

JOSEPH A. CITTA SCOUT RESERVATION

**Jersey Shore Council
Boy Scouts of America**



2012 Leader's Guide *55 Years of Scout Camping*



The Joseph A. Citta Scout Reservation is a Nationally Accredited Boy Scout Resident Camp

Dear Scouter,

On behalf of the Jersey Shore Council, I would like to thank you for choosing the Joseph A. Citta Scout Reservation for your troop's 2012 summer camp experience! Rest assured, your Scouts will have an amazing week of camp unlike any other camp they have previously attended.

Why do Scouts join the Scouting program? That's the question our camp staff tackled when planning for this summer. It wasn't the weekly troop meetings, or the community service, it was the CAMPING! Our goal this season is to blow your Scouts away with a program that will keep them excited until next summer and provide stories to tell for years to come.

The purpose of a summer camp is to supplement and support the troops' annual program. Whether it's arranging an off-site day trip or scheduling a troop shoot at the range, our staff is committed to making your stay at camp all that it can be. If you have an idea or special request, please contact myself or our Program Director to discuss.

Our newly redesigned Open Program Schedule including merit badges such as Law, Crime Prevention, and Sculpture. We also have interactive informational sessions for scouts and leaders on Backpacking, Eagle Project Planning, Leave No Trace, Dutch Oven Baking, Chemistry fun, and more! These additional merit badges and interactive informational sessions are opportunities for scouts and leaders to get even more out of their summer camp experience without conflicting with more traditional camp offerings!

This year's theme is "Citta the Final Frontier" and we're thinking spaceships, an alien crash site and maybe even a lightsaber duel! When troops bring their own props to camp and participate in the theme, it elevates the experience for the entire camp. We encourage troops to have custom Class B uniforms, props for campfires, themed cheers or greetings for our colors ceremony, decorated campsites or any other plan to incorporate the theme into your camping experience.

While unfortunately many Scout camps are experiencing declines, our camp has seen significant growth in attendance over the past few years. What makes our camp different? Troop leaders universally agree that the caliber of our staff sets us apart. The energy, motivation and spirit shown by our camp staff keeps our campers coming back for more. Do you have a Scout in your troop that meets that bill? If so, please encourage them to apply for our 2012 staff! There's always room and we frequently rotate staff around as we learn their skills! Leaders also point out our staff's responsiveness to feedback and concerns. We host a "Coffee with the Camp Director" on Monday, Wednesday and Friday and encourage all leaders to attend.

Both our camp staff and I are truly looking forward to your troops' stay at CSR this summer. Thank you for service the youth of today and the leaders of tomorrow.

Yours in Scouting,

Wayne P. Holmes, Camp Director

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Why go to Summer Camp?

Summer camp is meant to be the crown jewel activity of your Scout's year. Troop meetings, overnight trips and Eagle Projects only provide a piece of the pie, where summer camp is the opportunity to tie it all together. Camp provides the opportunity for Scouts to live Scouting's ideals, work as a patrol, earn merit badges and advancements and develop personally as an independent and confident young man.

When asking Scouters to reflect on their youth, summer camp is invariably among the best and most vivid memories!

With a trained staff, the Resident Camp helps the troop, the patrol, and the individual Boy Scout. The resident camp experience strengthens the troop by providing a goal toward which the troop can strive to prepare throughout the year. Resident Camp is an integral part of a troop's total program.

Quality of the Resident Camp Program speaks for itself. If the camp program is up to—and beyond—the expectations of boys and leaders, they return for more. Our 2012 season has seen a significant increase over our 2011 season with satisfied customers returning and new units signing up from word of mouth recommendations.

Troops that regularly have a Resident Camp experience are usually the ones that have a good year-round program, maintain continuing interest among youth members, and have the support of adults, parents, and the chartered organization.

These troops can see the value of Resident camp, to include:

◆ Troop Program:

Camp becomes an extension of the year-round outdoor program and provides 24 hours a day for a week to participate in the Scouting program.

◆ Influence of the Scoutmaster:

There are more opportunities for the troop leaders to get to know the Scouts, to be able to work with them, and to provide a high-quality influence on their lives.

◆ Camp Staff:

The troop is served by a highly qualified group of adults, young men and women who offer various skills related to Scouting and other camp activities. Their experience can prove invaluable to a troop!

◆ Advancement:

Boy Scouts have advancement opportunities—most of which are not as easy to find at home—and find an inspiration to advance because of the camp surroundings.

◆ Challenges:

In the environs of the resident camp, boys find that they can stretch to new challenges because of the variety of programs made available.

◆ Patrol Method:

Day and night, the smaller group in the troop under the leadership of a youth leader learns how to work together and to become a special democratic entity.

Afterwards, the troop returns home with a new enthusiasm that carries on in the regular troop program during the following months. Skills learned at camp continue to be practiced during troop meetings, on hikes, and at overnight camps.

MISSION STATEMENT

It is the mission of the Citta Scout Reservation to provide the best possible positive outdoor experience at the Jersey Shore with an emphasis on advancement and growth opportunities, through the aims and methods of Scouting.

A BRIEF HISTORY

The Ocean County Scout Reservation first opened in 1957 in the Brookville Section of Barnegat Township, NJ. The Scout Executive at the time was George Sparks and there was no on-site camp director. Early on the camp had limited facilities, including outdoor dining, a make-shift waterfront and a few buildings. The camp was renamed Brookville Scout Reservation in 1960 and thrived in the 60s and 70s. The Rotary Dining Hall was built in 1970 and J. Phillip Citta Reception Center was built later in the 1970s. Additionally, Campmaster facilities and Ranger's residence were replaced during the 1980s with the buildings that are now on site.

