

NORTH FLORIDA COUNCIL

CAMP PROPERTIES AND EQUIPMENT YEAR ROUND GUIDELINES



St. Johns River Base at Echockotee



**Camp Francis
Camp Francis Trust**

**Camp Properties Equipment and Usage Guidelines
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Facilities Usage Policy

- **Objective** – The objective of this policy is to ensure maximum program delivery to youth, avoid conflicts related to facilities usage, and allow our units to plan their annual calendar.
- **Facilities Reservation Forms** – There must be a Facilities usage form for every activity and meeting to be held on any North Florida Council Property including Baden Powell Scout Reservation, St Johns River Base at Echockotee and the Thompson S. Baker Scout Service Center. All forms will be dated by a member of the Support Services Staff or at the Customer Service Counter. Forms must be turned in at least two weeks before an event. Forms that are turned in less than two weeks before an event must be approved by the Support Services Director and may result in facilities not being available.
- **District and Council Events** – All facilities usage forms for district and council events are due in March of each year. Any changes to the form must be submitted in writing. Before completion of the council calendar all forms will be reviewed, conflicts will be discussed, and determinations will be made relating to exclusive usage of the property. Every district and council event will have a Campmaster on the property that is not a member of that district or organization. All districts need to inform their volunteers about arrival times and send the Camping Administrator specific campsite information if early arrivals are expected.
- **Multiple Groups Using the Same Facilities** – Groups will not be given exclusive rights to use camp facilities during any activity or meeting. At Camp Shands medium sized groups are encouraged to use either Meninak or Taylor Dining Hall. Large groups will be allowed to use both during approved activities. During certain activities camp usage will be somewhat restricted in order to provide privacy and space for participants and staff.
- **Thompson S. Baker Scout Service Center** - Routine meetings at the service center held during regular business hours do not require a permit. However, all evening meetings at the service center require a form. During all service center meetings a member of the professional or office staff must be in attendance at all times.
- **Summer Camping Season** – During Aquatics Camp at Echockotee and Summer Activities at Camp Shands the Camp Directors will have authority over facilities usage and no paperwork is required for any activities related to the camp program. Outside groups are generally restricted during this time and facilities usage by any non camp group must be approved by the appropriate camp director. Summer camping season is determined to be May 1 – Labor Day.
- **Date Changes** – Dates for activities and training will not be changed in except for extreme circumstances. If activities must be postponed due to a hurricane or other emergency future date adjustments will be sent to all affected parties in writing. All date changes must be approved by the Support Services Director.
- **Facilities Usage Fees** – All fees must be paid directly to the Council Office for any facilities usage. The only exception is ammunition usage which is paid directly to the Camp Ranger.
- **Special Equipment and facilities** – Special activities including shooting ranges, waterfront, boats, climbing towers, and COPE course are subject the Guide to Safe Scouting. Several other policies apply.
 - Kitchen facilities may only be used if at least one person has a Florida Food Handlers Certification.
 - The pool at St Johns River Base at Echockotee or the waterfront at Camp Shands may only be used with a BSA Lifeguard or a person with Swimming and Water Rescue Training.
 - Boats may only be used on site if at least one person has BSA Lifeguard or Paddle Craft Safety.
 - Climbing and COPE facilities require a lead instructor and a certain number of instructors per participant.
 - Shooting ranges require a person that has completed site specific training in the North Florida Council

Equipment Check-Out Procedures

- **Objective** – The objective of these policies is to ensure that Scouters can use equipment that is council property while protecting these assets from loss or damage.
- **National BSA Policy** – In all cases the Guide to Safe Scouting, Safe Swim Defense and Safety Afloat will be our guidelines.
- **Canoes** – Canoes may be used on or off site at either Camp Shands or St. Johns River Base at Echokotee. All canoes and lifejackets must be returned in the same condition in order to receive the deposit. Additional policies are found on the Canoe Usage form.
- **Firearms and Archery Equipment** – BB guns, bows and archery equipment may be checked out for use at district or council events. If possible the district should use equipment that is checked out to them through the day camp program. The number of BB guns, bows, target stands, targets and arrows checked out must be documented with the camp ranger or Campmaster on the official form provided in the notebook in the warehouse. Requests for equipment must be made to the Camping Administrator at least 2 weeks before the event. Requests made less than two weeks before an event must be approved by the Support Services Director and may result in equipment not being available. Lost arrows and damaged equipment will be charged to the district event. Rifles and shotguns may only be used at Camp Shands under the supervision of a certified Range Master.
- **Fishing Poles** – Cane poles are available only at St Johns River Base at Echokotee. See Ranger or Campmaster since availability is not guaranteed.

How to Sign up for Camp Shands in the Off-Season

- Council and district event chairs have completed paperwork for their event
- Step 1 - Check dates
During the annual program planning process the troop, pack, crew or post should check dates that the camp has available. Check the council calendar and call the North Florida Council Camping Department at (904)388-0591. Most weekends several different groups may use the camp at the same time.
- Step 2 - Complete a Camp Shands Permit
This will outline the specific facilities and areas of camp that you would like to use. Please note that applications should be turned in at least two weeks prior to date of arrival. Camp Shands Permits turned in less than two weeks before arrival must be approved by the Support Services Director and those turned in later than Wednesday of the week of arrival will only be approved under special circumstances.
- Step 3 - Turn in the Permit and all applicable fees
Permits may be turned in at the North Florida Council Camping Department office, faxed to (904) 377-4847, or mailed to:

Camping Department
North Florida Council
521 S. Edgewood Avenue
Jacksonville, FL 32205
- Step 4 – Have a safe and enjoyable time at Camp Shands.

