



Campmaster Manual

Including Specific Information for

Harry S. Frazier Jr. Scout Reservation

Tunnel Mill Scout Reservation

Phil Pfeffer Scout Reservation

Badgett Scout Reservation

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Campmaster Code

We can lead by selling instead of telling
We can be firm without being tough
We can be humble without being weak
We can be strong without being arrogant
We can be gentle without being soft
We can respect other's emotions without being emotional ourselves

Forward

The Campmaster corps is a group of selected, trained, and registered Scouters who serve at council camps whenever troops, teams, Webelos dens or posts are using any part of the camp property. Campmasters select their own time and frequency of service, but they usually serve two to four times a year. The group is organized under the leadership of the council camping committee. The entire project and its personnel are responsible to the Scout executive or camping director, or someone appointed by the Scout executive or camping director. The corps generally meets twice a year to evaluate its program, schedule ahead, and arrange for the training of any new members.

Campmasters are selected based on their ability in several areas: outdoor skills, specialized knowledge of nature and conservation, and leadership skills. All Campmasters must have a record of demonstrated ability to get along with people, to lead, and to act in an emergency. All Campmasters must have a working knowledge of Scouting, troop and team operations, Scout advancement, and Webelos Scout camping. Experienced and registered Scouters, with the exception of unit leaders, are eligible for consideration as Campmasters. (It is generally conceded that a unit leader's major concern must be the particular unit served.)

The training prerequisite is determined by the council. It is important that the person have outdoor experience and people skills.

The Campmaster

Volunteer Scouters, known as Campmasters, serve at the council's camps on weekends. They will assist units camping on weekends. Some of their services include:

- Assistance in developing weekend camping programs, if assistance is needed.
- Assist the ranger with check-in and check-out of units.
- Check out available program equipment to units.
- Counsel unit leadership on unit operations.

The Campmaster's goal is to help the unit have a good camping experience.

If you know someone who is interested in serving as a Campmaster or offering a program feature to units, have them contact the Lincoln Heritage Council for more information; or have them look on the web at www.lhcbasa.org.

Council Campmaster Organization

Lincoln Heritage Council, BSA has defined the function of Campmasters as described in this section.

Campmaster service in short-term camping pays off

- In better program
- In more boys and units going camping
- In greater satisfaction to both boys and leaders

Likewise, Campmaster service helps diminish vandalism, lessens maintenance expenses, and avoids many emergencies.

With an ever-increasing tendency toward the regulating and licensing of camps and camping, the legal aspect becomes apparent, and even urgent. Any Scout camp - with its devices and equipment - becomes a highly "attractive nuisance," not only to Scouts but also to trespassers. With only a resident camp Ranger on duty, the program and the program supervision of the short-term camp are, at times, problematical.

Most Scouting councils now reason that they can no longer afford the luxury of unprotected property and equipment and an unsupervised program in short-term camping.

The answer to this dimension on camping is a strong, well-oriented, Campmaster corps that officially represents the council and that has power to act. When health, safety, and welfare of users is at stake; and when council liability is imminent; we can do no less than to have adequate supervisory personnel at camp at all times when the camp is in use.

The following pages describe the function of the Campmaster in Lincoln Heritage Council.

Lead Campmaster Job Description

Within the Campmasters subcommittee, the council has a Lead Campmaster for each council camp. The Lead Campmasters are listed in Table 1.

Table 1: Lead Campmasters

Campmaster Coordinator Fred Doyle 502-609-1148 freddoyle2036@gmail.com	Harry S Frazier Jr. Scout Reservation (Camp Crooked Creek) Fred Doyle 502-609-1148 freddoyle2036@gmail.com	Pfeffer Scout Reservation (Roy C Manchester)
Adviser Sarah Flowers Director of Camping Services 502-400-5362 Sarah.flowers@scouting.org	Tunnel Mill Scout Reservation Jim Witten 502-724-1705 jim@witten.com	Badgett Scout Reservation (Wild Cat Hollow) Tom Carr 270-779-5022 Tcarr710@bellsouth.net

The Campmasters subcommittee has defined the function of the Lead Campmaster in a manner to offer consistent, quality, hosting of all units attending Lincoln Heritage Council camps.

The function of a Lead Campmaster is as follows:

- The Lead Campmaster reports to the Campmaster Coordinator.

The Lead Campmaster must:

- Be a Registered adult leader in the Lincoln Heritage Council.
- Be current with Youth Protection.
- Be able to do the job.
- Have a basic knowledge of Scouting skills.
- Have positive “people skills.”
- Be familiar with Cub Scout, Boy Scout, and Venturing Camp standards.

The goals of the Lead Campmaster are:

- To provide Scouting units who visit the Lincoln Heritage Council Camps with quality support for their outdoor program.
- To be consistent with that support – weekend by weekend – in all camps, even though there will be many different Campmasters.

The specific duties of the Lead Campmaster are camp specific, but include:

- To recruit, and ensure all Campmasters are trained.
- To insure weekends are properly staffed.
- To approve, in consultation with the camp ranger and Campmaster Coordinator, Campmaster applications.
- To perform other duties as assigned.

Campmaster Job Description

One of the primary goals of the campmaster is to provide Scouting units who visit Lincoln Heritage Council short-term camps with quality support for their outdoor programs. This support should be consistent week by week. Units and unit leaders are each different, Campmasters are each different, and the four camps each have different needs. The Campmasters fulfill these needs through their defined function.

- The Campmaster will provide quality campmaster service to the camp.
- The Campmaster is responsible to the camp Ranger, and the camp Lead Campmaster.
- The Campmaster reports to the camp Lead Campmaster.
- The Campmaster must:
 - Be a registered adult leader in the Lincoln Heritage Council .
 - Be Current with Youth Protection.
 - Be able to do the job.
 - Have a basic knowledge of Scouting skills.
 - Have positive “people skills.”
 - Be knowledgeable of age – and unit-appropriate developmental activities.

The goals of the Campmaster are:

- To provide Scouting units who visit the Lincoln Heritage Council camps with quality support for their outdoor program.
- To be consistent with that support – weekend by weekend – in all camps, even though there will be many different Campmasters.

The specific duties of the Campmaster are camp dependent upon, and vary with, the camp’s needs. The Campmaster should follow this suggested list of directives as instructed by the camp’s Lead Campmaster and the camp Ranger.

Arrival at Camp

- Arrive at camp per either the ranger or Lead Campmaster’s expectation.
- Check in with the ranger for check-in materials, special instructions, and secure the keys for necessary buildings.
- Be aware of any potential emergency situations such as weather, fire danger, thin ice, and others.

Preparing for our guest/s and what should happen during their stay:

- a. Check-in and –out of units- review facility use permits.
- b. Pre-visit buildings and camping sites prior to unit arrivals.
- c. Visit lodges and campsites at least twice per day.
- d. Be on hand for emergencies.
- e. Assist with equipment rentals.
- f. Be a unit program resource.
- g. Assist with trading post operation.
- h. Other duties as designated by the camp ranger.

Campmasters should determine that adequate plans have been made by each unit so that each Scout can properly fulfill his religious obligations. Church-sponsored units in many instances will have plans to

conduct their own worship using the camp chapel. Campmasters may assist such units whenever possible and may even give leadership to the planning of a Scout-conducted worship service in the chapel for boys who can fulfill their worship obligations in this manner.

