



# Summer Camp Leader's Meeting

April 17, 2024

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# This Meeting

- **Enter any questions in the Chat. Please do not ask out loud.**
  - Questions may be individually answered, addressed in a pause for any questions in that section, or at the end.
- **Please let us present the content, we will probably answer your questions.**

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# Upcoming Dates

May 1<sup>st</sup> – Balance of  
Registration Due

May 1<sup>st</sup> – Patrol  
Cooking Intent Form  
Due

May 1<sup>st</sup> – Audit and  
Finalize Your  
Registrations

Continue to check for  
completeness in  
CampDoc

Complete Swim Checks  
if Possible

Do you need any  
permission forms? ATV,  
NLSA, Cowboy Action,  
Whitewater Rafting

Sign up for Whitewater  
Rafting

11-Days Prior to Your  
Camp Session –  
Medical Forms DUE  
and 11-Day Meeting

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# Tents

- As a reminder, the camp by default will NOT provide you tents. We encourage you to bring your own.
- If you need tents, we are happy to supply them. We will supply 1 tent for every 2 people (some exceptions exist). We will meet Guide to Safe Scouting requirements.
- If you need tents from us, fill out the form once you have the FINAL NUMBERS!

Medical Information   **Accommodations**   Food & Meals   Camp Documents

[Map of Camp Cris Dobbins](#)

What's in the Campsite?

- Flag Pole
- Latrine
- Showers
- Handwashing Station
- Potable Water

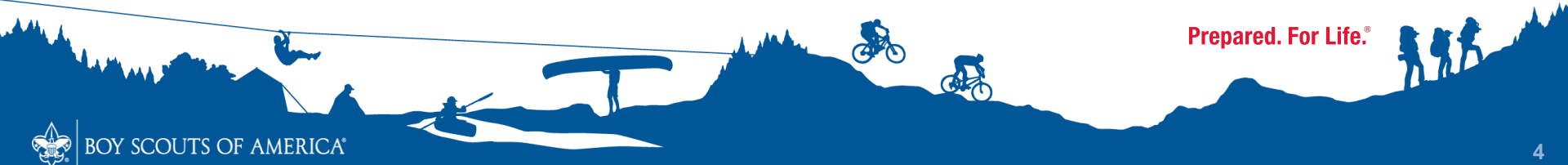
**If you Provide the Tent:** *(Recommended)*

- It is highly encouraged to bring your own tent.
- Capacity cannot exceed the manufacturer's instructions.

**If we Provide the Tent:**

- Canvas Tent – 7' x 9' (sleeps 2)
- Wooden Tent Platform

We highly recommend that you bring your own tent. Units will can request camp-provided tents prior to camp. [Request your camp-provided tents here.](#)



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# Useful Resources ScoutingColorado.org/Dobbins

Click the below tabs for more information

CampDoc Information under "CampDoc & Medical" tab.

## MAPS & IMPORTANT DOCUMENTS

The screenshot shows a website interface with several navigation tabs at the top: "Camp Documents", "CampDoc & Medical" (circled in red), "Accommodations", and "Food & Meals". Below the tabs, there is a list of resources with red arrows pointing to specific links and buttons on the right side.

**Navigation Tabs:**

- Camp Documents
- CampDoc & Medical**
- Accommodations
- Food & Meals

**Main Content Area:**

See the tabs above for more information.

Leader's Guide – [Click Here](#)

Program Guide – [Click Here \(Includes Merit Badge Schedule\)](#)

Unit Swim Classification Check – [Click Here](#)

Unit Check-In Roster and Seatbelt Inventory (Must be turned in at check-in. Used for emergencies.) – [Click Here](#)

DoubleKnot How-To: Merit Badge Schedules – [Click Here](#)

ATV Program (Must Complete Prior to Arrival)

- ATV Waiver – [Click Here](#)
- ATV e-Learning Course – [Click Here](#)

Shooting Sports Programs (Must Complete Prior to Arrival)

- Cowboy Action Waiver – [Click Here](#)

Whitewater Rafting Program (Must Complete Prior to Arrival)

