

CAMP MINSI



SCOUTS BSA SUMMER CAMP LEADERS GUIDE



www.campminsi.org

Last updated
1/10/2024



The Camp Minsi Alma Mater

By the shores of old Stillwater,
With its azure blue,
Lies a camp of friendly Boy Scouts,
Cheerful, brave, and true.

Sing her glories, live her ideals,
Hold her memories dear.
Give a cheer that all may hear it;
Hail, all hail, Minsi.

Far away from care and turmoil
Of the busy town,
In a Brotherhood of Scouting,
We will there be found.

Sing her glories, live her ideals,
Hold her memories dear.
Give a cheer that all may hear it;
Hail, all hail, Minsi!

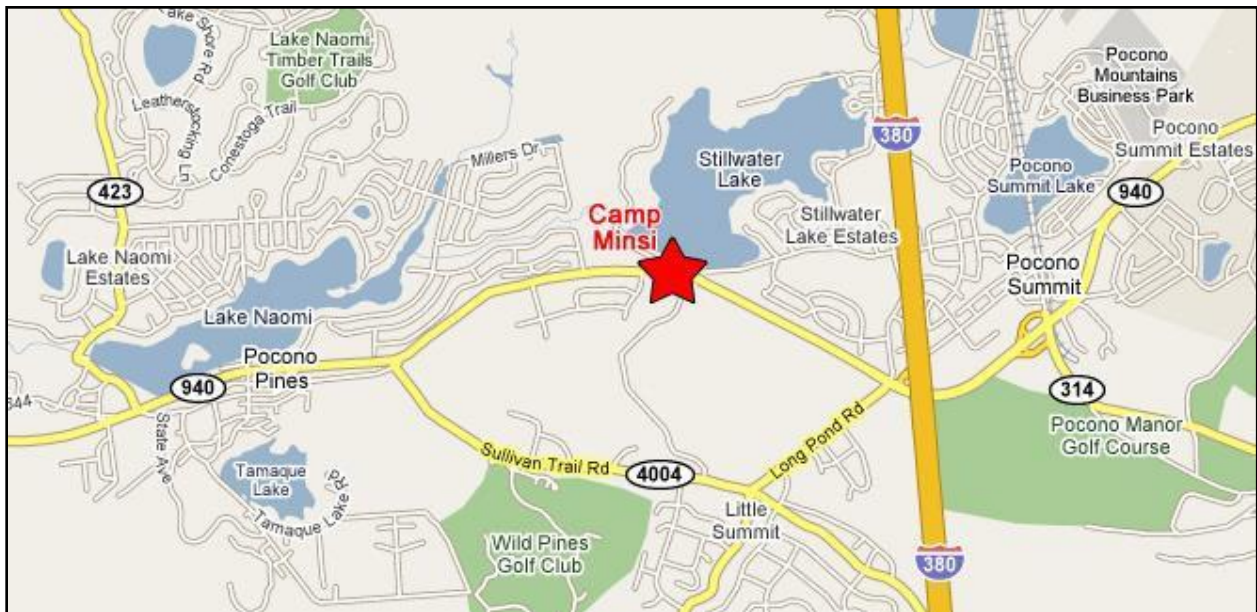


Table of Contents

Directions to Camp	3
Contacting Us	3
General Notes for Scoutmasters and Leaders.....	4
Order of the Arrow in Camp	8
Call-Out Ceremony	8
Check-in Procedures.....	9
Check-out Procedures	11
Appendix	12

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: Brian Dungan
Minsi Trails Council, BSA
PO Box 20624
Lehigh Valley, PA 18002

Phone: 610.465.8568

Email brian.dungan@scouting.org

During Camp:

Summer Camp; Attn: James Feuerstein
Camp Minsi, BSA
106 Camp Minsi Road Pocono
Summit, PA 18346

Phone: 610.465.4506

Email: 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.

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. One trailer or other vehicle can be stored at each campsite. All other 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.

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.

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.

Appropriate Attire

Camp Minsi requires everyone to wear a shirt with sleeves that does not have inappropriate for Scouting images or wording and does not show bare midriffs when outside of the aquatics area or engaged in an aquatics activity. Clothing should cover undergarments completely. All attire must be appropriate for the activity. Swimwear should cover areas where undergarments are normally worn. Bikini type swimwear for males or females is not permitted. Closed toe shoes are required outside of the Showerhouse and aquatics activities. Continued inappropriate dress that is not corrected may result in removal from camp.

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.

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 7:45 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

Patrol Cooking & Site Cook-in Night

On Wednesday 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, only pre-approved staff 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

Commissioners 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.

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

Please note – the photographer has not yet confirmed pricing for 2024 and this may change!

Troop pictures will be taken Sunday afternoon during check-in. You have the option of purchasing 5x7 or 8x10 color prints. 5x7 prints are \$11.00 each, 8x10 prints are \$13.00 each. Digital files are available for \$75.00. All prints come packaged in a photo envelope. 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 or the group digital file. 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.