Before Camp Departure

- Close camp per the ranger's instructions, which may or may not include:
 - a. Secure your keys, paperwork, and supplies.
 - b. Write a summary of the weekend in the Campmaster report worksheet.
 - c. Inform the ranger of any needed supplies.
 - d. Inform the ranger of any damaged equipment.
 - e. Clean the Campmaster building.
 - f. Inform the ranger of any reportable incidents.
 - g. Other duties as designated by the camp ranger.

After Camp Departure

- Follow up with the ranger with any incident reports.
- If appropriate, inform the next Campmaster of any information that you deem important.

Campmaster Know-how Will Improve Short-term Camping

All Campmasters should have or should acquire a basic knowledge of the following items so they may best assist troops, packs, crews, posts, and other groups in having a good camping experience.

- How the patrol method is set up and used in a troop.
- How the Scout advancement program works, and why we have it. Know first year program and how to assist leaders in this.
- The place of the chartered partner organization in Scouting and its responsibilities.
- How the general program of Cub and Boy Scouting and particularly how the outdoor program contributes to the ideals of Scouting.
- How a campmaster counsels with group leaders in scouting using the methods common in commissioner service to troops.
- Know the basic skills in Scouting and simple methods for teaching them.
- Know the basics of health and safety in patrol and troop camping.
- Know the camping rules and regulations of the local camp.
- Know what to do in a camp emergency. Know when and where Campmaster authority begins and ends.
- Know and follow the religious policy of the Boy Scouts of America as related to groups in camp.
- Know the fundamentals of a good campfire program and how to coach units in this activity.
- Know intelligent methods and procedures in dealing with discipline problems through the group leaders.

Campmaster Duties at Scout Camp

The Campmasters camp are responsible to the Camp Ranger/Care taker and the camp Lead Campmaster. The specific duties they perform are as follows:

- ☐ Friday evening
 - Direct Scouts and Scouters to their facility or camping area.
 - Check out Area ensure all things are in working order and the site or building look great.
 - Check back in on the unit to ensure all things are good and they don't need anything- give them any important weather information and be sure to offer help in any way.
- ☐ Saturday
 - Walk through camp talking with scouts and scouters.
 - Provide emergency communications to or from Camp Ranger.
 - Assist in emergency situations as directed by Camp Ranger.
 - Check on your units in camp at least twice, give any important weather information and be sure to offer help in any way you can.
- ☐
- ☐ Sunday
 - Direct adults picking up scouts where their unit is.
 - Assist Camp Ranger with unit check-out as requested.
 - Clean Campmaster Cabin. Leave any messages for other Campmasters.
- ☐
- ☐ Other
 - Communicate with Camp Ranger and/or Lead Campmaster of any problems in camp.



BSA Guidelines

First and foremost in camping at the Lincoln Heritage Council camps, units may not move into their reserved campsite or building until there are two adults with the unit. The basis for this Campmaster policy lies in the BSA policy on adult leadership for unit outings.

Adult Leadership

It is the policy of the Boy Scouts of America that trips and outings may never be led by only one adult. Two registered adult leaders OR one registered adult leader and a parent of a participant (one of whom must be 21 years or older) are required for all trips or outings. It is the responsibility of the chartered organization of any Cub Scout pack, Boy Scout troop, Varsity team, Venture crew, or Explorer post to inform the committees and leadership of the unit that sufficient adult leadership is provided on all trips and outings.

Explorer Post Overnight Camping

In addition to the two-deep requirement listed above under Adult Leadership, an Explorer Post must camp under the leadership of two adult leaders 21 years of age or older. If the campout is co-ed and is overnight, then both male and female adult leadership is required. If co-ed, separate accommodations must be provided for male and female participants, and the adult male(s) must be housed with the male participants and the adult female(s) must be housed with the female participants.

Venture Crew Overnight Camping

In addition to the two-deep requirement listed above under Adult Leadership, a Venture Crew must camp under the leadership of two adult leaders 21 years of age or older. If the campout is co-ed and is overnight, then both male and female adult leadership is required. If co-ed, separate accommodations must be provided for male and female participants, and the adult male(s) must be housed with the male participants and the adult female(s) must be housed with the female participants.

Cub Scout Overnight Camping

In addition to the two-deep requirement listed above under Adult Leadership, the den or pack overnight camp is a family campout with parent(s) joining their son and den or pack leadership. If cabins are utilized, separate accommodations must be provided for female and male participants. Siblings may also be included in these activities. Cub Scout overnights may be conducted only at council facilities –. It is strongly recommended that there be one-to-one parent-child ratio on Cub Scout overnights except in circumstances where it is impossible for a parent or other adult to attend with the Cub Scout. It is required to have a BALOO trained volunteer on the pack campout.

Camp Safety

Procedure for Medical Emergency or Serious Accident or Fatality

1. The unit leadership should seek medical help through the camp leadership, by calling 911, or other means as necessary. **DO NOT MOVE THE VICTIM.**
 - a. Be sure someone is at the ranger's house or main gate to meet fire, police or ambulance to guide them to the exact location.
2. The unit leadership should notify either the camp Ranger or the Campmaster.
3. Dependent on the severity of the medical emergency, the Campmaster or the camp Ranger should notify the Director of Camping Services 502-400-5362 immediately.
4. Dependent on the severity of the medical emergency, the parents should be notified through a designated council staff member.
5. The Campmaster or the camp Ranger collects all related information if medical care is required, and submit an Accident Report Form to the Camping Department within two days via fax 502-361-7899 or mail (Lincoln Heritage Council, BSA, PO Box 36273 Louisville KY 40233).
6. Don't make a statement to the press concerning a fatal or serious injury. If needed the Scout office will publish a press release.

Procedure for Incident Reporting (fight, altercation, non-medical incident)

1. The unit leadership should notify either the camp Ranger or the Campmaster.
2. Campmaster or the Camp Ranger should notify the Director of Camping Services 502-400-5362 immediately.
3. The Campmaster or the camp Ranger collects all related information if medical care is required, and submit an Incident Report Form.
4. The Scout Executive or our marketing professional will be the public voice, if needed.

Youth Protection Incident

1. All reports or suspicions of child abuse are to be referred immediately to the Director of Field Service, the Assistant Scout Executive or the Scout Executive 502-361-2624.
2. The same information should be reported to the county Child Protection Office of the county in which the incident allegedly occurred.

Lost Camper Procedures

Upon notification that a camper is missing, the following procedures will be initiated.

1. Determine last known location of missing person.
2. Campmaster sends runner to check the campsite, including tent.
3. Check shower houses and latrines.
4. Post someone at the gate to keep track of people leaving.
5. Notify ranger.
6. Ranger will notify owners of adjoining properties (if needed).
7. Call Emergency Notification list (posted in each Admin Building).
8. Contact local law enforcement and emergency services (E911).

Severe Weather Procedures

A weather radio should be kept in the Campmaster's quarters at all times.

1. When a severe weather warning is given (NOAA), sound the siren (if at your facility) or notify campers in person.
2. Units should report to the Dining Hall or closest severe weather shelter.
3. Roll call of units should be taken to ensure all units and campers are accounted for. This can be done in person or via radio/phone.
4. Once the warning has expired, campers can return to their sites with the permission of the Campmaster.

Fire Emergencies/Prevention

1. Notify E911 and the ranger. (Ranger will notify adjoining property owners.)
2. Have campers report to Dining Hall or closest/safest shelter. (one blast on siren or via radio/phone)
3. Ranger will notify Emergency Contact list.

