

2018 Camp Leaders Guidebook

All the information you need to have a successful
summer camp experience



MORAINÉ TRAILS COUNCIL
Boy Scouts of America



Contents

Preparation Timeline	P4
Preparation Suggestions	P5
Oak Leaf Program	P5
Service Days	P5
Camp Staff Opportunities	P6

Camp Bucoco

Daly Schedule	P7
Advancement	P8
First Year Camper	P8
Merit Badge Program	P8
Merit Badge Schedule	P10
Leader Programs	P11
Special Programs	P11
Evening Programs	P11
Open Program	P11
Blue Cards	P12
Order of the Arrow	P13
Check in process	P14
Check out Process	P15

Camp Agawam

Program	P16
Campwide Programs	P17
Leader Programs	P17
Role of the Den Chief	P17
Check in process	P18
Check Out	P19

GENERAL LIFE IN CAMP

Trading Post	P20
Campsites	P20
What to bring	P20
Dining Hall	P21
Health Information	P21
Emergencies	P22
Swim Test	P23
Youth Protection	P23
Policies and Procedures	P24
Fees	P26
Provisional Scouts	P26
Refund Policy	P27

Preparation

The MTC Camping Experience

Unit Leaders, Parents, and Volunteers:

I would like to personally welcome you to Camp Bucoco and Camp Agawam and invite you to enjoy everything that Moraine Trails Council has to offer at our camp. We have assembled the best possible program and staff to provide your Scouts with the best summer camp experience possible, they are here to exceed your camping expectations so please feel to hold them to this high standard. If you feel a need is not being addressed please feel free to approach our Program Director, Commissioner, or myself. While in camp I invite you to take part in the leaders programs that will be made available and ask that you consider donating some of your time to help out in one of the available service projects to help improve your camp. I look forward to this year's summer camp and getting to know you and your scouts over the summer.

Sincerely

Bob Seman

Camp Director

Moraine Trails Council

Robert.Seman@Scouting.org

724-996-0819-Cell

Camp Bucoco and Camp Agawam are Authorized BSA Camps with a National Authorization to Operate.

Preparation Timeline

Right Now:

- If you haven't already, submit your unit reservation and \$50.00 site deposit fee.
- Inform all Scouts and their parents about your unit's summer plans. If you're coming to Camp Bucoco, be sure to inform the Webelos that will be crossing over.
- Recruit at least two adults (at least one who is 21 or older) to be in camp at all times.
- Register your Scouts and Unit online at MoraineTrails.org

March/April:

- March 2: Turn in all Campership applications by the March 2nd due date.
- April 12: Collect and turn in \$30.00 per camper non-refundable deposit by April 12 due date.
- April 12: Camp Bucoco Pre-Camp Leader Orientation Preston Center 7:00 PM
- April 28: Camp Agawam Service Day
- Begin signing up your Scouts for advancement/activity sessions for Camp Bucoco on April 13.

May:

- May 10: Collect and turn in final payments for camp by May 11th due date.
- May 10: Camp Agawam Pre-Camp Leader Orientation Agawam Dinning Hall 7:00 PM
- Send out final camp notices to parents. Have Committee members visit parents of Scouts not registered to encourage their attendance with your unit or another unit.
- Work with each Scout in planning an advancement schedule and getting them started with the pre-camp work listed in this guidebook.
- Ensure that all Scouts and Leaders will have their medical form before coming to camp.
- Leaders should help Scouts set individual goals to get the most out of their experience at Camp Bucoco or Camp Agawam

June:

- June 2: Camp Bucoco Service Day
- June 14. Bucoco Pre-Camp Leaders Meeting (NEW FOR 2018, We will not be having weekly precamp meetings) Meeting will be held in the Bucoco Dinning Hall, at 8:00pm following the 2018 Moraine Trails Council Program Launch

Two Weeks before Camp:

- Finalize your Troop program, inform parents of camp planned activities, and submit all outstanding fees to the Service Center
- Prepare multiple copies of your final unit roster for camp and other leaders.
- Plan to arrive on time. Decide if you will meet at camp or locally and car pool over.
- Collect all Scout & Leader Annual Health and Medical Record forms. **You should send copies (NOT originals) to camp.** Health Forms not picked back up at the end of your camp week will be destroyed.
- Ensure everyone will have their medications in their original containers with a label containing the Scout's name and unit number.
- Ensure rides will be at camp to pick you up on your day of departure.

Preparation Suggestions

Be sure to involve your Scouts in the planning process. After all, it is their program! Here are some suggestions that we strongly suggest you follow while planning your summer camp experience.

- The Leaders (one of which needs to be 21 or older and a registered leader) who will be staying at camp should have some camping and Scouting experience.
- Have one additional leader (18 or older) for every 8 Scouts for Camp Bucoco or every 6 Scouts for Camp Agawam.
- Scouts who aren't First Class and are attending Camp Bucoco are encouraged to attend the First Class Adventure program.
- All Scouts should be given their own copy of their advancement schedules.
- All Scouts should be made aware of prerequisites for their activities.

Growing Mighty Oaks

The Oak Leaf Program is Moraine Trails Council's returning camper program. Scouts, Scouters and Staff all have the opportunity to progress through the program to earn the ultimate peak of Moraine Trails camping: The Honor Oak Leaf. Visit the council website or talk to the staff at Camp Bucoco or Camp Agawam to learn more about this exciting program.

Help Improve Our Camps

The best camps need the best equipment. However this is often out of our price range, so we rely on assistance. Contact the Camp Director or Rangers to find out what is on the camp needs lists to help. Throughout the summer, many camp improvement projects are in the works. Check our project list in the camp office to see what is going on while you attend camp. If you can help, contact the Camp Director. Tools can be checked out or you may bring your own.

Services days are on April 28 for Camp Agawam and June 2 for Camp Bucoco. We invite everyone to camp for a day of projects to help get camp ready for the upcoming summer. The focus is on preparing the facilities for the summer season including setting up tents, preparing the waterfronts and spring cleaning in all the buildings. Entire units, small groups and individuals are welcome! Anyone who participates in the service will be served lunch for free. This is a great weekend of fellowship and service and also allows you to take part and pride in Camp Agawam and Camp Bucoco. Register online at Morainetrails.org

Camp Staff Opportunities

Are you tired of doing the same old routine all summer? The Moraine Trails Council offers a variety of opportunities for summer camp staff jobs. Most Scout camp staff are at least 16 years of age; however, there are limited positions for 15 year olds. Moraine Trails Council, Boy Scouts of America is an equal opportunity employer that hires females and males, as well as people of all ages and ethnic groups.

