

Boy Scout Troop 283

Wayzata, MN

EVENT SCOUTMASTER TOOL KIT



Draft of 03/06/2013

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TROOP 283 EVENT SCOUTMASTER TOOL KIT

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TROOP 283 EVENT SCOUTMASTER TOOL KIT

Introduction

This *Event Scoutmaster Tool Kit* is provided to assist Event Scoutmasters in the successful completion of Troop 283 Scouting Events and will normally be found in a notebook in the Troop travel case supplied for each Event. An Event Scoutmasters experience with scouting Events can range all the way from the first timer up to the one who has done it for years. The information contained in this “Tool Kit” is designed to provide useful information for all levels of experience and will help in Event planning and execution. It also provides resources to reference for situations that may arise requiring a timely action or response by the Event Scoutmaster. Do NOT hesitate to pull other Adult Leaders, Adults, or Scouts into a decision-making TEAM if needed. Sound decisions can be made when inputs are solicited and deliberated with individuals either at the Event or by phone contact.

Fast Facts

Troop Trailer

- Trailer doors padlock combination code: **0283**
- Security chain combination code: **2 - 20 – 30**. Combination code is also written on the ceiling of the trailer adjacent to the side trailer door. Store chain and lock in trailer during travel.
- 2” diameter ball
- 4 prong flat electric hookup
- Max tongue load 900 lbs. Max trailer weight 6000 lbs. These are maximum weights and not the normal running weights.
- Chock wheels when unhitched. Store wood chocks in trailer during travel
- The Troop trailer is normally parked in the spot just west of the WCC garage doors with the tongue chained & locked to the light pole, the doors padlocked, and the wheels chocked. During the winter months the trailer is parked inside the WCC west side garage stall to aid in snow removal.

Wayzata Community Church (WCC) Key

Opens Four (4) Doors:

1. Exterior door located to the right of the WCC garage doors.
2. Inside the WCC garage, the double doors leading to the WCC store room door.
3. The interior WCC hallway door located on the East of the main room where the Troop store room is located (the door commonly used during regular Troop meetings).
4. WCC Troop 283 store room.

Note: Key may need to be “jiggled” in the Troop 283 store room lock to open.

Who Else Has a WCC Key?

- Scoutmaster
- Senior Patrol Leader (SPL)
- Adult Quartermaster
- Scout Quartermaster

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- Few other select Troop Leaders, as needed

Troop Camping Gear Inventory (NOT all inclusive)

Note: Quantities and Items subject to change

- First Aid Kit (required item for each event).
- 20' X 20' heavy weight dining fly (the "Garage"). Support pipes are stored in the Troop trailer. The grey tarp and a storage tub containing the pipe corner pieces are stored in the WCC Troop storeroom.
- 10' X 10' collapsible dining fly (the "Mini Garage"). Stored in the Troop storeroom in a black canvas storage bag.
- (3) Rechargeable lanterns
- (3) Propane lanterns
- (6) Propane cooking stoves. Propane tanks are stored in the Troop Trailer.
- (4) Propane backpack stoves
- (1) Large propane burner for heating water
- (2) Dutch ovens
- Tents
- Tarps
- Flags (American and Troop 283) and stands.
- (6) Patrol kits containing pots, pans, cooking utensils, and basic cleaning supplies.
- (6) Large basins for kitchen cleanup.
- (4) 5 gallon water jugs
- (4) Coolers
- (3) Bear Bag Ropes
- (1) Wood cutting Box (axes, saws, sharpeners)
- (6) Wash tubs
- (2) Ceremony flags and stands
- (3) Electric griddles
- (1) Large charcoal grill
- (2) Troop 283 signs
- (4) Plastic tables
- (1) 5 gallon steel bucket

Event Checklists

Pre-Event Checklist:

Troop Outdoor Chair will provide a Troop travel case with:

1. Copies of the “Annual Health and Medical Record” forms for each Scout and Adult.
2. Completed BSA “Tour Plan”.
3. Driver & vehicle information.
4. Scout and Adult attendee Event Roster with Parent contact information.
5. WCC storeroom key.
6. Event Scoutmaster Tool Kit (notebook)

Note any attendees who deviate from the scheduled departure and/or arrival times. The Event Roster is the best available information at the time of printing and can change at any time during the Event.