Baden Powell Scout Reservation
Camp Shands - Camp Davis
CAMP RULES

1. If your estimated time of arrival changes more than one hour from the time you have on the permit/reservation, please call the Ranger or Campmaster and let them know, especially if you are canceling.
2. Each unit or group **MUST** check in upon arrival and will be assigned a campsite or confirmed a campsite reservation. Please show the Campmaster your Local Tour Permit.
3. *** * *NO PARKING IN CAMPSITES* * *** Vehicles may be driven to campsites to be unloaded and then immediately taken to the parking lot for the duration of your stay. Parking at the Ames Lodge is for Camp Staff, Medical personnel, and Emergency vehicles **ONLY**.
4. No fireworks, alcoholic beverages, or illegal drugs.
5. All firearms must be checked in and secured in the Armory **upon arrival**.
6. No riding in the backs of trucks or trailers.
7. **Campfires should never be left unattended**. Fires must be contained in the metal fire rings provided in the campsite. Only build fires to the size needed (NO BONFIRES). Make sure your fire is completely out before leaving the area.
8. Baden-Powell Scout Reservation is a wildlife sanctuary. Animals are not to be played with, teased, or harmed in any way. If any animal becomes a problem, contact the Campmaster or Ranger.
9. Open toed shoes/sandals are not allowed in camp. Shoes or boots must be worn at all times.
10. Standing trees are not to be cut down or damaged.
11. Each unit/group is responsible for its own first aid. In the event of serious injury or illness, **IMMEDIATELY NOTIFY THE CAMPMASTER AND THE RANGER**. If you have a doctor, nurse, EMT, etc. with your unit; please have them check in with the Campmaster at the Ames, so we know they are available in camp.
12. Each unit/group should carry their trash to the dumpsters located in the parking lot area. Do not leave campsite trash in the shower houses or in the garbage cans at the campsite.
13. Toilet paper is provided for Council Events only. Units should bring their own toilet paper for weekend camping.
14. Rifle Range: NFC approved NRA instructor required, Range Permit required
15. Waterfront: BSA Lifeguard or Paddle Craft or Swimming and Water Rescue required
16. In case of an emergency: Fire Emergency: Fire Bell Ringing or Weather Emergency: Camp Siren Sounding – Report to the Meninak Lodge **IMMEDIATELY**
17. All units/groups must check out with the Campmaster. Campsites, buildings and areas used need to be inspected by the Campmaster prior to your departure.

RANGER: Working hours 8am – 5pm. (352) 475-1212 Leave message as instructed.

CAMPMASTER: Working hours From Friday 6pm to Sunday 12noon. (352) 474-5080

Camp Shands Waterfront Policy

- Guide to Safe Scouting, Safe Swim Defense, and Safely Afloat are the rules to follow.
- A BSA lifeguard, Swimming and Water Rescue, or Paddle Craft Safety is required for swimming and reservations are required. See the Camp Shands Permit

Rotary Club of Palatka Xtreme Course Rules

- The Xtreme course may only be used by Boy Scouts, Venturers, Explorers or adults. NO Cub Scouts.
- Two adults are required on the course at all times. Adults need to track specifically the progress of the Scouts through the course.
- Adults are responsible for safety.
- Reservations are required and the course is locked when not in use.
- There is no cost for course usage.

Compass Course

- Orienteering is for all ages
- Our compass course starts at the bell and uses small metal discs put into the ground in concrete. The coordinates and distances are on the disc.
- Report any missing coordinate stations to the ranger.

Baden Powell Scout Reservation
Camp Shands - Camp Davis
CAMPING, HOUSING & MEETING OPTIONS

- **Camping**
 - **Primitive Camping** – There are several sites on our property where a Boy Scout Troop or Venture Crew can camp. These areas are available at no cost.
 - **Campsites** – Packs, troops or crews can stay in our traditional campsites. Each site has a bathroom, small shelter, and pads for wall tents.
 - **Treehouses** – Sites are available to any troop, crew or post. All youth that stay on the Tree House site either in the Tree Houses or on the ground must be at least Boy Scout age. Adults and youth must house separately.
 - Camping is free for Scout units at North Florida Council Camps.
- **Buildings and Shelters**
 - **Taylor Dining Hall** – Taylor Dining Hall is a large facility that can be used as one big room or divided into three rooms. Kitchen facilities there are generally only available for council and district events with a Food Handlers Certificate.
 - **Meninak Lodge** – Meninak Lodge provides an excellent area for indoor training. There is a large meeting room, two adjacent classrooms and the Scoutmasters lounge.
 - There are shelters that may be used including the Laugeson Green Bar Bill Shelter, Handicraft Shelter, Scoutcraft Shelter, Ecology Conservation Shelter, Boating Shelter and Waterfront Shelter. There is a shelter at the COPE course that is generally only used as a last option.
- **Housing** – Cleaning, linens, cooking equipment and other amenities are the responsibility of those staying in the facilities.
 - **Bunk House** –has bedrooms and a kitchen facility near the main entrance into camp.
 - **Antelope Lodge** – Located across Baden Powell Road from main camp and features a kitchen and bedrooms. This facility is near Mason Lake. Availability cannot be guaranteed at this time.
 - **Beaver Lodge** – Located across Baden Powell Road and features a kitchen and bedrooms. Availability cannot be guaranteed at this time.
 - **Sadler Lodge** – Located on the undeveloped perimeter road and features bedrooms, a kitchen, and a beautiful view of our own Lake Osborn.

Shooting Range Policies

You may only reserve one rifle or shotgun range. A rifle range consists of six firing points and six rifles. The shotgun range consists of one shotgun only for skeet; two on training range; or three on the trap range.