Why apply for a camp staff job?

- Make lots of new friends from your area, other states and even other countries.
- Spend a summer in the great outdoors where nature prevails.
- Acquire experience, education, and new skills that will last a lifetime.
- Be part of an effective team and cooperate with others to get things done.
- Learn how to lead others and apply leadership skills.
- Undertake and fulfill meaningful challenges and earn the satisfaction of doing a job well.
- Work with youth and adults of all ages.

The Counselor in Training (CIT) program is a varied training experience. It is an intensive two week program where all CITs experience different camp staff positions. CITs live in wall tents and have access to hot showers and a lounge. There is no pay; however, there is no charge for food, board or training while in the program.

To apply for camp staff, visit morainetrails.org and download the application!

Or Call Camp Director Bob Seman at 724-996-0819 or email Robert.Seman@Scouting.org

Camp Bucoco

Camp Bucoco is Moraine Trails Council's Boy Scout resident camp. Scouts stay a period of six days, eat in a family style dining hall and have the opportunity to participate in a wide variety of activities and advancements in our multiple program areas.

Program Schedule

(This is a general schedule for camp, a final schedule will be distributed at check in and any updates will be conducted at the daily leaders, and SPL meetings.)

7:00 AM	Reveille
7:30 AM	Staff Report to Admin Building
7:45 AM	Waiters report to dining hall
7:50 AM	Flag Raising
8:00-8:40AM	Breakfast
9:00-Noon	Merit Badge Classes
9:15-9:45 AM	Leaders Meeting
10:30-11:50 AM	Sick Call
12:15 PM	Waiters Report to Dining Hall
12:30-1:15 PM	Lunch
1:15-1:30 PM	Senior Patrol Leaders Meeting
1:30-4:30 PM	Merit Badge Classes
4:30-5:30 PM	Open Program
5:45 PM	Waters Report to Dining Hall
5:50 PM	Flag Lowering
6:00-6:45 PM	Dinner
6:50-7:00 PM	Leaders Meeting (if needed)
7:30-8:30 PM	Evening Program
10:30 PM	Taps/All Quiet
11:00 PM	Light Out

Leader's Meetings: In order to share important information and answer leader's questions, Unit Leaders' meeting is scheduled each day (except check-out day) in camp. Times for the meetings will be announced at camp but they will generally be in the morning.

Senior Patrol Leader's Meeting: In order to help strengthen the youth leadership in your unit, a Senior Patrol Leader's meeting is scheduled Monday through Friday after lunch. Meetings will be held in or around the Dining Hall. The Program Director and your SPLs will review the day and discuss upcoming activities.

Advancement in Camp

One of the methods of Scouting is to foster healthy association with proper role models. The genius of Scout advancement stems from the opportunity to visit with a counselor and share in the friendship, encouragement and expertise he or she may offer the Scout.

Supporting Scouting's advancement philosophy, opportunities offered at camp are geared principally to rank advancement and merit badge subjects related to the outdoors where resources are more readily available than at home. Advancement is not an end in itself, it is the result of a good program. It should be achieved through a natural experience. As an example, fires are built for cooking, fellowship or warmth, not just to pass a test. We should plan activities which will give a Scout opportunities to use his skills for a functional purpose and to demonstrate his proficiency naturally. A Scout advances by doing things with his Patrol, his Troop, his leaders and on his own. A natural experience should have these four elements: the Scout prepares; the Scout qualifies; the Scout is reviewed; the Scout receives recognition

Troop leaders with skills in offered merit badge topics are encouraged to share their talents at the program areas. Remember, the camp staff remains responsible for the certification of the requirements.

That being said, the summer camp advancement program is a unit responsibility. The camp staff will guide, counsel and instruct, but is not responsible for planning or directing a Troop's program.

Each unit leader should prepare a detailed advancement plan before arrival. Our goal is to provide all of the tools to make that planning process successful. Remember to include in your plan:

- Setting realistic goals for each Scout. Three to four merit badges is reasonable goal for an average 13 year old Scout.
- Review with each Scout the advancement path he plans to take. Scouts should be familiar with the requirements in advance. We recommend that they have the merit badge pamphlet for each badge.
- Evidence of partial completions from the Scout's local "home" counselor must be presented to the camp counselor. The Application for Merit Badge (or blue card) has a section to record partials.

First Class Adventure

Our first year camper program has been a fantastic success and is still evolving. With recent revisions, we are set to offer a top notch program to your newer Scouts. The program allows first year Scouts to enter a five-day program which mixes outdoor skills, Scouting values, and FUN! First Class Adventure incorporates a multitude of rank requirements from Tenderfoot to First Class, as well as a variety of Scouting games and activities. Leader's assistance in the area is always welcome, and Troops that send more than four boys are encouraged to send at least one leader.

Merit Badge Program

Scouts will attend a number of instruction and review sessions with the counselors. A few things to keep in mind:

- Just because a Scout attends a session, this does not mean that he passes the requirements that were taught that day. Scouts are usually taught as a group, but are reviewed individually.
- Instruction begins on Mondays for most badges. However, work can be started at any time throughout the week on most badges. Please see the area director in each program area if a Scout would like to begin a badge mid-week. Scouts who begin badges mid-week typically will not complete the badge at camp.

- If a Scout is going to miss an instruction session, he needs to let the counselor know to set up a make-up appointment.
- Troop leaders are encouraged to monitor the progress of their Scouts in each Merit Badge.
- Counselors maintain instruction records for each badge, noting each Scout's attendance and progress in completing requirements. We maintain a record of this after camp at the Snyder Service Center.
- On Friday evening after the campfire, merit badge cards are signed by members of the staff and are made available for inspection in the Administration Building by troop leaders. Please do not remove the cards from the building. All cards will be turned over to unit leaders during check-out on Saturday morning.

