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# CAMP ARROWHEAD

2025 Scouts BSA LEADER'S GUIDE



**Scouting  
America**

Ozark Trails Council

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# WELCOME HOME...

*to Camp Arrowhead where the pool is cool, the grass is green, and the staff welcomes you with open arms!*

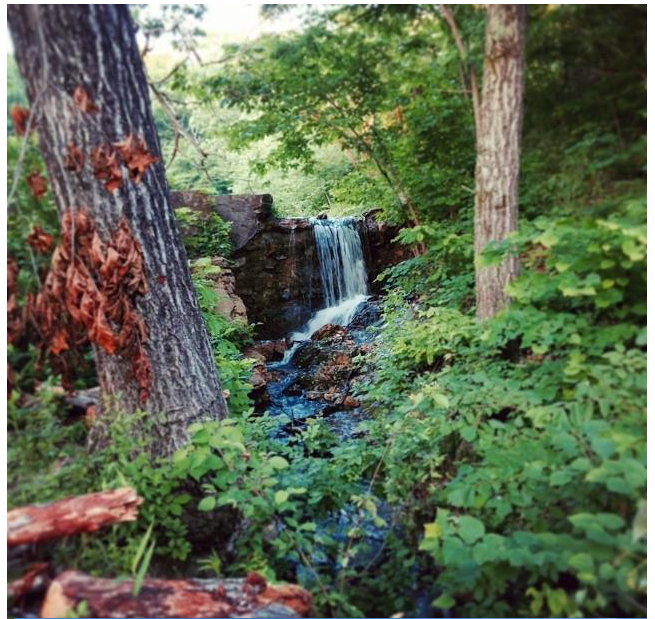
Friends in Scouting,

This past year we celebrated the 100th anniversary of Camp Arrowhead. During this celebration, we celebrated our Scouting heritage as a family with both our current staff as well as many of our staff alumni. Stories and memories from Scouters, young and old, were shared around the council fire overlooking Lake Osage, where we have hosted many from near and far over the last 100 years.

Come share your troop with our staff, where Scouting is family. We look forward to making new memories with you for many years to come.

Cheerfully,

Bill Marr, Camp Director & Mark Peterman, Program Director



## WHY CAMP ARROWHEAD?

One of the goals of Ozark Trails Council is to provide nationally accredited camp facilities and programs for the use of Scouting youth, year-after-year! Camp staff and facilities are also resources for your use in achieving your own troop's goals, and in fulfilling the mission of the Boy Scouts of America:

*The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.*

Camp Arrowhead staff will work with Scouts toward this goal as to incorporate the “aims and methods” of Scouting into the camp program.

**Ideals** Scout Oath and Law, the basis of conduct religious services provided and observed.

**Patrol Method** Campsites organized by Patrol  
Patrol meetings encouraged.  
Patrol events and activities.  
Commissioners encourage patrol method.  
Camp communicates through Senior Patrol Leaders.

**Advancement** Wide choice of Merit Badge classes.  
Traditional Scout skill training.  
Many merit-badge related skills in practice.  
Rank Advancement opportunities in camp and campsites.

**Personal Growth** Challenging programs and personal activities.  
Practical leadership training through participation at camp.  
Order of the Arrow (National Organization).  
Tribe of Lone Bear (Local Council Organization).

**Adult Associations** Two-deep leadership provides for adult mentoring.  
Positive adult role modeling 24/7.

**Leadership Development** Hands-on leadership training through doing Daily SPL meetings.  
Proper uniform and etiquette.

## CAMP WEEK SCHEDULE

### Scouts BSA Resident Camp 2025 Sessions:

Session 1: June 15<sup>th</sup> -21<sup>st</sup>

Session 2: June 22<sup>nd</sup> -28<sup>th</sup>

Session 3: June 13<sup>th</sup> -19<sup>th</sup>



# CAMP RESERVATION POLICY

Reservations details are as follows:

- **A reservation deposit of \$100 is required.**  
If your unit needs more than one site, each site requires a deposit. (2 sites = \$200 deposit)
- All deposits and payments are applied to the current years fees and are non-transferable to future years.
- **The site deposit fee is NON-REFUNDABLE.**
- If sharing a site with another troop, each troop must pay a deposit.
- No Scouts BSA girls troop and Scouts BSA boys troop may share a campsite, **UNLESS** they share the same Charter Partner Organization. If the Charter Partner Organization is the same, they may share the site, but **MUST** be separated within the site.
- To complete a reservation form [CLICK HERE](#), (be sure to indicate on the form if your unit is a male troop or female troop ) or through [Black Pug](#).



# CAMP FEES AND DEPOSITS

	Youth Fee	Adult Fee	DEPOSITS DUE
Scouts BSA Resident Camp	\$370.00	\$185.00	\$50.00/youth by March 7 <sup>th</sup> , 2025

Units must pay a **non-refundable \$50.00 Merit Badge Deposit** per youth to reserve their spot for online registration in Black Pug. Merit Badge Deposits for each unit are DUE March 7<sup>th</sup>, 2025.

The deposit must be received at the Council Office before online Black Pug access to Merit Badge sign up is granted. The program overview will be available on Black Pug and the council website.

**Open registration on Black Pug begins Saturday, March 22<sup>nd</sup>, 2025, at 9:00am CST**

*For every 5 youth, Troops will get 1 free leader – 10 youth, Troops receive 2 free leaders.*

**All final summer camp fees are due no later than Friday, May 2nd, 2025.**

For **ALL** Resident Camp Fees:

Payment for 2025 Resident Camps can be made by Cash, Check, Money Order, or through unit account in Black Pug. Checks should be made out to Ozark Trails Council. Credit Card payment will be made available but will be assessed a 3% service charge above the full camp fee (listed above).

**Early Bird Registration:**

A discount of \$10 for each registrant will be given to units who have paid in full on or before April 1, 2025. Credit card fees still apply.

**Any required deposits shall be NON-REFUNDABLE.**

Refund of fees, outside of a deposit, will be processed on a sliding scale according to the following guidelines:

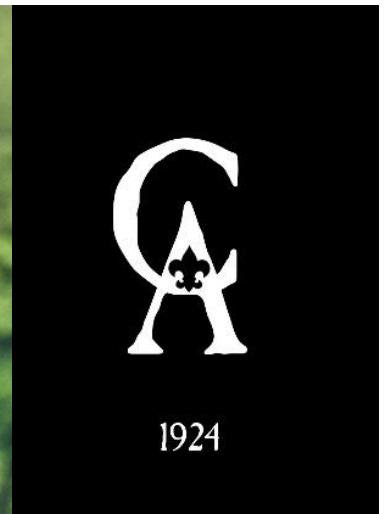
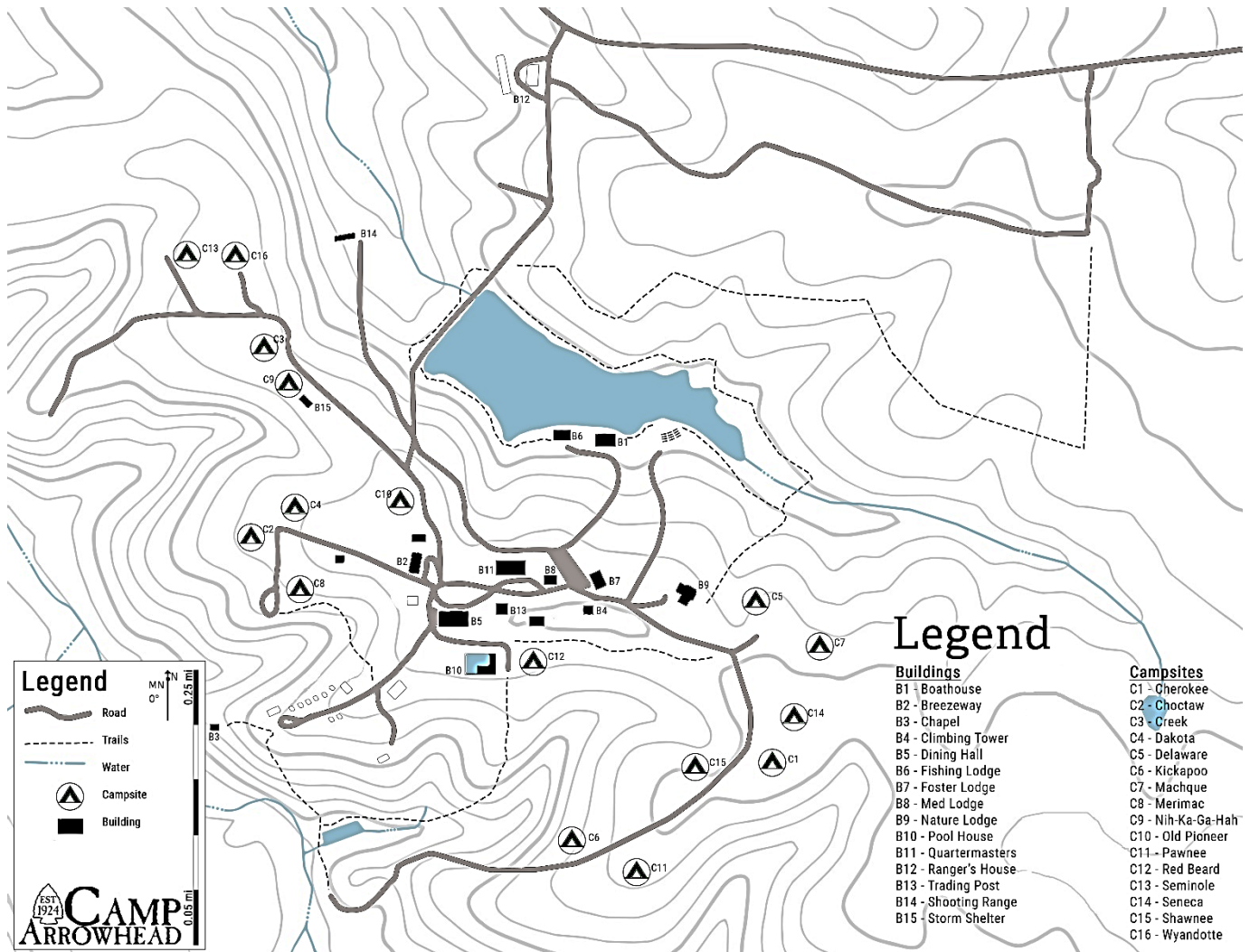
1. Requests received 30 or more days before the event – 100% of the total event fee, less the NON-REFUNDABLE deposit.
2. Requests received 14 – 29 days before the event – 50% of the total event fee, less the NON-REFUNDABLE deposit.
3. Requests received less than 14 days before the day of the event – 25% of the total event fee, less the NON-REFUNDABLE deposit.