All ranges will be used simultaneously by different units. You do not have the range to yourself. **Each unit MUST have their own Instructor and Range Safety Officer. These cannot be the same person.**

All firearms and ranges **MUST** be cleaned at the end of **YOUR** program, before turning it over to the next user.

Units may reserve more than one range in a weekend, but may use each discipline only once.

You are reserving a range for one of the following time slots:

Saturday: 9am-12pm; 12pm-3pm; 3pm-6pm / Sunday: 10am-1pm

Ranges that can be requested:

Rifle 1, Rifle 2, Shotgun Skeet, Shotgun Trap, Shotgun Training, Archery

All Black Powder Firearms must be cleaned with hot soapy water on the day used.

Pistol Range use requires a separate procedure to reserve and use. Permission may only be granted by designated Shooting Sports Committee members until after the Pistol Pilot Program. Pilot program is expected to last until Fall 2014. Currently the members responsible are: Matt Viets; LaMarr Wade; and Dick Gentry. Reservations to use the pistol range cannot be made through Council Office, yet.

No discharge of any firearm before 9:00 A.M. or after 6:00 P.M.

**Range Times are Firm, NO shot will be fired outside of the reserved times.
Ammunition remaining in guns must be unloaded not discharged.**

For fee information see Camp Shands Usage Fees – Fess Payable in advance to NFC Camping Department

Please understand that what you select may not be available due to Council/District Events or previously received unit reservations. We will make every effort to help you if this happens.

Boy Scouts of America, North Florida Council Climbing and COPE Policies & Fees

- Fees
 - COPE Fee \$20 per weekend per person
\$10 per day per person
 - COPE fees for special usage
(Only Low COPE, only certain elements) Will be reviewed individually
 - Climbing Fee for units \$25 per hour
 - Climbing Fee for District Events \$3 per person
 - Climbing Fee for Council Events \$2 per person
- The Climbing/COPE Information Form is required if you have checked the box requesting Climbing or COPE for a unit, district or council event on the Camp Shands Reservation Form.
- All national BSA COPE and Climbing Standards apply.
- National rules that most often apply
 - Tiger Cubs are limited to bouldering and may not climb
 - At Camp Shands only Boy Scouts or Venturers may participate in rappelling
 - COPE is for Boy Scouts, Venturers, or Explorers only.
 - Participant to instructor ratio is 6-1 on High COPE and 12-1 on Low Cope and 6-1 on the climbing tower, a trained Lead instructor is required on each tower and a National Camping School Trained COPE instructor is required for Low or High COPE
- Council policies that most often apply
 - In general climbing is conducted in 50 minute increments with a limit of 20 participants per hour
 - COPE is best as an all day or all weekend activity. Minimum time is half day.
 - All climbing instructors are volunteers. Every effort is made to have volunteer instructors to fulfill all requests for unit, district or council events. However, we cannot guarantee that instructors will be available. To improve the likelihood to have climbing please put in your request early and provide instructors to assist with the event. These instructors should attend the climbing training events in the fall and spring of each year and be additional to the core group of instructors that have been identified by the Council Climbing committee. All instructors are required to have their climbing training card on their person.

Camp Shands Usage Fees

	<u>Scout Groups</u>		<u>Non-Profit Groups And Out of Council</u>		
<u>CAMPING AREAS</u>	<u>Cost</u>	<u>Deposit</u>	<u>Cost</u>	<u>Deposit</u>	
Camp Davis Primitive Area	\$0	\$50	\$45/wknd	\$50	
Campsites 1-11	\$0	\$50	\$100/wknd	\$50	Cost per site
Tree Houses (No Cub Scouts)	\$0	\$100	\$150/wknd	\$100	Cost per site

BUILDINGS

Ames Lodge/ Campmaster	<i>Camp Master Only</i>				
Rotary Health Lodge	<i>First Aid at events only</i>				
Antelope Lodge	\$25/day	\$100	\$50/day	\$100	
Beaver Lodge	\$25/day	\$100	\$50/day	\$100	
Sadler Lodge	\$25/day	\$100	NA	NA	
Taylor Dining Hall	\$50/day	\$100	\$100/day	\$100	
(Kitchen not available without Council approval) Need FL Food MGR					
Meninak Lodge	\$25/day	\$100	\$50/day	\$100	
Bunk House	\$25/day	\$100	\$50/day	\$100	

SHOOTING SPORTS (Approved Range Permit Required)

Archery Range	\$0/wknd	\$100	NA	NA
Rifle Range	\$0/wknd	\$100	NA	NA
Shotgun Range	\$0/wknd	\$100	NA	NA

Archery - \$2.25 per broken arrow

Ammo Costs:

In Council: Rifle - \$6 per 100 rounds / Shotgun - \$11 per case of 25 shells

Out of Council: Rifle \$12 per 100 rounds / Shotgun - \$22 per case of 25 shells

»Cub Scouts may only do Shooting Sports at District and Council Events«

CANOES (prices per weekend)

Canoes – In Camp	NC	\$100	\$15/canoe	\$150
Canoes – Out of Camp**	\$15/canoe	\$100	NA	NA

1 rack of canoes for the weekend = 6 canoes = 6 x 15 = \$90

****Out of Camp Canoes includes Trailer (for 6 canoes) & PFD's**

COPE & CLIMBING

COPE and Climbing Costs are Per Person

COPE (30days advance)	\$20/wknd	\$100	\$50	\$100	By Contract Only
Climbing Wall	\$25/hr*	\$100	\$50	\$100	By Contract Only

*(min 2hrs + \$2 per District event participant & \$3 per Unit event participant)