- Whitewater Signup – [Click Here](#)
- Whitewater Waiver
  - Week 1 (June 12)
  - Week 2 (June 19)

**Right Side Navigation (MAPS & IMPORTANT DOCUMENTS):**

- [Directions To Camp \(from Denver\)](#)
- [Contour Map](#)
- [Dobbins Summer Camp Map](#)
- 2024 Leader's Guide
- 2024 Program Guide
- Special Diet Request Form
- CampDoc (Health Form) Login





# Useful Resources In the Leader's Guide

- Timeline of what to do
- Refund and Campership Info
- Paperwork Checklist
- Communication (meeting dates and text info)
- Check In Process
- Parent's Page
- Camp Policies and Rules
- Dining Hall/Food Info
- Medical Information
- Medication Information
- Pro Tips

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# Useful Resources In the Program Guide

- Merit Badge Schedule
- Class Capacities
- Class Fees
- Class Descriptions
- How to Register for Merit Badges
- Evening Activity Info
- Whitewater Rafting Info
- Optional Activities
- Adult Leader Activities

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# Permission Forms Who Needs Them?

## Next Level Shooting Adventure

- Any Scout enrolled in NLSA needs the **Cowboy Action** permission form signed. Bring to camp.

## Cowboy Action – Open Shoot Activity

- Any Scout that would like to participate, bring to camp.

## ATV's

- Any Scout enrolled in ATV's – bring to camp.
- **Scouts in ATV's must also take the online course, bring the certificate to camp.**

## Whitewater Rafting

- Anyone participating- online waiver.

All permission forms can be found at  
[ScoutingColorado.org/Dobbins](https://ScoutingColorado.org/Dobbins)

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# Paperwork Checklist - Reminder

## Youth Camper Checklist

- ✓ BSA Medical Form Parts A & B (Built In To CampDoc)
- ✓ BSA Medical Form Part C - Physical Evaluation within 1 year (Print, Fill Out & Sign, Scan to CampDoc)
  - *The physical must be within one year and cannot “expire” during camp. No exceptions.*
- ✓ Copy of Insurance Card (front and back) (Upload photo or scan to CampDoc)
  - *For Tri-Care please submit a Proof of Coverage letter.*
- ✓ Colorado Addendum: Immunizations (Print or Download, Fill Out, Scan to CampDoc)
  - This form does not need to be signed by a doctor.
- ✓ Colorado Addendum: Additional Information (Built In To CampDoc)
- ✓ Colorado Addendum: Contract to Carry (only for youth carrying emergency meds)
- ✓ Special Diet Request Form - If applicable

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# Paperwork Checklist - Reminder

## Adult Camper Checklist

- ✓ BSA Medical Form Parts A & B (Built In To CampDoc)
- ✓ BSA Medical Form Part C - Physical Evaluation within 1 year (Print, Fill Out & Sign, Scan to CampDoc)
  - *The physical must be within one year and cannot “expire” during camp. No exceptions.*
- ✓ Copy of Insurance Card (front and back) (Upload photo or scan to CampDoc)
  - *For Tri-Care please submit a Proof of Coverage letter.*
- ✓ Youth Protection Training Certificate - Upload to CampDoc
- ✓ BSA Membership verification - Upload to CampDoc
- ✓ Special Diet Request Form - If applicable

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# Paperwork Checklist - Reminder

## Whole Unit Checklist (Bring this to Check-In on the First Day of Camp)

- ✓ Swim Classification Record (if completed before camp)
- ✓ Unit Arrival Roster and Seatbelt Inventory (can be completed at check-in)
- ✓ Check made out to Greater Colorado Council for any unpaid registration fees
- ✓ Family Night visitor count

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# Registration Reminders

**Week 2 and 3 are FULL.**

If you have Scouts you are waiting to confirm, get that completed as soon as possible. We have mandated capacities that we cannot exceed.