The 1990s saw development of Brookville in anticipation for the next century of Scouting. The Citta Training Lodge and COPE Course were built to make Brookville ready for the future. Additionally, the new shower house and Mohawk latrine were installed to accommodate physically challenged Scouts. In 1992, the Brookville Scout Reservation was renamed the Joseph A. Citta Scout Reservation in honor of the Council's Advisory Board Chairman and generous benefactor.

The Order of the Arrow dedicated it's building in camp during this time in memory of George Rees, former Lodge Adviser. The Rees Lodge, now the camp trading post stands as a reminder of this departed brother's unselfish service. The Order also built and maintains the Memorial Grove located near the Algonquin Campsite in memory of departed Scouters of the council. Section Conclaves have been held at our camp in 1982, 1992, 1996, 2001, 2003 and 2009.

Major developments were completed in 2000. The waterfront dock, rifle range and COPE Course were all rebuilt and Bisch Rotary Dining Hall & Miroslav A. Kokes Training Facility. This new dining hall has new cooking equipment, handicap access and a large eating area to accommodate more campers.

In 2007 the Joseph A. Citta Scout Reservation celebrated its 50th Anniversary! In 2009 renovations were completed with rebuilding the waterfront dock and additional work put into the COPE Course.

DIRECTIONS

FROM THE NORTH

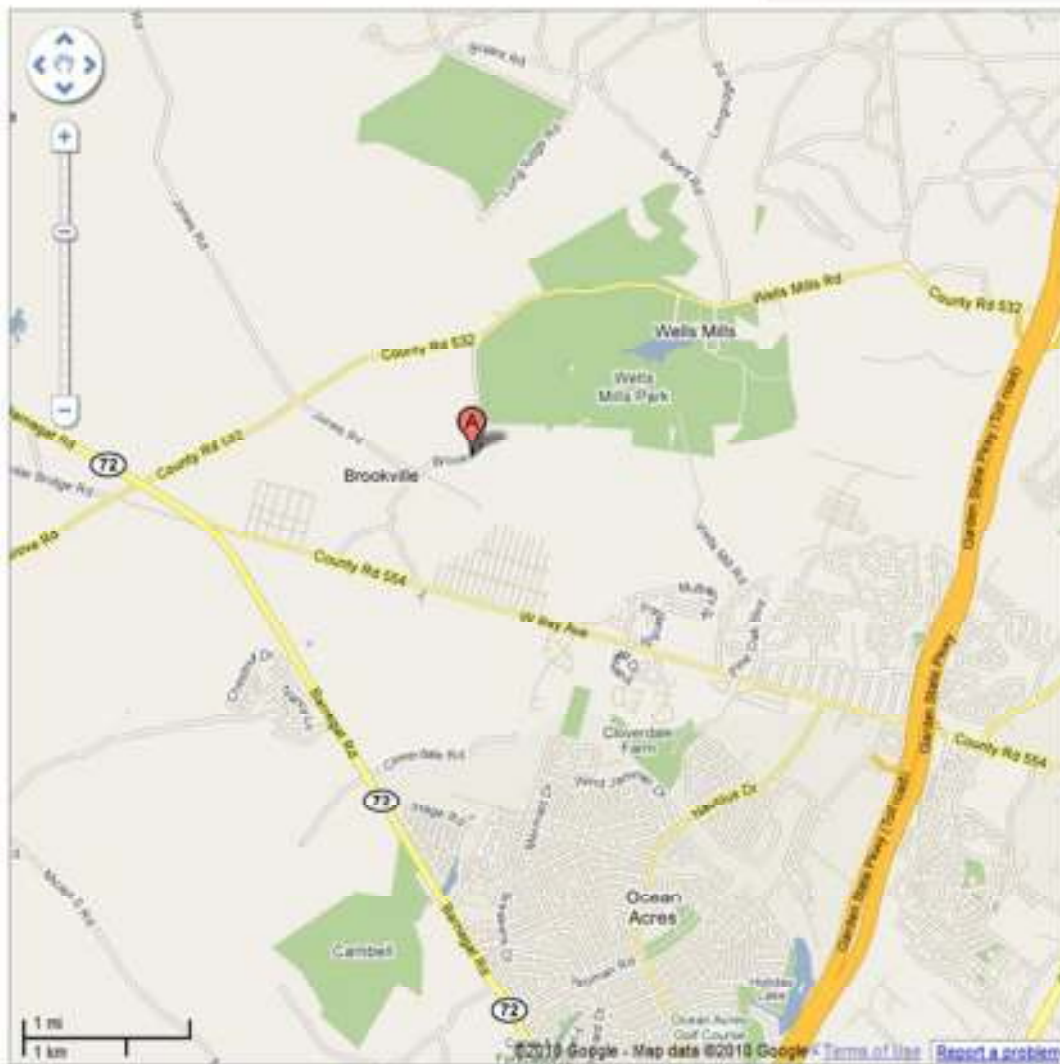
Take the Garden State Parkway South to exit 69, turn left onto Route 532 (Wells Mills Rd) and continue for approx 3 miles. Turn left onto Brookville Road (There will be a brown camp sign) the reservation will be approx 1/2 mile on the left.