A Scout must present the counselor with a Merit Badge Application (also called blue cards) signed by his Scoutmaster. Merit Badge Applications will be collected by the respective instructors on the first day of class. Extra applications will be available in the Trading Post.

Each Scout should determine what merit badges he wants to work on before he gets to camp and complete preparation on as many requirements as possible before camp. Many merit badges cannot be completed at camp without some prior work or preparation. If this prior work is not done, the Scout can only earn a partial in those merit badges at camp. The camp staff will not abbreviate or short cut any requirements.

The prerequisites can be found online during and prior to the registration process.

2018 Camp Bucoco Merit Badge Schedule

Program Area	MWF Merit Badges				
	9:00-9:50	10:00-10:50	11:00-11:50	1:30-2:20	2:30-3:20
Aquatics			Swimming 1 *	Swimming 2 *	Instructional Swim
Waterfront	Canoeing	Canoeing			
FYC	FYC	FYC	FYC		
Health Office			First Aid *		
ODS	Camping *	Orienteering	Weather	Pioneering	Wilderness Survival
Handy	Textile	Basketry		Welding	Welding
SS	Rifle	Rifle		Archery	Archery
PEC	Fire Safety	Cit in the Nation *	Cit in the Nation	Environmental Sci *	Environmental Sci
PEC	Nature	Soil and Water Con	Digital Tech	Communications	Communications *
PEC	Electronics	Mammal Study	Public Speaking	Space Exploration	Animation
					Safety

Tuesday and Thursday Merit Badges

Program	9:00-10:20	10:30-11:50	1:30-3:00
Area			
Aquatics	Lifesaving *	Lifesaving	
Aquatics	Snorkeling		
Waterfront			Rowing
FYC	FYC	FYC	
Health			
Office	First Aid *		Emergency Prep *
ODS	Geocaching	Sports	Indian Lore
	Automotive	Automotive	
Handy	Maint	Maint	Wood Carving
SS	shotgun	shotgun	
PEC	Forestry	Electricity	Fish and Wildlife
PEC	Robotics	Robotics	Astronomy
			Reptile and Amphibian
PEC	Chess	Moviemaking	Study

Leader Programs

We understand that your own unit's interests are the number one priority, but we welcome your assistance to make Camp Bucoco even better. Help is always appreciated within program areas, merit badge instruction, guarding at the Pool and service projects.

Each week there will be some training opportunities for leaders. See the Program Director for your session's adult training schedule.

Leaders Lounge: For 2018 we will have a leaders lounge located in the Preston Center. Coffee will be available for leaders, as well as WI-FI.

Special Programs

Special Programs will be available depending on attendance. Come jump in the pool before breakfast like a Polar Bear, or show your stamina by swimming a mile. See the staff for more information about these programs.

Evening Programs

Sunday:

- Leaders and SPL Meeting, 7:00 Pm Preston Center
- Merit Badge Review, 07:30 pm, outside of the Dining Hall
- Leader Youth Protection Training. 8:00 PM Preston Center
- Opening Campfire, 8:45 pm, meet at the Parade Field

Monday:

- Camp Activity, 4:30-5:30pm and 7:00-8:30pm meet at the Parade Field
- Evening Merit Badges

Tuesday:

- Vespers, 07:15 pm, meet at the Parade Field
- Camp Activity 8:00Pm

Wednesday:

- Campfire, 08:00 pm, meet at the Parade Field
- Order of the Arrow Call-out Ceremony, after the Campfire

Thursday:

- Dutch Oven Cook-off, Submissions due at 7:00Pm, Winning Troop announced at Friday Campfire
- Wilderness Survival, First Class Adventure, and Outpost overnights

Friday:

- Mile Swim, 07:15 pm, meet at the Pool
- Closing Campfire, 08:30 pm, meet at the Parade Field

Open Program

- Open Program is a time from 4:30pm to 5:30pm in each program area. It is a great time for activities like open shooting, boating, sports, swimming and additional program area instructions.
- This is also a great time to finish that partial from last year.
- Program areas may also have organized special activities or events, so pay attention to area director announcements in the Dining Hall.
- You can pick up a map of the marked Hiking Trails in the Administration Building and hike away.
- Use this time to work on your Oak Leaf award.

Blue Cards

Blue Cards are an essential part of how camp is run and how advancement works. It is crucial that everyone knows how to properly fill out these cards. The Staff are trained to look for certain things before they can accept Blue Cards.

Counselors will not accept blank Blue Cards. They need to, at a minimum, have the section labeled APPLICATION FOR MERIT BADGE filled out before they turn it in to the counselor. We also ask that you and your Scouts fill out all the sections that include the name of the merit badge and the names of your Scouts. This helps save time both during class and at the end of the week. All other sections of the Blue Card will be filled out upon completion of the badge by the Staff.

If you need Blue Cards while at camp, the Trading Post will be selling them at 10¢ per card.

Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable session.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and reliable.

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Counselor Initial	
Date of Approval	
Requirement No. and name	
Counselor Initial	
Date of Approval	
Requirement No. and name	

APPLICATION FOR MERIT BADGE

Name _____
 Address _____
 City _____
 Is a Scout: Boy Scout Varsity Scout Venture
 If _____ (Scout, Varsity Scout, etc.) Yes No
 District _____
 Council _____

I have discussed this merit badge with the Scout and recommended at least one merit badge counselor.

Date _____ Signature of unit leader _____

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Must be filled out

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print):

APPLICANT'S RECORD

Merit badge _____
 Name of counselor _____
 Address of counselor _____
 City _____ Zip code _____
 Telephone number of counselor _____ / / _____
 Signature of counselor _____ Date _____
 Checked and recorded: _____
 Date _____ Initials _____
 Certificate and badge presented _____ Date _____

Applicant will turn in this portion to his unit leader for record posting.

COUNSELOR'S RECORD

Applicant _____
 has given me his completed application for the _____
 Merit badge _____
 Completed on ____ / ____ / ____ by _____
 Signature of counselor _____
 Signature of unit leader _____

Troop
 Team Unit number _____
 Crew
 Merit badge _____

Date completed ____ / ____ / ____

Remarks: _____

NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.

It is suggested that the counselor keep this record in case any question is raised later in regard to this award.

