



Sea Scout Academy **BOARDING MANUAL**



www.campminsi.org

Introduction

It is hard to believe it's time to start thinking about the summer camp season! 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 boarding manual 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.

On behalf of the entire Camp Minsi and Sea Scout Academy staff, we'd like to thank you for attending the Sea Scout Academy at Camp Minsi on Stillwater Lake. 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

Walt Witucki
SS Academy Coordinator

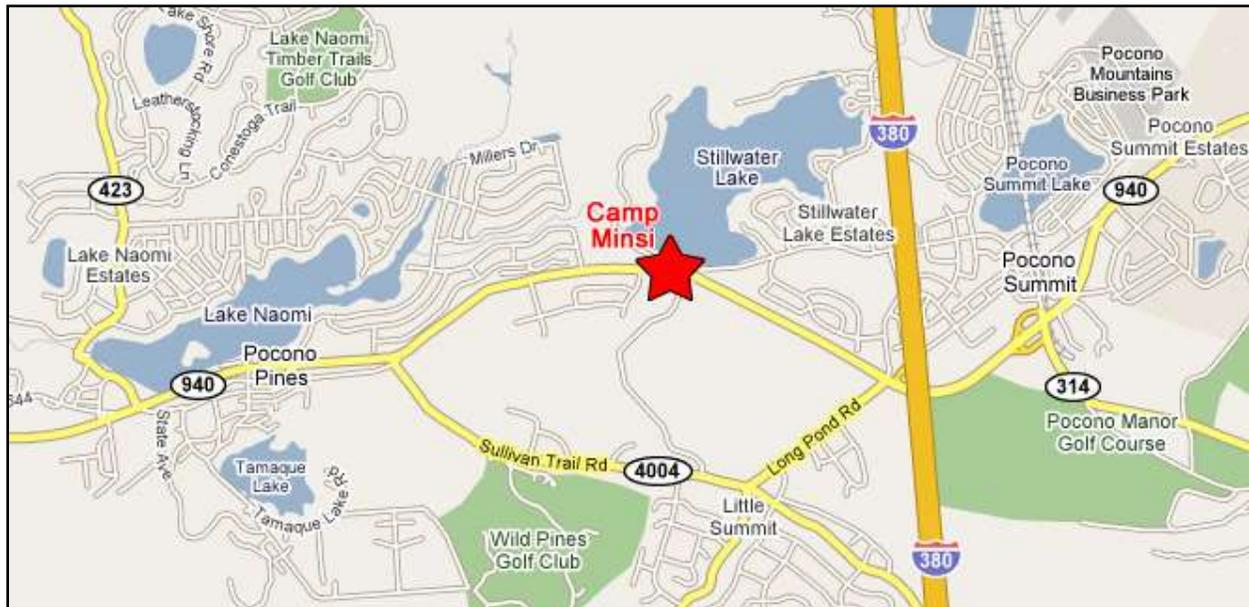


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Directions to Camp

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

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

General Notes for Skippers 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 7:45 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 ship number of the Scout on any mail. Mail can be sent to:

Scout's Name - Ship #
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.

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.

**** COVID CHANGES IN EFFECT: Please see www.campminsi.org for the latest on COVID modifications.**

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.

Wednesday Night Picnic

Camp Minsi holds a family night on Wednesday evening of Sea Scout Academy. Family members are invited to join the picnic dinner at 5:45PM. Cost is \$11.00 per person (children under 6 are \$4.00).

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. We recommend \$25 to \$50 for the week.

Two-deep Leadership

As with any Scouting event, each unit must provide two-deep leadership. 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 Sea Scout 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 Sea Scout 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. 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.

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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. This form 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 with in 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 a 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. It 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 requested 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 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**).

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 2:00 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

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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.

A Thursday morning Check-out is available upon request.



**Additional and updated information along with the
Sea Scout Academy Daily Schedule
is available at:
Campminsi.org/seascoutacademy**



Find us on
Facebook

Visit us online:
www.campminsi.org



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.

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.

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

Suggested food substitutions:

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

Additional information:

Please provide any other information we need to know.

