

This form is designed to be filled in on your computer and can be saved and emailed.

REVOLUTIONARY TRAILS COUNCIL, BSA
PHONE: (315) 735-4437
Web Site: www.Scoutingenv.org

1401 GENESEE STREET, UTICA, NEW YORK 13501
FAX: (315) 735-9184

_____ Camp Kingsley 315-942-2511
_____ Camp Russell 315-392-3290
_____ Cedarlands Scout Reservation 518-624-4371

Caretaker 315-942-2050

Properties Superintendent – Al Schrader 315-392-3213

Cell Phone 315-520-6658

INSTRUCTIONS:

Complete page 1 and 2 of this application and send it to the Council Office with your full payment for the facility as well as the \$50.00 returnable security damage deposit. Pages 3-5 must be completed and taken to camp with you.

Date of Event _____ Type of Event _____
(Prior Approval must be obtained from the Ranger to arrive prior to 6 pm on Friday or to stay later than 11am on Sunday)

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____

Unit/Organization _____ District/Council _____

Attending: Boys: _____ Girls: _____ Male Leaders/Adults: _____ Female Leaders/Adults: _____

Facilities Reserved (specify cabin or campsite):

Cabin(s) _____

Lean-To Campsite _____

Tent Camping _____

Other Use (check all that apply):

_____ Day Use only

_____ Dining Hall/Kitchen

_____ Dining Hall only

_____ Campfire/Picnic/Pavilion Area

Primary Leader in Attendance:

Name _____

Position: _____

Address _____

Home Phone: _____

City/State _____

Work Phone: _____

License Plate # _____

E-Mail: _____

PAYMENT: (Facility fees for all camps are payable when application is submitted.) Fee Paid: \$ _____

_____ Check attached. (Check # _____)

_____ Charge my Unit Account (cannot be done at camp)

_____ Master Card

CVC# _____ Expiration Date: _____

_____ Visa

CVC# _____ Expiration Date: _____

I certify that I am aware of the Boy Scouts of America's current two-deep leadership policy and will have approval of our chartered partner for all leaders participating in this outing. I have read and agree to all the camp rules and regulations and agree to follow them.

SIGNATURE of Primary Leader: _____ Date: _____

FEES ARE NOT REFUNDABLE, BUT MAY BE TRANSFERRED TO ANOTHER DATE OR CAMP, PROVIDING NOTICE IS GIVEN TWO WEEKS PRIOR TO ORIGINAL RESERVATION DATE. THIS FORM MUST BE SUBMITTED TO THE COUNCIL SERVICE CENTER TWO WEEKS PRIOR TO ARRIVAL AT CAMP OR A \$20 LATE FEE WILL BE ADDED TO THE COST.

OFFICE USE ONLY: Approved By: _____ Date: _____
Date Paid: _____ Receipt # _____ Paid: _____ & Security Deposit _____

THIS ROSTER and the RULES AND REGULATIONS SHEET MUST BE SUBMITTED TO THE CAMP OFFICE UPON ARRIVAL

REVOLUTIONARY TRAILS COUNCIL

BOY SCOUTS OF AMERICA

SHORT TERM CAMPING UNIT ROSTER

THIS ROSTER MUST BE SUBMITTED TO THE CAMP RANGER OR HIS DESIGNEE UPON ARRIVAL AT CAMP

Unit/Organization _____

Dates In Camp _____

LEADERS IN CAMP (At least one adult leader must be have current Youth Protection Training. List additional leaders on back):

(21+) 1. _____ Phone: _____ Youth Protection Date Taken: _____

(18+) 2. _____ Phone: _____ Youth Protection Date Taken: _____

(18+) 3. _____ Phone: _____ Youth Protection Date Taken: _____

YOUTH MEMBERS ATTENDING

1. _____

11. _____

2. _____

12. _____

3. _____

13. _____

4. _____

14. _____

5. _____

15. _____

6. _____

16. _____

7. _____

17. _____

8. _____

18. _____

9. _____

19. _____

10. _____

20. _____

NOTE: This roster is required for all units who attend short term camping at Revolutionary Trails Council camps.

The youth members and adult leaders listed on this page were in attendance at weekend camp. I have READ AND AGREE TO THE CAMP RULES AND REGULATIONS. I understand that a minimum of two adult leaders is required for all outings and at least one of these leaders must be 21 years of age.

