Scouting America

Heart of Virginia Council

# WINTER CAMP 2027

# Leaders' Guide

## KEY CONTACTS:

**Director (Program-Related / Staffing / Housing)**
Vincent Milone – vamilone@gmail.com

**Registration**
Pam Miscikowski – pamela.miscikowski@scouting.org
(804) 204-2644

**Food Services / Registration**
Melissa Bartholomew – melissa.bartholomew@scouting.org
(804) 204-2640

**Vice President of Program & Communications**
Bill Givler – Bill.Givler@scouting.org
(804) 204-2614

## CHECK-IN AND CHECK-OUT PROCEDURES

### Check-In Procedures

- Plan for your Troop to arrive at Cub Adventure Camp between 5:00 and 8:30 pm on Friday.
- If troops need to arrive earlier to set-up their camping area, they must let the Winter Camp Director and Reservation Manager know.
- All vehicles should park in the main parking lot first; one unloading pass will be issued per Troop. One adult leader and the Senior Patrol Leader should go to the Dining Hall for check-in.

### At Check-In, be prepared to:

a) Present a final Troop roster of all present (leaders and scouts). Make sure you know which scouts have not shown up to camp.

b) Turn-in completed medical form for each person part A and B (youth and adult) – please submit a copy & not your original medical forms.

c) Fully loaded vehicles (loaded with gear, not Scouts) with the Troop vehicle unloading pass, will be permitted to go to the campsite or building and then, once unloaded, immediately return to the main parking lot, a trailer may be left at the site.

**NO SCOUTS OR SCOUTERS MAY RIDE IN THE BACK OF A TRUCK!**

### Check-Out Procedures

- Once your troop is ready to check-out, they will go to the Cub Camp Dining Hall to turn in their check-out form and pick up your medical forms. All medical forms not picked up will be destroyed.
- No vehicles will be allowed back into camp until Sunday between 8am and 10am and then again between Noon and 2 pm. They will need to have the unit vehicle unloading pass to enter camp.
- On Monday, units will be able to bring one vehicle into camp, with the Troop vehicle pass, beginning at 9am.

### Vehicles In Camp

- Make you maintain the Speed Limits in camp (10mph).
- NO SCOUTS OR SCOUTERS MAY RIDE IN THE BACK OF A TRUCK!
- Leaders may not shuttle scouts to their merit badge classes or use Sleepy Hollow as a cut through.
- Troops staying in the Douglas Fleet area must park their cars in the parking lot in Fleet and main administration parking lot.
- No vehicles parked on the side of the road or inside camping areas.

- No vehicles can drive on non-gravel areas.
- Troops may leave trailers in their camping areas.
- If your troop needs a vehicle pass due to mobility issues, please come to the Cub Administration Building.

## CAMPING AND RENTAL HOUSING

### Tent Camping

- Bring your own tents.
- You will be assigned camping areas. You will be assigned in the Cub Camp Side or Camp S. Douglas Fleet.

### Rental Housing

- Rental Housing is available for reservation when registration opens at noon through BlackPug at the same time registration for Winter Camp begins.
- Please do not have your troop assigned to multiple different housing throughout the camp. You need to keep your unit together to ensure proper supervision.
- Rental Housing includes the Mountain Cabins and Fort areas
- Your housing will have your Troop number on the door(s).

## LEADERSHIP REQUIREMENTS

- **EACH TROOP MUST HAVE TWO REGISTERED ADULT LEADERS IN CAMP AT ALL TIMES!**
- Two registered adult leaders 21 years of age or over are always required.
- There must be a registered female adult leader 21 years of age or over in every Troop serving females.

A troop that can provide only one leader needs to arrange to camp with another Troop before arrival at camp. Contact the Council Service Center (804) 355-4306 if you need assistance.

### Provisional Scouts

Scouts who are attending alone or units with only one leader are NOT allowed. Due to the shortness of Winter Camp and units leaving at different times, we cannot accommodate any Scouts without proper leadership. If you have a provisional Scout who would like to attend, please have them register with a Troop that is planning on attending Winter Camp.

# MERIT BADGE AND ADVANCEMENT DETAILS

It is required that Scouts read the merit badge book for all the merit badges they will be taking and have a copy of the merit badge book. There are a limited number of these available at the Winter Camp Trading Post. Please bring the book to class!

A list of merit badge prerequisites will be published on www.bradysaunders.net on November 6th. These prerequisites are defined by the volunteer merit badge counselors who teach each class.

## Merit Badge Selection and Scheduling

Winter Camp uses a block system to schedule merit badges. Some classes do not require a lot of time and will only take one block others will require more time. The schedule will have a block with an "X", that indicates the amount of time needed for the merit badge.