Recommend filling out

Order of the Arrow

The Order of the Arrow (OA) plays a vital role in the camping program of Moraine Trails Council. Those who are honor Scouts in their units are recognized through their election to the OA. The objective of Kuskitanees #168 is to promote the camping program of MTC, to recognize honor campers and to provide opportunities for cheerful service.

The Order of the Arrow Call-out ceremony is scheduled for Wednesday night shortly after the Campfire program. Parents are invited to view this unique ceremony. Troops are encouraged to let their parents know about this before camp.

Elections:

All Troops in the Council are eligible to have a youth election conducted by the Lodge. Order of the Arrow elections are held in qualified Boy Scout Troops under the direction of the Lodge in the Council where the Troop is chartered. No Troop may hold an OA election under the auspices of an OA Lodge in another Council. To hold an election, the unit leader must verify that at least 50% of the registered active youth (as defined by the national OA standards as fewer than 21 years old) are present at the time the election is to be held.

All candidates for Ordeal membership must be elected by at least 50% of the registered active youth who are present that turn in ballots at the election authorized and supervised by the Lodge through its membership committee, district chapter representatives or as otherwise designated by the Lodge Chief and Lodge Advisor.

All Troops are encouraged to have their OA election prior to camp at a Troop meeting. Elections are to be held during the months of February, March and April by an authorized representative. In order for a home Troop election to be authorized by the Lodge, the Troop must submit the request application online or make application in writing on the Election Request Form. Applications are to be sent to: Kuskitanees Lodge #168; C/O Moraine Trails Council; 830 Morton Ave Ext; Butler, PA 16001. Questions or Applications can also be emailed to AskOA168@gmail.com.

Eligibility Requirements:

Before an election, a list of eligible candidates must be established with the Scoutmaster's certification of the following for each candidate:

- Be a registered member of the BSA
- After registration with a Troop or Team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
- Youth must be under the age of 21, hold the BSA First Class rank or higher, and following approval by the Scoutmaster or Varsity team Coach, be elected by the youth members of their Troop or Team.

A youth voter may vote for each candidate on the ballot only once. He may vote for every candidate he feels is worthy. If he feels no one is worthy, he should turn in a blank ballot. If he doesn't know the candidates well enough to vote wisely, he should not turn in the ballot, he should abstain. All registered Scouts and leaders under the age of 21 may vote.

Adults (age 21 or older) who are registered in the BSA and meet the camping requirements may be selected following nomination to the lodge adult selection committee. Adult selection is based on their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition of

service, including current or prior positions. Selected adults must be an asset to the Order because of demonstrated abilities, and must provide a positive example for the growth and development of the youth members of the Lodge. A Troop or Team must have at least one youth elected for any adults to be eligible.

Camp Bucoco Check-In Process

With many Scouts and Leaders arriving and checking in at the same time, we need your help. We want to make this the easiest, fastest and most efficient check-in process possible! Staff will be available in the parking lot and at various check-in points to assist wherever needed.

1. Upon arrival at Camp Bucoco, gather your unit together in the parking area. Please arrive between 2:00 and no later than 3:00 to be able to complete all check-in procedures before dinner. Generally, the camp staff will be having a meeting in the Dining Hall before check-in formally begins. We ask that you do not enter the Dining Hall until the staff is done meeting.
2. A member of the staff will meet you in the parking area and be your site guide. They will assist and lead your unit throughout the entire check-in procedure as well as give you a tour of camp so everyone is familiar with where things are located.
3. The unit leader responsible for all registration matters will report directly to the Administration Building. You must have a complete roster, any advancement changes, and reservations for family night dinner, unit photograph order and a form of payment for any unpaid fees. You will be given your unit's identification markings (wristbands for youth, name badges for adults).
4. Have your group photograph taken. Troop photographs will cost \$12 each and will be delivered during check-out. All troops need their photo taken in case of an emergency
5. Move into your campsite with your gear. Only one vehicle per unit will be allowed to go past the parking lot and into your campsite. One unit trailer is allowed for each site and must be parked in the designated area.
6. As soon as possible, change into your swimming suits, grab a towel, put on shoes and continue to the medical recheck station. Be sure to have all the medical forms with you along with a copy of your complete roster.
7. After your medical recheck, your unit must attend an orientation for the Dining Hall, one for the shooting sports area and one for the aquatics area. You will also take your swim tests.
8. Return to your campsite and finish setting up your Camp Bucoco home.
9. Retreat begins at 5:50, so you should gather in the parade field (in uniform) at that time. Dinner will follow.
10. At 7:30 pm Scouts will have the opportunity to meet all of the Merit Badge counselors. This is the last opportunity for members of your Troop to change the schedule for their advancements.
11. At 7:00 pm there will be a leader's and SPL meeting in the Preston Center. One leader from each unit must attend.
12. Finally, your long day draws to a close at the opening Campfire program. Everyone should meet at the parade field at 8:45, and the staff will lead Camp Bucoco to the campfire circle after some quick orientation announcements. Your unit should be dressed in field uniforms for the campfire program.

Check-Out Process

With many Scouts and Leaders departing at the same time, we need your help. We want to make this the easiest, fastest, and most efficient check-out process you've ever experienced! Site Guides will be at the Administration Office at 9:00 AM on Saturday. If you need to check out earlier, please let us know during check in. Remember that a Scout leaves things in better condition than they were found.

1. Sweep the floors and walls of your campsite latrine. Scrub and clean urinal, toilet seats, and washbasin. Be sure to wear gloves and wash hands afterward.
2. Return all items checked out during the week.
3. It's nice to leave a small wood pile for the next unit.
4. Pick up all trash in and around your campsite (campsite, latrine, fire rings, tents, under floorboards, trails). Take your trash to the dumpsters.
5. Review your campsite and camp equipment with your site guide.
6. Settle any remaining balances on your unit's account, pick up your patches and medical forms, and turn in your adult and youth evaluations at the Administration Building.
7. Don't forget to sign up for the 2019 season!
8. Drive safely! Most camp related accidents occur while traveling to and from camp; not at camp.

Camp Agawam

Program / Schedule Cub Scout Resident Camp

Aquatics: The Pool and Lakefront are designed to test a Scout's endurance and courage as they focus on activities related to swimming and boating. Please note that most activities require taking the National Boy Scouts of America swimming ability test. This test will classify you at a particular swimming ability level. Certain activities in this area require specific swimming ability levels.

