

2022

CAMP SEQUASSEN

SCOUTS BSA

LEADER'S GUIDE

EXCERPTS REVISED FOR
WEBELOS ADVENTURE CAMP



CONNECTICUT YANKEE COUNCIL, BSA
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ABOUT CAMP SEQUASSEN

Camp Sequassen is located in Northwest Connecticut at the foot of the Berkshires. Camp Sequassen has one of the most diversified forests found on one tract of land in the state of Connecticut. Your unit has the option of either lean-to campsites or tent sites. Meals are prepared by a professional food service in our English Dining Hall. The Connecticut Yankee Council, Boy Scouts of America takes great pride in Camp Sequassen and the resident camp programs operated there each summer.

Camp Sequassen was opened in 1927. Since then, thousands of Scouts have camped and lived the Scouting program and made it their second home. 2022 marks the 95th Anniversary of Camp Sequassen and the 24th anniversary of Connecticut Yankee Council. Thank you for joining us at Camp Sequassen.

HOME OF THE HERMIT

The legend concerning the Sequassen Hermit is at the center of the Camp's traditions. When the new site was acquired in 1927, there was evidence of previous human occupancy. Stone walls dot the landscape and help to record the fact that farmers had hoped to make a home in the area. The shallow soil and rocky terrain discouraged the first families and they went westward with the fever of the forty-niners or as later hopeful immigrants to western land.

Sometime later, a man known only as the Hermit lived in a simple shack near an ever-flowing spring, deep in the Sequassen woods. On the other side of the shack, a mound of earth was said to be the grave of this solitary woodsman. Little is known about this man, except that he lived alone and loved the woods, taking great care to preserve the natural beauty of the area. Inscribed on the tombstone of this naturalist were the following words that many have inscribed to heart.

***I will rest peacefully,
No matter how long,
If the pines will bend over
To sing the wind's song;
If the birds and the chipmunks
Will play over me still,
In the forest I loved,
Near the spring on the hill***

REQUIRED CAMP PAPERWORK

The following information will be needed for camp:

- ✓ Medical forms for Scouts and adults
- ✓ Administration of Medication Forms for Scouts
- ✓ Individual Plan of Care (when applicable)
- ✓ Proof of current Youth Protection Training for all adults
- ✓ Dietary restrictions forms for Scouts and leaders, if applicable
- ✓ Code of Conduct forms for Scouts and adults

Submitting paperwork to the Council office prior to the start of camp will help streamline your check-in on your first day at camp. Please submit everything available by Friday, July 15, 2022.

CAMP CHECK IN PROCESS

Upon your arrival at Camp Sequassen, 791 West Hill Road, New Hartford, CT for check in on Sunday, you will be directed to a Webelos Adventure Camp station for the non-medical related portions of check in. We will confirm your campsite location, finalize any payments, provide any necessary materials, and get you directed to your campsite.

If medical forms are provided in advance and cleared by the medical officer, you may be able to reduce your check in time. Medical forms requiring additional clarification, completion of missing information or the check in of medications will require a visit to the medical officer during check in. All medications, including over the counter, must be handled through the medical officer.

ORIENTATION SCHEDULE

Orientation sessions have been set up so that once you check into camp your Scouts will be able to learn the rules of the camp. The waterfront orientation and shooting sports session are both held at the waterfront. The dining hall orientation will be held in the dining hall. Each session lasts approximately fifteen minutes (see note below) and we ask that all Scouts, including Scouts who have camped with us previously, attend the orientations in each area.

Units should start at shooting sports, proceed to waterfront and finish at the dining hall.

NOTE: Swim classifications will be done during the waterfront orientation for campers that did not complete offsite classification prior to arrival at camp. Campers needing to participate in the classification process should come to the orientation session prepared to swim. Classifications will lengthen time at the waterfront orientation session.

CAMPERSHIPS

Every Scout deserves a week at summer camp. Financial assistance for youth summer camp fees is available from the Council. Scout registration should be completed online, including a \$50 non-refundable deposit, after which the completed campership application is submitted to the Council office. Notification of any balance due will be made as soon as possible. Full payment is due by three weeks prior to the start of the camp week.

