



## Rotary Youth Camp

### Rules and Procedures for September – May

#### Registration Procedures

1. Registration forms, \$100 deposit and certificate of liability (\$1,000,000 general liability) must be received at the camp by the date listed on the registration form. *Those not received by this date will be cancelled and a group on the waiting list accepted.*
2. Groups will be called/ emailed to verify dates and number of campers.
3. Boy Scouts & Girls Scouts have a certificate of liability on file at Camp.  
**- GROUPS THAT DO NOT HAVE THE REQUIRED FORMS WILL NOT BE ALLOWED TO STAY -**
4. Groups that cancel less than 7 days before their scheduled visit, or are “no shows” will forfeit their deposit. Extreme weather conditions will be taken into consideration.

#### Check-In Procedures

1. An adult leader will need to **check in with the Camp personnel upon arrival**. No unpacking is to be done until the forms are verified with the Camp personnel.
2. The leader will receive a “check-in” sheet that will be completed by inspecting the Camp with Camp personnel. This will verify the condition of the Camp prior to your visit.
3. The group will be assigned cabins and program areas. Groups under 100 may be sharing the camp with another group. The service project will be assigned and explained at this time.
4. A minimum of 2 adult leaders per group is required. There must be at least two adult leaders in each cabin used by campers. This ratio also applies to tent camping.

#### Service Projects

1. Groups will donate 1 hour of service to the Rotary Youth Camp. This allows campers to give something back to the Camp since the groups use the Camp at no charge.
2. The service project will be assigned at check-in. The Camp will provide all materials needed unless prior arrangements have been made.
3. Groups that have suggestions about service projects need to clear them with the Camp Superintendent before arrival.

#### Check-Out Procedures

1. **Groups leaving without checking out with Camp personnel will forfeit half of their deposit.**
2. Cabins are to have the beds against the walls, one mattress on each bed, windows closed, broom in place and no trash in or around the cabin.
3. Latrines are to have the water off, all toilets flushed, trash emptied, and no litter on the floor or around the latrines and the lights off.
4. Fire circles are to be cleaned out if the ashes are cool. Fires are to be completely out, no coals or smoke. The wood racks are to be restocked. No trash is to be left in the area.
5. Trails and program areas are to be left free of any trash.
6. The grounds are to be left litter free, no holes dug, trees and other plants left undamaged.
7. The Dining Hall sink area is to be cleaned, bathrooms cleaned, floor swept and tables and chairs cleaned. Do not stack the tables unless completely dry; they will mildew.
8. Trash cans are to be emptied into the dumpsters. They are to be rinsed out if needed. The dumpster areas are to be left clean and the lids closed on the dumpsters.
9. The group leader will tour the Camp with Camp personnel as the “check-out” sheet is completed. *The amount of deposit refunded is determined by this sheet.*
10. Any damages to buildings or grounds as well as any clean up that the Camp personnel must do, will be charged to your group at the rate of \$10.00 per person per hour, plus materials.
11. Your deposit, or any unused part of it, will be mailed to the address on file at the Camp. *Groups wishing to donate all or part of their deposit may indicate that on their reservation form or the “check-out” sheet.*

