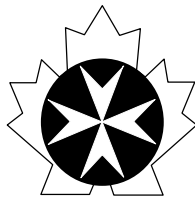


APPENDIX 6

ST. JOHN AMBULANCE

**NATIONAL CAMP ACCREDITATION
CERTIFICATE PROGRAM**



**National Headquarters
312 Laurier Avenue East
Ottawa, Ontario
K1N 6P6**

**NATIONAL CAMP ACCREDITATION
CERTIFICATE PROGRAM**

GENERAL

1. Cadets enjoy camping and throughout this country many St. John Ambulance Cadet Camps take place. To ensure proper training standards for our youth leaders, the National Camp Accreditation Course is designed to train competent leaders who will operate a successful, safe camp for their members.

GENERAL INSTRUCTIONS

2. **Age requirements:** Youth leaders or adult members 18 years of age or over, may run a cadet camp where cadets or crusaders are attending.
1. **Standards:** As of 1 January, 1999, all youth leaders wishing to conduct a cadet camp require national accreditation.
4. **Testing:** Testing to the standard of this course will be the responsibility of the Provincial/Territorial Cadet Officer or their designate.
5. **Time requirements:** The time requirement for accreditation is 18 hours, as outlined in paragraph 8.
6. **Certificate:** Upon successful completion provinces/territories may apply for the National Camping Accreditation Certificate. (See Annex D)
7. **References**
 - i. St. John Ambulance Camping Manual
 - ii. Boy Scout Camping Manual
 - iii. Girl Guide Camping Manual
 - iv. Armed Forces Cadet Camping Manual

TIME AND EXPECTATIONS OUTLINE

8. The following indicates the topics and time expectations for the Camp Accreditation Course. Course details can be found in paragraph 9. See Annex A for a detailed sample time outline for the course.
 - a) **Introduction**

Describe the purpose and functions of a Cadet Division and how camping can become an integral part of any Divisional program.

- b) *Administration - 2½ hours*
Discuss the Provincial Commissioner's directives that apply to camping. Instruct the participants on the correct procedures for generating forms, and the required paperwork for camping. Discuss available resource information.
- c) *Program Planning - 6 hours*
Instruct the participants on how to set up a camp program. Give sample program outlines. Do exercises on designing and running specific program items.
- d) *Kitchen, Food and Menu Planning - 2 hours*
Instruct the participants on the different considerations for preparing a camp menu. Supply resource information on acquiring food for camp. Demonstrate the different forms of kitchen layouts. Supply information on sanitary concerns, hygiene, and washing procedures.
- e) *Equipment Planning - 6 hours*
Show the participants different forms of camp sites and facilities. Teach the practical skills on a variety of types of equipment. Discuss and demonstrate various pieces of other training and recreational equipment.
- f) *Emergency and Medical Procedures - 1 hour*
Discuss and instruct participants on proper medical procedures and other emergency procedures and considerations for camps. Discuss personnel considerations, vehicles and equipment.
- g) *Transportation - ½ hour*
Discuss different forms of transportation to get to and from camp, as well as forms of transportation while at camp. Special consideration (watercraft).

GENERAL OUTLINE

9. The following indicates the general outline and course details for the Camp Accreditation Course. Time expectations are given in paragraph 8.
- a) *Introduction*
- Course overview and introductions
 - Purposes and functions of a Cadet Camp
 - Provincial Commissioner's directives

b) *Administration*

- St. John Ambulance regulations for camping within Canada
- Resources
 - facilities
 - people
 - camping manual
- Choosing and booking a campsite
 - time requirements
 - program considerations
 - associated costs

- Paperwork (see Annexes B and C)
 - provincial application to hold a camp
 - participant permission forms
 - participant medical information forms
 - sample kit lists
 - sample covering letters
 - general rules for campers

- Budgeting for a camp
 - capital equipment planning and budgets
 - cost recovery and capital equipment increases
 - donations, fund raising, other sources of revenue