\*In the event of a documented medical reason (doctor's note required), a death in the family, a natural disaster, or a declared emergency – refund request must be submitted within fourteen (14) days following the end of the applicable activity.

For events where you register as a unit, registrations are transferrable within the same unit to a Scout or adult leader not currently registered for the activity.

Approved refunds will be processed within thirty (30) days of their receipt and all deposit will be made to the Unit. The unit will be responsible for the disbursement of those fees to the correct family. In Council Units, fees will be deposited into the Units account at the Council Service Center.

# CAMP MAP



## YOU ARE COMING TO CAMP ARROWHEAD, WHAT'S NEXT?

OK! You are coming to Camp Arrowhead for an amazing camp adventure! It is never too early to start planning. Below are the items to allow you and your Scouts to prepare for camp in a timely fashion...

## SAMPLE AGENDA AND PARENT INFORMATION PACKET

Once you have chosen Camp Arrowhead, it is a good idea to do a presentation for Scouts and Parents of your unit to review the program and activities offered at Camp. This will allow them to start thinking about what program or merit badges they would like to participate in while at camp.

- Download a Camp Arrowhead Power Point presentation from Black Pug.
- If your unit has been to Arrowhead before, share videos and photographs.
- Describe camp program, advancement opportunities and special program experiences.
- Order of the Arrow / Lone Bear information with deadlines for nominations.
- Testimonials from older Scouts who have attended and enjoyed Camp Arrowhead.
- Review Logistics; time, date, locations, fees, assistance applications, fee payment schedules, trading post, etc.
- Distribute and explain medical forms. [set target date to collect AB&C of med form]
- Transportation needs. [must be a seatbelt for every participant]
- Camp Leadership needs [2 deep leadership]. *Boy and Girl Troops CANNOT share adults!*
- Questions & Answers.



## HINTS TO GET EXCITED ABOUT CAMP

- Take Scouts on campouts to Camp Arrowhead in the off-season.
- Provide Unit Scholarships to Scouts who do something special.
- Talk about summer camp plans often with Scouts and parents.
- Conduct a special parent's night orientation/presentation about Camp Arrowhead.
- Work with Scouts who will be joining the unit in the spring, and work with Arrow of Lights.
- Use Videos from Camp Arrowhead Facebook Page/Council website.
- Order of the Arrow Chapter will visit your Unit.



# UNIT ROSTER

Each Unit will be responsible for providing a completed Unit Roster upon arrival to camp. This roster of Scouts and leaders should be submitted to Black Pug.

*NOTE: Double Check Roster for active membership in My.Scouting.org*

The form can be found on Black Pug.



# PLANNING FOR ADULT LEADERSHIP

## ADULT LEADERSHIP REQUIREMENTS



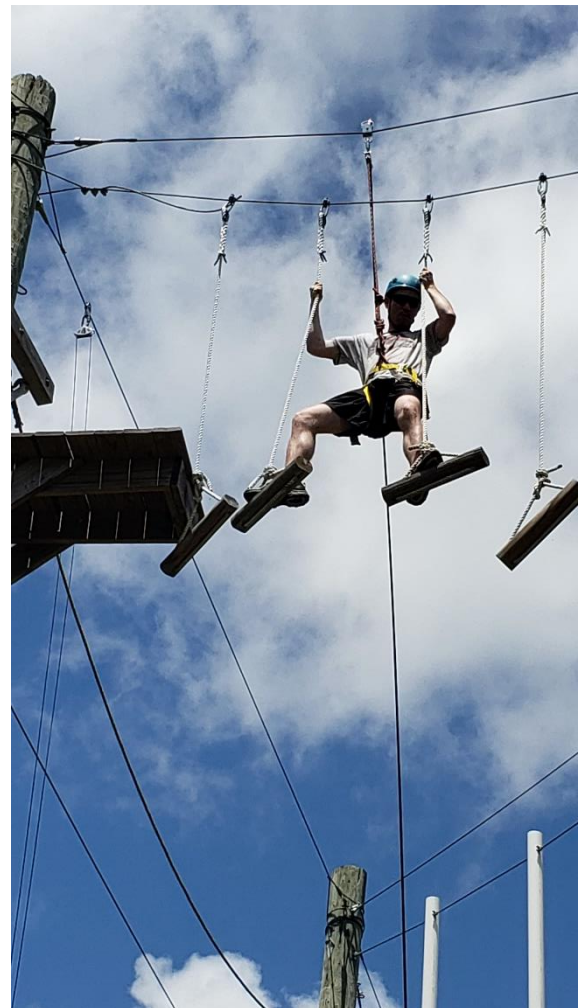
Updated policy from BSA National –

“Effective for the BSA summer camp season, any adult accompanying a Scouts BSA Troop to a resident camp or other Scouting activity lasting 72 hours or more must be registered as a leader, including completion of a Criminal Background Check and Youth Protection Training, even if they are a parent of a youth on the trip.”

**This means if you are on camp anytime during the week you must be a registered leader, since the camp is longer than 72 hours.**

Reminder, it is the policy of the Boy Scouts of America to follow 2 Deep Leadership rules and policies. If your unit is only able to provide 1 Adult Leader, please contact the council office so we can make arrangements to combine your unit with another, so we are able to support the BSA 2 Deep Leadership policy.

Scouts BSA Girl Troops may combine leadership with another Girl Troop. They **CANNOT** combine leadership with a Boy Troop. The same policy holds true for a Boy Troop- They may combine leadership with another Boy Scout Troop, but **NOT a Girl Troop**. Units that share a troop numeral **MUST** bring at least 4 adults to camp in order to share campsites (2 adults per unit)



## BSA HEALTH FORMS

**It's never too early to provide your Scouts with the latest, most up to date BSA Health Form. Provide them with the form and start reminding them to schedule an appointment with their doctor sometime in March!**

Each Scout and Adult Leader at Camp Arrowhead must turn in a fully completed BSA Health Examination Form at check-in. You must use the latest BSA Form only, which can be found Black Pug. There are no waivers or exceptions. They will be returned to the unit at the end of the session with your check out packet. **We advise you to provide us with a copy of the form, while you keep the original.** We will review the forms at check in to ensure the forms are completed with all required signatures. No physicals are given at camp.

### **Part A, B, and C are REQUIRED:**

- for any event which exceeds 72 consecutive hours in a resident camp setting
- when the nature of the activity is strenuous and demanding, such as service projects, work weekends, or high adventure treks
- Part C is to be completed and signed by a certified and licensed health-care provider—physician (MD, DO), nurse practitioner, or physician's assistant as appropriate for your state. If you do not have all of parts A, B, and C you cannot remain on camp.

**CAMP ARROWHEAD RISK ADVISORY:** Camp Arrowhead is a walking camp. We do have some hills (down to the range, council ring and lakefront) and we do have some campsites which are a half mile away from main camp. Be prepared to walk to these outer locations. Our campsites do not have electricity. Be prepared for the limited amenities. Camp Arrowhead is at least 40 minutes away from regional hospitals via ground transportation (medical staff is on site). Please take these factors into consideration when preparing for camp. While Adult Leadership is a key part of Scouting and setting the example for the young Scouts, PLEASE do not push yourself beyond your comfort level, your capability level, and certainly do not risk your health to be in camp.

If an adult requires special sleeping arrangements such as electricity for a CPAP machine, must sleep reclined in car, etc., please complete the Special Physical Arrangements Needs Form to allow us to prepare for accommodations, locations, and potential 2-deep leadership coverage.

The form can be found in the Appendix.

## SPECIAL NEEDS REQUEST

Persons with special dietary, medical, or allergy requirements should complete the **Special Needs Request** form on Black Pug ASAP!! **(At least 4 weeks in advance of your camp session.)** See link below. **A copy of the form can also be found in the Appendix Black Pug. Be aware, along with the Special Needs Form, on the BSA physical, it must be noted the youth/adult has a dietary allergy or condition and is signed by a physician.**

Camp Arrowhead is a walking camp with most program areas being centrally located in our main camp area. By no means is it a small camp, covering almost 600 acres; and some areas are a bit far off for safety reasons, such as the shooting range which is down the hill about half a mile.

If a youth has a special need for transportation, a "Special Physical Arrangements Needs Form" should be filled out and filed with the Ozark Trails Council. **On the BSA physical, it must be noted the youth is required to have transportation assistance and is signed by a physician.** Camp staff will make every effort to accommodate a camper's needs and in a timely manner. The form helps us plan so necessary items and staff are available at the time of need.