Prevention:

1. No open flames in tents.
2. No fires within 10 feet of a tent.
3. No liquid fuel used to start fires.
4. Liquid fuel for stoves should be kept at least 25 feet away from fire.

Medical Emergencies

A medical emergency is defined as any of the "Hurry Cases" (severe bleeding, stopped breathing, poisoning, heart attack, cardiac arrest, or any other life threatening condition).

1. Notify E911
2. Retrieve AED / Oxygen from Campmaster's quarters
3. Notify Emergency Contact list

Waterfront Emergency

This procedure should be initiated by the Aquatics Director or his appointed representative in the event of a missing (lost) bather.

1. Clear swimming area.
2. A siren will sound three long blasts. All units renting aquatics area are to meet at Dining Hall and a unit roll call is taken by the Unit Leader.
3. All available volunteers immediately reports to waterfront.
4. Search continues as directed by Aquatics Director until Scout is located and an "All Clear" call is announced.

NOTE:

In an aquatic emergency, time and accuracy are critical. These procedures should occur within seconds of each other. If the Campmaster cannot be contacted for any reason, Ranger will be responsible for directing emergency procedures.

First Aid Procedures

Each camp has a first aid log that should have an entry made whenever a Campmaster has knowledge of medical aid being given to a camp visitor. When completing the first aid log, a few items should always be considered.

Avoid abbreviations. Medical abbreviations, in particular, do not have the same meaning to all readers. The log should be completed without abbreviations in order to best avoid misinterpretation.

- Date of Injury - this is not necessarily the same date as the date on which you are completing the log.
- Time of Injury - as close as you can be.
- Unit Number - indicate both the type of unit and the number of the unit.
- Record facts only, do not diagnose or express opinion.
- Treatment - record facts only.
- Comments on Activity and Location - specific details on how and where it happened are necessary for many reasons. For example, "Scout was standing on toboggan and went over a five-foot high jump on the sliding hill" supplies information that could identify a problem area and allow for corrective action to prevent future accidents of similar nature.
- Treated By - If someone other than you treated the injury, record that information. In this case, also record your name as the person who recorded the information. This way, follow-up on the event realizes who to call for what type of information.

First Aid Log

For a council/district activity or event including day camps.
(Resident camps must use No. 33681.)

Council name/number: _____ District: _____

Activity/event: _____

Location: _____

Duration: _____ Date _____ Time _____ to _____ Date _____ Time _____

Health officers/first-aid providers:

Name: _____ Scouting position: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Name: _____ Scouting position: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

 BOY SCOUTS OF AMERICA®

FIRST AID LOG

All entries should be made in ink.

[illegible]

Date: _____ to _____

Activity/event:

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EMERGENCY TELEPHONE NUMBERS

Fire: _____

Police or sheriff: _____

Hospital: _____

Rescue squad/ambulance: _____

Medical practitioner(s): _____

Scout executive: _____

Office: _____ Home: _____

Cell: _____ Email: _____

National Crisis Communication Support

- BSA crisis and communication issues management hotline: 1-855-870-2178
- BSA national office communication specialist: David Burke, 972-580-2280
- BSA public relations email: PR@scouting.org

HOW TO USE THE FIRST AID LOG

- Print the time of day, name of each person seen, a brief summary of injury or complaint of illness, and pertinent comments. Information should include the nature of the activity engaged in at the time of the injury or illness and the specific location, such as swimming pool, troop campsite, or dining hall. Each treatment or disposition must be described and signed by the person rendering aid. Use as many lines as needed for each entry.
- If a complete page of the First Aid Log is not used on any one day, draw a line through the entire next space across both pages and enter the next day's date on the next line. This eliminates the possibility of false entries at a later date.
- The SOAP formula is recommended for recording in this log.
 - S—Subjective: what you are *told*
 - O—Objective: what you *see and measure*
 - A—Assessment: working diagnosis, what you *think* is the problem
 - P—Plan: what you *did to treat* the problem
- **IMPORTANT.** This record should be kept on file in the council service center, following council retention policies.

Note: All incidents, illnesses, and injuries requiring the intervention of a medical provider beyond basic Scout-rendered first aid shall be reported via MyBSA. The Incident Information Report, No. 680-016, and Near Miss Incident Information Report, No. 680-017 (for incidents not resulting in injury or illness, but could have), are available at www.scouting.org/forms or from Supply Group to aid in your reporting.

680-127WB
2012 Revision

Date: _____ to _____

Activity/event: _____

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RULES AND REGULATIONS FOR USE OF FACILITIES AND EQUIPMENT

These Scout Reservations are maintained for the purpose of giving Cubs, Scouts, Ventures and Explorers an experience in camping and enjoyed God's out-of-doors and the wonder of nature. Therefore, the welfare of the youth members shall be first in all matters that relate to the reservation operation. The one code of conduct shall be the Scout Oath and Law.

1. Units or groups must have a signed permit to use the facilities and/or equipment from the Sam Swope Scout Center 7 days prior to using the camp.
2. Each group must report to the Campmaster or Ranger upon arrival. This should not be later than 9:30 p.m., nor earlier than 7:00 a.m. unless special arrangements have been made in advance with the Camp Ranger. Units or groups must check out of camp on Sunday no later than 12:00 noon unless special permission is granted.
3. Units or individuals who reserve campsites or buildings and do not use them forfeit fees unless notification is given the Sam Swope Scout Center 7 days in advance.
4. Packs, troops, crews, posts or groups must have two adult leaders 21 years of age or older in attendance. Unit leaders have full responsibility for Scouts in all phases of their activities from the time they leave home for camp until their return home. Where youth and adults sleep in the same building, a privacy barrier must separate the two sleeping areas.
5. The Campmaster or Ranger will not interfere with the activities of the Scouts under troop leadership except in case of violation of camp rules or un-Scout-like conduct. He will report violations to the leader in charge, who, in turn, will see that rules are strictly observed. However, if circumstance warrant, the Camp Ranger can expel the entire group from the camp.
6. All vehicles stop at the parking lots. Equipment will be taken to the campsites by arrangement with the Ranger or Campmaster. All vehicles remain in the parking lots.
7. Any group or unit swimming must have an adult 21 years old with Red Cross Lifeguard, or BSA Lifeguard in charge. A leader must have a current Safe Swim Defense in effect. All swimming must be in the designated swimming area only.
8. Fishing is permitted provided State Fish and Game Laws are followed. Canoes and rowboats are available for rent. The buddy system should be used by Scouts when fishing. Permits are required. No fishing in the boating or swimming areas.
9. A current Safety Afloat Card must be held by a leader when using canoes and presented before checking out canoes. Life jackets **MUST BE WORN AT ALL TIMES** while in canoes or other boats. When a unit or group is using the boats all requirements in #7 must be met.
10. NO HUNTING ALLOWED!
11. Personal firearms are not permitted on the reservation. Only camp-owned and controlled rifles and shotguns are available with NRA certified instructors.
12. The Archery Range is operated only during summer camping season and council range days.
13. There shall be no alcoholic beverages or illegal drugs permitted on the reservations.
14. Repairs for any damages to facilities or equipment will be paid for by the Unit or Group. The Unit or Group will be charged exact repair or replacement cost.
15. Units or groups are responsible for the garbage. You will be given plastic bags during check-in. Use bags to collect your trash and take to dumpster in the main parking lot or Maintenance Building prior to departure.
16. Your area or building must be inspected by the Campmaster or Ranger before you leave. **Please leave your area or building as clean or cleaner than you found it.**
17. The reservations shall be closed to everyone on Mondays and following holidays: Christmas, New Year's Day, Easter weekend, Thanksgiving weekend and Scout-O-Rama weekend.
18. Groups not chartered by the Boy Scouts of America must sign a Hold-Harmless Agreement and submit a certificate of insurance.
19. No pets allowed.

