

2023

Camp Use

Guide

Camp Pupukea

Our mission is to provide your Scouts a positive experience that reinforces the Scout Oath and Law while following the guidelines of our local government.

This guide will help you plan for your reservation at Camp Pupukea. This Camp User Guide is for unit rentals during the year (not to be used for Summer Camp reservations).

Reservations for 2023 are being accepted for February to November 2023.

The [Guide to Safe Scouting and Appropriate Guidelines for Scouting Activities](#) guidelines are to be followed at all times while at Camp Pupukea.

Reservation Requests

Reservations requests must be completed online at www.scoutinghawaii.org

All reservations are on a first come, first service basis. Allow 30 days for review of application. Submission of application does not guarantee approval.

Reservations WILL NOT be accepted less than 2 weeks of requested dates.

Camp and facility availability will be confirmed by camp reservation manager via email.

Weekend reservations are from Fridays, 3 pm to Sundays, 11 am. Rates are the same if you prefer to check-in on Saturdays. All check-outs must be by 11 am on Sundays. You will need to state your preferred check-in and check-out times so that the Ranger/Campmaster may coordinate their schedule to be available for both check-in and check-out.

Reservation fees (which include information for campsites/capacity/rental period/rates) may be found online at www.scoutinghawaii.org

Once reservations are confirmed, a 50% deposit is due. Full payment of balance is due 2 weeks prior to reservation dates. If payment is not received, your reservation will be cancelled.

In addition to your deposit, a refundable reservation deposit of \$100 is required for all reservations. This is to cover any incidentals but not limited to the following: wall tents, cots, bathrooms and shower houses. You may use your unit account for the refundable reservation deposit or bring a check payable to Aloha Council to the Service Center at 42 Puiwa Road, Honolulu, HI 96817 (checks will be held and deposited only if the unit fails check-out inspection). If your unit passes check-out inspection and you submitted a check, you may pick up your check at the Service Center the following week after your reservation.

Camp reservation refund policy -

- Cancellation more than 30 days prior to the reservation: 100% of the deposit is refunded
- Cancellation 30 days prior to the reservation: 50% of deposit is refunded
- Cancellation 14 days prior to the reservation: no refund of deposit.

Full or partial refunds within these cancellation windows will be reviewed on a case-by-case basis, depending on the circumstances of the cancellation.

Only family emergencies, illnesses, and military obligations will be considered.

All cancellation requests must be submitted in writing and sent to Aloha Council, BSA, 42 Puiwa Road, Honolulu, HI 96817 or emailed to camping104@scouting.org – subject line – CAMP RESERVATION CANCELLATION REQUEST

Required Forms and Documentation

Chartered Organization Activity Approval – your Chartered Organization Institutional Head (IH) or Chartered Organization Representative (COR) must submit an approval at <https://forms.scoutinghawaii.org/view.php?id=7990878> **within 1 week** of the unit submitting a reservation request. Your unit reservation may be cancelled if approval is not received **within 1 week** of the unit submitting a reservation request.

Scouter Code of Conduct* – Each adult leader who will be in attendance of your unit’s camp reservation must read and sign at the bottom of the document. A signed printed copy is required upon arrival at camp. All forms will be collected by the Ranger or Campmaster. Copies of this form will **NOT** be available at camp. All adult leader’s names will be verified with the submitted roster. This form will not be returned and kept on file at Council.

Part A of the BSA Annual Health and Medical Record* (Informed Consent, Release Agreement, and Authorization) – **Each person** in attendance of your unit’s camp reservation is required to bring a signed printed copy of this document. All forms will be collected by the Ranger or Campmaster. Copies of this form will **NOT** be available at camp. All attendee’s names will be verified with the submitted roster. This form will not be returned and kept on file at Council.

Unit Roster* – 72 hours prior to the reservation start date, the unit will submit a roster to the camp reservation manager. The roster will be given to the Ranger or Campmaster for check-in. All required documents will be verified against the roster.

*Forms are included at the end of this Camp User Guide.

Check-in Process

- All campers/anyone entering camp property **MUST** wear covered shoes. You will **NOT** be permitted to enter camp property without covered shoes.
- Units **MUST** check-in with the Ranger or Campmaster **BEFORE** entering Camp.
- Check-in is on Fridays, 3pm or thereafter or Saturdays, 8 am or thereafter.

