



ONTEORA SCOUT RESERVATION SUMMER CAMP

2024

LEADERS GUIDE

Unit Leaders & Parents,

Welcome to Onteora, a place where Scouting traditions run deep and where we embrace the past, present, and future to create an extraordinary Scouting experience. Established in 1956, Onteora Scout Reservation has been a second home for countless Scouts and Scouters for over six decades. As leaders, it is our responsibility to honor and carry forward these traditions, nurturing the Scouting spirit that has thrived here for generations.

While we hold our traditions dear, we also understand the importance of embracing the present and looking toward the future. Scouting is an ever-evolving movement, and we are committed to adapting and innovating to meet the needs of today's Scouts. Our programs blend the best of the past with the demands of the modern world, creating an experience that is both timeless and relevant.

Our dedication to blending the past, present, and future is evident in the diverse programs and activities we offer. Whether your Scouts are honing their outdoor skills, exploring nature, or working on advancements, they do so in an environment deeply rooted in Scouting's rich history. We continuously introduce new elements, such as cutting-edge STEM programs, an ATV program, and hiking programs for all skill levels. This balance between tradition and innovation is what makes Onteora unique and exceptional.

As a leader at OSR, you play a crucial role in this transformative process. Your dedication, enthusiasm, and leadership will inspire the next generation of Scouts. You will be the bridge that connects the traditions of the past with the dreams of the future. It is an immense responsibility, and we are confident that you are up to the challenge.

During your time at Onteora, you will be part of a close-knit community of leaders who share your passion for Scouting. You will forge lasting friendships and memories while making a positive impact on the lives of our Scouts. Our staff, volunteers, and fellow leaders are here to support you every step of the way. We are a team, working together to create a Scouting experience like no other.

In the words of Lord Baden-Powell, the founder of the Scouting movement, "The most worthwhile thing is to try to put happiness into the lives of others." At Onteora Scout Reservation, we aim to do just that. We invite you to join us on this incredible journey, where the past, present, and future converge to create an amazing Scouting experience.

Welcome to Onteora, where your adventure as a leader at Onteora Scout Reservation begins. Together, we will continue the legacy of Scouting excellence and build a brighter future for our Scouts.

Yours in Scouting,

Kevin Shea
Reservation Director

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The Land in the Sky

In 1956, Scouts first came to Onteora through an explorers base camp, which quickly grew into a full blown Scout Reservation serving thousands of youth every summer. Onteora is still going strong and continues to grow and innovate year after year. Dedicated to the Scouting program, our staff is trained to help you and your Scouts have an unforgettable summer of adventures. We are here to make sure our program works for you, and supports what you do year round while you are home at Onteora Scout Reservation.

Merit Badge Program

Advancement is one of the methods of Scouting. Because of this, Merit Badges are a big draw for Scouts coming to summer camps throughout the country. At Onteora, Scouts can take up to five merit badges each day. Please note that some merit badges have prerequisites, and some will require an additional fee, all of which will be laid out specifically in the Program Guide.

Scouts should decide on merit badges in consultation with leaders based on age, difficulty, and location. There will be about ten minutes between merit badge sessions, so scheduling back to back classes far from each other makes it difficult for Scouts to fulfill all the requirements. For your convenience, we have laid out designated colored zones on our [camp map](#) (found on page 30). Each of these zones have shorter travel time between program areas.

We do not use physical blue cards at Onteora, but instead do all merit badge documentation digitally. Throughout the week, the Onteora staff will update requirements online, which allows leaders to log in at [Onteora.org](#) and track your Scouts' merit badge progress on your Unit portal. At the end of the week, blue cards for completions and partials alike will then be available to download. Merit badges are final once the Unit leaves camp; they will not be adjusted by Council after you leave. There will be a chance to review merit badge partials and completions with the Area Directors and Program Director on Saturday morning. Please make sure to take this opportunity and make sure any questions or concerns regarding merit badge completion status are addressed.

Receiving a partial in a merit badge does not mean that the Scout failed, but that the Scout can complete the rest of the requirements with a counselor at home or in a future year at camp to earn the badge. Any Scout coming to camp with a partial must bring their blue card with them for the Counselors to create an updated and/or completed blue card. Any physical blue card partials will be transferred to a digital blue card once requirements are completed.

Non-Merit Badge Program

Advancement is not the only aspect of our programs at the Land in the Sky. Non merit-badge program happens throughout the day. During merit badge hours, there will also non-merit badge activities and program awards that Scout can sign up for. These will be listed in the program guide.

There will be a designated "Open Program" time which will occur after lunch. During Open Program, Units can participate in non-merit badge activities together. Prior to camp, your Unit will sign up for activities they are interested in, and will be given an activity schedule at the start of the week.

Finally, evening program is an opportunity for your Unit to participate in Campwide activities with other Scouts. Scouts can show up to whichever events they choose. Some events run multiple times during the week so that your Scouts (and leaders) can do everything they want to. Every day there will be no shortage of activities for everyone to enjoy.

First Year Camper Program (Dan Beard)

Dan Beard is our first year camper program, recommended for Scouts who are getting the hang of the Scouting program and Scout skills. Young Scouts will learn skills, including fire building, knots, and teamwork, by completing requirements through First Class. Note that Dan Beard staff does not sign off on requirements like a merit badge counselor would. At the end of the week, you will receive a list of the requirements completed during their time at Dan Beard, and it is at the discretion of the Unit to sign off on rank requirements completed at camp.

Your Unit at Camp

At the end of the day, the program that we provide at Onteora is designed to supplement what you already do with your year-round Unit program. Merit badges, open programs, evening programs, and everything else happening at camp are all designed to help you and your Unit develop according to the aims of Scouting. If there is any other program that you would like for us to facilitate for you, please ask! Our staff is ready to help make your summer camp experience the best it can be.

Making Camp Work for You

We understand that no two Scouts are alike, and that your Unit may include Scouts who have special needs or require accommodations that are not explicitly mentioned in this guide. Our staff is trained in both creative programming and communicating with all different types of Scouts, so please help us to work with you to make sure every Scout has the best experience they can by communicating their needs to us. For any questions you have in preparing to come to camp, please email kevin.shea@scouting.org or call (516) 797-7600 x120.