# WHAT TO BRING TO CAMP

## INDIVIDUAL SCOUT ITEMS

BSA Health Form A, B, C  
 Scout Handbook  
 Official Scout Uniform  
 Clothing for Season  
 Extra socks, underwear  
 Toothpaste, Shampoo, Soap  
 Comb  
 Swimwear, Towel  
 Daypack  
 Canteen or Water Bottle  
 Sleeping Bag, Pillow, Cot  
 Flashlight, Extra Batteries  
 Pocket Knife  
 Insect Repellent  
 Sunscreen  
 Rain Gear  
 Close-toed Shoes or Boots  
 Hat / Sunglasses  
 Belt  
 Spending Money  
 Bible or Prayer Book  
 Merit Badge Materials  
 Drinking Cup \* *Need this every day for meals*

## OPTIONAL ITEMS

Binoculars  
 Camera  
 Small Mirror  
 Sewing Kit  
 Mosquito Net  
 Clothes Pins  
 Musical Instrument  
 Camp Chair  
 Fishing Gear  
 Stamp / Envelopes  
 Work Gloves



## UNIT ITEMS

Drinking Water Container  
 Pitchers /Jugs *for juice mix*  
 American Flag  
 Patrol/Unit Flag  
 First Aid Kit  
 Program Books  
 Rope / Twine  
 Coffee / Coffee Pot  
 Cooking Gear  
 Lockable Cash Box  
 Unit Roster Sheet\*  
 Axe, Saw  
 Lanterns, Fuel  
 Water Jug  
 Thumbtacks  
 Troop Lock Box  
 Trash Bags

**Mark your items  
 with your Name  
 and Unit Number**

## DO NOT BRING ANY OF THE ITEMS LISTED BELOW:

- Boxing or Martial Arts Equipment
- Climbing/Rappelling Equipment
- Fireworks
- Immoral Materials
- Personal Firearms / Private Ammunition
- Camouflage Clothing
- Personal Archery Equipment
- Illegal Drugs & Alcohol

## PROVIDED BY CAMP ARROWHEAD

Campsite Flagpole	Tent Platforms (wood / concrete)	Picnic Table
Two-Person Canvas Tents	Bulletin Board	Campfire Area
Latrine or Portable Latrine	Water Supply	Rake, Shovel, Broom
Water Bucket (Fire Guard)	Toilet Paper	Trash Barrel

**CLOSED TOE  
 SHOES  
 REQUIRED AT  
 CAMP**  

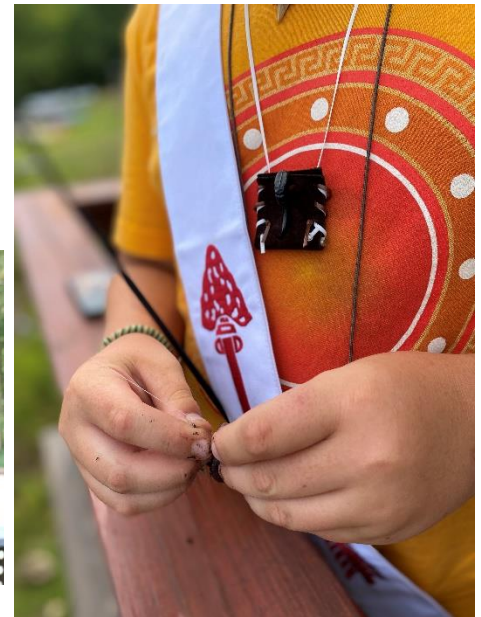

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**NO OPEN TOE  
 SHOES ALLOWED**

## PROVISIONAL CAMPING

Scouts who cannot attend camp with their own unit, or who want to attend another or different session, are encouraged to attend provisionally. Scouts will be placed with another unit for the camp session. The Order of the Arrow will also host a Provisional Troop during the third week of summer camp. If a scout attends more than one session the second week/session will be discounted.

For more information about provisional camping, contact the Council Office for details.



## CAMP ARROWHEAD POOL

Camp Arrowhead offers a pool with designated areas for all levels of swimmers. We also offer Swimming and Lifesaving Merit Badges as well as open swim times throughout the week. Have your Scouts take advantage of our pool for their swimming Merit Badge class or even learn their strokes to pass the Blue Swimmer test for their First-Class Rank Requirements!!

**We are one of the few camps in the region that offers a pool!!**

***Newly Renovated Pool in 2024!***



## BSA SWIM Check

The swimming classification of individuals participating in BSA activities is a key element of Safe Swim Defense, Safety Afloat and the [Guide to Safe Scouting](#). **Swimming classifications must be renewed annually within the calendar year of summer camp or of the activity swimming will be a part of.** To help facilitate this requirement, we are happy to help with two options: Where appropriate and safe, swimming classification tests can be conducted prior to summer camp. All persons (youth and leaders) are required to complete the swimming classification test prior to aquatics activities.

If your unit wants to complete the BSA Swim Test prior to camp, great! It will certainly save you some time when checking in.

The BSA Swim Test Requirements can be found on Black Pug.

The Council Unit Swimming Classification Form can be found on Black Pug.

**SPECIAL NOTE:** When swim tests are administered away from camp the aquatics staff reserves the right to review, or retest some or all persons listed to assure the safest standards have been maintained.

## COUNCIL SWIMMER CLASSIFICATION PROCEDURE

### Administration of swimming test options:

Complete the swimming test upon arrival at camp,

**OR**

Complete the swimming test prior to arrival at camp (**\*within the current year**):

- The test must be administered by a certified person (Limited to BSA, Red Cross, or YMCA Lifeguard)

**AND**

- The results must be reported on the official Ozark Trails Council Form

**AND**

- A COPY OF THE LIFEGUARD'S CERTIFICATION CARD MUST ACCOMPANY THE SWIM TEST RECORD.

Failure to follow these instructions will result in nullification of the report and swim tests will be re-administered upon arrival at camp.

**SPECIAL NOTE:** When swim tests are administered away from camp the aquatics staff reserves the right to review, or retest some or all of the persons listed to assure the safest standards have been maintained.

# YOUTH PROTECTION / BUDDY SYSTEM

Summer Camp should be a special place for all Scouting youth! All adults **MUST** have completed the BSA Youth Protection Training prior to camp. Protection for leaders and youth are provided by:

- The “buddy system” of two or more Scouts, who stay together, to and from activities. **This is in effect at all times at Camp Arrowhead.**
- Scouts sharing a tent cannot be more than 2 years apart in age.
- One-on-one activities with a youth and adult are not permitted.
- Youth and adults will not share the same tent.
- Youth privacy is to be maintained in shower and dressing areas (supervision is necessary only to the extent required to ensure safety and discipline).
- Units are encouraged to use a “checkout system” in their campsite. If any Scout is missing, it should be promptly reported to the Camp Director.
- Any allegations of child abuse or misconduct should be reported immediately and directly to the Camp Director or Lead Commissioner.

Boy Scouts of America policy states one adult may *never* lead Scouting activities and meetings. **At least two registered adult leaders, who are 21 years old, must be present at all times. Female Troops must also have at least 1 female leader over the age of 21 present.** The majority of the instruction, discipline and organization of your unit will come from your own unit leadership. The staff works with you - our purpose is never to take over your job as leader of your unit, rather, it is to assist you in achieving the utmost respect of your Scouts, to work as your special advisers and helpers, and to provide an environment in which your unit can grow and thrive.



# REGISTRATION CHECKLIST

You are off to a great start on your planning checklist –

- Unit Roster (verify roster through My.Scouting.org)
- Adult Leaders (chosen, trained, and committed)
- Youth Protection Training
- BSA Health Forms
- Swim Test
- All deposits are paid (site deposit(s) and youth deposits)

Once you have checked off each of these items, the next step is to review the 2025 Program Overview and have your Scouts select which Programs or Merit Badges they would like enroll.

# MERIT BADGES & PROGRAM OFFERINGS REGISTRATION

To better serve Units, a **separate, printed Program Overview** will be available at Black Pug and on the Ozark Trails Council website by January 1, 2025. Utilize the Program Overview to prepare Scouts prior to camp and guide them so they can maximize their advancement experience while at camp. The list of merit badge offerings is listed in this guide. **Full details including times, pre-requisites, and fees will be available on Black Pug.**

## Programs Available for 2025:

### Merit Badges:

*\* Denotes Eagle Required merit badges*

Archaeology	Environmental Science*	Oceanography
Archery	Finger Printing	Painting
Art	First Aid*	Pioneering
Astronomy	Fishing	Pottery
Basketry	Fish & Wildlife Management	Public Speaking
Camping*	Fly Fishing	Railroading
Canoeing	Geocaching	Rifle Shooting
Chess	Geology	Rowing
Citizenship in Community*	Indian Lore	Shotgun Shooting
Citizenship in the Nation*	Kayaking	Small Boat Sailing
Climbing	Leatherwork	Space Exploration
Cooking*	Life Saving*	Swimming*
Cycling	Music/Bugling	Wilderness Survival
Emergency Preparedness*	Nature	Wood Carving

## Special Programs:

- **Trailblazer** – (1<sup>st</sup> year program (includes Swimming and First Aid Merit Badges))

## Advancement in Camp

Camp Arrowhead uses a “learning by doing” style of teaching. Advancement rules do not change for camp; but camp provides an ideal setting for advancement. The key is to plan ahead - look at the schedules and requirements. The Staff at Camp Arrowhead does not “give away” advancement, it must be earned. Just attending a class does not meet the requirements to earn a Merit Badge. A unit leader should also check their Scouts for depth of knowledge and understanding.

## Merit Badges

Merit Badges offered at camp are generally of an outdoor nature. The Council Advancement Committee has approved all staff members who are to counsel a badge. Youth staff may only instruct but not sign off as a Merit Badge Counselor. The Camp Staff is not allowed to change, lower, or modify any merit badge or rank requirements.

Many Scouts BSA merit badge requirements may be met at camp. Currently certified merit badge counselors who are attending camp as leaders and are willing to help with class requirements should contact the camp Program Director.

