

## **Policies and Procedures**

It is the goal of Hale Scout Reservation to provide a safe, quality program to the youth in our community. In addition to the Scout Oath and Law the following rules and policies have been established to ensure the continuation of the Hale Scout Reservation's excellent safety record.

Leaders are asked to cooperate in the observance of these simple rules and in the common sense operation of their troop. For the safety and enjoyment of all Scouts in camp, troops unwilling to observe camp rules and policies will be asked to leave. Any questions or comments of these rules and policies can be addressed before camp by calling the Scout Resource Center at (918) 743-6125 or (800) 367-1272

Although, somewhat repetitive, we ask that leaders read all policies and procedures as they may be referred to while at camp and want to make sure everyone is well informed.

The Camp Director and Camp Ranger may at their sole discretion, direct individuals or groups to leave camp property for other serious misconduct not covered in this document.

### **PROHIBITED ACTIVITIES:**

- Hunting
- All-Terrain Vehicles
- Bikes

**The following activities are**

**forbidden at all times and violators will be immediately escorted off camp property.**

1. Starting fires with gasoline, oil, diesel fuel, lighter fluid, propane, etc.
2. Starting fires outside of designated areas. **No flames in tents or cabins! This includes lit mosquito coils. Battery-powered light is the only acceptable light allowed in tents or cabins. Please check with camp staff to see if any burn bans are in effect before starting a fire.**
3. Towing passengers on sleds, wagons, or any other conveyance not intended for such use.
4. Use of firearms (including air guns, slingshots, BB guns, or pellet guns) in any area other than the rifle/shotgun ranges at any time when authorized user groups are present in camp. **No other firearms or ammunition will be permitted at camp. No personal firearms allowed in camp.**
5. Use of Fireworks
6. Drug and alcohol laws will be strictly enforced according to the laws of the state of Oklahoma. **Absolutely no Alcohol or illegal Drugs will be allowed on camp property.**
7. When not in use, all fuel (L.P. gas,



etc.) must be kept locked at the fuel lockers.

### **Vehicle Policy**

***The speed limit on all camp roads is 10 miles per hour.***

It is the policy of the National Council, Boy Scouts of America that: **Seat belts are required for all occupants in vehicles. The driver must be currently licensed and at least 18 years of age. The beds of trucks or trailers must never be used for carrying passengers.**

Vehicles are not allowed outside the designated parking areas except during check-in and checkout periods. Consideration will be given to units with special needs that require a vehicle near their campsite. Only vehicles with parking permits will be allowed to park at campsites. Parking permits can be requested at check in.

### **Tobacco**

Adult leaders should not use tobacco products around young people. Persons under 18 are not permitted to use tobacco products in the state of Oklahoma. Smoking is strictly forbidden in all camp buildings and tents. If you feel you must use tobacco or Electronic Cigarettes ask the staff where the designated smoking area is. The use of Electronic Cigarettes by someone under 18 years of age is also prohibited.

### **Registration**

In accordance with national policy, every Scout and Scouter that attends

summer camp must be registered with the Boy Scouts of America.

### **Refund Policy**

No refund will be given if someone: is sent home for disciplinary action; is sent home for inattention to safe Scouting standards; chooses to leave camp early.

### **Camperships (Indian Nations Council Scouts only)**

A limited number of camperships are available to help youth in need of financial assistance. For more information on obtaining a Campership visit the Scout Resource Center in Tulsa.

### **Health and Safety**

The first aid lodge is available with a qualified Health Officer on duty 24 hours a day. In addition, Hale Scout Reservation has agreements with local physicians and hospitals in the event that additional medical treatment is deemed necessary. In the case of non-life threatening injury, the unit leader will be asked to provide transportation to the hospital or elsewhere as directed. Emergency services will be called in the case of accidents or illness of a more critical nature. There is no charge for medical services performed in camp for Scouts and leaders, except for certain medical supplies. All campers needing services performed at the hospital/clinic are required to handle payments through the troop or family insurance policy.

## **Immunizations**

All attendees are required to have adequate immunizations.

## **Insurance**

The Indian Nations Council provides council-wide accident and sickness insurance coverage for all registered scouts and scouters registered with the Indian Nations Council.

