2020 Leader’s Guide
Scouts BSA Resident Camp
“America’s Favorite Scout Camp!”
Dear Scouter,

On behalf of the Jersey Shore Council, I would like to thank you for choosing the Joseph A. Citta Scout Reservation as your Troop’s 2020 summer camp experience! Rest assured, your Scouts will have an amazing week at “America’s Favorite Scout Camp!”.

Why do Scouts join the Scouting Program? That’s the question our camp staff tackled when planning for this summer. It’s not the meetings or community service, it was the camping! Our goal this season is to blow you and your Scouts away with a unique program that will keep them suspensefully waiting for next summer and provide stories for years to come.

The Purpose of a summer camp is to supplement a unit’s annual program. Whether it’s arranging an off-site day trip or scheduling a troop shoot at the range our staff is committed to making your stay at camp “Cittariffic”! If you have any ideas or special requests, please do not hesitate to contact me or the Reservation Director.

This year our theme is “Pirate Adventure” and each of our areas will set sail as a crew pirates! When troops bring props and participate in the theme, it elevates the camp experience for other campers and staff alike. We encourage troops to make Class B’s, props for the campfire, themed cheers or greetings for colors every evening, and themed campsite entrances.

What separates Citta from other camps? Unit leaders universally agree it’s the quality of our program carried out by a camp staff of the highest caliber. Our staff is the embodiment of the scouting movement. The enthusiasm, motivation, and spirit shown by our staff come unparalleled. If you have a scout that might fit the bill please encourage them to apply for our 2020 staff! Additionally, we hear that our staff is very receptive to feedback and concerns. We also hold a “Coffee with the Camp Director” And encourage all leaders to come and share their thoughts.

Both the staff and I are truly looking forward to your stay at CSR this summer. Thank you for your service to the youth of today and leaders of tomorrow.

Yours in Scouting,

Frank Bopp                                      Bill Zinky
Camp Director                                  Reservation Director
Why Go to Summer Camp?

Summer Camp is meant to be the crowning jewel that sits atop a unit’s scouting year. Meetings, overnight trips, and Eagle Projects are just a piece of the pie. Summer camp is where your Scouts tie it all together. Camp is the ideal opportunity for Scouts to live scouting's values, work as patrols, earn merit badges and work toward advancement. When asking Scouters to reflect on their youth, Summer Camp is invariably among the best and most vivid memories.

With a trained staff, Resident camp helps the troop, patrol, and the Scout. Resident Camp helps strengthen a troop by providing a vision toward which the troop can strive to prepare for throughout the year. It is an integral part of any troop program.

Troops that regularly have a Resident Camp experience are usually ones with a strong year-round program. It maintains a continuing interest for youth and gets the support adults, parents, and chartered organizations.

The value of Resident camp you can see includes,

- Camp provides a 24/7 opportunity to practice and utilize skills learned in the troop's year-round program.
- More opportunities for leaders to better understand their scouts and those scouts needs
- Being served by a highly qualified and skilled group of adults, young men, and women
- Advancement opportunities through merit badges and activities
- The implication of the patrol method
- Team-building challenges for the entire unit

After camp units return home with a new enthusiasm that carries on in their regular troop program during the following months. Skills learned at camp continue to be practiced during troop meetings, on hikes, and overnight camps in the year-round.
**Mission Statement**

It is the mission of the Joseph A. Citta Scout Reservation to provide the best positive outdoor experience at the Jersey Shore with an emphasis on advancement and growth opportunities through the aims and methods of Scouting.

**A Brief History**

The Ocean County Scout Reservation first opened in 1957 in the Brookville section of Barnegat Township, NJ. The Scout Executive at the time was George Sparks and there was no on-site camp director. Early on the camp had limited facilities including an outdoor dining hall, a makeshift waterfront, and a few buildings. The camp was renamed Brookville Scout Reservation in 1960 and thrived in the 60s and 70s. The Rotary Dining Hall was built in 1970 and the J. Phillip Citta reception center was built later in the 70s. Eventually, the Campmaster and Ranger facilities were replaced with the current on-site buildings in the 80s.