**Get your final names entered. Please finalize your registration as soon as possible.**

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# CampDoc

## Adding/Removing Campers

### The Process – Your End

1. Update your Doubleknot Registration in DOUBLEKNOT.
2. Fill out the CampDoc Change Request form.

Camp Documents **CampDoc & Medical** Accommodations Food & Meals

## CampDoc

CampDoc is our Camp's medical documentation system which allows us to manage information attending camp. Each person attending camp will be given a login to CampDoc to fill out and update medical forms and information. **No paper medical forms will be accepted.**

**As of March 8, 2024 – If you add or remove a Scout or adult to or from your registration, you must fill out a [form](#). Please do this AFTER you have adjusted your doubleknot registration.**

[CampDoc Frequently Asked Questions](#)

[Scoutmasters: How to Navigate the Provider Portal](#) – [Request Access to the Provider Portal](#)

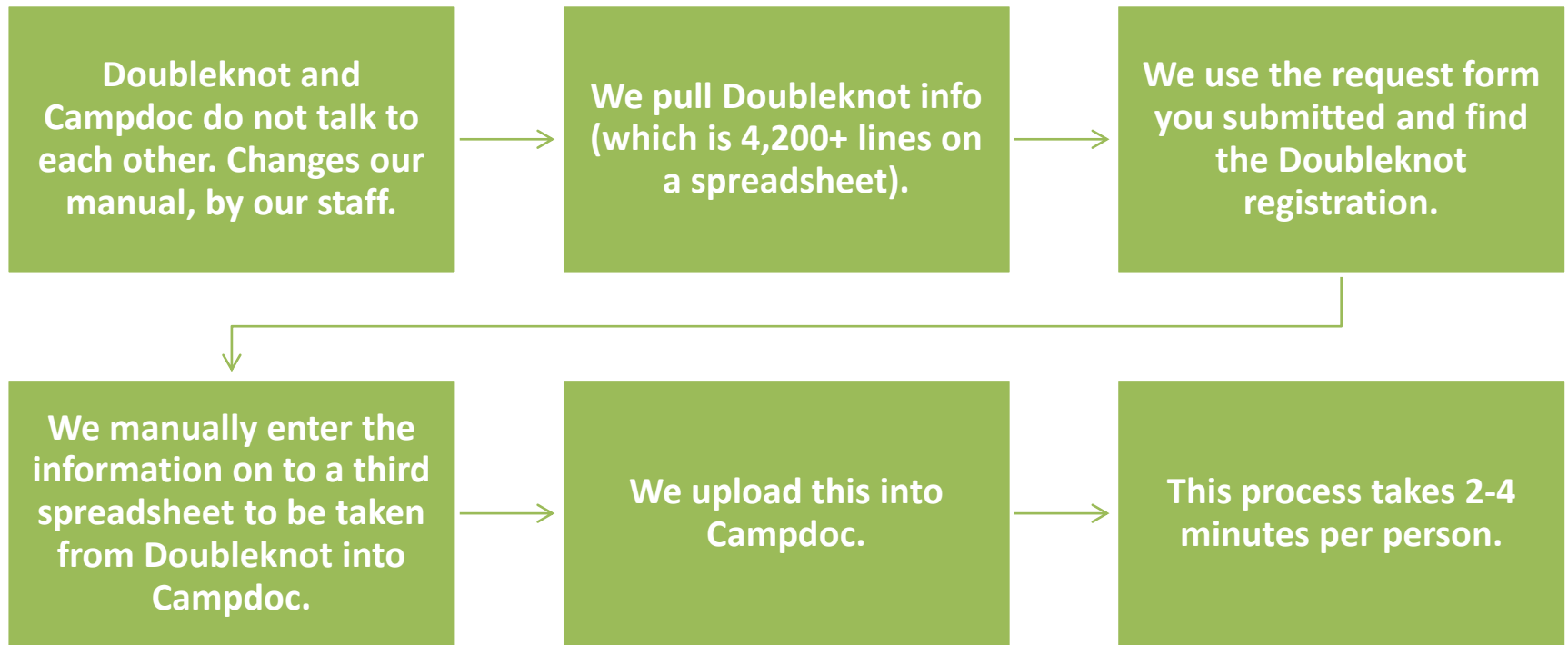
[Add or Remove from CampDoc Request](#)

### CampDoc Login

[Questions? Email our Health Team!](#)



# CampDoc Adding/Removing Campers The Process – Our Side



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# CampDoc

## Adding/Removing Campers

### The Process – Our Side

- So far, we have processed **451** requests to add or remove someone. *This is after the initial upload on March 8<sup>th</sup>.*
- We appreciate those that have followed the instructions.
- We appreciate your patience in this very manual, un-automated process.
- PLEASE follow the procedure we have set fourth. We will process your request as soon as we can. They employees maintaining this are part-time and have other responsibilities as well.
- PLEASE do not email us to expedite requests. We understand you are excited, but it slows us down. We are working on it, we promise!