- The unit must designate a check-in time on Friday (3 pm or later) or Saturday (8 am or later) so that the Ranger or Campmaster is available to meet the unit. The entire unit must arrive and check-in at one time before being permitted on to camp property.
- Units are required to submit a roster of all campers 72 hours prior to camp reservations. Roster will be used by Ranger or Campmaster for check-in. If names are not on the roster the person(s) will not be permitted on property.
- Required forms ([see Required Forms and Documentation section](#)) will be collected at check-in by the Ranger or Campmaster. These forms will be kept on file with Aloha Council and **NOT** returned to the unit.
- If the scout is being dropped off, the driver (and other passengers) may not enter camp property if not on the submitted unit roster.
- Each vehicle will be directed to park in a designated area with vehicle reversed in the parking lot in fire ready position (reversed with front end of vehicle facing forward).
- Once the check-in process is completed, the campers may enter camp. All campers are required to walk with their gear to their campsites. One vehicle at a time (with a walker) may drive to the campsite to unload the unit gear. **SPEED LIMIT IN CAMP: 5 MPH.** All vehicles and/or trailers must be parked in the parking lot unless otherwise coordinated with the Ranger or Campmaster.

In Camp Policies

- **Vehicles in Camp:** Park in designated parking areas only. Trail and service roads are designated for specific use by camp and emergency vehicles only. Keep roads clear. Be prepared to carry all gear to your site.
- All vehicles are to be parked in the parking lot except for those used to transport supplies and heavy gear upon check-in and check-out. They are to be unloaded/loaded and then moved to the parking lot immediately. While in camp, vehicles are not to exceed 5 mph. Each vehicle entering campsites require a walker in front of their vehicle. No youth riders allowed inside of vehicles. No riders of any age are allowed in the bed of trucks.
- **Covered Shoes:** All people in camp are required to wear covered shoes. No open-toe shoes/slippers are permitted in camp property except for use in the showers.
- **Drinking Water:** All water at Camp Pupukea is potable.
- **Camp Improvement:** As a "Good Turn" to our camps, each unit is encouraged to schedule a 1+ hour camp improvement or conservation project with the Ranger.

- **Emergencies:** Notify the Campmaster/Ranger in the event of any need for assistance. If it becomes necessary to contact police, fire or ambulance services do so by dialing 911, and then immediately notify the Campmaster/Ranger. The street address for the Camp Pupukea is **59-780 Pupukea Road, Haleiwa, HI 96712**. All cabins have a letter and number designation posted on the outside of the building by their front entrance. All campsites are labeled with a wooden sign. If the Campmaster/Ranger are not available to meet police, fire or ambulance, send 2 adults to the main gate to receive and direct them to the location of the emergency.
- **Emergency Telephones:** The Ranger can be reached in case of emergency at (808) 366-9706*. The Campmaster assigned for the weekend will notify the unit(s) of their contact information.
 - *AT&T cell service works best at camp.
- **Fires:**
 - Campfires are prohibited, except in designated area(s) and with prior permission from Ranger or Campmaster. Fires must never be left unattended. All fires must be extinguished with water. Unit is responsible to make sure that fires are “DEAD OUT” prior to checking-out.
 - NO GROUND FIRES. All cooking must be above the ground. Hibachi, Coleman stoves, propane stoves, fire barrels are acceptable as long as they are above/off the ground. All used coals need to be properly disposed of. Fires must never be left unattended. All fires must be extinguished with water. User group is responsible to make sure that fires are “DEAD OUT” prior to checking-out.
 - Liquid fuel stoves and lanterns (gasoline. kerosene. etc.) may be used in camp if handled by adults.
 - All fuel supplies must be in safe containers and stored where it is not accessible to youth. OPEN FLAMES ARE NOT ALLOWED IN TENTS (CANDLES, LANTERNS, ETC.).
 - Follow camp procedure, as outlined by Ranger, in a fire emergency.
 - **Garbage:** All garbage is to be disposed of in the dumpster in the parking lot. Garbage should be removed from campsites nightly.
 - **Prohibited in Camp:** Fireworks, firearms, personal bows & arrows, personal sling shots, any oversize cutting device, or any weapon considered dangerous or unlawful. No pets are allowed in camp – except for federal service dogs.
 - Be aware that your unit may not be the only unit in camp.