**Not every Merit Badge can be completed at camp. Some require time outside of the camping session to complete, or skills Scouts need to practice and develop more beyond the time available at camp. In these cases, requirements not completed will be noted on the merit badge progress report that can be downloaded in Black Pug.**

**SEE THE LIST OF MERIT BADGES ON BLACK PUG FOR DETAILS AND REQUIREMENTS**

## Merit Badge Progress Reports

Merit Badge Progress Reports will be available on Black Pug and distributed to Scoutmasters upon check-out for their Scouts as a record of individual progress or completion of requirements while at camp.

- Scoutmasters sign up their Scouts before camp for merit badge instruction online.
- If all requirements for the merit badge are completed, the counselor will so indicate on the report. If the merit badge is not completed, the counselor will indicate those items which were done at camp.
- **Any questions (Contact Camp Office) about merit badge work should be cleared up before leaving camp.**

**The Camp Director may adjust schedules as needed.**

## **OTHER ACTIVITIES AVAILABLE – OPEN PROGRAM TIMES**

**Once you have your daytime program schedules set, you can plan for the additional activities during open program times – some of which require a bit of planning. Each evening has an open program time where there are multiple activities happening around camp. Some of these require just looking at the schedule, but a few require some pre-camp planning.**



## ORDER OF THE ARROW

The Order of the Arrow (OA) is an integral part of the scouting program. The Order promotes camping year-round in the scouting program and provides service to the council through monetary donations and many hours of meaningful service to the council's camps. Our Lodge Wah-Sha-She is a very active group in supporting the Ozark Trails Council.

If your unit is active in the Order of the Arrow (OA) or interested in having some of your Scouts and Leaders join the OA, summer camp is a great opportunity to get the ball rolling. Whether your unit is in-council or out-of-council, you are welcome to join in on any of the activities put on by the Order of the Arrow.

**Troop OA Elections:** OA Elections within your unit should happen in the spring prior to attending camp. Utilize your Troop OA Coordinator or contact your local Chapter Representative to assist your unit in hosting elections.

**Service Projects:** If your unit is in need of a service project or Conservation service project for Rank Advancement, the OA Coordinator will be able to help you out. Coordinate with our Ranger Corps team at the Quartermasters Shed to review our list of available projects.



## TRIBE OF LONE BEAR



The Tribe of Lone Bear is an Honor Camper program based upon leadership and aimed at strengthening Scouts and Scouters dedication to the principles of the Scout Oath and Law, and to encourage their continued participation in Scouting.

Lone Bear accomplishes these purposes by giving members opportunities to think deeply about how they can apply those Scouting principles in their daily lives and to make commitments to do specific things in four areas (God, Mother, Country and others) and to live up to those commitments. The program is for Scouts to enhance their Scout skills, leadership abilities and to promote the spirit of Scouting in their home units and at camp. Leaders are brought into Lone Bear so they understand its principles and methods, and to help guide Scouts through the program.

We invite you to become involved in the Tribe of Lone Bear so you can learn firsthand what an amazing and positive impact this Honor Camper Program offers.

The Tribe of Lone Bear creates great Scouts who become great citizens and great role models.

The Tribe of Lone Bear is Ozark Trails Council's older camper honor program for Camp Arrowhead. It was founded on July 11, 2000. More than 2000 Scouts and Scouters are involved in the program at present. The Tribe continues to grow each summer. The Tribe of Lone Bear is designed to retain older Scouts in Scouting by getting them involved and excited about attending summer camp and helping in their troop and on camp staff. It also builds anticipation and excitement in younger Scouts as they watch older Scouts become more involved and active. Lone Bear helps to retain older Scouts through avenues such as involvement in: Family, Religion, Community, and Helping Others. The Tribe of Lone Bear's leaders hope each of these areas is evident in a Tribal member as they advance through the program, and hope unit leaders can see a difference in Scouts who are members. We also hope older Scouts will become more active in their troop or crew as a result of these areas being reinforced in the daily lives.

The Tribe of Lone Bear program encourages Scouts to provide service to and for the camp during the year and during camp sessions. You may hear us say a Scout is "working their paint". This Scout is providing some specific service associated with their position of responsibility in the Tribe. When their service is completed, the Scout is honored and awarded for their service. They may then be elevated in their responsibility in a ceremony while at camp.

If you are a member of the Tribe of Lone Bear, be sure to sign the roll book for 2025, showing you were here. Also, sign up to "work your paint"—this service not only fulfills your obligation to the Tribe but provides a level of accomplishment and satisfaction as well as camp recognition. If you are not a member but are interested, be sure to stop by the Tribal headquarters at the Lone Bear Trading Post during check-in and the Camp Orientation tour.

# EXTRA AWARD OPPORTUNITY

## WORLD CONSERVATION AWARD



Earn the World Conservation Award by completing the following requirements:

1. Environmental Science OR Sustainability merit badges
2. Soil and Water Conservation OR Fish and Wildlife Management
3. Citizenship in the World
4. Participate in a conservation project as part of an approved Scouting program totaling at least three hours that addresses a conservation need common to more than one country.



## COMPLETE ANGLER AWARD

To earn the Complete Angler Award a Scout must complete Fishing MB, Fly Fishing MB, and Fish & Wildlife Management MB.



## MILE SWIM

Scouts will have an opportunity to earn the MILE SWIM award. Mile Swim is an early morning activity starting at 6:00AM Monday-Thursday and 5:40AM on Friday.

Scouts **MUST** attend all 5 sessions to achieve the award.

## YOUR SCOUT AS A STAFF MEMBER



Unit Leaders are encouraged to recommend their Scouts apply for Camp Staff. Being a part of camp staff is an amazing opportunity for Scouts and an excellent addition to their Scouting career. While camp staff is a lot of fun, it is also a lot of work. For most Scouts, this is may be their first paying job and first taste of responsibility--and responsibility it is – Scouts on camp staff are in charge of teaching Scout campers!! To apply ([CLICK HERE](#)) and send to [martin.barbie@scouting.org](mailto:martin.barbie@scouting.org)

## COUNSELOR-IN-TRAINING

The best way for a Scout to become a staff member is through the Counselor-In-Training process. This process allows the Scout to find out if camp staff is a good fit for them and allows the camp administration to “interview” the Scout and find out if they are a good fit for the camp. Is Camp Staff for everyone? Certainly not, but you never know until you try. The best way to find out if Camp Staff is for you or your Scout is to take advantage of our Counselor-In-Training, or C.I.T., program. The C.I.T. program is available for any person aged 14 and up, for them to volunteer as a Camp Staffer. They live, eat, and work with the Camp Staff. They can work anywhere from 1 week to the whole summer. They can work in one specific area or spend each day in a different area to see which they may like.

If you have an interested Scout, please contact us as soon as you can. This may even include your Scout becoming interested while at camp! Applications are available at Black Pug.



We *strongly suggest* talking to your Scouts about being a C.I.T. and exploring the opportunity of Camp Staff. Not just because it is fun, or a job, but because of the immense personal growth the Scout will experience. If your Scout is interested in being on Staff or a Counselor in Training (C.I.T.) applications are available at Black Pug or ([CLICK HERE](#)) Email completed applications to [martin.barbie@scouting.org](mailto:martin.barbie@scouting.org)

If you have questions, call the council service center at 417-417-883-1636.

# SCOUTMASTER

## SCOUTMASTER IN CAMP

It is desirable for the regular Scoutmaster to be the camp leader, but if he or she is unable to attend full-time, the troop committee should name a “camp Scoutmaster.” The Scoutmaster in Camp works through the senior patrol leader in developing and scheduling the troop’s program. He or she should participate in the daily Scoutmaster meetings and then assign and coordinate the responsibilities of all adult leadership for the unit.

# SENIOR PATROL LEADER & PATROL LEADERS AT CAMP

## SENIOR PATROL LEADER

The SPL is the top Scout in your troop, leading the Patrol Leaders’ Council and working with the Troop Leader in administering Troop affairs. At camp, the SPL also:

- Attends daily SPL meeting held after lunch.
- Knows where troop members are supposed to be during program.
- Checks participants for cleanliness and uniforms.
- Maintains the troop’s schedule for flags, meals, reviews, and special assignments from the Commissioner, Program Director or Camp Director.
- Makes a bed check of the troop each night.

## PATROL LEADER(S)

Patrol Leaders are the key to making the patrol method work.

- Each patrol should have its own distinct campsite within the troop site.
- Each patrol should serve as the program/service patrol on a rotating basis.
- Each patrol should display and carry their patrol flag at camp activities, and demonstrate patrol spirit through their yell, song, etc.

## UNIFORMS IN CAMP / FOOTWEAR

The official Scouts BSA uniform is always appropriate dress at Camp Arrowhead. A Scouting-oriented shirt or other appropriate shirt may be substituted during program time and at the campsite. Look sharp and show your Unit's Scouting Spirit by being the best uniformed unit at Camp Arrowhead!

We ask the official Boy Scout uniform to be worn at these times:

- Upon Arrival & Departure
- Flag Raising – In campsite and at the Dining Hall
- Flag Lowering – In campsite and at the Dining Hall
- Vesper Services – In campsite
- At all Order of the Arrow and Tribe of Lone Bear Activities
- All Camp Fire Programs

During other times, the “activity” uniform, a Scout t-shirt & shorts, socks and sturdy closed-toe footwear are desirable.

**NO OPEN TOED SHOES (FLIP-FLOPS OR SANDALS) WILL BE ALLOWED.**

## TROOP AMBASSADOR & ORIENTATION

When a Troop checks in to Camp Arrowhead, they will be assigned a Troop Ambassador. The Ambassador will take you on a tour of Camp and will make sure your campsite is in order. The same Ambassador will assist you during checkout of your campsite. Your ambassador will be encouraged to visit with you throughout the week to check in on your experience.