Planning Information

Camp Information

Onteora Scout Reservation is located approximately 2 hours north-west of New York City in Livingston Manor, NY.

Onteora Scout Reservation	Camp Phone Number
3 Old Hunter Road	(845) 295-1956
Livingston Manor, NY 12578	

Campsite Reservations

Reserve your campsite by emailing kevin.shea@scouting.org or by calling 516-797-7600.

Campsite requests are reviewed on a first-come, first-served basis and are considered “pencil assignments”. The Unit deposit is required to create this tentative campsite assignment. Specific campsites are not guaranteed due to capacity. We receive many campsite requests that are well above or below the capacity of that specific campsite.

It is important to register early and to keep any changes up to date on Onteora.org so we can plan accordingly. Please adjust your numbers online as changes happen within your Unit. Any Unit who has not made a deposit for at least five (5) youth by March 15, 2024 will forfeit their campsite reservation and all Scouts will be transferred to be provisional. Final numbers are due two weeks prior to your arrival. Final campsite assignments will be made by June 15 by the Camp Director.

Class Schedule Registration

All scheduling will be completed through the online registration system at Onteora.org. Additional assistance with any portion of class scheduling is available by emailing kevin.shea@scouting.org.

Class scheduling opens on May 15 at 7:00pm. The Unit will be able to register the number of Scouts the Unit has paid for in full. Class schedules can be altered up until 1 week before arrival to camp. After that point, online scheduling is locked and can be modified at camp during administrative check-in. Any adjustments or additions needed during the week should be brought to the Program Director.

2024 Camp Fees

Our 2024 Scouts BSA Summer Camp costs \$625 per Scout and \$310 per adult leader. A late fee of \$30 will be applied for any Scout who has not submitted a deposit before March 15 or has not paid in full by May 15. Scouts attending summer camp for multiple weeks get a \$40 discount for every subsequent week they are at camp.

Theodore Roosevelt Council does offer camperships to assist in funding a Scouts trip to camp. The campership application can be found at Onteora.org/resources. Applications are due by March 15 and families will be notified of their award by April 15.

First Week	Second Week	Third Week	Fourth Week	Fifth Week
\$625	\$585	\$545	\$505	\$465

Adult Fees

The leader fee is waived for the first 2 leaders. If a Unit has more than 20 Scouts, an additional leader fee will be waived for every 10th Scout. All other adults will pay a \$310, prorated based on the number of nights stayed at camp.

1-20 Scouts	21-30 Scouts	31-40 Scouts	41-50 Scouts	51-60 Scouts	61-70 Scouts
2 Free Leaders	3 Free Leaders	4 Free Leaders	5 Free Leaders	6 Free Leaders	7 Free Leaders

Unit Deposit

Units must submit a \$200 deposit when submitting their reservation. This \$200.00 will be credited to your first payment. Be aware that this is a non-refundable deposit if your Unit chooses to cancel their reservation.

Payment Due Date	Payment Type	Payment Amount
At Initial Registration	Unit Deposit	\$200 per Unit
March 15, 2024	Camper Deposit	\$100 per Scout
May 15, 2024	Final Payment	\$625 + Activity Fees per Scout - Deposits

Payments can be made by cash, check, e-check or credit card. A Credit Card Fee of 3.5% will be applied to all credit/debit card payments.

Scouts will not be able to register until the Scout's final payments including activity fees are paid. The Unit can register the number of Scouts paid in full at the time of registration. Any incidentals incurred at camp must be settled prior to departure from camp.

Key Dates

Date	Event
December 15, 2023	Theme Announcement
February 15, 2024	Camping Kickoff Meeting
March 15, 2024	Early Bird Scout Deposits Due
April 15, 2024	Program Guide Released
May 15, 2024	Final Payment Due; Merit Badge Registration Opens
June 2024 (TBD)	Pre-Camp Leaders Meeting
July 7-13, 2024	Week 1
July 14-20, 2024	Week 2
July 21-27, 2024	Week 3
July 28– August 3, 2024	Week 4
August 4-10, 2024	Week 5

Medical Information

MEDICAL FORMS

All youth and adult camp attendees must submit a copy of a completed and signed BSA Medical form prior to your arrival at camp. The current version of the BSA Annual Health & Medical Record ([found here](#)) is required. Parts A, B, and C of the form are required for everyone attending camp, regardless of their length of stay.

Parts A and B can be filled out by a parent/guardian for their Scout or any participant over the age of 18. These parts should be updated as often as necessary to accurately reflect changes in the participant's medical history, including changes to medications.

Medical forms Parts A & B are due by June 15th.

All participants must have the appropriate activities in Part C certified by a physician (MD/DO), physician's assistant, or nurse practitioner to participate. We request all medicals include validation of the immunizations. Any person with an out-of-date form will be required to visit a physician (MD/DO), physician's assistant, or nurse practitioner before entering camp, at the person's own expense. The BSA Annual Health & Medical Record Part C is valid until the end of the month one year after it is signed (i.e. a medical signed July 16, 2023 is valid until July 31, 2024).

Medical form Part C must be submitted prior to arrival at camp.

SPECIAL MEDICAL NEEDS AND ACCOMODATIONS

There are many Scouts and Leaders who come to camp with allergies or other medical needs. To be sure your needs are accommodated, please complete the Summer Camp Unit Special Needs form [here](#) and e-mail it to kevin.shea@scouting.org at least two weeks prior to your arrival.

EpiPen

If your Scout or leaders need to carry an EpiPen, **please include this on your medical form.** Additionally, submit the Summer Camp Unit Special Needs form at least two weeks before arriving.

Food Allergy

Any food allergies must be listed in detail on your medical form. Additionally, submit the Summer Camp Unit Special Needs form at least two weeks before arriving.

Medical Equipment / CPAP

Any units requiring electricity for medical equipment, such as a CPAP machine, should make it known to the Camp Director and submit the Summer Camp Unit Special Needs form at least two weeks before arriving.

There is no electricity at any of the campsites, but accommodation can be provided if necessary. Units are also encouraged to bring a deep cell battery with an inverter, which can be charged during the day, or a whisper generator if electricity is needed for medical equipment overnight.