Basic rules for the Pool and Lake:

1. All activities will take place in authorized areas under the direct supervision of the camp staff. Anyone violating this rule will be dismissed from camp immediately with no refund.
2. The use of all watercraft is restricted to when staff has opened the lakefront and proper supervision is present.
3. If the pool is closed, no one is to walk on the deck or go through the fence.
4. If the lakefront is closed, no one is to walk on the beach or go through the perimeter.
5. The Buddy System will be used at all times.
6. Adult supervision is required for fishing at the lake.

Shooting Sports: The Shooting Sports area is designed to test a Scout's skill and marksmanship as they are introduced to range activities including safety, accuracy and positioning.

Basic rules for the Shooting Sports area:

1. You must ask permission to enter all ranges and trails.
2. A red flag means that an instructor is present and ready to let you enter. No red flag means they are not. Wait for the red flag to be raised before asking permission to enter.
3. Do not cross deadlines located around camp.
4. Do not bring your own equipment to camp. You will not be permitted to use it.
5. Always wear eye protection when required.
6. Keep equipment aimed down range and away from animals or people at all times.
7. No running and no candy, snacks or drinks.

Ecology: The Ecology area is designed to test a Scout's knowledge and honor as they participate in adventures in the outdoors.

Science: The Science area is designed to test a Scout's curiosity and precision as they learn about the world around them.

Handicrafts: The Handicraft area is designed to test a Scout's handiwork and craft as they create and learn.

Cub Scout Skills: The Scout Skills area is designed to teach Scouts proper instruction in fire building and knot tying.

Camp-wide Programs

Opening Campfire, 8:00 Meet at the Dock: Join us in an exciting welcoming to Camp Agawam and meet the staff! Sit, watch, and enjoy the Staff's performance.

Attack the Fort, 7:30 Saturday: Staff and Campers have fun in a water battle to see just how wet everyone can get each other.

Closing Campfire, 8:00 Sunday: As your time at Camp Agawam winds down, join us in a joyous celebration at the closing campfire. Participate and watch the staff perform in this great event.

Flag Ceremonies, 7:50 am and 5:50 pm daily: Each day will begin and end with a flag ceremony. For the flag lowering and evening meal, please wear your complete Scout uniform.

Green Oak Leaf: Complete the requirements and earn your Green Oak Leaf or Acorn Pin

Leader Programs

With everything in store for the “big kid” campers, there should be no reason why you won’t have even more fun than the Scouts! We understand that your own unit’s interests are the number one priority, but we welcome your assistance to make Camp Agawam even better. Help is always appreciated within program areas, advancement instruction, guarding at the Pool and service projects.

Each session there will be some training opportunities for leaders. See the Program Director for your session’s adult training schedule.

Role of the Den Chief

Den Chiefs play an important role in camp. Not only do they help the leaders keep the boys on task, but they are seen as role models for the younger boys. They tell stories of Scouting’s trail that await them.

Use these guidelines to orient your Den Chief’s role to his role in camp:

- Help the program for the Cub Scouts run smoothly.
- You are an example and role model, not a Cub Scout. Use/Teach/Explain Scout skills.
- Help Scouts learn the rules of camp and have fun safely.
- Help build camp spirit and positive teamwork, cooperate with leaders and staff.

Youth Protection:

- Help keep boys together and emphasize the buddy system at all times.
- Observe and help your unit keep proper shower procedures.
- Never scream at, shout at or hit any Scout.
- Be a friend, be supportive, but avoid wrestling or horseplay.
- Communicate with leaders about any problems or homesickness.
- Don’t scare Cub Scouts with pranks or stories.

Issues for Den Chiefs to Watch Out For:

- No knives for Cub Scouts without adult supervision and a Whittl ‘N Chip
- No fires, matches or food of any kind in tents
- Work with leaders and unit to adhere to camp schedule
- Help boys understand how to behave at Campwide events (including Campfires)
- Help Scouts understand when to quiet down and go to bed

Camp Agawam Check-In Process

With many Scouts and Leaders arriving and checking in at the same time, we need your help. We want to make this the easiest, fastest and most efficient check-in process possible! Staff will be available in the parking lot and at various check-in points to assist wherever needed.

1. Upon arrival at Camp Agawam, gather your unit together in the parking area. Please arrive between 10:30AM and 11:30am to be able to complete all check-in procedures before lunch. We will conduct Check in and Medical Checks prior to lunch, and conduct swim test and camp orientation after lunch. No vehicles will be permitted to go back to the campsites before 3:00 pm. Generally, the camp staff will be having a meeting in the Dining Hall before check-in formally begins. We ask that you do not enter the Dining Hall until the staff is done meeting. Have your unit assemble on the lawn near the Administration Building and account for all campers from your Pack.
2. A member of the staff will meet you in the parking area and be your site guide. They will assist and lead your unit throughout the entire check-in procedure as well as give you a tour of camp so everyone is familiar with where things are located.
3. The unit leader responsible for all registration matters will report directly to the Administration Building. You must have a complete roster, reservations for family night dinner, unit photograph order and a form of payment for any unpaid fees. You will be given your unit's identification markings (wristbands for youth, name badges for adults).
4. Next, you will complete your medical rechecks. Be sure to have all the medical forms with you along with a copy of your complete roster.
5. Have your group photograph taken. We need everyone's photo taken in case of emergency.
6. **Move into your campsite with your gear. Only one vehicle per unit can stay at the campsite. All other vehicles need to stay in the front parking lot.**
7. Follow the direction of your site of your site guide.
8. Return to your campsite and finish setting up your Camp Agawam home.
9. Retreat begins at 5:50, so you should gather near the Admin/Health Office (in uniform) at that time. Dinner will follow.

Check-Out Process

With many Scouts and Leaders departing at the same time, we need your help. We want to make this the easiest, fastest, and most efficient check-out process you've ever experienced! Staff will be available in the parking lot and at various check-out points to assist wherever needed. Remember that a Scout leaves things in better condition than they were found.

