



MECKLENBURG COUNTY COUNCIL
BOY SCOUTS OF AMERICA

Belk Scout Camp
Midland, NC



General Duties:

Campmasters generally serve BSC for a full weekend and assume responsibility for all camp operations and interaction with volunteers for the weekend. They have the overall responsibility to see that BSA policies and guidelines set forth in the BSA Guide for Safe Scouting are followed. In addition, they are responsible for insuring that camp policies regarding parking, use of equipment and facilities and other good common sense practices set forth by the Ranger are followed.

Specific Duties:

1. Arrive at camp on Friday afternoon to check-in campers for the weekend. Campers generally arrive between 5 PM and 6:30 PM. Campmasters should arrive by 4 PM, if possible, but no later than 6 PM unless prior arrangements are made.
2. Meet with the responsible adult assigned to camping units and confirm the information recorded on the Permit to use Belk Scout Camp form.
 - Unit/district name and number
 - Leader contact information
 - Estimated time of departure
 - Anticipated number of youth and adult campers
 - BSC facilities and equipment required
 - Service project assigned
3. Provide the unit/district leader with a copy of the BSC Pledge of performance.
 - Discuss any special situations such as a fire ban imposed by the County Fire Marshall, Forestry Service, etc. Make sure that everyone understands what is allowed and what is not allowed under these circumstances.

- If keys to camp facilities are checked out to a leader, it must be noted on the Permit to use Belk Scout Camp form. All keys have permanent identification tags and leaders should be informed that they are not to leave the camp property. A fee of \$25 will be charged for each key that is lost.
4. Check out equipment, if requested, to the designated unit/district leader and obtain the leader's signature on the check-out form. Discuss the procedure and check-in time requirements with the unit/district leader at this time.
 5. Prior to checking in campers or as soon after check-in as possible, the Campmaster should open the facilities required for the weekend and check each to insure that the initial supply of paper products, soap, etc. are in place.
 6. Campmaster duties throughout the weekend include:
 - Have an enjoyable weekend. Visit with campers/leaders to determine if campers are having a good experience. Solicit suggestions for ways that we can improve the camp.
 - Work with unit leaders to resolve problems such as vehicles located or parked in unauthorized locations, unsafe practices, etc.
 - Check latrines each morning and afternoon and evening for general cleanliness, and restock paper products and soap. Inform unit leaders if the latrines need cleaning.
 - Assist units with program or other needs as deemed appropriate.
 7. Take note of the following and discuss with leaders as appropriate:
 - Vehicles in unauthorized parking places that block access for emergency traffic, the Ranger's Kawasaki Mule, etc.
 - Any unsafe activity that violates the BSA policy such as people riding in the bed of a pickup truck, riding bicycles without helmets, open toe footwear, etc.
 - Unauthorized dogs on the camp premises.
 - Campers being careless with trash, fires, etc.

Restrictions on Certain Camp Equipment:

1. A significant amount of equipment is available at the compound for use by the campers. This equipment can be checked out but should be returned in good working order. If something is damaged, it must be so noted and a report left for the Ranger so that it can be replaced or repaired.

2. Maintenance equipment located at the compound or in the maintenance shop is not to be checked out or loaned for any reason! The Campmaster can use the equipment to assist someone with a problem, but use of this equipment by volunteers is not allowed.

Note re: Kawasaki Mule: Do not wash the windshield with Windex and paper towels. Wash only with water, soap and a cloth, or leave it for the Ranger to wash. The windshield scratches easily.

Check-out Procedures:

1. All leaders are supposed to checkout with the Ranger or Campmaster.
 - Check all camp keys and camp equipment against the leader's sign-out sheet.
 - Return keys to the board in the Ranger's office and all equipment to its proper place in the storage building.
 - Prior to a unit's departure, check all facilities used by the unit to insure that it has been cleaned and is in as good or better condition than when it was signed out to them.

Before leaving camp:

1. Check all shower/restroom buildings to make sure they were cleaned.
 - Refill the paper towel holders, soap dispensers and toilet tissue holders. Note: If a toilet paper roll has ½ roll or less at the close of the weekend, replace the roll with a full roll.
 - Do not leave any spare or partially used rolls of toilet tissue in the boy's latrines.
 - During the summer months, make sure that the sliding windows are left open and the screens are in place in both latrines and bath house.
 - Lights should be turned off, and doors locked at these facilities before you leave camp.
2. For the new shower facility, turn off lights but do not turn off the ventilation system. Leave a note to remind the Ranger so that it can be turned off on Monday. Due to the way this facility is designed, the ventilation system needs to run for 24 hours after use to remove the moisture.
3. If the latrine floors are wet, make sure that the sliding windows are left open.

4. If the dining hall was used, make sure that all of the following has been done:
 - Restrooms are cleaned and restocked with paper products and soap this includes the restroom in the kitchen area.
 - All windows in the facility are locked.
 - The lights, heat or air conditioning and ceiling fans have been turned off.
 - All kitchen appliances are turned off. (This has been a problem in the past where an oven, braising pan, etc. were left in the “on” mode.
 - Refrigerator door is tightly closed. (There is no way to know this is the case without pushing on the door to determined that it is closed as tightly as possible).
 - Lid on the ice machine bin is closed and scoops are removed from the bin
 - All doors to the dining hall are securely closed and locked
5. Compound buildings are locked
6. Campmaster keys are returned to the Campmaster key box
7. Compound gate is locked
8. Camp gate is closed. (The gate should be locked if so instructed by the Ranger)

General instruction: When the cable gates are used during the weekend and have to be opened from time to time, do not drop them and let people drive over them. Driving over them crushes and shreds the orange or yellow covers that are installed on the gates to make them more visible.