



# LEADERS GUIDE 2023



BOY SCOUTS  
OF AMERICA®  
MONTANA COUNCIL

UPDATED DECEMBER 2, 2022

**WWW.MONTANABSA.ORG**

CELEBRATING OVER 50 YEARS OF SCOUTING UNDER THE BIG SKY

**Hello,**

Welcome to central Montana's K-M Scout Ranch! We are excited to host you and your troop this summer. Our staff pride themselves on delivering great Scout programs and excellent customer service. Our world-class camp in the heart of Big Sky Country started as a volunteer-led effort in 1971. K-M now has some of the most modern facilities of any camp in the Boy Scouts of America.

Each year we utilize feedback to improve our program to better meet the needs of the troops visiting K-M. This year we have developed and revised our programs to best help Scouts continue on the trail to Eagle while having fun and gaining new experiences. Scouts can explore several traditional program areas and older Scouts (14+) have opportunities for our ATV and mountain bike programs. Our full list of programs and merit badges will be published in early spring prior to online merit badge registration.

We plan to host a Leader Pre-Camp webinar in April to answer questions as you prepare for camp. The Montana Council uses Black Pug software (also known as [scoutingevent.com](https://scoutingevent.com)) to register for camp and sign up for badges and activities. More information on registration will be sent to you separately.

We are excited to host you at K-M Scout Ranch and look forward to an amazing summer in 2023. Thank you for what you do for Scouting and see you on the trail!

**- John Brault, Camp Director**



**SCOUT ME IN™**

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# INTRODUCTION



K-M Scout Ranch started as a dream of Scouts playing and exploring in the Moccasin Mountains. Camp Kendall was a volunteer-led effort in the summer of 1971. Scouts camped and attended various stations in the ghost town of Kendall, MT. Two years later the camp was moved to our current location. Over the years we have been able to expand our camp size and program offerings because of the generosity of numerous individuals.

Whatever your Scouts' interests, they will find opportunities to grow! We currently offer archery, rifle, shotgun, blackpowder and cowboy action shooting at our ranges, swimming and boating on Taylor Lake, numerous merit badges in our Nature, Fine Arts, STEM and Scoutcraft areas, climbing/rappelling, ATVs, mountain biking, and more.





## Program at K-M

A complete Program Guide listing badges and activities, along with schedules and pre-requisite requirements, will be published in early Spring, prior to the start of online Merit Badge selection.

Registration for merit badges and activities must be completed through your unit's online registration. This system is referred to as Blackpug or [scoutingevent.com](http://scoutingevent.com). Pre-registering ensures your Scout gets to participate as they desire and helps the camp prepare for each Scout. Limited adjustments and registration can be accommodated on-site, talk to the Program Director when you arrive if you need to make changes.

Occasionally, adjustments to program offerings need to be made to accommodate changes in staffing, facility availability and total registration numbers. Every effort will be made to inform units of these changes as early as possible, and the Program Director will be available to assist units in adjusting to these changes.

## Summer Camp Staff

K-M offers a Counselor in Training (CIT) program that runs for three weeks. We are very proud of our top-notch Camp Staff that begins with our CIT program. CITs participate as camp staff members, which gives them the chance to learn necessary life skills, get supervised practice, and have a lot of fun. The first week is a training week where CITs learn how to teach a merit badge, lead songs, and learn the K-M traditions. Scouts that will be at least 14 years old by July 9, 2022, can interview to be a CIT.



## 2023 Dates:

Staff Week: July 1 - July 8  
Cub Scouts: July 9 - 12  
Webelos: July 12 - 15  
Scouts BSA Week 1: July 16 - 22  
Scouts BSA Week 2: July 23 - 29  
Scouts BSA Week 3: July 30 - Aug. 5

## Camp Fees and Payments:

### Scouts BSA

YOUTH \$375 (\$350)\* ADULT \$180

\*Early Bird Discount

- \$200 deposit due with camp reservation
- Balance of all camp fees due by May 15

### Cancellation and Refunds

Any unit or individual Scout canceling prior to June 1 may be able to receive a refund of fees less the \$200 deposit and \$75 camp readiness fee for each Scout and/or Adult cancellation.

After June 1, no refunds will be issued until after the end of the camping season. Refunds will be determined by the Camp Director. Valid reasons include death, illness or military orders such as TDA or PCS. Scouts and adults will receive one-half of the fees charged and/or paid for each camp.

All fees must be paid on time in order to hold your campsite. The unit may lose its place if fees are not on time.



### Camp Scholarships

A limited number of camp scholarships (camperships) are available based on financial need. The scholarship application can be downloaded from the council website. A scholarship can be requested for up to half of the camp fees.

### Reservation Information

Reservations for the next year can be made while attending camp. A deposit of \$200 is all that is required to "Hold-a-Space". The campsite reservation deposit will apply to the total fees due by the troop.





## Campsites

Campsite assignments are made by the camp administration in the days prior to arrival. Units with less capacity may need to share the site.

In the rare instance where two units must share adult leadership to meet BSA supervision requirements, the charter organizations of the two units must approve of the arrangement. Units in this arrangement must be the same gender. "Linked" boy and girl units must each separately meet the BSA two-deep leadership requirements and are considered to be two separate and independent units.

## Camp Contact Information

### Mailing Address

K-M Scout Ranch  
Recipient's Name  
Unit# & Campsite (if known)  
Box 822  
Hilger, MT 59451

### Camp Office

406-708-4662  
*Office Hours: Camp Season Only-  
Monday-Friday 9 a.m. - 5 p.m.*

### John Brault

**Camp Director**  
406-694-2071

### Nick Williams

**Camp Ranger**  
406-428-8141

### Kirsten Steel

**Montana Council Program Secretary**  
kirsten.steele@scouting.org

## Advancement Reporting

Camp Staff and Merit Badge Counselors keep track of requirement completion and submit reports to the Program Director. Some badge reporting is completed at the end of the week.

Trail to First Class advancement reporting: Scouts who participate in the Trail to First Class program will not have advancement "signed off" by camp staff. It is the responsibility of the unit leadership to approve a scout's rank advancement. Units will receive a report of the advancement skills instructed in TFC, but scout handbooks will not be signed by camp staff.

All advancement reporting will be completed through the online registration system. Prior to departure, units will receive an advancement report, indicating all completed and partial merit badges. This report is also accessible by unit leadership through your summer camp registration and is available after camp simply by returning to the online registration. If you notice inconsistencies or errors in a scout's record, please see the camp Program Director. If errors are noted after camp ends, please contact the council office.