LINCOLN HERITAGE COUNCIL SCOUT RESERVATIONS PERMIT FOR FACILITIES USE OR EQUIPMENT RENTAL

**Lincoln Heritage Council
Boy Scouts of America
P.O. Box 36273
Louisville, KY 40233**

(This form is to be completed with fees paid at the Sam Swope Scout Center and presented to the Campmaster or Ranger upon arrival at the Reservation).

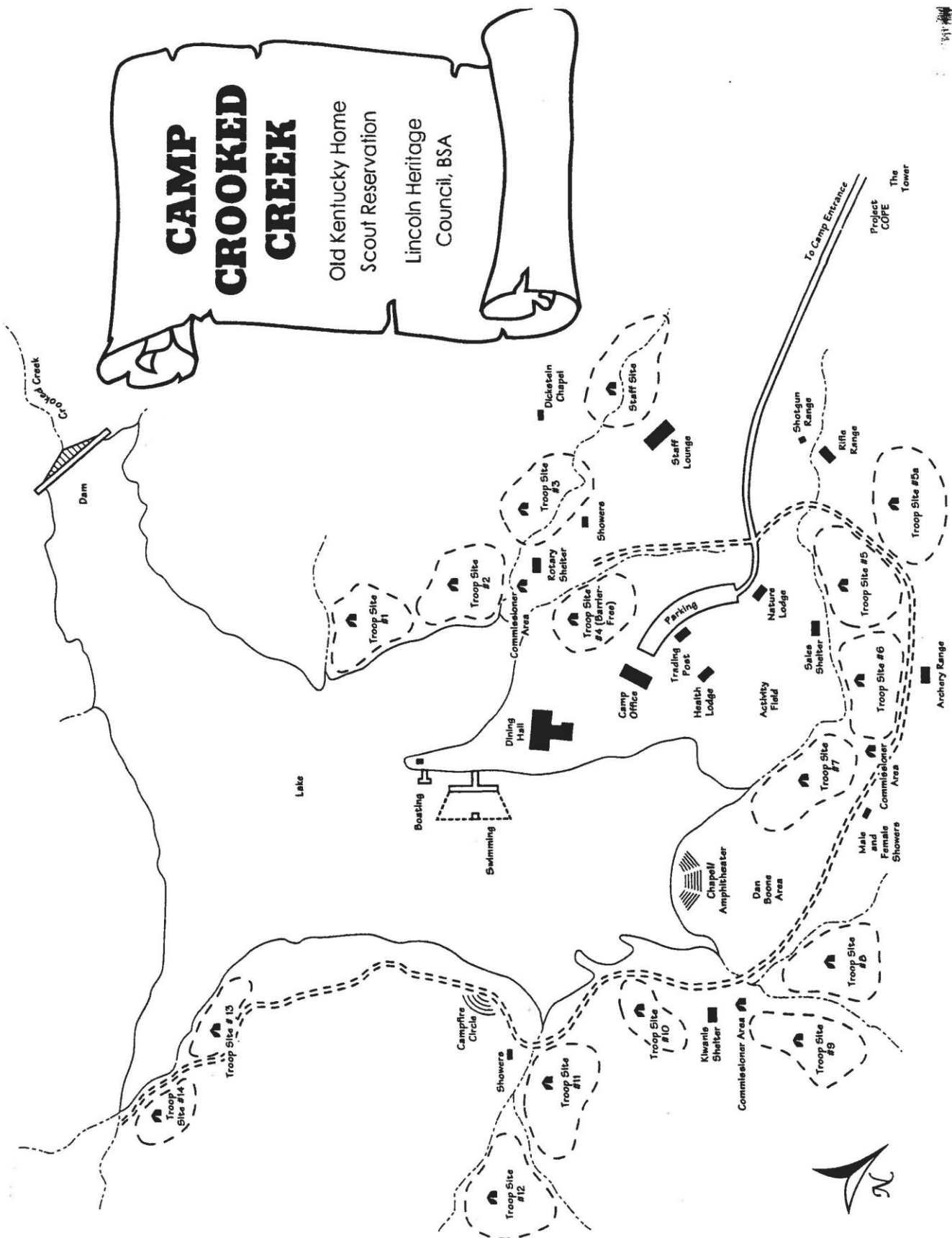
TIME AND FEE AGREEMENT

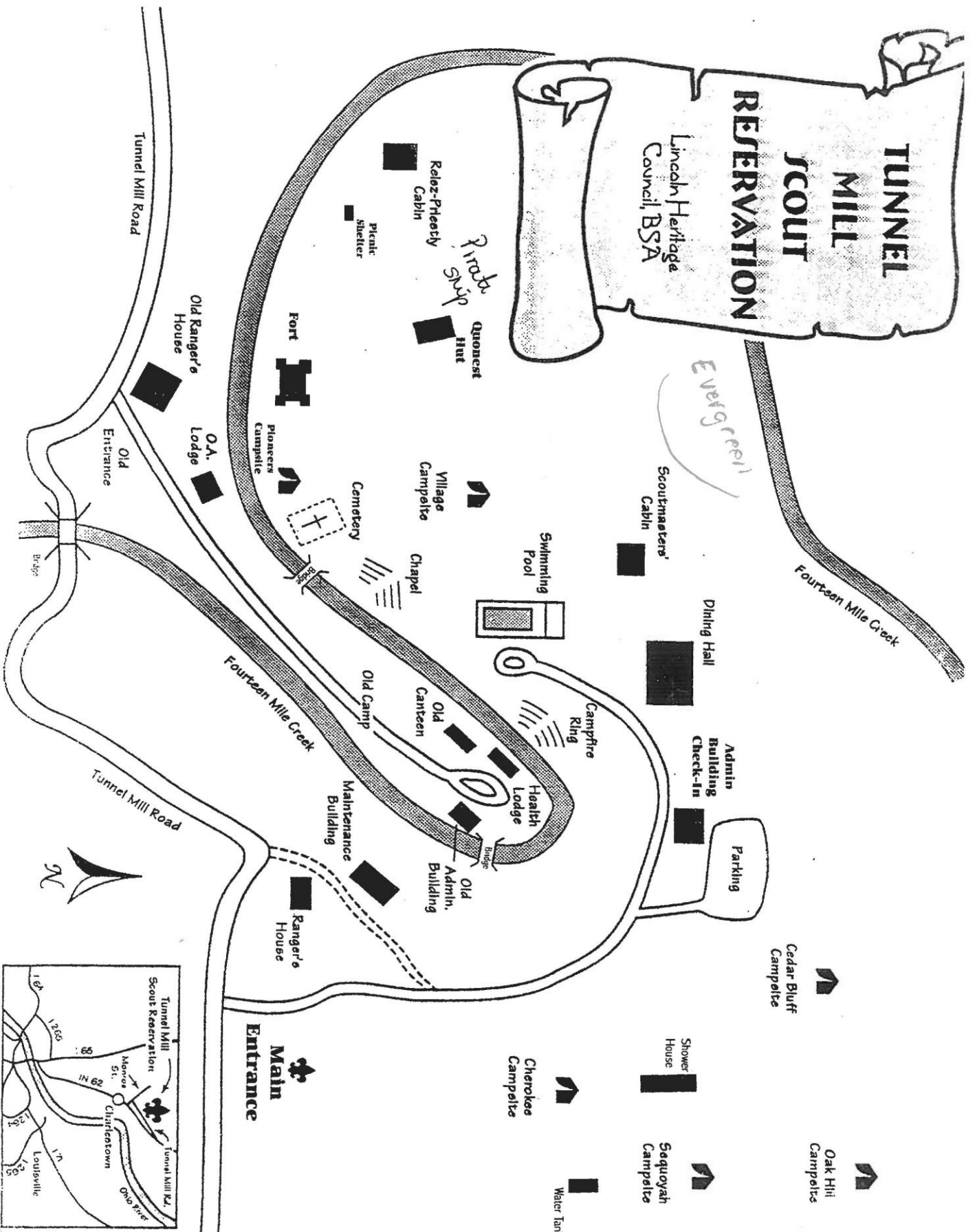
The following rates are for a weekend period. If long term rental is desired, fees will be discussed with groups individually. Refund on fee will be made on the cancellation of campsite reservation, equipment or facility, provided notice is given the Sam Swope Scout Center seven (7) days in advance. Reservations should be in the Sam Swope Scout Center seven (7) days prior to the event.