Mobility Issues

If a Scout or leader has any mobility issues, please list details and any required special accommodations on your medical form. Additionally, submit the Summer Camp Unit Special Needs form at least two weeks before arriving.

Medications

All prescription and over the counter (OTC) medications must be indicated on the Scout's medical form.

Medications will be reviewed with the medical staff as a part of the Medical Check-In on Sundays. Medications must come to camp in their original bottles or packaging and reflect the dose listed in the medical form.

Medication will be distributed at First Aid Station Two (F.A.S.T.) located near the Longhouse and will occur during breakfast, lunch, and dinner. Bedtime medications will be given in the evening shortly before lights out. Specific times for distribution will be announced in the Program Guide.



Medication can also be distributed at your campsite. If your Unit decides to do that in lieu of utilizing the camp medical team, you will need to complete a Medication Administration Record (MAR) to track medical distribution.

Additionally, each Scout who takes medication in their campsite will need to have a permission form filled out by their parent/guardian indicating their designee. These permission forms will be available by June 1st at onteoara.org/resources. All medications must be stored in a double locking container. Medications should not be stored in a vehicle for temperature concerns.

SUBMITTING YOUR MEDICAL FORMS

Medical forms (at a minimum Parts A & B) are due by June 15th.

Medical form Part C must be submitted prior to your arrival at camp.

We recommend units submit copies of the medical forms and keep their originals. Medical forms can be dropped off at Council or submitted by mail addressed to:

Theodore Roosevelt Council
Attn: Onteora Scout Reservation, (Your Unit #)
544 Broadway
Massapequa, NY 11578

PRE-CAMP HEALTH STATUS QUESTIONNAIRE

Prior to departure for camp, all Units should download and review the questions from the Pre-Camp Health Status Questionnaire (available at [Onteora.org/resources](https://onteoara.org/resources) after July 1.)

ARRIVAL SCREENINGS

Upon arrival at Onteora, all Units will be required to undergo a brief health screening to ensure all participants are protected from infectious diseases.

MEDICAL CHECK-IN

Review all your youth and adult medical forms in advance of leaving for camp. Pay special attention to dietary restrictions, prescribed medications and emergency contact information. If there are any medications listed on the medical form that will not be dispensed during the stay at camp, please either bring an updated Part A&B or attach to the medical a written notification as such.

To speed in everyone's Check-In process, we encourage everyone to send in your Units medical forms by June 15.

MEDICAL NEEDS AT CAMP

Our medical team is around to assist with persistent and emergency medical needs. When in doubt, reach out to our medical team for help by calling the camp phone number (845-295-1956). They are here for the health and safety of everyone.

Non-Emergency Medical Issues

Non-emergency issues can include routine nosebleeds, minor cuts and scrapes, and naturally occurring loose teeth. We encourage Scouts and leaders to use the first aid skills they've been taught to help treat these types of scenarios.

For anything that you believe needs further evaluation, see the medical team at the F.A.S.T. at the designated medication times.

Medical Emergencies

In case of an emergency, find a staff member or call the camp number (845-295-1956) to get medical attention right away.

All medical emergencies must be reported to the Camp Medical Officer ASAP .

Medical Emergencies Requiring Outside Care

The Camp Medical Officer must clear all cases requiring outside medical care.

Should an incident occur requiring outside medical attention, it is the responsibility of the Unit leadership to provide transportation for any Scout requiring attention from a urgent care or a hospital. One adult leader from the Unit, and one additional adult leader, must accompany the Scout requiring services. Adult leaders requiring medical attention should be driven by another adult leader.

Before leaving the Reservation, leaders must obtain the Scout or leader's medical form from the Health Lodge and make sure all parties are signed out at the administration building. Parents or guardians will be notified by the Camp Director immediately of any serious illness or injury. If parents will not be at home while you are at camp, have them advise you about how they can be contacted. In the event that a Scout or leader is not cleared to return to camp, it is the families responsibility to transport the Scout or leader home.

The two closest medical facilities are:

Garnet Health Urgent Care
38 Concord Road
Monticello, NY 12701

Garnet Health Medical Center
68 Harris Bushville Road
Harris, NY 12742

What Scouts Should Bring

- Scout Field Uniform– Including Shirt, Shorts, Belt, Socks
- Scout Activity Uniform- Including T-Shirt, Shorts, Belt, Socks
- Extra Clothing– Socks, Underwear, Boots or Closed Toed Shoes, etc
- Sweater or Jacket
- Rain gear
- Sleeping Bag and Camping Pillow
- Swim Suit– Must be Modest
 - For males, tight fitting swim briefs or swim bottoms are **not** allowed
Shorts style swim trunks are appropriate.
 - For females, two-piece swimsuits are **not** allowed
Modest one-piece swimsuits are appropriate
- Soap, Comb, Toothbrush, Towel and other personal items
- Scout BSA Handbook, Pens & Pencils, Notebooks and Merit Badge Books
- Money for Trading Post Items (\$70 is Recommended)
- Other Items Such As Compass, Flashlight, Insect Repellent, Sunblock, Day Pack, etc

Be Sure to Pack in a Waterproof Container or Pack

Average Weather

Average Daily High Temperature: 77°

Average Daily Low Temperature: 57°

There is often liquid sunshine at Onteora. While many days may be sunny or cloudy, make sure your Scouts are prepared for adverse weather.



Unit Pre-Camp Checklist

Review the Program Guide. Any questions or concerns with the Program Guide please email kevin.shea@scouting.org.