Scouts and troops from outside the Indian Nations Council **MUST** provide certification that they have Troop and/or Council accident insurance coverage. It is absolutely necessary that your troop be covered by medical and accident insurance while at camp. A copy of your certificate of insurance and necessary information for processing a claim (policy number, certificate number, or ID number, and the insurance billing information, including address and “First Notice of Claim” form, if required) must be on file before your troop will be allowed to camp at Hale. This allows the Hale staff to arrange medical services quickly for any Scout, if needed. If your troop does not have insurance, please contact your local council. A National policy is available at a minimal fee.

## **Medical Forms**

All Scouts and Adults must have completed the ***Annual Health and Medical Record*** with Parts A, B, & C completed within the last **12 months** when attending camp more than 72

consecutive hours in length. Medical forms are available online at [www.scouting.org](http://www.scouting.org). ***If a Scout or Scouter arrives to camp without an Annual Health & Medical Record form, it is the Scout or Scouter’s responsibility to obtain the physical examination and complete the form before being allowed to participate in the camp’s program.***

## **Medicines**

All prescription medication must come to camp in the original bottle from the pharmacy.

The label must contain:

- The Camper’s name
- Date of prescription
- Doctor’s name and phone number
- Correct dosage

No handwriting will be allowed on prescription medication bottles.

**All over the counter medication must come to camp in the original containers.**

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual’s parent/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. BSA policy does not mandate nor necessarily encourage the Scout leader to do so.

**All Prescription medication must be accompanied by a note from a parent or legal guardian giving permission for the medication to be administered by the Scout leader or Health Officer at camp.**

### **Cleaning Restrooms**

A Scout is Helpful, Friendly, and Clean and we ask that troops work together to keep the individual showers and flush toilets clean for use by all. HSR will hand out a restroom cleaning schedule upon check in. The camp will provide cleaning supplies. Let the camp staff know if you are out of cleaning supplies. A daily check will occur to help monitor and provide direction, if needed.

### **Restroom Procedures**

There is mechanical equipment under each restroom that can break if foreign objects are flushed down toilets. Only toilet paper (no wipes or sanitary napkins) and human waste is permitted to be flushed down toilets. Failure to adhere to this rule may cause restrooms to become unusable.

Additional toilet paper and garbage bags can be acquired at the Trading Post.

If a toilet or drain becomes clogged - please inform the Camp Office ASAP to help fix the problem so the facilities can be used by everyone in a sanitary fashion.

### **Footwear**

No bare feet. Scouts will need sturdy shoes for hiking and spare shoes in case their shoes get wet. **All shoes must be closed toed to help prevent injuries to campers feet.**

### **Emergency Procedures**

The camp will have a camp wide emergency drill on Monday night. Emergency procedures will be posted on camp bulletin boards in all campsites. As a general rule, Scouts and Leaders hearing sirens and bells must report immediately to the nearest Gathering Point without delay. Gathering Points are Campsites, Program Areas, and the Dining Hall. **Leaders must make their Scouts aware of this policy.**

### **Restricted Areas**

The HSR Staff spends their entire summer at camp and we have designed a place for them to rejuvenate so they can be the best they can be. It is asked that Scouts and Scouters not go through the Staff area and treat as another campsite- if you need to go through, as a courtesies ask permission (as you would with another troop's campsite). Other Staff areas/ entrances are marked or locked and campers are asked to respect for safety reasons and codes.

Campsites of other units are off limits and should not be visited or passed through without permission. **No raids allowed!!** Raids cause personal and property damage and will be grounds for removal from camp. No refunds will

be given to anyone removed from camp for raids or any other disciplinary problem.

Program areas, after hours and when not in use for official camp program, should not be used for any reason. This is a safety issue intended to protect Scouts and leaders.

### **Valuables**

Participants should not bring valuables to camp as there are no provisions for securing them (i.e. lockers). Mark all items (including Scout Uniforms with troop # and name.) HSR collects hundreds of lost and found items each year with no way to find their owners.

### **Vandalism:**

It is the policy of the Camping Committee of the Indian Nations Council that vandalism of camp properties, equipment, and equipment owned by troops or individuals is unacceptable. Every scout who attends HSR needs to be aware of the “no nonsense” policy. Troop leaders will be responsible for the actions of their scouts. The Council will seek reimbursement from the troop responsible for damages sustained to facilities or equipment. Such things as troop raids and other “rituals” on camp sites that result in destruction of property cannot be tolerated. Individuals or troops who insist on such unacceptable behavior will be asked to leave camp and not return.

Our goal is to provide the best possible camp experience for each

and every scout. We cannot tolerate the actions of a few who choose not to follow the Scout Law.