Applications for Camperships should be submitted by May 1.

Applications for Camperships can be obtained from your unit leader, the Council Resource Center or on the Council website: sequassen.org

CAMPERS WITH SPECIAL NEEDS

The camp staff will accommodate Scouts with special needs so long as it can be done without detracting from the quality of program available to others. Campers with special needs must be able to function independently or be accompanied by a parent or caregiver. The Camp Director should be contacted for special arrangements when the special needs require the presence of a caregiver.

Campers with special needs which are not explained on their medical form may be separated from camp until a corrected medical form and/or adult caregiver is provided.

CAMPER RELEASE POLICY

The safety of our campers is a responsibility shared by the Camp Director and leaders. Please ensure the Camp Director is informed of any situation which could result in a Scout leaving camp early or being released to someone other than a parent or guardian. Child custody disputes are especially sensitive and should be shared with the Camp Director.

Before a Scout can leave camp the adult escort signing out the Scout must be identified by the unit leader. If the escort is not the Scout's parent or guardian, a letter from the parent authorizing release of the Scout is required. The adult taking a Scout out of camp must first sign in at Alderman Center and be identified, a picture ID is required. The Scout and a unit leader should meet the visitor at Alderman Center.

When identity or authorization to pick up a Scout cannot be determined, the camper's family will be called to get authorization to release their Scout to the person at camp.

Only the Camp Director, Program Director or Commissioner can approve a Scout's release from camp.

VERIFICATION OF "NO SHOW" POLICY

In the event of a no-show at check in, the unit leader should verify why the Scout did not arrive at camp and inform the Camp Director. If the absence cannot be explained, the Camp Director will call the Scout's family to verify the reason(s) for his/her absence from camp. If you know a Scout will not be coming to camp, please cancel his/her registration before check-in and/or inform the Camp Director.

COMMISSIONER SERVICES

The Commissioner Staff is an important part of your stay at Camp Sequassen. They serve your unit in a variety of ways from check-in to check-out. The Commissioner Staff is available to answer questions about the camp and its traditions and help you acquire the supplies needed to keep a safe, clean site. The Commissioners are knowledgeable staff members with a wealth of program knowledge and skills.

Your campsite will include the following equipment and supplies:

Latrine brush	Latrine cleaner/sanitizer
Rake	Fire bucket
Shovel	Trash bags
Broom	Paper cups
Water hose with nozzle	

If during your stay you should need additional supplies or equipment, these may be checked out with the assistance of the Commissioner.

The Commissioner Staff can also provide special equipment to make your stay in camp more pleasant. Items such as tools, cookware, U.S. flags, and various sundry items may be borrowed. Please see your Commissioner for any needed equipment or supplies during your stay at camp.

GENERAL CAMP OPERATION

Leadership Guidelines: Every unit staying in camp must be under the supervision of at least two adult leaders registered with the Boy Scouts of America. Both must be at least 21 years of age. Units with coed youth members, even those including parent and child, require male and female adult leaders, both of whom must be 21 years of age or older and registered members of the BSA. All adults accompanying a Scouting unit who are present at the activity for 72 total hours or more must be registered as leaders. The 72 hours need not be consecutive.

Connecticut Yankee Council requires all adults serving as leaders at summer camp to be current with Youth Protection Training. Please submit proof of YPT completion for all adults attending camp. A print out of a unit's training report and/or individual completion certificates may be used to comply with this requirement.

Camp Sequassen Code of Conduct: As Scouts and Scouters, we all agree to do our best to live by the principles of Scouting by following the Scout Oath, Scout Law, Scout Motto, and the Outdoor Code. Please complete and submit the Camp Sequassen Code of Conduct with your other camp paperwork. As always, the parents and adult leaders are responsible for the supervision of the campers, maintaining discipline, security, and the Camp Sequassen Code of Conduct.

Uniforms: Scouts and Scouters are required to wear the official B.S.A. Field Uniform to dinner each evening, if they have one. Uniforms should be worn properly with shirts tucked in. During other times, Scouts should dress in Activity Uniform or other appropriate attire for their activities.

