

A Planning and Operations Manual for the Webelos Woods Program.

A Project Proposal Thesis

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Abstract

Reasons for Writing this Project

Most Webelos Woods directors have a vague familiarity with the Webelos Woods program that is held each year culminating with the highest honor in Cub Scouting, the recognition of the Arrow of Light ceremony. Webelos Woods' purpose is the introduction of the Cub Scouts in grades 4 and 5 for the transition to joining a troop. Troops are invited to teach sessions to the Webelos Scouts for a day, and in turn the Webelos are given the opportunity to see troop camp sites and to talk to them about their program. It is also an opportunity for troops to give back to Scouting by providing a service in teaching sessions. When I was to shadow the current Webelos Woods director years ago, to learn how to put the program together and then run it, my predecessor had to leave, and I found myself as the director. I asked my predecessor if there was a manual that directed me as to what to do, and he said, no. However, I had some knowledge of what it should look like, only because I was a range master the year before, but I did not know the logistics in putting the program together. This operation manual will provide others who take over being the Webelos Woods director position in the future a detailed step by step guide for the program, from a timeline, sessions and registration, to the logistical operations.

Who Will Benefit from this Project

The relationships between Cub Scouts and a Scout in a troop will continue to grow and the Webelos Woods Program offers a unique

perspective of another boy guiding another boy as is one of the prime directives in the Scouting program. Webelos Woods give a practical meaning to the phrase, “boy lead” since the sessions are taught by the Scouts of a troop with adult supervision. The most challenging transition in Scouting is the one between Cub Scouting and Boy Scouting, between the Webelos Scout den and the Boy Scout troop. The planning of transitional events, like Webelos Woods, offers both cubs and Scouts an opportunity to come together to meet a common goal. You need to make the transition special and inviting. A carefully planned Webelos-to-Scout transition program helps Webelos Scouts in several ways: It introduces them to Boy Scouting skills and future advancement experience, it gives them the opportunity to see youth leadership at work in the troop by teaching the sessions, and a Scout the sense of their own potential as youth leaders, it allows them to become more confident and enthusiastic about the patrol method, it gives them a desire to become part of the troop and a result of gradual exposure to troop related activities, plus Webelos Woods gives the cubs a small glimpse into the world of troop Scouting. Webelos Woods also offers events for the Webelos Scouts to continue to fulfill their requirements as outlined in their books. Most of the events are a partial credit with them finishing them back in the pack.

This thesis is designed to assist Webelos Woods directors on the operations in planning and putting the program into practice. It will also benefit the Scouts who will be active participates in the event as well as the troops who will be recruiting for their troop for new membership. All Scouts and volunteer deserve a well-planned program.

Scope of this Manual

This manual is designed to give anyone who will be the next Webelos Woods director a formative and practical informational packet of materials to plan and run a Webelos Wood event. It is my hope that this manual serves as that reference. Let this writing be a basic guide in putting together a Webelos Woods event and be adaptable for your use.

Special Note

Siblings are not allowed at our the Webelos Woods event due to not being able to accommodate them and for liability issues. They are allowed to attend the Arrow of Light (AOL) ceremony after 5:30 PM with other guests. Put this statement on the registration page so that you do not have anyone showing up with siblings.

Acknowledgements

This work was inspired by my service to the Boy Scouts of American as an adult leader. I have served in a variety of positions as a Scouter: assistant Scoutmaster for Troop 1089, unit commissioner for Pack 599, district and council trainer, assistant advisor of the Order of the Arrow and an Eagle Scout Board of Review representative. There are many fellow Scouters whom I want to thank for training, mentoring and coaching me along my Scouting career. They all have been influential in some ways in contributing to this writing.

As an assistant Scoutmaster, I worked with some great Scoutmasters who have been dedicated to Scouting's purpose. They always put the boys first in scouting and continued the purpose of Scouting. They come from a variety of areas. The particular gentlemen are from Troop 1089, Mustang District, Sam Houston Council Area: Mr. Gene Colgan, Mr. Bruce Hadley and Dr. David Rypien.

As a unit commissioner, I have worked with several individuals who showed me the way and gave advise in my commissioner duties. Dr. Russell Williams suggested the commissioner program to me, which lead to become the roundtable commission for three years. Rachel Miller gave wonderful advice and guidance to the position of unit commissioner for a pack. I count them as dear friends and great teachers.

I mention two Scouters who helped me define and refine my thesis. They are Dr. David Rypien, who was my advisor for the thesis. He helped me to put down all my ideas into perspective and was always there to answer my questions. Pam White sat down with me and went over my

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I also want to thank my husband, Dr. David Jackson, for his continued support during the whole process and my son, Alex, who is a constant reminder why Scouting is important in developing young men.