***UNITS DO NOT NEED TO PROVIDE BLUE CARDS. BLUE CARDS WILL NOT BE USED AT K-M.***

### ***Reports accessible through online registration:***

- Individual and summary merit badge schedules
- Advancement summary and detail
- Scoutbook upload advancement file
- Blue cards for completed and partial badges



# Arriving at Camp

## Getting to Camp

K-M Scout Ranch is located approximately 20 miles north of Lewistown, MT. K-M is in the North Moccasin Mountains next to the Kendall gold mines and ghost town.

Proceed north out of Lewistown on Highway #191 for approximately 14 miles to the town of Hilger. Turn west onto a gravel road and follow the directional signs for about 5-6 miles and arrive at K-M Scout Ranch.

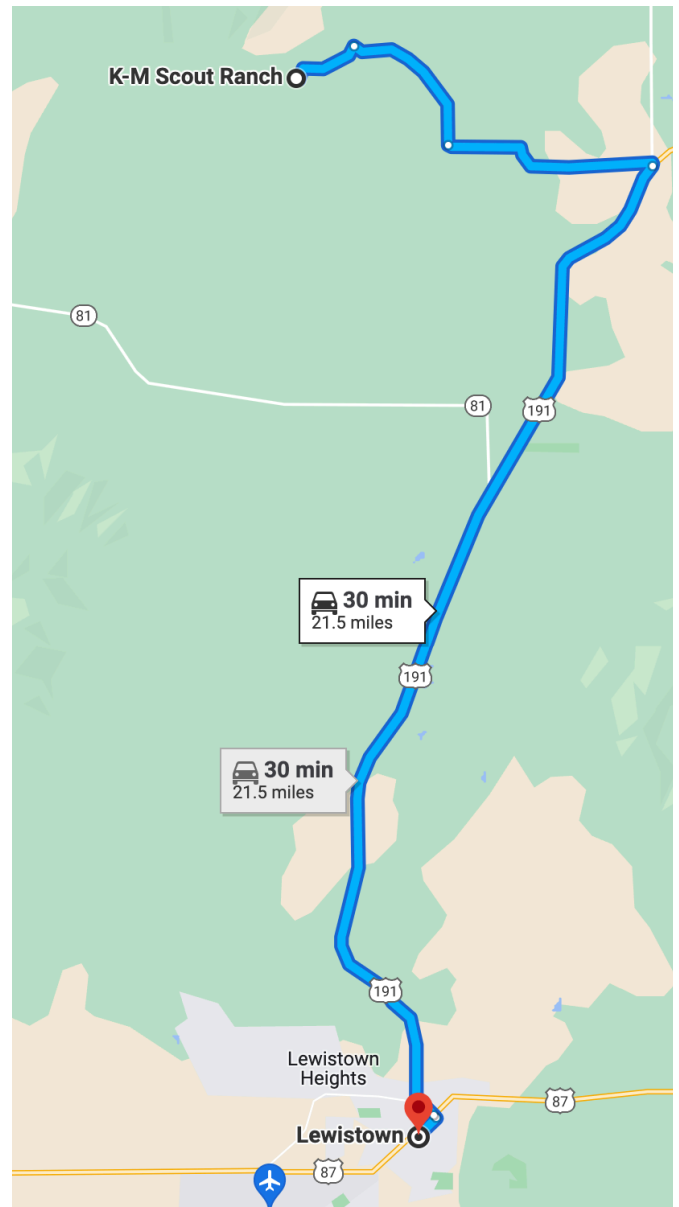
Once through the gate at the bottom of the hill, stay left at the “T” intersection to get to the parking lot.

## Standard Arrivals

The commissioner team will contact with units to schedule your arrival times. Please arrive as close to your scheduled time as possible. This helps prevent waiting for medical screening getting to your campsites. If you need to reschedule your arrival, please contact the camp office at (406-708-4662).

## Early Arrivals

Early arrivals are allowed with prior approval from the Camp Director. Advanced notice is required and units arriving without making prior arrangements may be asked to find other accommodations. To arrange an early arrival, contact Kirsten Steele at [kirsten.steele@scouting.org](mailto:kirsten.steele@scouting.org).





## **Check-in**

The check-in process begins when you arrive in the parking lot. Units can be prepared for check-in by having Scouts already changed into swim gear, medical forms organized and on hand to be handed over to the Camp Health Office and a designated unit leader ready to check in the unit.

Once you arrive, the whole unit will be directed toward the camp office and medical center, these facilities are neighbors. One unit leader will go into the office to finalize any registration items, pay fees, collect pre-ordered shirts and confirm program sign-ups. The remainder of the unit will get in line for medical checks. Once medical checks are complete and the troop is fully checked in, your troop guide will take you to either your campsite or the swim area for swim checks while completing a tour of the camp.

### **Troop Guides**

Your troop will be assigned a camp staff member as a troop guide to guide your unit through the check-in process. Your troop guide will accompany your troop to your assigned campsite to help you unload and settle in as well as escort your troop to the waterfront to complete the swim checks. While they are expected to be present in your site throughout the week, feel free to invite them to participate in unit events, skits, and games.

### **Swim Checks**

When the aquatics area is ready, your troop guide will escort you to complete swim checks. Swim checks are required for any individual wishing to participate in activities on the lake, including boating related activities. Our staff will not force anyone to participate. There are a lot of checks to complete so please be prompt and respond to the requests of the staff.

#### **Items you will get at Check-in**

- Camp Map
- Scouts Activities Schedule
- Weekly Schedule
- Camp Wrist Bands
- Other Information

#### **Items to bring to Check-in**

- Troop Roster of all attendees (youth and adult)
- Medical Forms (parts A, B and C)
- Final Fee Payments (if needed)
- Evidence of current BSA registration and YPT for all adults (a unit my.scouting roster can be utilized for this.)



# Camp Facilities

## Dining

Full-service dining facilities are available at K-M Scout Ranch. Scouts will assemble by troop in front of the dining hall 15 minutes before morning and evening meals. At this assembly information will be given, flags raised or lowered and a blessing for the meal will be offered. Serving will be cafeteria style and Scouts should sit at tables by troops or with new friends. Feel free to invite staff to join you.



Meals in camp include first night supper through last day breakfast for a total of 17 meals. The cost for guest meals is \$7 for each meal. Meal tickets should be purchased at the trading post for any guests eating in the dining hall. Please see the Camp Director to purchase meal tickets as far in advance as possible, so we may keep the kitchen staff informed.

## Accommodations

All campsites have 10x12 canvas tents with concrete platforms and steel pipe frames. Units should **NOT** bring their own tenting. Each tent is equipped with two double bunk cots to accommodate up to four youths or two adults. Cots are approximately 78" long and 36" wide, a simple mat may make sleeping more comfortable but is not necessary.

