers can be left in campsites for the duration of the week. One vehicle can be taken to the campsite to retrieve gear when your unit is ready to load up. The parking lot has been designed so that all vehicles are able to exit by pulling forward during an emergency. Please follow the directions of staff directing parking.

Vehicles are not permitted around camp. Camp vehicles and a select few staff vehicles are approved. Exemptions can only be approved by the Camp Director.

When transporting participants to and from off site locations, the camp will use council leased or owned vehicles first. It may be necessary to use personal vehicles but this is not our policy.

When traveling to the Kendal Ghost Town, it is expected that all participants and staff walk the route. A group of staff will travel with the food and another with the unit overnight gear. Room in these vehicles is available for Scouts and Scouter with disabilities preventing them from walking. This must be approved by the Camp Director. It should be noted that our medical staff may direct a Scout or Scouter who is struggling get a ride.

The camp speed limit is 5 mph. A vehicles capacity is defined by the number of seat belts it has. At no time can more people be inside. No one is allowed to ride in the bed of a truck, in/on a trailer, or by hanging onto the side of a vehicle.

## **Dietary Restrictions/Preferences/Allergies**

The camp kitchen makes every effort to accommodate any dietary needs. Please contact the Camp Director at least a week in advance of your arrival to ensure accommodations can be made. Our kitchen staff can prepare alternative meals or help you determine which foods are safe for your consumption. In rare cases we are unable to accommodate a food allergy and will ask for the unit's assistance.

A peanut butter and jelly sandwich station is available from the start of breakfast until 8 p.m. for Scouts and Scouters who need a snack or do not want what has been prepared. This area is kept as clean as possible. In the case of sever nut allergies this may be substituted with a different option. If a Scout or Scouter in your unit has a sever nut allergy that may require this station be changed please notify the Camp Director early so we can ensure a thorough cleaning occurs.



## **Schedule**

Sample schedules can be found at the end of this guide. These schedules are intended to help units understand the format of the week. These schedules are from previous years. The 2020 Schedule will be created closer to camp season and official schedules will be provided at check-in.

### **Camp Duty Roster**

Each day several troops will be designated to perform camp duties on the duty roster. These duties include morning or evening Flag Ceremony, KP duty, shower house clean up, trash pickup, etc. Completion of these duties not only helps the camp, but also provides an opportunity for service for the Scouts.

### **Boards of Review**

If a unit or Scout desires a Board of Review be completed at camp, Scoutmasters should look to fill the board with other members of the unit's adult leadership. If this is not a possibility, the commissioner can arrange for camp staff members to sit on the board. This must be approved by the units Committee Chairperson and the unit must provide at least one member of the board.

### **Order of the Arrow**

Each week, one day in camp is designated as Order of the Arrow Day. Members are encouraged to wear their sashes all day. That night the OA will host a social event where members and non-members can gather for snacks, brotherhood and patch trading. This is a great opportunity for Arrowmen to connect and for Scouts and units to learn about the OA.

### **Quiet Times:**

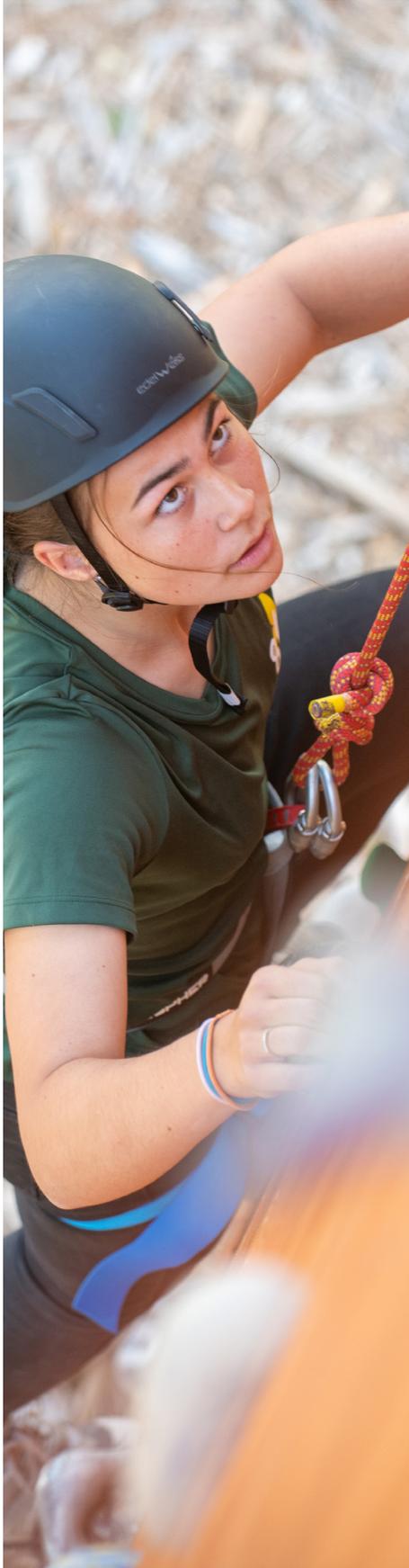
The camp quiet hours are from 10 p.m to 7 a.m. Staff may quietly be completing their tasks during this time. The camp does not set a bedtime. Each unit is responsible for helping their Scouts get enough sleep.

