

POLICY & USE MANUAL

Originally Approved by the Bay Area Council Executive Board
November 18, 2002, Updated in 2011
Revised Approval by the Bay Area Council Executive Board
March 2, 2018



Greetings Unit Leaders, Event Chairs, Event Facility Coordinators, Volunteers, and Professional Staff,

On behalf of the Bay Area Council and Camp Karankawa, We would like to take this opportunity to thank you for your interest in our camping programs and facility. Camp Karankawa offers a variety of unique camping experiences that feature traditional program themes and Scouting values, while blending in new, innovative activities with the primary goal of introducing both youth and adults to the outdoor experiences of scouting program.

Our goal at Camp Karankawa is to deliver on the promise of a Strong Outdoor Program. This Policy & Use Manual is designed to serve as an outline for the many procedures and policies of the camp. The Scout Motto is “Be Prepared”, and we know that the individuals, dens, packs, patrols, troops, crews, ships, posts, and districts that are prepared, have the most positive and truly memorable experiences while at Camp Karankawa.

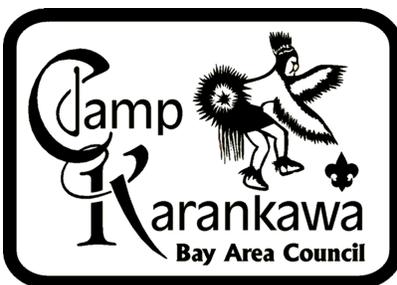
Most recently in the first quarter of 2011 some significant changes were made to the manual. The process included the feedback of the Council’s Camping & Program Committees, and the Council’s Professional Staff, with final approval coming on March 24, 2011 from the Council’s Executive Board. The document was originally composed in 2002, so please take the time to read through it thoroughly and as mentioned above “Be Prepared”!

It is hard to believe that Camp Karankawa has been with us since 1955! But, as we go forward we will continue to improve on the quality outdoor program and offer a facility that will meet the needs of both our internal scouting and outside communities.

So, follow the Scout Motto and “Be Prepared” for a great Camp Karankawa experience!!! If you have any questions, please do not hesitate to contact the council office or Camp Karankawa directly for further clarification.

Let the Adventure Begin!!!

~The Bay Area Council, Boy Scouts of America



Policy & Removable Documents Content

Policies

General Rules	1.0
Camp Karankawa Emergency Procedures	1.1
Swimming Pool/ Showers	1.2
Campmasters Cabin	1.3
The Camp Karankawa Chapel	1.4
Commissioner Cabins	1.5
Dining Hall/Kitchen	1.6
Camp Karankawa Health Lodge	1.7
OA Lodge Home and Ceremonial Ring	1.8
The Camp Karankawa Pavilion	1.9
Rappelling Tower	2.0
Horsemanship Corral	2.1
The Chief Rich Lodge	2.2
The Rifle, Shotgun, BB Gun and Archery Ranges	2.3
Bay Area Council Training Lodge	2.4
Campsites Policy	2.5
Karankawa Service & Fees	2.6
Safe Scouting on The Cub Frontier Trail & Program Area	2.7
Camp Karankawa Equipment Policies	2.8 Series
Rifle, Shotgun, Black powder Firearms, and Equipment	2.8 a
Archery Equipment	2.8 b
Campsite Tools & Equipment	2.8 c
Camp Outdoor Cooking Equipment	2.8 d
Canoe, Trailer, & Equipment	2.8 e
Row Boat Equipment	2.8 f

Removable Documents & Forms

Camp Emergency Phone Numbers & General Contact Information
Directions & Map
Camp Karankawa General Use Permit Form
Unit Roster
District & Council Events Request Form & Check List

BAY AREA COUNCIL
General Rules

Policy Number: 1.0

Revised 2017

All Boy Scouts of America National Rules and Regulations on Camps are followed at Bay Area Council's Camps. The following are specific rules followed by the Bay Area Council but should not be construed as being all inclusive.

GENERAL RULES

1. All units and organizations should make reservations at least two weeks in advance with the Camp Ranger direct. A copy of the current "Short Term Camp Reservation Confirmation and Permit" is attached to this policy. **COUNCIL AND DISTRICT EVENTS MUST BE SCHEDULED A MINIMUM OF 120 DAYS IN ADVANCE.**
2. Designated unit leaders, event directors and/or guests/ visitors **will check in with the Campmaster or Camp Ranger upon arrival at camp.** The Camp Karankawa sign in front of the Ranger's residence will indicate where and with whom to check in.
3. The Scout Oath and Law, Cub Scout Promise, Explorer Code, and Outdoor Code are the laws of the camp. Each unit will be given a copy of the Outdoor Code, along with these policies, upon arrival at camp.
4. A registered adult Scouter, 21 years or older, must be in charge of each unit at all times. In addition, two deep leadership **will be strictly enforced.** The whereabouts of the youth while at camp must always be known by the designated leadership.
5. Events with coed participation must have both male and female adult leadership 21 years of age or older, at all times.
6. The camp speed limit for all vehicles is **10 mph on all roads.**
7. **NO MOTORIZED VEHICLES** are allowed in campsites for any reason. They will be parked in designated parking areas. A unit's trailer must be parked in designated areas only.
8. There are only four designated parking areas for campers, three in the Boy Scout area and one in the Cub Scout area. Parking areas are for parking of vehicles and should not be used for camping. Vehicles should use the allotted space as efficiently as possible. **In order to protect the environment and to ensure Emergency Access when needed, ALL OFF ROAD PARKING IS PROHIBITED.** Special designated overflow parking may be assigned by the Council for large District or Council events.
9. Recreational Vehicles (RVs) and campers should be parked in parking lots only. Hook ups for utilities are not available.
10. Golf Carts, Utility Vehicles (IE Polaris Rangers, Mules, Gators) maybe be used with prior approved from the Camp Ranger. Please note that ATVs or 4 Wheelers are not permitted.
11. **No individual will be allowed to ride on the outside of a vehicle or in the bed of a pickup truck, or in a trailer.** No more than the legally allowable number of passengers shall ride inside any vehicle at any time. COUNCIL AND DISTRICT EVENTS MAY BE GRANTED AN EXEMPTION UNDER NATIONAL POLICY (SECTION 10 "GUIDE TO SAFE SCOUTING"). Seat belts should be worn in vehicles at all times.
12. PERSONAL firearms, ammunition, air rifles, pellet guns, bows and arrows, and slingshots may only be used for instructional non-firing use only, and must be pre-approved by the council's Camping Director or Camp Ranger prior to one's arrival at camp. All personal approved firearms must be checked through the Camp Ranger upon arrival to be secured with the Camp Ranger.
13. Use of facilities including use of the Horsemanship Area, Pool, Waterfront and general buildings such as the Leader's Lodge are available for use with a weekend reservation.
14. **Dogs and other personal pets are prohibited.** Exceptions will be made for Medical Service Animals when accompanying their partner.
15. No open flames, candles, stoves, gasoline or kerosene lanterns, or heaters are allowed in tents.