## Trading Post



The Camp Trading Post will have camp-branded merchandise, camp t-shirts and other apparel items, camping items and outdoor survival items, toiletry items, craft items, snack food, beverages and souvenirs. Trading Post hours will be announced and posted.

The trading post will accept cash, credit/debit cards, and Montana Council Scout Bucks.

NOTE: Our trading posts sell pocketknives to Scouts who have a Totin Chip card. A Scout can also purchase a knife with the permission of an adult leader. If a parent or unit does not

want their Scout(s) purchasing knives, that expectation must be communicated to the Scouts directly. Our staff will not be responsible for policing an individual unit policy or parent wishes regarding pocketknife purchases.







## Scoutmasters Lounge

With the completion of the new lodge at K-M comes the opening of the Scoutmaster's Lounge. This space will provide unit leaders a space to get away from the hustle and bustle of camp, have some refreshments and relax. We recognize that many unit leaders may want to complete work while at camp and this provides a space for productivity. Scouts are not permitted to enter the lounge.

## WIFI

As part of the property development, wireless internet capabilities are being expanded. Access to these services will be opened to participants and units. Use and access to the internet will comply with BSA morals and ideals. The Camp Administration reserves the right to restrict access to any individual or unit misusing this resource.

## Campsite Facilities

Each campsite is equipped with a picnic table for each troop, a fire ring, drinking water and a campsite kiosk with power. Larger campsites are designed to be shared by multiple troops. Please be considerate of the space needs of any other troops when you are setting up. Your unit leader will be informed if the site is shared and your troop's guide can help you find the edges of the site.

## Showers

Each campsite is located near one of the two shower house facilities. Each shower house features both restrooms only and restroom/shower combo stalls. Each stall is individual and locking. Unless medically necessary, there is no reason for more than one person to be in a stall at any given time.





Some stalls are marked female only using pictographs next to the door. It is expected these remain so. There are two handicapped stalls in each shower house. There is a sink at the end of the building that can accommodate hand washing, bottle filling and other sink-only needs. It is expected that the privacy and safety of everyone be respected while using these facilities.

### **Ice**

Units can get ice by stopping in and asking the kitchen staff. Please be respectful of

their peak times and try not to stop in during or around meals. Medical needs take the ultimate priority, beyond that the camp's need for ice takes priority and the kitchen staff can decline a unit's use of ice if they believe there won't be enough left.

### **Laundry**

There are no laundry facilities open to units during the week. Scouts should bring enough clothing to get them through the week. In extreme situations units may be permitted to use the staff laundry. If this is necessary, contact the Camp Director.

### **Off Limits**

There are very few areas that are off limits to the Scouts; however, those that are will be strictly enforced.

Staff camp, staff shower house, maintenance areas, cistern area, loading dock and the staff lounge are always off limits. Exceptions will NOT be made for Scouts who may be family members of the staff.

The Kendall Mine is very dangerous, and Scouts are not allowed to visit the mine or near any of its areas.

Program Areas, when they are closed and proper staff is not on site, are also off limits.

## **Departure Procedures\***

Before you arrive at camp you will schedule a departure time for your unit to leave your campsite. Please speak with your campsite commissioner if you need to change your departure or if you have questions. You may remain in camp after your checkout to finish breakfast.

*\*Subject to change, look for more information while you are at camp.*





# ADMINISTRATIVE PROCEDURES & POLICIES



## Leadership in Camp

### **Adult Leadership**

The Boy Scouts of America runs on adult leadership. K–M Scout Ranch provides a high-quality program thanks to those adults who bring their Scouts to camp. BSA policy requires that:

- At least two registered adult leaders 21 years of age or over are required to be present in camp at all times.
- There must be a registered female adult leader 21 years of age or over in every unit serving females.
- All leaders must be registered adult Scouters
- All adults must hold a certificate of Youth Protection Training
- All adults must provide completed medical form parts A, B and C
- \*A note for linked male & female Troops – each unit must have its own leadership, even if you are camping in a site together. Therefore, a minimum of 4 leaders would be required in your campsite.



Additional troop leadership should reflect an awareness of the troop size, skill level and special needs. K–M Scout Ranch strongly recommends a ratio of two adults for up to ten Scouts and one additional adult for every ten Scouts in addition.

Duties of adult leaders include, but are not limited to:

- Transport youth to and from camp
- Maintain discipline among youth
- Remain in camp with youth **AT ALL TIMES**
- Ensure that all safety rules are followed
- Help each youth with program activities
- See that Scouts take prescribed doses of medication
- Attend the daily leader’s meetings
- Follow all BSA/Camp/unit policies
- Basic first aid for unit members
- Supervision of unit’s youth members
- Have fun



### **The Patrol Method**

The Senior Patrol Leader is an essential part of the patrol method, and we encourage all units to ensure they have a senior patrol leader or designee for the week. We also encourage this individual not to participate in an adventure that would cause them to spend time away from the camp and thus away from providing leadership to their unit. The SPLs will work together to plan the closing campfire and gain important information to spread to the

units. This important information will be given to the SPL’s first so they can communicate it to the rest.

### **Unit Leaders/SPL Meetings**

A unit leaders meeting will be held each morning and an SPL meeting is held in the early afternoon. A joint SPL/ Unit Leader Meeting is held on the day of your arrival. Representatives from each unit are required to attend these meetings.

### **Visitors**

Visitors are permitted in camp, and are required to check in at the camp office. Visitors will be issued a visitor badge. These badges are to be worn during the duration of their stay in camp. Visitors staying for a meal will be charged \$7 per meal.





Families of campers are discouraged from visiting during the week. We encourage families, however, to come to the closing campfire on Friday evening no earlier than 3 p.m. Overnight accommodations will not be provided for visiting family members.

Program areas are off limits to visitors for safety and liability reasons. No one other than registered campers is permitted to participate in any program activity. K-M offers no facilities for young children.

## **Wildlife**

Please respect the wildlife around K-M by not feeding, approaching, hindering, harassing, or otherwise annoying any of the animals in the area. Please do not leave food on the ground or lying around as it may attract animals. Please report any animals that appear to be acting strangely to the Camp Director for appropriate action. The killing of any wildlife is strictly prohibited.

### **Ticks**

We recommend that everyone check themselves daily for ticks. While not a serious problem, it is possible to pick up an occasional tick during the summer in Montana. If a tick is discovered, please report to the Camp Health Officer to have it removed.