The 90s saw the development of Brookville in anticipation for the next century of Scouting. The Citta Training Lodge and COPE Course were built to make Brookville ready for the future. Accessible restrooms and shower facilities we added to accommodate scouts with special needs. In 1992, Brookville Scout Reservation was renamed The Joseph A. Citta Scout Reservation in honor of the Council’s Advisory Board Chairman and generous benefactor.

Major developments were completed in 2000. The waterfront dock, rifle range and COPE Course were all rebuilt, and the Albert A, Bisch Rotary Dining Hall and Miroslav A. Kokes Training Center were added. This new dining hall has new cooking equipment, handicap access and a large eating area to accommodate more campers.

In 2013 the face of the climbing tower was replaced, a new latrine was built in the Kewe campsite, new archery shed constructed, and AC added to the Dining Hall and Citta Reception Center. In 2016 we constructed our Welcome Pavilion off our parking lot and improved the North Road Shower House and Archery Range. In 2017 we celebrated 60 anniversary! In 2018 we added pavilions to 5 more campsites, we added Changing Stations to Aquatics. In 2019 we renovated the Citta Center and trading post.
Directions

From the North
Take the Garden State Parkway south to exit 69 Waretown, turn left from the toll onto Rt. 532 (Wells Mills Rd.) and continue for approx. 3 miles. Turn Left onto Brookville Rd (there will be a brown camp sign) Camp will be about a ½ mile on the left

From the South
Take the Garden State north to exit 67 Barnegat, turn left at the light on to W. Bay Ave., follow W. Bay Ave. approx. 4 miles then turn on to Old Brookville Rd. remain on Old Brookville Road and turn right at the stop sign Cam will be approx. ½ mile on your right.

From the West
Take Rt. 70 to Rt. 72 East. Make a left onto Rt. 554 (W. Bay Ave). Turn left onto Brookville Rd. Camp will be approx 1 ½ miles on your right.
Preparing for camp

Whether you have done this all before or you are brand new, getting your Troop to summer camp is an endeavor that requires a great deal of planning and preparation. The planning you put into summer camp directly affects the experience you have at camp! We hope you find the information in this guide a valuable resource for you and your unit.

2020 Camping Dates At Joseph A. Citta Scout Reservation

July 5-11........Scouts BSA Wk.1  
July 12-18........Scouts BSA Wk.2  
July 19-25........Scouts BSA Wk.3  
July 26-Aug. 1.......Scouts BSA Wk.4

Adult Leadership in Camp

Two-deep leadership is the rule for any Troop outing, and the same applies to summer camp. Each unit must have two adults at least 21 years of age. Make sure your unit has adequate coverage during your entire stay at CSR.

We understand that leaders often have busy schedules and cannot stay the entire week. It is acceptable to swap out leaders during the week, if two deep leadership is always maintained. Unit leaders must notify the camp director when such a situation exists. All leaders must sign in and out of camp at the main office.

Medical Forms

Each Camper and Leader stay at CSR during your week of camp must arrive with a compleat Scouts BSA Medical form parts A, B, and C. The form can be found at https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf
**Other Forms**

**Unit Roster:**

All units must complete the unit roster found on the Jersey Shore Council website. It must include names, ages, and emergency phone numbers for anyone staying during your week at camp.

**Prescription and Over the Counter Meds. Form:**

All Campers must complete both forms with a parent before arrival at camp. Even if your Scout does not take prescribed medicines you must fill out the prescription form.

* All required forms are located on our website
  https://www.jerseyshorescouts.org/BS-summer-camp

**Privacy**

To protect your privacy and meet modern expectations all Medical forms will be kept locked away and are only accessible to our Health Officer and Camp Director.
Summer Camp Fees

At Citta we want every Scout to be able to afford to go to summer camp. Special incentives are offered to scouts paying early. All fees must be paid prior to attending summer camp. Payments can be made online via E-Check or Credit Card. Note a 5% convenience fee will be charged. You can mail a check to the Jersey Shore Council office or Camp.