FROM THE SOUTH

Take the Garden State Parkway Northbound to Exit 63A. Take Route 72 West and continue for approx 5 miles. Turn sharply right onto Route 554 (West Bay Ave). Turn left onto Brookville Road (There will be a brown camp sign). The reservation will be approx 1 1/2 miles on the right.

FROM THE WEST

Take Route 70 to Route 72 East. Make a left onto Route 554 East (West Bay Ave). Turn left onto Brookville Road (There will be a brown camp sign). The reservation will be approx 1 1/2 miles on the right.



PART ONE: PREPARING FOR CAMP

Whether you have done this all before, or you are brand new, getting your Troop to summer camp is an endeavor that requires a great deal of planning and preparation. The planning you put into summer camp directly affects the experience you have at camp! We hope you find the information in this guide a valuable resource for you and your unit.

CAMPING DATES AT JOSEPH A. CITTA SCOUT RESERVATION

July 1-7.....	Boy Scout Resident Camp Week 1
July 8-14.....	Boy Scout Resident Camp Week 2
July 15-21.....	Boy Scout Resident Camp Week 3
July 22-28.....	Boy Scout Resident Camp Week 4
July 29-August 4.....	Boy Scout Resident Camp Week 5

ADULT LEADERSHIP IN CAMP

Two deep leadership is the rule for any Troop outing, and the same applies to summer camp. Each unit must have one adult at least 21 years of age and one adult at least 18 years of age. Make sure your unit has adequate coverage during your stay at Citta. Coed Venture Crews must provide both a registered female and male leader 21 years of age or older.

We understand that leaders often have busy schedules and cannot stay the entire week. It is acceptable to swap out leaders during the week, as long as two deep leadership is maintained at all times. Unit leaders will notify the Camp Director when such a situation exists.

MEDICAL FORMS

Each camper must come to camp with the proper medical form. Health Form 680-001 is required for this season, previous versions are obsolete. These new forms require an annual physical and allow for digital signatures and online completion. **Please turn in copies of these forms to the Camp Administration, Unit leaders must retain originals.** All health forms will require:

- 1) Licensed Medical Professional's Signature
- 2) Parent/Guardian Signature (those under 18)
- 3) Date of last physical exam
- 4) Dates of inoculations *DATES must be listed per state requirements. "Up to date" is not acceptable.
- 5) Emergency and Insurance Information

OTHER FORMS

In addition to medical forms, each unit must bring the following:

- *1) **Unit Roster Form:** All units must complete the included unit roster including: names, ages, and phone numbers for all campers.
 - *2) **Trek Permission slip:** For any Scout leaving camp, a Citta Trek permission slip must be completed and signed by a parent.
 - *3) **Over the Counter Medication Form:** This form allows the parents to state what type of medicines the Camp Health Officer is allowed to give your Scout in the event of illness or accident. Medicines such as; Tylenol, Advil, Motrin, Claritin, Benadryl, Midol, Aleve, etc.
 - *4) **Prescription Medication Form:** If your child brings prescription medications to camp this form allows our health officer to dispense those medications, without this form the Scout will not be allowed to take any medication while at camp.
 - *5) **Rockville Gym Waiver:** Scouts in Climbing Merit Badge or our Trek Program will need a Rockville Gym Waiver in order to participate in the off-site climbing activity.
- *All required forms are located on our website www.CittaScoutReservation.org

PRIVACY

To protect your privacy and meet modern expectations Medical Forms will be kept locked away and are only accessible to the Health Officer and Camp Director. Unit Leaders must sign forms in and out of camp.

SUMMER CAMP FEES

At Citta we want every Scout to be able to afford to go to summer camp. Special incentives are offered to Scouts paying early. Fees can be paid at any Jersey Shore Scout Service Center and the Citta Scout Reservation. We highly encourage all fees be paid prior to attending summer camp. **Please make all checks payable to: Jersey Shore Council, BSA.**

Camperships are available for Jersey Shore Council Scouts; please refer to the Camperships section of this guide on page twelve for more information.

Deposits—the unit reservation fee is \$100 per unit per week. This fee is payable upon submission of your reservation form, which is applied toward the total balance. Reservation fees **do not** carry over from year to year.

OVER FOR FEE BREAKDOWN ——>

SCOUT FEE BREAKDOWN

In Council and 2011 Returning Units

Extra Early: \$275 - By March 1, 2012*

*A \$100 per Scout non-refundable deposit is due for all campers not paying at the Extra Early Rate.

Early Bird: \$295 - By May 1, 2012

Regular: \$315

Out of Council Units

Extra Early: \$290 - By March 1, 2012*

* A \$100 per Scout non-refundable deposit is due for all campers not paying at the Extra Early Rate.

Early Bird: \$310 - By May 1, 2012

Regular: \$330

Troop Brookville (Provo) Fees:

1 Week of Camping: \$300

2 Weeks of Camping: \$505 (Save \$95!)

3 Weeks of Camping: \$690 (Save \$210!)

4 Weeks of Camping: \$850 (Save \$350!)

5 Weeks of Camping: \$985 (Save \$515!)

Scout fees are based on when a payment in full is received for each individual Scout. Units can submit payments at all three rate tiers. There is no need for a unit to pay all at once to take advantage of discounted rates for any scouts wishing to pay early. **Example: If Tommy Scout pays in full on February 20th, he receives the Extra Early Rate. If Joe Scout pays in full on June 1st, he pays the Regular rate.**

****Webelos Crossover Discount:** Webelos Crossovers from 2012 are eligible to receive the Extra Early Rate thru June 1. To receive this discount during the Early Bird and Regular Rate periods, please fax/scan a copy of the BSA Youth Application to 609-660-2588 Attn: Webelos Discount, prior to registering your Scout. A credit will be applied to your account to reduce the camp rate.