### **Fishing**

Montana Fish, Wildlife and Parks have designated K-M's Taylor Lake as a private pond and a fishing license is NOT required. However, it is a violation of Montana Fishing Regulations to waste any game fish. We encourage you to practice "catch and release". The K-M dining facilities cannot be used to prepare any fish caught.

### **Animals and Pets**

BSA policy and the health and safety standards of our camp prohibit bringing animals of any type to camp. Please make this known to anyone who anticipates visiting the camp. Pets ARE NOT allowed.

The BSA recognizes and permits service animals as defined by the ADA ([https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)). A service animal is trained to take a specific action to assist the person with a disability. Emotional support, comfort, therapy, and support animals are not recognized nor permitted at camp.





# **Appearance**

## **Personal Hygiene**

A Scout is clean. Personal hygiene is a matter for the individual Scouts and their leaders. Showers are provided and personal cleanliness is expected. A small number of personal hygiene supplies are available in the Trading Post. Each Scout is responsible to have clean hands and face when eating in the dining hall. A hand washing station is available near the dining hall.

## **Uniforms**

A uniform gives a standard to be met, promotes group spirit and designates equality from the start among members within the group. At camp the uniform does the same. The official Scout uniform is appropriate dress at any time during the week at camp. We encourage all youth to be in full uniform for dinner, campfires, chapel services and other formal ceremonies. Demonstrate your unit spirit and Scouting pride by being the best-uniformed unit in camp. It is at the unit's discretion when to require a uniform to be worn.

## **Camp T-Shirts:**

Camp t-shirts are included with your registration fees so every camper (youth and adult) will receive a camp t-shirt. T-shirts will be available in youth small through adult 3xl. T-shirt size selection must be completed through the unit's online registration by the order deadline. Late orders/sign-ups cannot guarantee the requested size.



## **Proper Footwear**

The waterfront at K-M has a rocky shore, so it is highly recommended that participants bring and wear water shoes to aquatics activities.

## **Swimwear**

Swimming Attire for all Scouting participants: Swimsuits should be comfortable, functional and modest. Everyone should wear closed-toe water shoes or sandals to protect their feet while in the aquatics area.



## ATV

All youth participants are required to have a signed waiver from their parent or guardian before participating in the ATV programs. These forms will be available on the council website or at the camp office.

Proper clothing at the ATV course is a must. If the instructor believes a Scout or Scouter arrives improperly dressed they can send that individual back to camp. The diagram below shows what proper clothing is expected. Gloves, helmets and goggles are provided but individuals are encouraged to bring their own. The use of personal protective equipment is at the instructor's discretion.



## Headwear

We encourage Scouts to wear appropriate headwear at all times. We want to remind units that a non BSA or Scouting related hat is not a part of the uniform and thus should not be worn during flag ceremonies.

K-M does not enforce a “hats off” policy in the dining hall. This is a unit decision and we ask you to respect the decisions of other units.



# **Youth Protection**

## **Youth Protection Policies**

Current Youth Protection Training is required of all participants age 18 and above and must provide documentation of current training. It is expected that unit leaders be familiar with, follow, and enforce BSA policies regarding Youth Protection. Montana Council requires this training for all registered adults annually. Any violation of Youth Protection Policies must be reported.

- The Buddy System: Scouts must travel about camp with a buddy. Buddy pairs must be same-gendered.
- Two-Deep Leadership: Each unit must have at least two unit-registered adults (21 or older) in attendance. If two units must merge to meet this requirement, the chartering organizations of both units must approve of this leadership arrangement. Units in this arrangement must be the same gender. “Linked” boy and girl units must each separately meet the BSA two-deep leadership requirements and are considered to be two separate and independent units.
- Privacy and separate facilities: Adults and youth never share a tent.
- Toilet and shower facilities usage are to be scheduled to allow youth and adults separate times and privacy. This must also accommodate gender differences.
- No one-on-one contact: interactions between youth and adults must take place within plain sight of others. At no time may an adult be alone (one-on-one) with a Scout, other than their own child.
- The use of smartphones, cameras, mirrors, drones, etc., in places or situations where privacy is expected, is prohibited.
- All aspects of the Scouting program are open to observation by parents and leaders.
- The BSA does not recognize any secret organizations as part of its program.
- Hazing and initiations are prohibited and have no part during any Scouting activity.
- All forms of bullying and harassment including verbal, physical, and cyberbullying are prohibited.
- Inappropriate public displays of affection are prohibited.
- Sexual activity is prohibited.
- Appropriate attire is required for all activities.

Allegations and investigations follow the procedures of the BSA Youth Protection policies, including immediate removal of alleged perpetrators.

## **Child Abuse Reporting**

It is mandatory that any staff or adult leader/volunteer report any suspected or actual child abuse or neglect immediately. Suspected or actual abuse or neglect should be reported to the camp director and to local authorities, such as the police and/or Montana DPHHS Child and Family Services Division (CFSD) at 1 (866) 820-5437.

## **Scouts First Helpline**

As part of its “Scouts First” approach to the protection and safety of youth, the BSA has established a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk. 1-844-SCOUTS1 (1-844-726-8871)





When to use it:

- Anytime you believe a youth has been harmed or their safety and well-being are at risk and you cannot immediately reach your Scout executive or local council.
- If a youth is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is unable to resolve the problem. If someone is at immediate risk of harm, always call 911.

## **Camp Safety**

### **Camper Identification**

Each camper, both youth and adult, as well as guests will be issued a wristband to be worn at all times during camp. If a wristband is lost, see the office for a replacement. Staff will be readily identifiable. If you see someone without a wristband please send them to the office to check in.

### **Leaving During Camp**

Unit leaders and Scouts who need to leave camp during the week must check out at the camp office before leaving. Scouts will only be permitted to leave with authorized individuals. Upon returning to camp you must check back in at the office.

If a Scout or Scouter is leaving early they must checkout with the office at the time of their departure and collect medical records. Advancement reports will be sent with the unit. If unit leaders are trading out to ensure youth protection guidelines, the arriving leader must check-in prior to the departing leader checking out. The Camp Director can approve exceptions when necessary.



## Buddy System

Scouts and Scouters are encouraged to use the buddy system when moving around camp. A buddy can be a youth or adult but remember to follow the Youth Protection Guidelines.



## Fire Guard

Every Scout and leader is responsible for preventing fires. Troop fireguard charts will be provided to unit leaders. They need to be filled out as soon as possible after camp setup and the entire troop is briefed. Campfires will be allowed as long as the local fire marshal allows and at the discretion of the council officials and Camp Director. All fires will be in the fire ring provided.