1. Sweep the floors and walls of your campsite latrine. Scrub and clean urinal, toilet seats, and washbasin. Be sure to wear gloves and wash hands afterward.
2. Return all items checked out during the week.
3. It's nice to leave a small wood pile for the next unit.
4. Pick up all trash in and around your campsite (campsite, latrine, fire rings, tents, under floorboards, trails). Take your trash to the dumpsters.
5. Review your campsite and camp equipment with your site guide.
6. Settle any remaining balances on your unit's account, pick up your patches and medical forms, and turn in your adult and youth evaluations at the Administration Building.
7. Don't forget to sign up for the 2018 season!
8. Drive safely! Most camp related accidents occur while traveling to and from camp; not at camp.

General Life in Camp

Each week at Bucoco and each session at Agawam has the potential of having more than 100 Campers and Staff all living and working together. Everyone is working hard to make sure everyone has the most enjoyable time and best possible experience. So, it is essential that we all agree to follow some basic guidelines, procedures and policies to ensure everyone's enjoyment and safety. Our common Scout bonds are the Scout Oath and Law.

Trading Post

The Trading Post is provided as a service to campers. The store is stocked with a supply of program materials, literature, and Merit Badge supplies, fishing gear, camping gear, clothing, patches, collectibles, souvenirs, snacks, candy, soda, ice cream and various personal items. Not all Merit Badge pamphlets are available, so consider visiting the Scout Shop before camp. The average camper spends between \$50 and \$100 in the camp store. Look for lots of new items for 2018!!! Also new for the Camp Bucoco Trading Post in 2018, we will have hot snack nights.

Monday: Nacho Bar

Tuesday: Soft Pretzels

Thursday: Nacho Bar

Campsites

- Campers stay in camp-provided canvas wall tents with wooden floors to keep campers off the ground.
- Each unit will camp together, typically two youth to a tent and two adults to a tent. Adults sleep in separate tents from youth. Male and female adults will not share a tent unless married to each other.
- Campers are provided a cot to sleep on.
- Each campsite has several picnic tables, dining flies, a fire ring and a fire barrel.
- Each campsite has a water source with potable water (safe for drinking).
- Each campsite has a latrine. Units are responsible to keep it clean. Cleaning supplies will be provided.
- Shower buildings are available in camp. They are designated for youth, adult male, or adult female. Please respect the privacy of others.

What NOT to Bring to Camp

Fireworks

Alcohol

Ammunition

Aerosol Cans

Pornography

Sheath knives

Valuables

Boats

Excessive Jewelry

Illegal Drugs

Pets

Guns or Bows

Gear Each Individual Should Bring to Camp

Sneakers	Hat	Medication	Sunglasses	Hiking Shoes
Rain Gear	Hygiene	Flashlight	T-shirts	Swimsuit
Sunscreen	Compass	Underwear	Insect Repellent	Pocket Knife
Socks	Scout Uniform	First Aid Kit	Knife/Fork/Spoon	Jeans
Scout Handbook	Sleeping Bag	Plate/Bowl/Cup	Long-sleeve shirts	Merit Badge book
Pillow	Water bottle	pajamas	Notebook	Extra blanket
Fishing gear	Shorts	Pencils/Pens	Backpack	Camera
Sweatshirt	Towel	Watch	Spending Money	

Gear Units Should Bring

Lantern	Unit Flag	First Aid Kit	Tools	Dutch Ovens
Advancement Resources	Extra Sleeping Bags	Cooking Utensils		

Dining Hall

The 200 seat dining halls in Camp Bucoco and Camp Agawam provide campers with excellent food service. During the check-in, the dining hall steward will review all procedures with your unit. It is important that you visit the dining hall on Sunday. It will ensure an enjoyable dining experience all week.

We serve meals at Bucoco “family style” while in the dining hall. The food is sent out to each table in serving bowls and platters. This is done by the use of a rotating waiter system. Your unit will be assigned to a number of tables in the dining hall. You will sit at these tables for each meal during your time at camp. Each table is required to have at least one adult. The adult, staff member and waiter at each table have the duty to make sure everyone has fair portions before anyone starts eating. A Scout is Courteous and Kind! At Camp Agawam we serve Cafeteria Style.

Waiters report to the Dining Hall 15 minutes prior to each meal. By direction of the dining hall manager, they will set the table, deliver food during the meal, and clean the table and surrounding floor after the meal. Waiter duty should rotate between all of your Scouts attending camp. It isn't a job assigned to only new Scouts. Older, more experienced Scouts are needed to train first time campers on the waiter system.

The menu for all meals to be served at camp has been thoroughly reviewed and approved by a dietician. The camp does its best to accommodate for dietary, religious or special foods. Any special foods brought to camp can be stored on a limited basis. The menus are carefully prepared to meet as many needs as possible for all campers. Camp menus will be available in May. Please review them and share any special needs with camp administration.

Camp Health Services

The primary function of camp health services is to render three types of medical care to campers and guests. The health officer provides emergency care and coordinates with local EMS personnel if the situation warrants. They also evaluate and treat in-camp illness and injuries, referring patients to Butler Memorial Hospital or other non-emergency facilities as necessary. Camp First-Aiders are trained to treat minor injuries. The health officer also monitors camp for health and safety concerns.

Upon arrival to camp, each camper will undergo a face-to-face medical screening with the health officer or trained designee. For campers arriving on the first day of camp, this will occur as part of the check-in

process (see above). For campers arriving later in the week, they must submit their medical forms at the administration building within one hour of their arrival on the property.

For all campers attending more than 72 hours we require use of the Annual Health and Medical Record, sections A, B, and C. Those campers attending for less than 72 hours (Camp Agawam and stays at Camp Bucoco of 2 or 3 nights) must use the same form, completing sections A and B.

Sick Call is the best time for a non-urgent ill camper to be evaluated by the Health Officer. Sick Call occurs each day at 11:00am at the health office. Injuries and more severe illnesses can be evaluated and treated at the health office any time of the day or night. The health office is staffed 24 hours a day. At night, a staff member is assigned to sleep in the health office's first aid room. If illness or injury prevents a camper from getting to the health office, the Health Officer can come to the patient's location. If you send a Scout for help, remember the buddy system and send two. An adult leader must accompany Scouts reporting to the health office with injuries or illnesses.