Communicate with the Event Senior Patrol Leader (SPL) about camping gear to pack (Troop first aid kit is required), use of the Troop trailer, sharing of Event Roster information, questions/concerns, and ***your expectations of the Event SPL's role during the event.***

Do attending Adults need a Troop tent packed for them or are they using their own personal tent?

Check route to be driven and print maps for drivers.

Verify all drivers are aware of the route to be driven and discuss any proposed enroute stops for food and/or fuel. Exchange driver cell phone numbers and supply printed route maps, as needed.

Advise driver(s) towing the Troop trailer to note the actual odometer miles driven to/from Event for post-event fuel expense reimbursement.

Assign all Scouts and Adults to the vehicles.

Prior to departure, Event SPL or Adult Leader will do a roll call from the event roster noting all Scouts and Adults present.

During Event Checklist:

Opening flag ceremony, as desired.

Provide Adult Scout Leaders, the Event SPL, and Patrol Leaders a copy of the Event's schedule of activities, if available. Ensure the Event SPL or a designated Scout posts the Event schedule for Scouts and participating Adults to reference, as needed.

Coordinate Event activities with Event SPL. Schedule evening/afternoon “Cracker Barrel” meetings with SPL, ASPL's, and Patrol Leaders to discuss next day activities and have SPL assign responsibilities.

Event SPL or Patrol Leaders from each Patrol will complete and post a copy of the “Patrol Campout Duty Roster”.

Scouts are normally two (2) per tent. In the case of an odd number of Scouts, a Scout 1st Class rank or higher may be in a tent by himself. Scouts may also sleep three (3) in a tent, if desired.

If females are attending, they may need accommodations in separate rooms or areas.

Note any Event attendees who deviate from the scheduled departure and/or arrival times. Share any deviations with the Event SPL.

Closing flag ceremony, as desired.

“Rose, Bud, Thorn” at closing just prior to departure, as desired.

Post-Event Checklist:

Propane tanks are stored in the Troop trailer. The tanks are NOT allowed in the Troop store room by direction of WCC. Mark and/or note any propane tank(s) empty or close to empty.

Remove used tents from storage sacks and hang in the Troop storeroom to dry. Hang each tent by two (2) hooks, each hook is located on opposite sides of the Troop storeroom. The hooks are attached to a tent's opposite corners. The tent fly is draped over the hanging tent. Repeat for each tent. Tents will be folded and re-bagged later by the Troop Quartermaster and Scouts.

Place tent storage sacks, tent stakes, and tent poles in any available unused storage tub(s) in the WCC Troop store room for later sorting and repacking.

Park the Troop trailer in the parking spot just west of the WCC garage doors with the tongue chained & locked to the light pole and the doors padlocked. Chock wheels.

During the winter months the trailer is parked inside the WCC west side garage stall to aid snow removal.

Lost and found items are placed inside the Troop store room immediately to the right of the store room entry door.

Close and lock all WCC doors used and turn OFF all lights when done.

Food Reimbursement- Food purchased by a Scout or Adult for their Patrol's meals consumed at the event may be reimbursed up to a Troop budgeted \$20 per Scout for a typical weekend campout. The Scout, with parental assistance if needed, must submit a completed an "Expense Reimbursement Form" (see Troop 283 web site, Members Log-on) along with a receipt to the Troop Treasurer. Also, provide a copy of the "Expense Reimbursement Form" to the Event Coordinator to assist in final event accounting.

Trailer Towing Reimbursement- The driver(s) who tows the Troop trailer to/from an event is eligible to get fuel costs reimbursed by pre-determined Troop guidelines. The driver must submit a completed an "Expense Reimbursement Form" (see Troop 283 web site, Members Log-on) along with the actual odometer readings to/from the WCC and the Event where the trailer is parked **or** by a paper copy of and internet route plan (e.g. Google Maps, MapQuest) showing mileage to/from WCC and the Event. Also, provide a copy of the "Expense Reimbursement Form" to the Event Coordinator to assist in final event accounting.