## Vehicles in Camp

Units are permitted to drive **ONE** vehicle with or without a trailer to their campsite to unload. Once unloaded the vehicle must be returned to the parking lot. All vehicles must be out of the campsites by 8 p.m. on the first day of camp. Trailers can be left in campsites for the week. One vehicle can be taken to the campsite to retrieve

gear when your unit is ready to load up. The parking lot has been designed so that all vehicles can exit by pulling forward during an emergency. Please follow the directions of the staff directing parking.

Vehicles are not permitted around camp. Camp vehicles and a select few staff vehicles are approved. Exemptions can only be approved by the Camp Director.

When transporting participants to and from off-site locations, the camp will use council-leased or owned vehicles first. It may be necessary to use personal vehicles but this is not our policy.

The camp speed limit is 10 mph. A vehicle's capacity is defined by the number of seat belts it has. At no time can more people be inside. No one is allowed to ride in the bed of a truck, in/on a trailer, or by hanging onto the side of a vehicle.

## Dietary Restrictions/Preferences/Allergies

The camp kitchen makes every effort to accommodate any dietary needs. Please contact the Camp Director at least a week in advance of your arrival to ensure accommodations can be made. Our kitchen staff can prepare alternative meals or help you determine which foods are safe for your consumption. In rare cases we are unable to accommodate a food allergy and will ask for the unit's assistance.

A peanut butter and jelly sandwich station is available from the start of breakfast until 8 p.m. for Scouts and Scouters who need a snack or do not want what has been prepared. This area is kept as clean as possible. In the case of severe nut allergies, this may be substituted with a different option. If a Scout or Scouter in your unit has a severe nut allergy that may require this station be changed please notify the Camp Director early so we can ensure a thorough cleaning occurs.





## **Other Policies and Procedures**

### **Boards of Review**

If a unit or Scout desires a Board of Review is completed at camp, Scoutmasters should look to fill the board with other members of the unit's adult leadership. If this is not a possibility, the commissioner can arrange for camp staff members to sit on the board. This must be approved by the unit's Committee Chairperson and the unit must provide at least one member of the board.

### **Order of the Arrow**

Each week, one day in camp is designated as Order of the Arrow Day. Members are encouraged to wear their sashes all day. That night the OA will host a social event where members can gather for snacks, brotherhood and patch trading. This is a great opportunity for Arrowmen to connect and for Scouts and units to learn about the OA.

### **Quiet Times**

The camp quiet hours are from 10 p.m to 7 a.m. Staff may quietly be completing their tasks during this time. The camp does not set a bedtime. Each unit is responsible for helping their Scouts get enough sleep. Scouts should be in their assigned campsites during quiet hours, except when attending a late-night or early-morning program.

### **Lost and Found**

Every year numerous items of clothing and equipment are left at camp. If you happen to find an item, please turn it in at the camp office. If you have lost something, you may check for it at the same location. Please have your Scouts inventory the items they bring to camp and then check their equipment before they depart. Area directors and instructors have been instructed to bring items found in their areas to the camp office. Items remaining after camp will be donated to charity.

### **Discipline**

Discipline in camp is primarily the responsibility of the troop leadership. The rules of camp are the





Scout Oath and Law. The troop leadership and Camp Director will deal with infractions of the camp rules and policies. Serious infractions may lead to having the Scout sent home. In the unlikely event that this will be necessary, it will be the responsibility of the troop leadership to provide a way to return them home.

K-M Scout Ranch and Montana Council follow all BSA and State of Montana Requirements for reporting Youth Protection violations.

### **Trash Pickup**

Units are responsible for keeping their campsite clean and disposing of all waste properly. The Ranger and/or his designee will come to your campsite each evening during dinner to pick up your trash. Please leave the bag tied and by the road in front of your campsite. We encourage you to empty your trash each evening to avoid issues with wildlife.

### **Electronics**

Cell phones and electronics are permitted at the camp facilities when used safely and responsibly. Cameras should never be used at the shower house facilities or in bathrooms. When participating in courses and activities, electronic use is expected to be for the benefit of the activity and not as a distraction. Staff is expected to only use electronics and cell phones during demonstrations or in staff-only areas. It is up to each unit to determine its policy for Scouts to follow and the camp nor other units will be responsible for enforcing these policies.

Charging of these electronics is to be done in the campsites. No charging is allowed in the showers or public facilities.

## **Prohibited and Restricted Items**

### **Tobacco/Vaping**

The use of tobacco products and/or vaping products by anyone under the age of 21 will not be tolerated. Adults may use tobacco products only in designated areas and away from all participants. Council properties are tobacco-free zones, including all buildings, campsites, trails and program areas.



Smoking, using tobacco products and/or vaping products in tents and campsites or in view of any Scout is strictly prohibited.

### **Liquid and Bottled Fuel**

If your troop is planning to use propane or liquid-fueled stove, (canister-type fuels are recommended over liquid) lantern or other similar appliances, BSA regulations require that you turn in extra fuel for mandatory locked storage. This is a requirement for our camp certification. A responsible adult, who is knowledgeable in safety precautions, must do lighting and refueling; fuel is never handled by youth. The use of liquid fuels as a fire starter is strictly prohibited. (*Note: Please put troop number on fuel bottles and cans that are to be stored and remember to pick them up prior to departure.*)

### **Alcohol and Drugs**

It is the policy of the Boy Scouts of America that the use of alcoholic beverages and controlled substances (including marijuana) are not permitted on property owned and/or operated by the Boy Scouts of America, or at any activity involving the participation of youth members.

### **Weapons**

No weapons of any kind are permitted at camp. This includes personal archery and rifle equipment. Personal equipment is not permitted on camp ranges during summer camp. Weapons are not permitted to be stored in vehicles in camp parking lots.

*Personal pocketknives should comply with the policies outlined in the Guide to Safe Scouting.*

## **Medical Policies**

First Aid begins with the troop. Each troop should have a well-stocked first aid kit to provide basic first aid for the unit's Scouts and adults.

K-M operates a health lodge that is administered by a qualified Camp Health Officer for any accidents or medical problems that may arise. In the event of a medical emergency, the Camp Health Officer is available 24 hours a day. Special arrangements have been made with local hospitals for the treatment of more serious cases.

If such treatment is required, every effort will be made to help the unit leader notify the camper's parents. In the unlikely event of a very serious injury or illness requiring immediate specialized medical attention, the care of your youth will be turned over to the local emergency medical service which may require the use of ground or air ambulance service at their discretion.

Youth and leaders needing additional medical attention on or off property will be billed (by the medical office or hospital) for services rendered at their expense. All expenses associated with this additional treatment become the responsibility of the youth's parents or guardians, preferably handled through their personal health insurance or supplemental unit accident insurance. All medical services provided by the Camp Health Officer are at no cost.