HARRY S. FRAZIER, JR. SCOUT RESERVATION	CAPACITY	SCOUT	CLEANING	OUTSIDE
		GROUP FEE	DEPOSIT*	GROUP FEE
Sales Lodge or Cub World Shelter.....	30	\$25	\$25	\$60
Nature Lodge.....	20	\$35	\$25	\$75
Kiwanis Shelter or Rotary Shelter.....	30	\$15	\$15	\$50
Amphitheatre.....	1000	N/C	N/A	\$175
Staff Lodge.....	20	\$50	\$50	\$75
Administration Leader's Lodge (No Sleeping).....	60	\$75	\$75	\$150
Leadership Development Center.....	100	\$100	\$100	\$200
Dining Hall Only (No Sleeping).....	400	\$100	\$100	\$200
Dining Hall and Kitchen.....	400	\$200	\$200	\$600
Showers (including Cub World Showers).....	100	N/C	\$50	\$50
Koch Camporee Area.....	500	\$25	\$25	\$60
Waterfront – Swimming.....	200	\$50	\$25	\$100
Canoes or Rowboats.....	50	\$5	N/A	\$15
Trailer Deposit (Refundable).....	2	\$25	N/A	\$50
Camp Lowe Shelter (3 Available)	25	\$25	\$25	\$60
Brotherhood Lodge.....	60	\$100	\$100	\$250
Cope – High Course (per person).....		\$35	\$25	\$35
Cope – Low Course (per person).....		\$25	\$25	\$25
Staff Cabins (20).....	4	\$25	\$25	\$50
Frontier Town Bunk House.....	24	\$50	\$50	\$100
TUNNEL MILL SCOUT RESERVATION				
Administration Building.....	40	\$50	\$50	\$100
Dining Hall Only.....	150	\$100	\$100	\$200
Dining Hall with Kitchen.....	150	\$150	\$150	\$300
Scoutmaster's Lodge.....	20	\$25	\$25	\$50
Reitz-Priestly Lodge.....	30	\$15	\$15	\$40
Swimming Pool.....	75	\$100	\$100	\$200
Buildings in old camp.....		\$15	\$15	\$30
Pioneer Village.....	30	\$15	\$15	\$40
Shower at pool.....		\$30	\$30	\$50
Shower Houses.....		N/C	\$50	\$50
CAMP SITES BOTH FACILITIES		FREE		\$30
Wall Tents.....	25	\$3		\$10
Cots.....	50	\$2		\$5
Large Group Fees:		200-500	\$250	
		500-1000	\$500	
		1001-1500	\$750	

These fees are in addition to the facility fees.

**A cleaning deposit is required for all buildings. The Camp Rangers will inspect the area rented the Monday following the visit. If the area has been cleaned thoroughly the deposit check will be returned by mail*





LINCOLN HERITAGE COUNCIL SCOUT RESERVATIONS PERMIT FOR FACILITIES USE OR EQUIPMENT RENTAL

**Lincoln Heritage Council
Boy Scouts of America
P.O. Box 36273
Louisville, KY 40233**

(This form is to be completed with fees paid at the Sam Swope Scout Center and presented to the Campmaster or Ranger upon arrival at the Reservation).

TIME AND FEE AGREEMENT

The following rates are for a weekend period. If long term rental is desired, fees will be discussed with groups individually. Refund on fee will be made on the cancellation of campsite reservation, equipment or facility, provided notice is given the Sam Swope Scout Center seven (7) days in advance. Reservations should be in the Sam Swope Scout Center seven (7) days prior to the event.

Roy C Manchester	SCOUT CAPACITY	CLEANING GROUP FEE	OUTSIDE DEPOSIT*	GROUP FEE
Handicraft Shelter and Bunkhouse.....	20	\$25	\$25	\$50
Trading Post Apartments.....	16	\$35	\$25	\$40
Nature Lodge.....	15	\$15	\$15	\$30
Amphitheatre.....	200	N/C	N/A	\$100
Staff Cabins (6).....	8	\$25	\$25	\$50
Administration Leader's Lodge (No Sleeping).....	60	\$25	\$25	\$75
Dining Hall Only (No Sleeping).....	200	\$100	\$100	\$200
Dining Hall and Kitchen.....	200	\$200	\$200	\$500
Waterfront – Swimming.....	100	\$50	\$25	\$100
Canoe, Kayaks or Rowboats.....	50	\$5	N/A	\$15
Trailer Deposit (Refundable).....	2	\$25	N/A	\$50
Camp Lowe Shelter (3 Available)	25	\$25	\$25	\$60
Order of the Arrow Lodge.....	20	\$50	\$50	\$75
25' Sail Boat (see additional criteria-W/instructor) **. ..	4	\$50	\$50	\$150
Staff Cabins (20).....	4	\$25	\$25	\$50
Rifle, Shotgun, Archery Ranges.....	N/C	N/C	N/C	\$50
Wild Cat Hollow	SCOUT CAPACITY	CLEANING GROUP FEE	OUTSIDE DEPOSIT*	GROUP FEE
Cabins (3).....	4	\$50	\$50	\$100
Dining Hall Only.....	150	\$100	\$100	\$200
Dining Hall with Kitchen.....	150	\$150	\$150	\$300
Badgett Lodge.....	20	\$25	\$25	\$50
Gordon Lodge.....	30	\$15	\$15	\$40
Camp Sites.....		N/C	N/C	N/C
Archery.....	30	\$15	\$15	\$40
Activity Field.....		N/C	\$50	\$50
Large Group Fees:	200-500		\$250	
	500-1001		\$500	
	1001-1501		\$750	

**The following criteria are to be adhered to in reference to council owned sail boats.

-A Council Certified instructor is required in order to rent sail boats (this cost is included in the cost of the sail boat rental)

-Boats house 4 people.

-All youth protection guidelines in relation to adult/youth ratios must be adhered to for Scout units.