- Equipment/supplies from the Quarter Master building other than what is included in your reservation is not available at this time. Be sure to bring the appropriate equipment with you. Fire Barrel usage needs to be coordinated with the Ranger or Campmaster.
- Unless your reservation includes the Lodge/kitchen, you will not have access into the Lodge/kitchen or any supplies within those areas. Please respect others if they have reserved the Lodge/kitchen while you are in camp and do not enter.
- DO NOT use the restroom sinks for anything other than washing your hands, face or brushing your teeth.
- A free-standing sink and running water is available to wash any cooking equipment and/or your hands as frequently need.
- Units will be assigned to bathroom/comfort stations and shower houses.
- Shower House assignments: If more than 2 units are in camp, shower house times will be designated for each unit by the Ranger or Campmaster.
- Each comfort station will be provided with 1 roll of toilet paper per stall, a toilet brush & plunger per stall, small garbage receptacles for the restroom area, broom and hand soap at the restrooms. Female restrooms have a small garbage receptable in each stall. **If you need other items outside of what is provided, the unit is responsible for bringing the additional items.**
- Units will be required to clean/disinfect the comfort stations at least once a day. Cleaning supplies will be provided to the units by the Ranger or Campmaster. Instructions will be given to the unit at the time of check-in.
- Smoking is not permitted inside buildings or on Camp Site. Check with Ranger or Campmaster for designated smoking area(s). All butts must be placed in a metal can at designated area(s).
- No going beyond safety fences or boundaries of grounds.
- Digging, trenching, etc., are not allowed.
- Aloha Council, BSA is not responsible for any lost/stolen items. Please keep all belongings/valuables secured.
- The following areas/items are unavailable during facility use:
 - Camp office space
 - Camp first aid/medical supplies
 - Camp lawn equipment

- Camp supplies
- Camp food supplies
- Camp vehicles
- Any area beyond safety fences or boundaries of grounds

Check-out Process

- Units **MUST** check-out with the Ranger or Campmaster **BEFORE** leaving Camp.
- Check-out is on Sundays between 8 am and 11 am (as designated/selected by your unit).
- If the scout is being picked up, the person picking them up, must park in the parking lot. Family members not on the submitted unit roster are **NOT** permitted to enter camp property. If they enter camp property, they will be escorted back to their vehicle.

Developed Campsite check-out checklist:

- All tables are returned to their original location
- Fire barrels returned to the Quarter Master building
- All coals are appropriately disposed of
- All garbage has been removed and placed in dumpster (or designated area by Ranger)
- No damage to wall tents or cots
- No damage to comfort stations (i.e. clogged toilets or sink drains)

Primitive Campsite check-out checklist:

- All tables are returned to their original location
- Fire barrels returned to the Quarter Master building
- All coals are appropriately disposed of
- All garbage has been removed and placed in dumpster (or designated area by Ranger)
- No damage to comfort stations (i.e. clogged toilets or sink drains)

- Once the check-out process is completed, the campers may exit camp. All campers are required to walk with their gear to their vehicles. One vehicle at a time (with a walker) may drive to the campsite to load the unit gear – this is coordinated with the Ranger or Campmaster.
- \$100 refundable deposit will be returned to unit on first business day after reservation is completed if no damage or incidental fees are incurred.

***** Damage to Equipment and Facilities: Any damage resulting from malicious intent and/or gross negligence will result in units being assessed full cost of restoration. In extreme instances law enforcement authorities will be notified ***.**

BOY SCOUTS OF AMERICA
SCOUTER CODE OF CONDUCT

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

1. I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
2. I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
3. I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - BSA Youth Protection policies and guidelines, including mandatory reporting:
www.scouting.org/training/youth-protection
 - The *Guide to Safe Scouting*: www.scouting.org/health-and-safety/gss
 - SAFE Checklist: www.scouting.org/health-and-safety/safe/
4. When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
5. I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:
 - a. Unauthorized fundraising activities
 - b. Advocacy on social and political issues, including prohibited use of the BSA uniform and brand
 - c. Bullying, hazing, harassment, and unlawful discrimination of any kind
6. I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
7. I confirm that I have fully disclosed and will disclose in the future any of the following:
 - a. Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - b. Any investigation or court order involving domestic violence, child abuse, or similar matter
 - c. Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
8. I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - a. Alcoholic beverages or controlled substances, including marijuana
 - b. Concealed or unconcealed firearms, fireworks, or explosives
 - c. Pornography or materials containing words or images inconsistent with Scouting values
9. If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
10. I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.