During your Camp orientation tour, you will visit the pool for swim checks, medical lodge to turn in prescription medications, and most other areas of camp for a thorough overview of where things are located and what Camp has to offer.

## SUNDAY LEADER MEETING

Sunday evening, there will be a Scout Leader / SPL meeting held at Foster's Lodge. The purpose of the meeting will be to inform the leaders of new information, introduce the Program Area Directors and finalize camp advancement. This is a great time to have any questions answered. This meeting is run by the Commissioner team.

## VEHICLES IN CAMP – PARKING & SPEED LIMIT

Vehicles in campsites will be limited to Check-in and Check-out ONLY.

Each unit will be allowed one (1) vehicle at a time per campsite to unload gear at check-in. *Scouts will **NOT** be allowed to ride in vehicles unloading gear.* Unit trailers may be left in campsites for the week. After check-in, each vehicle will need to be returned to the main parking lot for the duration of camp. **Vehicles are not to be driven or moved beyond the parking lot without permission from the Camp Director.**

- If you need additional transportation, check with the Camp Commissioner first. If a vehicle is needed for disability reasons, a Special Needs Request Form must be submitted on Black Pug 4-weeks prior to camp. This must also be accompanied by a Physician's note.
- If a parent is picking a Scout up early, notify staff for assistance in getting gear from campsite.

**For the safety of Campers and all Visitors--Please follow these policies:**

- No Personal vehicles will be allowed beyond the parking lot, or in campsites.
- Scouts are not allowed in vehicles on inner camp roads.
- BSA policies prohibit transporting Scouts at any time in the back of pick-ups or trailers.
- Unit trailers will be permitted in campsites so long as they are not designated or used for sleeping. They will be allowed along the perimeter of the campsite. Some trailers may not fit in campsites; they may not block any camp roads.

## LOST & FOUND

Every summer LOTS of items are left behind. If you misplace an item or leave your towel at the swimming pool, you can find it at the camp office in main camp.

**Leaders should encourage each Scout to mark possessions with their name and unit number.** It is highly recommended each camper leave valuables locked in their campsites or in the care of an adult leader when using the pool. Unsecured baskets are available, but lockers are not available. ***The camp is not responsible for lost or stolen personal items.***



## SHOWER FACILITY

Warm water shower and flush toilets are located in the bathhouse at the pool. Separate facilities are provided for adult men [18 & over], adult women (18 & older), female youth (under 18), and male youth [under 18].

**Showers for Women are located on the south side of the pool house. There are also several single stall shower units on the North side of the Pool House. These can be used by anyone at any time as they are single units.**

If at any time you notice the shower facility needs to be cleaned or resupplied, please notify the Pool Staff. It is also helpful if Unit Leaders monitor the area during shower times to help minimize horseplay and potential bullying which might occur.

**Youth Protection Guidelines must always be observed in this area.**

## FOOD SERVICE IN CAMPSITES & PROCEDURES

**Family Style Dining - Breakfast & Dinner** will be served in the Dining Hall, with a flag ceremony prior to meal.

During resident camp, we employ a family style set up in the Camp Arrowhead dining hall. Here are some helpful things to know about the system that will be used during breakfast and dinner in the dining hall:

- Your table will be assigned by the Dining Hall Steward during camp check-in.
- Each table seats eight people. This means you might be sitting by folks from other units!
- Each table will receive appropriate portions to feed eight people.
  - *A Scout is courteous – don't take more than your serving before all eight diners have been served.*
- Kitchen patrol (KP) will be responsible for setting up the dining hall before meals and cleaning the dining hall after meals with guidance from the Dining Hall Steward.
  - We recommend assigning two kitchen patrol (KP) members per table your unit is assigned at camp.
- Campers with special dietary needs will be responsible for picking up their meal from the silver service line outside the kitchen area.
- Seconds may be available on a meal-by-meal basis.

All meals, apart from Wednesday evening, will be prepared in the kitchen.

**Lunch** will be delivered to your campsite by Camp Staff



The first meal served on check-in day is dinner and the last full meal is dinner on Friday before checkout day. A Continental Breakfast will be served the morning of your departure.

Troops must bring their own eating utensils, plates, bowls, etc. for the week. Dishwashing will be using the triple wash method. Soapy water, rinse water, bleach water.

As with years past, drinking cups will *NOT* be provided in the dining hall. One free bag of ice is provided per unit, per day. These can be picked up at the Trading Post. Additional bags can be purchased for a small fee.

## FLAG CEREMONIES

Morning and evening flag ceremonies will take place at campsites. An all-Camp flag ceremony will be held before breakfast and dinner each day.



## FIRST AID / MEDICAL LODGE

Camp Arrowhead is fortunate to have a great medical/health facility staffed with excellent caregivers. The Medical Lodge is located in Arrowhead Lodge on the west side of the main parking lot and handles minor accidents and illnesses. Special arrangements for the treatment of more serious cases have been made with local facilities. If a serious illness or injury occurs, outside assistance is requested and may result in treatment at a Springfield Hospital. All medical emergencies, no matter how small, must be reported to the Health Officer immediately for treatment and documentation.

- **All prescription medication and over the counter (OTC) medicine must be submitted to the Medical Lodge for safekeeping and storage at check-in.**
- **Medication should never be administered by anyone other than the Health Officer or an assigned adult member of your Troop. If the adult leader is to administer medication it must be double locked and secured.**



## PRESCRIPTION MEDICATIONS

**All prescription medication and over the counter (OTC) medicine must be submitted to the Medical Lodge for safekeeping and storage at check-in.**

The Health Officer must approve exceptions and include: insect sting kits, heart medication, asthma inhalers, and other medication required immediately in an emergency. The Health Officer may assist the unit leader in insuring prescription medications are taken as scheduled.

All prescriptions and OTC will be returned at the end of the session.

## EMERGENCY HEALTH CARE

If a serious illness or injury occurs, outside assistance is requested and may result in treatment at a Springfield Hospital. All medical emergencies, no matter how small, must be reported to the Health Officer immediately for treatment and documentation.

### **Insurance Coverage:**

The responsible party for all medical services is the family of the injured person. The family insurance must be reported to the hospital for future communication and billing. Insurance information must be reported on each medical form.

### **Ozark Trails Council Units:**

The council provides accident and sickness insurance for each registered member.

### **Out-of-Council Units:**

Units must provide proof of accident and sickness insurance. You may purchase insurance through your council at re-charter time. Please contact our Council office to make arrangements at least 2 weeks prior to your arrival.

## HOMESICKNESS

Camp Arrowhead might be the first time a youth has spent a long fun-filled week away from home. Homesickness can sometimes happen at Summer Camp. According to the American Camp Association, research has shown up to 97% of all youth experience some level of homesickness. Homesickness is a form of separation anxiety. But Scouts aren't the only ones to suffer from separation anxiety - parents can suffer also.

One of the reasons the camp maintains such an active schedule is to keep the Scout busy and engaged so they stop thinking about missing home. Homesickness usually peaks right before bedtime when the day is winding down. It is not uncommon for campers to have trouble falling asleep the first day or two of camp.

Homesickness is a challenge the Scout can overcome and in working through it, the Scout has a better appreciation for their ability to work through a tough situation. Since the goal of Scouting is to build a Scout's self-confidence, everything possible will be done to work through the situation.

The following points should be kept in mind and passed on to parents for dealing with homesickness:



- Calls home are discouraged. All evidence shows calls home make homesickness worse. The Scout will inevitably ask for someone to come get them. This puts the parent in a no-win situation.
- Parents should not make promises to "try it out" or promise to come get a Scout if they don't like camp. This only encourages the camper to give up, and they arrive at camp with an excuse. It may also give the Scout the impression of a lack of confidence from the Parent.
- Many times, it is the Parent who may actually be 'homesick'. Unit Leaders are encouraged to be the point of contact with the parent and NOT let the parent interfere with their Scout's camp experience.
- No hazing or harassment of any youth suffering from homesickness will be tolerated.
- In extreme situations, a leader will call the parents to discuss the situation.

## MAIL – CAMP ADDRESS

Mail is a wonderful thing to receive at Camp and is sure to make someone's day!

Mail is picked up and delivered Monday-Saturday to camp. Outgoing mail should be placed in the mailbox at Foster Lodge before 9:00 a.m. Incoming mail will be available for pickup after 2:00 p.m. in Foster Lodge. Mail received after a unit has departed camp will be returned to sender. Mail should be addressed:

Your Scout  
Unit #  
Camp Arrowhead  
4202 State Highway DD  
Marshfield, MO 65706

## CELL PHONE USE

Summer Camp should be a special time to bond with other Scouts and enjoy the outdoors. Leaders should have a cell phone for emergency contact and communication. Internet service is available at Fosters Lodge.

## VISITORS AND FAMILY AT CAMP

- Visitors are welcome to attend the closing Friday Night campfire.
- All visitors must check in at Foster Lodge and **check out by 10:00 p.m.**
- **Visitors and Family will not be allowed to stay overnight.**
- Visitors must stay in campsites or main camp areas.
- Visitors will wear the appropriate wrist band while at Camp.
- Visitors must obey all camp rules (no open toed shoes, no pets, etc.)

Please make sure Visitors are aware of the key rules before they arrive. Also make sure they are aware they will need to check in and pay for meals.

Visitors are welcome to dine with their unit in the dining hall, seating space permitted or during in-camp cooking but must purchase meal tickets at the Trading Post in order to eat in the Dining Hall or with units during in-camp cooking. At the time of payment, a meal voucher will be issued. Present the meal voucher at the dining hall when eating. If payment is not made at the Trading Post, the fee will be added to the Unit total cost and must be reconciled at checkout.