### **Pets/ Animals**

No pets of any kind may be brought into camp without the Camp Director’s approval. Wild animals are not to be fed, teased, or captured. If there is a wild animal at camp notify the staff. In some cases a non-venomous snake or other critter will be spotted. If it does not pose a threat Scouts and leaders should take the opportunity to view nature from a safe distance and does not warrant notifying the Camp Staff.

### **Camp Staff**

Young men and women, ages 18 and above by the time camp starts are eligible to apply for a camp staff position. Applications for camp staff positions may be obtained at the Indian Nations Council Service Center or online at [www.halescoutreservation.org](http://www.halescoutreservation.org). Compensation is a stipend based on position and experience. Room and board are provided for camp staff.

### **Garbage & Food in Campsites**

Each day the camp ranger will pick up trash at 7am and 5pm. Trash is to be placed at the nearest road at these times to be picked up. There are rodents in camp so please don’t keep any food or food garbage in tents and campsites.

### **Campsite Inspections**

Campsites may be inspected at any

time to ensure the health and safety of all campers. A clean campsite is, of course, important to all Scouts, and helps to keep our camp free of wildlife.

### **Unit Leadership**

Each unit must have two **registered** adult leaders in camp at all times. One leader must be at least 21 years old and the other must be at least 18. For the sake of continuity 2 primary leaders should be present for the entire week. **All adult leaders must have appropriate medical forms.**

### **Responsibilities of a Leader in Camp**

The leader's primary responsibility in camp is the safety of the Scouts 24 hours a day. Leaders are an extension of the camp staff. Some leaders have a great deal of knowledge of camping lore, and as such, will be asked to help in some of the program areas and, if willing, we would love to have their help and knowledge. All leaders will be expected to maintain control of the Scouts in their unit at all times. Camp leaders **may not** bring other children or siblings to Camp, with the exception of visitors.

### **Parents and Visitors**

Parents and visitors are always welcome. All visitors must sign in on the sign-in sheet and wear a Visitors Wrist Band while on camp property. Visitors must leave the camp by 10 PM; there are no facilities for overnight visitors at camp. Parents may dine with the campers. Visitors wishing to eat in the Dining Hall may do so and must

present a receipt or ticket available for purchase at the Trading Post.

Registered leaders that come to visit and would like to spend the night in camp must bring their own tents.

### **Buddy System**

Indian Nations Council Camps always use and enforce the "Buddy System" with campers. Every camper should have a designated buddy and stay with him all the time. If you see a lone camper, ask him "Where's your buddy?" This will help maintain safety and avoid lost campers.

### **Lost Camper**

Please inform a staff member if you need help finding a camper. We have procedures in place that allow us to quickly locate an individual anywhere on the property.

### **Lost and Found**

All lost and found items will be on the porch at the office, dining hall, each program area. On check out day all lost and founds will be gathered at the admin office so they can be checked one last time before departure. Items not claimed will be sent by to the Tulsa office weekly. Please notify the Tulsa office at (918)743-6125 or (800)367-1272 of lost articles after your camp session is over. Items not claimed or identified within 2 weeks will be donated to a local charity.

The Indian Nations Council and Hale Scout Reservation are not responsible for personal items that are lost, stolen, or broken at camp. Any equipment or camp property damaged by the unit

will be replaced by the unit (other from normal wear and tear).

The Trading Post accepts cash, traveler's checks, checks, VISA, Discover, MasterCard, and American Express credit cards.

### **Ice**

Bags of ice are available at camp. Each Troop is allowed 1 bag per 5 campers each day at **no** charge. Ice will be delivered to you in the mornings and you should sign up at camp how many bags you want delivered each morning. Additional bags of ice may be purchased at the HSR Trading Post for \$1.50 per bag. **Please note this is a new policy for 2016**

### **Advancement**

Each day at breakfast leaders will receive a print out of daily attendance and progress from their Merit Badge sessions. Blue Cards will be provided in the Troop check-out packet. Signing off on advancement is the role of the Troop Committee so only requirements covered for the Soaring to Eagle program will be presented. We leave to you, the troop adult leadership, to review, test, and preform Scoutmaster Conferences with regard to rank advancements earned at camp.

The Merit Badges in this Leaders Guide are based off of the official BSA 2015 requirements. Merit Badges at camp will use any updates in the 2016 BSA requirements. If you have

questions about those requirements please see the Camp Program Director or Camp Director so we can help you out.