Ensure that all youth and adults complete and turn in the medical forms. Review the forms for accuracy and completion. Mail the medical forms (at a minimum Parts A & B) to the Council Office by June 15

Communicate with Parents:

- Collect all Camp fees and specify an internal Unit deadline to parents
- Communicate time, place, and date of departure to Camp and arrival home
- Share the Camp's Mailing Address: 3 Old Hunter Road, Livingston Manor, NY 12758
- Communicate the Camp's emergency contact number (845-295-1956).
- Verify medications to be taken at Camp are clearly notated on their Scout's Medical

\$200 Unit Deposit due by November 15, 2024; required to reserve campsite

\$100 per Scout Deposit due by March 15, 2024

\$625 per Scout Final Payment plus Activity Fees due by May 15, 2024; This is required to schedule classes & activities

Troop Committee:

- Arrange necessary adult leadership, minimum 2 adults at all times
- Arrange necessary transportation to and from Camp

Patrol Leaders Council:

- Develop lists of Troop, Patrol, and personal equipment to bring to Camp

Individual Registration:

- Register each individual (Scout and adult) online at onteora.org
- Discuss class schedules individually with Scouts and preparations needed required prior to arrival

Going to Camp:

- Final review of checklist
- Collect and review any outstanding medical forms for signatures and insurance information
- Complete Pre-Camp health status questionnaire (available July 1)

Swim Checks

Everyone attending Camp must take a BSA swim check to participate in any Aquatic activities. This must be re-taken at least every 12 months.

You can complete your own swim check before coming to camp! This will save you a lot of time at check-in. Units that have already completed their swim check before camp should present a copy of the Swim Check form with a copy of the certification of the administrator of the swim check at check-in. This documentation will be certified by the aquatics director. The aquatics staff reserves the right to re-test any person's swimming ability while at camp. We also perform swim checks at camp for those unable to complete them prior to camp. As soon as your Site Guide leads you to your Campsite, you should prepare to take the swim test. Upon arrival at the waterfront your Unit will be issued buddy tags.

Check In Procedures

Check-in will be held on Sunday from 10:00am-2:00pm. Upon arrival, a staff member will greet you at the bottom of the hill and direct you where to park, and where your Unit can gather as everyone arrives.

- Your Unit will be met by your Staff Site Guide who will help you throughout the Check In Process.
- Pre-camp health status questionnaires must be turned in immediately and the arrival health screening will be performed by a staff member.
- One Adult Leader will come to the Camp Administration Building to complete the administrative check-in process. The adult completing administrative check-in will confirm the number of youth and adults at camp and turn in their final roster.
- After administrative check-in, your Unit will meet with the medical staff to turn in and/or review medical forms and medications.
- Your Site Guide will lead you to your campsite to settle in.
- After your Unit is settled in, the Site Guide will then bring you on your Camp tour. The Camp tour includes a brief history of Onteora, swim tests, and a dining hall orientation.
- All Units will have an opportunity to take a Troop photo.
- A Shooting Sports safety talk will be held multiple times during the day. Attending one of these is mandatory for all Scouts taking rifle, shotgun and archery merit badges. Times for these talks will be announced by June 15.

Check Out Procedures

- Check-out is on Saturday. All Camp facilities will be closed at 11:00am; departing units must be out of their campsites and the parking lot by this time.
- Breakfast will be available in the Longhouse at the normally assigned breakfast times. If your Unit will not require breakfast that morning, please let us know by Friday lunch.
- There will be a final morning flag ceremony at the James E West field.
- Area Directors will be available to answer Merit Badge questions outside the Longhouse after the Flag Ceremony until 9:00am.
- All trash must be removed from your campsite and put to the side of the road.
- Your Site Guide will meet your at your campsite for a check-out inspection.
- An adult leader can pick up all medical forms and medications at the First Aid Station Two (F.A.S.T.) Any medical forms left at Camp will be shredded at 12:00pm the day of departure.

Early Arrivals/ Late Departures

Units requesting to arrive either before or after the normal check-in time of 10:00 AM-2:00 PM Sundays must email kevin.shea@scouting.org at least 4 weeks prior to arrival. We will attempt to place all early arriving units in their assigned campsite on Saturday night. Friday arrivals are not permitted and Monday arrivals are highly discouraged.

Any units needing to depart after 11:00am Saturdays must also email kevin.shea@scouting.org at least 4 weeks prior to arrival.

Camp Policies and Procedures

Our Values/Code of Conduct

At Onteora, just as in any aspect of our lives, we strive to live by the Scout Oath and Law, as well as the Outdoor Code. As such, the Scout Oath and Law are the law of Onteora. Whether you are a youth, an adult, or a staff member, you are expected to live by the Scout Oath and Law. Any un-Scoutlike conduct, including but not limited to: vandalism, harassment, or bullying, will be subject to discipline including dismissal from the camp property. Camp leadership reserves the right to dismiss anyone without a refund.

Camp Rules

As Scouts and leaders, we should all strive to the ideals of the Scout Oath and Law. Beyond those guiding principles of Scouting, the following rules will be enforced at Onteora Scout Reservation:

- Cars must be parked in the parking lots near the Camp Administration building. Only one vehicle will be permitted at the campsite for emergency use only. Only specifically authorized vehicles are allowed regular usage during the Camp season.
- Closed toes shoes must be worn at all times. Sandals are allowed only at the showers or waterfront areas, but should not be worn to and from those areas.
- Scouts must follow the buddy system throughout camp. Adult leaders are encouraged to lead by example, and should help maintain the use of the buddy system by their Scouts.
- All bike riders must wear helmets and have buddies.
- No flames, fires, or fuels of any kind are permitted inside tents.
- Personal firearms and bows are not permitted.
- No alcoholic beverages, marijuana (smokable or edible) or illegal substances are allowed on camp property.
- No fireworks of any kind are permitted on camp property.
- Everyone is required to check in and out at the Administration building when arriving to and leaving from camp.

Transportation

Every Unit is responsible for safe transportation to and from Camp and must follow the safe driving policies put forth by the Boy Scouts of America. Members of the BSA may not be transported in the back of pick up trucks at any time; seatbelts are required at all times. All driving must be kept to under ten (10) hours per day regardless of number of drivers.

Please refer to Guide to Safe Scouting Transportation section for more information.

Buddy System

The Buddy System is crucial at Onteora. Every youth participant must be within eyesight of a buddy while traveling on any roads or trails, while in any campsite, or at any program area. This is not only BSA policy, but New York State law as well.

When it comes to buddy pairs, all rules of Youth Protection must be adhered to. This includes no one-on-one contact between youth and adult leaders, as well as no one-on-one contact between youth of differing genders. There must be at least two youth of any gender when traveling in a group.