Cost: Breakfast	\$5.00
Lunch	\$6.00
Dinner	\$7.00

## WRIST BANDS

All Scouts and adults must wear a Camp Arrowhead wristband while on camp property. Different colored wristbands will be issued depending on the persons BSA Swim Test Results. Different wristbands will be issued for visitors. All Camp Staff members will always wear a staff name badge. Anyone found not wearing a wristband or a name badge will be directed to the camp office.

## QUARTERMASTER

Many types of equipment are available for checkout from the Quartermaster building across from the Trading Post. Persons receiving equipment must sign for it. Please return equipment as soon as possible so others may use it. The cost of any equipment lost or damaged will be charged to the unit using it. The Quartermaster building is open when staff is available. If the Quartermaster is unavailable, all requests should be made to the Lead Commissioner or Camp Director.

## ICE

One free bag of ice is provided per unit per day, in the trading post. Additional ice may be purchased as needed for use in your campsites.

## TRADING POST

The Camp Arrowhead Trading Post is stocked with items necessary to assist Scouts in the successful pursuit of skills and merit badge work. Merit badge supplies, craft supplies, as well as snacks, toiletries, T-shirts, patches, and limited camping gear are available. Plan to spend according to your Scouts' needs. Trading Post hours will be posted and strictly adhered to.



## COMMISSIONERS

Camp Commissioners are on hand to assist units to become stronger, better organized, and to learn how to program their own activities. The commissioner's job is to help units and individuals have a program of fun and adventure. They are experts in the use of the patrol method and are more than happy to assist your junior leaders. Unit leaders should consult the Camp Commissioner with all problems related to program or administration, as they are the link to the Program Director and Camp Director

Camp Arrowhead is always interested in finding individuals who are willing to volunteer their time (usually one week) and serve Scouting as a Camp Commissioner. If you are interested contact Tom Rouse at (417) 299-0627 or email: [mizzoudvm85@gmail.com](mailto:mizzoudvm85@gmail.com).

Some of the duties of the Camp Commissioners:

- Visit with unit leaders to discuss Camp program or issues.
- Conduct daily campsite inspections.
- Provide support to Program Areas when necessary.



## LEADER APPRECIATION MEAL

Leader Appreciation meal is back! Thursday afternoon at lunch we'll meet at a designated area for a thank-you meal and the opportunity to give feedback to the Council Leadership.

## VESPERS

Vespers will be held at the camp chapel. Date and time will be announced in the general camp schedule.

## LODGING & CAMPSITES

Two-person canvas wall tents on wooden or cement platforms are provided for your unit. Tent Platform sizes are 9'6" x 7'6", plan accordingly. The National Camp Standards for tent sleeping requires 30 square feet per camper. Troops using their own tents also must meet this size standard.

**"No Flames in Tent"** must be stenciled on all tents or have a sign with this message, properly affixed, before Scouts can sleep in them, according to BSA policy.

A latrine and hand washing facility, pavilion or dining fly and picnic table are also located in or near each campsite. Campsites are also furnished with toilet paper, trash barrel, a flagpole, bulletin board, rake and shovel. **Campsites may be reassigned to best accommodate the number of campers in your unit.** All Scouts and Leaders must stay overnight in their established campsites. Scouts and leaders are not permitted in Staff housing areas and will be sent home if found in those areas. There are no accommodations for non-Scout youth.

Makeshift showers are not permitted in campsites due to health and environmental concerns.

### Campsite Inspections:

Campsite cleanliness is the responsibility of the unit and unit leadership. Camp Arrowhead uses a self-evaluation method to maintain campsite sanitation. The Senior Patrol Leader should complete the campsite inspection checklist before 9:00 a.m. and post it on the bulletin board. Commissioners will visit each campsite between 9:00 a.m. and lunch every day to determine the best campsite of the day between the west and east side campsites.

### Sharing a Campsite:

Units may join, or be joined, together in a campsite to help meet the two-deep leadership requirements or to make efficient use of camp property. It is up to units sharing a campsite to decide if they will participate as one unit or separately in camp activities.

## BICYCLES & RUNNING

Camp Arrowhead has mountain bikes which can be reserved for patrol use, or class instruction. If you would like to ride a bicycle while at camp, see the High Adventure Director and they will make sure you have a safe, fun ride.

Scouts and leaders can bring their own bikes. At the beginning of the week, bikes must be inspected by the bike program staff. If a Scout or leader bike rider is deemed a hazard in camp, they will not be allowed to ride during their week of camp. There will be a designated bike parking areas in main camp.

**Helmets are required at all times!!**

Running in camp should be avoided. There are many places which could cause injury to self or others. Each summer, some of the most treated injuries in the Medical Lodge are due to running in camp.

## WILDLIFE / PETS

Camp Arrowhead takes great pride in the abundant wildlife the camp supports. One thing to remember, we are guests in their natural environment. Care should be taken to avoid disrupting their natural habitat. No wildflowers, animals or wildlife should be collected unless instructed to do so in a merit badge class.

- Do not attempt to handle snakes, spiders, lizards or other wild critters at camp. No hunting or harming is allowed. In most cases, if you leave them alone, they'll leave you alone. If you have a snake needing to be removed from your campsite, **DO NOT KILL IT**. Contact a Camp Staff Member and they will see the snake is properly removed and relocated.
- Keep "smellables" in smell-proof containers. Keep your camp area free of garbage.
- If you see a venomous snake or poisonous spider, notify a staff member.
- Care should be taken to avoid rodents and rodent droppings.

**Pets other than registered, and trained, service animals are not permitted for campers or visitors at camp.**

## CHEMICAL FUELS

Using liquid fuels for starting any type of fire—including lighting damp wood, charcoal, and ceremonial campfires or displays—**IS PROHIBITED**. No flames in tents. This includes burning any solid, liquid, gel, or gas fuel—including tents or teepees which feature or support stoves or fires; and any chemical-fueled equipment or catalytic heaters. “As per guide to safe Scouting- if you have liquid fuels to operate a generator or other machine the fuel must be **DOUBLE LOCKED**. If you do not have the ability to accomplish this the camp is happy to store fuel for you in the Quartermaster.”

## FIREWORKS

**Personal fireworks of any kind are not permitted at Camp Arrowhead!**

## PERSONAL FIREARMS & WEAPONS

Camp Arrowhead will have firearms, ammunition, bows and arrows needed for use as a part of the Camp Program. The possession or use of personal firearms and ammunition is not allowed in camp. If brought to camp, all items must be checked in with the Camp Administration for safe storage until departure.

The BSA neither encourages nor bans fixed-blade knives. Camp Arrowhead requires that fixed-blade knives be no more than 4-inches in length.

## TOBACCO, VAPING, DRUG & ALCOHOL USE

The Boy Scouts of America prohibit the use of alcoholic beverages and controlled substances at encampments and property operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Adult leaders should promote that everyone is better off without tobacco, in any form, and may not allow the use of tobacco products at any BSA activity involving youth participants. This includes the use of electronic cigarettes, personal vaporizers, or electronic nicotine delivery systems which simulate tobacco smoking.

All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

**Smoking areas will be determined and strictly enforced by the Camp Director.**

### **Narcotics, Dangerous Drugs, & Alcohol:**

As outlined in the [Scouter Code of Conduct](#), Scouting activities are not a place to possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies: alcoholic beverages or controlled substances, including marijuana. Violators will be asked to leave camp. Possession of controlled substances is a violation of state law and may be subject to criminal prosecution.



## VANDALISM & PRANKS

Vandalism and pranks are **PROHIBITED** at Camp Arrowhead. While it may seem harmless, it is often destructive to personal and/or Camp property. Anyone observing vandalism should report it immediately to the Camp Director or the Commissioner Staff.

## HAZING / CHILD ABUSE

Initiations or hazing of any kind are not permitted in the Boy Scouts of America. It is mandatory for any Scout or Leader to report to the Camp Director immediately any actual or suspected case of child abuse or neglect. No one shall be deprived of food or sleep, be placed alone without supervision, observation or interaction, or be subjected to ridicule, threat, corporal punishment or excessive physical exercise. Each staff member and adult camper must be alert to each camper's physical state. Any observed change should be reported to the Camp Director for appropriate action. When an individual is suspected of having committed an act of an unacceptable nature, the Camp Director should be notified immediately in order for appropriate action to be taken.

## DISCIPLINE

The twelve points of the Scout Law are the basic guide for proper conduct at camp. The unit leader and his assistants are responsible for the discipline and order of their Troop. The Camp Staff will not assume responsibility for, nor interfere with units unless it directly involves the health and safety of Scouts. The Camp Commissioner will be apprised of any problem and notify the Camp Director. They will then refer the problem back to the Leader of the Unit. **No arrangements will be made to send a Scout home before informing the Camp Director.** Scouting is designed to provide a safe and healthy environment for your youth. Please review the Code of Conduct with your Scouts.

## SECURITY AT CAMP ARROWHEAD

Any suspicious individual, group or vehicle should be reported immediately to the Camp Director. Campers, leaders and staff are asked not to leave the camp property unless they have checked-out at Foster Lodge.

- When exploring remote areas of camp always have a buddy and tell Unit leaders of location.
- Do not enter other campsites without permission.
- Camp Arrowhead and the Ozark Trails Council are not responsible for any personal loss while at camp.
- Even though a Scout is Trustworthy, it is a good idea to lock vehicles and store personal items in a secure location.

All Camp Arrowhead staff members are instructed in the procedures of noticing and notifying the Camp Director, Camp Commissioner of any person not wearing an appropriate wrist band.

Individuals not wearing the wristband are known as possible unauthorized persons (UAP). Any person on camp property who is not wearing a wristband and is not a staff member shall be considered a UAP until proven otherwise.

