

# Webelos Winter Camp

Gaylord Cubworld  
Boxwell Reservation

January 5-7, 2018



2018 Webelos Winter Camp "Lost Hawaiian Treasures"

## Table of Contents

PACK PREPARATION FOR CAMP .....	3
Webelos Winter Camp Fee Schedule.....	4
Registration Process .....	4
Classes Offered .....	4
Pre-Camp Leader’s Meeting .....	5
Refund Policy .....	5
<i>Evening Program</i> .....	5
<i>Worship Service</i> .....	5
Camp Policies and Procedures.....	6
Adult Leadership .....	6
Insurance.....	6
Camp Trading Post .....	6
General Cleanliness .....	6
Health and Safety.....	6
Alcoholic Beverages and Drugs .....	7
Smoking (including e-cigarettes & vaporizers) and Tobacco Usage.....	7
Fires, Firefighting and Fuel Policy .....	7
Health Forms for All Participants.....	7
Medication Information .....	7
Camp Security .....	8
Emergency Action Plan.....	8
Vehicles in Camp .....	9
Dining Hall.....	10
Procedure:.....	10
Food - An Important Ingredient to a Great Camp Experience .....	10
Webelos Winter Camp Information Sheet.....	11
Typical Schedule.....	12
Safety Tips for Winter Camping .....	13
Gaylord Cubworld Map .....	15

Dear Webelos Leaders and Parents:

Middle Tennessee Council is proud to announce that our annual Webelos Winter Camp held January 5-7, 2018 at Boxwell Scout Reservation –Cubworld. If we have inclement weather and cancel we will reschedule for the following week of January 12-14, 2018.

Webelos will have the opportunity to work on their pins as well as participate in shooting sports, games, outdoor sports, Hawaiian games and our evening campfire program. As you try to find the LOST HAWAIIAN TREASURES out at Cubworld at Boxwell Reservation. Should be fun so wear your awesome Hawaiian shirts.

Sleeping arrangements will be Jamboree Style (bring your own tent and camp. We will provide platforms and straw similar to Boy Scout Winter Camp).

Weather depending, most classes will be offered outside so be prepared for the weather, but also be prepared for running around and having fun because we offer many active classes.

Winter Camp is truly a unique opportunity that allows Webelos Scouts to experience Boxwell Scout Reservation at Gaylord Cubworld. We are positive Scouts attending Webelos Winter Camp will not be disappointed with their experience.

The staff is super excited about Webelos Winter Camp 2018 and we look forward to seeing all of you. Registration is limited, so sign up soon at [www.mtcbsa.org](http://www.mtcbsa.org) to reserve your spot.

Middle Tennessee Council  
Boxwell Staff

# PACK PREPARATION FOR CAMP

If your pack follows the steps listed below, the process of preparing everyone for an enjoyable experience at Boxwell should go smoothly.

**October - December** Promotion of Webelos Winter Camp, email and roundtables:

- Inform or remind all Webelos and parents of camp dates (January 5-6, 2018 ~ Inclement weather Date of January 12-14, 2018)
- Recruit two or more adult leaders to spend the weekend with your pack.
- Camperships are available, if needed.

**October**

- Online Registration opens at [www.mtcbsa.org](http://www.mtcbsa.org) and have Webelos select activity pins and other opportunities to pursue at camp. This is a first come, first serve basis.
- Review Camp Plans with Webelos and Parents and distribute information.
- Arrange for Camp Leadership and begin schedule development for the Pack.

**During November and December:**

- Give final notice to all boys and parents about plans for attending camp.
- See that all Scouts and Leaders receive the medical forms they need.
- Arrange for transportation to and from camp.
- Collect completed Personal Health and Medical Summary forms (Parts A & B only).
- Early Bird Discount Deadline – December 8, 2017

**Three Weeks before Camp:**

- Attend Pre-Camp Meeting at 6:30pm in the Jet Potter Scout Service Center on December 14, 2017
- Bring payment for balance of fees in order to receive the discounted price.
- Bring complete medical forms for all Webelos and adults attending camp.

**One Week before Camp:**

- Review Webelos Program Schedule from Pre-Camp Meeting.
- Deadline for Refund Request Forms.
- Prepare the pack and patrol equipment to bring to camp.
- Inspect each Webelos personal gear and uniform (winter outdoors, be prepared).
- Finalize transportation arrangements to and from camp.