All Troops must create an account using our online camp management system at www.jerseyshorescouts.org all reservations, payments, merit badge selections, and adjustments will be done through this system. If you need help with a login, please call (732)-349-1037 ext. 26

Deposits

The unit reservation fee is $250. This fee is payable upon submission of your reservation, which is applied toward the total balance. Reservation fees do not carry over.

Scout Fee Breakdown

In Council
Extra Early: $420- By March 15,2020
Early Bird: $430- By May 1, 2020
Regular: $440- After May 1, 2020
Second Week: $325

Out of Council
Extra Early: $440- By March 15,2020
Early Bird: $450- By May 1,2020
Regular: $460-After May 1, 2020
Second Week: $325

Troop Brookville (PROVO)
First week: Depends when you pay
Second Week: $300
Scout Fees are based on when a payment in full is received for each individual Scout. Units can submit payments at all three tiers. There is no need for a unit to pay all at once to take advantage of discounted rates for any scouts wishing to pay early. Example: If Sally Scout pays in full on February 20th, she receives the extra early bird. Her friend Jane Scout pays in full May 2nd, she pays full price.

Leaders Fees

Two adult leaders over 21 are required for each unit camping at CSR. FREE adult leader rates are granted based on unit size. Additional Leaders will attend at a rate of $95 per leader

- 5-7 Scouts= 1 Free Leader
- 8-20 Scouts= 2 Free Leaders
- 21-30 Scouts= 3 Free Leaders
- 32-40 Scouts= 4 Free Leaders

Troops pay for the total amount of leaders present. If a midweek swap is made no additional fee is charged. (i.e. if a leader is in camp from Sunday to Wednesday and is then replaced by another leader staying from Wednesday to Saturday, they count as one leader.)

Crossover Scout Fees

All Webelos crossovers from 2020 will receive the extra early bird rate thru June 1. To receive the discount past March 15th, 2020, Scan a copy of your Scouts BSA Youth Application that was used to transfer from your Pack to Troop and email it to 341camping@scouting.org with the subject Webelos Discount, prior to registering your scout. A credit will be applied to your account to reduce their rate to the Extra Early Bird Rate.
**Refunds**

Camp fees are generally not refundable. Fees paid are, however, transferable to other Scouts in the same unit. Full refunds will only be considered if requested in writing a minimum of 14 days prior to the start of your week at camp and are subject to approval from the Council Camping Committee.

Partial refunds may be given for any later request due to emergencies, medical situations, or mandatory summer school with approval from The Council Camping Committee. Requests must be received in writing before August 31, 2020 and will be reviewed in September. Please immediately notify the Camp Director if a Scout may not be attending camp due to illness, injury or personal issues. Refunds will be issued by check in October 2020.

All refund requests should be submitted in writing using the JSC Summer Camp Refund Request Form (found on [www.jerseyshorescouts.org](http://www.jerseyshorescouts.org)) and mailed to the council service center in Toms River or emailed to 341camping@scouting.org. Please include how the check should be filled out and whom to send it to.

**Program Fees**

The Programs listed will require additional fees that are charged online when a class is registered for. No other Classes or Programs require additional fees.

- Explore the Shore Trips (fees paid per trip, day of at camp)
- COPE/Climbing Merit Badge $35 for Rockville Climbing Gym Fee (Paid @Rockville Climbing Gym) **DO NOT** pay online.
- Open Shoots Ammo must be purchased at Trading Post (kids in Shooting Sports Merit badge do not pay for corresponding ammo)
Pre-Camp Leader Meetings

We have a Leader’s Two Week Prior Meeting roughly 10 days before your stay at CSR. It is highly recommended you send a troop representative to this meeting to make your check-in and overall stay a “Cittariffic” experience. To make check-in smoother we recommend you bring all your Troop’s paper work with you to this meeting. The Leader’s meeting will be held at camp in the Phillip J. Citta Reception Center. The dates are as follows.