Troop Brookville "Bring a Friend" Discount: If a Scout and a friend sign up for a week of Troop Brookville Provo Camping, both Scouts will receive a \$25 discount off of each week! Any given Scout may only receive one \$25 discount per week.

Camp Partial Discount: Troop Brookville campers will receive a \$10 discount if they bring back a "partial" blue card to work on during their stay. The partial card must be presented at Check in. Limit one discount per Scout.

LEADER FEES

Two adult leaders are required for each unit camping at Citta. FREE adult leader rates are granted based on unit size. Additional leaders will attend at a rate of \$85 per leader.

5-7 Scouts = One Free Leader

8-20 Scouts = Two Free Leaders

21-30 Scouts = Three Free Leaders

31-40 Scouts = Four Free Leaders

Note on Additional Leaders: Troops pay for the total amount of leaders present. **If a mid-week swap is made no additional leader fees are incurred.** Leaders visiting for the day only pay per-meal. The rates are as follows: Breakfast-\$5.00, Lunch- \$8.00, Dinner- \$12.00.

REFUNDS

Camp fees are generally not refundable. Fees paid are, however, transferable to other Scouts in the same unit. Full refunds will only be considered if requested a minimum of **two weeks prior** to the start date of your unit's stay at camp and are subject to approval by the Camp Director.

Partial refunds may be given for any later requests with the approval of the Council Camping Committee. Requests must be received in writing by the Camp Director and are reviewed in September by the Council Camping Committee for approval. Notify the Camp Director immediately if a scout may not attend camp due to illness, injury or a personal issue.

PRE-CAMP LEADER MEETINGS

A Pre-Camp Leader's Meeting will be held on March 3, 2012 at the Jersey Shore Council Scouting University. At the Russell O. Brackman Middle School 550 Barnegat Boulevard North, Barnegat NJ
TIME

This year we will offer a **Two Week Prior** meeting, taking place on Wednesdays, two weeks before your camping session. To make check in on your week easier, we suggest that your Troop bring all paperwork to this meeting, including copies of Medical, Prescription, and Permission Forms to ease your check-in process. Dates of meetings:

Week 1 (July 1-July 7)...Meeting Date: June 20 at 7:00 p.m.

Week 2 (July 8-July 14)...Meeting Date: June 27 at 7:00 p.m.

Week 3 (July 15-July 21)...Meeting Date: July 5 at 7:00 p.m. ****THURSDAY DUE TO HOLIDAY****

Week 4 (July 22- July 28)...Meeting Date: July 11 at 7:00 p.m.

Week 5 (July 29-August 4)...Meeting Date: July 18 at 7:00 p.m.

CAMPERSHIP POLICY

Jersey Shore Council Units Only

1. Campership Applications submitted to Council by May 1 receive priority. After that date, new youth members receive priority. **Camperships are not accepted after June 30.**
2. On the individual application, a parent or guardian must indicate they understand camperships are for youth whose family is needy and indicate the reasons they are applying. **Also, the individual application must indicate what, if anything, the youth member is doing to earn his way, i.e. Fall popcorn sale, or "Earn-your-Way" sale. The average monthly family income must be indicated.** Telephone number or other means of contact must be indicated so a campership committee member may verify the information on the form.
3. The unit leader must certify he or she understands camperships are given on the basis of need. Also, the unit leader must indicate if the unit is using the camp savings plan and what the unit (and its members) are doing to help their members earn their way to camp, i.e. selling popcorn. The Commissioner may be discussing with the unit the situation when it appears the youth members are doing little to assist themselves and the unit leadership is using the campership program as a "half off coupon" for active participation in the unit program.
4. Priority will be given where two or more youth members from the same family apply for a summer camping program.
5. All Camperships for Scouts should be sent to the following address:

Camperships
Jersey Shore Council
1518 Ridgeway Road
Toms River, NJ 08755

Since its inception, Scouting has taught that a Scout pays his own way. This can be assisted by a Troop using the camp savings plan for its youth members and participating in unit fund raising efforts i.e. popcorn sale. The campership program has limited resources and is designed to assist our youth members who could not get a camping experience any other way. **Units whose leadership does not support this philosophy may become ineligible for camperships.**

TROOP SUMMER CAMP MEETING

Sometime in the spring, many troops hold a “Troop Summer Camp Meeting” for the benefit of their boys and parents. This meeting’s content varies by Troop, but here are some ideas of topics to include:

- 1) Troop travel plans
- 2) Collection of medical forms
- 3) Merit Badge/Program Registration
- 4) Confirmation of Adult Leadership
- 5) Question and answer period for adults
- 6) Time to counsel Scouts on their program choices and check pre-requisite work

CHECK-IN PROCEDURE

Check in occurs from 2-4PM on Sundays. In order to facilitate a smooth check-in to include safe and effective swim checks, troops will be assigned a staggered check-in time between 2-4 PM. The Unit leaders will receive their check-in time when they attend the two-week prior meeting at Citta. **No troop will be allowed to check in without all of their campers present. It is recommended that the troops arrive early and gather in the parking lot before checking in.**

While waiting for your two staff guides, try to consolidate your troop’s gear as well as gather all your units forms. When your troop checks in please come prepared with a completed Unit Roster for both Youth and Adults (blanks copies can be found at www.cittascoutreservation.org) you will then be issued wristbands for all of your participants to be worn for the entirety of their stay. Immediately after check-in, troops will be directed over to the health office for Medical Checks. **All campers must be present for Medical Check.** Troops will then be brought to their site and taken on a tour of the camp, including in-camp swim checks.