Finally, thanks to the parents and other leaders in Troop 1089, who makes Scouting an adventure and a worthwhile endeavor.

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Webelos Woods Program Defined

Although this thesis was written from the perspective of running a Webelos Woods program in the Mustang District in the Sam Houston Area Council, it can be used as a guide for any district in the Boy Scouts of America. Our event is usually held on the second weekend in February at Camp Brosig, a council camp near our district. Throughout this guide, I have used my district, council and camp location names as a reference. However, each district and council may set their times, locations, fees, activities and other particulars that work best you. You can substitute your council, district and camp location for mine. Webelos Woods is a weekend program for boys in grade 4 and grade 5, where they will campout out for two nights and participate in at least 7 session events led by a Boy Scout troop. They will also engage in two shooting sport events: Archery and BB Gun shooting. On the second evening there will be a campfire program lead by a Scout troop, and then for those Webelos that are eligible to do their cross over ceremony, called Arrow of Light Ceremony, where the Order of the Arrow's ceremony team will run the program inducting those eligible boys into the Boy Scouting program. Represented troops may be on hand to place the troops scarf on them, if the Webelos know what troop they plan to join. The whole program is run by troops with adult leaders, key staff and a director. The program ends on Sunday morning after the Scouts Own Program. This thesis was written from the perspective of running a Webelos Woods program in the Mustang District only.

Prep Work by the Director

As a director, you will need to start right away with several items. As soon as you finish the program event, wait two weeks and let your District Executive (DE) know what date you want to run Webelos Woods for the following year. The program is usually the second weekend in February. However, do check with the Sam Houston Council (SHAC) web site to make sure you are not in conflict with another event. Along with securing the date, you also need to put in a request with SHAC to reserve Camp Brosig. Do not wait. There will be other districts wanting to schedule their program at Camp Brosig. Once both of these items have been secured, make sure you have written confirmation, and then send out a notice to all the packs in your district announcing the new date and location for the following years' event. The sooner they know, the more likely they will add it to their planning calendar and attend. The next item to address now that you have a date and place, is to let your Order of the Arrow advisor know so he/she can add it to their calendar for a ceremony team to do the Arrow of Light cross-over ceremony. The director or her team, will also select which topics to offer for Webelos Woods and within those topics, which requirements to cover in the session. See Appendix N for a sample for grade 4 and 5.

Marketing Webelos Woods Program

Once the date and location is set, create a flyer with the following pertinent information: Date and location, director's contact information, and dress it up with a picture. Then run copies and take them to each month's roundtable for distribution. You can send out email reminders

in addition to giving them to the unit commissioners to hand out during their pack/den visits. (See Appendix A).

The next item to address for marketing is to update the district web site with the new date and location. If you can, state the registration date or tentative registration time. You will need to contact your web site manager for this to be done.

Another marketing tool is to visit packs in the district and talk about Webelos Woods or if time permits, show a short power point presentation of the boys in action at the previous Webelos Woods. Give the audience a preview of the wonderful events that they will be able to participate in. (See Appendix B)

Then send out a personal invitation to participate in Webelos Woods for the Webelos in grades 4 and 5. Obtain the pack email list for the Cubmaster and committee chair from your DE and send out an email of the date and a brief summary of activities and where to register.

Cost for Participants

Registration is typically completed by the den or pack leader. The cost break down is published on the website. Webelos Woods is typically held rain or shine unless there is going to be dangerous weather. The cost for Webelos (4th and 5th graders) is \$15, the cost for adults is \$10 and the cost for Webelos Arrow of Light participants is an extra \$10 (to pay for program and arrow). A drop down menu is provided on the registration site for each area. Not all districts will have the same pricing.

Webelos Woods Patch

It is best to work with the SHAC Scout Shop to order the patches for the participants at Webelos Woods. A stock patch has low cost and is readily available. You can use the same patch for several years by just changing the border around the patch. You will need to change the date for each year. You will need to decide on the design and put an order with your council Scout Shop and create a purchase order (PO) which will be sent to your DE. The DE will approve it, and the Scout Shop will then place the order. Deciding on how many to order will depend on the number of 4th and 5th graders that have sign up.



Please note, Scout troops do not get a patch, but a service ribbon which can also be ordered through the Scout Shop. They are low cost (around \$10) and look really nice. On the troop ribbons the words printed would be, “Webelos Woods Session Leader Feb. 10th, 2018” as a sample.