Camp Dress Code: During times other than evening flags and dinner, Scouts should dress in Activity Uniform or other modest, non-revealing attire appropriate for their activities. Yoga pants, tights, and biking shorts should not be worn. Appropriate swimwear for females are one-piece, lifeguard style swim suits and for males are shorts (not brief) style trunks.

Quiet Hours: Quiet hours start at 10:00 pm with the sounding of taps. After this time, until reveille, all Scouts and leaders should be in their campsite. In the event that you need assistance after this time, please contact your Commissioner or a Camp Staff member.

Sign-Out and Sign-In: Once registered, all Scouts and Scouters leaving camp for any reason must sign out at Alderman Center. Upon return, each person must sign in. If a Scout is leaving camp, the camper release policy (see page 4) applies.

Visitors in Camp: All visitors to camp must sign-in and sign-out at the Alderman Center. Please remind all visitors to sign in immediately upon their arrival at camp and before proceeding to campsites or program areas. All visitors are required to wear wrist bands while on camp grounds.

Visitors will be asked, when they sign-in, if they plan to be eating any meals at the dining hall while in camp. Meals should be paid for at check in and seating will be provided at a guest table (see page 7).

Medical Forms: Each Scout and adult staying in camp more than 23 hours must have a completed medical form on file at the Camp Health Lodge.

BSA requires a physical evaluation be completed **annually** for adults and Scouts attending resident camps. A BSA health form signed by a licensed health care provider and dated within one year of the month attending camp must be on file at the camp's medical facility. The form is good through the last day of the month the physical was done, one year later.

For a camper to carry his/her personal emergency medications (e.g., EPI pen, inhaler, Insulin, etc.) while at camp, the State of Connecticut Department of Public Health (DPH) requires a statement signed by the individual's medical provider authorizing self administration.

The current BSA Annual Health and Medical Record, a three part (A, B and C) medical history and physical evaluation form, is required for all Scouts and adults attending resident camp. Additionally, Connecticut Yankee Council added an addendum to meet Connecticut DPH regulations. The CYC Addendum is required for all campers under 18 years of age to receive over-the-counter (OTC) drugs and products for the routine treatment of minor ailments and injuries and for issuing topicals such as Bacitracin.

A fillable PDF of the current BSA medical form including the CYC Addendum and Authorization to Self Administer is available at: sequassen.org

Medical forms must be completed to the Health Officer's satisfaction before the individual may stay or participate in camp activities. To avoid delaying the start of a Scout's full participation at camp, health forms should be reviewed by parents/leaders prior to submission for camp.

Please Watch for the Following Errors - which account for 90% of all health form problems:

1. Part B2: The State of Connecticut requires both parent and doctor signatures to authorize administration of the medications entered on each line.
2. Part C (lower right): Provider must sign and date the form in the spaces provided. A "stamped" signature is not acceptable. Double check for the DATE!

Individual Plan of Care*: An Individual Plan of Care is a plan for a Scout with special health care needs, considerations, or disabilities that make it necessary to plan or make accommodations for the time they are in camp to ensure a safe experience or provide emergent supportive care if need arises. There are many possible reasons to have an Individual Plan of Care. The most common ones include Asthma, Anaphylactic Reaction (EPI Pen), or Diabetes. The purpose is to document needed accommodations to be

provided for the student/Scout. In most cases, this plan already exists with schools for students with these issues. Parents can use their copy or can get a copy from their school nurse. If a copy of the Individual Plan of Care cannot be obtained from the school, a parent can develop a plan with the Scout's medical provider's input. All medications must have a medical provider medication order with instructions. A parent cannot order/direct medication administration. If you have any questions please feel free to contact CampDirectorSEQ@ctyankee.org

*Connecticut State Youth Camp Requirement

Medications: All medications are dispensed from the Camp Health Lodge by the Camp Health Officer. All medications must be labeled with the Scout's name, Unit Number and Campsite and must be in the original prescription container containing only the amount needed for their stay at camp.