The Camp Commissioner Staff helps to enforce Camp Arrowhead's intrusion policy. If a Camp Commissioner discovers the presence of a UAP, the commissioner will determine if the person is unauthorized. If the person is unauthorized, the Camp Director will be notified to determine if the person should be asked to leave camp. At their discretion, the Camp Director may choose to call the sheriff to have the UAP escorted from camp.

## SUGGESTIONS / CONCERNS / COMPLAINTS

The Camp Arrowhead administration maintains an *open-door policy*. Please follow the proper channel, and address *all* complaints, concerns and suggestions to the Camp Director, Program Director, Business Director or Camp Commissioner. It is the duty of the camp administration to manage the staff and the camp.

# EMERGENCY PROCEDURES

***Always Stay Calm - Do Not Panic.  
Your responsibility is the safety of your Scouts.***

## **Medical Emergencies:**

All injuries and illnesses must be reported to the medical lodge for treatment. For insurance purposes, these incidents and their treatment are recorded. We are in contact at all times with a local hospital and physician as well as emergency medical transportation. The Health Officer and Camp Director will make the final decision regarding medical treatment in conference with the Unit Leader.

## **Emergencies Requiring Camp Mobilization:**

Upon hearing horns, sirens or notification from Camp Staff, the entire camp is to assemble in unit formation for more information at the dining hall for further instruction. Attendance at camp-wide mobilization is mandatory. Roll will be taken.

## **Fire:**

Notify the Camp Director immediately if a fire gets out of control. The camp will mobilize, and the Camp Staff, under leadership of the Ranger, will fight the fire.

***Do not attempt to fight fires yourself.***

## **Severe Weather:**

Upon notification of severe weather in the area, the Senior Camp Staff will mobilize the camp to take shelter in the Dining Hall until the severe weather passes. If you are near another building during a severe storm, it is permissible to take shelter there until it is safe to travel.

## **Lightning:**

All aquatic activities will be suspended for 30 minutes after seeing lightning or hearing thunder. If lightening or thunder continues it will reset the time until the danger potential has passed. During this time Staff will ensure Campers have activities to occupy their time.

***Camp Administration monitors the weather daily. They will use the best judgment possible to ensure the safety of the Camp.***

***At the discretion of the Camp Director, activities may be postponed, cancelled, or extended (swimming time) due to varying types of weather.***

## **Heat:**

Hot summer weather is a fact of camp. Make sure your campers have hats, use sunscreen and drink plenty of water, then drink some more. Ensure your Scouts get sufficient shade and rest during their stay. The Staff will advise you of any other precautions which may be necessary during extreme heat. The camp administration will notify the camp of heat alerts, which are as follows:

- Category I Normal activity, Continue water intake.
- Category II Reduce activity, Increase water intake.
- Category III/IV Sharply reduce activity / Increase water / Beware of Heat Stroke
- Category V Stop activity / Seek cool areas / Increase water intake.

## **Lost Persons:**

Treat all reports of lost or missing persons seriously. Notify the Camp Director of the missing person, including who is missing, where they were last seen, when they were last seen, what unit they are from, etc. The Camp Director will institute the Camp Action Plan.

## **Fatalities and Serious Injuries:**

The Camp Director will notify the Scout Executive immediately. The Scout Executive, Council President and the family's religious leader will visit the next of kin personally as soon as possible. *The family is not telephoned; a personal visit is required.*

***The Scout Executive is only individual who will make statements to media.***

## **Aquatics Injuries (lost bather):**

The camp will mobilize in the event of a missing boater or swimmer when the staff member in charge of the area determines reasonable doubt as to the whereabouts of the person in question. The staff will conduct all search efforts until success or termination of those efforts by the Camp Director.

## 2 WEEKS TO CAMP

### *Two Weeks Before Camp*

- Does the Unit have adequate leadership?
- Make sure parents have information on departure time, return time, and telephone number for emergencies.
- Make sure Scouts have necessary equipment.
- Each Scout and Leader should have filled out a proper health history/physical exam form.
- All fees collected.
- Transportation arrangements completed.
- Verify all Scouts registered in your unit through My.Scouting.org before you leave for camp.
- Scouts have adequate rain gear to take along.
- Double check each Scout's merit badge schedule and print off what each Scout is doing before arrival (changes can be made at camp).
- Call Ozark Trails Service Center or Camp Arrowhead at least a week in advance if you expect any problems.

## LEAVING FOR CAMP

### *The Day You Go to Camp*

- All receipts for fees already paid are with you.
- Have adequate money to pay additional and unpaid fees at Camp secured.
- We recommend you bring at least two blank Unit checks. You may need to pay for additional program fees, merit badge and other trading post supplies. Be prepared.
- Troop equipment packed including cooking gear.
- Bring along copies of each Scout's merit badge class schedule.
- Bring along **2 copies** of each Scout's and adults medical forms. (1 for us, 1 for you)
- Bring along any partials or merit badge pre-requisites your Scouts have been completed.
- Map on how to get to Camp Arrowhead.

**“Be Prepared” to have a GREAT time!**

**OK, We're in the parking lot. Now what??**

**Great you are here. The first step will be to have the Scoutmaster head into Foster's Lodge to start the check in process! Check in begins at 1p – so if you arrive a bit early, please be patient as the Camp Staff may be making final preparations for your week at camp!**

## CHECK-IN PROCESS

- Check in will be at your Scheduled time. (You will be sent a link to select a time slot)
- Arrive at your scheduled time between 1:00 p.m. - 3:00 p.m.
- Registration is at Foster Lodge.
- Only the Scoutmaster is allowed in Foster Lodge at time of check-in.
- Scoutmaster will meet with
  - Camp Business Manager to finalize Camp finances.
  - Camp Health Officer to review medical forms.
  - Camp Program Staff to confirm Merit Badge selection and be assigned a guide.
- After the unit has checked in at Foster Lodge, the unit will be led by their assigned Troop Ambassador on an exploration tour of Camp Arrowhead.

### **The following items will be collected at Check-In:**

- Final Camp Payments and Program Fees
- Unit Roster (Youth and Adult) all must be registered with BSA.
- Health Records (reviewed for signatures and checked boxes)
- Unit Swim Checks (if completed prior to camp)

**One (1) Vehicle will be allowed in campsite during equipment drop off. All motor vehicles must be parked in the Camp parking lot. Unit equipment trailers may be left in camp. DO NOT DRIVE TO CAMPSITE WITHOUT CHECKING IN AT FOSTER LODGE.**



When a Troop checks in to Camp Arrowhead, they will be assigned a Troop Ambassador. The Ambassador will take you on a tour of Camp and will make sure your campsite is in order. The same Ambassador will assist you during checkout of your campsite. Ambassadors will be encouraged to visit with you throughout the week to check in on your experience.

During your Camp orientation tour, you will visit the pool for swim checks, medical lodge to turn in prescription medications, and most other areas of camp for a thorough overview of where things are located and what Camp has to offer.

## YOUTH / ADULT EARLY CHECK-OUT DURING CAMP

Early check-out sometimes cannot be avoided; however, it is best if everyone can stay for the entire week for the optimum experience. ***Keep in mind 5 nights of camping at resident camp are required to be elected for the Order of the Arrow!***

If a camper or adult needs to check out mid-week, the process is as follows:

**Youth:** A “Youth Leave Form” is completed at Foster Lodge and must be approved by the Scoutmaster and Camp Director. A camper may leave only with a parent or guardian, or with a written release form — the written release must specify the name of the individual transporting the youth. A photo ID is required to check a youth out of Camp.

**Adult:** The person must check out at Foster Lodge. The date and time of expected return must be noted, if applicable. Remember, units are always required to have two-deep adult leadership in Camp.

## CHECK-OUT

Check out will begin Saturday morning and will be as expedient as possible.

- Check-out at Foster Lodge begins at 7:00 a.m.
- Your assigned Troop Ambassador will visit your campsite with you.
- One (1) vehicle per campsite will be allowed in to pack up camp.
- **DO NOT DRIVE TO CAMPSITE WITHOUT CHECKING AT FOSTER LODGE.**
- When you have your campsite cleaned and signed off by the Troop/Pack Ambassador you can then have the Scoutmaster finalize check-out paperwork at Foster Lodge.
- Make reservations for next summer.
- Finalize any financial obligations.
- Pick up all Health Forms for your Troop. *(These are not kept on file by the Council)*
- **Pick up advancement and award packets.**
- Have a SAFE trip home!



Since Troop advancement packets and awards are prepared on Friday night, check outs before Saturday morning are highly discouraged. Exceptions must be pre-approved by the Camp Director.

# DIRECTIONS TO CAMP ARROWHEAD

CAMP ARROWHEAD  
4202 STATE HWY DD  
MARSHFIELD, MO 65706

## Driving directions to State Hwy Dd



I-44 E

1. Head northeast on I-44 E toward Exit 100

0.2 mi



2. Take exit 100 for MO-38 toward Missouri W/Marshfield

0.2 mi



3. Turn right onto MO-38 E/Spur Dr  
Continue to follow MO-38 E

1.5 mi



4. Turn right onto S Crittenden St

495 ft



5. Turn left onto Commercial St

0.6 mi



6. Turn left onto S Walnut St

0.2 mi



7. Turn right onto E Washington St

0.1 mi



8. Slight left onto S Elm St

322 ft

9. Continue onto State Hwy Dd  
Destination will be on the left

4.2 mi



State Hwy Dd



## FREQUENTLY ASKED QUESTIONS

- ***Why should my Troop attend Camp Arrowhead?***

The #1 reason is for FUN!! We make fun a priority, followed by learning and personal growth. Our camp offers a quality camping experience in a pristine Ozark setting. The forest, hiking trails, lake, and wooded campsites are the ideal setting for the outdoor camping experience for Scouting. Camp Arrowhead prides itself on the staff and the high retention we have so your Scouts see their favorite staff person year after year. Scouts and Scouters who come to Camp Arrowhead call it their second home and we open our doors to your Troop as well. Welcome home!