## Insurance

Montana Council Scouts will be automatically covered by the council's umbrella policy. Units from other councils must provide proof of insurance for your troop and all registered Scouts and leaders while attending K-M Scout Ranch.

## Prescription Medication

Unit Leaders will be responsible for the storage, administration and recording of Unit member(s) medications. If the Unit Leader is uncomfortable with this practice, they may seek assistance from the Camp Health Officer. BSA national standards require that all prescription and over-the-counter medications be stored under lock. The exception is for a limited amount of medication to be carried by a camper for life-threatening conditions, including Epi-pens, heart medication and inhalers. Please bring medication in a locked box to camp.

The camp will have boxes and locks available for any unit without one. The camp has a limited supply of over-the-counter medications available for use. The Camp Health Officer will review the medications and secured container with the unit leader upon arrival at camp. ALL medications including over-the-counter medication are to be kept in the original container clearly labeled with the dosing instructions. It is recommended that only the week's supply of prescription medications be brought to camp.

*Note: The BSA does not permit the possession or use of marijuana or marijuana/THC/CBD products, even if medically prescribed.*

*Please remember to pick up any medications secured with the Camp Health Officer at the end of camp. Any medications left behind by units will be destroyed. Refrigeration is available in the Medical Lodge if necessary.*

## Medical Records and Physical Exams

A current health history and a physical examination by a licensed physician are required for each camper, youth and adult. Use only the A,B and C forms provided by the National BSA.

The medical form includes authorization for emergency treatment. The parents or guardians must sign forms for all Scouts. Double-check all forms to see that all required signatures and information are included.

Physicals will not be given at camp. A Scout or leader who has not had a physical will not be permitted to remain in camp.

A brief health screening will be conducted with each camper by a qualified member of the medical staff.





# EMERGENCY PROCEDURES



## **The following instructions are for your guidance in case of emergency.**

The Camp Administration goes through a review of these procedures prior to the publication of this guide as well as in late June, prior to the arrival of any participants. Any changes will be communicated upon arrival at camp and updated procedures will be posted.

Review these with your troop before coming to camp. *The siren will be demonstrated on the first evening of each session.*

In any emergency, the Camp Director and Camp Ranger hold the ultimate authority for decision-making.

If media should arrive, all questions should be referred to the Camp Director.

The unit leader and Scout assistance during an emergency are crucial but please remember to comply with the instructions of the camp administration.





### **Standard Emergency Procedures**

1. Any emergency will be reported to the Camp Director, Camp Ranger, Program Director, or an available staff member. The Camp Director will be found and notified immediately.
2. The Camp Administration will sound the siren if deemed necessary. *The siren will be demonstrated on the first evening each session.*
3. When the siren is heard, all program areas will close, and all staff members will report to the main lodge.
4. All Scout and Leaders will report immediately to the field in front of the flagpoles. No one will return to their campsites for any reason until released. Once the troops are assembled, each troop will account for its Scouts and leaders.
5. Once the troop status and headcount have been reported, the Camp Administration will issue emergency instructions to the staff and assembled troops. Leaders may be summoned for details of evacuation or other immediate emergencies.
6. Staff members will stand by for any additional instructions or responsibilities

### **Medical Emergency**

1. Upon any injury to a Scout or leader, trained staff members at the scene will assume temporary responsibility for the situation and carry out proper first aid measures. If the injury is serious or involves a potential neck or back injury, **DO NOT MOVE THE VICTIM.**
2. If the injury is minor, have the person escorted to the medical lodge for further treatment. If the injured must be examined and treated on the scene of the accident, medical staff can always be reached by radio or phone.
3. If deemed necessary by medical personnel, and in coordination with unit leaders, arrangements will be made by the Camp Administration to transport the victim to the nearest medical facility for further treatment. This transport could consist of a privately-owned vehicle from the camp, a camp-provided vehicle, an ambulance from Lewistown, or a request for a Mercy Flight helicopter from







Great Falls. Time factors and severity of the injury will govern the selection of transport (Note: GPS Coordinates for K-M Scout Ranch are on file with Mercy Flight.)

4. When the situation is under control, the Camp Administration will collect all the facts and notify the proper authorities.

## **Fire**

1. In the event of a small campsite fire, the adult leaders on site will assume responsibility and start fighting the fire with assistance from the members of the troop and available equipment. Send two Scouts to report the fire to the Camp Director/Program and/or another adult staff. Additional help will be dispatched to assist.
2. If the fire is in a program area, the program instructors will assume responsibility and start fighting the fire with assistance from the Scouts and leaders in the area. Send two Scouts to report the fire to the Camp Director and/or another adult staff. Additional help will be dispatched to assist.
3. If a fire gets out of control and threatens the safety of the camp, the Camp Director will oversee the evacuation of camp with the assistance of the Program Director and Adult Staff. Coordination will take place with the Hilger Fire Department through '911.'
4. The Camp Director will notify the local authorities, as necessary.
5. When the situation is under control, the Camp Director will notify the Scout Executive.

## **Lost Swimmer**

1. All actions in the water will be under the direction of the Aquatics Director. Overall responsibility rests with the Camp Administration.
2. Upon suspicion of a lost swimmer, notify the Aquatic Director immediately. Medical personnel will respond to the Aquatics Area and stand by until the swimmer is found.
3. Scouts will be instructed to pair up with their swimming buddy. After a head count is taken, the





swimmers will be instructed to get out of the water immediately. Swimmers may be instructed to leave the area or to remain while the situation is resolved.

4. The swimmer's buddy will be interviewed concerning the location of the swimmer or the misplacement of the swimmer's tag.
5. Under the direction of the Aquatics Director, the staff members and designated others will search the entire waterfront area. Appropriate water searches will also be carried out by the Aquatics staff and qualified assistants.
6. The search will be extended to the surrounding area, as required, and, if necessary, a lost camper search initiated by the Camp Administration.