District Web Site Webelos Woods Information

Location

The information that should go on the district web site for registration should include the following: Date and place of the event, and the cost

in a short paragraph. You can also add other forms of information as policies and procedures along with a sample schedule. Packs are encourage to print the following document of information: (pages 10-23). See examples below in bold print:

Webelos Woods Program, Feb. 9-11, 2018

Camp Brosig

1893 Trenckmann Rd., Sealy, TX 77474

Webelos Woods is a campout at Camp Brosig, for our area for Webelos Scouts. Fourth grade Webelos Scouts will work on adventures and shooting sports. Fifth grade Webelos Scouts are introduced to the many outdoor adventures of Boy Scouting, including shooting sports.



Registration and Cost

Registration opens in December

Registration is typically completed by the den or pack leader. Webelos Woods is typically held rain or shine, unless there is going to be dangerous weather. Costs reflex Mustang District only.

\$15.00 Webelos Scouts (4th and 5th grade)

\$10.00 Adults

\$10.00 Arrow of Light participant, optional for 5th graders
extra (includes arrow)

Roundtable



All Webelos den leaders are encouraged to attend the December and January roundtables. There will be information about Webelos Woods during the breakout session. Uniforms are not required. Roundtable is a district monthly meeting typically held the second Thursday of the month (except for June and July) at Memorial Drive United Methodist Church (12955 Memorial Drive, Houston, 77079) at 7:00 pm to help unit leaders plan and carry out their own program.

Equipment



Suggested pack equipment: dining fly, firewood, pack flags, first aid kit, folding table, lanterns - propane or battery for campsite, small propane stove, cooking gear - pots, pans, utensils, food, cleaning gear - dishwashing soap, buckets water containers

Suggested den equipment: lanterns, dining fly, firewood, folding table, trash bags, camp duty roster (see example below)

Suggested personal equipment: ground cloth, tent, sleeping bag, extra blanket, pillow, mess kit with eating utensils and plate/bowl, drinking cup / water bottle to carry with you during all activities, uniform, two

days worth of clothes, extra clothes, jacket/sweatshirts, rain gear, hat, personal toiletries, personal medication, pajamas/nightwear, flashlight, extra batteries, camp chair, Webelos Handbook, camera, BSA Annual Health and Medical Record Parts A & B for All Scouting Events (required for every participant)

Hints: Remember that winter weather in Texas is quite unpredictable, so ensure that your den is properly prepared for warm, cool, or heat and wet weather. Before sleeping in cold weather, make sure to change all clothes (clothes worn during the day hold moisture and keep you colder at night), put on clean, dry socks and wear a hat. Your body heats itself most efficiently when it's enveloped in a layer of warm air. If your clothes are too tight, you're strangling the heat right out of your body. Dressing in loose layers helps aid this convection layer of air. Tight clothes or too-tight boots can also restrict blood flow. Cold-weather campers need the three W's: a wicking layer (long underwear), a "warm" layer (fleece) and a "wind" layer (waterproof shell). Drink lots of water and eat snacks. Keep your feet dry. Please make sure personal items are labeled with Scout's name, so they can be found when they arrive in lost and found.

Schedule

Friday	
5:30 pm	Camp opens, unloading, parking, set-up campsite. Den leader check-in with Registration
9:00 pm	Cracker barrel: den leaders and staff meet in the pavilion (den leaders are required to attend)
10:30 pm	Lights out

Saturday	
6:00 am	Reveille - breakfast preparation and cleanup
7:30 am	Campsite clean-up. Registration opens
8:00 am	Opening ceremony- Flagpole near the ranger's house (alternative: pavilion) Presentation of colors, patrol grouping, staff introduction, announcements, and a song
8:30 am	Sessions 1-3* (50 minutes per session with 10 minutes travel time)
11:30 am	Lunch in campsites
12:30 pm	Sessions 4 - 7
4:30 pm	Dinner in campsites
5:30 pm	Flag lowering ceremony
7:00 pm	campfire at campfire bowl (wear field uniforms). Arrow of Light ceremony** follows campfire. (Please extinguish all campsite fires, turn off all lights and remain "silent," if remaining in your campsite during the ceremony)
10:30 pm	Lights out

Sunday	
6:00 am	Reveille, breakfast and cleanup
9:00 am	Interfaith worship service in the chapel (wear field uniforms)
9:15 am	Check out after the service. Camp must be cleared by 11:00.
11:00 am	Camp closed

All participants should carry a water bottle at all times. Encourage Scouts to stay hydrated by drinking plenty of water.

*Some adults may return to camp during session 3 to begin lunch preparations.

**The Arrow of Light Ceremony will be directly after the campfire presentation. Everyone is encouraged to attend. If you choose to return to your campsite, please remain quiet in respect for those in the ceremony. Sound carries easily in the evening. We would like to keep the ceremony special for the participants. Thank you for your cooperation.

Policies, Procedures and Guidelines

Membership: Scouts eligible for this year's Webelos Woods must be registered members of a Webelos den and meet the requirements of Webelos den membership as established by the Boy Scouts of America. No siblings may attend, due to liability issues.