Camp Leader's Signature _____ Date _____

**For All Revolutionary Trails Council Camps
(For In-Council Units, Out of Council Units, and Non-Scout Use of Camp)**

REVOLUTIONARY TRAILS COUNCIL, BSA CAMP USE RULES AND REGULATIONS

MUST BE SIGNED AND SUBMITTED TO THE CAMP RANGER OR HIS DESIGNEE UPON ARRIVAL AT CAMP

1. All camping reservations must be made through the Revolutionary Trails Council Office in Utica, N.Y. Reservations will not be taken without payment in full, a \$50 refundable damage deposit and for non-Scout groups, a certificate of insurance.
2. Submit a Camp Use Application Form to the Council Office in Utica; with the appropriate fees and proof of insurance, when required, a minimum of two weeks prior to your arrival.
3. A copy of the Camp Use Application Form will be forwarded to the Ranger/Campmaster prior to your arrival. You should bring your copy as proof of payment.
4. If your outing is cancelled for any reason, contact the Ranger (315-392-3213) and the Council Office (315-735-4437) immediately. If cancelled 2 weeks or more prior to arrival, your prepaid fees are transferable to another date or camp, schedule permitting. If cancelled less than 2 weeks from your scheduled time at camp, payment is non-refundable.
5. **ARRIVAL AT CAMP:** Please do not arrive earlier than expected. You **MUST** check in with the Ranger or Campmaster **PRIOR** to going to the campsite or cabin. All fees are based on a 36-hour weekend period, from Friday evening at 6:00 pm to Sunday noon. The Ranger or Caretaker of the camp you will be attending **must** approve any arrivals or departures outside of this 36-hour period prior to arrival. There will be no exceptions!!
6. **LEADERSHIP FOR TROOPS and CREWS:** A minimum of two adult leaders per the first eight youth and one leader for each additional eight youth is needed, one of whom must be at least 21 years of age.
7. **LEADERSHIP FOR CO-ED GROUPS:** Co-ed overnight activities require male and female adult leaders, both of whom must be at least 21 years of age. There must be separate sleeping facilities or areas for male and female participants in accordance with the BSA policy.
8. **LEADERSHIP FOR CUB PACKS:** All Cub and Webelos Dens must meet the mandatory 1:2 Adult/Youth ratio. If Tigers, Wolves or Bears are camping out, **FAMILY CAMPING** procedures must be followed prior to arrival at camp.
9. You must submit a Unit Roster showing the names of **ALL** participants (both youth and adult) to the Ranger/ Campmaster upon arrival at camp.
10. A Program Outline is requested so that your outdoor experience is beneficial and productive. Remember that the Ranger and Campmasters are there to help! Camp conservation and service projects are available, upon request.
11. Personal Vehicles **MUST** be parked in the parking lots **ONLY** or in an approved area designated by the Ranger or Campmaster. No snowmobiles or ATV's are allowed. Be prepared to carry your gear, do not plan to drive or ride your gear into the campsites or cabins.
12. No trenching around tents is permitted, as it leads to soil erosion.
13. There will be no cutting of standing timber or damage to any property, including natural surroundings. Defacing of camp property is prohibited. Units will be responsible to pay for any and all damages that occur during your stay at camp.
14. Open fires or camp fires are to be built only in designated locations or on fire altars provided. All open fires are to be dead out before leaving a campsite for any reason. **Firewood is not provided.** Only downed and dead wood found on the property can be collected and cut with axes or bow saws. **CHAINSAWS ARE PROHIBITED and NOT ALLOWED.**
15. There will be **no smoking** in front of the campers. Smoking is allowed in **designated areas only!**

16. Quite time is enjoyed from 10 PM until 7 AM. Loud music or noise is not permitted at anytime.
17. No Alcoholic beverages or controlled substances will be allowed at camp.
18. All accidents, illnesses, or emergencies must be reported immediately to the Ranger/Campmaster.
19. Use of liquid or bottled fuels must follow the Guide to Safe Scouting. No firearms and no fireworks are allowed at camp.
20. No pets are allowed at camp.
21. No fishing is allowed from swimming docks. Barbless hooks only at Camp Kingsley. NYS License required ages 16 +
22. Swimming at designated areas is allowed, provided that copies of Lifeguard Certification, Adult Supervisor, and Safe Swim Certifications are attached to the application and all Rules / Regulations pertaining to swimming are followed.
23. Leave an area better than you find it! Do a good turn before leaving camp. All trash is to be carried out by your group.
24. LEAVING CAMP: Arrange with the Ranger or Campmaster for a convenient checkout time. Before you depart camp, you must be checked out by the Ranger or Campmaster, who will assess any damage or cleaning requirements

I have read and agree to all the camp rules and regulations and agree to follow them.

SIGNATURE of Primary Leader at camp: _____ Date: _____

**Revolutionary Trails Council, BSA
1401 Genesee Street
Utica, NY 13501**

WE HOPE YOUR CAMPING EXPERIENCE IS FUN, SAFE AND MEMORABLE!