

Ore-Ida Council
Scout Fair 2018
Scout Me In!
Kleiner Park
September 22, 2018
9:30 am – 4:00 pm

Booth Planning and Safety Guide



Contact Information:

Coordinator:
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Welcome and Thanks!

Welcome to the 2018 Scout Fair, "Scout Me In!" Thank you for your commitment to Scouting! .

We appreciate your interest and desire to join us with hosting a booth or display at the event. The booths will allow your unit to present fun and excitement for thousands of area families. It is your youth's opportunity to show their family, friends, and public what Scouting is all about and to share their scout skills.

This Booth Planning and Safety Guide will help you plan your booth and provide a fun and exciting experience for everyone. If you have any questions please contact any of the committee members below. We are here to help you make this a successful and most importantly fun event.

Thank you,

Orelda Scout Fair Committee

Mike Jensen michael.jensen@scouting.org

Doug Fry dfryps@gmail.com



Each Boy Scouts of America Pack, Troop, Team, Crew, and Post are encouraged to sponsor a booth at the fair. This is your opportunity to show our community what scouting is all about, and to share your scouting skills with fellow Scouts and Scouters. This guide gives many suggestions of booths appropriate to different ages and Scouting levels. By involving all the Scouts and parents in your unit, booth preparation and set-up, manning and take down can be shared to keep it simple and make it fun.

How to Organize a Scout Fair Booth

- Units must name a Booth Chairman
- Pick an idea for your booth
- Start planning now and get your activity ready
- Estimate the amount of area you will need for your booth
- Determine any special considerations you will need
- Practice the game, craft, or skill with the rest of your unit and have the scouts learn their duties
- Ensure the activity meets all safety guidelines listed in the Guide to Safe Scouting and this Planning and Safety Guide.

General Booth Guidelines

- One adult booth supervisor should be on duty at the booth at all times (two deep leadership at the event is required)
- Bring your unit flag or banner to identify your unit and sponsor
- All booths will be located outside so come prepared for the weather with canopies, tents, chairs, tables, etc.
- Access to electricity is very limited at Kleiner Park. A limited number of booths may have access to electricity but arrangements must be made well in advance and there may be a nominal fee. Please contact a Scout Fair Committee member for details and

arrangements. Your unit will be required to provide their own extension cords and appropriate safety equipment including cord covers, outlet strips, etc.

Booth Set-Up and Clean Up

Kleiner Park set up time is on Saturday July 8 from 7:00am-9:30am. Please plan ahead as you will not be allowed to drive vehicles on the grass areas of the park. You will need to provide your own carts, dollies, and muscle power to deliver equipment and supplies to your assigned area. Your booth should be set up and ready by 9:30am. The show area must be completely cleaned up and all items removed by 8:30pm. Please DO NOT begin tearing down your booth until after 4:00pm.

Booth Planning

Keep these tips in mind when planning your booth:

- **Make it alive and fun!** Be sure all youth members get in on the act- this is their show. Schedule a rotation of dens, patrols, or squads and don't forget the adult supervision.
- **Subject Knowledge!** Youth members should be conversant with the topic of the booth. Scouts should be able to describe activities in their own words and answer questions about their booth.
- **Audience participation!** Involve the audience. Invite them to try their own cooking, be a participant in a game, take a quiz, try a skill, paint them like a clown, or take a fingerprint. You will get more people to stop at your booth if they can do something.
- **Proper uniform is essential!** Everyone is encouraged to wear the Scout uniform.
- **People go where the action is!** Have the booth going at all times. Be sure to not leave before the end of the fair, or begin the day late. Having an empty or unmanned booth does not help promote your units. Remember a shift roster should be made for every booth.
- Do not sell items, charge, or ask for donations as part of your booth.

Selecting your Booth Theme

We have compiled some sample ideas for your booth; but feel free to come up with your own too. There are numerous ideas available. Start with monthly Cub Scout themes or Cub achievements and electives. There are also many resources in Scout Merit Badge books, and from commissioners and other Scouters. You may choose to focus on your community and its history, people, landmarks and activities. You may choose to highlight the long history of your unit and its contribution to Idaho. Select one that is fun and interesting to keep your Scouts excited and engaged, as well as entertaining for the visitors. The list of possible booths is

endless. Have your youth and adult leaders brainstorm booth possibilities, then determine which is best for your unit and Scouts.

Remember the following when choosing your theme:

- Experience is valuable, but not necessary.
- The size of your unit may determine the amount of space you'll need.
- Thoughts to consider: What do your Scouts do best? What are their interests? What recent activities were the most successful? What hidden resources, hobbies and talents are out there?
- Preparation time required and available.
- Transportation needs.

Other Youth Organizations

While the emphasis of the Scout Fair is on Scouting we would love to have other non-profit youth serving organizations participate. Boys and Girls Clubs, Civil Air Patrol, Young Marines, and many more are all worthy and deserving organizations that serve youth here in Idaho. Organize a booth that introduces your organization to the community or explains what you offer to youth. Contact the Booth Coordinator for more information or discuss how your organization can participate.