SWIM CHECK PROCEDURES

Your troop is encouraged to take these swim checks at your local YMCA or pool conducted by a qualified individual. Please utilize the Unit Swim Classification form located on www.CittaScoutReservation.org . The Camp Aquatics Director reserves the right to re-test any individual or troop upon arrival. A copy of the lifeguard credentials for the person administering the tests must be included with the Unit Swim Classification paperwork.

EQUIPMENT CHECKLIST

Please remember all Scouts sleep on metal frame/canvas cots in a 7x9 wall tents on raised wooden platforms. The following list is provided as an aid to your Troop’s planning.

Troop/Patrol Equipment:

-Lanterns

-Flags (Troop, American, Patrol)

-Cooking gear for in-site cooking night

-Any archway or theme decorations

-Anything needed to win the Scoutmaster Dessert Cook-off

THINGS TO LEAVE AT HOME

Kerosene or gasoline, cell phones, fireworks/explosives, illegal drugs, alcohol, tobacco products, firearms and ammunition, hunting knives, candles, pets, obscene or otherwise inappropriate materials, radios, computer games, walkie-talkies, aerosol cans or other items banned by the Boy Scouts of America and New Jersey State Law.

ELECTRONICS IN CAMP

We strongly recommend all electronics be left at home. The Joseph A. Citta Scout Reservation and Jersey Shore Council will not be responsible for any damage done to electronics during your stay with us. Wireless Internet Access will be available for Leaders on a limited basis. Scouts using a cell phone during program times will have the phone confiscated by a staff member. Unit leaders will receive the confiscated phone back from the Camp Director.

CHECK OUT PROCEDURES

Leaders are able to pick up blue cards, medical forms, camp patches and photos in the Dining Hall at 8:00am. Breakfast will be delivered to each campsite, so only one leader needs to stop by the Dining Hall. Troops are to be in formation on the Parade field at 9:00 am for check out. Unit leaders will also have the opportunity to reserve a week in camp for the 2013 season if they have not done so already.

EARLY REGISTRATION BONUS

Book your 2013 stay prior to check out during your week at camp and receive the 2012 camp rates for your 2013 camp rates.

Part Two: In-Camp Program

Food Service

The CSR Kitchen Staff looks forward to serving you another season of outstanding meals! Three meals a day are served in the dining hall, except Sunday (food service starts with dinner), Wednesday (Dinner is patrol cooking) and Saturday (Food service ends with breakfast being delivered to the sites). If someone in your unit has a special dietary need, please notify the camp at least two weeks prior to your arrival so we can make necessary arrangements. Troops are required to provide waiters to clean their tables and the floor after each meal, and a waiter for each table to serve dinner in the dining hall each night except for Sunday and Wednesday.

If one of your campers has special dietary needs, please have the following info available for our Kitchen Manager: **Allergy type, Foods that can't be eaten, sample menu of what can be eaten.**

IN-SITE COOKING

Wednesday is "In-Site Cooking Night" at 4:00PM each unit sends two Scouts to the back of the dining hall to pick up their baskets. Our kitchen staff will supply you with food to create your own dinner. What you make with these ingredients is up to you! While Citta only schedules one patrol cooking meal, if any unit wishes to cook another in-site meal, we are here to help! PLEASE BRING COOKING GEAR IF YOU DON'T WANT FOIL PACKET MEALS!!!!

TRADING POST

A full service trading post is operated at camp. It is stocked with Citta custom items, including patches and t-shirts, BSA gear and uniforms, merit badge pamphlets, handicraft kits and an assortment of snacks, drinks and ice cream. In an effort to improve the health and wellness of our campers we have chosen to eliminate soda from camp, it will only be available to adults, and not to any scouts or youth. Regular business hours are posted at the trading post. All kits needed for Merit Badges are stocked in the trading post.

MERIT BADGE PROGRESS BINDERS

A progress binder from each program area in camp will be maintained by the Area Director. The attendance and progress sheets are updated daily by the counselor and turned in to the area director. These binders will then be available in the dining all during breakfast and dinner for unit leaders to review and check the progress of their scouts.

A SCOUT IS REVERENT

Each week on Tuesday evenings, our Chaplain will host a non-denominational Scout Vesper Service. All units are strongly encouraged to attend as a group.

MERIT BADGE SCHEDULE AND CAMP-WIDE PROGRAMS

Each week there will be special opportunities for your boys to participate in camp-wide programs and inter-troop competitions. **The merit badge schedule, schedule of camp-wide**

**program, pre-requirements and special program notes are posted at
<http://www.cittascoutreservation.org>**

PART THREE: THE CAMP STAFF

We depend on a highly skilled and dedicated group of Scouts and Scouters to operate Citta each year. Serving on camp staff is truly the summer experience of a lifetime. It is a unique chance to be a leader, work on a team, and to touch the lives of more than a thousand Scouts and Scouters who will pass through the gates of camp. We hope you will encourage your best scouts to apply for camp staff positions so we can truly offer a “dream team” to all units who attend Citta this summer. Positions start at 15 years of age. Visit us at Cittascoutreservation.org for more information and an application.