Camp Photography

Staff will be taking and sharing pictures of Camp Activities throughout the week, including posting pictures of your week to our camp social media. Please discuss with our staff at check in if your unit would not like to be photographed. If your unit requests we do not photograph your unit, we will do our best to avoid taking photographs of your entire unit as much as possible. If you find a picture that we have posted that you think should be removed from our social media, please email minsicampdirector@minsitrails.org.

Leaders, parents and campers will all want pictures of their adventures at Camp Minsi. Please work to ensure that all pictures uphold the standards of the Boy Scouts of America. Please delete pictures that do not show the best of your Scouts or the Scouts of other troops, and avoid all situations where photography may violate the privacy of others. At no time may cameras of any kind be used in situations where privacy is expected such as in bathrooms or changing areas. Use of cameras or camera devices in this area may have serious consequences including the contact of law enforcement.

Uniform

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 Wednesday 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.

Fishing Licenses

Pennsylvania requires that anyone age 16 and older has purchased and displays a current Pennsylvania Fishing License. Please see www.fishandboat.com for more information.

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

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 are 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. Please submit completed forms to Camp Minsi at check-out.

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 online at this link*** or at campminsi.org.

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 a highly selective eater 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 (**minsicampdirector@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 Wednesday 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 Wednesday night call-out ceremony or preparations will be greatly appreciated. Please see the OA coordinator to get involved.



Checking In to Camp Minsi 2024



Before you come to camp:

- *Complete the online dietary needs form for any special food needs
- *Settle up your camp fees with our council office
- *Select your merit badges and any out of camp afternoon adventures online. Final out of camp afternoon adventures count closes the Wednesday before your week at camp.

You will need the following:

- *Completed health forms for each Scout and Adult with a physician's signature within the last 12 months.
- *Signed permission slips for Scouts participating in Cowboy Action Shoot or Afternoon Adventures.
- *Payment and form if you would like troop pictures
- *Scouts ready for pictures and a swim check (uniforms with swimsuits underneath)

On Check-In Day:

* **Early Arrival:** From 9 until noon, you may drive to your campsites carefully to unload if you wish. Please unload quickly and return your car to the parking lot. Please do not block roadways and follow all traffic signs (some roads are one-way).

* **Regular Arrival:** From noon to 1:00, please move all cars back out to the parking lot by the Ad Pad. The gate will close and from that point forward units may only have one vehicle in their site at a time. During the week you may keep either one vehicle or a trailer in your site to store equipment and food. You will receive one parking permit per unit. **Please do not store more than one vehicle in your site unless special permission is granted for a second permit.**

* **Medical Boxes** will be on your picnic table. Inside you will find copies of schedules, buddy tags, and other important information. During the week you will store your medications & Drug Administration forms locked in that box. Please fill out a buddy tag for everyone in your unit who is staying in camp.

***At 1:00 official check in will begin.** Please go to your campsite and begin setting up. Your staff guide and the Camp Director will meet you in your campsite to begin check in at approximately these times. If you are not ready when we come to check you in, we will check in the next site and circle back to you later.

1:00 Site 12	1:40 Site 3	2:20 Site 6
1:10 Site 1	1:50 Site 10	2:30 Site 9
1:20 Site 11	2:00 Site 4	2:40 Site 7
1:30 Site 2	2:10 Site 5	2:50 Site 8

During Check in you will complete:

Site Check - Your site guide will review the condition of your campsite before check-in and document and correct any problems.

Medical Checks - During check-in a medical officer will go through your medical forms to make sure they are up to date and to review any pertinent information. A staff member may check your temperature. Once your medical check is complete you will receive a colored bracelet to wear during the week. You can get a replacement bracelet at mealtime if you lose it.

Dining Hall Orientation - Your site guide will take you to the dining hall where you will be able to review the dining hall rules and procedures.

Camp Pictures - If your unit would like to get pictures taken you will take them just before or after the dining hall orientation.

Swim Checks - Your site guide will take you to the Waterfront where you can complete your swim checks. Each participant will be identified as a non-swimmer, beginner or swimmer. If you have completed swim checks before camp, bring your completed swim roster to the Waterfront. Lifeguards will color your tags.

Evening Schedule

5:45 pm Colors at the Parade Field (Wear BSA Field Uniforms)

6:00 pm Dinner

7:00 pm Camp Tours and Q&A Session

8:45 pm Meet at the Parade Field for the Opening Campfire

Join our Remind Class for the week to receive text message alerts & 2 way texting
Do not sign up until Sunday morning since it is reset every Saturday
To Join text @minsi-mtc to 81010

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 to download the full Merit Badge and Program Guide.



Find us on
Facebook

Visit us online:

www.campminsi.org



Appendix

Important forms & documents for summer camp

Troop Picture Order From	14
Routine Drug Administration Form	15

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.

Please note – the photographer has not yet confirmed pricing for 2024 and this may change!

5x7 photos
\$11.00 per photo

8x10 photos
\$13.00 per photo

Digital file
\$75.00 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