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# CampDoc Leader Access

- If you do not have access, request it on the website form.
- As of today, all requests have been processed.
  - Many requested people to have access who are **NOT** attending camp. They **MUST** be attending camp to have access. (Those requests were denied).
- Use the “How to Navigate the Provider Portal” document on the website.

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## CampDoc

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As of March 8, 2024 – If you add or remove a Scout or adult to or from your registration, you need to [fill out a form](#). **Please do this AFTER you have adjusted your doubleknot registration.**

[CampDoc Frequently Asked Questions](#)

[Scoutmasters: How to Navigate the Provider Portal](#) [Request Access to the Provider Portal](#)

[Add or Remove from CampDoc Request](#)

### CampDoc Login

[Questions? Email our Health Team!](#)

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# CampDoc Basic Reminders

- Parts A&B are built into CampDoc, you cannot upload the BSA form for these sections. All information must be entered.
- Part B – Immunizations – The immunization record MUST be on the State of Colorado’s form. The parent can transcribe the child’s record to the form and upload it. A healthcare provider signature is required if transcribed. NO DOCTOR OFFICE PRINT OUTS!
- Part C – Physical Examination – Print out Part C, have a healthcare provider fill it out and scan and upload back. Part C expires after one year. NO DOCTOR OFFICE PHYSICAL FORMS.
- Medication Confirmation Forms – If the child takes medications, CampDoc will auto generate a Medication Confirmation form. This is after medications are added to CampDoc. Print this, the parent needs to sign it, then scan and upload back up.

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# Medications

- **There is no need to bring OTC medications “just in case”.**
  - If the camper takes and OTC regularly (everyday) then bring it to camp. We can accommodate “as needed”.
- **All medications for YOUTH must be turned into and dispensed by Health Staff.**
- **Adult medications must be secured away from youth in the campsite. (Locked and secured)**
- **All medications must be in the original container, with the camper’s name on it.**
- **No herbal supplements. No medical marijuana.**

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# CampDoc Scenario 1

- **Troop 123 has two more Scouts that signed up to attend summer camp!**
  1. The person who manages registration in Doubleknot **MUST** update the Doubleknot registration and make appropriate payments.
  2. **THEN**, they must also fill out the CampDoc Add Request form so we know these two Scouts need to be added to CampDoc.

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## CampDoc Scenario 2

- **Troop 456 has one Scout that can no longer attend camp. ☹️**
  1. The person who manages registration in Doubleknot **MUST** update the Doubleknot registration.
    1. Refunds are based upon the refund policy listed in the Leaders Guide.
  2. **THEN**, they must also fill out the CampDoc Change request form so we know this Scout needs to be deactivated from CampDoc. *Otherwise they will still get emails telling them to fill out the forms, and we will expect them to arrive to camp.*

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## CampDoc Scenario 3

- **Troop 789 has one Scout that can no longer attend camp. 😞 But another Scout can attend in their place. 😊**
  1. The person who manages registration in Doubleknot **MUST** update the Doubleknot registration.
    1. Remove the Scout not attending
    2. Add the Scout who is attending and pay applicable fees.
  2. **THEN**, they must also fill out the CampDoc Change request form so we know who needs to be added and who needs to be removed.