## **Other Policies and Procedures**

### **Lost and Found**

Every year numerous items of clothing and equipment are left at camp. If you happen to find an item, please turn it in at the camp office. If you have lost something, you may check for it at the same location. Please have your Scouts inventory the items they bring to camp and then check their equipment before they depart. Area directors and instructors have been instructed to bring items found in their areas to the camp office. Items remaining after camp will be donated to charity.





### **Discipline**

Discipline in camp is primarily the responsibility of the troop leadership. Essentially the rules of camp are the Scout Oath and Law. The troop leadership and Camp Director will deal with infractions of the camp rules and policies. Serious infractions may lead to having the offender sent home. In the unlikely event that this will be necessary, it will be the responsibility of the troop leadership to provide a way to return them home.

K-M Scout Ranch and Montana Council follow all BSA and State of Montana Requirements for reporting Youth Protection violations.

### **Trash Pickup**

Units are responsible to ensure their campsite stays clean and that all trash is disposed of properly. Please place all trash in plastic garbage bags and dispose of the bags in the camp dumpster, especially on Saturday before departure. Please keep the area around the dumpster clean.

### **Electronics**

Cell phone and electronics are permitted at the camp facilities when used safely and responsibly. Cameras should never be used at the shower house facilities or in bathrooms. When participating in courses and activities, electronic use is expected to be for the benefit of the activity and not as a distraction. Staff are expected to only use electronics and cell phones during demonstration or in staff only areas. It is up to each unit to determine their own policy for Scouts to follow and the camp nor other units will be responsible for enforcing these policies.

Charging of these electronics is to be done in the campsites. No charging is allowed in the showers or public facilities.



## **Prohibited and Restricted Items**

### **Tobacco**

The use of tobacco products by anyone under the age of 21 will not be tolerated. Adults may use tobacco products only in designated areas and away from all participants. Council properties are tobacco-free zones, including all buildings, campsites, trails and program areas. Smoking or using tobacco products in tents and campsites or in view of any Scout is strictly prohibited.

### **Chemical Fuels**

Gas-fueled lanterns and stoves (canister type fuels are recommended over liquid) may be used for outdoor lighting and cooking. The use of gas-fueled lanterns and stoves in any tent or Adirondack is strictly prohibited. All fuel containers not in use must be stored in the camp gas shack. A responsible adult, who is knowledgeable in safety precautions, must do lighting and refueling; fuel is never handled by youth. The use of liquid fuels as a fire-starter is strictly prohibited.

### **Alcohol and Drugs**

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

### **Weapons**

No weapons of any kind are permitted at camp. This includes personal archery and rifle equipment. Personal equipment is not permitted on camp ranges during summer camp. Weapons are not permitted to be stored in vehicles in camp parking lots.

*Personal pocketknives should comply with the policies outlined in the Guide to Safe Scouting.*



## Medical Policies

K-M operates a health lodge that is administered by a qualified Camp Health Officer for any accidents or medical problems that may arise. In the event of a medical emergency, the Camp Health Officer is available 24 hours a day. Special arrangements have been made with local hospitals for the treatment of more serious cases.