-All participants must possess valid Kentucky Boaters Card

- A Schedule of classes can be found at <http://fw.ky.gov/navigation.aspx?cid=133&navpath=C742>.

-All participants must also possess current certifications in Safety Afloat, Hazardous Weather, and Safe Swim Defense.

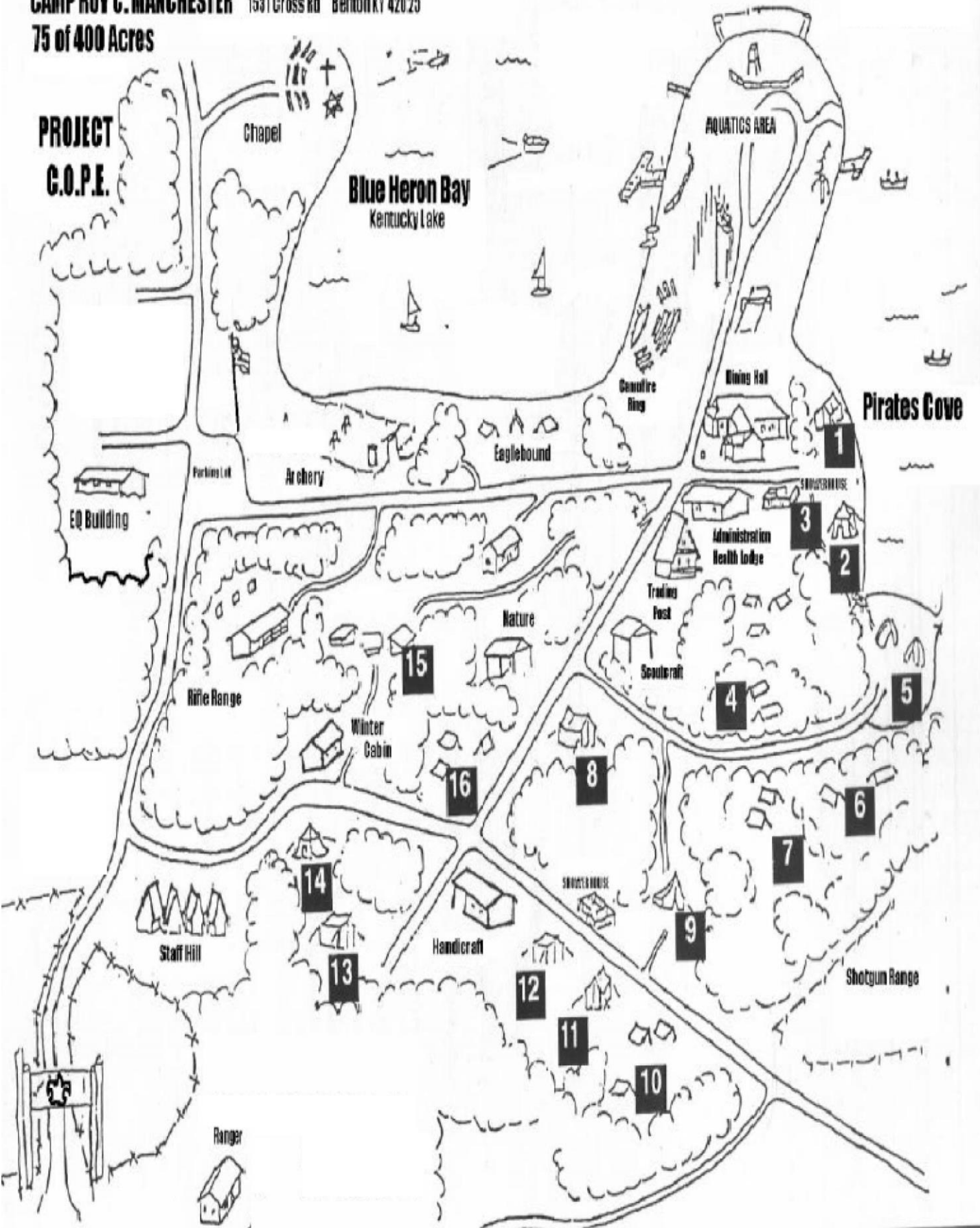
These fees are in addition to the facility fees.

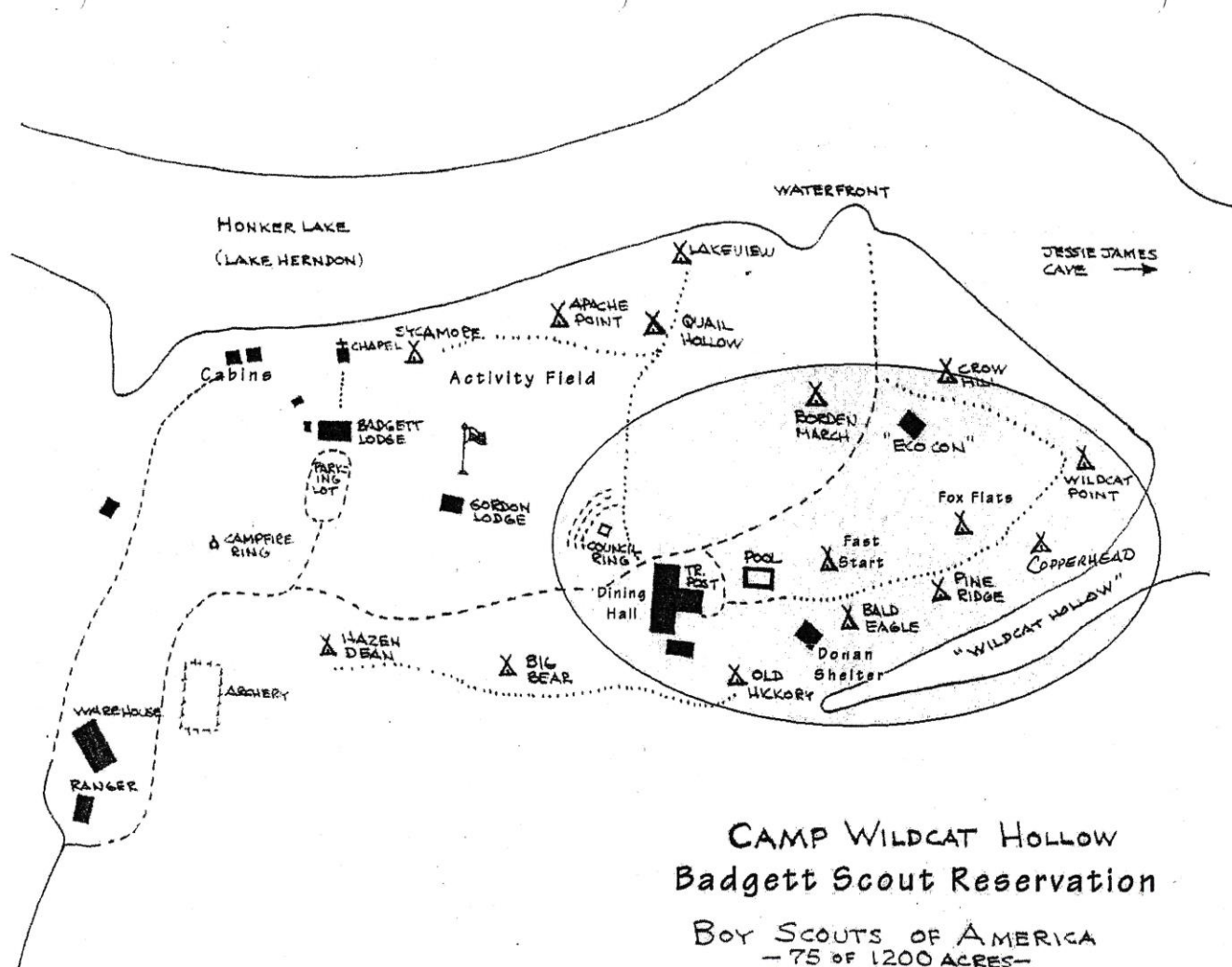
**A cleaning deposit is required for all buildings. The Camp Rangers will inspect the area rented the Monday following the visit. If the area has been cleaned thoroughly the deposit check will be returned by mail*

Rev. April 2011

CAMP ROY C. MANCHESTER 1531 Cross Rd Berton KY 42025
75 of 400 Acres

**PROJECT
C.O.P.E.**





PERMIT FOR FACILITIES USE OR EQUIPMENT RENTAL

SPECIAL INFORMATION:

Review the attached rules and regulation for Reservation and Equipment.