Bicycles in Camp

All members of the camp community are welcome to bring their own mountain bikes to camp. All bikes must be inspected and tagged in order to be eligible for use. Please let us know at Check-In how many bicycles your Unit has so we can get them inspected promptly. Those who are interested in the Cycling Merit badge or during free time may borrow one of our bikes for a limited time. Those borrowing a bike will be provided with a helmet. We have a limited number of bikes for borrowing. Cyclists must follow the buddy system and wear a helmet when traveling around camp.

Bike Rules

- Everyone, regardless of age, **must** wear a helmet and bikes may not be ridden on stairs or in structures.
- All Cyclists must follow the buddy system; all buddies must be within site of each other.
- Bikes must :
 - Be walked across all bridges, in Campsites, and in high-traffic areas.
 - Maintain moderate speeds.
 - Must not weave through pedestrian groups when passing
 - Exhibit extra caution on the main road near the Otter Shelter. There is a curve and hill that requires moderate speeds.

A bike safety guide will be available at Onteora.org/Resources after June 1st.

Vehicles in Camp

During check-in, units may use their vehicles to transport their gear to their campsites. Up to two vehicles per Unit will be allowed to drop off gear at a time. After dinner on Sunday, each Unit is allowed only one trailer and one mobile vehicle for emergency use only.

Any vehicle needed for regular use due to medical need must be approved by the Camp Director, and will receive a designated pass accordingly. Any other exceptions must be authorized by the Camp Director. Parking is available in one of the approved parking areas. Violations of this policy will negatively affect your site inspections throughout the week.

All vehicles parked on Camp property must display their Camp vehicle registration card that will allow Camp management to contact the owner/operator in the event of an emergency or other need. If an improperly parked vehicle interferes with the safe operation of Camp, the owner will be notified.

The Camp wide speed limit is 10 mph; please drive at 5 mph when Scouts are present.

Communication in Camp

Here at Onteora we utilize a group communication app called Band in order to communicate directly with all Unit leaders. The Band app allows for posts, calendar notifications, direct messaging and more. It's a versatile app which allows us to keep units informed of all the goings on at camp, as well as allows leaders a place to post pictures and share stories. The app is meant for adult leaders only.

In addition to the Band app, our camp leadership is available by phone through our Camp phone number (845-295-1956). You can reach our team individually from 8:00am—10:00pm, with messages to the office or an emergency line available after hours. Verbal announcements will be made during line-ups, meals, and Leaders Meetings.

Internet and Cell Phone Service in Camp

While we provide a primarily outdoor focused program, there are some programs and tools we offer that require access to the internet. For communication especially, having access to service or data is important. At Onteora, we have an AT&T cellular tower right at the heart of camp. As a result, AT&T service is fairly reliable throughout all of main camp. Verizon service is fairly reliable except for in a couple of areas in the GREEN section of camp (found on page 30). All other cellular services do not work at Onteora.

We do provide Internet access to our Adult Leaders. There is a dedicated network for adult leaders available at the Les Cox Leaders Center, Longhouse, and Administration Building.

Emergency Procedures

In an emergency, the camp alarm will be sounded. A message will go out in the Band app to Unit leaders as well as to our staff to indicate the type of emergency.

In a weather emergency, everyone on reservation should shelter in place in the nearest grounded shelters. The safest grounded shelters for emergencies are as follows: Kaiser Administration Building, Maintenance Building, Staff Alumni Center, Council House, Longhouse. Please review the Camp Maps to familiarize yourself and your Scouts as to where these locations are.

In any other emergencies, all units are to report to the James E West Field, where Morning and Evening Flags are held. Once there, take a head count of all adult leaders and Scouts. A member of staff will collect head counts to determine if everyone is all accounted for.

At the end of any emergency, the alarm will turn off, and will be followed by a short two second blast. That sounds the all-clear, indicating an end to the emergency. Additionally, an all clear message will be sent in the Band app and announced in the appropriate locations

Identification

Each Scout and adult leader must wear the Camp issued wristband. Units will be issued wrist bands during check-in on Sundays. Visitors must check-in at the Administration building upon arrival and will be issued a visitor pass at that time.

Staff will be identifiable by their uniform, which includes their staff shirt, staff hat, and nametag.

Uniform

The BSA field uniform is to be worn for evening flag ceremonies, dinners, religious services, and campfires. Field uniform should be worn with shirts buttoned up and tucked in. Troop activity uniforms are appropriate for the remainder of the day.



Visitors at Camp

Visitors must check in at the camp administration building. They will be given a visitors pass. Anyone who is staying for meals will be charged for the meal. Only visitors who are registered leaders within the BSA and register as a leader with your Unit will be permitted to stay overnight.

Leaving During Camp

There are specific procedures that must be followed for early release from camp. This is for the safety of our campers. Please contact the Camp Administration for more information.

Anyone leaving from or coming into camp during the week, including running to town for errands, must check in and out at the administration building.

Pets

All pets are to be left at home. Pets of any type are not permitted; including those brought by parents or visitors. Registered service animals are the only animals allowed; please make a note about assistance animals when registering the individual by filling out [this form](#) and emailing it to kevin.shea@scouting.org.

Chemical Fuels Policy

For safety, the use of chemical liquid fuels are not permitted per BSA guidelines. Propane lanterns and stoves are allowed. All fuels must be stored properly. No liquid fueled lanterns should be used in any activities. No fuel, lanterns, stoves or candles are to be used in or near tents and structures.

Smoking

Onteora Scout Reservation is a smoke-free facility. This includes the use of e-cigarettes, cigars, and chewing tobacco. Any adults over 21 years who have a tobacco habit may only use tobacco products in a secluded area, outside the view of Scouts. There is a designated smoking area near the Longhouse. Use of tobacco products in other areas may result in dismissal from Camp property.

Damage to Camp Facilities

We are very proud of our Camps and our equipment. You will perform an inspection of the canvas as part of your check in procedures as well as an inspection prior to your departure. If you or your Scouts damage any equipment issued to your Unit, damage fees will be added to your account.