CAMP SHANDS PERMIT

PERMIT FOR USE OF COUNCIL FACILITIES & EQUIPMENT

*Council Office will confirm reservations once all fees and deposits have been paid and checked for activity conflicts.
Each District must submit an approved budget and informational flyer when reservations are made for District Events.
Camp is CLOSED from May 1st until the weekend following Labor Day.*

EACH UNIT MUST HAVE A WRITTEN ACTIVITY PLAN & CAMPING ROSTER TURNED IN TO THE RANGER AT CHECK-IN. CAMP SHANDS PERMITS MUST BE TURNED IN TWO WEEKS PRIOR TO DATE OF USAGE. FORMS TURNED IN LESS THAN TWO WEEKS BEFORE THE EVENT MUST BE APPROVED BY THE SUPPORT SERVICES DIRECTOR. FORMS TURNED IN AFTER WEDNESDAY 5 PM FOR THE UPCOMING WEEKEND WILL NOT BE APPROVED.

Unit # _____ District _____ # Adults _____ # Youth _____
(Circle One) - Pack Troop Post Crew

In the space below, please indicate 3 dates and times that you would like.

Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM

Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM

Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM

If you want a copy of your permit please include a self addressed stamped envelope, otherwise you will be telephoned or faxed.

CAMPING

How many Campsites? (11 sites available) _____ Requested Site numbers? (Sites 1 through 11): _____
Tree Houses 1) _____ 2) _____ 3) _____ 4) _____ (Fee and Deposit Required)

OTHER AREAS AVAILABLE FOR USE

Activity Field _____	Chapel _____	Handicraft Pavilion _____	Boat Shelter _____
Climbing Wall ++ _____	Scoutcraft pavilion _____	Camp Davis _____	Ecology Pavilion _____
Waterfront Shelter _____	Campfire Ring _____	Fishing _____	Xtreme Course _____
Dance Arbor _____	Shotgun Pavilion _____	C.O.P.E. (Fee Required) _____	
C.O.P.E. Course + _____	(3) Climb/Rappel _____		

+Course can only be used under the supervision of a BSA C.O.P.E Certified Director. **Permit requires 30 day lead time**

++ Climbing is conducted only with certified personnel according to national BSA regulations and local guidelines

Shooting Sports – Shooting Sports areas may only be used under the supervision of certified range officers and must follow BSA and local policy as defined in our guidelines for use of ranges.

All Units wanting to use Shooting Sports Area Must Fill out Range Permit

Rifle Range _____ Archery Range _____ Shotgun Range _____

EQUIPMENT - Life jackets, oars, & paddles are provided with the use of canoes & rowboats. **Must provide Safe Swim Defense/Safety Afloat Certification to Ranger upon check-in plus you must have BSA Lifeguards at all times or be Swimming and Water Rescue or Paddle Craft Safety Trained. Refer to the Guide to Safe Scouting, Section II and to Camp usage policies for more info**

Waterfront for Swimming: _____ Canoes - In Camp Use: _____ needed.
Waterfront for Boating: _____ Rowboats - In Camp Use: _____ needed

We will use the Safe Swim Defense Plan for any swimming activity (signed): _____

We will use the Safety Afloat Plan for any boating activity (signed): _____

BUILDINGS AVAILABLE FOR USE Please Call Camping Administrator for Usage Fees

<u>Current Prices</u> * = Requires Deposit	** = Requires Deposit & Fee	***Council/District/Campmaster ONLY
Meninak ** _____	Antelope Lodge ** _____	Ames Lodge*** _____
Beaver Lodge ** _____	Staff Building _____	Sadler Lodge** _____
Bunk House ** _____	Taylor Dining/Kitchen ** _____	First Aid*** _____

Adult in Charge: _____ Email (**for faster response**): _____

Street Address: _____ City _____ State _____ Zip _____

Day Phone: (_____) _____ Evening Phone: (_____) _____

Fax (**for faster response**) _____

Tour Permit must be filed two weeks prior to above date. Please show Tour Permit and Camp Shands Permit to Ranger/Campmaster upon arrival.

OFFICE USE ONLY

North Florida Council Approval: _____ Date: _____

Deposit Receipt Date: _____ # _____ Fee Receipt Date _____ # _____

SHOOTING RANGE PERMIT

Unit Information

Unit Type: _____ Unit # _____ District: _____

Adults _____ # Youth _____

Chief Instructor Contact Information:

Name: _____

Email Address: _____ Phone: _____

Address/city, St/zip: _____

Range Information

Date Requested for: _____

Range: Rifle 1__ Rifle 2__ Shotgun Skeet__ Shotgun Training__ Shotgun Trap__ Archery__

Time Requested: **(You may only request one time slot per weekend per range)**

Saturday 9 AM – 12PM ____ 12PM – 3PM ____ 3PM – 6 PM ____

Sunday 10AM – 1PM ____

Ranger Usage Information

NRA Instructor (mandatory for Rifle and Shotgun use) please attach photo copy of certificate. The NRA Instructor and RSO MUST be two different people

NRA Instructor: _____ **NRA#:** _____

Certification: _____
Instructor # _____ Type _____ Expiration _____

Range Safety Officer _____ **NRA#:** _____

Contact Info: _____
Phone # _____ Email Address _____

Chief Instructor must agree to have all firearms that are used properly cleaned prior to check out. In addition, any problems with the firearms or ammunition must be documented and reported to the ranger at end of your program.

All ammunition MUST be purchased Saturday between 8-8:30 A.M. from the ranger.

Chief Instructor and Range Safety officer hereby affirm that they have read and understand the Boy Scout Shooting Sports Manual sections appropriate to your program, the Camp Shands Standard Operating Procedure, and if appropriate, the merit badge pamphlet for your program.