Commercial Entity Participation

There are several levels of commercial sponsorship opportunities available. If your unit would like to partner with a commercial business or entity please contact the Booth Coordinator. We ask that any partnerships be approved well in advance of the event by the event organizers and reserve the right to restrict the commercial use of the event. While there is absolutely no charge for non-profit organizations, scouting units, and public safety and health agencies there are required sponsorship fees for commercial businesses.

Here is a list of booth themes to consider for your demonstration:

Air and Water pollution	Dutch oven cooking	Jigsaw Puzzle Making
American folklore	Electric games	Jungle tales
American heritage	Electricity	Kayak building
American history	Emergency kits	Keep America beautiful
Antique Plaque Making	Emergency rescue	Kite building
Astronomy	Face paint	Kites
Atomic Energy	Famous Americans	Knots and lashings
Aviation	Famous Scouts	Law Enforcement
Backpacking	Feats of skill	Leather crafts
Backyard Camping	Finger painting	Leatherwork
Basketball	Fingerprinting	Leave no trace
Catapults	Fire Prevention	Leaves (leaf prints)
Beadwork	Firearms safety	Maps
Beanbag Games	First Aid	Marbles
Bicycle Safety	Fishing	Model cars
Bike Repair	Fitness	Model trains
Birdhouses & feeders	Flag etiquette	Models
Block printing	Flag history	Morse code
Bottom of the sea	Fly tying	Mountain men
Box hockey	Forestry	Mountaineering
Camp Songs	Gaming	Music
Camping Merit Badge	Games of the past	Native American crafts
Camping techniques	Games of Skills	Native American dancing
Candle decorating	Gardening	Nature crafts
Card making project	Geology	Nature trails
Carnival games	Harmful habits	Neckerchief slides
Ceramics	Health & Safety	No trace camping
Chess	Health careers	Obstacle course
Citizenship	High Adventure	Oceanography
Clay modeling	Hiking	Old time radio
Collections	Historical Merit Badge	Orienteering
Clothespin craft	History of Scouting	Outdoor games
Clowns	Hobbies	Panning for gold
Communications	Hockey	Passports
Comparisons	Home gardens	Personal fitness
Compass	Home Museums	Pets
Cowboys	Home Safety	Photography
Cooking	Homemade Games	Physical fitness
Craftsman activities	Homemade ice cream	Pinewood derby
Cub Scout chef	Horsemanship	Pioneering
Cub Scout field day	Hunting safety	Plaster Casting
Cub Scout sports	Indian Lore/Crafts	Pottery
Decoupage	Indian Signs	Puppets
Dinosaurs	Insects	Putt-putt golf
Drawing	International Scouting	Puzzles
Drum Making	Jewelry	Railroading

Rain gutter regatta
Rappelling
Recycling
Rocket derby
Rocket making
Rocks and Minerals
Rope Making
Sand Art in a bottle
Scouting history
Scouting uniform & insignia
Scrapbook making
Sculpturing
Sea adventure
Search & Rescue
Showman activities
Signal Tower
Silhouettes
Small Boat Sailing
Soap Sculptures
Space exploration
Sports Carnival
Stamps or coins
Star study
Star trek
Stencil Crafts
Survival techniques
Stone painting
String Art
Teepee making
The world of sound
Tile crafts
Tin-can craft
Tinfoil crafts
Toothpick crafts
Toy making
Toy soldiers
Traffic safety Trail to Eagle
Transportation
Tricks & puzzles
Troop leadership
Tube crafts
Veterinary medicine
Weather
Wet sponge toss
Whittling
Wilderness survival
Wildlife conservation
Wildlife habitats

Winter camping
Wire crafts
Woodcarving
Woodworking
World around us
World foods
World travel

Committed to a Safe and Fun Scout Fair!

Thank you for participating in the 2018 Scout Fair, Scout Me In! We hope this will be a fun, rewarding experience for you, the members of your unit, and the community. A big part of making it a fun and rewarding experience is to ensure everyone has a safe and enjoyable time while working or visiting the Scout Fair.

This guide is a big step toward that goal. However, no list of rules and regulations can ever cover all possible situations. Good common sense and a commitment to safety is essential.

Activities not covered by this document or another BSA practice, policy or guideline must be approved by the Scout Fair Committee. Units, groups, or participants that do not meet the following safety requirements will not be allowed to participate. The final decision on any safety issue will rest with the Scout Fair Committee. If you have questions about your booth or would like more clarification on these regulations contact the committee members listed below.

Thank you,

2018 Scout Fair Committee and Staff!

Mike Jensen Michael.jensen@scouting.org

Committee Chair
Doug Fry dfryps@gmail.com



GENERAL SAFETY REQUIREMENTS

All Scout Fair booths and activities must meet the current Guide to Safe Scouting.
<http://www.scouting.org/Home/HealthandSafety/GSS.aspx>

Adult Supervision:

Adults/leaders must always be present in booths. Two-deep leadership is required at the event.