- ***Do I have to use the BSA Health Form if I had a Sports Physical this year?***

Yes. The official BSA Health Forms Part A, B, and C must be completed by a parent/guardian and a licensed physician prior to arriving at Camp. If you recently had a sports physical, take the BSA form into your physician and they may be able to duplicate the information onto the BSA form and sign. (This also works the other way, use your BSA physical to have your physician complete the specific sports physical required by your school.)

- ***What about using a CPAP machine in camp? ADA??***

There are several Adult Leader tents with power near main camp available for use if needed, these tents can be requested by the individual prior to camp on the special needs request form. It is recommended CPAP users acquire a battery for their machine to be used at camp. Power is not available in any of the main campsites, and vehicles will not be allowed to remain parked in any campsite. Batteries can be charged in the Foster's Lodge each day for your convenience.

- ***Can I park my vehicle in the campsite?***

No. This can potentially create a safety hazard and detracts from the appearance of the campsite. Troop trailers may stay in the campsite for storage purposes.

- ***What if I need a ride while I am at camp?***

We request you fill out a Special Needs Request. If it is medically necessary, transportation can be provided. We are a walking camp, but we make every effort to safely transport our visitors to program areas. Keep in mind the staff and equipment are designed for the Scouts and the Scouting Program and these will take priority.



# SPECIAL DIETARY NEEDS REQUEST



**\*\*\*This form needs to be submitted to Black Pug four weeks  
before your scheduled arrival.\*\*\***

Unit Type / Number: \_\_\_\_\_ Council / District: \_\_\_\_\_

Scouts BSA Resident Camp Session: 1) \_\_\_ 2) \_\_\_ 3) \_\_\_ 4) \_\_\_

Cub Resident Camp: 1) \_\_\_ 2) \_\_\_

Campsite (if known): \_\_\_\_\_

Request Made For: Youth \_\_\_ Adult \_\_\_ Name: \_\_\_\_\_

Adult/Parent Name: \_\_\_\_\_

Adult/Parent Phone #: \_\_\_\_\_

Adult/Parent Phone / Email: \_\_\_\_\_

Type of Special Dietary Request:

Gluten Free \_\_\_ Lactose Free \_\_\_ No Beef \_\_\_

Vegetarian / Vegan \_\_\_ No Peanut/Tree Nut \_\_\_ No Pork \_\_\_

Specific Details and Explanation of Needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Every effort will be made to accommodate needs, but we cannot make guarantees.  
If we have question or concerns about the details or explanation, we will contact you to clarify.*

<b>For Office Use Only:</b>	<b>Status:</b>
Date Received @ Council: _____	Approved: ___ Conditional Approval: ___ Rejected: ___
Copy to Kitchen Manager: _____	Reason: _____
Date Response Sent: _____	_____



# SPECIAL PHYSICAL ARRANGEMENT NEEDS REQUEST



**\*\*\*This form needs to be submitted to Black Pug four weeks before your scheduled arrival.\*\*\***

Unit Type / Number: \_\_\_\_\_ Council / District: \_\_\_\_\_

Scouts BSA Resident Camp Session: 1) \_\_\_ 2) \_\_\_ 3) \_\_\_ 4) \_\_\_

Cub Resident Camp: 1) \_\_\_ 2) \_\_\_

Campsite (if known): \_\_\_\_\_

Name: \_\_\_\_\_  
(Name) (Rank) (Age)

Phone #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Request: CPAP Tent Site \_\_\_ Transportation Request \_\_\_ Accessible Camping Tent Site \_\_\_

Explanation of Limitations and Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Transportation Locations:**

Main Council Ring: \_\_\_\_\_

Shooting Sports: \_\_\_\_\_

Lake Front: \_\_\_\_\_

TOLB Council Ring: \_\_\_\_\_

**Every effort will be made to accommodate needs, but we cannot make guarantees.**

Over the past few years Camp Arrowhead has been inundated with ride requests for adult leaders. While we make every effort to transport adults, the sheer volume of ride requests has put a strain on our resources and our ability to fully support the Scouting Program for the Youth. Please keep in mind the Scouts and the Scout Program will take priority during camp.

<b>For Office Use Only:</b>	<b>Status:</b>
<b>Date Received @ Council:</b> _____	<b>Approved:</b> ___ <b>Conditional Approval:</b> ___ <b>Rejected:</b> ___
<b>Copy to Camp Director:</b> _____	<b>Reason:</b> _____
<b>Date Response Sent:</b> _____	_____



## Ozark Trails Council Unit Swimming Classification Record

(Please bring at least 2 copies to camp: 1 copy to aquatics, 1 copy to camp office)

This is the individual's swimming classification as of this date. Any change in the status after this date (e.g., beginner to swimmer) will require a re-test by the aquatics staff.

Unit Type & Number: \_\_\_\_\_ Date of test: \_\_\_\_\_

Location test was conducted at:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Lifeguard conducting the test: \_\_\_\_\_

These results are accurate as of this date: \_\_\_\_\_ Signed: \_\_\_\_\_

(Lifeguard)

Certifying agency  BSA  Red Cross  YMCA date certificate expires: \_\_\_\_\_

#	Full Name (Please print)	Swimming Classification		
		Swimmer (Blue)	Beginner (Red)	Non-Swimmer (White)
	(Strike Out any Unused Names)			
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Troop Leader Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**A COPY OF THE LIFEGUARD'S CERTIFICATION CARD MUST ACCOMPANY THE SWIM TEST RECORD.**

**This form should be uploaded to Black Pug prior to your arrival in camp.**

## **BSA Swim Test Requirements (Also available at Black Pug)**

### **Swimmer Test – Blue Swimmer**

This swimmer test demonstrates the minimum level of swimming ability required for safe deep-water swimming. The various components of the test evaluate the several skills essential to this minimum level of swimming ability. This is a 1<sup>st</sup> Class Requirement.

- **Jump feet-first into water over your head in depth.**  
*The swimmer must be able to make an abrupt entry into deep water and begin swimming without any aids. Walking in from shallow water, easing in from the edge or down a ladder, pushing off from side or bottom, and gaining forward momentum by diving do not satisfy this requirement.*
- **Swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 yards using an easy, resting backstroke.**  
*The swimmer must perform a restful, free-breathing backstroke which can be used to avoid exhaustion during swimming activity. This element of the test necessarily follows the more strenuous swimming activity to show the swimmer is, in fact, able to use the backstroke as a relief from exertion. The change of stroke must be accomplished in deep water without any push-off or other aid. Any variation of the elementary backstroke may suffice if it clearly allows the swimmer to rest and regain wind.*
- **The 100 yards must be swum continuously and include at least one sharp turn.**  
*The total distance is to be covered without rest stops. The sharp turn demonstrates the swimmer's ability to reverse direction in deep water without assistance or push-off from side or bottom.*
- **After completing the swim, rest by floating.**  
*This critically important part of the test evaluates the swimmer's ability to maintain himself in the water indefinitely even though exhausted or otherwise unable to continue swimming. Treading water or swimming in place will further tire the swimmer and therefore in unacceptable. The duration of the float test is not significant, except it must be long enough for the test administrator to determine the swimmer is resting and likely could continue to do so for a prolonged period. Drown proofing may be sufficient if clearly restful, but it is not preferred. If the test is completed except for the floating requirement, the swimmer may be retested on the floating only (after instruction) provided the test administrator is confident the swimmer can initiate the float when exhausted.*

### **Beginner Test – Red Swimmer**

The test demonstrates the beginning swimmer is ready to learn deep-water skills and has the minimum ability required for safe swimming in a confined area in which shallow water, sides, or other support is less than 25 feet from any point in the water. This is a 2<sup>nd</sup> Class Requirement.

- **Jump feet-first into water over the head in depth, level off, swim 25 feet on the surface, stop, turn sharply, resume swimming as before, and return to starting place.**  
*The entry and turn serve the same purpose as in the swimmer test. The swimming can be done with any stroke, but no underwater swimming is permitted. The stop assures the swimmer can regain a stroke if it is interrupted.*

**Non-Swimmer Test – White Swimmer** No test is required; however, all are encouraged to get in the water. Non-Swimmers do have an approved and supervised section in the camp Arrowhead pool. to get in the water. Non-Swimmers do have an approved and supervised section in the Camp Arrowhead pool.

# Pre-Camp Checklist

(Available at Black Pug)

Check off this list as you complete each task as part of your planning.

## Prior to Camp

- Parents night scheduled and presentation ready.
- 2-Deep leadership: 2 (21) year old adults. Both registered and YPT.
- Workership applications filled out and submitted.
- Payment schedule made and communicated to parents and Scouts.
- Parent contact information secured: names, addresses, phone number for emergency.
- Transportation arrangements made.
- Scouts enrolled in merit badges using online system.
- All personal and unit equipment secured, packed and ready to go.
- All Scouts and Scouters have Official Boy Scout Uniform.
- Unit First Aid kit in good condition and ready to go.
- Elect SPL for camp.
- Tent assignments made.
- Fee balances paid or check ready to pay at Camp office.
- Special needs request submitted to Council Office 4 weeks prior to camp, if necessary.
- Prescription medications for Scouts secured as needed.
- Check BSA Membership ID #'s in My.Scouting.org roster and compare in Scoutbook if membership numbers don't match, please contact Service Center. (My.Scouting.org is the official roster)

## Bring to Camp

- Health forms: A/B/C and signed by parents and physician.
- Unit Roster
- Visitor Roster
- Insurance information
- Copy of merit badge registration
- Copy of special needs request
- Extra sun block
- Extra bug spray
- Leader's guide

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Notes:

