

# CAMP MINSI



## SUMMER CAMP LEADERS GUIDE



[www.campminsi.org](http://www.campminsi.org)

## Introduction

It is hard to believe it's time to start thinking about summer camp! We are extremely excited to begin the planning process with you. This summer we are planning to introduce a variety of new programs while continuing to build on our lasting traditions.

This leader's guide is your first resource to answering your summer camp questions. If you have any further questions, please feel free to contact us. We are always open to your input, suggestions and ideas.

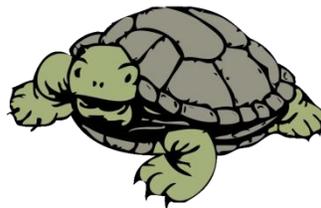
The annual *Camp Minsi Summer Camp Merit Badge & Program Guide* is available on our website [www.campminsi.org](http://www.campminsi.org) in the early part of the year. This guide includes detailed merit badge information, program schedules, and specifics on all the other exciting activities and opportunities happening during your week of summer camp.

On behalf of the entire Camp Minsi staff, we'd like to thank you for choosing Camp Minsi. We look forward to sharing a memorable summer with you and your entire unit.

Yours in Scouting,

*Lisa Empfield*  
Camp Director

*Greg Larson*  
Program Director

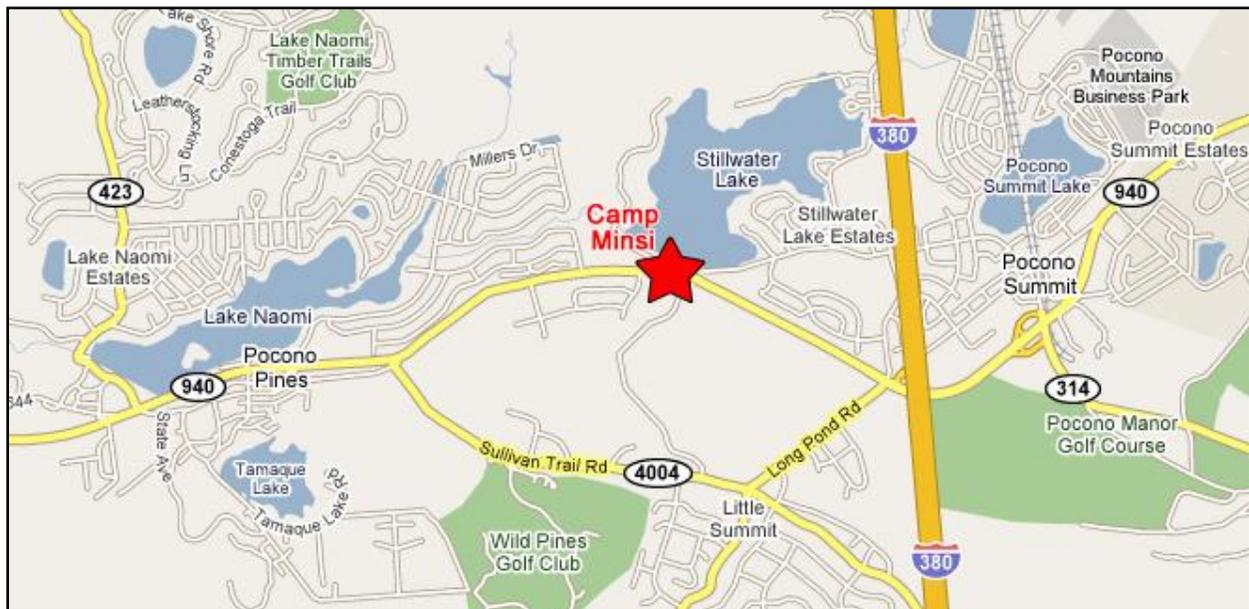


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## Directions to Camp

Camp Minsi is located on Route 940 in Pocono Summit, PA



### From PA Route 22:

Follow Interstate 22 east or west. Exit onto Route 33 North. Exit onto Route 80 West. Follow Interstate 80, exiting onto Route 380 North. Take Exit 3, (old exit 8). At the stoplight at the top of the ramp, turn left. Follow route 940 West for 1.1 miles. Camp entrance is on the right across from police station.

### From PA Interstate 80:

Follow Interstate 80 east or west. Exit onto Route 380 North. Take Exit 3, (old exit 8). At the stoplight at the top of the ramp, turn left. Follow route 940 West for 1.1 miles. Camp entrance is on the right across from police station.

### From PA Route 476 NE Extension:

Follow the NE Extension of the PA Turnpike to Exit 95 (I-80 and Route 940). Follow Route 940 East for approximately 20 miles. Camp entrance is on the left across from police station.

## Contacting Us

### Before Camp:

Camping Desk; Attn: Bonnie Keller  
Minsi Trails Council, BSA  
PO Box 20624  
Lehigh Valley, PA 18002

Phone: 610.465.8568

Email [bonnie.keller@scouting.org](mailto:bonnie.keller@scouting.org)

### During Camp:

Summer Camp; Attn: Lisa Empfield  
Camp Minsi, BSA  
106 Camp Minsi Road  
Pocono Summit, PA 18346

Phone: 610.465.4506

Email: [campminsi@minsitrails.org](mailto:campminsi@minsitrails.org)

## General Notes for Scoutmasters and Leaders

### Alcohol, Drugs, Fireworks

These items are prohibited in camp. There is a zero-tolerance policy regarding these items. Breaking this rule could result in the entire unit being sent home. Offenders will be turned over to the local authorities. Additionally, Pennsylvania State Law and the BSA have designated camp as a smoke free environment; adults are not allowed to smoke in any central camp areas.

### Bikes in Camp

Camp Minsi allows the use of bicycles within camp. Safety is a must. Helmets and proper attire must be worn at all times when riding. The buddy system is still in effect when riding. Bikes are only to be used on marked trails. Camp Minsi is not responsible for damage to bikes. Please enforce safe biking and courtesy to pedestrians when riding bikes in camp.

### Bullying

The Scout Oath and Law are expected to be followed throughout your entire visit at camp. Camp Minsi has a no tolerance policy for bullying. Bullying is grounds for immediate dismissal from camp at the discretion of the camp director. Any form of verbal abuse, physical abuse, or threats will result in immediate dismissal from camp; authorities may be contacted at the camp director's discretion.

### Cell Phones & Electronic Devices

Scouts should be encouraged to leave all electronics at home. These devices take away from the summer camp experience. They can promote home-sickness and often lead to other problems. Staff members will discourage the use of cell phones, MP3 players or other electronics by Scouts in program areas. Camp Minsi will not be responsible for the lost or damaged electronics.

### Colors and Retreat

Colors are held each morning at 7:30 AM and retreat is held every evening at 5:45 PM in the parade field. Attendance is required, and the field uniform is expected at evening colors.

### Damage to Camp Property

Units are responsible for any damages that occur to camp property beyond normal wear and tear. Sites will be assessed by camp staff and unit leaders upon check-in and check-out.

### Mail

Mail can be sent to Camp Minsi anytime. Mail is delivered to unit leaders at meals. It takes about 3-4 days for mail to reach a Scout once it is mailed (so plan accordingly). Please be sure to include the name and the troop number of the Scout on any mail. Mail can be sent to:

Scout's Name - Troop #  
106 Camp Minsi Road  
Pocono Summit, PA 18346

### Parking and Vehicle Use

Camp policy does not allow vehicle parking in camp's main areas or campsites. This is for safety reasons and is in compliance with BSA National Policy. All vehicles must be parked in the camp parking lots during the week. Special consideration may be given to persons with disabilities. Only those vehicles authorized by the camp director will be permitted to park in the campsites.

**Patrol Cooking & Site Cook-in Night**

Units have the option to cook their own meals in their site. The kitchen can supply food. Inform the camp director prior to your arrival if you want to cook your own meals during the week.

On Thursday evening, the dining hall does not provide a cooked meal. Instead, units will be provided with ingredients to cook their own dinner in their site. Units are encouraged to bring their own cooking equipment and mess kits to prepare and eat this meal in their site. Limited cooking supplies are available through the camp quartermaster.

**Pets**

Pets can pose a safety hazard to some campers. Therefore, in keeping with BSA policy, no pets are allowed in camp. This includes extended stay or daily visits.

**Site Accommodations**

Each unit campsite is equipped with standard BSA canvas tents on raised wooden platforms. Tents hold two cots for a Scout and their buddy. Each site also includes a comfort station with private latrine facilities and running water. A central canopy, picnic tables and fire circle provide communal areas for Scouts as well. Campsite capacities are calculated with each tent housing two campers for the week – as such, leaders are not guaranteed single tents.

**Site Visitations**

Each day a commissioner will visit and inspect your campsite. These visitations check for any overall health or safety concerns. If anything is broken or needs attention, please report it to the commissioners.

**Storms and Lightning**

Bring raingear - *be prepared!* In the event of precipitation, camp-wide activities will proceed as normal and the staff will make appropriate changes if necessary. In the case of a severe weather situation, Scouts will be moved to a safe structure and given further instructions from the staff.

**Stoves and Lanterns**

Stoves and lanterns are allowed in camp. However, they are only to be operated by the unit's leaders. Lanterns may not be inside of any tents. Fuel must be stored in a secure location.

**Sunday Night Family Cookout**

Camp Minsi holds a family night on Sunday evenings. Family members are invited to stay for a picnic dinner at 5:45PM. Cost is \$12.00 per person (children under 6 are \$5.00).

**Trading Post**

Camp Minsi's Trading Post is open most of the day and includes many items Scouts will want to purchase. Scouts will find a wide variety of items including camping supplies, Camp Minsi T-shirts and apparel, craft kits, merit badge pamphlets, books, snacks, ice cream, slushies, drinks, and much more. Some merit badges may require additional costs for craft kits or other supplies (see our program guide for details). The trading post is an excellent opportunity for Scouts to practice real-world financial and personal management while at camp. Please be sure Scouts have spending money as to not feel left out. We recommend \$25 to \$50 for the week.

**Troop Pictures**

Troop pictures will be taken Sunday afternoon during check-in. You have the option of purchasing 5x7 or 8x10 color prints. 5x7 prints are \$10.00 each, 8x10 prints are \$12.00 each. Digital files are available for \$50.00. All prints come packaged in a cardboard frame. We also offer individual and family pictures. Troops who order more than 50% of their total number of Scouts will receive a complimentary 11x14 for their Scout room (a \$50 value). Please fill out the Troop Photo Order Form found in the appendix of this packet. Cash, check, or credit card payments accepted. Pictures will be delivered to the unit leader at the end of the week.

**Two-deep Leadership**

As with any Scouting event, each unit must provide two-deep leadership. If necessary, we can partner you with another unit in camp to help satisfy this requirement. In emergency situations, a staff member may be assigned to help cover a unit. Please notify the camp director if your unit is unable to provide adequate leadership at any point throughout the week.

**Uniform and Attire**

The Scout field uniform and appropriate activity uniforms are expected attire at any Scout functions. Scouts should have most, if not all of the uniform for camp. The field uniform is required at retreat, dinner, vespers, and other formal programs.

**Visitors in Camp**

Visitors are welcome in camp as long as they have been invited by a unit and have been approved by the unit leader. Visitors must sign-in at the camp office and pick-up a visitor's pass (which must be displayed at all times) immediately upon their arrival in camp. Families are encouraged to come on Sunday for the family picnic, on Thursday for the Order of the Arrow call-out ceremony, and on Saturday for closing ceremonies. If a Scout needs to leave camp for any reason during the week, they must have documented permission from their parent/guardian and verification from a unit leader. If a visitor plans on staying for any meals, they must purchase a meal ticket at the camp office before going to the dining hall.

## Health Services

### Personal Health and the Annual Health & Medical Record

All participants (adults and youth) attending a BSA registered summer camp need to complete and return to their unit leader parts A and B and C of the Annual Health and Medical Record. These forms need to be updated annually.

For current BSA Annual Health and Medical Record Forms go to:  
**[www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx](http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx)**

### Medications

All prescription and over-the-counter medications must be stored under lock while at camp. An adult leader within your unit or the camp health officer (when applicable) will need to manage the securing of the individual medications and documentation of the individuals taking medications. Units will manage this at their site as long as medications are properly stored and logs kept; the camp will provide a lockable storage area in each site shed. Medications must be in their original containers, with labels affixed including doctor's name, patient's name, date and name of medication contained. If there has been a dosage change, it must be noted by a doctor. A ***Routine Drug Administration Form*** is located in the appendix of this guide. Copy this sheet and have one filled out for each Scout taking medications.

### Food Allergies & Special Dietary Accommodations

The dining hall at Camp Minsi is committed to ensuring that all Scouts and leaders have the best meals possible while at camp. If you have any food allergies or other dietary restrictions, please complete the pre-camp ***Food Allergy and Special Accommodation*** form (located in the appendix of this guide) and return the form at least **two weeks** prior to your arrival at camp.

Our dining hall staff is able to accommodate special dietary needs in two ways: (1) by providing enough variety in the menu and (2) by making substitutions for some (although not all) menu items in order to give Scouts well-rounded meals. In addition to the main entrees being served, we offer a diverse fruit, cereal and yogurt bar (at breakfasts) and wide-ranging salad bars (at lunches and dinners) where most campers can find nutritious items to accommodate their dietary preferences and/or allergies. Alternative sandwiches are also available upon request from the kitchen at any meal. Our menus are well-rounded, nutritious and reviewed by a professional dietitian and nutritionist each year.

Vegetarian substitutes are available for all meals and we can provide some special food substitutes (for example, gluten-free breads and pastas) for campers specifying an allergy or intolerance prior to camp. Our dining hall staff understands the importance of accommodating special dietary needs and is highly aware of the ingredients in all the products used in our kitchen. Individuals with highly specialized dietary needs or preferences should talk with our dining hall staff prior to camp. In cases of highly selective eaters with specific brand preferences or extremely restrictive diets, the camper may be asked to bring some of their own food items to supplement what we provide.

While we attempt to provide meals which meet these special needs as much as possible, it is the responsibility of the individual Scout to avoid those foods that they are unable to eat. During check-in, Scouts with special dietary needs will meet with the dining hall staff to discuss their specific needs and accommodations.

If you have additional questions regarding our food service or your specific dietary needs, please contact the Minsi Trails Council office at **610-264-8551** or by email (**[campminsi@minsitrails.org](mailto:campminsi@minsitrails.org)**).

## Order of the Arrow in Camp

The Order of the Arrow is Scouting's honor society. For more than 90 years, the Order of the Arrow (OA) has recognized Scouts and leaders who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

The mission of the Order of the Arrow is to fulfill its purpose as an integral part of the Boy Scouts of America through positive youth leadership under the guidance of selected capable adults. The OA serves as a service task force for the camps and the camping spirit. They promote both yearlong and residential camping through several events and organizations. Witauchsoman Lodge #44 holds annual service weekends and other events at Camp Minsi. The OA is an integral part of camping, Camp Minsi, and the Boy Scouts of America.

Thursday is OA Day at camp. OA members are encouraged to show their lodge spirit by wearing OA T-shirts throughout the day and displaying their OA sash with their field uniform.



### Call-Out Ceremony

On Thursday evening the Order of the Arrow will perform their public recognition ceremony, known as the call-out. Arrangements for those who will be called out should be confirmed with the OA coordinator prior to the ceremony. All Troops should attend the ceremony.

- All elections for the nomination of candidates must take place before summer camp. No elections will be conducted at summer camp. Please bring a copy of your unit elections results so that any misunderstandings or discrepancies can be avoided.
- If your unit is not from Minsi Trails Council, Witauchsoman Lodge #44 cannot call-out your candidates without proper authorization. You must have a signed letter from your Lodge Chief or Lodge Adviser confirming the names of the Scouts to be recognized. This letter must be turned-in to the OA coordinator prior to the call-out ceremony.
- Arrowmen interested in assisting with the Thursday night call-out ceremony or preparations will be greatly appreciated. Please see the OA coordinator to get involved.

## Check-in Procedures

### Early Arrival:

Units may arrive earlier on Sunday in order to unload gear in their campsites prior to their scheduled check-in. Vehicles may be driven to the campsites between 9:00 AM and 12:30 PM on Sunday. Troops should check the information board in the parking lot upon arrival for their campsite assignments (please double-check in case of any last minute changes or re-assignments). Do not block the roads during early arrival and move all vehicles to the parking lot once gear is unloaded. Troop trailers may stay in the site as long as they do not block the main roads or driveways.

### Unit Check-in:

Your site guide will meet your unit starting at 1:15 to start of your check-in. This staff member will guide your unit through the check-in processes which includes office check-in, medical re-checks, a dining hall orientation, troop pictures, and swim checks at Waterfront.

All Scouts and leaders staying in camp must have a medical form on file with the camp's health officer. A unit leader should have all of the medical forms collected and organized prior to check-in. Additionally, all medications must be checked by the camp health officer along with a copy of the *Routine Drug Administration Form* for each Scout with medications. Make sure Scouts have all medications with them for when you check-in at the health lodge.

Scouts should wear a swimsuit under their uniform and have a towel available. Troop pictures will be taken during check-in, followed by swim checks; your unit will not go to their campsite in between to change.

### Sunday Evening Activities:

**5:45PM** – Colors and dinner at the Parade Field

**7:00PM** – Camp tour & program orientation (for Scouts), meet in the Parade Field

**7:15PM** – Leaders meeting (for adults) at the Dining Hall

**8:45PM** – Camp-wide campfire program, meet in the Parade Field

**10:00PM** – Taps

## Check-out Procedures

Before leaving camp, a site guide will complete a final campsite condition report with a unit leader to ensure there are no damages or issues. If any damage is found that is not regular wear and tear, the camp director and ranger will assess the damages and the unit may be charged.

Before departing, the unit leader should:

- Ensure the campsite is clean and in the condition you found it.
- Return a completed camp evaluation form to the camp office.
- Pay any outstanding fees at the trading post.
- Make reservations for next year, if they have not done so already.

### Saturday Morning Activities:

**7:30AM to 9:00AM** – Open Continental Breakfast at the Dining Hall

**9:15AM** – Colors and Closing Ceremony in the Parade Field

**10:00AM to 11:00AM** – Campsite Check-out and Unit Departure



## Summer Camp Program Guide

Camp Minsi issues a separate program guide that outlines the entire summer camp program in detail, including daily program schedules, merit badge offerings, evening programs, and other additional activities for Scouts and Scouters. Check [www.campminsi.org](http://www.campminsi.org) to download the full Merit Badge and Program Guide.



Find us on  
**Facebook**

Visit us online:  
**[www.campminsi.org](http://www.campminsi.org)**



# Appendix

*Important forms & documents for summer camp*

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## Troop Picture Order Form

Troop pictures will be taken during check-in. You have the option of purchasing 5x7 or 8x10 color prints. Please fill out the Troop Picture Order Form prior to check-in. Cash, check or credit card payments accepted. Pictures will be delivered to the unit leader at the end of the week.

**5x7 photos**

\$10.00 per photo

**8x10 photos**

\$12.00 per photo

**Digital file**

\$50.00 per unit

Unit: \_\_\_\_\_ Council: \_\_\_\_\_

Week: \_\_\_\_\_ Site: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Prints:**

Total 5x7 photos: \_\_\_\_\_

**Total Payment:** \_\_\_\_\_

Total 8 x 10 photos: \_\_\_\_\_



# Routine Drug Administration Form

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Week: \_\_\_\_\_ Campsite: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication #1: \_\_\_\_\_

Times to be Taken	S	M	T	W	T	F	S
Breakfast							
Lunch							
Dinner							
Night							

Comments:

Medication #2: \_\_\_\_\_

Times to be Taken	S	M	T	W	T	F	S
Breakfast							
Lunch							
Dinner							
Night							

Comments:

Medication #3: \_\_\_\_\_

Times to be Taken	S	M	T	W	T	F	S
Breakfast							
Lunch							
Dinner							
Night							

Comments:

Medication #4: \_\_\_\_\_

Times to be Taken	S	M	T	W	T	F	S
Breakfast							
Lunch							
Dinner							
Night							

Comments:

## Food Allergy & Special Dietary Accommodations

If you have any food allergies or special/religious dietary needs, please complete the form below. This form is very important to the foodservice department.

Please return this completed form no later than **two weeks** prior to week at camp. Mail this form to: *Minsi Trails Council, PO Box 20624, Lehigh Valley, PA 18002* or email it to [campminsi@minsitrails.org](mailto:campminsi@minsitrails.org).

Our dining hall staff understands the importance of accommodating special dietary needs. If you have additional questions regarding our food service or your specific dietary needs, please contact the Minsi Trails Council office at 610-264-8551 or email [campminsi@minsitrails.org](mailto:campminsi@minsitrails.org).

.....  
 Please return this form no later than **two weeks** prior to your arrival at camp.  
 .....

Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Council: \_\_\_\_\_ District: \_\_\_\_\_

Week Attending Camp: \_\_\_\_\_

### Home Contact Person:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Type of dietary restrictions:

Medical Need (Allergy)       Non-Medical (Religious/Lifestyle)

### Severity:

Mild/Discomfort       Strong/Concerning       Severe/Life-threatening

### Omitted foods:

*Please list specific food(s) to be omitted and/or avoided.*

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### Suggested food substitutions:

*Please list specific food(s) that may be substituted.*

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### Additional information:

*Please provide any other information we need to know.*

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