If such treatment is required, every effort will be made to help the unit leader notify the camper's parents. In the unlikely event of a very serious injury or illness requiring immediate specialized medical attention, the care of your youth will be turned over to the local emergency medical service that may require the use of ground or air ambulance service at their discretion.

Youth and leaders needing additional medical attention on or off property will be billed (by the medical office or hospital) for services rendered at their expense. All expenses associated with this additional treatment become the responsibility of the youth's parents or guardians, preferably handled through their personal health insurance or supplemental unit accident insurance. All medical services provided by the Camp Health Officer are at no cost.

### **Insurance**

Montana Council Scouts will be automatically covered by the council's umbrella policy. Units from other councils must provide proof of insurance for your troop and all registered Scouts and leaders while attending K-M Scout Ranch.

### **Prescription Medication**

Unit Leaders will be responsible for the storage, administration and recording of Unit member(s) medications. If the Unit Leader is uncomfortable with this practice, they may seek assistance from the Camp Health Officer. BSA national standards require that all prescription and over-the-counter medications be stored under lock. The exception being for a limited amount of medication to be carried by a camper for life-threatening conditions, including Epi-pens, heart medication and inhalers. Please bring medication in a locked box to camp. The camp will have boxes and locks available for any unit without one. The camp has a limited supply of over-the-counter medications available for use. The Camp Health Officer will review the medications and secured container with the unit leader upon arrival at camp. ALL medications including over-the-counter medication is to be kept in the original container clearly labeled with the dosing instructions. It is recommended that only the week's supply of prescription medications be brought to camp. ***Note: We will not be able to accommodate anyone on medical marijuana. Please remember to pick up any medications secured with the Camp Health Officer at the end of camp. Any medications left behind by units will be destroyed. Refrigeration is available in the Medical Lodge if necessary.***



## **Medical Records and Physical Exams**

A current health history and a physical examination by a licensed physician are required for each camper, youth and adult. Use only the A,B and C forms provided by the National Council. The medical form includes an authorization for emergency 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.

Physicals will not be given at camp. A Scout or leader who has not had a physical will not be permitted to remain in camp.

A brief health screening will be conducted with each camper by a qualified member of the medical staff.



# EMERGENCY PROCEDURES



The following instructions are for your guidance in case of emergency. The Camp Administration goes through a review of these procedures prior to the publication of this guide as well as in late June, prior to the arrival of any participants. Any changes will be communicated upon arrival at camp and updated procedures will be posted.

Review these with your troop before coming to camp. The siren will be demonstrated at camp on Sunday evening.

In any emergency, the Camp Director holds the ultimate authority for decision making.

If media should arrive, all questions should be referred to the Camp Director.

Unit leader and Scout assistance during emergency is crucial but please remember to comply with the instructions of the camp administration.

### **Standard Emergency Procedures**

1. Any emergency will be reported to the Camp Director, Program Director or an available staff member. The Camp Director will always be found and notified immediately.
2. The Camp Director will sound the siren, if deemed necessary.
3. When the siren is heard, all program areas will close and all staff members will report to the main lodge, with the exception of the medical personnel, who will remain at the health lodge to await further instructions. (If the emergency is a lost swimmer, the Aquatics staff will remain at the waterfront and conduct a lost swimmer exercise under the direction of the Aquatics Director).
4. All Scout and Leaders will report immediately to the field in front of the flagpoles. No one will return to their campsites for any reason until released. Once the troops are assembled, each troop will account for their Scouts and leaders. A staff member will receive the troop status and deliver it to the Camp Director. This will be accomplished as quickly as possible.
5. Once the troop status and head count have been reported, the Camp Director will issue emergency instructions to the remaining staff members and the assembled troops. Scoutmasters may be summoned for details of evacuation or other immediate emergencies.
6. Staff members will stand by for any additional instructions or responsibilities.