Unit Service

The camp staff exists to supplement and support, but not replace, your troop camping program. We will seek to meet your needs in all areas of programming. A strong work relationship between staff and the troop leaders is essential.

Our camp commissioners are your leaders’ primary connection to the staff and your front line trouble shooters. A commissioner will visit your site to talk with your leaders and perform a health and safety inspection. Please use the commissioners as a resource to obtain equipment and supplies; schedule special activities; solve problems; and answer questions about camp. Each day our Program Director will meet with your Senior Patrol Leaders at lunch to give them updates on the Camp Program.

Cracker-Barrels

Every Sunday, the Camp Staff hosts a welcoming cracker-barrel in the dining hall. This cracker barrel is open to leaders and Senior Patrol Leaders, and is where you will get most of your information for the week. On Monday, Wednesday and Friday, the Camp Director will hold a Scoutmaster Coffee in the Citta Reception Center. This is a great time for you to make suggestions to the Camp Director for the following year and discuss how your camp experience is.

You and the Camp Staff

We have employed a highly skilled, well rounded staff of Scouters. Their reason for being in camp is to serve you and your unit. They are not strangers to the Scouting movement. True, they have been chosen for their ability or skill in some particular area of camp operation, but over and above this, they were chosen because they have had experience as a Scouter. They love and believe in this great movement just like you do! Like you, they are making a personal sacrifice to be a part of it.

Please remember one thing as you go into your summer camp adventure: the staff will help, assist, and accommodate you in every way they can, but they will not take place of your Troop. You are their leader; you are the person they know and respect. You give them the understanding and leadership, maintain discipline, and give them the adult direction they need.

The Scoutmaster at Citta

As the Scoutmaster, you have a key role in your Troop while at camp. Citta has a staff that is eager to assist you, execute your program, and tend to your unit's needs. Below are some of your duties before and during summer camp.

Before Camp:

- Read the Leaders' Guide and share it with your adult and youth leaders
- Meet with the Troop to familiarize them with the camp, its offerings, and policies
- Meet with each Scout to help him develop a summer camp schedule based on skill level and goals
- Keep track of each Scout's payments
- Fill in all paperwork and get it to camp by the Two-Week Prior meeting
- Review check-in procedure with your Scouts and parents.

During Camp:

- Check in at the appropriate time, follow directions of your site guide. Have all paperwork and payments ready for check-in
- Meet with your Commissioners daily to consult with them on any unit needs
- Attend the Sunday night Leader Meeting and brief your Scouts and leaders on camp policy and procedures
- Complete a camp leader evaluation form and return it to the camp office before checking out
- Close out your camp experience by checking out with your site guide and attending closing Colors
- RESERVE YOUR SPOT FOR 2013!!!

PART FOUR: CAMP GUIDELINES

YOUTH PROTECTION AT CAMP

Citta Scout Reservation and the Jersey Shore Council, BSA adheres to all youth protection guidelines of the Boy Scouts of America. Troop Scoutmasters should review the youth protection guidelines with all adults who will be serving as leaders in camp. Youth Protection Training is available online through our council website at www.JerseyShore-BSA.org.

If a child reports being abused or if you suspect abuse, contact the Camp Director immediately. The following barriers to abuse within Scouting are used at camp to ensure the safety of your youth campers. We expect all leaders and guests to follow these guidelines at all times:

Two Deep Leadership

No One on One Contact

Respect of Privacy

Separate Accommodations

No Secret Organizations

Appropriate Attire*

No Hazing

Constructive Discipline

*BSA policy states that any female Venture Scout or Leader must wear a one piece bathing suit while participating in BSA Aquatic Activities.

RELEASE OF MINORS

To a Parent or Legal Guardian:

If a parent or legal guardian needs to pick up their child during the week, they must check in at the Camp Office as a visitor. The Scout must accompany the parent or legal guardian to the office and fill out a sign-out sheet. The parent must also fill out a "Verification of Camper Leaving" form. The Camp Administration has the right to ask for documentation to prove the identity of the person picking up the minor. This is for the safety of the Scout leaving. Please bring a driver's license or **government issued** form of identification with you to the camp office. If someone other than a parent or guardians to pick up a Scout:

1. The parent must give the Camp Administration a written letter of who will be picking up the minor and when it will be occurring.
2. The person picking up the minor must report to the camp office with the minor AND Scoutmaster to fill out proper paperwork.
3. The person **MUST** produce a photo ID which will be copied and kept on file.

There are no exceptions to any of these rules. The Camp Administration reserves the right to verify any of the information on file.

VISITORS IN CAMP

In lieu of a Family Night During the week if camp you attend we will be holding a family and parents afternoon at Citta on June 3-2012 from 1:00-3:00pm. The parents and families of the scouts attending camp this summer are invited out to camp for the afternoon to see where their scouts will be spending the week, there will be an informational question and answer session and mock campsite for them to see.

Unit Leaders are asked to advise visitors about camp policies including:

- Pets are not permitted on camp property. Only service animals will be permitted on the grounds.
- The Camp Administration requests that all visitors depart by 10:30PM.
- Parking is located in the main parking lot next to the parade field. Please park in designated areas only—do not park along camp roadways or in front of the Citta Center.
- Smoking is not permitted on any BSA properties.