Return the Troop travel case and ALL contents to the Troop Outdoor Chair.

Post-Event Communication Checklist:

Submit to a Troop Advancement Committee member by paper or email (advancement@Troop283.net) documentation of the following items that are normally annotated on the Event Roster sheet:

1. The names of all Scouts and Adult Scout Leaders who attended the event.
2. The number of nights camped by each Scout and Adult Scout Leader at the event that is recognized by the Troop as "camping" (in or out of a tent) for advancement purposes.
3. The number of service hours each Scout completed.

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Notify the Troop Outdoor Chair of any Scout who was scheduled to attend the event but for some reason was a “NO Show”. The Scout may be eligible for reimbursement of event fees paid by submission of a “Expense Reimbursement Form”

Notify the Troop Quartermaster of any propane tanks that are empty or close to empty, if any.

Make a note on the “**Supplies Needed**” clip board hanging on the shelves on the right side of the WCC Troop storeroom of any items broken, worn, needed, or requested.

Event Scoutmaster Tool Kit Suggestion Sheet

Please provide any suggestions to help improve or update this Event Scoutmaster Tool Kit in the space below. Thank you for your helping your fellow Event Scoutmasters! Deliver any comments to the Webmaster so they can be incorporated into the notebook.

Appendix I Troop Resources

Troop 283 Contact Information

<Insert Troop Leadership Contacts Here>

Troop 283 Event Scoutmaster Tool Kit

Patrol Campout Duty Roster

Patrol: _____

Patrol Leader: _____

Camping Trip: _____

Assistant Patrol Leader: _____

Grub Master: _____

Patrol Quartermaster: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster
Prepare meals and responsible to clean the stove. Put Food away in coolers and store in Trailer. Responsible to refill water container.	Assist cook as needed and boil water for washing dishes and supervise cleanup. Help clean kitchen area.	Clean and wash all pots and pans, utensils and place in patrol box. Clean kitchen area and dispose trash.	Clean up patrol area, put equipment and food in Troop Trailer. Responsible for storing the Patrol Box. (properly stocked)

Friday Campsite Set-up: All Patrol Members

Saturday Breakfast: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster

Saturday Lunch: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster

Saturday Dinner: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster

Sunday Breakfast: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster

Sunday Lunch: _____

Cook	Assistant Cook	Cleanup (2 scouts)	Quartermaster

Sunday Campsite Break-down: All Patrol Members help with cleaning the campsite. Quartermaster verifies the Patrol Box contents are packed and cleaned; any broken or missing inventory noted and packed in Trailer.

SPL's Approval: _____

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Troop 283 - Code of Conduct Form

In order to provide a positive, safe, and enriching environment for all scouts, while offering opportunities for wonderful adventures, the following rules have been established: Scouts are expected to conduct themselves according to the Scout Law and Oath, and the specific rules of the Troop.

Scouts in Troop 283 are expected to:

1. Follow the posted or verbal schedule of activities and assignments specified by the Troop leadership.
2. Be on time for all Troop events.
3. Follow **Totin' Chip** rules and regulations for use of knives, axes and saws and **Firem'n Chit** rules and regulations for lighting fires and carrying lighters or matches.
4. Follow the Buddy Rule at all camping events.
5. At all times, comply with the Outdoor Code (Boy Scout Handbook) and follow the Leave No Trace (Boy Scout Handbook) guidelines of scouting.
6. Refrain from behavior that disrupts scouting events, such as bullying, picking on other scouts, talking during presentations, wandering
7. When camping, have lights out, be in bed, and be quiet by 11:00 p.m. No visitors will be allowed in other scouts tents from 11:00 p.m. to 8:00 a.m. Sounds that can be heard outside a scout's tent after lights out are disrespectful and disturbing to others
8. Not use electronics, battery powered games, cell phones include texting, ipods, mp3 or DVD players at scout events. Such devices may be used in vehicles, but only with the consent of the driver. Cell phones/texting may only be used in the event of an emergency.
9. Stay together with other scouts at Troop Meetings and campouts. Wandering to other parts of Wayzata Community Church before, during, or after Troop meeting is not permitted.
10. Treat all scouts and adults with respect. Older scouts should act as role models and treat younger scouts with respect.
11. Treat all property and equipment belonging to the Troop, a camp, Wayzata Community Church or any other person or group with care.