RIFLE RANGE PROCEDURES FORM

Once you have checked in with the ranger and gotten the keys; please follow this checklist for opening and closing the range. **At the conclusion of your program please sign this form, certifying that all steps have been followed, and return it to the ranger.**

Select three rifles and enter the serial numbers below

a) SN# _____

b) SN# _____

c) SN# _____

These are the rifles you will be responsible for cleaning. You are not responsible for ordinary wear and tear on the equipment IF IT IS REPORTED. Abuse by any User remains the responsibility of the User.

OPENING THE RANGE:

1. Raise range flag.
2. Test fire one round through each rifle. If you do not notice any defect, use these rifles. If the rifle malfunctions clean it and test fire again. If it still malfunctions, report this malfunction immediately to the Ranger and GIVE HIM THE RIFLE.
3. Note any damage to the target system. You are responsible for any damage not noted and reported to the Ranger.
4. Place shooting blocks and sandbags as needed.
5. Use the 5 bull target for normal merit badge shooting. Use the single bull (TQ-1) target for advanced qualification.

CLOSING THE RANGE:

1. Put all blocks, sandbags, unused targets back in armory.
2. Pick up all spent cartridges and place them in the plastic buckets for return to the ammunition supplier.
3. Return the target carriers to the up range position (out of the weather).
4. Clean all firearms. If any malfunction has occurred bring firearm to the Ranger, after cleaning (the gunsmith charges us \$40.00 to clean a dirty gun before they repair it) and report what the firearm was doing; we provide that information to the gunsmith rather than diagnosing it ourselves.
5. Sweep the range, or wash, pick up all trash, empty trashcans in the appropriate dumpster.
6. Lower range flag, and return to armory.
7. Lock up; return this form, signed, with the keys to the Ranger.

Range Master: _____

Date: _____

Unit Type & Number: _____

SHOTGUN RANGE PROCEDURES FORM

Once you have checked in with the Ranger and gotten the keys; please follow this checklist for opening and closing the range. **After the conclusion of your program please sign this form, certifying that all steps have been followed, and return it to the Ranger.**

Select the appropriate number of shotguns and enter the serial numbers below.

Three are marked "trap" and three are marked "skeet". Use "skeet" guns for beginning shooters and merit badge work. Use "trap" for trap shooting

a) SN# _____

b) SN# _____

c) SN# _____

These are the shotguns you will be responsible for cleaning. You are not responsible for ordinary wear and tear on the equipment IF IT IS REPORTED. Abuse by any User remains the responsibility of the User.

OPENING RANGE:

1. Put up red range flag

2. Test fire two rounds through each gun. Load one in chamber, one in magazine. You want to test the cycling (if they are dirty they will not cycle). If you do not notice any defect, use these guns. If they fail to cycle, clean them and try again. If they still fail to function, report any malfunction immediately to the Ranger and GIVE HIM THE GUN.

SKEET RANGE:

1. Open both houses (the range will not work unless both machines are on and functioning). This means opening the sliding doors ALL the way. Check machines for broken pieces of birds, clean as necessary. **DO NOT LUBRICATE MACHINES.** There are different types of lubes used in various places on the machines so that dust from broken birds does not accumulate.

2. Turn on the machines. If they do not cycle, the power may be turned off, or they may be unplugged. Check power; if they still do not cycle, contact the Ranger.

3. Connect the skeet cord to the outlet and check machine function.

4. Move gun racks as necessary. They are stored in the houses to keep them out of the weather.

TRAP RANGE:

1. Open both doors to trap house, and fasten them open with elastic. The elastic is stored on the inside of the door to prevent weathering.

2. Clear machine of broken birds, clean with brush if necessary. **DO NOT LUBRICATE.**

3. Clear area so only Range Master is in front of house.

4. Reach into house, remaining clear of throwing arc, and turn on hydraulic pump. Wait 30-60 seconds, for pressure to build up (it takes longer in cold weather). Turn on machine (second toggle switch), check for cycling. If it fails to cycle with pump running **STOP**, call the Ranger.

5. Connect release cord to outlet. **DO NOT** go down range with cord plugged in.

CLOSING THE RANGE:

1. Take trash to appropriate dumpster.
2. Lower range flag, return to bottom of high house, make sure all gun racks are inside out of the weather
3. Return this form, signed, with the keys, to the Ranger.

SKEET RANGE:

1. Disconnect release wire, enter houses turn off machines, and then release birds. Until the machines have been turned off and birds released, the range is NOT SAFE.
2. Pick up all spent hulls and put in trash.
3. Reload machines as necessary, brush broken birds out of machines, and sweep the floor of broken pieces.
4. Return gun racks to appropriate shelter.
5. Close the sliding doors and lock the exterior doors.
6. Clean the guns. If you have had a malfunction bring the gun and an explanation of what happened to the Ranger, after cleaning (the gunsmith charges us \$40.00 for cleaning a gun prior to repairing it).

TRAP RANGE:

1. Disconnect release wire.
2. From outside the house, clear of the arc of flight, turn off machine and release bird. Turn off pump.
3. Clear broken birds from machine; brush the pieces off all moving surfaces.
4. Refill machine.
5. Sweep the floor.
6. Close and lock doors, the elastic cord is put on the inside of the door.
7. Pick up all hulls on range and put in trash.
8. Clean the guns. Any firearm that has malfunctioned during use should be taken to the Ranger with an explanation as to what happened after cleaning.