FEE PAID \$ _____

RECEIPT NO. _____

DATE _____

NUMBER TO ATTEND _____

CHECK ONE: **HARRY S. FRAZIER, JR. SCOUT RESERVATION** ☐ **TUNNEL MILL SCOUT RESERVATION** ☐

ROY C MANCHESTER ☐

WILDCAT HOLLOW ☐

Permission is here granted to _____
(Unit or Group)

For the use of the following site(s) or equipment: _____

From _____ To _____

Arrival Time _____ Departure/Equipment Return Time _____

(Unit should not arrive before 7:00 a.m. or leave after 12:00 noon on Sunday)

Unit Insurance Company _____ Policy # _____

The unit will be under the leadership of _____

Assisted by (coed if coed group) _____

BALOO Trained _____

BSA Lifeguard or ARC Lifeguard at least 21: _____

Safe Swim or Safety Afloat Defense _____

To be completed by council office

Date of issue: _____ Issued By: _____

ACCEPTANCE OF RESPONSIBILITY:

We accept the responsibility for the observance by all members of our unit or group, the rules and regulations governing the use of the facilities or equipment as stated in the CAMP RULES AND REGULATIONS.

(Name – Please Print)

(Address, City, State and Zip)

(Phone)

APPROVAL BY CAMPMASTER OR RANGER:

This certifies that the above unit or group left the Reservation and Campsites in satisfactory condition. The equipment used by the above unit or group was returned in good condition or satisfactory arrangement was made for repair or replacement. (All units or groups must check out with the Campmaster or Ranger and obtain his signature before leaving the camp or after returning the equipment.)

(Signature of Ranger or Campmaster)

(Date)

Number of Campers: _____ Number of Leaders: _____

Number of Visitors: _____

Camp Crooked Creek
 Harry S. Frazier Scout Reservation
 502-543-8723
 502-543-8725 Fax

950 Terry Dr
 Shepherdsville KY 40165
www.lhcbasa.org
www.campcrookedcreek.com

Council Campmaster Emergency Phone list

	Primary	Non-Emergency
Bullitt County Dispatch	911	502-543-7074
Bullitt County Sheriff Dept	911	502-543-2514
Southeast Bullitt Fire Department	911	
Bullitt County EMS	911	502-543-2000
Flaget Hospital	502-350-5000	
County Hospital	270-737-1212	
Jewish Hospital(Brooks)	502-955-3000	
Ranger and Maintenance area	502-543-8722	
Tom Corbett (Ranger)	502-639-9432	
Don Clark (Asst. Ranger)	502-478-4451	
KY Regional Poison Control Center	1800-222-1222	
Barry Oxley(Scout Executive)	502-400-5560	
Clint Scharff(Asst. Scout Executive)	502-400-5557	
Sarah Flowers (Director of Camping Services)	502-468-6769	
Brian Weigel (Program and Advancement Director)	502-400-5361	
Bullitt County Health Department	270-543-2415	
Trading Post Direct	502-543-7127	
Dining Hall Direct	502-543-8726	
Linclon Heritage Council Office (M-F 8:30am-5:00pm EST)	502-361-2624	502-361-7899(Fax)
Louisville Scout Shop(M-F 8:30-7:00pm Sat 9:00am-3:00pm EST)	502-267-8092	502-267-8316 (FAX)
Camp Roy C. Manchester (Benton, Ky)	270-354-8253	270-227-9042
Tunnell Mill Scout Reservation (Charlestown, IN)	812-256-2038	
Wildcat Hollow (Russellville, KY)	270-313-8095	
Bluegrass Ice	270-765-7226	
Courier Journal	502-582-2211	
Department of Forestry	270-766-5010	
Kathy Riggle (Kitchen Manager)	502-664-5347	
Bernheim Forest Visitor Center	502-955-8510	502-543-1523
Ranger	502-648-4190	502-742-9225

Camp Tunnel Mill
812-256-2038
812-256-2038 fax

3913 Tunnel Mill Dr
Charlestown IN 47111
www.lhcbsa.org

Council Campmaster Emergency Phone list

	Primary	Non-Emergency
Charlestown Fire Dept	911	812-256-6202
Clark County Sheriff Dept	911	812-283-4471
Clark County EMS	911	812-246-7237
KY Regional Poison Control Center	1-800-222-1222	
Clark Memorial Hosiptal	812-282-6631	
St Catherine's Hospital	812-256-3301	
Ranger and Maintenance area	812-256-2038	
Sarah Flowers (Director of Camping Services)	502-468-6769	
Tom Brown (Ranger)	502-314-5596	
Barry Oxley(Scout Executive)	502-400-5560	
Clint Scharff (Asst. Scout Executive)	502-400-5557	
National Weather Service	582-5230	
Road and Weather Informtaion	283-5660	
WHAS Weather	502-585-1212	
Linclon Heritage Council Office (M-F 8:30am-5:00pm EST)	502-361-2624	502-361-7899(Fax)
Louisville Scout Shop	502-267-8092	502-267-8316 (FAX)
Jeffersonville Scout Shop	812-282-2235	
Camp Roy C. Manchester (Benton, Ky)	270-354-8253	270-227-9042
Wildcat Hollow (Russellville, KY)	270-313-8095	
Camp Crooked Creek (Shepersdville, KY)	502-543-8723	
KY Regional Poison Control Center	1800-222-1222	



Camp Tunnel Mill

Camp Roy C Manchester

270-354-8253

270-227-9042

1531 Cross Road
Benton, Kentucky

42055

www.lhcbsa.org

Council Campmaster Emergency Phone list

	Primary	Non-Emergency
Fairdealing-olive Grove Fire Dept	911	270-354-8541
Marshall County Sheriff's Office	911	(270) 527-3112
Rescue Service	911	270-572-9092
KY Regional Poison Control Center	1-800-222-1222	
Marshall County Hospital	ER:270-527-4800	270-527-1333
David Bush (Ranger)	(270) 320-4931	
Barry Oxley(Scout Executive)	502-400-5560	
Clint Scharff (Asst. Scout Executive)	502-400-5557	
Sarah Flowers (Director of Camping Services)	502-468-6769	
Brian Weigel (Program And Advancment Director)	270-403-9365	
National Weather Service	270-444-7424	
Linclon Heritage Council Office (M-F 8:30am-5:00pm EST)	502-361-2624	502-361-7899(Fax)
Louisville Scout Shop	502-267-8092	502-267-8316 (FAX)
Tunnell Mill Scout Reservation (Charlestown, IN)	812-256-2038	
Wildcat Hollow (Russellville, KY)	270-313-8095	
Camp Crooked Creek (Shepersdville, KY)	502-543-8723	