## **Fatality**

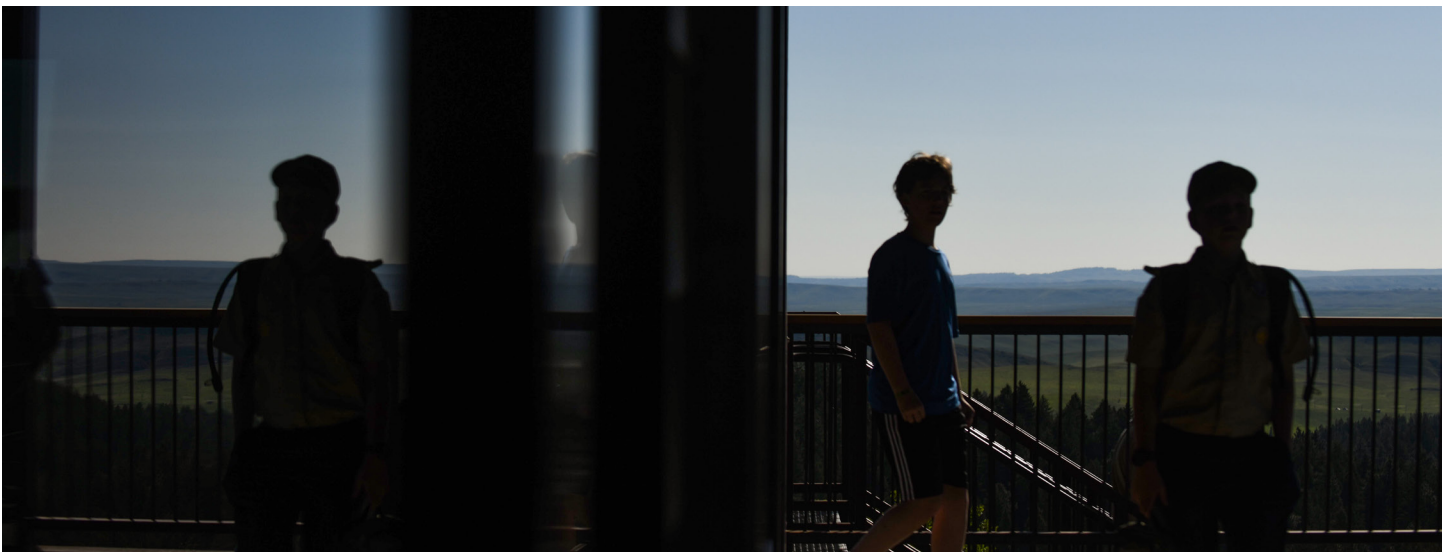
1. Notify the Camp Director immediately.
2. Do not move the victim other than for appropriate resuscitation procedures. This is extremely important in the event the situation becomes a crime scene.
3. When the situation is under control, the Camp Director will collect all the facts and notify the proper authorities and the Scout Executive.

## **Child Abuse**

1. If there are reasonable suspicions of child abuse, it will be reported to the Camp Director immediately.
2. The Camp Director will report the suspicions to the Council Executive and to the proper authorities.

## **Missing Scouts or Leaders**

1. Upon suspicion of a lost or missing Scout, the Camp Director will be notified immediately. Please do not attempt to find a missing Scout without assistance. The problem may be compounded if you delay.



2. The Camp Director will coordinate with the troop leaders to account for the members of the unit. The missing Scout's buddy will be interviewed as to the possible whereabouts.
3. Program area staff members will coordinate a search for the lost camper in their areas. The waterfront area will conduct a lost swimmer exercise, if necessary.
4. In the event the missing Scout is not found in the campsites or program areas; the Camp Director will conduct a camp-wide search.
5. If a runaway is suspected, the search will be extended to include all roads leading from camp within a 10-mile radius. The Camp Director will request assistance from the Fergus County Sheriff Department as needed.
6. Upon discovery of the missing Scout, multiple blasts on the camp siren will sound to end the search.
7. If the missing Scout is not found in the camp vicinity within a reasonable time, the Camp Director will notify the Fergus County Sheriff Department and the Scout Executive.

**Severe Weather:** *High winds, hail, tornado, and/or severe thunderstorms*

1. The Camp Administration will determine when it is necessary for a camp-wide shelter for the weather. It is possible that the camp advises units to remain in camp or return to camp if the weather is too severe.
2. At the end of the day, Scouts will gather in the nearest weather shelter and the camp admin will begin a head count. Shelters for severe weather include:
  - Program Pavilions
  - Nature Lodge
  - Aquatics Changing Rooms and Pump House
  - ATV Garage
  - Dining Hall / Lodge
  - Warehouse
  - Trek Center (lower level)



If necessary, emergency shelter can be taken in any bathroom/ shower house building.

If the weather is slated to worsen or continue, the Camp Director may determine and coordinate all individuals to be transported to the dining hall/ lodge.

3. When the Camp Administration determines the weather is safe, camp will resume normal operation

### **Active Shooter/ Aggressive Person**

*See Something, Say Something:* If any individual, youth or adult, is acting in an inappropriate manner it is the responsibility of every participant and staff member to report the action to staff leadership. If anyone has an uneasy feeling about a visitor, participant, staff member or feels unsafe they are responsible to share their feelings with staff leadership.

### **Principles of Run, Hide, Fight**

Run:

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

Hide:

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager
- Do not open or unlock a door for anyone besides law enforcement officers.

Fight:

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

### **Camp Practices**

When an active shooter or aggressive person is identified the camp will go into ***immediate lockdown***. To initiate this, the staff member identifying the shooter or aggressor will send out a radio call. Scouts, Scouters, staff, and visitors should seek shelter when possible. Getting into the bathrooms or showers and locking the doors provide a haven for all. If it is not possible to get to the bathrooms or showers safely, seek shelter in the nearest building or find a hiding place out in the woods.

Camp administration will notify law enforcement. Information will be shared using text messaging or email. Area directors and other radio-equipped staff should keep them low and to their ears. All staff will receive updates through proper communication channels. After the camp is deemed safe, an "all clear" message will be sent out and the horn will sound five (5) times.

After that message is sent out, ALL staff, Scouts, Scouters and visitors will gather in the parade field.

*Follow all Law Enforcement Instructions!!!*





## Evacuation of Camp

1. Any evacuation contingency will be under the direction of the Camp Director. While the sole responsibility rests with the Camp Director, any evacuation plans will require the complete cooperation of the unit leaders and Scouts. Logistically, evacuation can be a difficult process. Instructions must be carried out correctly and without hesitation.
2. The Camp Director will sound the siren.
3. When the siren is heard, all program areas will close and all staff members will report to the stairs of the lodge.
4. All Scouts and leaders will report immediately to the field in front of the flagpoles. **No one will return to their campsites for any reason until released.** Once the troops are assembled, each troop will account for its Scouts and leaders. A staff member will receive the troop status and deliver it to the Camp Director. This will be accomplished as quickly as possible.
5. Once the troop status and headcount have been reported, the Camp Director will issue emergency instructions to the remaining staff members and the assembled troops. Scoutmasters may be summoned for details of evacuation.
6. When all Scouts, leaders and staff have been accounted for, the Camp Director will oversee the movement of everyone to the evacuation site. If evacuation time allows, personnel may take **ONLY** those items that are necessary and that they are capable of carrying in a backpack, such as clothing, bedding, and first aid supplies. If time does not allow, evacuation will take place without returning to your individual campsites.
7. All Scouts, leaders and staff must proceed as quickly as possible and in an orderly manner to the evacuation site. This will be accomplished under the direction of the troop leaders, troop guides and designated staff personnel.
8. It is extremely important that you keep your groups together while evacuating. All Scouts and adults must go no faster than the slowest person in your group. **YOU MUST REMAIN TOGETHER**
9. The Camp Director will notify the proper authorities before leaving camp.