Activities: There will be separate tracks for 4th grade Webelos Scouts and 5th grade Webelos Scouts. There will be a total of seven events at each age level. If you are the den leader for a mixed den, the whole den should register and participate as a group. Whether the den participates in the 4th grade Webelos Scout circuit or the 5th grade Webelos Scout circuit is the choice of the den leader.

All Webelos Scouts will participate in activities with the den in which they are registered. No individual Webelos Scout should be wandering the area beyond the main camping and events areas. During program sessions, all Webelos Scouts shall remain with their den in their assigned session. To reduce the amount of walking required and conserve time between activity sessions, dens will move together from one session to the next, and all sessions will be arranged for easy movement. Event markers will be posted at each site. The green numbers on yellow banners will mark the 4th grade Webelos Scout activities and the yellow numbers on the green banners will mark the 5th grade Webelos Scout activities.

Parking: All parking will be in designated parking lots. Boy Scouts and other volunteers will be assisting with parking. Please follow their directions. Their goal is to get the vehicles parked as safely and quickly as possible. BSA policy forbids anyone to ride in the back of a pickup truck or in a trailer. Vehicles should be unloaded and moved to the parking lot as soon as practical, to allow others access to the campsite roads. Do not set up campsite tents or gear until vehicle has been taken to the parking lot. Camp speed limit is 10 mph.

Medical Forms: BSA Annual Health and Medical Form Parts A & B (for All Scouting Events) must be completed and signed for every person in attendance. These forms must be presented at the registration desk and kept on hand for the duration of the event.

Campsites: Final campsite locations will be given to the den leader at check-in. Campsite assignments will not be granted until the names and medical forms of all Webelos Scouts and adults attending have been verified. Campsites will be identified by pack number. Multiple dens within a pack must agree amongst themselves how to share the available space. A den number or name should identify each den area where possible. No adult shall sleep in a tent with any boy other than his or her own son.

Leadership: Webelos Scouts will be under the supervision of the den leader and other adults in attendance at all times. The welfare of all Webelos Scouts is the joint responsibility of the den leader and the accompanying adults.

Alcoholic Beverages: Alcoholic beverages are not permitted at Scouting functions. Anyone found possessing or consuming alcoholic beverages will be required to leave the site immediately.

Non-Scouting Equipment: Guns, sheath knives and other similar gear are not acceptable for Scouting activities and are prohibited. Any equipment in this category will be held by the Webelos Woods staff and returned to the den leader upon checkout.

Knives and Axes: Knives may not be carried by Webelos Scouts at Webelos Woods, even though they may have earned their Whittlin' Chip. As there will be little room for a proper ax yard in the pack/den

campsites, axes should not be used, except in the Boy Scout camping area in an appropriately designated area. Axes may be used only by adults and Boy Scouts who have earned their Totin' Chips. Webelos Scouts may use knives for meal preparation or similar activities under adult supervision.

Campfires: In the absence of a fire ban, wood-fueled campfires can be built in the campsites but should only be built in camp-supplied fire pits. Ground fires are not allowed! Fires shall be attended at all times and shall be extinguished before departing the campsite for events or retiring to tents. You will need to bring your own firewood; there is none available at the camp. Campsite fire rings are not designed for large bonfires. Please keep fire contained and flames less than two feet above the ground. No liquid charcoal fluid or liquid fuel is allowed, per Sam Houston Area Council policy.

Cooking Fires: Cooking fires built of charcoal should be placed in existing cleared areas, if possible. No holes should be dug for fires. Metal garbage can lids, barrel bottoms, or the camp-supplied fire pits should be used to contain the charcoal fires. No cooking on the ground.

Pack/Den Spirit: Each pack/den should have a pack/den yell, and the pack/den is welcome to demonstrate it during the events portion of Saturday and at closing campfire.

Uniforms: All Webelos Scouts and leaders should have a field uniform shirt and either the khaki or dark blue version of pants or shorts (Scouts only). This uniform shirt should be worn while traveling to Webelos Woods and at the opening flag ceremony. During the campfire on Saturday night, all Webelos Scouts should wear a complete Webelos Scout uniform. This is particularly important for those planning to receive

their Arrow of Light. During the activity sessions on Saturday, an activity uniform (Scouting t-shirt) may be worn.

Insects and Poisonous Plants: As always, be prepared to defend yourselves against mosquitoes, chiggers, and ticks. You should also come prepared to treat fire ant bites and poison ivy. Venomous snakes may be under brush, in the tall grass or around firewood. Use caution when reaching or passing these areas.