### **Training**

Leaders will sign-up for training sessions at camp. Leaders Training Cards will be provided in the Troop Check-out packet.

### **Campsites**

The campsites have 7x7 foot tents on wooden platforms and units are automatically ***assigned 2 per tent (Scouts & Adults). Leaders desiring their own tent to sleep in must bring their own.*** An electrical outlet is available in each campsite. Check out cord at camp office after signing the electrical form. Troops may be required to share a campsite with another troop.

### **Laundry**

The laundry facility is located behind the H.S.R. Trading Post at no additional charge. Soap available for purchase in the Trading Post.

### **Computers**

Hale provides leaders access to computers with internet access, however as technology is constantly updating the HSR computers are an older version of what you are now used to. The computers are located at the Adult Leader Training Center. Access to the computers is available from 9:00 AM-10:00 PM. The camp also has WI-FI hot spots located at the dining hall and the adult leader training center.

Cell phone signal is usually low while at HSR. We advise to take some time to unplug while you are at camp, but if needed the best places we've found to get good signal is near the water tower. Getting connected to the Wi-Fi will also help get access to phone data.

### **Leaving Camp**

Anyone leaving camp must sign out at the admin office. Scouts will not be allowed to leave camp with someone other than their legal parent or guardian without expressed approval of the Scoutmaster/unit leader. Scoutmasters should be advised not to allow scouts to leave camp with someone other than their legal parent or guardian unless they have received prior approval from, or verify approval with, the legal parent or guardian. Parents picking up their Scouts early from camp must first get permission from your Scoutmaster and then **check the scout out at the office.** Must show valid drivers license upon check out. No one, Scout or Leader, is to leave camp without first checking out at the Camp Office. Persons leaving camp must also check in upon returning to camp. Leaders needing to send Scouts home during the week need to report it to the admin office.

### **Mail**

USPS, Fed-ex, and UPS make deliveries to the camp on a daily basis. Letters are placed in the troop slots located in the Adult Leader Training Center. Packages are placed on a table in the Adult Leader Training Center. Mail is

delivered daily.

*All mail to campers should be addressed*

Name, Troop Number, Campsite  
Hale Scout Reservation  
Box 427  
Talihina, OK 74571

*OR for package delivery*

Name, Troop Number, Campsite  
Hale Scout Reservation  
1 Camp Tom Hale Rd.  
Talihina, OK 74571

### **Hale Scout Reservation Knife Policy**

It is recommended that a Scout use a lockable blade pocketknife. A knife is never used for anything other than a tool. It must never be used in any type of game, thrown, or mishandled in any way whatsoever.

Totin' Chip card is required for Scouts to purchase knives at Hale Scout Reservation. Knives will be confiscated and returned to the Scoutmaster by staff if they are being use in an inappropriate manner.

### **Activities**

#### **BSA Lifeguard**

This course requires all merit badge blocks along with some free time. There will be a BSA Lifeguard meeting Sunday night after flag ceremony for more details. There are no additional fees for BSA Lifeguard. Adults welcome as long as class size permits.

You must be 15 years of age and able to submit proof of age. **CPR for the professional is required prior to completing BSA Lifeguard, this is not offered at camp.**

### **Order of the Arrow**



One most meaningful experiences in Scouts is to be selected to join the **Order of the Arrow.**

Friday is OA sash

night all OA members are encouraged to wear their sashes. OA Call Out will be before the closing campfire on Friday night. If your troop is out of council we **must have written permission from your OA Lodge two weeks in advance and your election form for your troop to be eligible to be called out.** You can fax or email this in to [camphale@okscouts.org](mailto:camphale@okscouts.org) or 918-392-1377

### **Bohannon Trail**

A special opportunity at HSR. This program is designed to allow our Scouts to have a great experience in hiking and to view the beautiful national forest surrounding our camp. There are 2 options for this hike: a 5 mile and 11 miles. Sign up for the hike at camp. Hiking boots, water, and rain gear is highly recommended. The hike is a Friday morning activity, weather permitting. **This is a physically demanding hike “Be Prepared” for the conditions and know your physical limitations.**

### **C.O.P.E.**

A series of group oriented challenges will teach scouts to work together using teamwork and problem solving skills. COPE is a Friday Activity for Scouts that are 14 years of age and up. Sign up for COPE at camp. COPE is not a merit badge.