Behaviors and actions that seriously endanger the safety and well-being of scouts, or seriously affect the reputation of the Troop are unacceptable, will not be permitted or tolerated, and may result in major disciplinary action being taken. Such behaviors and actions include, but are not limited to: hazing or any other form of physical or mental abuse towards another scout; stealing; use of profanity or abusive language; tobacco, drug or alcohol use; and deliberate damage to property.

This Code of Conduct will be enforced by the Scoutmaster, Assistant Scoutmasters, other parents, and, in some cases, camp staff. Major disciplinary actions may be taken when there are behaviors or actions that seriously endanger the safety and well-being of scouts, or seriously affect the reputation of the Troop. Consequences may include parents being called to pick up a boy from a meeting or an event regardless of the distance involved, and may include a punch to the scout's Code of Conduct Card.

Scouts will carry with them at all scouting events their Name Tags with the Code of Conduct card on the reverse. Scouts with major or repetitive discipline problems may receive a punch to the card. The punches will affect the scout as follows:

Punch 1: Scout cannot advance in rank for six months;

Punch 2: Scout cannot advance in rank for six months and will be placed on a three-month suspension;

Punch 3: Scout will be asked to leave the Troop.

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Troop 283 Electronics Policy

Introduction

The Troop 283 Electronics Policy contains rules and guidelines for the use of all Personal Electronic Devices (PEDs) and will apply to all Scouts, Troop Leaders, and Parents attending Troop meetings, activities, and events.

In general, PEDs are contrary to the basic Scouting philosophy and experience. However, the Troop Leadership recognizes PEDs have become an integral part of society and can be blended into Scouting in a managed way.

At least one designated adult leader will carry a cell phone to Troop events for use in case of an emergency and to coordinate logistics. If a problem or a question occurs, parents are encouraged to contact Adult Leaders at the event by the cell phone numbers supplied in the "Event Flyer" or as noted in the final emails for the event. Typically many of our Adult Leaders have cell phones and can be reached for questions or concerns.

PEDs fall into five (5) categories: Communication, Positioning, Digital Cameras, Music and Entertainment, and Computers and Smartphones:

- **Communication:** Cellular telephones, short wave ("ham") radios, two-way radios (i.e. walkie-talkies), and Smartphones. Smartphones (capable of Internet connection) are similar to computers and when used as such are subject to the restrictions set forth for Computers and Smartphones.
- **Positioning:** Handheld Global Positioning System (GPS), powered compasses, etc.
- **Digital Cameras:** Any stand-alone camera or camera integrated in other devices.
- **Music and Entertainment:** Radios (AM FM or Satellite); digital CD's MP3 players, cassette players or recorders, portable media players (e.g., iPod Touch, iPad, Zune, TV); handheld computer gaming devices (e.g. Game Boy, iTouch, iPad); E-book readers (e.g. Kindle).
- **Computers and Smartphones:** Laptops, tablets, and iPad (or like) devices capable of running programs or apps including connection to the internet for streaming media content, playing DVD's, or viewing social media.

Scout Rules and Guidelines for PED use:

1. Scouts may NOT use PEDs during Troop meetings, activities or events unless otherwise noted in these PED Rules and Guidelines. If a Scout chooses not to participate in an activity, he may NOT retire to another location to use PEDs. Use of such devices can result in confiscation by the Troop leadership for the remainder of the meeting, activity or event.
2. If the driver of a vehicle in the Troop Car Pool approves the use of any PED, they will be allowed on rides to and from Scouting events as long as they do not bother others.
3. PED "Approved Use Time" is defined as:
 - A. Troop Meeting- The time before a meeting has come to order, designated free time in the meeting agenda, and after meeting dismissal (e.g. after circle-up).