# SUPPORTING DOCUMENTS



## Suggested Packing List

The following checklist is designed to help YOU Prepare for outdoor activities. It is only a guide. Scouts participating in high adventure activities may need different or light weight equipment.

### INDIVIDUAL Scouts & LEADERS

- Appropriate Clothes (warm/dry/extra)
- Back Pack / day pack
- Camera (extra batteries)
- Canteen / water bottle
- Compass
- First Aid Kit
- Flashlight (extra batteries)
- Hat
- Hygiene Items (soap, towel, etc.)
- Medications (notify leaders)
- Merit Badge Books
- Money - for trading post & crafts.
- Mosquito Repellent
- Pencil & Paper (useful for merit badges)
- Medical Forms parts A, B, and C
- Pillow
- Pocket Knife
- Postcards & Stamps
- Rain Gear
- Hiking Boots

- Water Shoes
- Scout Handbook
- Scout Uniforms
- Sleeping Bag
- Sun Screen
- Survival Kit (Wilderness Survival MB)
- Swimsuit
- Large Plastic Bags
- Fishing Pole

### TROOP

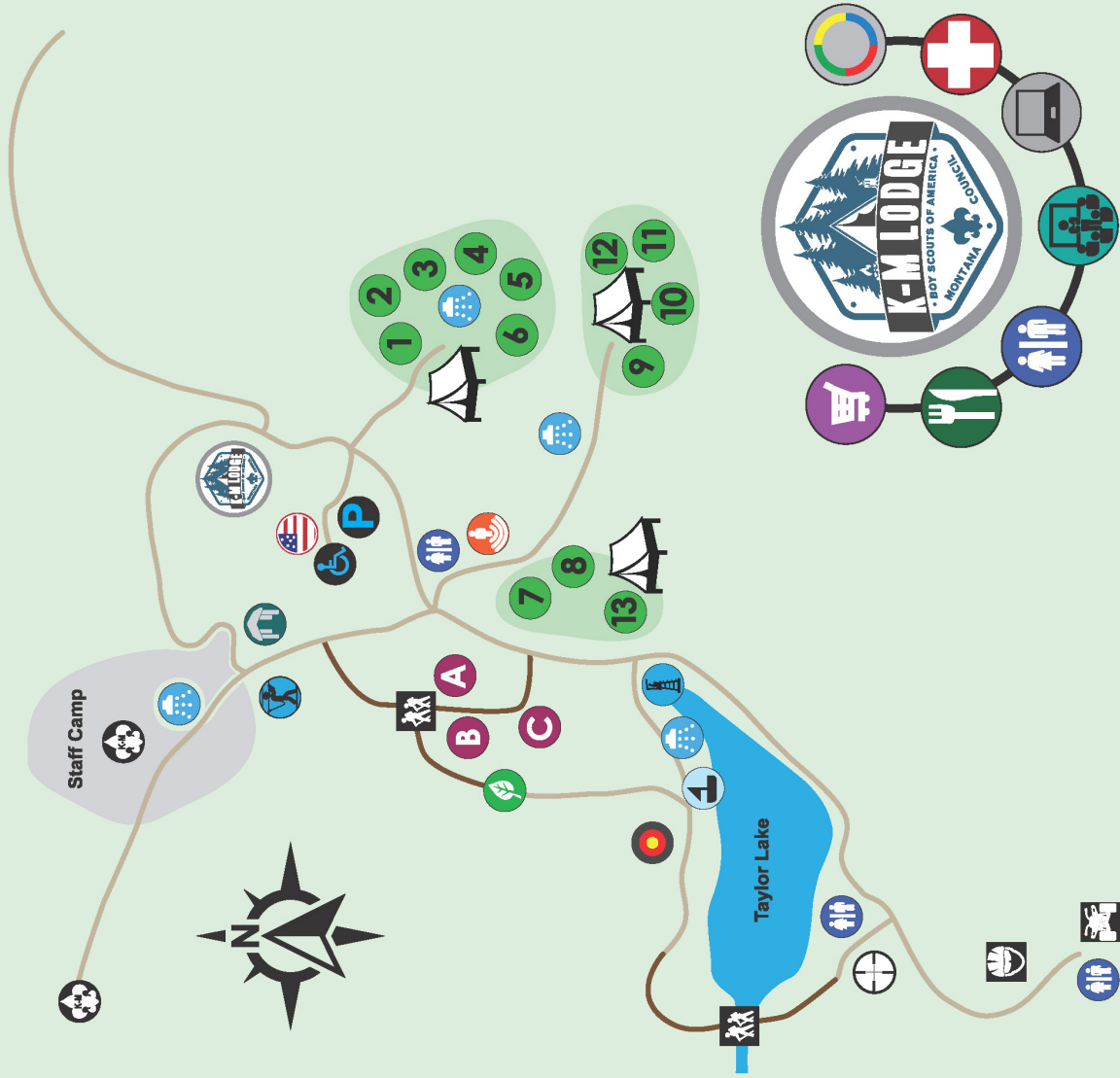
- American Flag
- Troop Flag
- Wood Tools
- Broom/Dust Pan
- Bucket
- Dining Fly
- First Aid Kit
- Twine/Rope





# LEGEND

- Roads
- Trails
- Walking Trail
- Mountain Bike Trail
- Kendall Ghost Town
- Medical
- Dining
- Administration | Check In
- Trading Post
- Bathroom
- Shower House + Bathrooms
- Mountain Man Pavilion
- Parade Ground
- Activity Pavilion
- STEM Lab
- Conference Rooms
- Camp Site Areas
- Amphitheater
- Von Hess Shooting Range
- Limbo Archery Center
- Climbing Course
- Watersports | Aquatics
- Guard Tower
- Plant Sciences
- Moore ATV Center
- K-M Lodge
- Assisted Parking
- Standard Parking
- Ranch and Support Area



K-M Scout Ranch  
 1066 K-M Road  
 Hilger, MT 59451  
 (406) 761-6000  
[www.montanabsa.org](http://www.montanabsa.org)