Campsite Inspection

Campsite inspection will be conducted daily by your Unit's commissioner. Adult leadership and the Senior Patrol Leader should be present for the inspection. Campsite inspections factor into the 490/500 Club and OSR Elite Unit recognitions. The inspection form can be found in the back of the Program Guide and this Leaders Guide.

Fishing at Onteora

Everyone is welcome to bring fishing poles and tackle to have some fun. Try your hand at catching fish in Orchard Lake. **However, we do enforce a strict catch and release policy.**



General Camp Information

Mail Service

Mail service to Camp generally takes about 4-6 days. Be sure to register and track all packages. Mail will be distributed by the commissioner staff during dinner daily.

To send mail to a Scout or Leader at camp, please address to the following:

Week #, Troop #, Scout's Name
Onteora Scout Reservation
3 Old Hunter Road
Livingston, Manor NY 12758

Lost and Found

Found items should be turned into the staff member of the closest program area. Scouts are encouraged to mark their belongings with their name and Unit number. At the end of each week, all Program Area lost and founds will be brought to the Administration building. Found items will be kept until the end of the summer, and then donated to a local charity.

Adult Leader and Senior Patrol Leader Meetings

There will be Adult leader meetings and Senior Patrol Leader meetings held each day over the course of the week. This will be one of the main methods of communication with the units.

Adult leader Meetings will be at the Longhouse Monday through Thursday at 10:30a. On Friday, each Unit will a meeting with the Camp Director individually. During one of our leader meetings, you'll have an opportunity to meet with our Scout Executive. He'll visit camp to get direct feedback from all the Unit leaders, as well as to give updates and future plans for Onteora and our Council.

SPL Meetings will be at the Longhouse 12:30p Monday through Friday.

Flag Ceremonies

We have flag ceremonies in the mornings and evenings between meal shifts on the James E. West field near the Longhouse. Important verbal communications and troop attendance reports will be given at flag ceremony. We encourage units to show their Scout spirit during troop reports. Any skits done at lineup should be kept timely, and should adhere to all Scouting guidelines on skits.

Opening and Closing Campfires

Each week there will be an opening and closing Campfire, located at the Ken Heim campfire ring. Come down for the Opening Campfire to be entertained by our Staff!

For our Closing Campfire, we encourage all units to participate in putting on skits, singing songs or telling stories. Scouts taking Communications merit badge will have an opportunity to help plan and act as Masters of Ceremony for the Closing Campfire.

To keep the campfires from going too late into the night, all skits, songs, and stories should be 3-5 minutes long. Every skit, song and story must reflect the Scouting values laid out in Scout Oath and Law.



Trading Post

Our trading post is stocked to serve you. We have Camp supplies, crafts, souvenirs, toiletries, and even uniform parts. Don't leave Camp without your OSR merch. You can also buy snacks, drinks, and ice cream. However, the Trading Post does NOT carry all merit badge pamphlets.

Camper cards are an option for parents of Scouts to give them money electronically. The Camper Card acts as a digital medium with which the Scout can pay at the trading post. All the Scout needs is to give their name and troop number at the register. Funds put onto the camper card are non-refundable and must be used at Onteora before leaving. Camper cards can be accessed at <https://www.onteora.org/CamperGiftCards>.

The trading post accepts cash, camper cards and credit/debit cards. A Credit Card Fee of 3.5% will be applied to all credit/debit card payments. A typical amount for a Scout to bring is \$70.

Typical Trading Post Hours (Subject to Change)

Sunday	10:00a-1:15p	2:15p-5:30p	6:45p-7:30p
Monday	8:30a-2:00p	3:00p-5:30p	6:45p-9:00p
Tuesday	8:30a-2:00p	3:00p-5:30p	6:45p-9:00p
Wednesday	8:30a-2:00p	3:00p-5:30p	6:45p-9:00p
Thursday	8:30a-2:00p	3:00p-5:30p	6:45p-9:00p
Friday	8:30a-2:00p	3:00p-5:30p	6:45p-9:00p
Saturday	8:30a-11:00a	CLOSED	CLOSED



Dining Hall Operations

Meal times

To accommodate the growing number of Scouts and leaders at Onteora, we split up our meal times. Breakfast and Dinner will be served family style and will be split into two meal shifts. The shift assignments will be shared by June 1st. Lunch will be served cafeteria style and will not have assigned shifts. This allows Scouts and Leaders to come anytime as they see fit during the longer lunch hour.

	Breakfast	Rolling Lunch	Dinner
First Shift	7:30am	12:00pm-	5:30pm
Second Shift	8:15am	1:15pm	6:30pm

The Longhouse is open 24hrs a day for access to coffee and shelter.

Each Unit will be assigned tables during their camp tour on Sunday. Breakfast and Dinner will be eaten at these assigned tables. Two waiters will be needed for each meal. It is up to everyone to clean up after themselves every meal.

Responsibilities of Waiters

Waiters will be responsible for setting their tables and for bringing food to their tables during Breakfast and Dinner meals. Breakfasts and Dinners to set their tables before the meal, and to bring the food to their tables during the meal. They will also assist with the clean-up of the dining hall.

After the meals, waiters must:

- Bring dishes up to the dish window
- Wipe down the table
- Sweep underneath the table, mop as necessary
- Have their table inspected and be released by the Dining Hall Steward

Seconds & Extra Food

When available, seconds will be offered to all Campers after everyone has been served. At all meals peanut butter and jelly sandwiches, fresh fruit, and other items are available.

Dietary Restrictions

Our healthy, delicious meals include plenty of vegetarian and allergen alternative options. We meet typical dietary needs but cannot create individual meals picky eaters. If you have more specific needs, please review the menu to determine what items you will need to bring to supplement the menu; our menu will be available on the web page by May 1. For any dietary restrictions, please fill out [this form](#) and email a copy to kevin.shea@scouting.org.

Handwashing

There is a handwashing station located on the shower house off the South end of the Longhouse. Adult leaders should encourage their Scouts to wash their hands before each meal.

In Site Cooking

Patrol and Unit based cooking is an important part of the Scouting program. While the dining hall provides all meals throughout the week, there is the option to cook some meals in your campsite if you choose. If your Unit wants to engage in cooking in site, please email the Camp Director at least two weeks before your arrival at Onteora. We provide you the ingredients, you provide the gear. Ingredients provided will reflect the meals in the dining hall. Anything extra from what we have in the Longhouse will need to be procured by the Unit.