If an emergency occurs in camp, the easiest way to obtain immediate assistance is to notify a camp staff member. He or she will notify the Health Officer, who will respond to the scene. The Health Officer will summon emergency medical services if necessary.

Insurance for Camp

All currently registered Boy Scouts from the Moraine Trails Council are covered for all camp activities by the council-wide health and accident insurance policy in effect at the time of camp. All out-of-council units attending Camp Bucoco or Camp Agawam must provide proof of unit health and accident insurance on check-in day. Our council policy has specific limits and pays only to the extent of the policy. For details, please contact the Council Service Center. Preexisting injuries are not covered. The standard liability coverage for Boy Scouting is in place. Your District Executive can give you more details on that policy.

Camp-Wide Emergencies

Camps Bucoco and Agawam have a written emergency plan that is posted throughout camp in addition to the basic details described in this guide.

In the event of a home emergency where a parent wishes to contact his or her Scout at camp, they may do so by contacting the camp office. The Camp Bucoco emergency number is 724-794-8393. The Camp Agawam emergency number is 724-924-2288.

All serious medical emergencies will be treated at the Butler Memorial Hospital and parents will be immediately notified by the Camp Director of all details as they become available. In order to reduce miscommunication of information, we ask that leaders carrying cell phones do not notify parents of accidents without first speaking to the Camp Director. It is of great importance that each camp leader understands this and passes this information along to parents and Scouts.

- In the event of a camp-wide emergency, the camp siren will sound. When that happens, all adults and Scouts are to report to their Campsites.
- Upon arrival, do a roll call. A staff member will come and account for everyone in each unit. Everyone is to remain in their campsite until the "all clear" signal or other instruction is given.
- Anyone who becomes aware of an emergency situation or danger should notify the nearest staff member who will contact the appropriate camp leadership.
- Any information in regards to an unauthorized visitor, dangerous animal or bomb threat should be reported to the Administration building immediately.

Pre-Camp Swim Tests

Units are encouraged to complete a swim test prior to their arrival. By participating, you will save valuable campsite setup time on check-in day. This will also make it easier to do individual unit aquatics activities before you come to camp. A BSA Lifeguard, Red Cross Lifeguard or equivalent must administer the tests and certify the results. If you are offering a unit swim night and have the ability to support more than just your unit, please contact the Service Center so we can share this opportunity with other units.

Qualification Levels:

- **Swimmer:** Allows Scouts to swim in all swim areas and boat with any type of craft. To complete the Swimmer's Test, jump feet first into water over the head in depth, level off, and begin swimming. Swim 75 yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen or crawl (no dog-paddle); then swim 25 yards using an easy, resting elementary backstroke. The 100 yards must be completed in one swim without stops and include at least one sharp turn. After completing the swim, rest by floating.
- **Beginner:** Allows boating in rowboats or paddle boats and swimming in designated areas. To complete the Beginner's Test, jump feet first into water over the head in depth, level off, swim 25 feet on the surface, stop, turn sharply, resume swimming as before and return to the starting place.
- **Learner:** permits wading and boating only with qualified accompaniment.

Preventing Sexual Harassment in Camp

Sexual harassment occurs when a member of the camp staff or a camper uses verbal or nonverbal communication to create a hostile environment by focusing on the sexuality of another person or the person's gender, and the attention is unwanted or unwelcome and is severe or pervasive enough to affect a person's environment. Examples of sexual harassment include telling sexually explicit stories or showing sexually oriented pictures that cause others' discomfort. Another form of sexual harassment in camp might include attempting to barter promotions and special privileges for sexual favors. The first step in addressing sexual harassment would be to confront the wrongdoer and inform him or her that the behavior is not wanted and ask for the behavior to stop. The next step would be to report specific objectionable behaviors to the Camp Director and request that the Camp Director intervene. Sexual harassment will not be tolerated in camp and is grounds for dismissal from camp without a refund.

Youth Protection in Camp

These policies have been adopted to provide security for Boy Scouts of America youth at all times, including at Camp Bucoco and Camp Agawam. In addition, they serve to protect the adult leadership from situations where they may be vulnerable to allegations of abuse. These policies represent the long-standing commitment that the BSA use in ensuring the protection of youth.

Two registered adult leaders or one registered adult leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of other adults and Scouts. This rule also applies to adult-to-staff member contact. 25

Adult leaders must respect the privacy of youth members in situations such as changing into swimming suits or taking showers and intrude only to the extent that health and safety requires. Similarly, adults also need to protect their own privacy in such situations. Separate showering facilities are utilized at camp – one for youth males, one for adult males and one for adult females. The privacy of others using those

facilities must be respected and not adhering to this policy is cause for removal from camp. Some shower facilities will have times restricted for staff use only.

When camping, no youth is permitted to sleep in the tent of an adult, other than his own parent or guardian. Males must sleep with males; females must sleep with females. The only mixed-gender accommodations allowed are among adults married to each other.

There are no secret organizations recognized by the BSA. All aspects of the Scouting program are open to observation by parents and leaders.

Proper clothing for activities is required; i.e., skinny dipping is not appropriate in Scouting. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishments are never permitted. Hazing and initiations are prohibited and may not be included as part of any Scouting activities.

Policies and Procedures

When camp is in session, Camp Bucoco and Camp Agawam are bustling communities. It is essential that we all obey some basic guidelines to make sure everyone has a great time. Our common Scouting bonds are the Scout Oath and Law. Here are a few more policies that will make life easier in camp. You, as a Unit Leader, can help us give positive reinforcement to these policies.

Campsite Changes: If a unit arrives with numbers significantly above or below the capacity of the campsite that they have reserved, the camp leadership reserves the right to reassign, switch or to ask a unit to share campsites. We try our best to honor all campsite request but in order to serve all the Scouts and Scouters attending camp we reserve the right to make changes to campsite assignments.

Liquid Fuels: Use of liquefied petroleum (LP), propane or butane lanterns and stoves is permitted in needed situations with proper safety control and adult supervision. The convenience and relative safety of LP gas allows its approved use under conditions of proper installation and control. A responsible adult should handle replacement and disposal of empty cylinders.

Low-pressure, liquid fuel ("white gas" and Coleman fuel) stoves and lanterns are hazardous and therefore prohibited on Council camping property.