The list of merit badges that will be offered at Winter Camp will be available on November 6th, 2026, and will be in the Winter Camp Merit Badge Guide available at: http://bradysaunders.net/camp/wintercamp

Online merit badge registration will open on December 7th, 2026, at 6pm and will be done by logging back into your BlackPug account. If you are unsure about how to do this, or have questions, please contact the Council Service Center at 804-355-4306 and ask for Pam Miscikowski, preferably before the date merit badge registration begins.

Merit badges are subject to change due to volunteer cancellation. If you have any merit badge questions, please contact Vincent Milone, Director, at vamilone@gmail.com.

## Merit Badges Recordkeeping

- We will be utilizing Black Pug reports for tracking Winter Camp merit badges.
- Units can still utilize Blue Cards if they prefer.
- Units will be able to access a report showing Merit Badges earned by Scouts as well as partials with what requirements were completed.
- Units can print out the reports or choose to print out merit badge "blue cards".
- A tutorial will be posted on the Winter Camp website at the beginning of January that will show you how to access these reports if you are not already familiar with the process.
- Within the week after Winter Camp, we will also send a PDF file with the Merit Badge summary to the registration contact on file.

**DINING HALL PROCEDURES**

- Troops will be assigned to one of three groups either meal shift 1, 2, or 3. They will be identified based on the color of their wristband, and they must eat during their allotted mealtimes.
- All meals will be served cafeteria style, except lunch, and seating will not be assigned.
- You will clean your table and return your trays to the wash area adjacent to the serving line.
- Everyone will need to be seated before we begin calling tables to line up for serving.
- We need Scoutmaster assistance to help with serving and maintaining order in the dining hall. Leaders may volunteer at check-in to help serve meals.

**MEALS AND FOOD SERVICE**

- On Saturday and Sunday, we will be serving Breakfast, Lunch, and Dinner.
- On Monday we will be serving Breakfast only.
- Winter Camp plans the menu following national nutrition guidelines. We do our best to provide menu options to accommodate many different dietary needs and allergy considerations.
- It is not possible to provide food to meet every dietary and allergy need. Please contact Melissa Bartholomew, Melissa.Bartholomew@scouting.org several months before camp to make arrangements for any special food needs, menu questions and food storage concerns.

## Camp-Wide Morning and Evening Activities

- Friday: SPL/Leaders Meeting
- Saturday Night: Campfire in Dining Hall and Troop Cook Off
- Sunday Morning: Chapel Service
- Sunday: Bingo and Board Games
- There will be additional program opportunities available during lunch ime that will be announced at morning flags and retreat based on Troop requests.

## PREPARING FOR YOUR WINTER CAMP ADVENTURE

Once your troop has completed the business details of preparing for camp, the real fun of planning your weekend begins. As you busily work on your program, the following checklist can assist you in finalizing your details. When winter camp arrives, you will be ready for fun and adventure in the cold.

- Remind scouts of the Buddy System
- Review the Scouter's Code of Conduct
- Be sure to conduct a training session and refresher on cold weather camping.
- Review the weekend schedule and merit badge schedule
- Prepare any prerequisite work.
- Medical Form Part A &B
- Speak with the Dining Hall about dietary restrictions

## COMPLETED MEDICAL FORM

- The "Annual Health and Medical Record" is the only acceptable medical form, and it must be updated annually. You may find a copy of the Annual Health and Medical Record on the Brady Saunders website (www.bradysaunders.net)
- Part A and B must be completed
- Medical Forms are to be collected upon arrival at camp and will be stored in the Health Lodge.
- You may pick up your health form before you depart.
- Please do not bring your original forms, bring photocopies, any forms left at camp will be destroyed.

## PERSONAL GEAR RECOMMENDATIONS

- Tent (if own tent camping)
- Pack
- Sleeping Bag – suitable for winter camping
- Flashlight
- Full Scout Field Uniform
- A pair of Comfortable Walking Shoes
- Extra Clothing (pants, shirts)
- Cap or Hat (1 for the day & 1 for sleeping)
- Pair of Gloves
- Jacket
- 3 pairs of Socks
- Rain Gear
- Bath Towel
- Wash Cloth
- Soap
- Toothbrush and toothpaste

**For Advancement**

- Merit Badge Pamphlets - required for each scout
- Paper and pencils / pens to all Merit Badge classes
- Merit Badge Prerequisites and partial completion letters (if applicable)
- Merit Badge projects (started or completed)

**Optional**

Spending Money - the Trading Post will be open with snacks, drinks, and a limited quantity of Winter Camp apparel available for purchase.