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### General Policies

1. **Each group must furnish:**
  - i. Trash bags
  - ii. Toilet paper
  - iii. Cleaning supplies
  - iv. First aid supplies and personnel
  - v. Cooking equipment
  - vi. Food and charcoal for the grills
2. Firewood is provided.
3. Fires must be supervised by adults and confined to the fire circles designated on the enclosed map. *Grills in the shelter & portable grills are for charcoal only.*
4. No open flame devices are allowed in the cabins. Extension cords may not be run to the cabins. No cooking in the cabins.
5. **Smoking is not allowed on Camp property.**
6. Alcoholic beverages and illegal drugs are not allowed on Camp property.
7. No weapons are allowed in Camp. This includes, but is not limited to: firearms, air rifles, bb guns, paintball guns, and illegal knives. Fireworks, explosives and ammunition are not allowed in Camp.
8. Rock throwing and tree climbing are not allowed in Camp.
9. **Pets are not allowed in Camp.** *This does not include service animals.*
10. Any type of harassment of the wildlife at Camp is prohibited.
11. Each user group must have one vehicle designated as an emergency vehicle.
12. No one may ride in the back of a truck or in any vehicle that is not designed for passengers.
13. **Vehicles are not to be driven beyond the parking lot.** Arrangements to use the lower road to deliver supplies and equipment must be made in advance.
14. No RVs, pop up campers, trailers, etc. are allowed at Camp.
15. No one is to sleep in the latrines or the dining hall upstairs or down.
16. Picnic tables and benches may be moved, but must be returned to the main camp area before leaving.
17. The “Out Post” tent camping area is available if prior arrangements have been made with the Camp Superintendent.
18. Groups must notify the Camp Superintendent in advance of any program speakers or guests that will be coming so arrangements can be made to accommodate them

### User Group Staff and Guests

1. The behavior of the user group staff, guests and campers is the responsibility of the group leader. **The user group leader is to be sure that their staff, campers, parents and guests are familiar with the Rotary Youth Camp Rules and Procedures.**
2. If a problem or policy violation is observed by Camp personnel, the group leader will be notified to resolve the problem. If it is not resolved to the satisfaction of the Camp personnel, the group leader will meet with the Camp Superintendent to try to come to a solution. If a solution cannot be arrived at, the user group will be asked to leave and the Camp Board President will be notified.
3. It is the responsibility of the user group to implement appropriate screening policies for all user group staff with responsibility for or access to campers.

## Rotary Youth Camp

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#### User Group Staff and Guests (Continued)

4. Any time guest visits are scheduled at Camp, the Camp personnel needs to be notified in advance. This includes, but is not limited to: speakers, performers, inspectors, and the media. It is recommended that the User Group only use certified outside program providers for any specialized programs: horseback riding, archery, wall climbing, etc.
5. Rotary Youth Camp personnel need to be notified immediately if a stranger is seen on Camp property.

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## Rotary Youth Camp Risk Management Procedures

### Outside Emergency Services & First Aid

#### Cellular & Digital phones call

Fire (Prairie Township) ... 911      Jackson Co. Sheriff ... 524-4300  
Paramedics (Lee's Summit) ... 911      Truman Medical Center at Lakewood .. 373-4415  
Prairie Township Fire Dept. ... 525-5200

#### **Camp Staff must be notified if EMS is called.**

- It would be advisable to have at least one adult on site who holds certification in CPR and First Aid from a nationally recognized provider.
- User Groups are responsible for any First Aid needs and supplies during their stay.
- It is recommended that each group have the following information:
  - Names and addresses of all participants
  - Emergency contact names and numbers
  - Known allergies or health conditions requiring treatment, restrictions or accommodation while on site
  - Permission to seek emergency treatment for minors

### Cliffs & Lake

- The cliffs are off limits.
- The lake is NOT Camp property. No camper should be in this area unsupervised.
- No swimming or wading in the lake is allowed.
- Contact Fleming Park Rangers for information about Lake Jacomo usage and the hiking trails around the lake. The Park Ranger phone number is 795-8200.

### Wildlife

- Deer and turkey will generally stay away from people. The same is true about most of the wildlife (coyotes, bobcat, skunks, etc.).
- Canadian geese may approach campers for food, **do not feed them.**
- Raccoons, possum, mice, squirrels, etc will try to get into the trash and food containers. Keep containers securely closed.
- Any bites from animals should have medical treatment. Snakes also live on the Camp property. They will try to avoid humans. The two types of poisonous snakes in this area are the copperhead and the rattlesnake. Get medical treatment immediately if bitten by either of these types. Other snakes such as the black snake will bite if cornered. Non-poisonous snake bites should be treated as any wound with broken skin.
- Insects and spiders abound and the use of insect repellent is recommended. Wasps, bees and hornets have been known to build their nests in and around the buildings.
- Notify the Camp personnel if you see any active nest or large gathering of these insects.
- Several time throughout the year stray animals come across the Camp property. Notify the Camp personnel if you see any dogs or cats in Camp. **DO NOT TRY TO TRAP ANY ANIMALS.**
- Any harassment of the wildlife at the Camp is prohibited.
- Notify Camp personnel of any animal bite incidents or if any animal is seen acting in an unusual manner.