16. Gasoline stoves or lanterns are not permitted. However, propane lanterns and stoves must be operated in a safe manner under adult supervision. Fuel supplies will be stored separately and secured.
17. Be careful with fires. Camp sites are equipped with fire rings. Fires should only be built in those rings when provided. No fires are to be left unattended day or night. Provide shovel and fire bucket with sand, water or other fire protection equipment. It is suggested that prior to your arrival at camp that you check the camp's web page to see if the camp is currently under a mandated state or county fire ban.
18. **Conserve water, turn off faucets, and wash stands and/or showers.** Facilities are not to be used to wash dishes or laundry.
19. Do not cut any live trees, shrubs, or underbrush. Exceptions to this rule will be allowed under the following conditions: Ranger or Campmaster may approve the cutting of saplings and underbrush as long as cutting is done on a small scale in areas that are not visible from trails, program areas, or camp sites. This cutting should be done to provide materials for program use such as teaching lashing, building of camp gadgets, etc. The preferred plant for cutting should be Yaupon (Ilex Vomitoria) or Juniper (cedar).
20. Do a conservation good turn while in camp. Consult with the Ranger or Campmaster for advance approval.
21. Keep noise down between 10:00 PM and 6:00 AM
22. No alcoholic beverages or illegal drugs will be allowed in camp. The use of either will result in an immediate dismissal from the property. Notification to both the Scout Executive and the proper authorities will also occur.
23. The use of tobacco products inside any buildings or facilities at Camp Karankawa is strictly prohibited. The use of tobacco products in front of Scouts **is prohibited under BSA National Policy.** Please consult with the Camp Ranger or Campmaster about where a designated smoking area may be setup at.
24. While at camp you are to stay within the borders of the camp's property lines. Do not trespass onto the adjacent private property of the camp's neighbors.
25. All trash will be placed in the dumpster provided by the council. **In cases where the dumpster is full, all trash will be removed from camp and taken home. Do Not Pile Trash up on top of the lid or higher than the lid when closed as it will attract unwanted animals.** At no time will trash be buried.
26. Before leaving camp, the individual unit leader or for council/district activities, the event Chair, Facility Coordinator or Professional Staff Advisor will **"check out"** with the Ranger or Campmaster. The proper clean-up of all facilities used must be also completed and approved by the Ranger or Campmaster before leaving camp.
27. The possession or use of any fireworks on Camp Karankawa is forbidden.
28. The altering of existing facilities is strictly forbidden except with the specific approval of the Council Executive or the Council Camping Director.
29. Two-wheel carts are provided for the use of **transporting equipment to or from campsites.** These carts can be dangerous if improperly used. **Youth should be restricted from horseplay on these carts and should be supervised at all times when using them. Anyone caught riding on a cart will cause their unit to lose the privilege to use any carts for the duration of the camp event.**
30. All illegal activities will be reported to the Scout Executive and appropriate civilian authorities.
31. Key Access to any Camp Building must be obtained from the Camp Ranger or his designee for the event or activity.
32. Be it known that Order of the Arrow Ordeals, Fellowships, Banquets, and Service Weekends fall to the District or Lodge Professional Advisor to schedule and fall under the general rules for District and Council events.

CAMP KARANKAWA EMERGENCY PROCEDURES

Policy Number: 1.1

Revised 2017

A binder with additional detail related to Emergency Procedures is available at camp through the Camp Ranger or Campmaster at the time of Check in. The procedures in this manual are general guidelines only.

FLOODS

Because there is a danger of high water flooding in Camp Karankawa, care should always be taken. What might seem like a small amount of rain fall on the camp might be just the fringe area of a very large downpour close by. Consequently, camping in low areas can be hazardous due to flash flooding. Therefore, in the event of very wet or turbulent weather, observe the following:

1. Always camp in the highest ground available within the established camping area.
2. Secure all canoes, boats and equipment against possible high water.
3. At the first sign of rapidly rising water, move to the highest ground possible. If necessary, leave all equipment in place.
4. The Camp Ranger, Campmaster and Camp Administration will monitor the internet along with local radio and television stations for weather reports and keep you advised.

UNUSUAL WEATHER CONDITIONS: - Continuous Horn Blast

The Camp Ranger, Campmaster and Camp Administration will keep informed at all times via radio, television and the internet of current weather conditions. All unit leaders will be informed immediately when any adverse conditions are expected. However, unit leaders should become thoroughly familiar with the terrain adjacent to campsite as to the best location for their scouts should the sighting of a tornado be reported.

LIGHTNING

In the event of lightening, all aquatic activities will close and individuals should head for cover. Trees and metal roofed buildings should not be considered as safe overhead.

HURRICANES & TROPICAL STORMS

In the event of an approaching hurricane, the **Camp will be CLOSED** and all units requested to return home when the hurricane is reported to be within **300 miles or 72 hours** of the camp and is heading in the general direction. This is necessary so the Camp Ranger can secure facilities and ensure the safety of the campers.

Should a tropical storm warning occur with regard to the geographic location of the camp, the Camping Director (or in their absence the Camp Ranger) may have to issue an evacuation of the property or potential cancelation of the event.

The Seasonal or Council Camping Director (or in their absence the Camp Ranger) shall have final authority to close Camp.

TORNADOS

The following rules shall be followed during a tornado warning or watch:

1. Leaders of units will be notified by the Camp Ranger when a warning is in effect or a watch should be observed.
 2. Should a tornado be sighted, have all Scouts evacuate the campsite and have them lie down in a depression, ditch or ravine previously selected. If you are caught in open country, then always move at right angles to the tornadoes path.
 3. DO NOT attempt to gather in the Main Pavilion, Dining Hall, Training Lodge, Chief Rich Lodge, or Health Lodge. You will be much safer in an open ditch.
 4. DO NOT call the local weather station except to actually report a tornado as you might be tying up important phone lines needed for an emergency.
- * If you have a radio, keep it tuned to the local weather station and update your cell phone service to send you text alerts specific to the Camp Karankawa area. **It is also advised that a unit or the leadership take the Severe Weather Hazards online training through the MyScouting training program at www.my.scouting.org**

FIRE – Continuous Horn Blast

KNOW AND USE the camp Fireguard Plan and Unit Fireguard Chart. More information about these documents may be found in the “Guide to Safe Scouting”. General rules for handling and reporting a fire are:

1. If you spot a fire and can put it out QUICKLY AND SAFELY - DO SO.
2. If the fire is out of control, either send a runner or go yourself, to the Leader’s Lodge or Health Lodge where the Emergency alarm is located, to have the alarm sounded.
3. Give information and exact location of the fire to the Camp Ranger, Campmaster or Camp Administration. Help might be solicited from adult unit leaders and older Scouts if needed and if it can be done SAFELY.
4. PERSONAL SAFETY is paramount for anyone fighting a fire, so think before you act!
5. The fire will be reported by the Camp Ranger, Campmaster or Camp Administration to the West Columbia Fire Department for assistance.
6. All units shall, upon the sounding of the fire alarm, will assemble at the camp's flag plaza area (in front of the Health & Education Center), to await further instructions. Individuals away from their campsite when an alarm is sounded should immediately go to the camp's flagpole. They **SHOULD NOT** attempt to return to their campsites to join their unit.