- Week 1 (July 5-11)....Meeting June 24 @ 7pm
- Week 2 (July 12-18)....Meeting July 1 @ 7pm
- Week 3 (July 19-25)....Meeting July 8 @7pm
- Week 4 (July 26- Aug.1)....Meeting July 15 @7pm

Campership Policy *JSC Units Only*

1.) Campership Applications submitted to council by May 1 receive priority. After May 1, new youth members receive priority.

2.) On the individual application, a parent or guardian must indicate they understand camperships are for youth whose family is needy and indicate the reasons they are applying. Also, the application must indicate what the individual scout is doing to earn their way and the family’s monthly income. A telephone number or other means of contact must be indicated so a Campership Committee Member may verify the information provided.

3.) The unit leader must certify he or she understands camperships are given on a need basis. Also the unit leader must indicate if the unit is using the camp savings plan and what the unit (and its members) are doing to earn their way to camp. The Unit Commissioner may be discussing the situation when it appears the youth members are doing little to assist themselves and the unit leader is using the campership program as a “half off coupon” for active unit participation.

4.) Priority will be given where two or more youth members of a family apply for a summer camping program.

5.) All camperships should be sent to the following address:

   Camperships
   Jersey Shore Council
   1518 Ridgeway Road
   Toms River NJ, 08755
**Check-in Procedure**

Check-in occurs from 2pm-4pm Sunday. Please arrive no later than 1pm and gather in the parking lot. Check-in is a first come first serve basis (starting at 2pm), and no Troop will be checked in until all scouts and leaders are present. Please come prepared with your units complete roster, health forms, and other camp forms required for your stay at camp. Once a roster is received you will be given your wrist bands and assigned a site guide who will escort your unit to their site and through the camp tour. All Scouts and Leaders must take the tour as medical check and swim check are part of this tour.

**Swim Checks**

We encourage your unit to do your swim checks prior to arriving at camp at your local YMCA or Pool. Please use the Unit Swim Classification Form located on our council website [www.jerseyshorescouts.org/BS-summer-camp](http://www.jerseyshorescouts.org/BS-summer-camp). The Aquatics Director reserves the right to re-test any individual or Troop upon arrival to camp. A copy of the lifeguard credentials of who performed the checks must be provided with the form.

**Equipment List**

The following list is provided as an aid to your Troop’s Planning:

- Tents and tarps for First Year overnight
- Lanterns
- Flags (Unit, American, Patrol)
- **Troop cooking equipment for cook in-site night**
- Any campsite gateway materials and Pirate decor
- Anything needed to win Scoutmaster Dessert Cook-off (everything must be cooked and prepared at CSR)
Things to Leave at Home

- Kerosene/Gasoline
- Fireworks/Explosives
- Illegal Drugs
- Alcohol
- Tobacco
- Firearms
- Hunting Knives
- Pets
- Obscene/Inappropriate Materials
- Radios
- Walkie Talkies
- Aerosol Cans

The above items and all other items banned by the Boy Scouts of America and/or New Jersey State Law.

Electronics in Camp

We at The Citta Scout Reservation realize the popularity of cell phones, mobile gaming systems and other electronics, we ask Scouts and Leaders to leave these home. Citta Scout Reservation is not responsible for any lost, stolen, or damaged property. Aside from being lost, stolen, or otherwise damaged, electronics take away from the camp experience and are a distraction to your scout and the scouts surrounding them.