- Camping Committees
 - forming a Camp Committee
 - positions and responsibilities
 - time lines and communications

- Camp Staff
 - briefing and debriefing
 - communications and problem solving
 - decision making process

c) **Program Planning**

- How to design a program
 - training
 - flexibility
 - proficiencies
 - free time
 - camp fires
 - water program; special considerations
 - other activities
 - age of camper considerations

- Alternate programs for different weather conditions
 - Resources
 - printed materials: Scouts, Guides, Outward Bound, etc.
 - personnel: St. John and non-St. John staff
 - equipment: purchase, borrow, rent
 - Religious obligations
- d) **Kitchen, Food and Menu Planning**
- Creating a menu
 - Canada's Food Guide
 - special dietary requirements/allergies
 - quantity and variety
 - Program and weather considerations affecting menu, group outings
 - Purchasing and storage of food
 - guide to food storage
 - animals and your camp site
 - Setting up the kitchen area
 - physical set-up
 - access
 - clean-up patrols and scheduling
 - Food preparation; patrol cooking versus group cooking
 - staff rotation
 - full time staff
 - Sanitation
 - garbage disposal
 - grease and solid food disposal
 - water purification, testing procedures
 - Dishes
 - washing, drying and storage
 - posting rosters, ensuring proper clean-up

e) Equipment Planning

- Accommodation
 - permanent, temporary or mobile
 - type, size, quantity, suitability and location
 - gender and number of occupants
 - pitching and striking a tent
- Cooking
 - types of stoves, fuels and fires for cooking
 - filling, lighting, extinguishing and maintenance of stoves
- Lighting
 - lanterns, types, fuels, storage
 - filling, lighting, extinguishing and maintenance of lanterns
- Personal hygiene
 - washrooms (temporary or fixed)
 - washing facilities and frequency, natural soaps
- Training equipment
 - planning, purchase, borrow, rent, different types
- Recreational equipment
 - types
- Equipment resources
 - rent, purchase, borrow
 - tents, stoves, lanterns, clothes lines, crafts
 - wood collection and storage; wet weather
 - dining flies, overhead tarps, canopies
 - swimming equipment, area and rules

f) Emergency and Medical procedures

- Fire drills
 - water bucket and fire extinguisher types
 - location of extinguishers, charging, discharging
 - evacuation procedures and routes
- Finding the nearest hospital, phone number and best route
- Nearest ambulance station, phone number and response time

- Medical staff
 - positions and roles
 - locations of medical kits and contents
 - medication dispensing and charting
- Camp emergency procedures
 - missing child, resources, time, other campers
 - criminal offenses, calling the authorities
 - broken camp rules, discretion and reporting
- Short term versus long term camp consideration
- Number of campers; program and logistics considerations
- Getting special medical training to meet the needs of special campers

g) Transportation

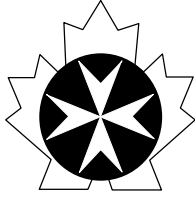
- Types and routes
- Booking and paperwork
- Procedures and other considerations; emergency contact person with list
- Modes of transportation while at camp; canoes, row boats, motor boats, etc.
- Rent, borrow, acquire services