Camper Insurance: Connecticut Yankee Council's Scouts and Scouters are covered by a limited health and accident insurance policy that is included with the unit charter. Out of council units are required to show proof of insurance.

Lost & Found: Neither Camp Sequassen nor the Connecticut Yankee Council is responsible for lost or stolen items. Please do not bring valuable items to camp. Lost and found items may be turned in or claimed at the Alderman Center. Items labeled with the owner's name and/or unit will be returned to the unit. Unmarked, unclaimed items will be disposed of on August 21.

Telephones: The camp telephone is for emergency purposes and camp related business only.

Camp Telephone: 860-379-2009 (for emergency use only)

Camp Fax: 860-379-8977

Mail Service: Mail is delivered daily to Camp Sequassen. Mail for campers should be addressed as follows:



Camp Sequassen, BSA
Attn: Scout's Name, Campsite and Unit number
791 West Hill Road
New Hartford, CT 06057-4218

Trading Post: Camp Sequassen operates a Trading Post which includes a full selection of advancement materials, souvenirs, snacks and craft kits. The camp trading post accepts cash, major credit cards, personal checks and Travelers' Checks.

Shower Houses: Shower houses are provided for the convenience of campers and leaders. Shower houses are equipped with individual locking shower stalls so scheduling Scout and Scouter shower times is unnecessary. Scouters may also use the showers and restroom facilities on the lower level of the Alderman Center (Camp Administration Center). The Alderman facilities are off limits to Scouts; please remind them of this policy.

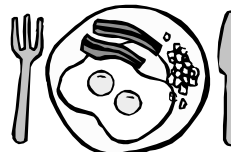
Latrines: Each campsite and program area in camp is equipped with a latrine facility. Please help us to keep them clean. Units are responsible for daily cleaning of their latrines. The commissioner will make supplies available for maintenance of your campsite's latrine.

Visitor and Guest Meals: Guests and visitors may eat in the dining hall but may not be able to sit with the unit because seating is assigned. Seating will be provided elsewhere, if needed. Arrangements for meals should be made when the guests sign in at the Alderman Administration Center with the Camp Clerk.

If a unit anticipates three or more additional people for any meal, the specific meal and number of "guests" needs to be provided at Sunday check-in or, in the case of Sunday or Monday meals, no later than noon the preceding Friday, to ensure availability of guest seating and food.

Meal costs for visitors and guests are:

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$12.00



Food Allergies: It is important that the Camp Health Officer, Camp Office and Kitchen Staff be made aware of any food allergies. We can accommodate minor requests for menu adjustments, but they must be made in writing a minimum of two weeks in advance of the Scout's arrival in camp. Dietary Restrictions forms received at the Council office within two weeks of the first day of the applicable camp session will incur a late fee of \$25 which will be added to the individual campers' fees. Peanut butter is not served in our dining hall although individually wrapped nut containing products, such as candy bars, are available for purchase at the Trading Post.

Buddy System: No one should be alone when fun is being had. Scouts are friendly and should travel through camp in pairs or larger groups. Please enforce the Buddy System.

Camp Roads: Camp roads are not thoroughfares. All vehicles are to be parked in the main parking lot or the north parking lot. No vehicles will be allowed in or around campsites or program areas.

Fuels: Propane and liquid fuels are permitted in camp but must be used under adult supervision. Bulk fuel must be stored in your automobile or with the Camp Ranger. Fuel containers with more than one quart capacity are not permitted in the campsite. Please dispose of "empty" gas cylinders properly at checkout.

Not Allowed in Camp: The following items are not allowed in camp:

- ❖ Camouflage clothing
- ❖ Clothing with inappropriate messages/illustrations
- ❖ Open-toed shoes (except within the confines of the waterfront or in showers)
- ❖ Alcoholic beverages, marijuana, and illegal drugs
- ❖ Fireworks
- ❖ Aerosol cans/airhorns
- ❖ Bulk (over one quart) liquid fuel **(Must be stored with the Ranger if in camp)**
- ❖ Glass bottles
- ❖ Sheath or survival-type knives
- ❖ Privately owned firearms, including rifles, shotguns, pistols, pellet and BB guns, air soft guns, paintball guns, bows, blowguns, slingshots and crossbows (Police may be exempted from this policy but must inform the Camp Director of their situation)
- ❖ Privately owned bikes, guns, bows, chain saws, and/or climbing gear
- ❖ Electronic devices such as radios, video games, pocket televisions, laser pointers, etc.
- ❖ Scout use of cell phones in camp is strongly discouraged.