Adult Leader Name (print): _____

Unit Number: _____ Unit Position: _____

Adult Leader Signature: _____ Date: _____

Part A: Informed Consent, Release Agreement, and Authorization

Full name: _____
 Date of birth: _____

High-adventure base participants:

Expedition/crew No.: _____
 or staff position: _____

Informed Consent, Release Agreement, and Authorization

I understand that participation in Scouting activities involves the risk of personal injury, including death, due to the physical, mental, and emotional challenges in the activities offered. Information about those activities may be obtained from the venue, activity coordinators, or your local council. I also understand that participation in these activities is entirely voluntary and requires participants to follow instructions and abide by all applicable rules and the standards of conduct.

In case of an emergency involving me or my child, I understand that efforts will be made to contact the individual listed as the emergency contact person by the medical provider and/or adult leader. In the event that this person cannot be reached, permission is hereby given to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for me or my child. Medical providers are authorized to disclose protected health information to the adult in charge, camp medical staff, camp management, and/or any physician or health-care provider involved in providing medical care to the participant. Protected Health Information/Confidential Health Information (PHI/CHI) under the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. §§160.103, 164.501, etc. seq., as amended from time to time, includes examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

(If applicable) I have carefully considered the risk involved and hereby give my informed consent for my child to participate in all activities offered in the program. I further authorize the sharing of the information on this form with any BSA volunteers or professionals who need to know of medical conditions that may require special consideration in conducting Scouting activities.

With appreciation of the dangers and risks associated with programs and activities, on my own behalf and/or on behalf of my child, I hereby fully and completely release and waive any and all claims for personal injury, death, or loss that may arise against the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with any program or activity.

I also hereby assign and grant to the local council and the Boy Scouts of America, as well as their authorized representatives, the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me or my child at all Scouting activities, and I hereby release the Boy Scouts of America, the local council, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all liability from such use and publication. I further authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of the BSA, and I specifically waive any right to any compensation I may have for any of the foregoing.

Every person who furnishes any BB device to any minor, without the express or implied permission of the parent or legal guardian of the minor, is guilty of a misdemeanor. (California Penal Code Section 19915[a]) My signature below on this form indicates my permission.

I give permission for my child to use a BB device. (Note: Not all events will include BB devices.)

Checking this box indicates you DO NOT want your child to use a BB device.



NOTE: Due to the nature of programs and activities, the Boy Scouts of America and local councils cannot continually monitor compliance of program participants or any limitations imposed upon them by parents or medical providers. However, so that leaders can be as familiar as possible with any limitations, list any restrictions imposed on a child participant in connection with programs or activities below.

List participant restrictions, if any:

None

I understand that, if any information I/we have provided is found to be inaccurate, it may limit and/or eliminate the opportunity for participation in any event or activity. If I am participating at Philmont Scout Ranch, Philmont Training Center, Northern Tier, Sea Base, or the Summit Bechtel Reserve, **I have also read and understand the supplemental risk advisories, including height and weight requirements and restrictions, and understand that the participant will not be allowed to participate in applicable high-adventure programs if those requirements are not met.** The participant has permission to engage in all high-adventure activities described, except as specifically noted by me or the health-care provider. If the participant is under the age of 18, a parent or guardian's signature is required.

Participant's signature: _____ Date: _____

Parent/guardian signature for youth: _____ Date: _____

(If participant is under the age of 18)

Complete this section for youth participants only:

Adults Authorized to Take Youth to and From Events:

You must designate at least one adult. Please include a phone number.

Name: _____

Name: _____

Phone: _____

Phone: _____

Adults NOT Authorized to Take Youth to and From Events:

Name: _____

Name: _____

Phone: _____

Phone: _____



Unit Camping Participant Roster

District:				Unit& #/Organization Name:
Point Of Contact at Camp			Contact Number:	
P.O.C. NOT at Camp			Contact Number:	
EMAIL:			EMAIL 2:	
	Last Name	First Name	Vehicle Description/Plate#	Emergency Contact Name/Number
ADULTS				
YOUTH				

Total Number Scouts/Youth: _____ Total Number Adults: _____