**\*We must have a completed medical exam and health history form from each Scout and Leader attending this event on file in our Health Lodge during attendance at camp (Parts A & B only).**

# Webelos Winter Camp Fee Schedule

The Middle Tennessee Council Camping Committee has established the following camp fees for Webelos Winter Camp. This fee schedule is provided to assist you in planning for winter camp.

Description	Discount Fee* by December 8	Regular Fee after December 8
Jamboree Style (Bring your own tent – outside on platforms)	\$100.00	\$120.00
Adults	\$10.00 per person	\$10.00 per person

\*A Deposit of \$50.00 per Scout must be paid at registration in order to qualify for the Discounted Fee. The balance of the camp fee(s) must be received by December 20, 2017 to receive the discount fee. Regular fee schedule applies if a Scout did not register and/or pay by the Early Bird deadline.

## **Registration Process**

This year Webelos Winter Camp will use *Doubleknot* for our online registration.

\*\*\*Class registration will happen after arrival at camp.  
You will not be asked to sign up for activities online.\*\*\*

Fees are transferable to other scouts, but it is up to the canceling individual to arrange for payment reimbursement from the replacement scout. The Middle Tennessee Council Service Center must be informed of any fees that are transferred at the Pre-Camp Leaders' Meeting. Refund checks will be mailed after the pack attends camp.

## **Classes Offered**

<b>Classes – sign up at camp</b>	
<u>Activity Pins</u>	<u>Location</u>
Archery	Archery Range
Art Explosion	Inside Cubworld Dining Hall (Back Right)
Aware and Care	Pfeffer Pavilion
BB	BB Range
Build It	Native American Village
Building a Better World	Boat Harbor Maintenance Area (inside)
Earth Rocks!	Castle
Looking Back, Looking Forward	Inside Cubworld Dining Hall (Front Left)
Stronger, Faster, Higher	Stahlman Activity Field

# Pre-Camp Leader's Meeting

This meeting is very important in making your camp experience a Great Experience! At this meeting, here's what the Scout Leader will do:

- Pay final winter camp fees (if any).
- Review dining hall procedures.
- Find out about any Webelos Winter Camp program changes.
- Ask questions about camp; get all the answers you need.

The date for the meeting is Thursday, December 14, 2017. The meeting will begin at 6:30 p.m. and will conclude before 7:30 p.m. The meeting will be held at the Beaman/Curb Conference Center (Boy Scout Service Center).

## ***Refund Policy***

The Middle Tennessee Council Camping Committee's refund policy reads: Individuals that cancel a reservation 10 days prior to attending Webelos Winter Camp will receive a refund of fees paid, less a \$30 cancellation charge. No refunds will be made after the 10-day cancellation deadline. No refunds will be considered unless the refund form provided in the forms section of this guide is completed and received at the Jet Potter Scout Service Center 10 days prior to the unit's first day in camp.

## ***Evening Program***

Friday evening will be a movie night and crackerbarrell in the dining hall. Board games will also be available for those who would rather play.

Saturday night will be our campfire program. Guests are welcome to come to the campfire. They are welcome to come for dinner as well. Dinner is \$7 a person, please see one of the directors during camp to sign up.

## ***Worship Service***

We will hold an interfaith worship service on Sunday that everyone is welcome to attend.

If your scouts would like to help with the service for the *Duty to God and You* adventure requirement 2a, please talk with one of the directors by noon Saturday.

# Camp Policies and Procedures

## ***Adult Leadership***

Each unit must have responsible adult leadership. Each unit in camp is required to have at least two adult leaders present at all times. Units that are unable to secure two-deep leadership should contact the Council Service Center. Leaders must be present day and night. One leader must be at least 21 years of age and the second leader must be at least 18.

## ***Insurance***

Each pack in the Middle Tennessee Council pays \$2.00 per scout and per leader at charter renewal to cover insurance for each person in the pack. This will insure them at camp as well as at all other Scouting activities. The Council will file all necessary insurance forms in the event of an accident. **The Middle Tennessee Council does NOT insure packs visiting from outside the Council.** Packs must have insurance either through their Pack or through their home council. Please bring proof of insurance and tour plan from home Council to check-in on the first day of camp.