Adult Leader Programming

From CPR training and Scoutmaster Basics, to Shooting Sports competitions and history hikes, we want to make sure the Scouts aren't the only ones having fun while at Onteora. Every day there will be different training opportunities as well as fun activities designed specifically for adult leaders.

Full list of fun to be announced in the Program Guide.



Les Cox Leaders Center

Located right in the heart of Camp in the James E West field, our leaders center provides adults the space and opportunity to work, connect to the internet, and charge their devices. There are charging lockers available for every campsite. There is additional WIFI accessible space available at the Training Center in the Longhouse whenever it is free from scheduled activities.

Leaders' Dinner

We appreciate the hard work leaders do, not only volunteering their time coming to camp but year round. As a thank you, we will be having a special Leaders only dinner every week to show our appreciation.

Opportunities to Help

We know some leaders come to camp looking for ways to help out. If any leaders want to help with supporting our merit badge counselors or want to work on service projects around camp, or even if any leaders are medically trained and would like to help our medical team during your time at Onteora, there will be an adult leaders information sheet available by April 15 at Onteora.org/resources.

Awards and Recognition

There are several camp-sponsored awards and recognitions that individuals and units can earn at Onteora each week. This section will outline the individual awards first, then those for units.

For Individuals

Honor Camper Award

This award is given by the adult leader of each Unit to **one** Scout who goes above and beyond during the week. Unit leaders will be called upon during the closing campfire to honor those Scouts.

Competition Champions

For every competition that takes place at camp each week, a winner must be named!

Scoutmaster Merit Badge

For adult leaders. If you are interested in earning Scoutmaster Merit Badge, the requirements will be released in the Program Guide in April 2024.

Distinguished Arrowman Service Award (DASA)

Awarded for service to the Order of the Arrow at Onteora. Further details will be released in the Program Guide.

For Units

OSR Elite

Complete all requirements found on page 22 by Friday at 4 pm, and your Unit will be recognized at the closing campfire by the Camp Commissioner.

490 and 500 Clubs

A Scout is clean! If your Unit receives a cumulative total of 490+ or 500+ on your site visitations throughout the week, you will be honored in the 490 or 500 club. Your visitation report and requirement list is found posted in your campsite, and will also be included in your welcome packet.

Unit Plaques

We encourage units to put up a plaque in the Longhouse. Design, create and work with the dining hall staff to put it up before you leave.

OSR ELITE

The OSR Elite Award is designed to recognize units who go above and beyond, in their week at camp, and in the Scouting movement. Units must meet the following requirements, and return this sheet (checked and signed) to the Camp Commissioner, by Friday, at 5pm.

1. A minimum of one Scoutmaster, or Unit leader, is present and on time at all designated.

Leaders Meetings

S__M__T__W__TH__F__ Head Commissioner Initials

2. The Senior Patrol Leader (or designee) must attend all Senior Patrol Leader Meetings.

S__M__T__W__TH__F__ Program Director Initials

3. A minimum of one Unit leader, earns the Scoutmaster Merit Badge .

Unit Leader name _____

4. Troop must make an average score of 90 or greater on campsite inspections

Head Commissioner Signature _____

5. Troop preforms camp assigned service responsibilities, ex: cleaning showers

Commissioner Signature _____

6. All Unit members wear proper uniform to evening meals and are on time.

Assistant Program Director Signature _____

7. Troop preforms at least one approved camp service project.

Head Commissioner Signature _____

8. At least 30% of the troop attends three of the campwide evening programs, at least one of which is an outpost.

Program Directors Signature _____

9. OA Members represent the Unit at the Order of the Arrow social.

OA Coordinators Signature _____

10. Troop plans and cooks at least one meal in their site.

Dining Hall Staff Signature _____

11. Troop plans and carries out their own campfire program.

Assistant Program Director Signature _____

12. Troop Demonstrates Scout Spirit and actively lives up to the Scout Oath and Law.

Troop Number _____ Campsite Name _____

SPL _____ Unit Leader _____

Head Commissioner Signature _____

Commissioner _____ Program Director _____

HONOR UNIT AWARDS (UNIT VISITATIONS)

Honor Unit Awards are reserved for those units that maintain high campsite inspection scores, for their weekly totals (up to 100 points a day). Our camp staff Commissioners will visit each site, following breakfast. During these visits, Commissioners will take note of any Unit or leader news, will reiterate important camp happenings, and will conduct a campsite inspection. Please be sure to pass along any positive and negative thoughts to our Commissioners at this time, as we strive to react accordingly as soon as possible.

GUIDELINES FOR OSR CAMPSITE VISITATIONS

Tents:

- Neat and orderly – tent flaps should be uniformly rolled up or down, as the Unit sees fit. Some tents will be missing ties; points should not be taken off for this reason. Flaps should not be tossed or folded back over the tent roof. Litter should not be present in tents.
- Bedding (sleeping bags, pillows, and blankets) should be in neat arrangement on the cot.
- Clothing should be folded neatly on top of the bedding, hung inside the tent, or stored in packs or baggage under the cot.
- Clothes lines should be strung so that they do not present a tripping or strangling situation (line should be 6 feet, or higher). They should be out of pathways used by campers.

Fire Protection

- Fireguard Chart needs to be filled out, posted, and followed.
- Fire tools should be readily stored near the fire ring with easy access. This makes a good pioneering project.
- The campfire area should be neat and free of litter. This is outdoor camping natural material all around us, points should not be taken off if a leaf or two is around. All combustible material should be 10 feet away from the fire itself. If it has unburned or partially burnt wood in the fire ring, it should be cold if no one is in the camp.

Troop and Patrol Equipment

- All camping equipment should be stored away and clean.
- Duty rosters need to be filled out and posted, along with camp schedule.

Campsite / Health / Safety

- The first aid kit should be visible to the observer.
- One vehicle is allowed in each campsite, and must display, at all times, an OSR authorized pass.
- A deduction of 5 points for each unauthorized vehicle will be made.
- Axe Yard – should be set up away from camp. It must be a full swing of an axe around all areas. It should be marked or easily recognized. Saws and axes should be stored properly.
- A hand washing station should be set-up and made available (hand sanitizer, etc.)