Camp Leadership Course Time Outline

Time	Item Description	Responsibility	Method of instruction	Aids
<i>Friday</i>				
2000	Registration	DTM		
2030	Introduction	DTM	informal lecture	overheads
2100-2130	Camp fires	JDW	Lecture	flip chart
2130-2230	Formal Camp Fire	JDW/DTM/JT	instruct and participate	camp fire
2230-2300	Light Snack	JT		
2330	Lights Out	All		
<i>Saturday</i>				
0700	Rise and Shine	All		
0730-0800	Breakfast	DTM/JDW		
0800-0845	Camp Sites and Facilities	JT	morning walk	camp grounds
0845-1015	Program Planning 1	JDW	lecture/brain storm	overheads
1015-1030	Nutrition break	All		
1030-1145	Administration 1	BA	lecture	overheads
1145-1200	Break	All		
1200-1245	Lunch	JT		
1245-1345	Administration 2	BA	lecture/brain storm	flip chart/overheads
1345-1445	Equipment 1 (tents)	JT	demonstration	tents
1445-1500	Break	All		
1500-1700	Program Planning 2	JDW	lecture and group work	
1700-1800	Emergency Procedures	DTM	lecture discussion	
1800-1900	Dinner	JT		
1900-2100	Program Planning 3	JDW	presentations and discussion	
2100-2130	Camp Fire Preparation	2 groups	fire preparation/program	
2130-2230	Camp Fire	All		
2230-2300	Transportation	DTM	discussion	flip chart
2300-2330	Free time	All		
2330	Lights out	All		

Camp Leadership Course Time Outline

Time	Item Description	Responsibility	Method of instruction	Aids
<i>Sunday</i>				
0800	Wake up	All		
0830	Breakfast	JT/DTM		
0900-1030	Equipment 2 (Stoves and Lanterns)	JT		
1030-1130	Kitchen Food and Menu 1	DTM	lecture / discussion	flip chart and handouts
1130-1145	Nutrition break	All		
1145-1300	Fire Starting exercise	JT	all participants demonstrate	fire pit
1300-1345	Lunch	All	cook on fires	
1345-1445	Equipment 3 (other equipment)	JT	demonstration / participation	
1445-1530	Closing Remarks	DTM	discussion	handouts
1530	Depart Camp	All		



St. John Ambulance Saint-Jean

MEMORANDUM

To: Youth Leaders and Cadet Divisions
 Subject: Camp Accreditation Certificate Course

Date:

A Camp leadership Accreditation Course is planned for the weekend commencing Friday evening, _____(date)_____ and running through to Sunday afternoon, _____(date)_____

While the Course is designed primarily for those who have not previously organized Cadet Camps, remember that even experienced camp leaders derive benefit from the course. The course objectives are simple - to teach our youth leaders the necessary skills to operate successful, safe and enjoyable camps.

The weekend is run on a "cost-recovery" basis. Cost per attendee is \$ _____ which covers food, accommodation (camp cabin style!) and course materials. Transportation to and from the course venue is the individual attendee's responsibility. The proposed course location is _____situated _____.

The minimum age for Camp leadership Certification is 18 years of age or older. Superintendents are asked to consider this course as a potential development tool for officers and crusaders who meet the age criteria.

Please forward course applications on the attached form, together with course fees, no later than _____(date)_____ to:

(Staff, Provincial/Territorial Headquarters)

(name)

Provincial/Territorial Cadet Officer

Note: Confirmation and final course information will be mailed to attendees by _____

c.c. Provincial/Territorial Staff
 Area Commissioners

**APPLICATION TO ATTEND
CAMP LEADERSHIP CERTIFICATE COURSE**

Course Location: _____

Dates: _____

To: (Staff, Provincial/Territorial Headquarters)

Please register the following person(s) for the above course:

Name: _____	Position: _____
Address: _____	
_____	Postal Code: _____
Telephone: () _____	Date of Birth: _____

Name: _____	Position: _____
Address: _____	
_____	Postal Code: _____
Telephone: () _____	Date of Birth: _____

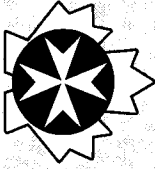
Name: _____	Position: _____
Address: _____	
_____	Postal Code: _____
Telephone: () _____	Date of Birth: _____

I enclose the course registration fee of \$ _____ per candidate for a TOTAL of \$ _____

Submitted by:

Name: _____

Division: _____

	
St. John Ambulance	
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	THIS IS TO CERTIFY THAT
	has successfully completed the
	St. John Ambulance
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NATIONAL CAMP ACCREDITATION CERTIFICATE PROGRAM	
	<hr/>
	Provincial/Territorial Commissioner
	<hr/>
	Date