Unit leaders are responsible for unit guests on the property. If visitors come to camp anytime other than Friday evening they **must** sign in and out of the log at the Camp Office. Overnight guests must be registered members of the Boy Scouts of America. Visitors staying more than 24 hours must have a medical record on file in the health office and must be listed on the unit roster.

While camp is always open for you to visit, **please note that frequent parental visits contributes to homesickness.**

CONTACTING SCOUTS AND LEADERS

Parents may wish to send mail or packages to their child at Citta. Please note however that sometimes letters may contribute to homesickness. Mail should be addressed in the following manner:

Scouts Name

Troop Number/Campsite

Citta Scout Reservation

229 Brookville Rd.

Barnegat, NJ 08005

If you need to call and leave a message for a member of a unit in camp, the camp phone number is 609-698-2855. This line is for emergency calls only.

UNIFORM POLICY

Scout and Leaders are expected to wear a complete Field Uniform/Class A at evening colors and the evening meal. It is recommended the Activity Uniform/Class B be worn during camp. The Citta Camp staff will always be easy to identify in a staff uniform.

PRIVACY OF CAMPSITES

No one is to enter any campsite other than their own without asking permission or invitation. No Camper is to enter the staff area at any time.

MORNING AND EVENING COLORS CEREMONY

Morning Colors is our daily staff meeting, and we request that each unit hold morning colors in their own campsites then arrive at breakfast between at 7:45 and 8:00am. Evening colors begins at 5:45pm on the Parade Field we ask all units to be lined up in formation before 5:45pm and after colors dinner will be served at 6:00pm.

COFFEE WITH THE CAMP DIRECTOR

On Monday, Wednesday, and Friday mornings, right after Breakfast, all Scoutmasters and Leaders are invited to stay in the Dining Hall for Coffee with the Camp Director. This is an important time for the Camp Director to receive feedback on your stay and address any concerns you may have.

SENIOR PATROL LEADER MEETINGS

There will be daily SPL meetings after Lunch at 12:45 every day to allow the Program Director to talk to each of the SPL's and pass on any important information.

PART FIVE: HEALTH AND SAFETY

INJURY & ILLNESS

All injuries and illnesses must be reported to the Health Officer immediately. A Troop Leader should accompany anyone sent to the Health Office. **If a Scout must be sent home, the necessary arrangements are the responsibility of the unit.** While attending summer camp the scouts (parents) own health insurance is the primary health insurance and must be used in the event of illness or injury. BSA accident and safety insurance is supplementary only, and only if in effect in the troop's local council. If an individual arrives at camp with a pre-existing medical condition or injury the accident and safety insurance does not cover the treatment of such conditions.

HOMESICKNESS

While there is no cure for homesickness, we do have some tips for leaders:

- Do utilize the camp administration, chaplain or health officer for homesick Scouts.
- Do NOT allow suspected homesick cases to use the telephone.
- Do NOT belittle Scouts who are homesick.
- Do NOT allow homesick Scouts to stay in a leader's tent!

Our philosophy is that living away from home is a learning experience in itself.

TRASH AND RECYCLING

Please keep extra trash bags in your campsite. Trash needs to be removed from your campsite on a daily basis and deposited in the holding area behind the dining hall. Citta does recycle; please separate your recyclables into the appropriate bins. NO trash should ever be burned or buried. If you see trash on the trail please pick up what someone else has dropped. Let's all work together to keep camp beautiful.

SPECIAL NEEDS

The staff of the Joseph A. Citta Scout Reservation is committed to including all Scouts in each aspect of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing and instructional plans. Special menus, one-on-one instruction, accessible campsites, individual counseling and other provisions can be made for Scouts or leaders because of physical disabilities, learning disabilities, diagnosed psychological or social difficulties, severe medical conditions, particular dietary requirements, religious practices or other special needs.

Whenever possible, unit leaders should contact the Camp Director well in advance to outline the specific needs of the Scouts and leaders in their units. Disclosures of disabilities are handled discretely to protect your scouts' privacy while still providing the best level of program possible.

CAMP POLICIES

At the Citta Scout Reservation, the Scout Oath and Law are our guiding principles. We expect each leader to provide the guidance within the Troop to follow these principles, as well as, the policies of the Citta Scout Reservation, the Jersey Shore Council and the Boy Scouts of America.