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- B. Troop Activity- PEDs should NOT be used during any Scout activity unless otherwise approved by the activity Leader.
- C. Troop Event- Free time that is designated in the morning before a planned activity, in the Events Agenda or before Lights- OUT, but NOT during any planned scouting activity at the event. At Lights- OUT, PEDs are Power-OFF (Adult PEDs- “Silence”).
- D. Adult Coordinator’s approval

Communication Devices

- Scouts may bring a cell phone or smartphone to any Troop meeting, activity or event. Scout cell phones or smartphones shall remain stowed in their personal gear and powered “**OFF**” for the duration of any Troop meeting, activity or event.

Scout Exceptions to the NO cell phone use rule, cell phones may be used for:

- A. Emergencies
- B. To inform a parent/guardian that the Scout has checked-in with the Troop and is ready to leave or begin an event.
- C. Update a parent/guardian on early or late return times from Troop meetings, activities or events.
- D. Scout communication for schoolwork assignments with approval of the SPL or an Adult Leader (includes any communication device).

If a Scout needs to use his cell phone for any of the exceptions above, he must first decide the urgency of the call and then either step away from the activity or wait until the activity is over to use the cell phone so it is not a distraction for others.

Positioning Devices

- Outdoor electronics like GPS or an electronic compass may be used during planned scouting activities if appropriate for the event.

Digital Cameras

- Scouts are encouraged to bring cameras along to scouting events to record events and explore the world through the lens of a camera.
- Scouts shall respect the privacy of ALL participants at scouting events and will refrain from taking or distributing inappropriate or embarrassing photographs. If there is any question what so ever if something is inappropriate, ask the individual before taking or distributing any photo(s) of them. If a Scout feels an inappropriate photo has been taken of any individual, he should report it immediately to an Adult Leader. If an Adult Leader determines the photograph inappropriate, it must be deleted immediately from the camera and any web site it was posted to. Failure to follow the Adult Leader’s decision constitutes a breach and strikes under the Troop 283 Code of Conduct and may result in the removal of the Scout from the meeting, activity or event.

Music and Entertainment Devices

- Music and Entertainment devices like mp3 players, movie players, and portable music players may **ONLY** be used during Approved Use Times. Music and Entertainment devices **SHOULD** be listened to with headphones or ear buds and at a very low volume so as not to disturb others.

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- The content of all Music and Entertainment material MUST be Scout and age appropriate.

Computers and Smartphones

- There is usually NO need for a computer at Troop meetings, activities or events. Leave it at home unless it needed for a Troop or business purpose or for the completion of schoolwork assignments.
- Smartphones with access to the Internet and programming can be as powerful as computers. Scout smartphones shall remain stowed in their personal gear and powered “OFF” for the duration of any Troop meeting, activity or event. During Approved Use Times, if a Scout is NOT allowed to access certain types of apps, programs, streaming video or web sites at home, he is NOT allowed to access them at a Troop meeting, activities or event.
- We recognize there are limited ways to monitor appropriate activity on computers and smartphones. The Scout Law will be relied on to enforce limitations on computer and smartphone activity during Approved Use Times.

Scout PED Confiscation Guidelines:

- A Scout who uses a PED during a Troop meeting, activity or event outside of an Approved Use Time for any purpose (e.g., texting, showing off a cool app, playing a game, listening to music, checking in with family/friends, etc.) will be asked to turn the device “OFF”. A second infraction during the same meeting, activity or event will result in the PED being confiscated per these PED Confiscation Guidelines. If the Scout had an infraction from a prior meeting, activity or event that also resulted in a PED being confiscated, the Scout will be restricted from bringing a PED to future Troop meetings, activities or events.
- Failure to comply with the Troop 283 Electronic Policy constitutes a breach and strike under the Troop 283 Code of Conduct. PEDs can be confiscated by any Adult Leader, the Senior Patrol Leader, an Assistance Senior Patrol Leader, a Patrol Leader or an Assistant Patrol Leader.
- Confiscated PEDs will be given to the Scoutmaster (or designee) at the earliest practical time after confiscation occurs and may incur notification of the Scout’s parent or guardian. In general, confiscated PEDs will remain in possession of the Scoutmaster (or designee) until the end of the Troop meeting, activity or event, unless determined otherwise by the Scoutmaster (or designee). If the PED is held longer than the meeting, activity or event, the parent or guardian will be notified as soon as practical and arrangements for delivery of the PED will be made.