Campfires: Campfires are encouraged and should always be supervised by an adult. Campfires should only occur in the designated campsite fire ring. Ground fires may be suspended during droughts, the Commissioner will advise you of restrictions in effect. No open flames, propane or candles are permitted in any sleeping shelter especially tents.

Pocketknives: Pocketknives are used in some camp programs, but sheath knives and survival knives should not be brought to camp. Pocketknives must be no longer than three inches when closed. Units are encouraged to use the Whittlin' Chip. Pocketknives may be purchased in the Trading Post only if the Scout can show his Whittlin' Chip.

Pets: Pets of any type are not allowed in camp. Please remind parents and visitors that animals are not allowed at Sunday check-in or Saturday brunch.

Litter: Help us to keep Camp Sequassen clean. Please dispose of trash properly in trash receptacles located throughout camp. Remember, a clean camp is a safe camp.

Smoking: Smoking in front of Scouts is not permitted. Smoking tobacco products is allowed only in the designated smoking area at the Dining Hall loading dock. Smoking is not allowed in or around tents, campsites, program areas or camp buildings.

Camp Equipment: Camp equipment is available from the Camp Commissioner. Please report any damaged equipment to the Commissioner Staff for repair or replacement. Units are responsible for any camp equipment negligently damaged or not returned. Camp equipment must be returned prior to check-out. Please help us to maintain our camp equipment and facilities.

Ticks: Ticks are part of the natural environment and have been found at all the council camps. Tick bites can result in serious diseases and health problems. All tick bites should be reported to the Camp Health Officer and leaders must ensure Scouts are reminded to check themselves daily for ticks and signs of tick bites.

Pranks: Sorry. Pranks are not part of the camp program and are not appreciated. They waste time, damage or lose resources and generally set a bad example for other Scouts. Please do not encourage or allow your Scouts to participate in pranks.

Wildlife: Bears and raccoons are part of our life at Sequassen. Do not leave food or trash unattended in the campsite. Dumpsters are provided behind the dining hall and all campsite trash should be placed in (not next to) the dumpsters each evening. Information about encountering bears is posted on your campsite bulletin board.

IMPORTANT OH-NO'S!

Each year hundreds of dollars and countless hours are required to repair damage or correct conditions caused by Scouts who probably don't realize the problems their carelessness or prankish actions are causing. The impact of one incident per week per Scout times 1600 Scouts per year results in an overwhelming maintenance burden. Following is a list of the problems most frequently encountered:

- Slashed mattress covers and tents
- Litter dropped on trails
- Trash (cups, cans, etc.) in latrines or portable toilets
- Broken roof shingles or punctured roofing. Please keep off the lean-to roofs
- Pranks of all kinds usually result in lost, broken or abused property
- Cots and mattresses moved from lean-tos or lodges
- Creating new fire rings

Please ask your Scouts to help keep their camp clean and in good shape and correct any behaviors which may cause undue wear and tear to camp facilities/resources. Camp Sequassen belongs to each of us. Let's keep it in great shape.

CAMP HEALTH & SAFETY

Major Emergency Plan: In an emergency, responsibility and authority rests with the Camp Director, or in his absence, his designee.

Reporting an Emergency: Emergencies should be reported to the nearest Camp Commissioner or Program Area staff member who will contact the Camp Office.

Situations Requiring First Aid: All injuries requiring more than wound washing and a band-aid are emergencies and must be reported to the Camp Health Lodge and Camp Office.

Emergency Alarm: In the event of an emergency, the camp has an alarm to alert campers, leaders, visitors, and staff. Whenever a siren is sounded, report immediately to Clark Field or the Dining Hall. If the emergency is at those locations you will be given instruction to assemble elsewhere (parking lot, waterfront, etc). Runners also will be sent to campsites to alert campers. Please listen to and follow any directions a runner may give you and your Scouts.

All Clear: All clear is sounded by a **steady blast** of the siren. Scouts, leaders, and visitors may return to program areas and routine camp programs.

A campwide speaker (PA) system may also be used to communicate important information.

CAMP EMERGENCY PROCEDURES

FIRE: In the event of fire, ensure everyone is cleared from the area. Report immediately to the Camp Office or Ranger the following information:

1. Location of the fire
2. The type of fire
3. The severity of the fire
4. What type of personal injury has occurred, if any

When the siren is sounded (**constant up note**) all Scouts, leaders, and visitors must report to Clark Field or the Dining Hall where attendance will be taken by the Unit Leader and reported to the Commissioner and/or Program Director. Staff will report to assigned positions.

LOST SWIMMER: The Aquatics Area will be cleared immediately. The siren will sound (**high-low pulsating blast**). All Scouts, leaders and visitors should immediately report to Clark Field where attendance will be taken by the Unit Leader and reported to the Commissioner and/or Program Director. Designated Camp Staff will report to the Aquatics Area/assigned positions.

MISSING PERSON: A missing person is to be reported to the Camp Office immediately. Include the following information about the person:

- Name and nickname
- Age and health status
- Where and why the person left (if known)
- Type and description of clothing

The camp's missing person procedure will be followed. If the alarm is sounded (**constant up note**) all Scouts, leaders and visitors should report to Clark Field where attendance will be taken by the Unit Leader and reported to the Commissioner and/or Program Director. Camp Staff will report to their assigned positions.

EXTREME HEAT: In the case of extreme heat, the Camp Director will declare a heat alert and program activities will be adjusted accordingly. Unit leaders and Scouts should be alert for symptoms

of heat exhaustion and sunstroke. Scouts and leaders should drink plenty of liquids, wear appropriate clothing and remain in shady areas.

LIGHTNING OR SEVERE STORMS: The Aquatics Area will be cleared immediately. All watercraft will be returned to shore. Scouts, leaders, and visitors should take shelter in the nearest permanent structure. Scouts should remain in their program area unless the camp alarm is sounded. Everyone must report to the Dining Hall if the emergency alarm is sounded. **(Constant up note)**. Even if the alarm is not sounded, unit leaders may move their Scouts into permanent structures, preferably the Dining Hall, if they deem it prudent. When moving Scouts to permanent shelters, avoid open fields, high trees and carrying umbrellas.

HIGH WIND: High winds expose all campers to the danger of falling limbs and trees. If it becomes necessary, the Camp Director will sound the emergency alarm causing the entire camp to assemble at Clark Field or the Dining Hall.

MAJOR ACCIDENTS OR DEATH: In the event of a major accident or death, the Camp Director, Camp Health Officer and Camp Ranger must be notified immediately by sending a runner to the Camp Office.

NATURAL DISASTER: In the event of a natural disaster all Scouts, leaders, and visitors should remain in the program area they are in or go to the nearest program area and await further instructions by the camp administration. If a program area is affected, all persons should move to the next closest program area or campsite and await further instructions.

CHILD ABUSE: The Camp Director must be notified immediately of any suspected incidents of child abuse including physical, mental or emotional abuse. Connecticut law requires reporting child abuse to the Department of Public Health. A Connecticut DCF 136 form is included in the Appendix of Camp Forms for making the report.

CHEMICAL SPILL: In the event of a chemical spill or other hazardous spill, a person should be stationed to keep all Scouts, leaders, and visitors away from the area. The administration should be notified immediately.

ACTIVE SHOOTER: Critical information regarding an active shooter (what, where, direction of movement, etc.) will be announced over the PA system. All personnel are to follow program area staff instructions or disperse into the woods. RUN and/or HIDE; RESIST only as a last resort. The "All Clear" will be announced on the PA system and a prolonged steady blast of the siren. Stay hidden until the all clear is sounded.