



**MEDICINE MOUNTAIN**  
SCOUT RANCH & ADVENTURE BASE

**2019 ADMINISTRATION SECTION**

**SUPPORT & HELP**

(605) 342-2824

[reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org)

[www.camp.blackhillsbsa.org](http://www.camp.blackhillsbsa.org)



# 2019 ADMINISTRATION SECTION

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## 2019 ADMINISTRATION SECTION

### WELCOME TO CAMP

Scouts and Scouters,

We have an amazing program in place for the 2019 season at Medicine Mountain! Whether you are a Cub Scout, Boy Scout or tenured Scouter; we have something for everyone. From our ATV course to our various high adventure programs you can rest assured that both Scouts and Scouters alike will have a mountain-top experience in the Black Hills.

Along with a few additions and the continuance of our long-standing traditions here in the Black Hills since 1976, we've worked to plan the best program for Scouts and Scouters alike throughout the nation. A great program is not possible without an amazing staff and we have hand-picked our team from around the country. The staff and I encourage everyone who comes to Medicine Mountain to try new things, test your abilities and open your minds and imaginations to new adventures; but above all else, have fun!

The Administration Section contains most of the details regarding camp. The Point of Contact (POC) and Unit Leadership should carefully read this section to ensure the unit is prepared for the summer camp experience. After reading the Administration Section, leaders should also pay close attention to the Program Section. This is where all the detailed information regarding programming can be found.

If you look through this guide and find that there is information missing, please share that with our team. We are always looking for suggestions to improve for next year. The Black Hills Area Council appreciates your continued support of the Scouting Program and sincerely hopes that this year's summer camp will be one of your greatest scouting experiences. We look forward to seeing you here in the Black Hills of South Dakota!

Warm Regards,

Stewart Smith  
Council Program Director



# 2019 ADMINISTRATION SECTION

## WELCOME TO CAMP

### Guiding Principles of Medicine Mountain

#### BSA Mission Statement

The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

#### Medicine Mountain Mission Statement

The mission statement of Medicine Mountain Scout Ranch & Adventure Base is to provide a safe, fun, and rewarding experience for Scouts and leaders while maintaining the standards of the Scout oath and law.

#### Scout Oath

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times  
To keep myself physically strong  
mentally awake, and morally straight.

#### Medicine Mountain Grace

For the beauty of Sunlit Waters,  
For the peace of Tree Covered Hills,  
For the nourishment of Our Bodies;  
And for our love of Medicine  
Mountains Scouting Spirit,  
We Thank Thee, Oh Lord.  
Amen

#### Scout Law

A Scout is:  
Trustworthy  
Loyal  
Helpful  
Friendly  
Courteous  
Kind  
Obedient  
Cheerful  
Thrifty  
Brave  
Clean  
& Reverent

Medicine Mountain Scout Ranch & Adventure Base is an equal opportunity facility that does not discriminate on the basis of sex, color, race, creed, or religion.



# 2019 ADMINISTRATION SECTION

## THE DETAILS

### Pricing Information

#### Registration Prices

REGISTRANT TYPE	EARLY BIRD	STANDARD PRICE	LATE PRICE
Youth	\$275	\$300	\$325
Adults (18+)	\$110	\$135	\$160
1-9 Scouts	1 Adult Free		
10+ Scouts	2 Adults Free		
Partial Week Adults (84 hours or less)	\$65	\$90	\$115
High Adventure Participation	+\$50 per Two-Day Program *See Details Below		
Expedition: Black Hills	Custom Pricing   Call 605-342-2824 for Details		

#### How We Look at Registration Prices

Medicine Mountain Scout Ranch & Adventure Base looks at what is owed on an individual level, and not on a unit level to determine what price a youth or an adult pays to attend camp. Meaning, Johnny & Jane Scout can make full payment before the early bird deadline to achieve the early bird price, while Julie & Jeffrey Scout do not make the early bird deadline and then will have to pay the standard price. Simply put, youth and adults will not be burdened due to miss payments of other individuals in their unit. If you have questions about this method, please give us a call at 605-342-2824 or send an email to [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org).

#### Payment Methods

Online payment may be made through our online reservation system by using a credit or debit card. Alternately, personal or troop checks can be sent to our reservations office. The address for our reservations office is 144 North Street, Rapid City, South Dakota 57701.

**ALL CHECKS MUST BE MADE PAYABLE TO BLACK HILLS AREA COUNCIL**

#### Parent Portal

Parent portal allows the registration contact for the unit to provide the parents in their unit with access credentials, so they can make payments and complete data entry for their scout(s). By default, this option is not activated, however, can easily be activated by the unit's registration contact. If the Parent Portal is not used, then the unit has two options: enter all this information or allow the parents full access to the registration by giving each one the registration number and email address. The latter opens privacy concerns because each parent can see the information for all the other scouts. By using Parent Portal, units are shifting this data entry to the parents while also only allowing a parent to see their own scout's information.



# 2019 ADMINISTRATION SECTION

## THE DETAILS

### Early Bird Pricing

To lock in the early bird price, individuals (youth or adult) must make full payment no later than 11:45PM MST on March 15, 2019. Please be advised that **checks must be postmarked** by March 15, 2019, to obtain early bird pricing.

### Standard Pricing

To lock in our standard pricing, individuals (youth or adult) must make full payment no later than 11:45PM MST on May 1, 2019. Please be advised that **checks must be postmarked** by May 1, 2019, to obtain standard pricing.

### Late Pricing

Late pricing will go into effect at 11:46PM MST on May 1, 2019, for individuals not yet paid in full. **Walk-ins to Medicine Mountain** will be charged the late price plus an additional \$25 convenience fee.

### Checks

**Checks must be made payable to “Black Hills Area Council.”** Checks not made payable to “Black Hills Area Council” will be returned to the sender. Checks that need to be returned will not be applied to the due balance of a reservation.

### Available Discounts

DISCOUNT	DOLLAR AMOUNT	APPLICABLE TO
Returning Unit (Past 3 years)	\$10/per Person	Youth and Adults
New Crossovers	\$25/per Person	Youth *See Details Below

### High Adventure Pricing

Medicine Mountain Scout Ranch & Adventure Base offers 6 unique high adventure programs. Each program is 2 days in length (Monday – Tuesday & Thursday – Friday). Youth and adult participants can choose up to 2 high adventure programs to participate in during their stay at camp. Participants may also choose to do a high adventure program for two days and participate in merit badges for the other two days. Each two-day high adventure program is an additional \$50.00 on top of our base registration price. The Centennial Trail Hike is a 5 day / 4-night trek and the fee is an additional \$100 and participants in this program will only be able to complete this during their week at camp.





# 2019 ADMINISTRATION SECTION

## THE DETAILS

### **New Crossover Discount**

We understand that many units have new scouts coming into their Troops in the spring. It can be a nail-biting experience to get their summer camp paid in full before the early bird deadline. With the New Crossover Discount, units can submit the names and birthdates of Scouts that have crossed over in the spring of 2019 to [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org). Upon verification, Scouts will have until May 1, 2019 at 11:45PM MST to obtain the early bird price. After the standard price deadline, the price will increase \$25 per participant.

**NAMES MUST BE SUBMITTED BY MAY 1, 2019.**

### **Expedition: Black Hills Pricing**

Medicine Mountain Scout Ranch & Adventure Base offers an exclusive program to BSA units (Troops, Crews, & Posts) that is completely attraction based. Like a normal summer camp, units will arrive to Medicine Mountain on Sunday and depart on Saturday. However, instead of doing a traditional summer camp, units will tour the Black Hills Monday through Friday. There are literally hundreds of destinations and attractions to visit in the Hills.

Medicine Mountain's team of local experts will plan out the ultimate adventure in the Black Hills for your unit. This specialty program provides your unit with camping, transportation, admission to all the attractions on your custom itinerary, insurance, BSA tour guides, and meals. To get a free custom quote, give us a call at 605-342-2824 or send an email to [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org).



# 2019 ADMINISTRATION SECTION

## THE DETAILS

### Fall 2018 Registration Rewards Program

Units that place their deposit (\$10 per youth and \$5 per adult) by November 1, 2018, will get some gear to help their troop out. Reward levels are determined by the number of youth slots. Units should be aware not to reserve slots that they may not be able to fill. For every slot reserved, there is a \$50 non-refundable fee attached to it regardless of the amount paid on that slot. Units should only reserve slots that they know they can fill. Please read through the rules and notes below for our summer camp signup rewards.

- Rewards will be distributed upon the unit's arrival to the Medicine Mountain Scout Ranch & Adventure Base in 2019.
- Vendor product quantities and model versions fluctuate. If an item becomes unavailable we will replace it with an item of equal value. Units will be notified of these changes if they occur.
- If a unit places a deposit, but then later cancels, the unit will not be eligible for this rewards program.
- The unit's final rewards level will be determined on March 16, 2019, based on the number of youth attending. **The key is for the unit to place their initial deposit (\$10 per youth and \$5 per adult) by November 1, 2018, at 11:59PM MST to be eligible for this rewards program.**
- To qualify for this rewards program, a unit must submit their deposit for all youth and adults by November 1, 2018, at 11:59PM MST. Payment can be made online via most major credit or debit cards. If a unit is placing a deposit via check, the check must be postmarked no later than November 1, 2018, and made out to Black Hills Area Council.

### 2019 Summer Camp Webinars

Each unit attending our 2019 summer camp will be required to attend one of three webinars hosted by our Camp Management team. The dates and times are listed below. All three webinars will cover the same content and a Q&A session will follow each webinar. Questions asked at each webinar with their associated answers, will be posted on our website.

These webinars are intended to go over the details, upcoming deadlines, give units suggestions and tips, and answer any questions you have. A call-in number or web address will be communicated in advance of these webinars. We recommend that the Scoutmaster or Summer Camp Scoutmaster, Senior Patrol Leader, and your Troop Treasurer attend these webinars. These webinars are public and are open to anyone to attend.

March 13, 2019 at 5:00PM MST

April 17, 2019 at 5:00PM MST

May 15, 2019 at 5:00PM MST



# 2019 ADMINISTRATION SECTION

## THE DETAILS

### Refund Policy

All refunds must be requested in writing. Refund requests must be made on the schedules listed below. Please note that we will make equipment, vehicle, hire our staff and order supplies and food purchases based on the number of participants that you have reserved with us. As we make our purchases and hire our staff, those funds are no longer available for refunds.

**Refunds are not available for vacations, sports, band, events, summer school, school events or changing one's mind.**

All refunds must be requested in writing by email or written letter by the dates specified below.

- **\$50 per person is non-refundable.**
- Tracking overpayments, if any, is the responsibility of the unit. The refund of any overpayments must be requested before the unit's departure from camp. After their departure from camp, the unit will forfeit any overpayments.
- Unit paid fees are only transferable within the same unit to a Scout or adult leader not currently registered for that specific activity. Medicine Mountain high adventure fees are not transferable to individuals in the merit badge program.
- If a refund request is approved, refund checks will be issued to the individual or entity paying the original fee within 30 calendar days from the end of summer camp.
- Mail written refund requests to

Black Hills Area Council  
 Attn: Refund Committee  
 144 North Street  
 Rapid City, SD 57701

- Email refund requests to: [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org)

Written Requests made:	What is Refundable
30+ days before the start of your units week at summer camp.	\$195
10 to 29 days before the start of the event.	\$135
Under 9 days prior to, during or after camp	No Refund
Until the start of camp for all medical issues documented by a Medical professional.	TBD A minimum of \$50 is non-refundable. The remaining paid balance may be refunded in full for a medical issue upon the approval of the refund committee.



# 2019 ADMINISTRATION SECTION

## THE DETAILS

### Dates

#### Session Dates

<b>Week 1</b>	June 9 – 15, 2019
<b>Week 2</b>	June 16 – 22, 2019
<b>Week 3</b>	June 23 – 29, 2019
<b>Cub Resident Camp</b>	June 30 – July 3, 2019
<b>Week 4</b>	July 7 – 13, 2019
<b>Week 5</b>	July 14 – 20, 2019
<b>Week 6</b>	July 21 – 27, 2019

#### Important Dates

<b>March 15, 2019 11:45PM MST</b>	Early Bird Deadline
<b>March 13, 2019 5:00PM MST</b>	Camp Orientation Webinar
<b>April 17, 2019 5:00PM MST</b>	Camp Orientation Webinar
<b>May 1, 2019 11:45PM MST</b>	Standard Pricing Deadline
<b>May 1, 2019 11:45PM MST</b>	Special Dietary Requests Deadline
<b>May 1, 2019 11:45PM MST</b>	Crossover Discount Deadline
<b>May 1, 2019 11:45PM MST</b>	Menu Selection Deadline
<b>May 15, 2019 5:00PM MST</b>	Camp Orientation Webinar

### Contacts

Have a question? Need some help? Reach out to our team!

#### **Stewart Smith, Council Program Director**

Ph. 605-342-2824

Fax: 605-342-2826

Email: [Stewart.Smith@Scouting.org](mailto:Stewart.Smith@Scouting.org)

#### **Denny Majeske, Assistant Council Business Manager**

Ph. 605-342-2824

Fax: 605-342-2826

Email: [Denny.Majeske@Scouting.org](mailto:Denny.Majeske@Scouting.org)

#### **Brent Nelson, Ranger**

Ph. 605-381-2522

Email: [Brent.Nelson@Scouting.org](mailto:Brent.Nelson@Scouting.org)



# 2019 ADMINISTRATION SECTION

## REGISTRATION SYSTEM

### Registration System

**BEFORE STARTING THE REGISTRATION PROCESS, PLEASE HAVE IN MIND THE NUMBER OF SLOTS (YOUTH & ADULT) YOU WOULD LIKE TO RESERVE. ONLY RESERVE SLOTS YOU KNOW YOU CAN FILL. ONCE A SLOT HAS BEEN RESERVED, THERE IS A \$50 NON-REFUNDABLE FEE ASSOCIATED WITH REGARDLESS OF THE AMOUNT PAID ON THE SLOT. YOU CAN ALWAYS ADD SLOTS DOWN THE ROAD. BE CAUTIOUS WHEN MAKING YOUR INITIAL REGISTRATION.**

### Making Your Initial Registration

1. Navigate to [camp.blackhillsbsa.org](http://camp.blackhillsbsa.org)
2. Under the "Reservations" tab, select "2019 Summer Camp."
3. Select which week your unit would like to attend camp.
4. Select the amount of youth, adults, and partial week adults you will be bringing to camp.
  - a. For Example; your unit would like to make a registration for 20 youth and 8 adults. 2 of your adults are coming in for Friday to help transport boys back home. Below is what you would select for each registration type.
    - i. Summer Camp Youth: 20
    - ii. Summer Camp Adult: 6
    - iii. Partial Week Adults: 2
5. Click the "Register Now" button.
6. Under "Register as Guest," enter the contact information for your registration. This individual will receive all communications from the Medicine Mountain Scout Ranch & Adventure Base. Typically, this would be your summer camp coordinator or Scoutmaster.
7. Click "Register as Guest" at the bottom of the form.
8. Select your council, unit type, and enter your unit number.
9. Select your unit's campsite preferences. All campsites displayed will be able to accommodate the size of your unit based on the numbers entered in step 4.
10. Enter any special needs in the "Campsite Preference Comment" box. Needs such as needs "handicap accessible site needed" or "unit leader with CPAP."
11. Enter phone numbers and the address for your unit's reservation contact.
12. Click "Continue."
13. You will now be on the "Attendees" tab of your reservation.
14. Enter attendee information by clicking on each attendee. This information does not need to be filled out at the time of booking. However, your unit will need to enter in all the information as summer camp approaches (including merit badge selection).
15. Click on the "Checkout" tab.
16. Please verify all information on this screen. You will be required to submit a \$10/youth and \$5/adult deposit. The "Paying Now" column will automatically populate with the required deposit.
17. After the information has been verified, click "Begin Checkout" located near the top of the page. It has a red arrow pointing to it.
18. Review and accept the policies and click "Next."
19. Enter a Billing name and address for your unit. This could be the reservation contact.
20. Click "Next."
21. Select your payment option. Then choose to pay with credit/debit card or by mailing in a check.
22. Click the checkbox saying you understand and agree to the listed items and click "Book Registration." Your registration contact will receive a confirmation email.



# 2019 ADMINISTRATION SECTION

## REGISTRATION SYSTEM

### Adding Additional Youth & Adults to Your Registration

1. Navigate to [camp.blackhillsbsa.org](http://camp.blackhillsbsa.org)
2. Under the "Reservations" tab, select "Existing Reservation Login"
3. Enter your registration contact's email address and your registration number. The registration number can be found in the confirmation email, sent to your registration contact from when your unit initially made the registration.
4. Click "Login."
5. You will now be on the "Summary" tab of your registration.
6. Click "add additional attendees." It has a green add symbol and scout shown to the left of it.
7. Select how many youth and adults you would like to add to your registration and click "Add Attendees."
8. Navigate to the "Attendees" tab, located the newly added slots and select them. Fill in information about these individuals.
9. Once done, navigate to the "Make a Payment" tab. You will need to pay any due fees for the newly added individuals.
10. After the information has been verified, click "Begin Checkout" located near the top of the page. It has a red arrow pointing to it.
11. Review and accept the policies and click "Next."
12. The billing name and address will already be filled in.
13. Click "Next."
14. Scroll down and select your payment option. You can choose to pay with credit card or by check.
15. Click the checkbox saying you understand and agree to the listed items and click "Book Registration." Your registration contact will receive a confirmation email.

**Special Note: Newly added attendees are not booked until payment has been received. This means that any merit badge selections will not be locked in.**

### Removing Youth & Adults from Your Registration

1. Call our team at (605) 342-2824 or email [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org) with your removal requests.
2. All removals and cancellations are subject to our refund schedule & policy. The refund schedule and policy are non-negotiable.



# 2019 ADMINISTRATION SECTION

## REGISTRATION SYSTEM

### Enabling Parent Portal

Parent portal allows the registration contact to provide the parents in your unit with access credentials so they can make payments and complete data entry for their scouts. This is a new feature in the online registration. Here is how it works:

1. Navigate to [camp.blackhillsbsa.org](http://camp.blackhillsbsa.org)
2. Under the "Reservations" tab, select "Existing Reservation Login."
3. Enter your registration contact's email address and your registration number. The registration number can be found in the confirmation email sent to your registration contact, from when your unit initially made the registration.
4. Click "Login."
5. You will now be on the "Summary" tab of your registration.
6. Click on 'Parent Portal' tab on the top right of the page.
7. Click the "Use Parent Portal" checkbox, which automatically generates a set of login credentials for each attendee on this registration.
8. Next click the "Parent Portal Credentials" button, which generates a report showing each set of login credentials. This report can be printed on Avery 5395 labels or to standard paper and cut into cards.
9. If you want to prevent parents from making payment or seeing the event fees, uncheck the "Prevent parents from making payments or seeing event fees" checkbox. Parents will not see any financial details or be able to apply for payments.
10. If you, the registration contact, want to prevent parents from choosing or changing class and merit badge selections, uncheck the "Allow Parent Portal class selection" checkbox below.
11. If you do allow parents to change class or merit badge selections, you will be prompted with another checkbox that allows you to be notified via email when a parent has made changes to their class or merit badge selections.
12. When a parent makes a payment, both you and they will receive an email notification of the payment.
13. Check the "Send me a registration summary email" checkbox to receive a summary email showing the amount paid and data entry status. Use the day's checkboxes to determine which day(s) you want to receive the summary email. The email will show the payment status and required data entry field status for each attendee. For example, if first and last name are required fields and an attendee has not completed those, you will see that it has not been completed yet.



# 2019 ADMINISTRATION SECTION

## CAMP POLICIES

### Camp Policies

Scouts and their leaders at camp are expected to live by the Scout Law at all times. Troop leaders are expected to instill this law in their Scouts and serve as an example to them. In addition to abiding by the Scout Law, Medicine Mountain Scout Ranch & Adventure Base has set forth the following policies. We thank you for your cooperation and understanding in helping us maintain high standards of conduct.

### Alcohol and Drugs

The use of alcoholic beverages and controlled substances is prohibited on any property that is owned or operated by the Boy Scouts of America. This policy will be strictly enforced for all those who use or visit our camp facilities. Violations will result in expulsion from camp and/or will be reported to authorities. Please note that marijuana is not legalized for use in the state of South Dakota.

### Tobacco

The use of tobacco products by anyone under the age of 18 will not be tolerated. BSA requires that adults use only the designated smoking area in the parking lot, away and out of sight from any youth camper or youth staff member. Possession or use of a vaporizer by youth is not allowed. Adults, please treat this like you would any other tobacco product.

### Disposable Plates, Bowls, Cups, Etc.

Medicine Mountain Scout Ranch & Adventure Base is proud to strive for 100% recycling. To assist in our efforts, units utilizing disposable plates, bowls, and cups must use paper products. Please bring your own trash containers and black trash bags for trash. Medicine Mountain will provide clear trash bags for recycling containers only.

***Please Do not bring styrofoam or non-recyclable plastic products.***

### Vehicles

No vehicles are allowed in camp during camp operation. Troop trailers and gear are transported to your campsite by your unit. A maximum of 1 vehicle per unit will be permitted on property at a time. Troop vehicles will be permitted to enter camp starting after Friday's closing campfire to remove their Troop trailer and gear. A maximum of 1 vehicle per unit will be permitted on property at a time. If non-camp vehicles are observed in camp throughout the week, a \$100 fine will be billed to the unit, per vehicle, per day. This fine is not pro-rated and non-negotiable.

### Uniforms

Scouts should be in class A uniform for assemblies, flag ceremonies, campfires and other ceremonies where uniforms are appropriate. Otherwise, we recommend a troop t-shirt or camp shirt be worn for other activities.





# 2019 ADMINISTRATION SECTION

## CAMP POLICIES

### Pets & Animals

Pets of any kind are not permitted in camp at any time. Please do not bring your pet from home. Be sure to inform any visitors, parent drivers, or guests that they should also leave their pet at home. The BSA makes only one exception to this for resident Camp Rangers and their families. An additional exception can be made for service animals with appropriate paperwork.

### Requirements for Participation

To qualify for participation in Medicine Mountain Scout Ranch & Adventure Base activities, all campers, youth, and adult, must have a completed and current Personal Health and Medical Record. ("Current" is defined as being signed by a doctor, or approved medical practitioner, within 12 months of the day your unit departs camp.) There are no allowable exceptions to this rule. **Children and/or siblings of those registered for a specific program, including Cub Scouts, are not to attend unless the program has been specifically designed with adequate facilities to handle them.**

### Adult Leadership

Two adult leaders per unit must be on-site at all times. One leader must be over the age of 21; the 2nd or assistant leader may be 18 or older. If proper adult leadership cannot be arranged for, the unit must be sent home. (If your unit is having difficulty finding 2 leaders, please contact the Camp Director as soon as possible so we can assist you in finding a second leader or arrange for a surrogate leader.)

### Provisional Scouts

Scouts that cannot attend with their unit may attend camp as a provisional Scout. Prior to camp, we will refer provisional Scouts to units that are willing to host them for the week. Scouts will not be allowed to check into camp unless accompanied by a unit. Please let us know if your unit is willing to host a provisional Scout.

### Security Wristbands

The security and safety of all of our campers are paramount. All campers, youth, and adult will receive a wristband with their unit number, campsite and week of camp pre-printed on it upon check-in. Thereafter, anyone in camp without a wristband or a recognizable staff member will be treated as a trespasser and dealt with accordingly by camp management and/or the authorities.

### Age Restrictions

In accordance with BSA policy, certain activities are restricted to or are recommended for, Scouts age 13 or 14, and older. For those activities, the age determination is based on the Scout's age as of their arrival at camp. Restricted activities include High Adventure programs and some shooting sports activities.

### Telephone

There is only one phone line in camp, and it is reserved for official camp business and emergencies. Adults who need to use the phone should place their call using their cell phone provider. Typically, cell plans that operate on Verizon or AT&T have the best success with service.



# 2019 ADMINISTRATION SECTION

## CAMP POLICIES

### WIFI Network

Medicine Mountain Scout Ranch & Adventure Base has 7 WIFI hotspots for unit leaders to utilize. Medicine Mountain utilizes network monitoring software to monitor internet usage and activity. Please be aware that camp management has the right to throttle the internet or cut-off service with no warning. Typically, this will occur during special situations such as times when severe weather is approaching the property. This allows our camp management team to have maximum bandwidth to monitor the situation and to keep our campers safe.

The Medicine Mountain WIFI network is password protected. There will be a small nominal fee (\$5) in 2019 to use the wireless network. Alternatively, there are a limited number of computers available in our leader's lounge for adults to utilize to check requirement statuses of Scouts. No youth will be permitted to utilize the WIFI network or computers in the leader's lounge.

### Firearms

No firearms or ammunition or archery equipment of any sort may be brought to camp. Medicine Mountain Scout Ranch & Adventure Base provides all necessary shooting sports equipment and ammunition.

### Fireworks

All types of pyrotechnics (smoke bombs, sparklers, aerial fireworks and other match lit items) are strictly prohibited on camp property per BSA policy and U.S. Forest Service regulations.

### Trailers & Truck Beds

No one is permitted to ride on a trailer or in the back of a truck bed. Remember, it is only a seat if it has a seat belt. Please see the Guide to Safe Scouting for additional information.

### Expulsion for Behavioral Reasons

Campers sent home for behavioral reasons will not have any portion of their camp fee refunded.

### Unpaid Fees

All unpaid fees are due upon arrival prior to setting your camp up or taking your tour. The final amount that your troop owes is determined by the Business Manager based upon your online reservation. Transaction logs of all payments may be viewed 24/7 by visiting your online reservation.

### Partial Week Adults

Medicine Mountain strongly encourages units to bring adults that can stay for the duration of camp. However, if it is necessary that an adult must be swapped with another adult mid-week we provide a price reduction for the adults involved in the swap. Partial week adults will receive a special color wristband depending on which half of the week they are staying to denote their status. Units that are found to keep partial week adults more than half a week will be charged fee of \$200.00 per adult in addition to their reduced registration price.



# 2019 ADMINISTRATION SECTION

## CAMP POLICIES

### Initiations

Older Scouts sometimes feel that new Scouts should be “initiated into the troop with a physical activity or another embarrassing stunt.” Leaders should be alert to this possibility and direct the Scouts’ efforts into meaningful programs. Behavior such as snipe hunts, running the gauntlet, belt line, or similar punishment has no place in Scouting and is not permitted.

### Infectious Disease

Camp is a tight community where pathogens can spread rapidly. It is extremely important that units immediately report all illness to our health officers. If a participant is sick with nausea, vomiting, diarrhea, or fever prior to camp, please leave that person at home to recuperate. Camp Management and our health & safety team reserve the right to send a participant to a local health care facility to get checked-out if they suspect a participant has a health concern that could affect the health & safety of the camp.

### Emergency Procedures

On your first day in camp, emergency procedures will be explained to troop leaders and Scouts. In the event of an emergency, please notify a member of the camp staff immediately. Please do not attempt to deal with the emergency yourself, regardless of the situation. If the situation seems at all dangerous, the priority is to evacuate all Scouts and leaders from the area.

### Bicycles

Medicine Mountain encourages youth and adults to bring their bicycles to camp. Having a bike at camp is a privilege that can be taken away if the following rules are not followed. All bikers must wear a helmet when riding. Bikes are to go a safe speed (under 5 mph). Bikes must be in good working order. Camp management reserves the right to inspect any bike, at any time. They also reserve the right to restrict the riding privileges of an individual if unsafe riding practices are observed or if any rules are violated. Medicine Mountain is not responsible for any property damage, injuries, or stolen property during your stay.



# 2019 ADMINISTRATION SECTION

## BEFORE LEAVING HOME

### Before Leaving Home

- Inform parents about your unit's plan
- Share Medicine Mountain's mailing address

Medicine Mountain Scout Ranch  
Scout Name, Unit #  
24201 Bobcat Road  
Custer, SD 57730

- Mail sent to Medicine Mountain should always have a return address
- In order to save postage and ensure that your scout receives his letter or package, we recommend sending the week's mail with unit leadership and having them distribute at the appropriate time. Just label Day 1, Day 2, etc.
- Share the emergency number for camp with parents. 605-673-2790. This number should be used for emergencies only!
- Please do not send packages and require a signature as this may delay the arrival of the package being delivered to camp

### Required Documents

- Certification and claim forms for Troop Accident & Sickness Insurance—out of council units only. This is for the unit while travelling to and from camp.
- Each youth and adult leader must have:
  - The BSA Annual Health and Medical Record, signed by a physician and guardian.
    - Parts A, B & C are required for all youth and adults
    - Tetanus Shot record must be current with a date within last 10 years
  - A copy of the Family Insurance Card attached to the medical form
  - If taking medications, the Scout's parents and the adult leaders attending should follow procedures enclosed in this publication
  - Any program-specific forms or items (High Adventure waiver, ATV waiver)
- For Scouts to be called out for the Order of the Arrow, bring a letter from your local OA Lodge verifying the election results and giving permission for an out of council call out ceremony
- All Scouts and adults are registered (Check those new Webelos)
- Travel: all drivers must have a map to camp; all parties must wear a seat belt. Please arrive as a group
- Proof of completed Youth Protection Training for all adults attending camp with youth.



## 2019 ADMINISTRATION SECTION

# TRANSPORTATION ISSUES

## Transportation Issues

### Early Arrivals

Units traveling long distances sometimes need to arrive on Saturday night. There is an additional fee of \$15 per person. This fee is necessary for us to help cover the cost of the additional staffing that we will need to provide on Saturday, typically a day off for our Summer Camp Staff. Showers are available for your use. However, as few staff are in camp, the lake is off-limits and all program areas, trading post, commissary, training center are closed. Camp officially opens for check-in on Sunday at 12:30 p.m. Towns with grocery stores, restaurants, and attractions are within a 30-minute drive of Medicine Mountain. It is critical that you notify the reservation office of your early arrival by calling 605-342-2824 **no later than May 1, 2019**, at 11:45PM EST. The additional fee will be applied to your online reservation.

### Late Arrivals

Units arriving late must notify us in advance by sending an email to [reservations@blackhillsbsa.org](mailto:reservations@blackhillsbsa.org). Please realize that your youth will miss program time. Your unit may even have to wait upon arrival for staff to become available. Late units will not be accommodated to the detriment of the camp program.



## 2019 ADMINISTRATION SECTION

# ROLE OF THE ADULT LEADER

### Role of the Adult Leader

All adult leaders should expect to assist the camp staff in providing a safe, fun experience for the Scouts. Leaders are:

- Responsible for maintaining unit safety and discipline always. This includes safe travel to and from camp.
- Responsible for coordinating all unit and individual activities to ensure maximum benefit to participants.
- To be aware of each youth's personal goals and objectives to promote Scouting's advancement program. For the BSA Merit Badge program, please refer to the Merit Badge Schedule and Prerequisites List (which is available in the program section).
- To participate in camp activities daily. This should include program area visits, punctual attendance at meetings and conferences, and collection of progress reports on each youth's activities.
- To be prepared to help and assist others, specifically, other camping units and staff personnel as needed. Assistance should be given in a spirit of cooperation and support but not at the expense of one's own unit.
- To monitor and evaluate unit and individual progress in camp and to provide counseling, guidance, and encouragement.
- To review the daily schedule of unit activities with fellow leaders before departure for camp. This process should include review by experienced leaders who may not be participating in the current trip but have been to Medicine Mountain Scout Ranch & Adventure Base before. There are many experienced Scouters (like your Unit Commissioner) in your district willing to assist you.
- To be sure that each adult leader and the Senior Patrol Leader complete and turn in camp evaluations. These forms are the primary means of evaluating the program and staff at each camp and they are used each week by the camp and program directors to determine if there is a problem that should be addressed immediately. In addition, they are studied in detail by members of the Camping Committee of the Black Hills Area Council to recommend improvements for the next year.
- Expected to serve as a positive role model for youth; including language, attitude, & behavior.
- Knowledgeable of all camp rules and policies.

### General Discipline

Discipline and conduct of all youth and leaders are the responsibility of the unit leaders in camp. The Camp Leadership Team is ready and willing to assist at any time with problems that might arise. Unit committees should be sure that the camp leaders are trained, and they understand their responsibilities while in summer camp.



## 2019 ADMINISTRATION SECTION

# ROLE OF THE ADULT LEADER

### Standards of Conduct for Adult Leaders

#### Boy Scouts of America Policy

Preventing child abuse has been adopted as a critical objective of the Boy Scouts of America. The assistance of every adult leader is essential to success. The guidelines listed on the next page are designed to protect Scouts against child abuse and adult leaders against misinterpretation of their intentions. Anyone who has questions should consult with the Camp Director. If faced with difficulty in complying with the guidelines and no advice is available, use common sense and the principles of the Scout Oath and Scout Law.

#### Guidelines for Adults and Parents

All adult leaders in camp must endeavor to protect Scouts from (1) physical abuse, which is understood to mean the sustaining of physical injury as the result of cruel and inhumane treatment or as the result of a malicious act and, (2) sexual abuse, i.e., any act involving sexual molestation or exploitation of a Scout, by any person who has permanent or temporary care, custody or responsibility for the supervision of Scouts or a Scout.

#### Reporting Child Abuse

Our camp staff has received training to deal with potential victims of any kind of child abuse. If you suspect that a Scout in camp is a victim, report this to the Camp Director immediately. South Dakota law requires that all childcare providers, including Scout leaders, must report any incidence of child abuse to child protection authorities. Any person who intentionally fails to make the required report is guilty of a Class 1 misdemeanor. The number for the South Dakota Child Protection Services is 605-394-2525. All discussion, both at camp and over the hotline will be kept confidential.



# 2019 ADMINISTRATION SECTION

## CAMP SECURITY

### Camp Security Policy

Our camps are extremely concerned about the welfare and safety of your son or daughter. As such, early release requests, for any reason, will only be allowed if the following steps are completed. This information is taken from the National Council's Health and Safety Guide, Security Section, copyright 1983.

- Verification must be made to assure that the person requesting release is acting as the legal parent or guardian or under the direction of the legal parent or guardian. Verification may be done by the following:
  - Approval of the Scoutmaster.
  - Presentation of proper identification matched with the name listed as the legal parent or guardian on the Scout's medical form.
  - Contact via telephone with the legal parent or guardian. The telephone number used may be supplied by the Scoutmaster or obtained from the medical form.
  - Previous arrangements made with the Scoutmaster and Camp Director by the legal parent or guardian.
- It is understood that any person who requests the early release of a Scout will abide by the policy set forth above and completes the early release form prior to the release of the Scout.
- It is understood that a Scout will never be released to another youth under 18 years of age without verified permission from the legal parent or guardian.





## 2019 ADMINISTRATION SECTION

### MEDICAL SERVICES & RECORDS

## Medical Services and Records

### Medical Services

The camp health lodge is staffed 24 hours a day by qualified medical personnel. For insurance purposes and for the health and safety of all participants, all accidents, and illnesses, no matter how minor, must be reported to the Health Lodge and recorded. Arrangements have been made with the local rescue squads and hospitals to handle any medical emergencies. **National standards require that any person staying overnight must have a valid medical form. Late arrivals should report to the health lodge.**

### Annual Health & Medical Record

Every Scout and adult leader must submit a Personal Health and Medical Record upon arrival at Camp. Leaders should provide a copy of the newest version of the medical form (available online at <http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx>) to each youth and adult planning to come to camp as soon as possible so that they can get their physicals completed and forms filled out properly. This record is provided as a fillable PDF, and members are encouraged to fill it out on their computer, then print the record (rather than printing the record and filling it out by hand). Doing this will improve the readability and accuracy of each member's medical information. Though this document can be saved and emailed, please be cognizant of the private information saved within the record. Please understand that the BSA Annual Health and Medical Record is the only medical form recognized by Scouting—sport, military, or other medical records may not be substituted. Tips for completing this record are also located on the above website.

- ALL MEDICAL FORMS MUST HAVE A TETANUS SHOT DATE WITHIN THE PAST 10 YEARS IN ORDER TO BE CONSIDERED UP-TO-DATE.

### Medical Alerts

Scouting activities can be physically and mentally demanding. Listed below are some of the risk factors that have been known to become issues during outdoor adventures.

- Excessive body weight (obesity)
- Cardiac or cardiovascular disease
- Hypertension (high blood pressure)
- Diabetes mellitus
- Seizures
- Asthma
- Sleep apnea
- Allergies or anaphylaxis
- Musculoskeletal injuries
- Psychological and emotional difficulties



## 2019 ADMINISTRATION SECTION

### MEDICAL SERVICES & RECORDS

#### Prescription Medications

Medicine Mountain Scout Ranch & Adventure Base requires that all prescription and over the counter (OTC) medications be stored under lock, except when in the controlled presence of health care staff or another adult leader responsible for the administration and /or dispensing of medications. **Please ask your Scouts not to bring over-the-counter medications such as Tylenol or cough syrup—the Health Lodge stocks these medications and will dispense based on the patient’s signs and symptoms.** Emergency medications such as inhalers, epi pens, and nitro should be maintained on the patient’s person. Refrigerated medications may be stored at the health lodge or in the campsite if secured under lock and key. All medication should be in a container issued by a pharmacist with the medication name and strength, the dose and dose frequency clearly marked on the container.

Each unit will be responsible to maintain control of its medications during their week at camp. Please designate one adult leader to serve as the unit health officer and please make sure to give this leaders name and phone number to the camp health officer during check-in.

All participants taking medications must fill out the Prescription Medication Dosing Form (see the administration appendix for this form) prior to arrival at camp (we recommend that the unit health officer performs this task so that he or she is familiar with the medications). Please use one form for each participant and list the medication, dosage, and dosage schedule shown on the prescription.

Each unit should be prepared to show these completed forms at check-in to the Camp Health Officer, and then keep them updated throughout your unit’s week at camp as medications are used. We will ask that you leave these completed forms (a copy will do) at camp when you depart. We will maintain them safely in the permanent camp medical files.



# 2019 ADMINISTRATION SECTION

## PERSONAL RESPONSIBILITY

### Personal Responsibility

Nations, states, communities, and even families have laws. These are simple rules by which people must live in order to have harmony. If we didn't have rules or laws to govern ourselves, society would be impossible. At Scout Camp, we have just one law—The Scout Law!

Why mention that in this guide? Because it gets right into that philosophy of personal conduct that we expect at camp. You should be aware that at camp each Scout must meet a stringent criterion in order to become a member of our camp staff. Besides the interview and screening process, all of our staff agrees to live by the 12 points of the Scout Law. Many of our staff are Eagle Scouts and most are members of the Order of the Arrow.

The 12 points of the Scout Law guide our camp. All camper and staff conduct is judged by how it measures up against these guidelines. At camp, we cannot tolerate and will not permit activities that do not meet the criteria of the standards set forth in the Scout Law.

We ask for your cooperation and understanding as adults in helping us maintain a high standard of moral and personal behavior. We can do no less.

We purchase high-quality program equipment for all of our programs. Our guests appreciate the pride and care we take in maintaining these high standards. Please take care of camp gear. The Scouts following you have a right to expect the same quality.

### Charges for Damage to Camp Equipment / Facilities

<b>Writing or Burning Picnic Tables</b>	\$5.00 per inch of writing or burning \$150.00 per picnic table replacement
<b>Campsite Tools Damage</b>	\$25.00 per tool (shovel, rake, etc)
<b>Campsite Hose</b>	\$25.00
<b>Campsite Bulletin Board</b>	\$75.00
<b>Dumping of Trash</b>	\$150.00 per Occurrence
<b>Damage to Facilities</b>	\$50.00 minimum to \$2,000.00 maximum

Damages will be billed to the unit, not the individual. The unit will be responsible for collecting the necessary amount from the individual.



# 2019 ADMINISTRATION SECTION

## WHAT TO BRING TO CAMP

### Summer Camp Equipment Checklist

#### Required Documents

- Medical Form
- Copy of Family Insurance Card
- Medications- Please follow procedures listed in the administrative section.
- Please label everything with your Scout's name and troop number

#### Personal Equipment

- Sleeping Bag w/ liner or sheet inside
- Tent
- Field Uniform (BSA Official shirt, shorts & socks)
- Activity Uniform (troop or camp t-shirt)
- Rain Jacket or Poncho
- Warm Jacket (fleece or sweater)
- Hat
- (10) Pairs of Socks
- (7) Pairs of Underwear
- (6) Sets of Clothing
- (1) Swimming Suit
- (2) Long Pants (jeans or Scout pants)
- (1) Long Sleeve Shirt
- (1) Pair of Tennis Shoes
- (1) Pair of Boots
- (1) Pair of Sandals (for shower only)
- (3) Towels
- Toiletries (soap, toothbrush & toothpaste, deodorant, shampoo)
- Sunscreen
- Water Bottle
- Spending Money (\$50+)
- Flashlight & Extra Batteries
- Scout Handbook
- Paper and Writing Items
- Mess Kit (Plate, Bowl, Cup, Utensils)

#### Troop Equipment

- Troop Flag
- American Flag
- Stapler & Thumbtacks
- Magic Markers
- Extra Tarps
- Props for Favorite Stunts and Skits
- Assorted Hand Tools for Camp Projects
- Matches
- Knot Ropes
- Water Cooler
- Lanterns
- Patrol Boxes
- Stoves & Liquid Fuel
- Cooking Pots & Pans
- Spices

#### Suggested Items for Troops

- Camp Leader's Guide
- Emergency Numbers for all Parents
- Cash Box
- The Scoutmaster Handbook
- Alarm Clock

#### Optional Personal Equipment

- Small Bible
- Folding Pocket Knife
- Camera
- Card Games
- Compass
- Pillow
- Musical Instrument
- Spare Rope or Cordage
- Extra Shoe Laces



## 2019 ADMINISTRATION SECTION

### OTHER IMPORTANT INFORMATION

## Visitors, Hotels, Trading Post, & Lost Property

### Visiting Camp

Parents often remark at how much their Scout has grown during his week away from home. Camp provides an excellent opportunity for Scouts to mature in a safe environment. For these reasons, we ask that you only visit during the following hours:

- Friday 6:00 p.m. (for the campfire)
- Saturday 6:00-11:00 a.m.
- Sunday between 12:30-5:00 p.m.

Remember that no pets are permitted on the property. This includes pets being left in vehicles parked in our parking lot.

### Visitor Meals

Visitors are welcome to eat camp meals but must call in a meal reservation to the camp office at least 7 days in advance or during Sunday troop check-in if only wanting to join for Friday Night Dinner. Visitor meal prices are the following:

- Breakfast - \$7.00
- Lunch - \$7.00
- Dinner - \$8.00

### Trading Post

The Trading Post will be open at convenient hours from Sunday afternoon through Saturday morning. The Trading Post will carry camp T-shirts, jackets, patches, souvenirs, soft drinks, freshly baked pizza and cookies, candy, soft serve ice cream, slushies, 20lb propane tanks, and a wide selection of scouting outdoor supplies. A camp patch will be given to each Scout and adult leader registered in camp. Additional camp patches will be on sale at the Trading Post. Medicine Mountain recommends that each person brings \$100 for purchases in the Trading Post.

### Lost Property

Prior to coming to camp, Scouts should be encouraged to clearly mark all personal items with their name and troop number. A lost and found box will be in the Camp Office. We recommend that one adult leader in each troop serve as a banker for the boys. This prevents the loss of large amounts of money and allows leaders to help the boys pace their spending for the week.



# 2019 ADMINISTRATION SECTION

## OTHER IMPORTANT INFORMATION

### Local Hotel Listings

NAME	LOCATION	PHONE NUMBER
HOLIDAY INN EXPRESS & SUITES	Custer, South Dakota	(605) 673-2500
COMFORT INN & SUITES	Custer, South Dakota	(605) 673-3221
BEST WESTERN BUFFALO RIDGE INN	Custer, South Dakota	(605) 673-2275
DAYS INN	Custer, South Dakota	(605) 673-4500
BAVARIAN INN	Custer, South Dakota	(605) 673-2802
ECONO LODGE	Custer, South Dakota	(605) 673-4400
AMERICA'S BEST VALUE INN	Custer, South Dakota	(605) 673-4659
SUPER 8	Custer, South Dakota	(605) 673-2200

### Local Grocery Stores

NAME	LOCATION	PHONE NUMBER
LYNN'S DAKOTAMART	Custer, South Dakota	(605) 673-4463
KRULL'S MARKET	Hill City, South Dakota	(605) 574-2717

### Visitor Information

NAME	PHONE NUMBER
1880 TRAIN	(605) 574-2222
BEAR COUNTRY USA	(605) 343-2290
BIG THUNDER GOLD MINE	(605) 666-4847
BLACK HILLS & BADLANDS TOURISM	(605) 355-3700
BLACK HILLS CAVERNS	(605) 343-0542
CRAZY HORSE	(605) 673-4681
USTER STATE PARK	(605) 255-4515
DEVIL'S TOWER	(307) 467-5283
EVANS PLUNGE	(605) 745-5165
FOUNDING FATHERS	(605) 877-6043
JEWEL CAVE	(605) 673-8300
MAMMOTH SITE	(605) 745-6017
MINUTEMAN MISSILE HISTORIC SITE	(605) 433-5552
MOUNT RUSHMORE	(605) 574-2523
MUSEUM OF WOODCARVING	(605) 673-4404
REPTILE GARDENS	1-800-335-0275
RUSHMORE TRAMWAY ADVENTURES	(605) 666-4478
SD AIR & SPACE MUSEUM	(605) 385-5189
THE JOURNEY MUSEUM	(605) 394-6923
VISIT SOUTH DAKOTA TOURISM	1-800-732-5682
WATIKI INDOOR WATERPARK	1-866-928-4543
WIND CAVE	(605) 745-4600

Get More Information Online At [www.travelsouthdakota.com](http://www.travelsouthdakota.com)