

CUB SCOUT DAY CAMP PLANNING FOR NEW LEADERS

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To the Doctoral Candidate Review Board:

I am submitting herewith a Dissertation written by Andrew Richard Uhrich, entitled "Cub Scout Day Camp Planning for New Leaders". I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

Dr. Margaret Herlihy

We have read this Dissertation
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and Blue Ridge Council

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| | | |
|-----------------------|------------------------|-------------|
| Gulf Coast | Coastal Empire | Piedmont |
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ABSTRACT

This dissertation contains an examination of all of the elements that are necessary for a new Cub Scout Day Camp Administrator to consider in managing a successful District Camp. It identifies all of the new National Camp Accreditation Program standards that now have to be followed for a Council to conduct Day Camps, and a discussion of the new onsite medical requirements, staff training/development and certifications. The main reason that I chose to write about this topic for my dissertation was to provide novice Cub Scout Day Camp Administrators with a tool that would provide them with a road map to running a successful camp. The included guide incorporates what a Day Camp Administrator should be doing each month for the 12 months preceding start of the Day Camp.

I began my research by contacting and interviewing two experienced District Cub Scout Day Camp Administrators/Program Directors who, together, have over twenty years' experience managing successful Cub Scout Day Camps. I also visited and observed the largest and most successful Day Camp in the Swamp Fox District of the Coastal Carolina Council, the Ladson Cub Scout Day Camp at the Exchange Park Fairgrounds in Berkeley County, SC. I followed up this research by having face-to-face meetings with Day Camp staff. To ensure that this guide included the latest information available from BSA, my subsequent research included reading numerous Scouting periodicals, books and the new National Camp Accreditation Program (NCAP) standards.

CHAPTER I

INTRODUCTION

I started down my Scouting trail during the 1950's. I remember well my father as my Cub-master and my mother as my Den mother. Show and Do's, day hikes, Scout-O-Ramas were all fun things for young Scouts in those days. They provided us with a welcome break from chores around the house and school work. Without our knowing, Scouting was teaching us important life skills with every activity. Now Show and Dos and Scout-O-Ramas have been replaced by Cub Scout Day Camps, Twilight Camps and Resident Camps. These Cub Scout activities are just as much fun today as when I was a youth. I have come to realize that the "fun" in Scouting takes a lot of special planning, it just doesn't happen on its own. Proper planning provides us a road map to further success and therefore more Scouting "fun". It seems, however, that planning a successful, fun, Scouting event is becoming more and more complicated each year. With new medical standards, health officer requirements, National Camp Accreditation Program standards and certifications required of some event coordinators, it is almost too much for a volunteer to understand. Because these new requirements cover the spectrum of Scouting activities, I have chosen to focus my research only on Cub Scout Day Camps.

With six years as a Scout and 34 years as an adult volunteer, I have been a participant, volunteer or chairman of numerous Scouting camp functions. The most common theme I have observed over these years is that successful Scouting events don't just happen. They are the result of some volunteer or group of volunteers working tirelessly behind the scene for weeks

and months in some cases, planning the event so that it will be meaningful for the Scouts. What this dissertation attempts to accomplish is to provide a planning guide for the volunteer Council Cub Scout Day Camp Administrator or Program Director. All the required information to run a successful event is referenced in this report, as well as, some good recommendations to enhance programs.

My research started with my own experience and includes interviews with successful Cub Scout Day Camp volunteers. Because of the complexity of changes in the health, safety and welfare of camp attendees and staff, I also read numerous BSA manuals, policies and standards. References to this part of my research will be included throughout this dissertation.

CHAPTER II

COMMON DAY CAMP CONCEPTS

Day camps for Cub Scout age youth were developed to expose Cub Scouts of all ages to more Scouting experiences, learning new skills and developing those most important character traits that we associate so closely with the Cub Scout program: Citizenship, Compassion, Cooperation, Courage, Faith, Health and Fitness, Honesty, Perseverance, Positive Attitude, Resourcefulness, Respect and Responsibility. Successful Day Camp programs will include these Twelve Core Values in the program planning process and ensure that the planned activities and experiences of the Day Camp will correlate to these desired character-building traits.

Daytime camping for Cub Scouts evolved over time from some early outings such as Scout-O-Ramas, Show and Dos and Scout Shows. From those experiences, it was identified that a need existed to keep Cub Scouts engaged; not only by participating in fun activities but in programs that were also exciting and educational. Thus the modern day Cub Scout Day Camp was developed to fulfill that need.

There are several variations of Cub Scout Day Camp experiences that serve to fill the need to keep Cub Scouts involved. These were developed over time due to such things as

scheduling conflicts, travel distances, and availability of volunteers or facilities. Even the climate would be factored into planning a Day Camp. Some of these variations are listed in the Day Camp Administration Guide¹ and include:

Twilight Day Camp - Other than the typical daytime Cub Scout camp, this is the second most common. This type of camp may be an option when there is limited parental support or when there is a year-long school. The camp “day” may only be four to six hours long and usually starts in the evening. Hours can be determined and depend on such things as lighting, transportation, and safety issues. This type of camp could take place from one to five days. Twilight camping also works well by providing family campfire activities. A facility could even host a traditional Day Camp and then a twilight camp with a different staff.

One or Two-Day Camp – If you have difficulty hosting a typical four or five-day camp program, you can hold it for one or two days. Even one weekend morning or afternoon could provide a program that would enrich boy’s den and pack Scouting experiences.

Community Day Camp – Day Camp could be planned around community events, and activities could be tied in with the theme of the community celebration. The camp could also become a recruiting opportunity. Consider opening the camp to Girl Scouts, church groups, and other community youth groups. Remember, however, that these groups also have to meet National Camp Accreditation Standards² and Guide to Safe Scouting Policies³.

Sunrise Camp – When climate is a factor, some areas may consider that having a

Sunrise Camp is more acceptable because participants would benefit from the early morning coolness, and staff and parents would only have to take off half days from work to participate.

Holiday or School Recess Camp – Boys would be more available to attend camp during a holiday or school break. Consider planning a theme for this type of camp around the celebrated holiday. Fall festivals, Halloween, spring break are all opportunities to attract more youth to attend camp.

Special Activity Camp – These are camps that fulfill a specific purpose, such as; an aquatics program or shooting sports where the unit would not ordinarily be able to support these types of activities due to the lack of volunteers having the proper training or certification.

Winter Day Camp – This type of camp though planned more infrequently than others, offers a great opportunity to plan an indoor camp around a winter theme and keep boys engaged during those cold and dreary times of the year.

Traveling Day Camp – Pack up a “camp vehicle” with all the materials necessary to conduct a Day Camp and bring the camp to the boys. This camp idea works very well when councils do not have adequate facilities or campsites to host a more traditional Day Camp environment. This type of portable camp is a great idea to bring typical scouting activities to underserved youth or to rural areas.

Although we are discussing several variations of Day Camps, this paper will focus on the most commonly planned camp; a **Cub Scout Day Camp**. This type of camp usually takes place during daylight hours only; from 9:00 or 9:30 a.m. to 3:30 to 4:00 p.m. Typically, a day camp

others run four to five days while in some instances others may be scheduled for only two to three days. Remember to plan your camp accordingly and consider all factors before determining what type of camp would serve the most eligible youth.

Remember, in all types of camps, the National camp standards apply at all times, whether campers are on the property or not.

CHAPTER III

METHODOLOGY

I started my research with a personal interview with a volunteer Scouter of 20 plus years who is known throughout the Southern Region as a Cub Scout programs master trainer and expert. I met with Maggie Stanley at Camp Moultrie and spent two enlightening hours with her discussing Cub Scout Day Camps. Maggie is also a highly successful Cub Scout Day Camp Director and Administrator. In addition, she is a certified National Camp Inspector Team Leader and a District Roundtable Commissioner for Cub Scouts.

I then contacted and met with Brandi Mims who was the Cub Scout Day Camp Administrator and Director the past several years in the Swamp Fox District of the Coastal Carolina Council. Like Maggie Stanley, she too, is a graduate of the National Camp School and an expert in many Cub Scout programs. In addition, Brandi was recently selected as the new camping chair for the Coastal Carolina Council. She will continue to be heavily involved in all camping programs in the District and Council ensuring that they meet all the new National Camp Accreditation Program Standards.

I also visited the largest and most successful Cub Scout Day Camp at the Exchange Park Fairgrounds in Berkeley County, South Carolina, where I observed all the activities of the participants and discussed experiences with some of the staff. The Scout Executive was present as well as the Field Director of the Coastal Carolina Council. We discussed briefly the differences between day camps over the past two years.

I also researched many of the BSA's books, training material and articles pertaining to Cub Scout Day Camps, staff development and training, camper security, and health and safety to name a few. I also conducted an in depth review of the National Camp Accreditation Program Standards pertaining to Cub Scout Day Camps.

CHAPTER IV

PLANNING AND SUGGESTED TIMELINE

Start by using this guide to help you formulate your plan for a successful Cub Scout Day Camp. Some things to consider are listed in the Day Camp Administration Guide¹. I include them here for ready reference:

1. Involve the camping committee
2. Follow a timetable
3. Check state and local laws and National Camp Standards
4. Plan your budget
5. Promote your camp
6. Plan transportation
7. Check camp facilities and hazards
8. Check rainy-day facilities and shelter from the wind and sun.
9. Arrange for water certification.
10. Check equipment needs – tables, tents, flies, copies of the Incident Information Report, No. 680-016; first aid logs, emergency vehicles, etc.
11. Notify fire and police departments of your plans; make arrangements with hospitals for emergency situations.

12. Secure storage for craft and sports equipment, and locked storage for records and valuables. Secure any local permits necessary. Work with your local Council on these items.
13. Plan your program and recruit staff.
14. Involve the Council professional staff – let them feel that they are part of it, even if they are not directly responsible.

THINGS TO CONSIDER¹:

- Plan your camp when Boy Scout camping is not going on at the same time. This will save a lot of headaches later.
- Use smaller dimension facilities than normally found at a Boy Scout camp. For example, archery ranges and obstacle courses, if utilized, should be scaled down to accommodate Cub Scouts.
- Operate your camp with volunteers from dens and packs. Utilize the pack plan.
- Minimize travel time to camp. Less than an hour to camp is ideal.
- Have sufficient staff for the number of boys. Ten campers to any one staff member is a good planning ratio.
- Add variety to the activities so the boys want to return. Include some new element into your program each day.
- Incorporate the 12 Core Elements of Cub Scouting. Keep the program simple and relative. Keep it fun and fast paced.

- Conduct a staff hazard hunt for poisonous plants, obstacles, trip hazards, glass, old wells, etc., before camp opens.
- Remember that you are selling the parents for next year also. Show them value for their money.
- Utilize age-appropriate guidelines when developing Cub Scout events. Tigers should not be doing the same things as Webelos.

There are many, many factors to consider in planning a successful Cub Scout Day Camp, not the least of which is the Camp Administrator and Camp Director's personal training and certification requirements stipulated in the new National Camp Accreditation Program Standards. To assist in developing a successful camp, I have included an abundance of reference material in this report. In addition, the new leader will find numerous examples of program materials, forms, emergency planning, health and safety documents, and staff training. Examples of youth protection plans are also included in Chapter VI of this report.

For a quick reference on the new National Camp Standards, Chapter V contains a "standards-at-a-glance" chart. This chart contains the new National Camp Accreditation standards that apply to Cub Scout Day Camps and some recommended practices that will increase your chances of planning and hosting a successful Day Camp. Some other great resources to consider utilizing to assist in planning a Cub Scout Day Camp are members of

the Commissioner staff, District and Council Training Chairmen, the Professional Staff Advisor for Cub Scouts, past Day Camp Administrators and Cub Scout Roundtable Commissioners. In addition, the Council office and professional staff will be able to provide contact information for previous Administrators, Directors and other volunteers with experience in Day Camp management.

Suggested Timeline:

Twelve Months

- Next year's Day Camp Administrator meets with the outgoing Cub Scout Day Camp Administrator. Discuss their positive and negative experiences with Day Camp. Plan for success, don't repeat failures.
- Current Administrators, you just finished Day Camp, take a deep breath, you deserve it.
- Schedule a critique meeting with this year's Camp Staff, other volunteers and the District and Council Training Chairmen. Invite the Council professional advisor for Cub Scout Day Camps to attend.
- Inventory and store Day Camp equipment for possible future use.
- Start a conversation about possible themes for the next Cub Scout Day Camp.

Eleven Months

- District and Council Training Chairmen should start discussing candidates for Cub Scout Day Camp Administrator and Program Director for the next camp if one has not been identified.

- Advise the Professional Cub Scout Day Camp Advisor of prospective nominees.

Ten Months

- Professional Staff Advisor, in conjunction with the Council and District Training Chairmen, start a dialogue regarding possible sites to be used for Cub Scout Day Camp next year if a BSA/Council property is not going to be utilized.
- Continue to discuss next year's leadership and select theme for camp.

Nine Months

- Canvass Council for equipment and materials that can be used for the selected Cub Scout Day Camp theme.
- Start assembling identified materials in Council and other storage areas.
- Schedule visits to identified sites and facilities for next year's camp.

Eight Months

- Narrow the list of possible Cub Scout Day Camp sites to one or two.
- List pro and cons of each site discovered during recent visits.
- Start identifying volunteers for key positions in the trading post, programs, staff assistance, etc.
- Ensure that the training and certifications for program/event coordinators are current. Schedule additional training/certifications as required. Consult the National Camp Accreditation Program Standard pertaining to the specific event for guidance.

Seven Months

- December – No meetings – celebrate the Season.

- Attend or visit the Webelos Freeze-O-Ree at Camp if scheduled.
- Observe and make notes from this camp experience. Meet with leaders and volunteers at this camp. Talk to the Scouts attending this event. Get their impression about the program. Form a list of ideas that could be utilized to help your next Cub Scout Day Camp become even more exciting and successful.

Six Months

- Professional Staff Advisor for Cub Scout Day Camp studies the Day Camp Manual in preparation to assist in this year's camp.
- The Director of the next Cub Scout Day Camp is selected by this date and the plans have been made for them to attend the Boy Scouts of America National Camp School.
- The site for the next Cub Scout Day Camp has been selected by this date.

Five Months

- Schedule the first meeting of the main Camp Staff Leadership by this date.
- Schedule a meeting for all Cub Scout Day Camp Pack Coordinators this month.
- Program staff selected.
- Registration opens.
- Inventory available camp equipment.
- Identify additional camp needs: materials, equipment, training, volunteers, etc.
- Submit proposed budget to Council Professional Cub Scout Day Camp Advisor.

Four Months

- Order mailing labels for Cub Scout Day Camp Promotions and Information packets.
- Program staff planning meeting.
- Develop promotion materials.

Three Months

- Mail out the Cub Scout Day Camp notice.
- Announce Cub Scout Day Camp in the Council newsletter, on the Council website, at Roundtables, etc.
- Late Registration opens.
- Second meeting of Day Camp Staff.
- Pack Coordinator meeting.
- Registration deadline (regular registration closes).

Two and One Half Months

- Third meeting of Cub Scout Day Camp Staff.
- Continue to conduct staff development and training as required.

Two Months

- Announce Cub Scout Day Camp at District Roundtables.
- Order Cub Scout Day Camp Program materials.
- Staff and Den Guide meeting. Continue training for staff and introduce Den Guides to their responsibilities and expectations.

- Cub Scout Day Camp site is inspected by Council committees.

One Month

- Complete any Cub Scout Day Camp food arrangements.
- Late Registration closes.
- Fourth meeting of Cub Scout Day Camp Staff.
- Continue to promote the Cub Scout Day Camp at District Roundtables and throughout the Council area.

Three Weeks

- Pre-Camp meeting of key Cub Scout Day Camp Staff.
- Review staff qualifications, training and development.
- Review all training certifications required by the Boy Scouts of America for Camp and Program Staff.
- Mail registration acknowledgements and Medical Forms to registrants.

Two Weeks

- Arrange for a local news media release promoting the Cub Scout Day Camp being held in your Council.
- All Cub Scout fees paid at the Service Center by this date.

One Week

- Cub Scout Day Camp Staff and Program Staff report to the camp site for final training and preparation.

- Review Program Plans
- Inventory and inspect all supplies.
- Confirm all required certifications and training have been completed for program and staff personnel.

One Day

- Cub Scout Day Camp open house.
- This is your opportunity to communicate with parents and answer any questions that they may have.
- Review all Medical Forms.
- Campers pick up tee shirts and patches.

Camp Begins

- Council Executive Board and Professional Staff visit Camp.
- Work your program. If you followed this outline, things should go very smoothly.

One Week after Camp Closes

- Inventory all Cub Scout Day Camp supplies. Turn in to Council for future use and storage.
- Write Cub Scout Day Camp thank you notes.

Two Weeks after Camp Closes

- Schedule and conduct a Cub Scout Day Camp critique meeting with staff and program coordinators.

CHAPTER V
STANDARDS-AT-A-GLANCE

This is a quick reference chart to provide a general overview of the new National Camp Accreditation Program Standards and how they apply to the Cub Scout Day Camp. More comprehensive views and in depth interpretations of these standards can be found in Appendix A. Examples of staff training requirements, First Aid Logs and Incident Reports are also included in the referenced Appendix.

This Chart is only for ready reference. The new Cub Scout Day Camp Administrator and Program Director will need to study the comprehensive interpretation of these camp standards to successfully employ the methods needed for proper and timely camp accreditation.

CHAPTER VI
AN INTRODUCTION TO THE NATIONAL CAMP ACCREDITATION
PROGRAM STANDARDS

In Appendix A, the reader will find all of the required and many of the recommended National Camp Accreditation Program Standards as they apply to Cub Scout Day Camps. Also included in each of the sections are some examples of the required or suggested forms, parental communications, sample budgets, promotional media, etc., as they are referenced in the appropriate standard. The new Administrator should familiarize themselves with all of the National Camp Accreditation Program Standards that apply to their respective Camp environment. A general overview of the information² contained within Appendix A is as follows:

Section 1

Program Design (PD) Standards:

This part of the BSA national camp standards sets forth the requirements for program design for a particular BSA camp or program.

Section 2

Program Substantive (PS) Standards:

This section illustrates the standards that apply to a particular subject matter program, such as; a camp with an aquatics program must comply with PS-201 Aquatics; General.

Section 3

Staff Qualification (SQ) and Training Standards:

This section outlines the qualifications, training and development of various staff personnel. Some good examples of an organizational chart, staff agreement and others are included for reference.

Section 4

Health and Safety (HS) Standards:

The first standard in this section, Youth Protection, is applied to all BSA programs and camps. The majority of the other standards in this section also apply to a wide range of camps and properties, not just Cub Scout Day Camps.

Section 5

Commissary and Food Service (FS) Standards:

This section contains the standards that apply where food is prepared either in a kitchen, patrol, unit site or for treks. Food planning, preparation, storage and proper food disposal are addressed.

Section 6

Facilities (FA) Standards:

Facilities Standards set forth the minimum requirements expected for BSA facilities. They apply to all camps specified in each individual standard.

Section 7

Administrative and Operational (AO) Standards:

The minimum administrative and operational requirements expected of an accredited camp. Generally, these standards apply to all camps and properties.

Section 8

Recommended (RP) Practices:

The new Cub Scout Day Camp Administrator is encouraged to read through this section thoroughly. It includes some fine examples of recommendations to increase the relativity and excitement of your Day Camp programs. Also included are some ideas on running a camp Trading Post².

CHAPTER VII
STAFF DEVELOPMENT AND TRAINING SYLLABUS

Camp Administrators and Program Directors will find the Cub Scout Day Camp Staff and Program training manual included in the appendices invaluable. Utilize this information to develop your own personal training manual tailored for your specific Cub Scout Day Camp. As a new Administrator, you will find this subject matter training both enlightening and informative. A special thanks to Mrs. Brandi Mims, Coastal Carolina Council Cub Scout Day Camp Administrator, for her efforts in putting this reference together.

CHAPTER VIII

SUMMARY/CONCLUSION

The Boy Scouts of America Volunteers have to fulfill a myriad of requirements not only to have contact with the youth of the organization but to even volunteer for a particular position. The Cub Scout Day Camp Administrators and Program Directors are no exception. In fact, their roles have been made even more complicated with the inception of the new Camp Accreditation Program Standards. I started realizing during the research of this topic that even a veteran Cub Scout Day Camp Administrator could easily become lost trying to interpret these new policies. Therefore, I set out to provide this planning guide for use at the Council level for seasoned and new leaders alike. I read, viewed, observed and listened to everything I could get my hands on regarding the new standards and how they apply specifically to the Cub Scout Day Camp environment. This was, by far, not an easy task to undertake but I believe that the results included herein will greatly assist new leaders in not only defining their roles and those of their staffs but will have a tremendous impact on the success of their particular Day Camp and programs. This report also includes a staff training manual that I believe is an excellent example of a well-written guide for developing Day Camp and program staff (author cited in the appropriate chapter). A handy quick-reference guide for the new Cub Scout Day Camp Accreditation Standards will be found in chapter VI. When used in conjunction with the actual Standards in Appendix A, the new District Cub Scout Day Camp Administrator will easily

be able to understand the requirements to manage a successful camp experience for Cub Scout aged youth.

Following the timeline guide and the included examples of other requirements such as; transportation considerations, food storage and disposal requirements, youth protection, shooting sports event coordinator certifications, health and safety reporting, and facility management, etc., will provide a planning platform that ensures a camp's success and one that is fun, exciting, educational and one that meets the core values of the Cub Scout program.

REFERENCES

All references were consulted in gaining knowledge of the subject matter but not all were cited in the writing of this report.

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