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# Special Diet Request Form



**Due 3 Weeks Prior to Camp!**



**We can only accommodate**

Gluten Free

Vegetarian

Dairy Free

Vegan

Nut Free

Some Specific Omissions of Items

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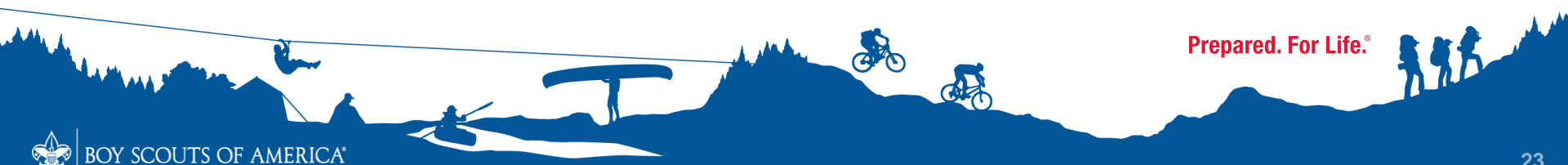


# Sunday – Arrival

- We will be using staggered arrival times. Please Plan to arrive at camp during your check-in-time.
- Once in the parking lot: Park all vehicles, a staff member will meet your troop.
- Load all gear into one vehicle, only one vehicle may drive to the campsite.
- Unit Leader and SPL checks in at HQ and meet campsite host while vehicle is being loaded.
- After the car is loaded your troop will follow your campsite host to our flag area for a troop picture.
- Following the picture, your campsite host will take you to your campsite.

Creede, Santa Fe, Sedalia, Victor, Campsite A	1:00pm
Dodge, Wichita, Deadwood, Stillwater	1:30pm
Ogallala, Abilene, El Paso, Raton	2:00pm
Cripple Creek, Laredo, Campsite B	2:30pm

**Please do your best to have all vehicles in your unit arrive at the same time.**



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# Sunday – Tour



It is our goal to get you into your campsite as quickly as possible during the arrival period.



After your campsite is initially set up, your campsite host will take you on a camp tour.



During the tour you will stop at the dining hall to learn about Kapering, complete medical check-in, turn in youth medications, and complete swim checks if needed.



The rest of time is yours to check out the trading post and finish setting up your campsite.

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# Monday/Tuesday Thursday/Friday

- **Still subject to change, final schedule will be given out at check-in.**

## Monday-Tuesday / Thursday-Friday

6:00am – Mile Swim Practice @ Pool (*M, Tu, W, Th*)  
Polar Plunge @ Lake (*M, Tu*)  
5k Run (*Thursday Only – Sign up at HQ by Wed. Night*)  
Mile Swim @ Pool (*Friday*)

7:00am – Morning Flags @ McKenzie's Range

7:15am – Breakfast

8:40am – 9:30am Session 1

9:00am – Commissioner's Coffee (Adults) @ Headquarters

9:50am – 10:40am – Session 2

11:00am – 11:50am - Session 3

12:00pm – Lunch

12:45pm – SPL Meeting Under the Deck

1:30pm – 2:20pm – Session 4

2:40pm – 3:30pm – Session 5

3:45pm – 5:30pm – Open Time/ Specialty Areas Open

4:00pm – Friday Only – Family Night Begins

5:45pm – Evening Flags @ McKenzie's Range

6:00pm – Dinner

7:30pm – 9:15pm Evening Activities

10:00pm – Lights Out





# Wednesday

- **Still subject to change, final schedule will be given out at check-in.**

## Wednesday

6:00am – Mile Swim Practice @ Pool  
7:00am – Morning Flags @ McKenzie's Range  
7:15am – White Water Rafting Leaves *(if attending, breakfast at HQ)*  
7:15am – Breakfast  
9:00am – 11:30am Merit Badge Makeup  
9:30am – Commissioner's Coffee (Adults) @ Headquarters  
12:00pm – Lunch *(Sack Lunch anywhere except Dining Hall)*  
1:30pm – Open Time – Ranges and Pool Open  
2:00pm – Colter's Run Begins (Starts @ Lake)  
5:00pm – Areas Close  
5:45pm – Evening Flags @ McKenzie's Range  
6:00pm – Dinner  
7:30pm – Evening Activities  
10:00pm – Lights Out

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# Family Night

- Families are encouraged to attend Friday night starting at 4:00pm. Join us for flags, dinner and a campfire program.
- **NO OVERNIGHT STAYS.**
- **\$10/per person**
- Tickets can be purchased online in advance, bring the printed receipt to camp for expedited check in.
- Have your final family night visitor count available at check in on Sunday.

