



# CAMP HORSESHOE NEW TROOP GUIDE

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This guide is to provide troops that have never attended Horseshoe information about traditions, programs and activities that may never have been experienced at other camps. This information will help you prepare for your visit and aid in your acclimation to our camp. It is also a great tool for new leaders of returning troops.

All the information in this guide has been pulled directly from our program and leader's guide with the purpose of summarizing as well as acting as an easier point of reference. Additional important info exists in these other guides so please review them as well. In addition to our planning forms PDF you will find other forms in these guides that you will need throughout your stay.

Our guides and planning forms, as well as other documents you will need as your prepare for camp is located at <http://www.cccbsa.org/HSleaderguides>.

**Administrative Contact:**

Questions about billing, scheduling, or reservations – Amy Dalesandro, Camping Administration  
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# **WELCOME!**

Dear Scoutmasters,

Thank you very much for choosing to spend your summer camp experience with us at Camp Horseshoe. We have a great summer staff that will carry on our strong traditions and deliver an excellent program for your Scouts this summer.

We would like to invite you to watch the retreat ceremony and have dinner with us in the dining hall. After dinner, we will have a meeting on the front porch of headquarters where we will collect medical forms, go over the merit badge schedule, answer questions, and offer tours of the camp.

Each evening at 5:45 p.m., we gather on the parade field for the retreat ceremony where we pay our respects to the flag. For this ceremony and for the evening meal, we request that all Scouts and leaders wear a full field uniform (class A), but require at least a field uniform shirt. Please make sure that all Scouts and leaders bring their uniform shirts with them to camp.

The Horseshoe program continues to improve each year. As you are planning your week, please take note of our expanded merit badge offerings and new Scout training programs.

Yours in Scouting,

Camp Director

## **Visitors**

Friends and parents are encouraged to visit on Saturday from 2:00 p.m. until 10:00 p.m. For youth protection and liability reasons, the Camp Director must approve all other visitations prior to arrival. Weekday visits are disruptive to the camp and are not suggested. All visitors must sign in at Headquarters. Visitors cannot be accommodated in the dining hall. Please leave pets at home.

Under no circumstances may children who are not registered Boy Scouts with a troop staying in camp, or their registered adult leaders, stay overnight in camp. Violators will be promptly escorted from camp.

## The Pre-Camp Orientation

All Scoutmasters and senior patrol Leaders are cordially invited to Camp Horseshoe for our retreat ceremony followed by dinner at **5:45 p.m.** the Tuesday before your troop is scheduled to arrive in camp. Immediately following dinner, approximately at 6:45 p.m., there will be an **IMPORTANT MEETING** on the front porch of the Headquarters Building, where program schedules and general camp business will be discussed.

Please be sure to bring with you copies of your troop's medical Records so that the camp health officer can review them. By bringing them to this meeting, they can be reviewed and incorrect forms can be corrected before the start of camp. Medical Records that are correct will be kept at the Health Lodge, expediting the check-in process on Sunday.

This meeting is an excellent opportunity for leaders to ask questions and meet the camp staff. In addition, any changes in the program from what is published in this guide will be discussed, including possible additions and revisions of the merit badge schedule. Therefore, this Tuesday evening meeting is highly recommended for troop leaders, both new and old to Horseshoe.

As it is understood that it may not be possible to attend this meeting due to distance from Camp Horseshoe, a staff member will contact you by phone that evening to determine if you have any questions.

## Arrival

Please plan to arrive at camp no earlier than 1:00pm and no later than 2:30pm. Vehicles will be greeted at the main parking lot and directed to the drop-off point for each campsite. All vehicles must be unloaded promptly and returned directly to the parking lot. Staff members will be on hand to help move equipment to the site. Due to safety concerns, vehicles will not be able to drive to the campsites. An exception is made for a truck, van, or trailer carrying troop gear, provided that it remain in the site for the remainder of the week.

## Check-in Tour

A staff member will guide the troop to the Health Lodge as soon as all gear is stowed and everyone (both Scouts and leaders) have changed into a bathing suit, a tee shirt, and shoes. Every Scout and leader must check in at the Health Lodge upon arriving at camp. Any medication to be taken at camp should be brought to the Health Lodge at this time.

**The Health Officer must review all prescription drugs and decide how they are to be dispensed during the week.** Scoutmasters may choose to keep some medications in a locked and secure location in the campsite, but even these medications must be checked in at the Health Lodge upon arrival.