Check Out Procedure

Leaders should pick up their blue cards, medical forms, patches, and photos in the Dining Hall between 7:30am and 8:00am Saturday morning. Breakfast will be delivered to each site so we ask only one leader to come to pick things up. Starting at 8am your Site Guide from Sunday afternoon will come to inspect the site for any new damage and bring you to the Parade Field for the closing ceremony. Troops are to be in formation by 9:30am. We ask you to tell parents picking up scouts that they should arrive at 9am as to not interrupt the closing ceremony.
Food Service

Starting with dinner on Sunday and ending with breakfast Saturday all campers will be served 3 meals a day. With the exception of Wednesday’s cook in-site night, you will be provided food but must cook and prepare it in your site. If you wish not to cook and will arrange for a different means of food (i.e. order pizzas at your expense) please let your site guide know at check in so we can inform the kitchen staff. Additionally if anyone in your unit has an allergy or special dietary need (i.e. Vegan, Vegetarian, No Pork, ect.,ect.,) please notify camp no less than two weeks prior to your stay at camp so we can make the necessary arrangements. You can send this information to 341camping@scouting.org with the subject: “Special Diet-Last Name”. We ask that leaders use their best judgment between true dietary needs and picky eaters.

Cook In-site Night

Wednesday is cook in-site night for your unit. CSR will supply ingredients for you to cook your own meal. We ask each unit to send two scouts to the back of the dining hall to pick-up their food by 4pm that evening.

Camp Staff

We depend on highly skilled and dedicated Scouts and Scouters to make CSR run each year. Summer camp staff is the experience of a lifetime and an opportunity to make friends and memories that last for years to come. We hope you will encourage your best scouts to apply for summer staff positions, so we can truly have the “Dream Team” to offer the program you and your unit deserve. To apply you must be at least 14 years old and can apply online at www.jerseyshorescouts.org/camp-staff.
Youth Protection at Camp

Citta Scout Reservation and Jersey Shore Council, BSA adheres to all youth protection guidelines of the Boy Scouts of America. Troop Scoutmasters should review these guidelines with all adults who will be serving as leaders or visiting camp. Youth Protection Training is available online through www.myscouting.org

If a child reports abuse or if you expect abuse, contact the Camp Director immediately. The following barriers to abuse within Scouting are used at camp to ensure the safety of all youth. We always expect all leaders and guests to follow these guidelines:

- Two Deep Leadership
- Respect of Privacy
- No Secret Organizations
- No Hazing
- No One on One Contact
- Separate Accommodations
- Appropriate Attire*
- Constructive Discipline

* BSA policy states that any female Scout or Leader must wear a one piece bathing suit while participating in BSA Aquatic Activities

Release of Minors

If a parent or legal guardian needs to pick up their child during the week at camp they must check-in at the camp office as a visitor. The Scoutmaster must accompany the parent or guardian to the office and fill out a sign-out sheet. The parent must also fill out a “Verification of Camper Leaving” form. The Camp Administration has the right to ask for documentation to prove the identity of the person picking up the minor. Please bring your license or government issued id with you to check out your Scout. If anyone other than a parent or guardian is to pick up a Scout they must be listed on the Scout’s medical form as a person who can transport that scout to and from events.
**Visitors in Camp**

The policies for visitors in camp are as follows:

- All visitors must sign In and Out at the camp office
- All visitors must depart from property by 10pm
- All visitors must either wear the wristband or visitor tag issued at the office
- Pets with the exception of service animals are not permitted
- Parking is in the main lot next to the parade field
- No smoking on BSA property

Unit leaders are responsible for all unit guests on property. Any guest staying overnight must notify the Camp Director and be registered members of the BSA. Additionally, any overnight guest must bring a copy of their complete BSA medical form to put on file in our office.