## GENERAL INFORMATION

### Health Lodge and Emergency Medical Treatment

The Health Officer is a certified EMT. A camp physician is on call 24 hours a day. St. Mary's Hospital, Richmond, VA, will treat emergency patients from camp. Goochland County Fire and Rescue Association provides emergency transport if needed. Non-emergency transportation is provided by the unit leaders to St. Mary Hospital (as determined by the Health Officer).

### Medications in Camp

Medications will be handled as you would on any weekend outing.

### Volunteering at Winter Camp

All participants of Winter Camp will be expected to help with the daily operation of the camp. We need assistance in the kitchen, serving meals, leading a flag ceremony, cleaning the dining hall, and maintaining the bathrooms. A sign-up sheet will be emailed after the Pre-Camp meeting. We need everyone's help to maintain cleanliness at Winter Camp.

### Emergency Phone

- The camp phone is maintained for CAMP BUSINESS and for emergencies only.
- In case of an emergency, dial (804) 556-0594 to reach the Administration Building.

### Lanterns, Candles, and Stoves

- The liquid fuel policy for camp is the same as that outlined in the BSA Liquid Fuel Policy.
- Liquid fuel may be used in camp by adults, but the fuel must be kept under lock and key at the camp Quartermaster's office.
- All flames are forbidden in tents; this includes any heaters that are operated with a fuel.
- NO FLAMES IN TENTS.

### Valuables

- Unfortunately, even at Scout camp things walk away.
- For self-protection, valuables that are merely "creature comforts" (radios, MP3, cell phones etc.) should be left at home.

- The camp does not carry insurance on personal items.

**Fireworks**

- Fireworks are not permitted in camp.
- Any individual found to have or to have had fireworks in his possession while in camp will be dismissed from camp immediately.

**Lost and Found**

A Lost and Found will be maintained at the CAC Administration Building. After Winter Camp, all lost items will be taken to the Service Center in Richmond. You can call (804) 355-4306 to see if an item was found 48 hours after Winter Camp ends.

**Alcoholic Beverage and Drug Use**

- It is the policy of the Council Camping Committee that no alcoholic beverages or harmful drugs will be allowed at camp.
- Anyone failing to comply with this regulation will be immediately removed from camp property.

**Tobacco Use**

- To provide a smoke-free environment for all Scouts, smoking and use of other tobacco products will not be permitted in or near any of the activity areas, camping areas or buildings, this includes e-tobacco products.
- There is a designated smoking area in the main parking area.

**Camp Property**

- The Heart of Virginia Scout Reservation exists as a service to you and to your unit.
- Please do not destroy or deface any equipment, facilities, or trees.
- Units will be charged for equipment that is damaged, destroyed, or lost.

**Campfires**

- Campfires are allowed in all established campfire rings.
- Portable above ground fire rings are NOT ALLOWED.
- Do not build any new campfire rings in Cub Camp.

**Firewood**

- No firewood should be brought with you to the Heart of Virginia Scout Reservation. The risk of bring in invasive pests is too high; wood is plentiful at camp.

- Plenty of deadwood is available throughout camp.

**Trading Post**

- The Trading Post at camp will be open daily.
- Hours of operation will be posted on the building.
- Winter Camp merchandise, camp souvenirs, small equipment items, personal care items, snacks and drinks will be available for purchase.
- Knife purchases require a Totin' Chip or a letter from the Scoutmaster allowing them to purchase a knife.

**Quartermaster**

- Campsite and facility cleaning supplies will be available from the Camp Quartermaster.
- Each unit will clean the area where they camped or rented.

**Uniforms**

- The Scout uniform is a very important part of the Boy Scout program, and all Scouts are encouraged to bring at least one complete field uniform to camp.
- Though it is not required, Troops are encouraged to wear their full field uniform at retreat.

**Wristbands**

All campers, youth, and adults, must wear the colored wristband they were given at check-in. Anyone who is found in camp without this wristband will immediately be escorted to the Cub Administration building. Replacement wristbands are available at the Cub Administration Building.

**Vehicle Safety is of paramount importance in a Scout Camp.**

- Help us in this regard by parking in the designated parking areas.
- When traveling on the camp road, please observe the 10-mph camp speed limit.
- Roads in camp are restricted to service vehicles, and these are operated safely.
- No leaders' vehicles are allowed in troop sites, parked at staff areas, or used to transport scouts.
- NO ONE MAY RIDE IN THE BACK OF A PICKUP TRUCK FOR ANY REASON!