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# Saturday



**6:30am Wake up / Check out begins / Campsite hosts in Campsite**



**7:00 – 9:00 Breakfast**



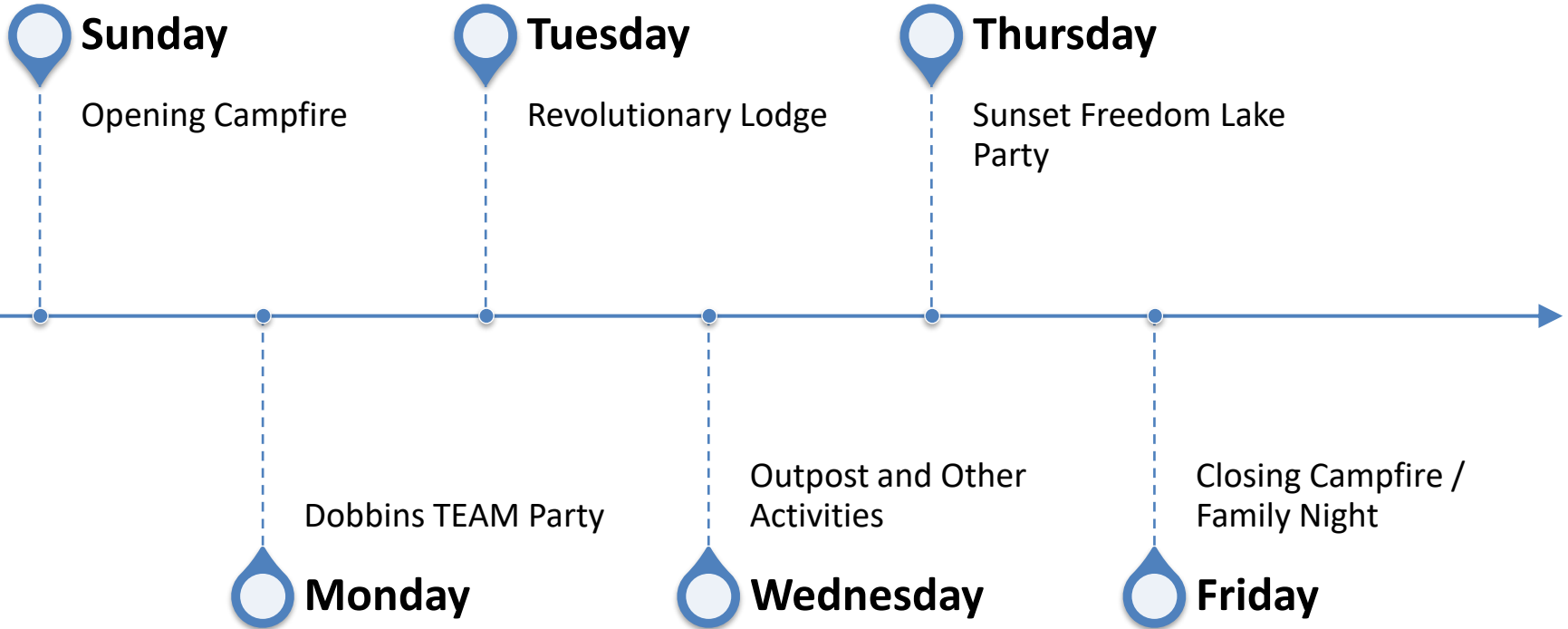
**9:30 Camp Closed**

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# Evening Activities



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# Any Questions?

Please enter them into the chat, we will take verbal questions at the end.

**McNeilScoutRanch@Scouting.org - General**

**MSRHealth@Scouting.org – Health and CampDoc**

**MSRFoodService@Scouting.org – Food Service**

**MSR.DobbinsProgram@Scouting.org – Program (not registration)**

**Jack.Loats@Scouting.org – Camp Director**

**JoLynne.Conrad@Scouting.org – Registration/Doubleknot**

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