Bonus

- Camp gadgets, gateways, patrol/troop flags, and other site improvements are all highly encouraged, and will be rewarded accordingly. If your Unit chooses to do any of the above, please inform your visiting commissioner, upon their arrival.

UNIT VISITATIONS (CAMPSITE INSPECTION FORM)

	Possible Points	Mon	Tues	Wed	Thurs	Fri	Total
Tents							
Neat & Orderly Outside	10						
Neat & Orderly Inside	10						
Subtotal	20						
Fire Protection							
Campfire Area Properly Cleared & Secured	10						
Fire Tools Present & Readily Available	5						
Fireguard Chart Posted & Filled Out	5						
Fuel Properly Stacked & Sorted	5						
Subtotal	25						
Troop & Patrol Equipment							
Duty Roster Posted & Filled Out	5						
Equipment Cleaned & Properly Stored	5						
Camp Schedule Posted	5						
Troop & American Flags Displayed	5						
Latrine Cleanliness	5						
Subtotal	25						
Campsite/Health/Safety							
Campsite Neat & Free of Litter & Debris	15						
First Aid Kit in Camp & Visible	5						
Axe Yard Laid Out & Marked	5						
Axe Yard Tools Properly Stored	5						
Subtotal	30						
Bonus							
Camp Gadget (Not Hand Washing Station)	5						
Scout Spirit	5						
Subtotal	10						
Vehicles in Campsite							
Unauthorized Vehicles (deduct 5 pts each)							
Grand Subtotal	100						
Grand Subtotal with Bonus	110						

COUNSELOR IN TRAINING (CIT) PROGRAM

The Counselor in Training Program is an intensive training program designed to improve the leadership and instructional skills of Scouts aged fourteen and up. The skills a Scout will learn as a CIT will help them to become an effective leader in their Unit, their daily life, and potentially as a member of the Onteora Camp Staff. The Scout needs to be 14 years of age by the start of the program.

The application for our CIT program can be found at onteora.org/staff.

The Counselor in Training Program is divided into two weeks, separate from a Scout's week with their Troop. The course focuses on personal growth for the CIT. By concentrating on self-confidence, self-motivation, and initiative, CITs are able to realize a higher level of potential. CITs are trained in leadership development and teamwork by operating within the group to accomplish tasks. There is an emphasis on team unity and learning how to effectively set the example. Written evaluations help to gauge progress and improvement. This is a necessary preparation to be successful as a future staff member.

These weeks are designed to give CIT's the opportunity to serve under the tutelage of the Onteora Staff. The goal for the CIT is to gain a working knowledge of the responsibilities of a staff member, as well as getting a clearer picture of the structure of the Onteora Staff and its varied departments. Staff will work side-by-side and coach the CIT in the different program offerings within their respective departments.



GETTING TO KNOW THE STAFF

Onteora always strives to recruit the highest qualified people to fill the prestigious ranks of the staff. Volunteer Staff and Adult Leaders are also a vital part of the equation. Working together we form the Onteora Staff, one team with the common goal of delivering the best programs and camping experience to each and every Scout who camps at Onteora. We have a trained full-time staff of over sixty dedicated people. The staff undergoes a rigorous week of training prior to camp opening. The staff will assist your Unit in every way possible to provide exceptional customer service & ensure each camper gets all OSR has to offer.

ONTEORA SCOUT RESERVATION KEY FOUR

In the BSA structure of a residential Scouts BSA Summer Camp, there are three designated administrative positions, referred to as the Key Three. At Onteora, we also have a Reservation Director, boosting it to a Key Four. These key staffers manage the key elements of the camp (Safety/Administration, Program, and Customer Service). Together, they will work to supply the entire OSR Staff with the knowledge, training, and resources necessary to ensure you have an amazing experience at Onteora.

THE RESERVATION DIRECTOR

The Reservation Director oversees the entire TRC Camping operation and is ultimately responsible for everyone at Camp. There are specific directors for each area of Camp Operation, including Program, Operations, Medical, Food Service, Business, and the Trading Post. With safety and logistics well in hand, the focus turns to create a positive and fun camping adventure in which our aim is that all campers (youth and adult), experience as much of OSR as possible.

THE CAMP DIRECTOR

The Camp Director oversees the entire OSR operation and is ultimately responsible for everyone at Camp. There are specific directors for each area of Camp Operation, including Program, Operations, Medical, Food Service, Business, and the Trading Post. Everyone works together with the common goal of ensuring the health, safety, and welfare of all individuals. With safety and logistics well in hand, the focus turns to creating a positive and fun camping adventure in which our aim is that all campers (youth and adult), experience as much of OSR as possible.

THE PROGRAM DIRECTOR

The Program Director oversees the program at camp. They work with the Area Directors to make sure that their staff is prepared to work with each Scout, providing quality instruction and ensuring the Scouts earn their badges. The Program Director leads all camp related activities from flags to evening program. Ultimately, the Program Director works with Scouts and Scouters to make sure that they are getting the most out of their camping experience while at Onteora.

THE HEAD COMMISSIONER

The Head Commissioner is your Unit's best resource for customer service. Whether it's to answer a question, help with scheduling, solve a problem, procure supplies, listen or visit for a cup of coffee, the Head Commissioner is here to serve as your Unit's summer camp liaison. The commissioner staff ensure that your week at camp is constantly evaluated & improved upon.

“WE ARE HERE FOR YOU AND THE SCOUTING PROGRAM. PLEASE LET US KNOW WHAT WE CAN DO TO MAKE YOUR EXPERIENCE A BETTER ONE.”

INTERESTED IN JOINING THE TEAM?

We are always looking to build the best team possible each summer. Do you think you know a Scout or Scouter who has what it takes? Tell them to fill out a 2024 Onteora Staff application at onteora.org/staff. Even if the Scout is unsure of what they'll be doing this summer, fill one out! Once an application is filled out, a member of the Camp leadership can reach out with more information.





ONTEORA SCOUT RESERVATION

Land in the Sky