Adult Rules and Guidelines for PED Use:

During meeting, activities or events:

1. Adults should “silence” their cell phones or smartphones. They may use their cell phones or smartphones for voice communication ONLY if out of sight and hearing from the Troop meeting, activity or event.
2. Computers and smartphones may be used for non-voice communication or other reasons as long as it provides NO distraction to the meeting, activity or event.
3. Music and Entertainment devices may be used as long as its use provides NO distraction to the meeting, activity or event.

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4. Utmost care should be taken to ensure NO Scout can view or hear any inappropriate or non-age appropriate material. If there is any question on appropriateness, always error on the safe side and do not view or listen to the material.
5. Adults can help the Troop by respecting the PED guidelines set forth for Scouts through their own conscientious PED use.

Exceptions to the ALL Rules and Guidelines for PED Use:

- PEDs used for medical purposes are exempt from all rules.
- Troop 283 Adult Leadership, with concurrence of the Patrol Leaders Council, MAY make modifications to this policy as necessary to accommodate the activities of a particular event.

Release of Liability for PED Loss, Damage, and Use:

Any PEDs brought to a Troop meeting, activity or event is solely the responsibility of the Scout or Adult. The Troop is NOT responsible or liable for loss, damage, usage charges, or other issues that may arise from possession and or use of a PED.

Youth Protection Reporting Procedures

Form date 2013-03-05

Northern Star Council - Boy Scouts of America



EMERGENCY PROCEDURES



MINNESOTA Child Protection Offices

County	Agency (Camp)	Phone
Anoka	Health & Social Services (RR)	763-422-7125
Becker	Human Services (MP)	218-847-5628
Carver	Social Services	952-361-1600
Chippewa	Family Services	320-269-6401
Chisago	Human Services	651-213-0324
Dakota	Human Services	952-891-7480
Goodhue	Social Services (PSR)	651-385-3232
Hennepin	Child Protection (BC)	612-348-3552
Isanti	Family Services	763-689-1711
Kandiyohi	Family Services	320-231-7800
Lac Qui Parle	Family Services	320-598-7594
LeSueur	Human Services	507-357-8288
McLeod	Social Services	320-864-3144
Meecker	Social Services	320-693-5300
Ramsey	Human Services	651-266-4444
Renville	Human Services	320-523-2202
Rice	Social Services	507-332-6115
Scott	Human Services	952-445-7751
Stearns	Human Services (SSC)	320-656-6000
Swift	Human Services	320-843-3160
Washington	Social Services (KSC)	651-430-6457
Wright	Human Services	763-682-7400
Yellow	Family Services	320-564-2211
Medicine		

WISCONSIN Child Protection Offices

County	Agency (Camp)	Phone
Burnett	Social Services	715-349-2131
Pierce	Human Services	715-273-6766
Polk	Social Services	715-485-8400
St. Croix	Human Services (FCA)	715-246-6991
Washburn	Social Services (TSR)	715-468-4747

**NORTHERN STAR
YOUTH PROTECTION TIPLINE
1-888-213-0364**

EMERGENCY PROCEDURES

MEDICAL EMERGENCY or SERIOUS ACCIDENT/FATALITY

1. Seek medical help through the camp leadership, by calling 911, or other means as necessary.
2. Notify Camp Ranger or Camp Director (if occurs at council camp).
3. Notify the Scout Executive or Assistant Scout Executive if it is a serious accident or injury (if not at camp).
4. Parents should be notified through a designated council staff member when the injury is serious.
5. **Collect all information if medical care is required and submit an Accident Report Form on the next page to the Camping Department within 24 hours via email to jsulzbach@northernstarbsa.org or fax to: 763-231-7202.**

INCIDENT REPORTING

Fights and Altercations – Non-Medical Incidents

1. Notify Camp Ranger or Camp Director (if at a council camp).
2. Notify Scout Executive or Assistant Scout Executive at 763-231-7201 (if not at camp).
3. Collect all information and submit an **Accident or Incident Report Form (available at NorthernStarBSA.org/Forms).**
4. The Scout Executive or Director of Marketing/Communications will be the public voice if needed.