Range Master: _____

Date: _____

Troop/Unit _____

**North Florida Council
Camp Shands
Climbing Event Information Form**

Event information will assist us in planning for your event and recruiting instructors. Please submit to Carrie Kurtz at carrie.kurtz@scouting.org and this will be shared with the committee.

Please attach the event Overall schedule including specific times for climbing

_____ St Johns River Base _____ Camp Shands

Event date: _____

Time Requested: _____ Morning (9:00am - 12:00pm) _____ Afternoon (1:00pm - 4:00pm)

Number of Hours Requested (minimum two hours) _____

Check one: _____ Unit _____ District Event _____ Council Event

Unit type and number or Name of event: _____

Realistic estimate on the total number of participants

Cubs ____ Webelos ____ Boy Scouts ____ Venturers ____ Explorers ____ Adults ____

List any instructors that have completed training or will complete training before your event

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Adult in charge _____

Email address _____

Cell phone _____

Date of submittal _____

How to Sign up for St Johns River Base at Echockotee in the Off-Season

- Council and district event chairs should fill out paperwork for the fall-spring anytime after May 1. Units may sign up for weekend usage after May 15th.
- Step 1 - Check dates
During the annual program planning process the troop, pack, crew, ship or post should check dates that the camp has available. Check the council calendar and call the NFC Camping Department at (904) 388-0591. Several different groups may use the camp at the same time.
- Step 2 - Complete St Johns River Base at Echockotee Permit
This will outline the specific facilities and areas of camp that you would like to use. Please note that applications should be turned in at least two weeks prior to date of arrival. Permits turned in less than two weeks before arrival must be approved by the Support Services Director and those turned in later than Wednesday of the week of arrival will only be approved under special circumstances.
- Step 3 - Turn in the Permit and all applicable fees
Permits may be turned in at the North Florida Council Camping Department office, faxed to (904) 377-4847, or mailed to:

Camping Department
North Florida Council
521 S. Edgewood Avenue
Jacksonville, FL 32205
- Step 4 – Have a safe and enjoyable time at St Johns River Base at Echockotee.

St. Johns River Base at Echockotee
CAMP RULES

1. If your estimated time of arrival changes more than one hour from the time you have on the permit/reservation, please call the Ranger or Campmaster and let them know, especially if you are canceling.
2. Each unit or group **MUST** check in upon arrival and will be assigned a campsite or confirmed a campsite reservation. Please show the Ranger or Campmaster your Local Tour Permit.
3. *****NO PARKING IN CAMPSITES***** Vehicles may be driven to campsites to be unloaded and then immediately taken to the parking lot for the duration of your stay. **NO** vehicles are allowed in the campsite except for handicapped or emergency usage.
4. No fireworks, alcoholic beverages, or illegal drugs.
5. No riding in the backs of trucks or trailers.
6. **Campfires should never be left unattended.** Fires must be contained in the metal fire rings provided in the campsite. Only build fires to the size needed (**NO BONFIRES**). Make sure your fire is completely out before leaving the area. Ashes should be cold and removed from fire pit. Fires only allowed in designated pits.
7. Echockotee is a wildlife sanctuary. Animals are not to be played with, teased, or harmed in any way. If any animal becomes a problem, contact the Campmaster or Ranger.
8. Open toed shoes/sandals are not allowed in camp. Shoes or boots must be worn at all times.
9. Standing trees are not to be cut down or damaged.
10. Each unit/group is responsible for its own first aid. In the event of serious injury or illness, **IMMEDIATELY NOTIFY THE CAMPMASTER AND THE RANGER.** If you have a doctor, nurse, EMT, etc. with your unit; please have them check in with the Campmaster at the Ames, so we know they are available in camp.
11. Each unit/group should carry their trash to the dumpsters located in the parking lot area. Do not leave campsite trash in the shower houses or in the garbage cans at the campsite.
12. Toilet paper is provided for Council Events only. Units should bring their own toilet paper for weekend camping.
13. Waterfront: Canoes according to canoe usage policies, pool according to pool policies and motor boats according to Aquatics Usage Policy.
14. Fishing is allowed in the lagoon or other designated areas. No fishing in the restricted areas. Cub Scouts must be directly supervised by an adult while fishing.
15. Shooting sports are not allowed for Cub Scouts except at District and Council events. Ranges are not equipped for rifle shooting and may not be used for such. Archery may only be used by certified instructors.
16. All Scouts must be in campsites by 10pm and lights out at 11pm. Quiet time is 11pm till 7am.
17. In case of an emergency: Fire Emergency: Fire Bell Ringing or Weather Emergency: Camp Siren Sounding -- Report to the Ashley Lodge **IMMEDIATELY**
18. All units/groups must check out with the Ranger or Campmaster. Campsites, buildings and areas used need to be inspected by the Campmaster prior to your departure.

RANGER: Working Hours 8am – 5pm (904) 264-0121
DIRECTOR: Working Hours 8am – 5pm (904) 269-2091

North Florida Council

Boy Scouts of America 3-3

RULES FOR POOL USAGE

1. A St Johns River Base at Echockotee Permit with pool indicated along with applicable fees must be turned into the camping department at least two weeks prior to usage date. Safe Swim Defense Plan must be followed with a BSA Lifeguard or equivalent at the pool.
2. Everyone must take a shower before entering pool.
3. No Cutoffs are allowed. Proper attire is required.
4. NO Running or Horseplay in the pool or locker room area.
5. The closet must be unlocked for easy access to backboard and first aid supplies. Units are responsible for their OWN first aid supplies for minor accidents.
6. Stay away from the handicap ramp, unless a participant needs to use it. The same rule applies to the rails.
7. No one is allowed on the ropes marking the entrance.
8. Only one person on the diving board. No swimming in the diving area when board is open. You must go off the board facing forward...no back flips.
9. No food or drink is allowed in the pool compound.
10. In case of serious accident call 911. A working cell phone must be at the pool at all times. Camp address is as follows: 2513 Doctors Lake Dr. Orange Park, FL 32073
11. Serious accidents requiring emergency services or a trip to the hospital must be reported to the ranger.
12. Pool must be cleaned and locked before leaving.
13. The ranger is responsible to test the chlorine and PH content. If there is a problem suspected check with the ranger.
14. All equipment problems must be reported to the ranger.
15. Ringhaver pool will accommodate up to 50 persons according to BSA policy. One guard is required per 10 swimmers and one must have BSA Lifeguard or equivalent and current CPR certification.
16. Lifeguard and the adult leader in charge must work together to enforce pool rules.