NOTE: Numbers for reporting fires to authorities are posted adjacent to all camp telephones and posted in the removable documents section of this manual.

KNOW THE LOCATION OF ALL FIRE FIGHTING EQUIPMENT IN YOUR CAMPSITE AND ENSURE THAT THIS EQUIPMENT IS NOT USED FOR ANY OTHER PURPOSE.

WATERFRONT EMERGENCIES – 3 Horn Blasts

If there is an emergency at the waterfront (boating area), the Aquatics Director in charge will begin by sounding a very loud compressed air horn with a series of three short blasts, and will send a runner to the Leaders Lodge/Health Lodge, to notify the Camp Administration to sound the emergency alarm. If the emergency horn is sounded, all campers regardless of their location on camp will immediately go to the camp's flagpole area. They **SHOULD NOT** attempt to return to their campsites to join their unit. If the Waterfront Alarm is sounded at anytime, please stay out of the vicinity of the waterfront area and remain clear of all trails and service roads leading to the waterfront. If you are at the waterfront area in a canoe or rowboat, follow the directions of the staff member in charge. The primary goal of the unit leader is to account for the youth within their unit, not to try and assist the camp staff. The camp staff has a set of procedures that must be followed and time is crucial, staying out of their way is so that they can perform their duties is essential.

FIRST AID / MEDICAL EMERGENCIES

The Health Lodge is located across from the Leaders Lodge – in the front right side of the Health & Education Ctr. During a District or Council event an adult trained in first aid will be on duty to handle emergencies at all times. Otherwise, the Camp Ranger or Campmaster should be contacted for first aid assistance. During the day or night, all accidents and illnesses requiring first aid should be reported to the designated Health Officer at the Health Lodge or to the Camp Ranger or Campmaster on duty. All cases where a doctor's care is necessary will be reported immediately to the Camp Ranger, Campmaster or Camp Administration, regardless of the hour, and they will alert the Sweeny Hospital with the essential information related to injury, accident, or illness. The Camp Ranger, Campmaster or Camp Administration will then immediately contact the Camping Director or Scout Executive. In the case of a District or Council activity, the Staff Advisor is charged with the responsibility to contact the Camping Director or Scout Executive.

MISSING PERSON

1. Camp Ranger, Campmaster or Camp Administration is notified that a person is missing.
2. Check with the unit leader for a tally of youth and adults, along with specific information on the last whereabouts of the lost individual.
3. Check with other individuals within the unit or the last area of camp where the individual was last seen for possible leads.
4. Check the Health Lodge.
5. Sound the emergency alarm to assemble the units at the camp's flag pole area.
6. After 2 hours of searching, the Camp Ranger, Campmaster or Camp Administration will notify the local law enforcement authorities for assistance if necessary.
7. The Camp Ranger, Campmaster or Camp Administration will immediately notify the Council Camping Director or Scout Executive.

CHILD ABUSE

Child Abuse is a crime against youth. Child Abuse can involve the mental, physical and sexual victimization of children.

Step 1: Immediate Action is required

If you suspect that a child in camp is a victim of child abuse, you must report this to the Camp Ranger, Campmaster or Camp Administration. Appropriate telephone numbers are posted near phones all over camp.

Step 2: Immediate Action is required

The Camp Ranger, Campmaster or Camp Administration will contact the Scout Executive who will report the situation to Child Protective Services and local law enforcement agencies as necessary. The Scout Executive, in cooperation with the Child Protective Services, will assume full responsibility for the situation as soon as it is reported.

Note: It is not your responsibility to investigate or question the child or accused individual....your primary responsibility is to only report the issue. One can be held legally liable in the State of Texas for unreported child abuse incidents, detections, observations or suspicions.

FATALITY

Step 1: Immediate Action is required

1. Secure the area, keeping the safety of yourself and others in mind and then establish a perimeter around the deceased.
2. Remove any non witness youth and adults from the perimeter of the deceased.
3. Notify the Camp Ranger, Campmaster or Camp Administration.
4. The Camp Ranger, Campmaster, Camp Administration, Camping Director or Scout Executive must immediately notify local authorities. The police and coroner will upon arrival to the camp institute an inquiry and investigation to determine the cause of death, and practices that occurred prior to the cause of death.
5. If you are the reporting individual to the authorities, the next step is to contact the council Scout Executive through the Camp Ranger, Campmaster, Camp Administration, or Council Camping Director. Obtain as many facts, names, and statements of all witnesses on hand.
6. In general the preliminary questions to ask are as follows:
 - WHEN?** Date and time of day
 - WHERE?** Give specific location, including address and community, if possible.
 - WHAT?** Nature of accident or illness
 - HOW?** If known - For example, swimming, boating, hiking
 - ENVIROMENT CONDITIONS?** Weather, potential hazards etc....

DO NOT NOIFY THE FAMILY, NEXT OF KIN, THE NEWS MEDIA OR ANY OTHER INQUIRING ENTITY

- The Scout Executive will make arrangements through the proper channels and proceed to personally notify the family of the deceased.
- The Scout Executive will be the only spokesman for the council related to news media or any other inquiring entity.

POLICY ON USE OF SWIMMING POOL/ SHOWERS

Policy Number: 1.2

Revised: 2017

The Camp Karankawa Swimming Pool will be available from Memorial Day to Labor Day for Unit, District and Council level activity.

The following rules must be strictly observed:

1. For District & Council events, a Boy Scouts of America Aquatics Director must be on camp property at all times of operation.
2. An individual unit is required to have one adult certified in Safe Swim Defense and Swimming and Water Rescue Training if utilizing the pool in a non-District or Council Event setting.
3. A Certified Pool Operator (Traditionally the Camp Ranger) must be on the camp property at all times of operation.
4. Use of The Safe Swim Defense Plan is required....including a swim check of all participants.
5. All individuals on deck are required to check in using a buddy tag.
6. 1 Certified Lifeguard to ever 10 swimmers ratio will be enforced.
7. The Camp Ranger or Campmaster will check out all required equipment to the adult in charge and will check it back in at the conclusion of the swimming event/activity.
8. A pool use charge will be made for use of the pool and equipment. In the case of loss or damage the group reserving the pool is responsible to reimburse the council for the full amount of repair or replacement.
9. Shower facilities are divided for youth and adult use. All BSA policies should be followed to insure youth protection standards are maintained.
10. Showers, commodes and sinks should be left clean and the water turned off after use.
11. Diving will only be permitted in the designated areas.
12. No running
13. No glass on the deck
14. A Buddy Check will occur every 10 minutes
15. No pushing
16. The pool will be broken into 3 designated areas (Swimmer, Beginner and Non Swimmer/Learners)
17. All proper first aid and back-boarding equipment will be on the deck while swimming activities are occurring.
18. General dates of pool operation are from Memorial Day Weekend through Labor Day Weekend.
19. A \$2.00 per individual per day fee will be issued for units utilizing the pool outside of a District or Council event.

POLICY FOR THE USE OF THE CAMP KARANKAWA CHAPEL

Policy Number: 1.4

Revised: 2017

The Camp Karankawa Chapel is provided for the use of all units. The following rules should be observed:

1. The chapel area is a place of worship and as such, quiet and reverence should be observed.
2. All units and events using the chapel should follow the general camp policy on supervision.
3. Open Services should be non-denominational.
4. Reservations are not required for use of the chapel, with the exception of a special ceremony or unique use outside of the standard use.
5. Units and events using the chapel at the same time are encouraged to hold joint services.
6. Camping in the Chapel area is not permitted.
7. Upon completions of services, the Chapel should be left free of debris and garbage.

POLICY ON USE OF DINING HALL/KITCHEN

Policy Number: 1.6

Revised: 2017

Use of the Camp Karankawa Health and Education Center and associated equipment is available for only **District and Council Level Events**.

The following rules must be observed:

1. Kitchen and associated equipment will be left clean and stored away upon departure. **ALL** Floors will be swept and mopped, **ALL** equipment will be wiped down and degreased, **ALL** trash will be taken to approved dumpsters.
2. Any equipment damaged must be reported to the Camp Ranger or his designee.
3. In order to utilize the kitchen facilities and equipment, the District or Council event must provide a Head Cook and staff that is currently certified through an agency recognized by the State of Texas for Food Handling & Service. In addition, the Head Cook must be trained to operate the kitchen's equipment and will check in and check out with the Camp Ranger before and after the event. To verify what is recognized by the state of Texas, please go to their website at: www.dshs.state.tx.us
4. While using the kitchen facilities the Head Cook is responsible for maintaining and updating Cold and Hot Charts during the event.
5. While using the kitchen facilities the Head Cook is responsible for ensuring the Cook's Restroom is stocked and clean during and after the event.
6. Any "leftovers" or perishable from an event will be disposed of at the end of the event.
7. All health department standards will be followed during use. This includes; No storage of items on floor, labeling and dating of all food placed in the fridge/freezer in secondary containers, etc.
8. All cleaning agents and supplies used must be replaced through the event's individual activity budget.
9. Use of the Health and Education Center for sleeping is prohibited with the exception of the Health Lodge used to house the Medic/Camp Master ONLY.
10. The Head Cook for an event must provide a list of their entire cook crew in advance of the event. The Head Cook and Staff must be approved by the Scout Executive, Council Facilities Director or Camp Ranger.
11. Requests for specific equipment or facilities are required on the Camp Reservation form.
12. Due to State Health Department Rules and Regulations no one under the age of 18 may use the kitchen facilities and equipment at anytime.

The general kitchen area includes the following:

- Convection Ovens/Griddle/Stove/Brasier
- Prep, Pre-Rinse, Wash sinks
- Restroom
- Cooking Pots & Pans.
- Serving Equipment
- Prep Area
- Cleaning Supplies (Chemicals, Mops, Brooms, etc.)
- Walk-in Cooler/Walk-in Freezer
- Upright Food Warmers
- Salad Bar Servers/Utensils
- Kitchen Office
- Hot Pads, Oven Mitts & Kitchen Towels
- Drink Dispensers
- Large Coffee Pot

FAILURE TO FOLLOW ANY OF THESE POLICIES WILL RESULT IN FISCAL PENALTIES TO THE EVENTS INDIVIDUAL ACTIVITY BUDGET

POLICY ON THE USE OF CAMP KARANKAWA HEALTH LODGE

Policy Number: 1.7

Revised: 2017

The Health Lodge at Camp Karankawa is normally staffed with trained medical personnel for Council or District events.

The following rules must be observed:

- The Health Lodge is not to be used as sleeping quarters for anyone other than Medical Personnel or Patients. For most events the Health Officer is to be housed in the lodge with a second adult being permitted for youth protection purposes. In the event that a second adult is not sleeping in the lodge, then at the minimum a second adult must be on standby call to come to the Health Lodge and serve as the second adult, should the youth not have a parent or leadership accompanying them.**
- The Restroom located in the Health Lodge are for the exclusive use of medical staff and patients.
- All National BSA Policies for the securing of medical facilities must be followed.
- The Health Officer assigned to the lodge will be responsible for the securing of medical supplies, securing the building, and the adherence to all National, Local and Council policies.
- The Health Lodge must be left clean after use.

POLICY ON USE OF OA LODGE HOME AND CEREMONIAL RING

Policy Number: 1.8

Revised: 2017

1. The Order of the Arrow Lodge Home and Ceremony Ring are set aside for the specific use of Wihinipa Hinsu Lodge #113. The use and admittance to these facilities is strictly controlled by the lodge rules and by-laws.
2. Use of the facilities must be arranged through the Lodge Advisor or the Scout Executive.
3. Specific use of the two areas will fall to the Lodge Advisor, Scout Executive, and Lodge Chief who are responsible for their use.
4. All exhibits and display materials must not be disturbed in any way by those individuals using the facilities.
5. Each facility must be left clean after use.
6. There is to be no sleeping in the OA Lodge Home.

POLICY FOR THE USE OF THE CAMP KARANKAWA PAVILION

Policy Number: 1.9

Revised: 2011

The pavilion is a central meeting place. The pavilion is provided for the use of campers and their guests.

The following rules must be followed:

1. The pavilion must be kept clean. Remove trash from the area and place it in proper receptacles.
2. Turn off lights at night when leaving the pavilion.
3. Observe the lights out and noise policy found in the general rules on use of camp facilities.
4. The pavilion is equipped with basketball goals for the enjoyment of Scouts, Scouters, and their guests. District, Council and other organized activities take precedence over any sports activities.
5. Basketball participants and other pavilion users are responsible for any damages resulting from their activities. Any damages must be immediately reported to the Camp Ranger, Campmaster or Camp Administration.
4. The pavilion does not require reservations for use. It is expected that groups will share its use and respect each other.

POLICY ON USE OF THE HORSEMANSHIP CORRAL

Policy Number: 2.1

Created: 2011

The Horsemanship Corral will be used only under the direct supervision of properly qualified personnel that are to be approved by the Camping Director and for only District or Council events.

1. Respect the horses and their environment. Never enter the Horsemanship Corral on your own or without permission.
2. Only council owned or council approved rental equipment and horses may be used.
3. Wear the proper attire and do not use any equipment that you feel is defective or will not operate properly.
4. **ALL** national BSA and local state policies will be strictly followed when using this facility.
5. Equipment must be checked in and checked out through the Camp Ranger.
6. Any damaged equipment that is outside of normal wear and tear will fall to the individual group to replace. Any new equipment needing to be replaced because of damage will be purchased through the Camping Director or Camp Ranger and fee will be based on current market equipment prices.

POLICY ON USE OF THE CHIEF RICH LODGE

Policy Number: 2.2

Revised: 2017

The Chief Rich Lodge (also referred to as the Leader's Lodge) is specifically designated for use by adult leaders at Camp Karankawa. It was built to give adult Scouters a place to relax and associate with other adult Scouters. The facility should be treated with respect and dignity.

In addition, the lodge serves as the primary administration headquarters for most camp programs.

The following rules must be observed:

1. Reservations for use of the building must be made through the Camping Director or Camp Ranger.
2. Youth will be prohibited from entering the building except for the check-in area.

Exceptions to this (i.e. staff meetings at summer, fall and winter camps) may be made by the following: Council President, Council Commissioner, Council Program Vice President, Scout Executive, Camping Director or the Camp Ranger.

3. After using the building; trash, food and program material will be removed and disposed of properly.
4. The Chief Rich Lodge will be left clean and in good order.
5. The Chief Rich Lodge is not the "Default Training Lodge". All training should occur in the designated training lodge. Exceptions to this will be considered on a case by case basis with all requests going through the Council Camping Director or Camp Ranger. Final approval will come from the Scout Executive.
6. The Chief Rich Lodge also has a no sleeping quarters policy, with the exception of designated weekend use where cabin use overflow requires that the Campmaster be lodged there.

POLICY FOR THE USE OF THE RIFLE, SHOTGUN, BB GUN AND ARCHERY RANGES

Policy Number: 2.3

Revised: 2017

The rifle ranges will be used only **under the direct supervision of properly qualified and certified personnel**. In addition, the following rules will apply:

1. Qualified person must have on file a certificate of certification with the Council Service Center and Camp Ranger at least two weeks prior to the date of use.
2. Reservations for use of these ranges must be made at least **4 weeks** in advance with the Camp Ranger.
3. Equipment used at these ranges is restricted to **council owned equipment only**.
4. **No Personal fire arms allowed on Camp** unless approved by the Scout Executive or Camping Director.
5. **ALL** national BSA policies will be strictly followed on all ranges at all times.
6. Range will be left clean; trash will be hauled out to the dumpster by the Range Safety Officers.
7. A list of qualified Range Safety Officers is available through the Shooting Sports Committee.
8. **NOTE:** NO Shooting Sports equipment is available for use offsite. Certain exceptions apply for offsite district and council level events.

POLICY ON USE OF THE TRAINING LODGE

Policy Number: 2.4

Revised: 2017

The Training Lodge was designed to be used for the training of scouts, volunteer leaders and adults.

1. Reservations for the use of the building must be made through the Camp Ranger two (2) weeks in advance.
2. The training center will be used for **training purposes only**.
3. All training materials, trash and equipment that does not belong in the Lodge will be removed after the training session is complete and taken to the approved dumpsters.
4. Individual food and drinks are strictly prohibited in the training lodge. However, for full day long events/trainings, and with approval from the Camp Ranger, general beverages and snacks for the group training session will be permitted.
6. All materials in the DAVID C. PRESSLER Library must remain in the library. At no time will articles be removed from the building.
7. This facility will not be used for sleeping unless Hazardous conditions warrant use with Ranger approval.

POLICY ON USE OF CAMPSITES

Policy Number: 2.5

Revised: 2017

General:

Camp Karankawa includes a number of campsites specifically designated for units and organization to utilize. All unit activities and short-term use requires that facilities must be reserved a minimum of two weeks in advance. Reservations may be made with the Camp Ranger. All additional needed facilities must be requested and specified at that time. Confirmation of the request will be mailed to the unit leader or professional staff advisor who submitted the request. This confirmation will include an information sheet that should be filled out and brought to camp on the date of the event. Upon arrival at camp, check in at the Rangers home or the Leader's Lodge with the Campmaster/Ranger or his designee.

The information presented in this section is primarily intended for weekend or short-term camping or day-outing experiences by individual units, but will apply for other events as well. All camping is regulated by other policies established by the National Office of the Boy Scouts of America. Council or District events such as Camporee will have additional information and instruction sheets and separate reservation and checkout procedures.

Campsites:

- Campsites include a latrine, wash stand, and fire pit area. These are included in the campsite reservation. Showers may be reserved for a \$50 cleaning deposit. Each campsite can accommodate several units. In addition units should bring their own camping equipment if possible.
- Follow the **Outdoor Code** and respect the land on which you camp.
- All sites will be inspected by the Campmaster/Ranger prior to **checkout**.
- The **wash stand** is for people. Food in the washing area is unsanitary and clogs the drain lines. All dishes should be washed in buckets at the fire pit and cooking area. Dispose of the wash water in a shallow sump pit dug away from the camp area.
- Any downed wood is available for **campfires**. No live trees should be harmed. The cutting of yaupon shrubs for Scoutcraft projects is permitted. Any junipers or cedars may be cut down to use for firewood. Consult the Campmaster/Ranger for further information. The use of charcoal or fueled stoves for cooking is encouraged. All fuels and stoves must be under adult supervision.
- Campfires should be made in the fire pits when possible. Fires should be attended and not left to burn. All fires must be extinguished and dead prior to checkout. Soaking with water and stirring the ashes is a suitable means for extinguishing a fire.
- **Tables** should be available in each campsite. These wooden tables are part of the campsite facilities and should not be moved to other campsites without permission of the Campmaster/Ranger. Cooking stoves should be well insulated to avoid damage to the table surface. If more than one troop shares a campsite, the tables should also be shared so that each troop has one table if possible.
- Respect the rights of others. Do not enter adjacent campsites without permission, and observe the quiet hours specified for all campers.

Equipment Checkout

Camp Karankawa maintains some equipment, which is limited and available on a first-come, first-served basis. Reserved equipment may be obtained from the Campmaster/Ranger upon check in at camp.

Available camp equipment should be reserved at the time the campsite or facility reservation is made. Equipment must be returned clean and ready for storage. For example, cooking gear such as Dutch ovens which must be dry and oiled, or water containers which must be dry. **Equipment returned damaged will be charged replacement value to the person who reserved the equipment.**

Carts and Trails

Carts for hauling equipment to and from the parking lot to the campsite are available. No motor vehicles are permitted on the trail. Trails are for people and gear. Carts should be returned to the parking lot for other units to use.

Trail and cart users should do the following:

- Never allow anyone to ride on the carts.
- While loading the carts, keep the heavier items over the wheels. Ropes or bungee cords are helpful in keeping bulky loads from falling on the trail.
- No horseplay on the empty carts. This is to avoid injury.
- Carts should be manned by two people, with help from others in keeping the gear steady.
- Trails should be kept clean and free of debris.
- Drive and walk courteously, keeping to right when meeting others. Flashlights are helpful at night, but should be aimed at the ground, and not at oncoming campers.

Clean-up

Each unit is responsible for leaving Camp Karankawa cleaner than it was found. The beauty of the outdoors and usability of the camp cannot be maintained without cooperation of each camper.

- Walk through the campsite upon arrival looking for suitable areas for sleeping, cooking, and activities. This should be done with the Senior Patrol Leader or other youth leader of the unit. Verify that the areas are safe and clean.
- Designate adult supervision responsible for each area and keep the facilities in good order. Involve the youth campers in this from the start, and set the example.
- Bring plastic trash bags for garbage disposal, and place several around the campsite. All food should be in animal-proof storage containers such as lockable ice chests or wooden cook boxes or "patrol boxes". The use of "bear bags", food packs suspended from tree limbs is also helpful. Garbage bags may be placed in the camp dumpster the Cub Frontier parking area.

At the end of the campout the following steps should be completed:

- All camp provided equipment should be cleaned, dried, and returned to camp storage.
- All camp fires should be dead, soaked with water, and the ashes stirred with a stick.
- A walk through by the entire unit should be made to pick up any litter or forgotten items. A "police line" where unit members stand in a line and walk slowly across the entire campsite works effectively.
- All garbage should be removed to the camp dumpster, or carried home for disposal.
- When the unit is ready, the Campmaster/Ranger should be contacted for final approval to leave camp.

Policy Number: 2.6

Created: 2017

Karankawa Service

As the use of Camp Karankawa increases, the need for service to the property increases. As such, units individually camping outside of a District or Council activity will be asked to incorporate a service component of program into their stay at camp. Participating in a 2-hour conservation or service project that benefits the camp will result in the waiver of the individual campsite fee.

Fees:

There are 2 primary fees that are required of individual units utilizing the campsites at camp outside of District or Council Event.

- A general nonrefundable campsite use fee of \$35.00 is required or the unit may exchange Karankawa Service Hours (2 total), and have the fee waived.
- A \$50.00 refundable bathroom use fee is required to utilize the bath and shower house.
- A unit may opt out of bathroom and shower house fees, by using the primitive sites and the open latrines.
- Cash, Checks, Money Orders will be accepted, with all payments being made out and mailed to the Bay Area Council, 3020 53rd St., Galveston, TX 77551 or Credit Card by phone 409-744-5206.

POLICY ON SAFE SCOUTING ON THE CUB FRONTIER TRAIL & PROGRAM AREA

Pavilion

The pavilion is suitable for large groups. It includes a fire pit and covered meeting area. Limited seating is offered. Units are encouraged to bring folding chairs or other forms of seating for longer gatherings. Electricity is also available for sound and audio equipment. The unit is responsible for cleanup of the facility after use and prior to inspection by the Campmaster/Ranger.

Fort

The fort must be reserved separately and specifically for planned events, although it may be open for general use. No equipment is available for the fort.

- No fires are permitted inside the fort.
- All climbing is limited to stairs or other existing aids such as ladders or ramps. Adult supervision will be provided by the Unit for general use and play.

CAMP KARANKAWA EQUIPMENT USE POLICIES

Policy Number: 2.8 a **Revised: 2017**

RIFLE, SHOT GUN AND EQUIPMENT POLICY

Use of Camp Karankawa firearms are available to Bay Area Council Units and organizations at Camp Karankawa who provide certified supervision for the event. Requests for firearms should be made on the Camp Reservation Form two weeks prior to the Units event. A copy of the Rangemaster's Certificate of Qualification must be filed with the Camp Ranger along with your reservation form. Always follow all safe practices guidelines.

Firearms are issued on a first come first serve basis.

Only Council owned firearms can be used at Camp Karankawa.

Range Fees

- | | |
|----------------------------|-----------------|
| • 22 Ammunition | \$.10/Round |
| • 12 or 20 Gage Ammunition | \$.25/Round |
| • Paper Targets | \$.05/Target |
| • Clay Targets | \$.15/Target |
| • Rifle/Shotgun rental | \$ 5.00/Gun/Day |

Policy Number: 2.8 b **Revised: 2011**

ARCHERY EQUIPMENT POLICY

Use of Archery equipment is available to Bay Area Council Units or organizations at Camp Karankawa under the supervision of a qualified person who has filed a certificate of qualifications with the Camp Ranger at least two weeks prior to the event.

Only Council owned archery equipment can be used at the archery range with the exception of paper targets.

Available Archery Equipment:

- Bows and Strings
- Arrows
- Target back stops
- Paper Targets (Units may provide their own)

Equipment check-out / check-in:

- Check firearms out through the Camp Ranger. Inspect firearms prior to use for damages and safe operation. Firearms may require cleaning before use.
- Do not use a firearm or archery equipment if you feel it will not operate properly or is not safe.
- Wear hearing and vision protection.
- Prior to check-in of equipment, all firearms must be unloaded, cleaned and oiled.
- Inspect firearms and note any damages to Camp Ranger.
- Return all firearm equipment to Camp Ranger.
- Fees for damages by your unit will be paid to the Ranger prior to your unit's departure from Camp Karankawa.

CAMPING TOOLS EQUIPMENT POLICY

Camping tools are available to Bay Area Council units and organizations for use in Camp Karankawa campsites or camp development projects. Requests for tools must be made on the Camp Reservation Form two weeks prior to event to the Camp Ranger. Tools should be used under the supervision of a qualified individual. Scouts must have appropriate training on proper safety and tool use. Safety should always be considered first. Personal tools can be used with appropriate supervision. Tools will be issued on a first come first serve basis. Tools are checked-out/in through the Camp Ranger.

Available Camp Tools are:

- Pointed long handle shovels
- Bow saws
- Square long handle shovels
- Grass slings
- Loppers

Tools must be cleaned before check in to the Camp Ranger. Any damages to Camping tools should be reported to the Camp Ranger and fees for damages paid prior to your unit departing Camp Karankawa.

Personal Chain Saws are to not be used on camp, without completing the required training and certification from the Camp Ranger.

CANOES AND TRAILER EQUIPMENT POLICY

- Use of Camp Karankawa canoes and trailer are available to Bay Area Council units and organizations.
- Out-of-council units can use canoes at Camp Karankawa, but cannot rent canoes for canoeing activities away from Camp Karankawa.
- Reservations should be made with the Camp Ranger on the Camp Reservation form two weeks prior to the event.
- Canoes and trailer are checked-out through the Camp Ranger.
- Canoes are not to be used for “White Water” canoe trips
- Canoes will be inspected by the unit for damages prior to check-out and before check-in. Report any damages to the Camp Ranger.
- Fees for new damages at check-in will be paid prior to Camp Karankawa departure.
- Each unit assumes full responsibility for the proper care and handling of equipment.
- Canoes and trailer will be checked-in with the Camp Ranger.
- All participants must pass the swimmers test (Youth & Adults).
- At least one leader must hold current certifications in both Safety Afloat & Paddle Craft Safety.
- The unit must also provide one currently certified BSA Lifeguard for every 10 participants.

Fees for use of canoes:

- In and out-of-council troops will be charged \$5.00 a day for canoe use on council property.
- \$10.00/Canoe/Day will be required for off property use.
- Units will pay for the replacement cost of lost paddles and/or life jackets.
- Offsite rentals come with trailer (up to 6 canoes).

ROW BOAT EQUIPMENT POLICY

- Use of Camp Karankawa Row Boats are available to Bay Area Council units and organizations for Camp Karankawa activities.
- Requests should be made to the Camp Ranger on the Camp Reservation form two (2) weeks prior to the event. Equipment is checked out through the Camp Ranger.
- Row boats should be inspected for damages and safety prior to check-out and before check-in.
- Report any new damages to the Camp Ranger.
- Fees for new damages, lost paddles or life jackets will be paid prior to Camp Karankawa departure.

- Row boats can only be used on Camp Karankawa council property and there is a \$5.00 fee.
- All participants must pass the swimmers test (Youth & Adults).
- At least one leader must hold current certifications in both Safety Afloat & Paddle Craft Safety.
- The unit must also provide one currently certified BSA Lifeguard for every 10 participants.

Camp Karankawa

Emergency Phone Numbers & General Contact Information

Emergency Phone Numbers:

EMS	911
SHERIFF	911
FIRE DEPT	911
Poison Control	800-654-1701
Texas Youth Protective Services (CPS)	800-252-5400

Bay Area Council Contacts:

Council Scout Executive: Charlie Tinsley	409-744-5206 Office 409-795-8023 Cell
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Council Camping Director:

Camp Reservations: Sonya Harvey	979-345-3964 Camp 409-744-5206 ext. 2801 (Office)
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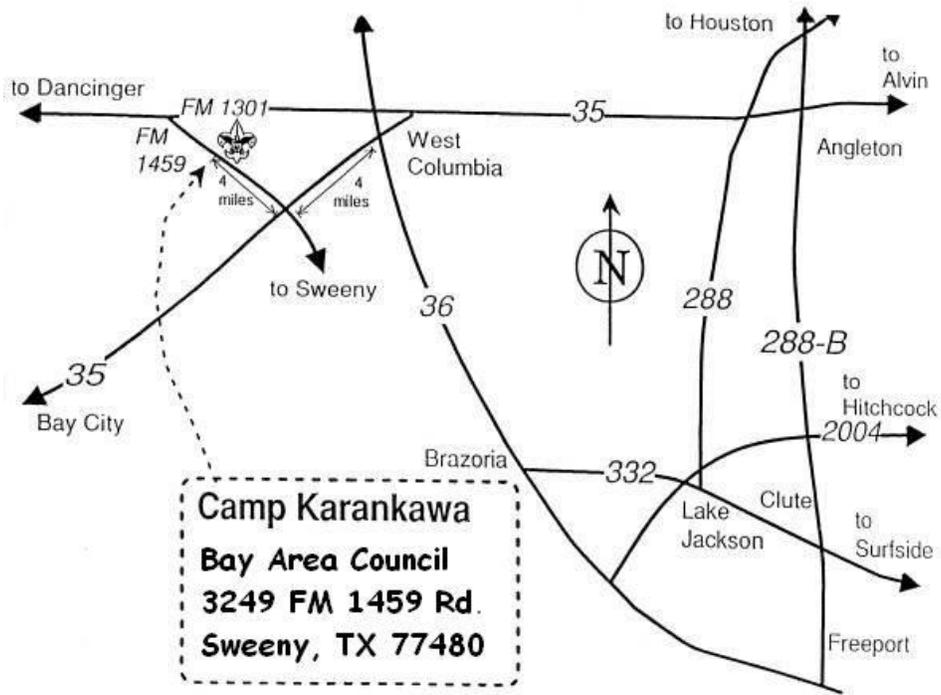
Address Information:

Sweeny Community Hospital 305 N McKinney St Sweeny, TX 77480	979-548-3311
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Camp Karankawa 3249 FM 1459 Rd Sweeny, TX 77480-8351	979-345-3964
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Bay Area Council Headquarters 3020 53 rd Street Galveston, TX 77551	409-744-5206
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Camp Karankawa Directions & Map





CAMP KARANKAWA WEEKEND RESERVATION FORM

3249 FM 1459, Sweeny, TX 77480 979-345-3964 574campk@bsamail.org

FOR COUNCIL USE ONLY	
<input type="checkbox"/>	Deposit Paid
<input type="checkbox"/>	Balance Due _____
<input type="checkbox"/>	Paid in Full

- Reservations for individual units are to be made through the Council Service Center at least 14 Days in advance.
- Reservations must be accompanied with a non-refundable deposit of \$35, unless part of Adopt-a-Campsite program.

Primary Use Information

Event Name or Reason of Use: _____

District: Coastal Cradle of Texas Northern Star Thunderbird

Out of Council Unit? If yes, please provide your Council Name: _____ District: _____

Unit Type: Pack Troop Team Crew Post Other: _____ Unit #: _____

Estimated number of campers and attendees: Adults _____ Youth _____ Total: _____

Arrival Date: ___/___/___ Time: ___:___ AM or PM

Friday Check in begins at 4:00 PM

A Scout is Courteous: If your trip is cancelled or you will be late, please contact the camp as soon as possible.

Departure Date: ___/___/___ Time: ___:___ AM or PM

Sunday check out is to be completed by 11:00 AM

Our unit would like to provide 2 hours of service to the camp by completing a conservation or maintenance project. If yes, please check the box and indicated the preferred date & time:

___/___/___ Time: ___:___ AM or PM

Unit or Event Leadership

21 Yrs+ Primary Leader: _____ Primary Phone: _____ - _____ - _____

E-Mail: _____ Cell Phone: _____ - _____ - _____

Youth Protection Training Date: ___/___/___ (Must be current)

I have read and will share the Weekend Camp Policy Manual with my unit or event committee. I also understand that violation of the rules and policies by any individual of our reserving may result in the repayment of damages and our group being asked to leave the camp property. _____

Initials

Secondary Leader: _____ Primary Phone: _____ - _____ - _____

E-Mail: _____ Cell Phone: _____ - _____ - _____

Youth Protection Training Date: ___/___/___ (Must be current)

Charter Org Representative: _____ Primary Phone: _____ - _____ - _____

E-Mail: _____

Cell Phone: _____ - _____ - _____

I attest that all of the above information is accurate to the best of my ability and will be the primary point of contact for our unit event while at camp.

_____ / ____ / ____

Signature Primary Leader

Date

Facilities & Equipment Request

Facilities – Fees may apply*

Place an (x) next to the requested facilities

___ Archery Range* ___ Rifle Range* ___ Shotgun Range* ___ 5 Stand Range* ___ Pool*
___ Skeet Range* ___ Council Ring ___ Nature Area/Trail ___ Main Pavilion
___ Chapel ___ Water Front ___ Cub Pavilion ___ Fort Rooke

Campsite & Restrooms - Specific sites are assigned upon arrival. Units that have individuals with special needs should contact the camp directly.

___ # of Shower House Bathrooms - \$50.00 deposit required per bathroom (Number of available Shower House Bathrooms may be limited by the number of units in camp.)

Health & Education Center (HEC) with dining hall and kitchen

___ HEC - \$500.00 deposit required* (*Per National Camp School Camp Standards FS-601-606, use of the HEC kitchen and dining hall requires all councils that are hosting a camp which provides food to ensure that its food service personnel meet health and sanitation requirements.)

___ HEC (excludes dining hall) - \$150.00 per day

___ HEC (includes dining hall & kitchen) - \$225.00 per day

Camping Fee

Fees - There is a \$35 non-refundable deposit that is due at time of reservation (checks can be made out to BAC).

\$35 – for all Bay Area Council units

\$35 – for all out of Council units, maximum 15 people, after 15 there is a \$10 per head fee

All program fees include equipment, ammunition and targets

Shooting Sports

\$60 Archery Range - 8 bows with 5 arrows each (\$5 per lost arrow)

\$100 Rifle Range – 8 .22 rifles with total of 400 rounds

\$150 Shotgun Range – 4 shotguns with total of 250 rounds and 2 boxes of clays

Additional rounds and clays available

\$10 – 50ct of .225

\$10 – 25ct of shotgun shells

\$25 – 135ct of clays

Canoes and Rowboats

Fees – There is a \$20 refundable deposit per Canoe/Rowboat

\$10 per Canoe/Rowboat per hour, 4 hour minimum

\$20 per Canoe/Rowboat per hour for out of camp use, trailer not included, 4 hour minimum

Certifications – Needed at time of reservation

For use of any shooting sports range, you must provide a Range Safety Officer and Instructor with current certification. For use of any watercraft, you must provide at least 2 adults certified in Safety Afloat and Safe Swim Defense. For use of HEC dining hall and kitchen, you must follow National Camp Standards FS-601-606, including the Texas Food Handler's Certification. For use of pool, you must provide a BSA Lifeguard and adhere to all restrictions in the Guide to Safe Scouting.



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BAY AREA COUNCIL

Unit Leadership List of Required Items

- We have included all our Required Certifications & Documentations
- We will have the Guide to Safe Scouting when entering the camp.
- We will have on hand our Health Forms and Histories
- We will be traveling with a First Aid Kit
- We have read the Camp Karankawa Policy & Use Manual

Signature of the Primary Unit Leader

Date

DATE:

UNIT TYPE & #

or

GROUP NAME:

PART I— ADULT LEADER ROSTER:

Days in Camp

No.	ADULT NAME	LEADERS POSITION	MOBILE TELEPHONE #	FRI	SAT	SUN
1						
2						
3						
4						
5						
6						
7						
8						

PART II — YOUTH ROSTER:

Days in Camp

No.	YOUTH NAME	RANK / UNIT POSITION	PARENT/GUARD TELEPHONE #	FRI	SAT	SUN
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

District & Council Events Request Form & Check List

The entire form must be completed before reservations will be considered
Please use the General Use Form to specify specific facilities & requests.

- Reservations for individual units are to be made through the Camp Ranger at least 14 Days in Advance
- Reservations for Council & District Events are to be made through the Camping Director 120 Days in Advance
- All reservations must be made either in person, by US mail, or Email (PDF format)
- Reservations will not be considered until all required forms are completed with all certifications and additional documentation attached.

Event Name: _____ Event Cost Center: _____

Requested Start Date: ____/____/____ Requested End Date: ____/____/____

District/Area Type: Coastal Cradle of Texas Northern Star Thunderbird Council Exploring

All Camp Karankawa District & Council events require the following elements be in place before a reservation will be considered

- | | |
|------------------------------|-----------------------------------|
| ○ Professional Staff Advisor | Cell Phone: _____ - _____ - _____ |
| ○ Event Chair: | Cell Phone: _____ - _____ - _____ |
| ○ Facility Coordinator: | Cell Phone: _____ - _____ - _____ |
| ○ Health Officer: | Cell Phone: _____ - _____ - _____ |

An onsite walk through with the Camp Ranger, Professional Staff Advisor and either the Event Chair or Facility Coordinator is required at least 90 days prior to an event's start date.

Walk Through Date: ____/____/____

Please attach the following items with this request:

- Approved Activity Budget
- Event Marketing Material (Flyer, Leader's Guide)

I have read and understand the Camp Policy and Use Manual: _____

Professional Staff Initials

Submitting Professional Staff Signature

Council Camping Director Approval

Request Status:

○ **Approved:** ____/____/____

○ **Denied:** _____