YOUTH PROTECTION

Any reports and/or suspicions of child abuse of any kind are to be referred immediately to the Tipline number (1-888-213-0364) where you can leave a message, or:

FIRST CALL: The Scout Executive at 763-231-7201 or at the numbers listed at the bottom of this document.

Reason why the Scout Office must be called FIRST:

- Staff may be aware of other confidential information that must be taken into account.
- It is possible that action must be taken by the BSA, regardless of action taken by law enforcement.
- If the media or other officials contact BSA leadership, we must be prepared to respond with competency.
- The Scout Executive is experienced in such issues and is legally obligated to take the necessary action.

SECOND CALL: You should call the County Child Protection Office where the problem allegedly occurred. The Scout Executive may also advise you to do this, or to contact law enforcement directly. The directory on the left lists the telephone contact for each county within Northern Star Council, and for the camps located in certain counties.

COUNCIL EMERGENCY CONTACT PERSONNEL

Scout Executive – John Andrews
Office, 651-254-9140; Home, 651-747-1401; Cell, 651-485-1711

Deputy Scout Executive - Joe Wiltrout
Office, 763-231-7210; Cell, 763-259-8502;

Assistant Scout Executive - Jeff Sulzbach
Office, 651-254-9150, Home, 651-489-8238; Cell, 651-247-4965

HARASSMENT PREVENTION POLICY

It is the policy of Northern Star Council to maintain a Scouting environment based on respect and courtesy. The council does not tolerate harassment of our members, employees or the general public. This policy is in effect at all Scouting properties (camps and offices) and at all functions (council, district and unit meetings, activities and events). If you believe you have been harassed, or are aware of an incident of harassment of someone else, you are responsible for reporting it immediately. For details, see full policy on council website.
Thank you for your help in ensuring a positive Scouting environment for everyone.

Harassment Prevention Policy

Form date 2013-03-05

Northern Star Council, Boy Scouts of America

Harassment Prevention Policy for Scouting Volunteers and Staff

Policy:

It is the policy of Northern Star Council to maintain a Scouting environment based on respect and courtesy. This policy is in effect at all Scouting properties (camps and offices) and at all functions (council, district and unit meetings, activities and events).

Northern Star Council does not tolerate harassment of any kind of our youth members, adult volunteers, employees, suppliers, or the general public. Any form of harassment that violates federal, state or local law is a violation of this policy and will be treated as a disciplinary matter. This includes but is not limited to harassment related to an individual's race, religion, creed, color, sex, gender, sexual orientation, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, physical or emotional disability, or status with regard to public assistance.

For these purposes the term "harassment" includes slurs and any other offensive remarks, jokes, and other verbal, graphic, or physical conduct that denigrates or shows hostility or aversion to an individual because of any of these characteristics and that has the purpose or effect of creating an intimidating, hostile or offensive environment or of unreasonably interfering with an individual's Scouting participation. One type of harassment prohibited by this policy is sexual harassment, which includes unwelcome advances, requests for sexual favors and other offensive verbal or physical conduct.

Complaint Procedure:

If you believe you have been harassed or you are aware of harassment of someone else which affects Scouting in any way, you are responsible for reporting it immediately to your Scouting staff leader or adviser, the Camp Director (if you're at camp), the Scout executive, human resources manager, or Council President, whoever you believe is appropriate. All can be reached at 763-231-7201. If feasible, you should tell the person who harassed you what action you consider to be harassment and that it should permanently stop. An accusation of harassment will be investigated quickly and firmly, and in connection with legal counsel or other appropriate investigator. A substantiated violation of this policy will result in disciplinary action up to and including withdrawal of BSA membership and termination. Reporting harassment will not result in any form of retaliation.