- **Alcoholic Beverages & Drugs:** Alcoholic beverages and illegal drugs are not permitted on the property. Possession or use on camp property will be cause for removal from camp and possible prosecution. Prescription medications **MUST** be kept in the Health Office, Scouts are **NOT** permitted to keep their own medications except as designated by the Health Officer.
- **Hazing:** Initiations or hazing of any type is a violation of the BSA's youth protection policy and is cause for removal and possible prosecution.
- **Vehicles:** Vehicles are not permitted in camp sites. All vehicles must be kept in designated parking areas. Vehicles traveling on any camp road must adhere to 5 mile per hour speed limit.
- **Leaving Camp:** All campers and leaders must stop by the Camp Office before leaving and complete necessary documentation.
- **Firearms:** No personal firearms or ammunition are permitted on camp property.
- **Sheath Knives:** Not permitted to be carried by campers or leaders.
- **Fireworks:** Possession or use of fireworks is prohibited by state law and is grounds for immediate removal from camp and possible prosecution.
- **Camp Property:** Individuals and units will be charged for repair or replacement of camp property that is damaged or misused. Fines will be determined by Camp Administration. (Unit Leaders are responsible for doing a pre-camp inspection of campsites **PRIOR TO** Scouts being permitted into the site on Sunday)
- **Personal Items:** The camp is not responsible for lost or stolen items. Please report theft immediately. Please note Scouts' ability to have cell phones or other electronics is at the discretion of the Unit Leader. CSR strongly discourages any electronics in camp.
- **Pets:** Pets are not allowed in camp. Service animals are the only animals permitted on the property.
- **Taps:** Campers may not leave their sites after 10:00 PM. Lights out and all quiet is 11:00PM. Staff members will be touring camp each evening to ensure all Scouts are in their sites at the proper times.
- **Restricted Areas:** All program areas are off limits except when the area director is present and program is running.
- **Personal Tents:** Personal tents are allowed in camp if there are at least **TWO (2) 8.5x11 inch signs** stating "NO FLAMES IN TENT" One sign must be placed inside, one sign must be placed outside. Signs are available from the camp office.

- **Shoes:** Closed toed shoes must be worn in camp at all times. Open-toed shoes are permitted inside the shower house and at the waterfront, but closed toed-shoes must be worn to-and-fro.
- **Food in Tents:** Scouters should already know that bringing food in tents is a bad idea. Food attracts squirrels and other wildlife.
- **Fishing:** Fishing is encouraged and a great recreational activity during some free time at camp. Fishing in the Ecology Area is restricted to program time. Fishing by the dam is allowed anytime. Please DO NOT fish on the Council Ring dock for the safety of our staff and performing Scouts during campfires.
- We ask all campers to respect the privacy of the staff. Please do not enter any staff living quarters including, the staff campsite, training lodge, warehouse yard, and any other off limits areas.

EMERGENCY PROCEDURES

LOST CAMPER

Scoutmasters must report suspected lost campers to the camp office. At the sound of the emergency siren, ALL SCOUTS, LEADERS AND VISITORS MUST IMMEDIATELY REPORT to the picnic grove in front of the Citta Center and stand in formation.

LOST SWIMMER

The Aquatics area closes immediately and the staff commences a search. At the sound of the emergency siren, ALL SCOUTS, LEADERS AND VISITORS MUST IMMEDIATELY REPORT to the picnic grove in front of the Citta Center and stand in formation.

FIRE

If you discover a fire, send TWO (2) runners immediately to the camp office with information regarding location, type and severity of the fire. Do not utilize vehicles. At the sound of the emergency siren, ALL SCOUTS, LEADERS AND VISITORS MUST IMMEDIATELY REPORT to the picnic grove in front of the Citta Center and stand in formation.

LIGHTNING OR SEVERE STORM

The Aquatics Area, COPE Area, and fishing docks close immediately. Scouts remain in their program area or campsite unless otherwise instructed by the camp staff. Further instructions will be sent out from the Camp Administration

EARTHQUAKES, FLOODS OR OTHER EMERGENCIES NOT LISTED

At the sound of the emergency siren, ALL SCOUTS, LEADERS AND VISITORS MUST IMMEDIATELY REPORT to the picnic grove in front of the Citta Center and stand in formation.

INTRUSION OF UNAUTHORIZED PERSONS

Leaders should “stop-in” their campsites throughout the day noting anything out of the ordinary. All visitors must report to the Camp Office to sign in and out of camp. If an unauthorized person is suspected please notify the Camp Administration as soon as possible; do not confront the person. That is the job of the Camp Administration. Once informed, the Camp Administration will proceed and question the individual. If the person

flees, or contact is made, an incident report is filled out by the Camp Director. Camp Program continues unless the situation warrants a camp-wide assembly. The Camp Administration determines the status of the situation. An assessment is made to determine the severity of the situation and the need to call the police and/or Scout Executive will be determined by the Camp Director.

ALL CLEAR

If it becomes necessary to cancel an emergency drill, an ALL CLEAR signal is given over our camp PA system.

FREQUENTLY ASKED QUESTIONS

Can our troop bring our own tents?

Of course! Your troop is welcome to bring some or all of the tents that your Scouts and Leaders will be staying in. Per national standards, all tents must display a sign indicating “no flames in tents”, available from the camp office. Please contact the camp director if you would like to bring your own tents so that physical arrangements can be made.

Can parents visit scouts during the week?

Parents are welcome to join us on Friday evening for parents’ night. We highly discourage visitors during the week, as they disrupt program.

Where is the Merit Badge schedule?

It is located on www.CittaScoutReservation.org under the forms section. .

Is smoking permitted at camp?

While it is against Boy Scout Policy to smoke on any scout property, we have established a smoking area for leaders. Per local township ordinances no one under the age of 19 is permitted to smoke or be in the possession of tobacco products.

Who can I contact if I have any questions?

Camp Director Wayne Holmes at: 609-698-2855 or Camping@JerseyShore-BSA.org

But wait, I have more questions?

There will be an updated and ongoing list of Frequently Asked Questions on the CSR website at www.cittascoutreservation.org

**The Joseph A. Citta Scout Reservation
is a Nationally Accredited
Boy Scout Resident Camp**



**The Jersey Shore Council, BSA
and the Joseph A. Citta Scout Reservation
do not discriminate based on age, sex, ethnicity or religious background.**

www.cittascoutreservation.org