After visiting the health lodge, a staff member will lead the troop to the shower building, the quartermaster's store, and the dining hall to explain the procedures concerning these areas. Scouts or leaders with dietary restrictions should plan to alert the dining hall of those restrictions at this time. We stock options to accommodate vegetarian, gluten-free, dairy-free, and most major food allergies by default. Our kitchen is nut-free. Scouts or leaders with dietary restrictions other than those listed above should ask their Scoutmaster to notify the camp at the Tuesday night Scoutmaster's meeting the week prior to your arrival.

## Swim Check

Immediately following the check-in tour, a staff member will lead the troop to the pool for their swim tests. Every Scout and leader planning to use the Pool or Boat Docks must take a qualifying test on Sunday afternoon. Late arrivals can take a make-up test at 9:00am the next day. The following ability groups have been created in accordance with national BSA Safe Swim Defense policies:

**Non-Swimmer** (White tag): No test

**Beginner** (Red/White tag): Jump feet-first into water over your head, level off, and swim 25 feet; make a sharp turn and return to the starting point

**Swimmer** (Blue/Red/White tag): Jump feet-first into water over your head, level off, and swim 75 yards using any strong stroke on your stomach or side, swim 25 yards using a resting backstroke, rest by floating

## Retreat and Evening Program

A camp-wide Retreat Ceremony begins at 5:45pm on the parade field. All attendees must be in Class A (Field) Uniform. Although full uniform is preferred, a uniform shirt is the minimum standard. Staff will be available to assist those who are unfamiliar with the ceremony. Please plan to arrive at 5:30pm on the first day.

Dinner immediately follows retreat every day. On Sunday there is a Scoutmasters' meeting immediately following dinner, and a guided tour is offered for those new to camp. The program director will introduce himself and outline the retreat ceremony as well as the schedule for the evening. A retreat summary outline can be found on page 31 of the program guide.

After the tour and meeting, everyone should return to their campsites to unpack and settle in. A camp-wide opening campfire is put on by the staff at 8:30 pm.

## Planning Advancement

Merit badge choices will be submitted the day you arrive at camp. We staff our camp to ensure the Scouts are able to take the badges they want.

The merit badge program is described completely in the program guide. Take some time to look over the schedule and the descriptions of the badges, consult with your Scouts individually, and help them assemble a realistic, satisfying schedule for the week.

It is likely that additions and alterations to our merit badge schedule will occur between the time this guide is published and your arrival at camp. Changes will be announced at the Tuesday night Scoutmaster's meeting the week prior to your arrival and will be available through the camp office. Please don't finalize individual schedules until you have confirmed them with the camp.

First year Scouts who are currently working towards their first few ranks are encouraged to take part in the Trailblazers program, emphasizing the skills for Tenderfoot through First Class.

## Planning Special Troop Activities

We believe that the best leadership method in Scouting is the patrol method. Camp Horseshoe's program will help strengthen and build patrols. There are many opportunities for your troop and patrols to pursue some special interests while at camp. Some of the more popular activities include troop archery shoots, rifle shoots, swims, climbs, and tubing in the Octoraro River. The special troop archery and rifle shoots and climbs are held from 9:00 - 10:00 a.m., Monday through Saturday, at the respective ranges. Troop swims and tubing begin at 7:00 p.m., Monday through Friday. Tubing will meet at the Quonset hut located near the dining hall. You can find the troop activity Form to indicate your choices in the planning forms document. The troop activity form will also be available upon your arrival at camp. All special activities will be arranged by the program director at the Sunday evening Scoutmaster's meeting. Because of the number of troops in camp, a lottery system may be used to distribute the program activities among the troops.

### Helpful dos and don'ts:

- Do allow Patrols to plan and carry out some of the things they think of and want to do.
- Do allow for and suggest some free time so that a Scout can go and experience interesting areas of camp with a pal or two.
- Do be sure that throughout the week Scouts achieve personal advancement while having fun.
- Do set a tone that lends real class to any troop. Insist on manners, good fellowship, sportsmanship, clean fun and a clean camp.
- Do informally talk to each Patrol every day so that you know what is going on.
- Don't allow Scouts to get too busy to enjoy themselves. Camp should be a challenge, but not a grind.

## **Commissary and Quartermaster**

### **The Allen Memorial Dining Hall**

#### **Meals**

Meal times are one of the most active and fun times of the day. Troops and patrols are encouraged to lead cheers and sing while in the dining hall. Breakfast program includes a Big Idea for the day, which is presented by an adult leader from a visiting Troop. Lunch and Dinner program always includes a song. Mealtimes also provides time for messages from department areas advertising the special programs they're running that day, so be sure to pay attention!