Wildcat Hollow
Badgett Scout Reservation

1940 Stuart Smotherman
Rd
Russellville, KY 42276

www.lhbsa.org

Council Campmaster Emergency Phone list

	Primary	Non-Emergency
Rural Fire Dept	911	270-726-3109
Russellville City Fire Dept	911	270-726-5020
Logan County Sheriff Dept	911	270-726-2244
Logan County EMS	911	270-726-6499
Logan Memorial Hospital	ER: 270-725-4770	270-725-4515
KY Regional Poison Control Center	1800-222-1222	
Jeff Ellis (Care Taker)	270-313-8095	
Barry Oxley(Scout Executive)	502-400-5560	
Clint Scharff(Asst. Scout Executive)	502-400-5557	
Sarah Flowers (Director of Camping Services)	502-468-6769	
Logan County Health Department	(270) 726-8341	
Linclon Heritage Council Office	502-361-2624	502-361-7899(Fax)
Louisville Scout Shop	502-267-8092	502-267-8316 (FAX)
Camp Roy C. Manchester (Benton, Ky)	270-354-8253	270-227-9042
Tunnell Mill Scout Reservation (Charlestown, IN)	812-256-2038	
Wildcat Hollow (Russellville, KY)	270-313-8095	
Camp Crooked Creek (Shepersdville, KY)	502-543-8723	



BOY SCOUTS
OF AMERICA

LINCOLN HERITAGE COUNCIL

Unit Roster

This roster is retained by the Campmaster and turned in to the Ranger at the end of the weekend.

Unit Type: _____ Unit Number: _____ Date Expected in: _____

Site Number of Building: _____ Time Expected in: _____

	Youth Names		Youth Names
1		19	
2		20	
3		21	
4		22	
5		23	
6		24	
7		25	
8		26	
9		27	
10		28	
11		29	
12		30	
13		31	
14		32	
15		33	
16		34	
17		35	
18		36	

	Adult Names		Adult Names
1		6	
2		7	
3		8	
4		9	
5		10	

Unit Guest/Visitor Roster

This roster is retained by the Campmaster and turned in to the Ranger at the end of the weekend.

Unit Type: _____ Unit Number: _____ Date Expected in: _____

Site Number of Building: _____ Time Expected in: _____

	Youth Names
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

	Adult Names
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

Campsite Check-In Check-Out Procedure

Unit Type: _____ Unit Number: _____ Date Expected in: _____

Site Number of Building: _____ Time Expected in: _____

1. Check the key youth or key adult into the campsite by checking the items listed.
2. Explain use of all camp facilities and sites
3. Check the same person out as they prepare to leave camp. Review any problems with them and the other leadership.
4. Turn over this sheet and the unit roster to the ranger.

Leader Name: _____ Time Expected Out: _____

Item	In √ If OK	Out √ If OK	Damage	Estimated Cost of Repair
Latrine: Broken seats, siding Cleanliness No garbage in pit				
Parking				
Washstand: Not for doing dishes				
Picnic Tables: Carved Burns Number in site One over each fire ring				
Fires: Put out with water only No dirt				
Firewood: Stacked by ring, or See the Campmaster				
Trees: Not cut Not slashed				
Collect: Attendance rosters				
Garbage: Goes home with unit				

Shelter Check-in Check-out Procedure

Unit Type: _____ Unit Number: _____ Date Expected in: _____

Site Number of Building: _____ Time Expected in: _____

1. Check the key youth or key adult into the campsite by checking the items listed.
2. Explain use of all camp facilities and sites
3. Check the same person out as they prepare to leave camp. Review any problems with them and the other leadership.
4. Turn over this sheet and the unit roster to the ranger.

Adult Leader Name: _____ Youth Leader Name: _____

Item	In ✓ If OK	Out ✓ If OK	
Collect Roster (any additions)	<input type="checkbox"/>	<input type="checkbox"/>	Comments at Check-in: _____ _____
Weekend rules	<input type="checkbox"/>		
Fire extinguisher charged and sealed:	<input type="checkbox"/>	<input type="checkbox"/>	
Main Room	<input type="checkbox"/>	<input type="checkbox"/>	_____
Light bulbs: Note and replace burned bulbs	<input type="checkbox"/>	<input type="checkbox"/>	_____
CO Detector: Plug in, test and explain	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of room: Mop water goes outside, not in sink	<input type="checkbox"/>	<input type="checkbox"/>	Leader's Initial (at check-in) _____
Fire Place Open and ready for use-	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of latrine: No non-human waste	<input type="checkbox"/>	<input type="checkbox"/>	Comments at Check-out: _____ _____
Garbage: Goes home with unit	<input type="checkbox"/>	<input type="checkbox"/>	

Building Check-in Check-out Procedure

Unit Type: _____ Unit Number: _____ Date Expected in: _____

Site Number of Building: _____ Time Expected in: _____

1. Check the key youth or key adult into the campsite by checking the items listed.
2. Explain use of all camp facilities and sites
3. Check the same person out as they prepare to leave camp. Review any problems with them and the other leadership.
4. Turn over this sheet and the unit roster to the ranger.

Adult Leader Name: _____ Youth Leader Name: _____

Item	In √ If OK	Out √ If OK	
Collect Roster (any additions)	<input type="checkbox"/>	<input type="checkbox"/>	Comments at Check-in: _____
Weekend rules	<input type="checkbox"/>		_____
Window condition checked:			_____
Main Room	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire extinguisher charged and sealed:			_____
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	_____
Main Room	<input type="checkbox"/>	<input type="checkbox"/>	_____
Light bulbs:			_____
Note and replace burned bulbs	<input type="checkbox"/>	<input type="checkbox"/>	
CO Detector:			Leader's Initial (at check-in) _____
Plug in, test and explain	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of main room:			
Fireplace, ashes and fan	<input type="checkbox"/>	<input type="checkbox"/>	
Firewood supply	<input type="checkbox"/>	<input type="checkbox"/>	
Mop water goes outside, not in sink			
Cleanliness of bedroom:			Comments at Check-out: _____
Mattresses stacked neatly	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mop water goes outside, not in sink	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of bathroom:			_____
Mop water goes outside, not drains	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of kitchen:			_____
Garbage goes home with unit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grease goes in garbage	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mop water goes outside, not in sink	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cleanliness of outside grounds	<input type="checkbox"/>	<input type="checkbox"/>	_____
Collect:			_____
Fees		<input type="checkbox"/>	_____
Attendance		<input type="checkbox"/>	_____

Sample Camp-master Corps Evaluation Form

Lincoln Heritage Council

Boy Scouts of America

Camp-master Appraisal(name) _____

CAMP _____

Note: Please submit this appraisal to the camp ranger before leaving camp. It will, in turn, be turned over to the related district commissioner.

Unit _____ District _____ Leader _____

Dates camped _____

Leadership _____

Organization _____

Patrol method (Did patrols have an opportunity to function as a patrol? To do patrol cooking?) _____

Program (Advance planning, boy-led, complete preparation) _____

Areas where you helped _____

Outstanding features _____

Recommendations (where does this unit need help) _____