## Medical Emergency

1. Upon any injury to a Scout or leader, trained staff members at the scene will assume temporary responsibility for the situation and carry out proper first aid measures. If the injury is serious or involves a potential neck or back injury, **DO NOT MOVE THE VICTIM** until directed by medical personnel.
2. If the injury is minor, have the person escorted to the medical lodge for further treatment. If the injured must be examined and treated on the scene of the accident, send two Scouts to notify the medical personnel and Camp Director. Notification from radio equipped program areas may be made by radio.
3. Upon notification, medical personnel will be dispatched to the accident site and provide additional medical care as required. Upon arrival, medical personnel will assume responsibility from on-scene staff. Staff members will stand by as necessary to assist.
4. If deemed necessary by medical personnel, and in coordination with unit leaders, arrangements will be made by the Camp Director to transport the victim to the nearest medical facility for further treatment. This transport could consist of a privately-owned vehicle from the camp, a camp provided vehicle, an ambulance from Hilger or Lewistown, or a request for a Mercy Flight helicopter from Great Falls. Time factors and severity of the injury will govern the selection of transport (Note: GPS Coordinates for K-M Scout Ranch are on file with Mercy Flight.)
5. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities:

## Fire

1. In the event of a small campsite fire, the adult leaders on site will assume responsibility and start fighting the fire with assistance from the members of the troop and available equipment. Send two Scouts to report the fire to the Camp Director/Program and/or another adult staff. Additional help will be dispatched to assist.
2. If the fire is in a program area, the program instructors will assume responsibility and start fighting the fire with assistance from the Scouts and leaders in the area. Send two Scouts to report the fire to the Camp Director and/or another adult staff. Additional help will be dispatched to assist.
3. If a fire gets out of control and threatens the safety of the camp, the Camp Director will oversee the evacuation of camp with the assistance of the Program Director and Adult Staff. Coordination will take place with the Hilger Fire Department through '911.'
4. The Camp Director will notify the local authorities, as necessary.
5. When the situation is under control, the Camp Director will notify the Scout Executive.



## **Lost Swimmer**

Notify the Camp/Program Director and medical personnel immediately

1. All actions in the water will be under the direction of the Aquatics Director. Overall responsibility rests with the Camp Director.
2. Upon suspicion of a lost swimmer, Scouts will be instructed to pair up with their swimming buddy.
3. After a head count is taken, the swimmers will be instructed to get out of the water immediately. Swimmers may be instructed to leave the area or to remain while the situation is resolved.
4. The swimmer's buddy will be interviewed concerning the location of the swimmer or possible misplacement of the swimmer's tag.
5. Upon suspicion of a lost swimmer, send two Scouts to notify the Camp Director and medical personnel. Medical personnel will respond to the Aquatics Area and stand by until the swimmer is found.
6. Under the direction of the Aquatics Director, the staff members and designated others will search the entire waterfront area. Appropriate water searches will also be carried out by the Aquatics staff and qualified assistants. Additional staff and assistance may be requested by the Camp Director.
7. The search will be extended to the surrounding area, as required, and, if necessary, a lost camper search initiated by the Camp Director.

## **Fatality**

1. Send two Scouts or an adult to notify the Camp Director immediately.
2. Do not move the victim other than for appropriate resuscitation procedures. This is extremely important in the event the situation becomes a crime scene.
3. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities and the Scout Executive:

## **Child Abuse**

1. If there are reasonable suspicions of child abuse, it will be reported to the Camp Director immediately.
2. The Camp Director will report the suspicions to the Council Executive and to the proper authorities.

## **Missing Scouts or Leaders**

1. Upon suspicion of a lost or missing Scout, the Camp Director will be notified immediately. Please do not attempt to find a missing Scout without assistance. The problem may be compounded if you delay. Send two Scouts to notify the Camp Director.



2. The Camp Director will coordinate with the troop leaders to account for the members of the unit. The missing Scout's buddy will be interviewed as to the possible whereabouts.
3. Program area staff members will coordinate a search for the lost camper in their areas. The waterfront area will conduct a lost swimmer exercise, if necessary.
4. In the event the missing Scout is not found in the campsites or program areas; the Camp Director will appoint staff members and adult leaders to conduct a camp wide search.
5. If a runaway is suspected, the search will be extended to include all roads leading from camp within a 10-mile radius. The Camp Director will request assistance from the Fergus County Sheriff Department as needed.
6. Upon discovery of the missing Scout, multiple blasts on the camp siren will sound to end the search.
7. If the missing Scout is not found in the camp vicinity within a reasonable time, the Camp Director will notify the Fergus County Sheriff Department and the Scout Executive.