We serve all of our meals family-style, with 8 people to a table. Each table needs to send one person for KP for each meal to serve as waiter. Your waiter will be responsible for setting up the table, getting seconds when you run out, and cleaning the table after the meal. He should arrive at the Dining Hall 15 minutes before Breakfast, Lunch, and Retreat. Please remember that everyone – even guests – needs a Field Uniform (class A) shirt for dinner.

#### **Outpost Thursday**

The dining hall is closed on Thursday; Troops will prepare their meals in their site. Troops are expected to provide their own cooking gear, and Scouts should bring their own eating utensils and mess kits. Food is available for pick-up at 7am, 11am, and 3pm. An outpost meal order form is available on page 26 of the program guide.

#### **Tuesday Lunch Ticket**

At Tuesday's lunch, admittance to the dining hall will be granted to only those with a stamped postcard or letter written to parents or friends, so bring your address book! If you forget your stamps and envelopes, consider buying one of our Camp postcards to send home instead.

### **Trader Bill's Trading Post**

#### **Merchandise**

The trading post offers soda, snacks, Merit Badge materials, craft supplies, souvenirs, and a good selection of Scouting gear, including knives, backpacks, camp gadgets, and hammocks. The trading post is also the only place to purchase ammunition tickets for the open rifle and shotgun shoots that happen throughout the week. It's also where you can purchase tickets to the Life to Eagle or Order of the Arrow snacks that happen on Tuesday and Wednesday, respectively. Authorized adult leaders are welcome to set up a running tab for their Troop at the Trading Post, which will be billed to the troop at financial checkout on Saturday. Adults wishing to celebrate special occasions can also order pizza or ice cream for their Troops (please provide 24 hours' notice).

Store Hours:

Sunday: 10am-12pm, 1pm-5pm

Monday-Saturday:

9:00am-12:00pm

2:00pm-5:00pm

7:00pm-8:30pm

Saturday evening: 9:15-10:30pm

### **The Old Quonset Hut – The Quartermaster's Store**

The Old Quonset Hut is where patrol Leaders and adults can sign out tools for general maintenance and service projects. It's also where you'll find supplies such as hand soap, paper towel, toilet paper, and sanitizing solution for your latrine. The Old Quonset Hut is open weekdays from 9:00am-11:00am, 12:30pm-2:00pm, and 4:00pm-5:00pm. It's open on Saturdays from 9:00am-12:00pm, and Sunday from 9:30am-12:00pm and 1:15pm-5:00pm.

## **Scoutmasters' Lounge**

The Rossiter Visitors' Center, which is adjacent to Headquarters, serves as the Scoutmasters' lounge. The lounge is air-conditioned and has wireless internet access. Charging stations, cold water, and coffee are available at all hours. Please note that although you are welcome to conduct administrative tasks here, it is not an appropriate venue for troop committee meetings, boards of review, or other gatherings which would preclude its use by other adults.

## **Resources for Scoutmasters**

### **Schedule of Meetings**

Scoutmasters should plan to attend, or send a representative to, each of the following meetings:

Tuesday, 6:30pm (week before arrival) – Pre-Camp meeting. At this meeting, the camp commissioner reviews the commissioner's guide, the final merit badge program schedule, and makes other important announcements. health forms are checked for completion and returned if there are any errors. Tours of campsites and program areas are offered. Feel free to arrive at 5:45 to watch Retreat and join us in the dining hall for dinner on us. Meets at HQ porch. Please remember to wear your Class A uniform if you're joining us for dinner.

Sunday, following Dinner – Welcome Meeting. At this meeting, the Directors of each department area introduce themselves and provide an overview of their programs. Meets at HQ porch.

Monday, following Lunch – Emergency Protocol Meeting. At this meeting, the camp director reviews emergency procedures with adult leaders. Meets out the main Dining Hall doors, by the salad bar.

## **Resources for Senior Patrol Leaders**

### **Schedule of Meetings**

Sunday, 5:40pm – Welcome Meeting. The Program Director introduces himself and outlines the retreat ceremony and the schedule for the evening.

Monday, 6:45pm – Day 1 Check In. The commissioner and program director introduce themselves, provide feedback about the week so far, and describe the evening's camp wide game or event.

Wednesday, after Vespers – Mid-Week Check In. The commissioner checks in with SPLs to troubleshoot any problems they're experiencing. He introduces the camp wide game or event and provides information about outpost.

Friday, 6:45pm – End-of-Week Check In. The program director provides information about the Friday and Saturday Camp wide games and events, the closing campfire, and merit badge makeup sessions.