**Boy Scouts of America, North Florida Council
Climbing Policies & Fees**

- Fees
 - Climbing Fee for units \$25 per hour
 - Climbing Fee for District Events \$3 per person
 - Climbing Fee for Council Events \$2 per person

- The Climbing Information Form is required if you have checked the box requesting Climbing for a unit, district or council event on the Camp Shands Reservation Form.

- All national BSA Climbing Standards apply.

- National rules that most often apply
 - Tiger Cubs are limited to bouldering and may not climb
 - Boy Scouts and Venturers are allowed to participate in training and Webelos may also participate on a specific route.
 - Participant to instructor ratio is 6-1 on the climbing tower
 - A trained Lead instructor is required on each tower

- Council policies that most often apply
 - In general climbing is conducted in 50 minute increments with a limit of 20 participants per hour
 - All climbing instructors are volunteers. Every effort is made to have volunteer instructors to fulfill all requests for unit, district or council events. However, we cannot guarantee that instructors will be available. To improve the likelihood to have climbing please put in your request early and provide instructors to assist with the event. These instructors should attend the climbing training events in the fall and spring of each year and be additional to the core group of instructors that have been identified by the Council Climbing committee. All instructors are required to have their climbing training card on their person.

St. Johns River Base at Echockotee Usage Fees

	<u>Scout Groups</u>		<u>Non-Profit Groups</u>		
			and Out of Council		
<u>CAMPING AREAS</u>	<u>Cost</u>	<u>Deposit</u>	<u>Cost</u>	<u>Deposit</u>	
Campsites 1-8	\$0/wknd	\$50	\$80/wknd	NC	Cost per site
WW Gay Campsite/Shelter	\$0/wknd	\$75	\$80/wknd	\$100	Cost per site
Primitive Campsite	Free	\$0	Free	\$0	No Facilities
 <u>Buildings</u>					
Ashley Lodge - Gate Room	\$50/day	\$100	\$100/day	\$100	No Food/Drink Allowed Approved Cook Staff
Ashley Lodge - Kitchen	\$25/day	\$100	\$50/day	\$100	
(Kitchen not available without Council approval) Need FL Food MGR					
Ashley Lodge - Main Hall	\$100/day	\$100	\$250/day	\$100	
Rotary Lodge	\$15/wknd	\$100	\$100/wknd	\$100	
 <u>Canoes</u>					
Canoes - In Camp	NC	\$100	\$15/wknd*	\$150	
Canoes - Out of Camp	\$15/wknd*	\$100	NA	NA	
*1 rack of canoes for the weekend = 6 canoes = 6 x 15 = \$90					
**Out of Camp Canoes includes Trailer & PFDs					
 <u>Special Activities</u>					
Climbing Wall	\$25/hr*	\$100	NA	NA	
*minimum 2hrs + \$2 per District event participant / \$3 per Unit event participant					
Calhoun Archery Range	\$0	\$25	NA	\$2.25/broken arrow	
 <u>Pool</u>					
Ringhaver Pool	\$5/hr		\$150/2 hr	Special Rules Apply	
			\$100/additional hour		
	4 HR Max/Day		4 HR Max/Day		
*Must have Red Cross/BSA Lifeguard Certification & Safe Swim Defense					

**ST. JOHNS RIVER BASE AT ECHOCKOTEE PERMIT
PERMIT FOR USE OF COUNCIL FACILITIES & EQUIPMENT**

*Council Office will confirm reservations once all fees and deposits have been paid and checked for activity conflicts.
Each District must submit an approved budget and informational flyer when reservations are made for District Events.
Camp is CLOSED from May 1st until the weekend following Labor Day.*

EACH UNIT MUST HAVE A WRITTEN ACTIVITY PLAN & CAMPING ROSTER TURNED IN TO THE RANGER AT CHECK-IN.
CAMP SHANDS PERMITS MUST BE TURNED IN TWO WEEKS PRIOR TO DATE OF USAGE, FORMS TURNED IN LESS THAN TWO WEEKS BEFORE THE EVENT MUST BE APPROVED BY THE SUPPORT SERVICES DIRECTOR, FORMS TURNED IN AFTER WEDNESDAY 5 PM FOR THE UPCOMING WEEKEND WILL NOT BE APPROVED IN MANY CASES

Unit Type & # _____ District _____ # Adults _____ # Youth _____

In the space below, please indicate 3 dates and times that you would like.

Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM
 Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM
 Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM

If you want a copy of your permit please include a self addressed stamped envelope, otherwise you will be telephoned or faxed.

CAMPING

How many Campsites? (8 sites available) _____ Requested Site numbers? (Sites 1 through 8): _____
 Each camp site will hold Approx. 50 campers.