**Severe Weather: High winds, hail, tornado, and/or severe thunderstorms**

1. The Camp Director will determine when it is necessary for a camp wide shelter for weather. It is possible that the camp advise units to remain in camp or return to camp if weather is too severe at the end of the day.
2. Scouts will gather in the nearest weather shelter and the camp admin will begin a head count. Shelters for severe weather include:
  - Program Pavilions
  - Nature Lodge
  - Gun Range
  - ATV Garage
  - Dining Hall/ Lodge
  - Warehouse
  - Climbing Tower

If necessary, emergency shelter can be taken in any bathroom/ shower house building.

If the weather is slated to worsen or continue, the Camp Director may determine and coordinate all individuals be transported to the dining hall/ lodge.

3. When the Camp Director determines the weather is safe, camp will resume normal operation.



### **Active Shooter/ Aggressive Person:**

**See Something, Say Something:** If any individual, youth or adult, is acting in an inappropriate manner it is the responsibility of every participant and staff member to report the action to staff leadership. If anyone has an uneasy feeling about a visitor, participant, staff member or feel unsafe they are responsible to share their feelings with staff leadership.

### **Principles of Run, Hide, Fight:**

Run:

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide:

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

Fight:

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

### **Camp Practices**

When an active shooter or aggressive person is identified the camp will go into ***immediate lock down***. To initiate this, the staff member identifying the shooter or aggressor will send out a radio call. Scouts, Scouters, staff, and visitors should seek shelter when possible. Getting into the bathrooms or showers and locking the doors provide a haven for all. If it is not possible to get to the bathrooms or showers safely, seek shelter in the nearest building or find a hiding place out in the woods.

Camp administration will notify law enforcement. Information will be shared using text messaging or emailing. Area directors and other radio equipped staff should keep them low and to their ears. All staff will receive updates through proper communication channels. After the camp is deemed safe, an "all clear" message will be sent out and the horn will sound five (5) times.

After that message is sent out, ALL staff, Scouts, Scouters and visitors will gather in the parade field.

**Follow all Law Enforcement Instructions!!!**



## Evacuation of Camp:

1. Any evacuation contingency will be under the direction of the Camp Director. While the sole responsibility rests with the Camp Director, any evacuation plans will require complete cooperation of the unit leaders and Scouts. Logistically, evacuation can be a difficult process. Instructions must be carried out correctly and without hesitation.
2. The Camp Director will sound the siren.
3. When the siren is heard, all program areas will close and all staff members will report to the stairs of the lodge.
4. All Scouts and leaders will report immediately to the field in front of the flagpoles. **No one will return to their campsites for any reason until released.** Once the troops are assembled, each troop will account for their Scouts and leaders. A staff member will receive the troop status and deliver it to the Camp Director. This will be accomplished as quickly as possible.
5. Once the troop status and head count have been reported, the Camp Director will issue emergency instructions to the remaining staff members and the assembled troops. Scoutmasters may be summoned for details of evacuation.
6. When all Scouts, leaders and staff have been accounted for, the Camp Director will oversee the movement of everyone to the evacuation site. If evacuation time allows, personnel may take **ONLY** those items that are necessary and that they are capable of carrying in a backpack, such as clothing, bedding, and first aid supplies. If time does not allow, evacuation will take place without returning to your individual campsites.
7. All Scouts, leaders and staff must proceed as quickly as possible and in an orderly manner to the evacuation site. This will be accomplished under the direction of the troop leaders, troop guides and designated staff personnel.
8. It is extremely important that you keep your groups together while evacuating. All Scouts and adults must go no faster than the slowest person in your group. **YOU MUST REMAIN TOGETHER.**
9. The Camp Director will notify proper authorities before leaving camp.



# SUPPORTING DOCUMENTS



## Suggested Packing List

The following checklist is designed to help YOU Prepare for outdoor activities. It is only a guide. Scouts participating in high adventure activities may need different or light weight equipment.