Meal Suggestions: Meals on Friday night should be simple to prepare or should be prepared in advance and brought from home. The Saturday morning meal should be suitable to get the Scouts through a long and tiring day. Saturday lunch should be a light meal requiring minimal preparation, as the lunch period is limited. Saturday evening's meal will be a good opportunity for the Scouts to display their expertise with some type of silver turtle or other meal prepared as a team. Do not wash dishes in the latrine sinks, as grease and debris will clog the drain lines.

Den Leader Meeting: The den leader or his/her designated representative must attend a den leader's meeting on Friday evening at 9:00 p.m. at the Webelos Woods headquarters in the pavilion. Questions about check-in materials received or the schedule of activities can be resolved at this time. Any additional information on activities will also be presented at this meeting.

Weather: All dens must be fully prepared for the weather conditions typical for this time of the year. Make sure to bring enough clothing to be as comfortable as possible during the weekend. Pack clothing for warm temperatures and a few for cold temperatures if the weather changes. If severe weather occurs during Webelos Woods, three blasts on an air horn will indicate that ONE adult leader from each pack should

meet at the pavilion for instructions. In some cases, some or all of the activities may be suspended for safety reasons during periods of severe weather.

Train: There is a train that passes near Camp Brosig several times during the night. It is required by law to blow its whistle at every grade crossing (intersection with a road). Foam earplugs tend to dampen the intensity of the whistle, potentially permitting the wearer a more restful night.

Checkout: Final checkout of all dens must be completed by 10:00 a.m. on Sunday. Dens not wishing to stay Saturday night may check-out with the Webelos Woods director prior to sunset on Saturday.

Events: The Webelos Woods program offers a variety of popular activities following the activities as outlined in the current national program. Some sessions will include specific activity badge work in a show-and-do format, while others will introduce the Webelos Scouts to skills useful in the Boy Scout program. Although some of these sessions will involve activity badge work and correspond to activity badge requirements, the Webelos Woods instructors will not sign off any Webelos Scout requirements. The responsibility and authority for this rests solely with the Webelos den leader.

Camp Site Expectations:

General Campsite Appearance:

- 1) US flag displayed correctly
- 2) Unit/pack flag displayed
- 3) Personal gear stowed properly
- 4) General appearance of campsite

Cooking/Dining Areas:

- 1) Food properly stored, and coolers secured
- 2) Cooking fires safe distance from tents (10 feet)
- 3) Duty rosters posted (example at end of document)
- 4) First aid kit readily available
- 5) Water bucket or hose for fire pit
- 6) Garbage stored properly

Duty Roster	Water	Cooking	Cleaning	Fireman
Saturday Breakfast				
Saturday Lunch				
Saturday Dinner				
Sunday Breakfast				

Photographs: Notice! Please be advised that promotional videotaping/photography may be in progress at any time at an event. Your entrance constitutes your agreement that the council and district has the right to reproduce your likeness in videography/photography for promotion (e.g., publications, internet, newspaper).

Scouting Safely: The BSA's Commitment to Safety is ongoing and we want you to know that the safety of our youth, volunteers, staff, and employees cannot be compromised. *BSA Guide to Safe Scouting* policies must be followed and all participants must follow youth protection guidelines at all Scouting events. Highlights include:

- *Two-deep leadership is required on all outings required.
- *No one-on-one contact between adults and youth members is allowed.
- *The buddy system should be used at all times.
- *Discipline must be constructive.

You can also include readings for your leaders to view the following sites:

- *Youth protection guidelines
- **Guide to Safe Scouting*
- *Enterprise Risk Management

When it is time for your web page to go live for sign up, add a button on the district web page that says, “registration,” which will take the participants to the Doubleknot web site to register.

Pack Equipment and Personal Gear:

Suggested Equipment List:

Dining fly

Firewood

Pack flag

First aid kit

Folding table

Lanterns-propane or battery for campsite

Stove- small propane

Cooking gear- pots, pans, utensils and food

Cleaning gear- dishwashing soap, buckets

Water containers

Suggested Den Equipment List for Scouts:

Tents and ground cloths for campers

Sleeping bag, extra blanket and pillow

Mess kit and utensils

Drinking cup/bottle to carry your water

Uniform (field and activity)

Change of clothing-at least 2 days worth (warm and cold weather).

Rain gear, hat, sleeping clothes

Personal toiletries (soap, towel, toothpaste, toothbrush and comb)

Flashlight, camp chair and handbook

Doubleknot Registration

Our district uses Doubleknot for our registration. Doubleknot will also provide reports and registration tracking. In the Doubleknot web site for registration, you will want to have the following drop-down menu: grade level selection for grade 4 and grade 5, another one for AOL participation and another one for adults. (Appendix C). This way, you will have separate totals for each grade level and for the AOL ceremony. You will base your session rotations based on the numbers. Once all your registration ideas are completed, notify the web master to make your registration link live.