OTHER AREAS AVAILABLE FOR USE

Fishing _____ Chapel _____ Campfire Ring _____ Amphi-Theatre _____
 Activity Field _____ Basketball Court _____ Volleyball Court _____ Climbing Tower _____
 Archery & BB Range (unavailable on pack level - See GTSS) _____

EQUIPMENT

Life jackets, oars, & paddles are provided with the use of canoes & rowboats.

Waterfront for Swimming: _____ Canoes - In Camp Use: _____ needed.
 Waterfront for Boating: _____ Rowboats - In Camp Use: _____ needed

We will use the Safe Swim Defense Plan for any swimming activity (signed): _____
 Please refer to Guide to Safe Scouting Section II (Aquatics Safety) Provide certificate to Campmaster/Ranger on arrival

We will use the Safety Afloat Plan for any boating activity (signed): _____
 Please refer to Guide to Safe Scouting Section II (Aquatic Safety) Provide certificate to Campmaster/Ranger on arrival

Swimming Pool _____ Number of Hours: _____ Time - from: _____ Time - to: _____ Picnic Area by Pool _____
 Lifeguards must be Red Cross/YMCA/BSA approved. Must submit copies of training cards to Council in advance as well as show Ranger/Campmaster. One adult 21+ must be trained in Safe Swim Defense. Maximum of 50 people in the pool at a time

SHELTERS

Calhoun Pavilion _____ Sertoma Shelter _____ **W.W. Gay Shelter _____
 Knights of Columbus _____ Pavilion w/grill _____

BUILDINGS AVAILABLE FOR USE Refer to current St Johns River Base at Echowkotee Usage Fees for current prices

* = Requires Deposit ** = Requires Deposit & Fees
 Ashley Lodge - Gate Room _____ Ashley Lodge - Kitchen ** _____
 Ashley Lodge - Main Hall ** _____ Rotary Lodge * _____ Ashley Lodge - Porch _____

Adult in Charge: _____ Email (**for faster response**): _____

Street Address: _____ City _____ State _____ Zip _____

Day Phone: (_____) _____ Evening Phone: (_____) _____

Fax (**for faster response**) _____

Tour Permit must be filed two weeks prior to above date. Please show Tour Permit and Camp Shands Permit to Ranger/Campmaster upon arrival.

OFFICE USE ONLY

North Florida Council Approval: _____ Date: _____

Deposit Receipt Date: _____ # _____ Fee Receipt Date _____ # _____

**North Florida Council
St Johns River Base at Echockotee
Climbing Information Form**

Event information will assist us in planning for your event and recruiting instructors. Please submit to Carrie Kurtz at carrie.kurtz@scouting.org and this will be shared with the committee.

Please attach the event Overall schedule including specific times for climbing

Event date: _____

Time Requested: _____ Morning (9:00am - 12:00pm) _____ Afternoon (1:00pm - 4:00pm)

Number of Hours Requested (minimum two hours) _____

Check one: _____ Unit _____ District Event _____ Council Event

Unit type and number or Name of event: _____

Realistic estimate on the total number of participants

Cubs _____ Webelos _____ Boy Scouts _____ Venturers _____ Explorers _____ Adults _____

List any instructors that have completed training or will complete training before your event

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Adult in charge _____

Email address _____

Cell phone _____

Date of submittal _____

Canoe Rental Form

Check One: _____ St. Johns River Base at Echockotee _____ Camp Shands

Pick up Date _____ Time _____ AM/PM

Return Date _____ Time _____ AM/PM

Canoes may be picked up any time after noon or later Friday and returned anytime before noon on Monday. Canoes and trailers that are returned before noon on Saturday count as one day.

Unit Type and Number _____

Adult in Charge _____

Home Phone _____

Cell Phone _____

Work Phone _____

Fax Number _____

Email address _____

Adult in charge signature _____

Cost is \$15 per canoe + a \$100 deposit with a separate check or credit card (returned when equipment is turned into Camp Ranger).

All fees payable to camping department at the council office two weeks prior to usage.

_____ Canoes x \$15 = \$ _____ Total Amount

*1 rack of canoes (6 canoes) for one weekend = \$90

_____ trailer(s) (max 6 canoes)

_____ lifejackets (no extra charges)

Date paid _____ Date returned _____
Counted and checked by _____

North Florida Council

Boy Scouts of America 4-1

**Camp Francis
Camp Francis Drive
Interlachen, Florida**

- **Information** – Camp Francis is owned by the Camp Francis Trust and is set aside for usage by Boy Scouts. We are now asking that you complete a Camp Francis Permit to reserve the property.
- **Primitive Camping** – Camp Francis features several wooded campsites, a large open field, a shelter at the old house site pit latrines and city water. The site is perfect for advancement work with new Scouts or for troop games in a private setting.
- **Camp rules** – Standard rules as founding the Guide to Safe Scouting apply when using Camp Francis. The lake and dock is off limits and not available for Scout use. Quiet time is from 11pm until 7 am.
- **Trash** – There is no garbage service on the property and all trash must be packed out.
- **Contact Information** – Camp Francis has no ranger but there are volunteers ready to assist a troop that would like to use the facility. Jerry Foster can be reached at (386)684-6848. They can assist with getting the water turned on and showing the property boundaries.

Boy Scouts of America

North Florida Council 4-2

Camp Francis Usage Permit

Unit Type & # _____ District _____

#Adults _____ #Youth _____

In the space below, please indicate date and times that you would like to reserve the camp for:

Arrival Date: _____ at _____ AM/PM Departure: _____ at _____ AM/PM

Adult in Charge: _____

Email Address _____

Street Address: _____

City _____ State _____ Zip _____

Home Phone: (____) _____ Cell Phone (____) _____

Fax#: (____) _____

North Florida Council Approval: _____ NFC Approval Date: _____