### INDIVIDUAL ScoutS & LEADERS

- Appropriate Clothes (warm/dry/extra)
- Back Pack / day pack
- Camera (extra batteries)
- Canteen
- Compass
- First Aid Kit
- Flashlight (extra batteries)
- Hat
- Hygiene Items (soap, towel, etc.)
- Medications (notify leaders)
- Merit Badge Books
- Mess Kit
- Money - for trading post & crafts.
- Mosquito Repellent
- Pencil & Paper (useful for merit badges)
- Medical Forms parts A, B, and C
- Pillow
- Pocket Knife
- Postcards & Stamps
- Rain Gear

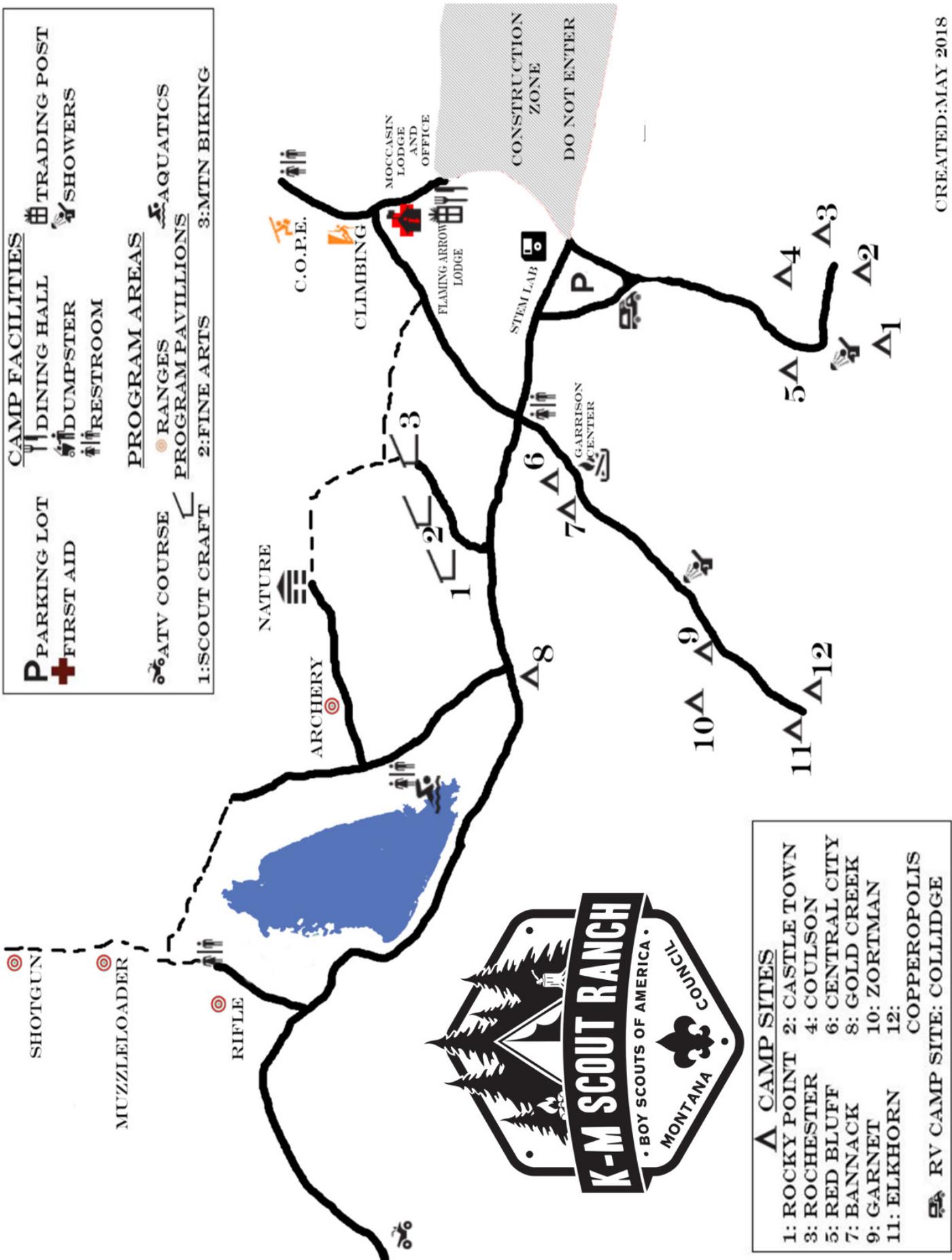
- Scout Handbook
- Scout Uniforms
- Sleeping Bag
- Sun Screen
- Survival Kit (Wilderness Survival MB)
- Swimsuit
- Large Plastic Bags
- Fishing Pole