Scoutmaster Belly Flop – Points for style!

Greased Pig – The SPL of each troop attempts to retrieve a greased watermelon from the pool.

## Important Events & Deadlines

Sunday, 8:30pm – Opening Campfire

Monday, 9:00am – Bring your Patrol Leaders to Headquarters to register for Standard Troop and Standard Patrol.

Monday, Wednesday, Friday, 8:30pm – Camp wide Game or Event

Wednesday, Siesta – Check in with your Patrol Leaders regarding Patrol Logs and service projects

Thursday – Outpost Day

Saturday, 9:00am-12:00pm – Merit Badge make-up sessions and open programming. Standard Troop and Standard Patrol Applications due at noon.

Saturday, Siesta – Silver Buckle Vote

Saturday, 2:30pm-4:40pm – Paul Bunyan Field Day *or* Water Carnival

Saturday, 8:30pm – Closing Campfire

Sunday, 8:30am - Chapel

## Saturday Special Events

Starting at 2:30pm on Saturday, Camp Horseshoe hosts either the Water Carnival (weeks 1, 3, 5, and 7) or Paul Bunyan's Field Day (weeks 2, 4, and 6) at the Pool and Campcraft, respectively. The following is a list of exemplar activities for each event. Expect to see a couple of these classic events at your game, as well as some new ones.

### Paul Bunyan Field Day

String Burning – Two scouts build and start a fire to burn through a string. Scouts must provide their own all-natural fire-building materials; matches will be provided.

Paul Bunyan Look-a-Like – One adult leader from each Troop will impersonate Paul Bunyan. Babe, the blue ox, and other accessories are optional, but highly encouraged.

9-Knot Relay – One Scout races to tie the basic knots on himself in the correct locations.

Heaving Bar – One Scout throws a rope over a suspended beam. He then uses the rope to tie a clove hitch to a stake in the ground, a timber hitch around a log under the beam, and a sheepshank to shorten the rope and raise the log.

Giant Clove Hitch – Four Scouts tie a clove hitch around a tree while remaining outside of a 3-ft radius.

Two-Man Saw – One Scout and one adult work together to saw a log.

### Water Carnival

Tube Wrestle – One Scout from each Troop tries to remain on a giant tube in a last-man-standing contest.

Canoe Tug-of-War – Four Scouts from each Troop compete in this feat of strength.

Lazy River – One adult from each Troop swims the length of the pool feet-first.

Raise the Colors – Four Scouts work together to raise a flagpole using a masthead knot.

Scoutmaster Belly Flop – Points for style!

Greased Pig – The SPL of each Troop attempts to retrieve a greased watermelon from the pool.

## **Saturday Financial Check-out**

On Friday evening each troop will sign up for a time slot Saturday morning to meet with the camping administrator with your total cost for attending Camp Horseshoe.

## **Sunday Departure\***

### **Chapel and Religious Service**

Directly after breakfast, an interfaith worship service will be conducted on Chapel Hill. Although music selections will be largely from Christian sources, every effort is made to make Scouts and Scouters of all faith traditions feel welcome and comfortable. Readings are commonly pulled from American poets, Abrahamic and Eastern scriptures, and Native American writings. Scouts or Leaders wishing to lead a specialty service for a specific faith tradition or a Scouts' Own service should contact the Program Director by Wednesday to schedule a location and discuss materials available. Directions to local Protestant and Catholic churches are available at Headquarters.

### **Packing and Cleaning**

After Chapel, you'll have a few hours to finish packing up your campsite. Please remember to leave the site in as good condition as possible. Any damages should be reported to Headquarters so they can be addressed before the next Troop arrives. Please be sure to return all tools borrowed to the Quartermaster's Store and your US Flag to Headquarters. There is no "final inspection" at Horseshoe; we trust you On Your Honor to leave your site in good condition.

### **Sunday Lunch – Noon**

Lunch on Sunday is quite a show! We start 30 minutes earlier than usual so that we'll have time to present awards, sing two of our most popular songs, and allow some extra time for inter-Troop cheering. At this meal, troops and patrol are welcome to donate plaques to the Allen Memorial Dining Hall for permanent display. Sunday lunch is not to be missed!

### **Final Checkout**

After lunch, you are welcome to leave as soon as your site is in good condition. Please remember to return any tools you may have borrowed to the Quartermaster's Store. Before leaving, **double check that you have your medications and blue cards.**

### **Medical Forms**

Medical forms should be pick-up at the health lodge prior to your departure. Forms left will be shredded.

**\*Arrangements can be made to leave on Saturday if preferred.**