*While CSR is always open to visitors, please note parental visits, phone calls and text often contribute to Homesickness and Domestic Nostalgia.*

**Contacting Scouts and Leaders**

Parents may wish to send mail or packages to their child at Citta. Please note however, that sometimes letters may contribute to homesickness. Mail should be addressed in the following manner:

```plaintext
Scout's Name  
Troop Number / Campsite  
Citta Scout Reservation  
229 Brookville Rd.  
Barnegat, NJ 08005
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If you need to call and leave a message for a member of a unit in camp, the camp phone number is (609)-698-2855 Ext. 10. This line is for emergency calls only and is monitored 24/7 while campers are present and on the property.
Uniform Policy

Scouts and leaders are expected to wear a complete Field Uniform/Class A at evening colors and the evening meal. It is recommended the Activity Uniform/Class B be worn during other times at camp. The Citta Camp Staff will always be easy to identify in a staff uniform.

Privacy of Campsites

No one is to enter any campsite other than their own without asking permission or getting an invitation. No campers in the staff areas at any time.

Morning and Evening Colors

Morning Colors is our daily staff meeting and we request each unit hold their own colors in their campsites then arrive at breakfast between 7:45 and 8 a.m. Evening Colors begin at 5:45 p.m. on the parade field, we asked all units to be lined up and in formation before 5:45 p.m., after Colors dinner will be served at 6 p.m.. On Sunday and Friday Evening Colors will be held at 6:15 p.m.

SPL Meetings

Daily SPL meetings will be held in the picnic Grove after lunch at 12:45 everyday to allow the Program Staff to talk to each SPL and pass on any important information.

Injuries and Illness

All injuries and illnesses must be reported to the health officer immediately. A Troop Leader should accompany anyone sent to the Health Office. If a Scout must be sent home, the necessary arrangements are the responsibility of the unit. While attending a summer camp a Scout’s parent’s health insurance is the primary health insurance and must be used in the event of illness or injury. BSA accident and safety insurance is supplementary only, and only if in effect in the Troops local council. If an individual arrives at camp with a pre-existing medical condition or injury the accident and safety insurance does not cover the treatment of such conditions.
**Trash and Recycling**

Please keep extra trash bags in your campsite. Trash needs to be removed from your campsite daily and deposited in the proper dumpsters behind the dining hall. Citta does recycle, please place all recyclables in the marked dumpster behind the dining hall. No trash should ever be burned or buried.

**Special Needs**

The staff of the Joseph A. Citta Scout Reservation is committed to including all Scouts in each aspect of the summer camp program. Often, meeting the needs of all campers requires minor adaptations of our facilities, staffing and instructional plans. Special menus, accessible campsites, individual counseling and other provisions can be made for Scouts or Leaders because of physical disability, learning disability, diagnosed psychological or social difficulties, severe medical conditions, dietary requirements, religious practices for other special needs.

Whenever possible unit leaders should contact the Camp Director well in advance to outline the specific needs of the Scouts and Leaders in their units. Disclosure of disabilities are handled discreetly to protect your Scouts’ privacy while still providing the best level of program possible.
Camp Policies

At the Citta Scout Reservation, the Scout Oath and law are our guiding principles. We expect each Leader to provide the guidance within the Troop to follow these principles, as well as, the policies of the Citta Scout Reservation, the Jersey Shore Council and Boy Scouts of America.

**Alcoholic Beverages/ Drugs:** Alcoholic beverages and illegal drugs are not permitted on the property. Possession or use on camp property will be cause for removal from camp and possible prosecution. Prescription medications must be kept in the Health Office, Scouts are not permitted to keep your own medications except as designated by the Health Officer.

**Hazing:** Initiations or hazing of any type is a violation of the BSA youth protection policy and is cause for removal and possible prosecution.

**Vehicles:** Vehicles are not permitted in campsites. All vehicles must be kept in designated parking areas. Vehicles traveling on any camp trails or roads must adhere to the 5 miles per hour speed limit.

**Leaving Camp:** All Scouts or Leaders must stop into the office before leaving and complete necessary documentation.

**Medical Equipment:** All medical equipment brought to the property must be inspected by the Medical Officer and kept in the office.

**Firearms:** No personal Firearms or ammunition are permitted on camp property.

**Sheath Knives:** Not permitted to be carried by campers for leaders

**Fireworks:** Possession or use of fireworks is prohibited by state law and is grounds for immediate removal from camp and possible prosecution.