The use of liquid fuels for starting any type of fire is prohibited, including damp wood, charcoal or ceremonial campfires. Kerosene for lanterns should be kept in well-marked safety cans and stored in a ventilated, locked box located away from buildings and tents. Plastic containers are not permitted. The use of gasoline in camp is strictly limited to motors only.

Personal Tents: Camp Bucoco and Camp Agawam provide canvas wall tents with wooden floors. Campers are permitted to bring personal tents as long as they pitch tents in designated areas only. Any damage or loss is the responsibility of the owner of the tent.

Speed Limit: The speed limit at Bucoco is *10 mph*. The speed limit at Agawam is *5 mph*

Parking: All vehicles that aren't designated to be in the campsite must be parked in the camp's parking lot, not in campsites. Remember, only one vehicle per unit is allowed in the site and must display a parking pass. Any unauthorized vehicles in campsites will be towed at the owner's expense and Moraine Trails Council and its Representatives assume no liability for towed vehicles.

Alcoholic Beverages and Drugs: Alcoholic beverages and illegal drugs are not allowed on camp property or during camp activities off-site. Camp staff members, Scouters, or Scouts using illegal drugs and/or alcoholic beverages will be expelled from camp immediately. Please bear in mind that returning to camp under the influence is also unacceptable behavior and will result in immediate expulsion.

Smoking: Cigarette smoking by Scouts is prohibited. Adults are required to use the designated smoking area behind the Dining Hall. Smoking is not permitted in tents or any camp building. E-cigs and electronic cigarettes are considered cigarettes and treated the same for the purposes of this policy. For those adults who smoke, please make sure to properly dispose of your butts.

Entering or Leaving Camp: Adult leaders or visitors arriving in or departing from camp during the week are required to sign in and sign out using the in/out book. Scouts entering or leaving camp must be signed in and out by a leader from their Troop. The book is located at the camp office.

Reporting Child Abuse: Members of the camp staff have been trained to deal with a potential victim of any kind of child abuse. If you suspect that a Scout in camp is a victim (or potential victim) contact the Camp Director immediately.

The Buddy System in Camp: Scouts should never travel in camp alone. It is every unit leader's responsibility to ensure that everyone in your unit is using the buddy system effectively.

Taps – All Quiet: Be in your campsite by 10:00pm and all quiet by 10:30pm. A Scout is Courteous.

Cell Phones and Electronic Devices:

Electronics have become a ubiquitous part of our culture. Everyone uses them, youth and adults. So we understand that they simply cannot be banned outright. Instead, our policy is such: Cell phones and other electronic devices are not permitted to be out during program (program areas, Dining Hall, campfires, evening programs, etc.) and the Staff may confiscate anyone's (including adults) phone pending the severity. Outside of our program areas, especially inside your own campsite, will be at the discretion of the Troop or Pack. We encourage all units to develop a reasonable policy regarding electronic devices while at camp and whatever your policy is it will be respected.

For any Leaders that require the internet while at camp, the camp's wireless internet is available upon request. The password cannot be shared with anyone. We have a zero tolerance policy regarding explicit material and we retain the authority to remove anyone found with such material or searching such material on an electronic device. Remember that the Scout Law is in effect even on the internet.

Stone Throwing: Stone throwing seems natural, but it can cause serious injury. It will not be tolerated and constitutes cause for sending a camper home.

Roll Call: A current unit roster must be kept in camp with the adult in charge. Attendance should be taken prior to each meal, before bed and in the morning prior to reveille. If a Scout should be missing, contact the nearest staff member immediately.

Shoes: Closed toed footwear is required everywhere in camp except for the pool. Soft soled shoes should be used in all boats. This is to prevent foot injuries due to tripping hazards.

Incoming/Outgoing Mail: All incoming mail will be available in your unit's box in the Administration Building. Mail will also be distributed to leaders at the daily leader's meeting following lunch. Mail should be sent at the beginning of the week to ensure it arrives on time. Any mail received after a Scout Has left will be marked return to sender. Mail goes out from the camp in the mid-morning. There is an outgoing mailbox in the camp office.

All mail should be addressed as follows:

Name
Troop Number
Camp Bucoco
150 Bucoco Lane
Slippery Rock, PA 16057

Name
Pack Number
Camp Agawam
3956 Frew Mill Road
New Castle, PA 16101

Registration

Payments and Fees

The fees for Camp Bucoco and Camp Agawam are designed to encourage the greatest possible percentage of our youth and adults to commit early to camp and provide Moraine Trails Council camps with the ability to offer an even better program at a competitive rate by:

- Confirming that sites/weeks are not overbooked
- Adjusting staffing as necessary where increases in campers dictate
- Ensuring sufficient supplies are in camp before the season opens
- Purchasing supplies in advance and in bulk, with mail order and earlier negotiation

All deposits and camp fees are subject to the refund policy.

Leader Fees:

- Leaders who are staying the entire week or splitting the week with another leader should pay their fees in full by May 13. This helps us to better control each week's camp size.
- Fees for those adults that cannot partner with one or more other adults to make a full session will be collected at camp and will be subject to the daily rate of \$20.00.
- Guest meals are \$7 for breakfast and lunch, and \$10 for dinner.

Provisional Camp

If a youth is unable to attend with your unit, don't let them miss the summer camp experience. Register the youth with one of our units that supports provisional campers. Throughout the summer, we can match your youth with another unit for a provisional experience.

You will be amazed at how quickly your camper will make new friends and assimilate into the host unit. This is a great opportunity to ensure all your Scouts can make it to camp even if they have a family vacation during your session.

Contact the Camp Director at (724) 996-0819 to connect your Scouts with another unit or our provisional units. Interested in your unit hosting provisional Scouts? Contact us for details!

Refund Policy

All \$30 deposits are non-refundable fees. A refund of the entire fee paid, minus the deposit, can be applied for in writing to the Council Service Center **one week prior to the session the youth member is registered to attend**. After this time, refund requests will be prorated based on fixed costs incurred. All refunds must be submitted to the Moraine Trails Council Service Center by August 30, 2017. No refunds will be given after August 30, 2017.

All approved refunds are paid by check to the unit contact in the online registration system. A refund request form must be completed for each INDIVIDUAL requesting a refund.