Your Role:

As Scouting volunteers and employees, we have the Scout Oath and Law to guide us. Thanks for your help in ensuring a positive Scouting environment for everyone.

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BSA Medication and First Aid Policies

Medications (from BSA)

Scouts may be taking medications during Scout trips and events. The official BSA policy on medications reads as follows:

The taking of prescription medication is the responsibility of the individual taking that medication and/or the individual's parents or guardian. A Scout leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a Scout takes the necessary medication at the appropriate time. But BSA policy does not mandate nor necessarily encourage the Scout Leader to do so. Also, if your state laws are more limiting, they must be followed.

Please indicate on the Trip Permission Form any medications that the Scout will be taking during the trip along with instructions. Please bring this to the Adult Trip Leader's attention and discuss with him/her how the medication will be stored and dispensed.

During long-term camps (e.g., summer camp) medications are typically turned-in to the camp medical officer who monitors the storage and dispensing of all medications. If the medication warrants a Scout keeping it with him (e.g., insulin, inhalers) it is recommended that duplicate medications be provided – one for the medical officer and one for the Scout.

First Aid (from BSA)

We recommend that each Scout and adult have their own first aid kit. The Troop maintains a first aid kit as well. Scouts are trained in rudimentary first aid skills and may treat themselves or another, when the situation warrants (e.g., simple cuts, nose bleed, etc.). The Adult Trip Leader and/or Scoutmaster should be immediately advised as to the possible need for first aid and shall either perform or supervise the provision of such aid as they deem necessary. Most of the Scoutmaster Staff are Red Cross trained in first aid and CPR and shall use their discretion in determining if professional medical treatment is sought. Prior to seeking professional medical treatment, efforts will be made to contact parents to apprise them of the situation and secure permission for treatment.

Troop Event Notebooks

1. Troop 283 Health Records Notebook

The Event Coordinator or the Event Scoutmaster is required to have the Troop 283 Health Records Notebook in their possession during the Event. The material is assembled by the Troop Outdoor Chair and handed to the Scoutmaster or Event Coordinator attending the Event.

Contents:

BSA Tour Plan completed by the Outdoor Chair (if required)

Accident Report Form

Copy of Emergency Procedures for Northern Star Council

Copy of the Guide to Safe Scouting

Copy of Troop 283 Troop Guidelines (Troop 283 Manual)

Copy of Boy Scout Board of Review procedures

Copy of Troop 283 Code of Conduct Form

Copy of Youth Protection Emergency Procedures

Medical Forms for each Scout and Adult participant

Extra Medical Forms (A & B) (to be filled out by parent if needed)

BSA Accident Report Forms

2. Leader's Tour Notebook

The Event Coordinator prepares and assembles the Leader's Tour Notebook.

Contents:

Event Roster

Travel Arrangements and Drivers Information

Event Agenda

Copy of current Troop Scout Organization Chart

Leaders Agenda

Campground or other Agency permits

Reservation Information

Payments Arrangements

Copy of the Troop Sales tax Exemption Certificate

Driving Instructions to Event including any side trips

Local Emergency Information and Phone Numbers

Copies of Releases and Waivers needed for Event Activities

TOPO map, Trek Profile, Campground Map, etc.

Weather Forecast update information

Troop 283 Forms

Available copies of:

Extra Blue Cards (signed by Scoutmaster), as needed

Duty Roster

Campsite Inspection

Campfire Program Planner

Troop 283 Post Event Assessment Form (Adult Leadership)

Troop 283 Post Event Assessment Form (Scout Leadership)

Quartermaster Campout Checklists

Troop Room Procedures

Troop Equipment Checklist

Special Equipment Checklist

Patrol Box Inventory Checklist

Troop Garage Set-Up Instructions

Troop Drivers Survey

Guide to Safe Scouting (Booklet)

<Insert Copy of Booklet>