## ***Camp Trading Post***

The trading post will be well stocked with handicraft items, winter camp tee shirts, hand warmers, and other scouting equipment. At the Boxwell Trading Post candy, cold drinks and other snack items are also available

Most Scouts spend \$15-\$20 during Winter Camp for supplies, souvenirs, snacks. We recommend that pack leaders establish a unit banking system to help safeguard money that boys bring to camp. We cannot be responsible for lost or stolen personal items.

In addition to cash, Visa, American Express, MasterCard, and Discover are accepted.

## ***General Cleanliness***

Let's be clean in everything we are doing. Shower houses will be available for Webelos and leaders. Help us keep camp clean. Trash barrels are in each campsite and throughout camp. Please remember the Outdoor Code. Leave camp cleaner than you found it.

## ***Health and Safety***

A safe and enjoyable experience has always been the focus of the Boy Scouts for decades. The camping experience at Boxwell Scout Reservation is no exception. In the event of an emergency, Boxwell has immediate response capability with a Wilson County Emergency Management team located only three (3) miles away. We also have Emergency Medical Staff on the site at all times working out of the Health Lodge. They can be contacted by radio 24 hours a day. The support is conducted by the Sumner Regional Medical Center located only five (5) miles from Boxwell. This facility offers a full array of state of the art medical services. Emergency transportation by ambulance is only a radio call away and we have established a Predestinated Emergency Landing Area (PELA) with Vanderbilt Life Flight. The Wilson County Sheriff's Department makes random checks of our facility and is ready to assist in the event of an emergency.

Boxwell Scout Reservation takes the safety of each camper very seriously and pledges to do the utmost to see that they have a safe and enjoyable environment to pursue the great ideals of Scouting.

### ***Alcoholic Beverages and Drugs***

Alcoholic beverages and illegal drugs are not allowed on council properties. Violators will be asked to leave.

### ***Smoking (including e-cigarettes & vaporizers) and Tobacco Usage***

Scouts are not allowed to smoke or use tobacco at camp. Adults may smoke, but they are asked to move off out of sight of scouts. **Absolutely, no smoking is allowed in buildings or in tents.**

### ***Fires, Firefighting and Fuel Policy***

The danger of fire exists everywhere in camp. The camp staff is prepared to handle firefighting in camp, but you should be prepared to stop or slow the fire until help arrives. Fireguard charts are furnished and must be posted in camp and should be inspected daily by the unit leader to see that responsibilities are assigned and carried out. Failure to sign the Fireguard Chart will result in an unsatisfactory mark for that day's campsite inspection.

Each site will be provided a fire extinguisher.

National BSA policy permits the use of liquid fuel only under the direct supervision of a knowledgeable adult leader. Gasoline and other flammable substances are to be stored in the approved fuel storage area in camp (Contact the Service Corp Director).

Open flames (i.e. candles, Sterno, kerosene lanterns, cigarettes, etc.) are also strictly prohibited in tents. No fire is to be unattended at any time in a campsite. Therefore, a fire is to be completely out when no one is in the site. **NO PROPANE HEATERS ALLOWED!!**

### ***Health Forms for All Participants***

Every Webelos and adult leader attending camp must present a completed health form (Annual Health and Medical Record Parts A & B only) upon arrival at camp. This is BSA National Policy.

### ***Medication Information***

The Boy Scouts of America require all medications brought to camp by campers (under 18) to be secured and locked in the camp health lodge.

The medication **must** be in the **original** prescription bottle and include the following information:

1. Camper's name
2. Name of prescribing physician
3. Prescription number
4. Date prescribed
5. Name of medication
6. Directions for use

In Part A of the health form is a section listed as Medication. This section must be completed and signed by both the parent & the prescribing physician for **each** type of medication taken at camp.

# Camp Security

An important aspect of youth protection at camp is having some control of visitors in the camp. The Scout uniform, a powerful validation symbol making anyone wearing one seems to be in the right place at a Scout camp. Unfortunately, almost anyone can obtain a uniform, whether or not they are registered in the program.

Everyone in attendance at the camp must wear identification that signifies legitimate participation in the camping program. Wristbands, such as those used in hospitals, will be Boxwell's method. The importance of wearing this identification will be stressed when the unit checks in. It is not necessary to explain the youth protection aspect of this identification beyond its signifying a properly registered participant in the camp program.

All visitors to the camp must stop at the camp office and sign in. A guest book for this purpose will be maintained and positive identification required. A special visitor nametag will be given that will easily identify the person as a legitimate visitor. Upon conclusion of their visit, guests will sign out so that camp administrators will know who is on camp property at all times.

Any time a person is spotted in camp without either a visitor's nametag or camp participant identification, that person should be escorted to the office to sign in (and so staff personnel may determine why that person is on camp property). In addition to these measures we have installed security cameras.

## Emergency Action Plan

In the event of a camp emergency, notify the Camp Director, Program Director, Camp Ranger, and/or the Camp Medical Office immediately. Where an emergency involving a camper is concerned, the appropriate Scoutmaster should be contacted. Emergency phone numbers are posted at each phone location.

**Camp Emergencies:** With the exception of a Weather Emergency, all campers are to report immediately to their campsite upon hearing an emergency signal. In the case of a Weather Emergency, campers should seek protective shelter. Once the Weather Emergency has passed, campers should report to their campsites. Campers should remain in the campsites until the "All Clear" signal has been given. Leaders should review these procedures with their campers.

**The following emergency signals will be used:**

<b>Fire Alarm:</b>	Three (3) blasts of a car or air horn throughout camp.
<b>Weather Emergency:</b>	Continuous blast of a car or air horn throughout camp
<b>All Clear:</b>	Two (2) blasts of a car or air horn blast throughout camp
<b>Health Emergencies:</b>	The Camp Health Officer will respond to all health emergency situations

## Vehicles in Camp

The Health & Safety Committee along with the Camping Committee has established a written Policy and Procedures of Vehicles in Camp. The policy follows the guidelines established in the Guide to Safe Scouting as they relate to Boxwell Reservations.

- ◆ **NO PRIVATE VEHICLES** will be allowed beyond the camp parking lot for any reason other than provable disability or pre-approved vehicles used to pull trailers to campsites for the delivery of pack and personal gear.
- ◆ Weather permitting, trailers will be allowed in campsites. However, vehicles used to pull trailers must deliver and return to the designated parking lot within one hour.
- ◆ All parking **must** be confined to designated parking lots.
- ◆ All program and administration sites are within convenient walking distance of all campsites.
- ◆ **CAMP SPEED LIMIT IS 25 MPH**
- ◆ No one under the age of 18 will be allowed to drive on the Reservation; with the exception of arriving at respective camp parking lot.
- ◆ Visitors must park in visitor's parking lot and check in at Cripple Crab before proceeding to their respective camp. **NO PARKING ALONG ROAD!!**
- ◆ After check-in, please proceed to designated parking lot in respective camp.
- ◆ Due to safety and conservation vehicles used in camp will be limited to only those designated as Administrative Staff.
- ◆ Administrative vehicles with appropriate identification which will be allowed to move about the reservation and designated camp with **"Safety First and Foremost"** are as follows:
  - \*Council Camp Director
  - \*Ranger One
  - \* Ranger Two
  - \*Camp Truck
  - \*Sanitation (Garage) Truck



# Dining Hall

Meals are served in our indoor, heated facilities. The dining hall will be set up to serve only the number needed for each serving period. The maximum number allowed by the Fire Code would determine the number of tables and chairs allowed for each serving period. Scouts will be allowed to refuse items and request additional portions as they walk through the line.

Winter Camp Staff will be monitoring the serving line during each and every meal. Cleanup responsibility will fall on each Pack Table Cleanup Monitor.

## ***Procedure:***

- Packs will seat themselves at a table the first meal at camp and will remain there for the rest of camp.
- Each pack will appoint 2 cleanup monitors, one youth and one adult, per table.
- At assigned meal time, pack will enter Dining Hall and take a seat at their tables.
- After everyone has been seated, announcements will be made and grace for meal will be said.
- After grace, each side of Dining Hall will be dismissed to line up for serving.
- Approximately 15 minutes prior to the end of the meal period, everyone will be encouraged to participate in program.
- Following program, everyone will be dismissed except the table monitors. At this time the cleanup window will open and monitors may return trays and clean tables.

## ***Food - An Important Ingredient to a Great Camp Experience***

Based on comments received from Scouts and Leaders, our food service continues to improve each year. We continue to listen to your suggestions regarding the menu and food quality. Our pledge to you is for continuous improvement; therefore your suggestions are appreciated.

A carefully planned and prepared menu will improve the eating habits of scouts and the consumption of well-balanced meals in adequate quantities will help build strong bodies.

Appropriate condiments will be served with all meals. Peanut butter and jelly will be available at all meals. Salad Bars with fruit will be used at lunch and dinner occasionally. Fruit will be at least a choice of apples and oranges. Other fruits may be served. Cold cereal will be a choice of at least four flavors. Juice will be a choice of at least two flavors. Drink stations will have hot chocolate, coffee, water and milk available for all meals. Non-carbonated drinks will be available for lunch and dinner.

# Webelos Winter Camp Information Sheet

*Leaders: Please distribute copies of this page to each Scout.*

***Camping will be Jamboree Style with your own tents.***

## WHAT TO BRING TO WINTER CAMP

### **PERSONAL GEAR**

Scout Uniform (shorts or long pants)  
Medical Form (Parts A & B only)  
T-Shirts  
Pants (extra)  
Socks and underwear  
Waterproof Footwear  
Poncho or Raingear  
Warm Clothing  
Blankets or Sleeping Bag  
Sleeping Pad  
Toiletries kit  
(Toothbrush, toothpaste, towel, soap, etc.)  
Water Bottle  
Flashlight (fresh batteries)  
Pen and Paper  
Spending Money for Trading Post

### **PACK EQUIPEMENT**

Tents and Ground Cloth  
Pack Flag and American Flag  
Lanterns  
Broom  
Water Containers  
Water Cooler  
Fire Extinguisher  
Dining Fly, Poles, Rope

### **BE PREPARED FOR RAIN / COLD WEATHER**

#### **EXTRAS (OPTIONAL)**

Fishing Gear  
Pocket Knife  
Watch  
Sunglasses  
Straw (in case of rain)  
Firewood  
No Propane Heaters

### **WHAT NOT TO BRING TO CAMP**

Bikes  
Roller blades or skates  
Skateboards  
Dogs (except service dogs)  
Sheath Knives  
Butterfly Knives  
Fireworks  
Airsoft and or paintball guns

# Typical Schedule

Friday 1/5		Saturday 1/6		Sunday 1/7	
7:00 AM 3:00 PM	Camp Closed	7:00 AM	Rise and Shine	7:00 AM	Rise and Shine
		7:45 AM	Flag Raising	7:45 AM	Flag
		8:00 AM 8:45 AM	Breakfast	8:00 AM 8:45 AM	Breakfast
		8:45 AM 9:00 AM	Travel to session 1	8:45 AM 9:00 AM	Travel to session 4
		9:00 AM 10:00AM	Session 1	9:00 AM 10:00AM	Session 4
		10:00 AM 10:15 AM	Travel to session 2	10:15 AM 12:00 PM	Check Out @ Cubworld Dining Hall / 10:30 – Interfaith Worship Service (optional) @ Boat Maintenance Area
		10:15 AM 11:15 AM	Session 2		
		11:15 AM 11:30 AM	Walk back to Cubworld for lunch		
		11:30 AM 12:15 PM	Lunch	12:30 PM	Camp Closed
		12:15 PM 12:30 PM	Travel to session 3		
		12:30 PM 1:30 PM	Session 3		
1:30 PM 1:45 PM	Travel to back to Cubworld				
3:30 PM 7:00 PM	Participants Arrive and Check-In at the Cubworld Parking Lot  (Then Park in Stahlman Activity Field)	1:45 PM 2:15 PM	Scout Free Time		
		2:30 PM 4:30 PM	Afternoon Activities @ Cubworld Activity Field		
5:45 PM	Flag Lowering	5:45 PM	Flag Lowering		
6:00 PM 7:30 PM	Dinner (Class A Uniform)	6:00 PM 7:15 PM	Dinner (Class A Uniform)		
7:15 PM	Board Games, Movie, and Hot Chocolate in Cubworld Dining Hall	7:15 PM 8:00 PM	Free Time		
8:00 PM	Leaders Meeting Back of Cubworld Dining Hall	8:00 PM 9:00 PM	Campfire (meet at flagpole) – Class A Uniform		
9:00 PM	Movie Over – Get Ready for Bed	9:00 PM 10:00 PM	Cracker Barrel @ Cubworld Dining Hall		
10:00 PM	Lights Out	10:00 PM	Lights Out		

## Safety Tips for Winter Camping

- **DO NOT LEAVE FIRES UNATTENDED**
- **DO NOT PUT HEATERS IN TENTS – NO PROPANE HEATERS ALLOWED AT CAMP!!**
- **IF YOU GET COLD IN THE MIDDLE OF THE NIGHT AND CANNOT GET WARMED UP, SEEK HELP AT ONCE!! DO NOT WAIT UNTIL THE MORNING– WAKE UP AN ADULT LEADER.**
- **DO NOT WALK ON LAKES, PONDS, RIVERS OR STREAMS!** It may look solid, but until it has been checked out assume no ice will hold your weight.
- **USE THE BUDDY SYSTEM TO CHECK EACH OTHER FOR COLD WEATHER HEALTH ISSUES.**
- **LEARN TO RECOGNIZE AND TREAT COLD WEATHER HEALTH ISSUES,** including hypothermia, dehydration, frostbite, snow blindness, carbon monoxide poisoning, etc.
- **DON'T FORGET YOUR LIP BALM!**
- **Always gather at least twice as much wood for your fire as you think you'll need.**
- **Gathering wood or other work helps keep the body warm!**
- **Always have enough wood on hand for the next morning's fire!**
- **Carry extra matches – the more a fire is needed for warmth, the harder it will be to light one!**
- When winter camping, dress in layers so you can easily adjust your clothes to regulate body moisture and temperature. Three types of layers are considered normal: a liner layer against your skin (longjohns), an insulation layer (fleece), and a water- and wind-proof outer shell.
- Protect against heat loss through your head by wearing a toboggan, balaclava, etc. Over half of your body heat can be lost through your head. One saying goes, "If your feet are cold, put on a hat."
- A balaclava helps protect your face and neck from cold and wind. It can also be worn as a toboggan or scarf.
- Be sure to carry plenty of dry socks. Wet socks can be dried overnight in your sleeping bag, preferably by placing them close to your body.
- Know where your fire extinguisher is located.

### **DURING the DAY**

- Adjust your layers of clothing by adding or removing to prevent heat buildup and sweating. Zippers in the armpits of rain shells or fleece jackets work well to vent heat and moisture. Too much moisture in your clothes will make you cold as it evaporates.
- Be aware of the signals your body is sending you. Cold fingers or toes indicate you should stop and address the cause of the problem if possible. Cold toes can be caused by boot laces being too tight.

## IN CAMP

- Keep plenty of hot drinks available as you sit around camp in the evening. The extra fluids are helpful and the heat is welcome.
- Snack before you go to bed so that your body will have enough fuel to generate heat during the long winter night.
- Exercise for a few minutes before getting in your sleeping bag. This will warm up your body and make it easier to warm up a cold sleeping bag.
- Always keep hand warmer items (such as Hot Hands) from direct contact to skin. Should be kept in pockets on outer ware.

## AT NIGHT

- Increase the comfort range of your sleeping bag by putting it inside of a bivy sack. Other options include cloth liners, vapor barrier liners or space blanket bags, and doubling up bags. Vapor barrier liners should only be used in temperatures well below freezing. Doubling up bags should only be done if you still have enough room to be comfortable in the bag.
- Always use a pad under your sleeping bag in the winter. Many people suggest two pads. Insulating yourself from the ground is more important than insulating yourself from the cold air.
- Sleep with a stocking cap or toboggan or balaclava on your head to help hold in your body heat. Cinching up your mummy bag so that only your eyes, nose, and mouth are exposed is another way to hold in heat.
- Don't breathe inside your sleeping bag at night. Breathe through a stocking cap or bandana instead. Moisture from your breath will wet your sleeping bag and reduce its insulating ability.

## IN THE MORNING

- Warm up socks, clothes, etc before putting them on in the morning by pulling them into your sleeping bag a few minutes before you get out of the bag.
- To prevent your feet from getting cold when you put on cold boots in the morning, remove the insoles and warm them up in your sleeping bag or inside your coat before putting your boots on.

# Gaylord Cubworld Map