### TROOP

- American Flag
- Troop Flag
- Ax
- Broom/Dust Pan
- Bucket
- Dining Fly
- First Aid Kit
- Rope
- Bow Saw
- Twine/Rope



<b>P</b> PARKING LOT	<b>+</b> FIRST AID
<b>CAMP FACILITIES</b>	
<b>DINING HALL</b>	<b>TRADING POST</b>
<b>DUMPSTER</b>	<b>SHOWERS</b>
<b>RESTROOM</b>	
<b>PROGRAM AREAS</b>	
<b>ATV COURSE</b>	<b>RANGES</b>
<b>PROGRAM PAVILLIONS</b>	<b>AQUATICS</b>
<b>1: SCOUT CRAFT</b>	<b>2: FINE ARTS</b>
	<b>3: MTN BIKING</b>



<b>△ CAMP SITES</b>	
<b>1: ROCKY POINT</b>	<b>2: CASTLE TOWN</b>
<b>3: ROCHESTER</b>	<b>4: COULSON</b>
<b>5: RED BLUFF</b>	<b>6: CENTRAL CITY</b>
<b>7: BANNACK</b>	<b>8: GOLD CREEK</b>
<b>9: GARNET</b>	<b>10: ZORTMAN</b>
<b>11: ELKHORN</b>	<b>12: COPPEROPOLIS</b>
<b>RV CAMP SITE: COLLIDGE</b>	

# K-M Scout Ranch Boy Scout Schedule 2020

<b>Check-In</b> <b>SUNDAY</b>	<b>OA</b> <b>TUESDAY</b>	<b>Kendall</b> <b>THURSDAY</b>	<b>Check-Out</b> <b>SATURDAY</b>
<b>MONDAY</b>	<b>WEDNESDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
	7:45AM Morning Flags	8:15 AM Morning Flags	6:00 – 9:00AM Continental Breakfast
	8:00 AM Breakfast	8:30 AM Breakfast	
9:00-11:50AM Program Activities	9:00-11:50AM Program Activities	9:00-11:50AM Program Activities	9:30AM Unit Leaders Meeting
9:30AM Unit Leaders Meeting	9:30AM Unit Leaders Meeting	9:30AM Unit Leaders Meeting	10:00 AM Course Completion
	12:00-12:45PM Lunch Serving Period		10:00AM All Troops Checked Out
12:30 – 3:00PM: Troops Arrive Check In Swim Checks	1:30PM SPL Meeting	2:00-4:50PM Program Activities	
	2:00-4:50PM Program Activities	2:00-4:50PM Program Activities	2:00PM Camp Wide Games
	5:15PM Evening Flags		
	5:30 PM Dinner	5:30 PM Dinner	5:30 PM Dinner
7:15PM Scoutmaster and SPL Meeting	7:00-9:00PM Open Period	7:00-8:30PM Open Period	7:00-8:00PM Open Period/ Scoutmasters Golf
8:30PM Opening Campfire	7:00 – 9:00PM Open Period	8:30PM: Flag Retirement Ceremony	8:30PM Closing Campfire
	<b>10:00PM Lights Out</b>		

\*Subject to Change



## K-M Scout Ranch WEBELOS Schedule- 2020

Day 1- Check-In	Day 2	Day 3	Day 4- Check-Out
	7:45AM: Morning Flags 8:00AM: Breakfast		6:00-9:00AM: Continental Breakfast
	9:00-11:50AM: Program Activities	10:00 AM: Leaders Meeting	9:00-11:50AM: Program Activities
	12:00-12:30PM: Lunch Serving Period		10:00AM: All Units Checked-Out
12:30-3:00PM: Pack Check-In 12:00-4:30: <i>Swim Checks</i>	2:00-4:50PM: Program Activities		
	5:15PM: Evening Flags 5:30PM: Dinner		
6:45 PM: Leaders Meeting	6:30-8:30PM: Open Session	6:30-8:00PM: Open Session	
8:30PM: Opening Campfire	8:30PM: Closing Campfire	8:30PM: Closing Campfire	
	10:00PM: Lights Out		