Office Supplies

It is good to have some office supplies at the onsite registration/check-in area where the packs will be checking in with their medical forms and getting their camp assignments. Some people forget them. Medical forms stored on a CPU jump drive will not be accepted; this is a BSA policy. All medical forms are to be hard copies. You need to have paper copies for all people on the property. Each pack will need to hand in a completed medical form for all Scouts and adults when they check in Friday evening. Your registration person will need some ink pens, a computer with internet (we have brought our own), a printer and some blank medical forms, tape, maps of the property for camp site locations, a stapler and staples, copy paper, paper clips. Depending on your situation, there could be other items to have on hand. Troops will keep all medical forms for their troops with their Scoutmaster.

Key Leaders and their Responsibilities

Create a spread sheet of official positions with the following columns:

Position, Volunteer Name, cell #, home #, email and “confirm 1” and “Confirm 2.” The “confirm” columns means they have agreed to be in that position. It is best to get two confirmations. (Appendix D).

Registration Person

Your first key leader will be your registration person, who will work with you to set up the Doubleknot page, rotation roster, check in, camp site assignments and collection of medical forms and fees. Double check to make sure each medical form is complete. This person and you must come up with a working plan of action and be in sync with the above mentioned items. Check-in on Friday evening will begin with the registration person. The registration person will check-in all packs and troops. Collect medical forms and have some blank medical forms on hand for those who forgot theirs (Appendix E), check for fees to be paid, check off the Arrow of Light participants, and with the director, help assign camp sites (Appendix M). Older troop Scouts may be assigned certain duties to assist at the discretion of the registration person/camp director.

The Webelos Woods director will fill in the in-camp rosters for the ranger. They will also complete a tally sheet. The short-term camping roster must be given to each troop that is camping, then return it to the registration person (Appendix F). Then the Registration person or director will also submit a short-term camping roster (appendix G).

Shooting Sports Staff

You will need two key people for your shooting sports. One person will run the archery range and the other person will run the BB gun range. Both people must be certified and will need to give you their certification card. Make a copy of their card and submit it when you fill out the order form for the equipment (archery bows and arrows, the BB guns) from council. This is done online (appendix H). Friday evening or early Saturday morning, the ranges will need to be set up. At Brosig, all the equipment set up is in the large barn. Archery will need the following items set up: tall netting for backdrop, target holders, small table, and cones to act as quivers. The BB gun range will need orange plastic fence netting to hold targets, tables and chairs for bench shooting, targets and BBs. Both ranges will have warning signs posted, which are in the large barn. Also each range will need to put up the “red” flag when the range is open. Your trained shooting sports people will know what needs to be done to run a safe range. The current link to the check-out equipment form is www.samhoustonbsa.org/request-shooting-sports-equipment

Quartermaster Cook

The person in this position will be doing the cooking for your key staffers. He/she will be responsible for cooking the Friday evening crackle barrel (the meeting you will have with the pack leaders), Saturday breakfast, lunch and dinner, then Sunday breakfast. Usually a budget of around \$400 should be sufficient. It all depends on how many key staffers you will be feeding. Our camp also feed Saturday lunch for those small troops that come for the day, and charge each person \$5 per meal. Fill in the spreadsheet for meals sold and for each person who pays for a meal and then give them a meal ticket. Keep the meals simple. (See appendix I for

a sample meal plan and appendix J for meal money collection form). Your quartermaster will give you a receipt of his/her expenses for reimbursement. You will need to give your quartermaster a budget to work from.

Medial Officer

It is good to have someone on staff who is certified in first aid, or is a nurse or a doctor, to take care of the incidents that may happen during the weekend. You will need to post and give out the cell number for this person to the packs and troops. Normally, the only things that happen are cuts and minor incidents. Brosig has its own first aid room and is supplied with basic medical supplies. Packs and troops are encouraged to bring their own first aid kits and Scout medications. Packs and troops will dispense their own Scouts' medicines.

Trading Post Lead

This is an optional item for Webelos Woods. The trading post we run usually sells candies, small bags of chips and drinks. It is also a good idea to make posters for the cost of items. Sometimes the trading post sells batteries, small flashlights and other items that they may have on hand. Whether rain or shine, it is a good idea to have a canopy over the tables for the trading post. After dinner time, the canopy is taken down and items put away. Also by the trading post, a water station of 4-5 coolers is set up on a picnic table.

Sessions/Troops to Teach the Sessions

Sessions will be troop lead and are not a part of the key staff. They will camp on the property and do their own meals. You will need to contact the Scoutmaster and see if they would be willing to teach a session for

the day on Saturday. The troops will teach the sessions on the topic they had been assigned and are responsible for bringing whatever materials they need to teach the session, unless other arrangements have been made. See appendix K for the rotation schedule. When you contact the troops, do include a copy of the requirements which they are to cover for their session. These sessions will not have the time to fulfill the all requirements, but only do about 4-5 requirements. The session would have been selected by the director and registration person and other staff members well in advance and which requirements will be taught at Webelos Woods. You can go to the national BSA Cub Scout web site and read the requirements for each adventure. In appendix K is a copy of the 2015-2016 requirements. You should check the requirements each year to be up-to-date on the program, since it does change. The events for grade 4 are: Archery, BB guns, First Responders, Stronger, Faster, Higher, Earth Rocks, Into the Woods, and Webelos Walk About and Pioneering Bridge and Knots. The events for grade 5 are: Scout Transition, First Responders, Scouting Adventure, Camper, Archery, BB guns, Iron Chief and Pioneering Bridge and Knots. Depending on your situation, you can offer other session topics. You will need to refer to the Cub Scout Program for their requirements and the topics. The Scouts will rotate from one session to another. Each session is about 45-50 mins. long. There is a rotation for grade 4 and one for grade 5. (See appendix L) The first column is to list the packs for that rotation. You need to make it clear to all packs that they need to follow the rotation, as written. Overlapping will not work. I use an air horn to have them move to the next rotation, and it has really worked out well. Also, tell the troops not to release the Scouts from the classes early. Obtain a list of troops and their contacts from your DE, and then send out a personal invitation to each troop,

inviting them to help at Webelos Woods to teach a session topic. I usually address the email to the Scoutmaster and committee chair. See sample below:

Dear John and Sean,

I would like to invite your troop to help at Webelos Woods this year, Feb. 9-11th, 2017. This is a great opportunity for a troop to give back to the Cub Scout program and for the Scouts to earn service hours. (Then, list what areas you need help in, along with a description of what you want the troops to teach the Webelos. Ask them if they will be camping, so you can reserve a campsite for them.)

Service Troop/Crew

The service troop or crew is responsible for helping to set up the sessions with equipment, put out the water coolers by the trading post, make sure the restrooms are stocked with paper, and are clean throughout the day.

Campfire Program

A troop will do the campfire program that will take place Saturday evening beginning at 7 PM at the campfire area on the property. They will build the fire with the guidance of an adult. Since it will be used also for the Arrow of Light ceremony, it will have a specific style. Consider the height of the fire that will help to cast lighting during the programs. There is a water hookup with a hose to use at the end of the evening. The fire must be completely extinguished with water and stirring. It is also best to have a few shovels to tend to the fire and put it out. The program itself

should include the following items: jokes, skits and song. These can come from the troop, or a pack can also participate. Packs wishing to participate will need to get with the troop and get their activity approved. This will be mentioned at the Friday night leaders meeting.

Arrow of Light Ceremony/Program

In preparing for the Arrow of Light Ceremony (AOL), it is best to order the arrows ahead of time, (several months before the actual program) to guarantee you will have them for the AOL ceremony. There are several vendors you can order them from. Look at a few and select the one that offers you the best pricing. I usually have the OA chapter advisor for ceremonies order them and then do a money transfer into their account for the arrows. This should be done after the books have been closed for the event. Email your DE to let her/him know. Make sure you have the receipt for the turn in. This should be done after the books have been closed out for the event.

The next part for the program is to put a troop in charge to build the fire. The same fire is used for the AOL ceremony as for the closing campfire. The AOL ceremony follows the campfire program. It is nice to have a drum to beat. If a drum is not available, you can improvise with a plastic bucket and bat. It will still make a good sound. The ceremonial team will direct all aspects for the evening and bring regalia.

After the AOL ceremony is completed, parents like to take photos of the boys with the ceremony team. Your OA chapter ceremony person will direct this activity.

Friday Night Check-in

Friday night arrivals will begin checking in between 5:50-6:00 pm. The Cubmaster will bring all medical forms to the registration person at the check-in hut, as well as payment for any fees owed. The registration staff will check each medical form for completeness and have changes made that are needed. There will be blank medical forms for those needing them. Once medical forms have been verified, the registration person will confirm the number of AOL candidates and check to make sure all fees are paid. An accurate number of candidates and their name is needed for the AOL ceremony call-out. Every participant (adult and Scouts) is given a wrist band. One color is for grade 4 and another color is for grade 5. Once all paperwork is accounted for, the pack will be assigned a campsite. If they are returning from last year, they are given their same campsite. It is an incentive for the following year. Packs are allowed to drive their vehicle to the campsite and unload. The vehicle must then be parked in the large parking lot field across from the registration check-in hut. The pack trailer can be parked in the campsite, but no other vehicles. If there is no fire ban, a small fire made be made only in the fire pit. They need to have their own firewood.

Troops check in just to get their campsite assignment, and to obtain a camp roster sheet. The roster must be turned into the registration staff or to the director by 8:00 am Saturday morning for troops staying for the entire weekend. Troops or crews coming in for just the day will sign a roster upon arrival at the registration hut. We have to turn in a tally of all people in camp. We also have to record what campsite they are in. Sometimes the director has to chase these forms down.

The troops and crews that come for the day usually arrive early Saturday morning and must check in with the registration or director. If they are eating with the staff, then a fee of \$5 per person for lunch will need to be collected.

Some troops that come on Friday will start to set up their session areas; otherwise, they do it early Saturday morning. The service troop or crew will bring copies of their medical forms to the registration hut.

Campsites

The director and registration person will assign campsites when the packs and troops check in on Friday evening. We usually give them the same site they had the year before, unless changes need to be made for logistical reasons. Have a map of the area and the campsites, so you can write on it when you assign the sites. This will also be very helpful in locating people if an emergency should arise. Troops tend to have the campsites in back of the property (See appendix M).

Leaders Meeting

Friday evening at 9 PM in the main pavilion will be a leaders meeting for packs and troops. The Cubmaster and an assistant will attend to pick up materials and the Scoutmaster and his Senior Patrol Leader (SPL) will attend to pick up troop materials. The Cubmaster materials will include the rotation sheets for grade 4 and grade 5 (see appendix L), a Webelos Woods weekend schedule of times, activities location map, camp policies, and an evaluation form (see appendix O). The phone numbers

for the director and medical person will be given out, as well as the location for first aid. There will be questions answered that anyone may have. This is a good time to talk about not leaving fires unattended, and other safety issues. Following the meeting, there will be a cracker barrel of crackers, cheeses and beverages like coffee, tea and hot chocolate. The quartermaster will set the cracker barrel items up and will do the cleanup. The leaders meeting usually lasts about 45 minutes.

Opening Flag Ceremony

The opening flag ceremony will take place at the flag pole at 8:00 AM led by a troop and a pack (ask each at the Friday night check-in, or request via email a week before the event). Sound the air horn to bring all packs and troops to the opening flag ceremony. Scouts will present the colors, then do staff introductions, announcements and a song. The flag is stored in the small storage box by the flag pole.

Flag Lowering Ceremony

The lowering of the flag will take place at 5:30 PM. A Cub Scout pack will lower the flag (arrangements made ahead of time). Camp assembly is at 5:20 PM (can use air horn for assembly). After the ceremony, make evening announcements (time of campfire and AOL ceremony), as well as camp behavior during AOL ceremony. If troops are not attending the ceremony, stress to them that they need to be very quiet and have a very low campfire.

Saturday Evening Guests for AOL Ceremony

Guests or family members that will be attending the AOL ceremony may start arriving at 5:30. There will be no accommodations for them until after that time. They must park their vehicles in the main parking lot. At around 6:30, guests and Scouts will assemble at the campfire ring for the campfire program and AOL will follow immediately thereafter.

Sessions Clean Up

Clean up for the sessions will begin immediately after the last session time. The service troop or crew will assist those troops that need help.

Interfaith Worship Service

An interfaith worship service will take place at the flag pole or camp chapel at 9:00 AM. In your district, there is usually a spiritual leader to lead the program. The whole camp will participate in the program. Print the service on legal size paper, so you can fold it in half to make a booklet. On the cover (page 1) you can add a background of nature, and if you can afford it, print the worded sections in color. A sample of the program is at the end of this thesis.

Evaluations

It is a good idea to have each pack or troop fill out an evaluation sheet on the event, so you can collect feedback on the activities and overall program. See appendix 0 for a sample evaluation form.

Finances

The major finances that will incur for a Webelos Woods event is based on the program you offer. The program we have been doing for the past couple of years only involves expenses of the quartermaster meals (about \$350) , wood for the campfire/AOL ceremony (donated), arrows for the arrow of light ceremony (about \$300), targets for archery and BB gun shooting sports, and BB pellets for the BB gun range, and a few office materials as needed. Your expenses receipts will be turned into SHAC for reimbursements.

Closing and Departures

Sunday morning after the interfaith worship program, all troops and packs must leave Camp Brosig by 11:00 am. All trash must be carried out and put in the dumpster outside of the gate. All packs and troops are instructed to do a Leave No Trace program upon leaving their campsite, and to clean the bathrooms. The last group to leave will be the director and registration person. The director will lock the gate. See appendix Q for administration closing of Brosig Camp.

Appendix

These are the forms we have used in our Webelos Woods program, but they can be adapted for your own use.