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### Fire

- Any fire not in an authorized fire area must be reported. Any fire that is out of control must be reported.

#### **FOLLOW THESE STEPS:**

1. Notify user group leaders and Camp personnel.
2. User group leaders or Camp personnel will call 911 (525-5200)
3. Move campers to opposite end of Camp and well away from the road.
4. Account for all campers and staff.
5. Clear the pathway to the fire (vehicles, tents, tables, etc.).
6. Camp personnel will designate someone to lead fire trucks to location.

### Weather

- A tornado siren will alert the Camp.
- Camp personnel have weather radios. If requested the user group leader may check a radio out from the office.
- With the number of trees in Camp, it is recommended that the users do not wait for the siren if the wind becomes very strong.
- **The storm shelter is located in the basement of the dining hall.** There is a ramp to the shelter on the northwest end of the dining hall. The storm shelter will remain unlocked when campers are in Camp. Camp personnel will assist with moving campers to the storm shelter if needed.
- The Camp personnel will give the “all clear” signal.
- Notify the Camp personnel of any injuries.
- Camp personnel and the User group leader will inspect cabins and program areas before allowing campers to use them.

### Colbern Road

- This is a heavily traveled road. Caution needs to be used in entering and leaving the Camp. No campers or staff should walk along the road. Notify Camp personnel of any accidents.

### Lost Camper Search

- Each user group should have their plan for searching for a lost camper.
- The Camp personnel should be notified while the group’s search plan in main camp is being implemented. As the search expands below the main camp to the lower road, cliffs, lakefront, and Colbern Road, **the Sheriff’s Dept. and Fleming Park Rangers should be called.**
- The Camp personnel will become involved in any search to the extent the user group want them to be. The Camp personnel should be notified when the camper has been found.

### Official Reports

- Any time an official report is made to any outside agency (police, fire, user group board, etc.) concerning any incident that occurred within the boundaries of Camp, the Rotary Youth Camp Superintendent and the Rotary Youth Camp Board are to be notified.

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### Rotary Youth Camp Special Use Areas Sept.-May

**Use of these areas must be arranged in advance with the Camp Superintendent.**

#### A. Dining Hall (Cassell Hall)

The dining hall may be used all year, it is heated. There is an ice machine and sink for water. No food or grease is to be put down the sink drain. The use of the fireplace, sound system, projector/TV must be arranged in advance with the Camp Superintendent. Groups must take their trash out, sweep the floors and clean the bathrooms before leaving. The heat will be adjusted by Rotary Youth Camp Staff and not by the User Groups. If the basement is used it must be cleaned also.

#### B. Administration Bldg. & Health Lodge

These may be available April, May, Sept. & October. They are not heated. The Ad Bldg has 4 beds and the Health lodge has 4 or 5 beds. If they are used the user group is responsible for cleaning them.

#### C. Outpost Area & Auxiliary Area

Groups must furnish tents. This is a primitive camping area. Firewood is available.

#### D. Tent Camping

Groups may use their own tents in the main camp area, by the cabins, or in the field. **No RVs, trailers, pop up campers, etc. are allowed.**

#### E. Shelter/Cooking/Campfire Areas

Groups must make prior arrangements to reserve a specific area. If there were no arrangements made it is a "first come" basis. Groups sharing the Camp will need to work out the usage with each other. See the enclosed map to determine where the approved fire circle areas are located. In case of inclement weather adjustments will be made by the Camp personnel.

#### F. Pool/ Camp Kitchen

**These areas are not available from Sept. – May.** Kitchen equipment and/or utensils are NOT available for use.