Age-appropriate Activities:

Activities and booths must adhere to the Age-Appropriate Guidelines for Scouting Activities. This means some booth activities may be appropriate for older scouts but not Cub Scouts.

Emergency Equipment:

All fire extinguishing equipment must always be unobstructed and accessible. All aisle ways to exits shall always be maintained free and clear.

Extension Cords:

All electrical cords/wires must be in good condition. Cords on the ground in walking areas must be appropriately covered to restrict movement and prevent tripping. Cords that run across active vehicle traffic areas must be covered with adequate protection to prevent contact with or crushing of the cord.

Tents, Canopies, and other Structures:

Any tents, pop up canopies, flies, or other structures that will be erected in your booth must be secured in a manner to prevent the structure from movement due to weather. The preferred method is to utilize water barrels, sandbags, or other weighted materials. If stakes must be used, they must be less than eight inches long. If longer stakes are necessary prior approval is required and must be included on your booth application.

Injuries:

Call 911 for emergency situations. Non-emergencies should be referred to the First Aid Booth located by at the Venturing Officers Association booth.

Fall Safety:

Exhibits featuring jousting, climbing, or other possibilities of a youth or adult falling, must provide adequate padding such as gym mats, crash pads, etc. (aerobic/exercise pads are not acceptable). Also, age-appropriate (sized) protective clothing, helmets and gloves must be provided. Frames made to contain pads must be padded and all bolts/nuts must be padded. All balls or projectiles used to knock down objects such as paint cans, plastic bottles, must be contained within the booth boundary.

Noise:

Booths shall not conduct activities that generate continuous load noise or is deemed a nuisance to adjacent booths by the Safety Team.

Prohibited Activities/Items:

- Human pyramids
- Air/fog horns, etc.
- Sand, gravel, dirt or topsoil

Trees:

No participant shall damage, cut, carve, transplant, or remove any tree or plant or injure the bark, or pick the flowers or seeds, of any tree or plant. Trees may not be used to hang any kind of sign using rope, wire, staples, tacks, glue, or anything else that could potentially be of harm to the tree.

Trash Receptacles:

Any booth that will generate any refuse, trash, or garbage as part of the activity or demonstration is required to provide their own trash receptacles and provide for final disposal of all materials.

Generators:

All generators must be located a minimum of twenty feet from all tents, structures, or other booths. Fuel must be kept in an approved safety container and kept in a secure area away from the generator. Generators must be shut off prior to being refueled. Generators must be operated, monitored, and refueled only by adults.

Security:

Security within your booth is your responsibility. The organizers, City of Meridian, or our sponsors are not responsible for lost or stolen items.

Setup:

Booths should be set up and ready by 9:30 am Saturday. All necessary personal protective equipment (e.g., helmets, safety glasses, gloves, etc.) must be worn during set up/tear down.

Smoking:

No smoking or use of tobacco products are allowed inside Meridian Parks with the exception of parking lots. This is City Code and will be strictly enforced.

Staffing:

Proper staffing (in addition to adult/leader supervision) must be provided to control people waiting to participate in booth activities. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

Tools:

All tools require adult supervision.

Vehicles:

Vehicles and trailers may not be left in the park after dark either before or after the event. They will be towed.

Due to possible turf and sprinkler head damage, vehicles are restricted to paved roads or parking areas of the park unless prior approval has been granted by the Scout Fair Committee and Meridian Parks and Recreation. All requests must be made prior to the event. Any restrictions outlined in the approval must be adhered to and a proper vehicle permit displayed in the windshield at all times.

Additional Booth Requirements

Cooking/Fires:

- Open burning fires cannot be built directly on the pavement or grass. Fires must be built in existing grilling structures provided by Meridian Parks and Recreation or with prior approval following these guidelines.
 - Fires must be elevated in a structure at least 12 inches above pavement or asphalt and 18 inches above turf or other vegetation in a manner to prevent any scorching, damage, or discoloration to the underlying surface or material.
 - Fires must be contained within a structure such as a commercial BBQ, dutch oven table, camp stove or other apparatus designed for such use.
- Camp stoves, backpacking stoves, and other equipment designed to cook utilizing propane or liquid fuel may be used provided they are elevated according to the guidelines above.
- Ashes cannot be left or scattered, they must be placed in specially marked receptacles and taken with you. You will not be allowed to dump ashes in any park garbage receptacle or dumpster.
- Two (2) fully charged multipurpose (ABC) fire extinguishers must be provided by each unit and displayed in an easily accessible location in the booth. Sand and/or water buckets alone are not acceptable.
- Hot pad gloves and safety glasses must be worn by people for protection against hot grease splatters.
- Adequate adult supervision is required at all times.
- Only properly trained unit personnel may tend the fire, cook, or otherwise interact with the fire, stove or grill. Booth visitors are not permitted.
- Disposable serving gloves are to be worn by participants serving food samples.
- Wash stations must be provided for hand washing by all units participating.

Fire Starting Activities:

- Flint and steel or other fire starting demonstrations and participant activities are permitted. Including bow drills, compression tools, and methods utilizing sunlight.
- All fire starting activities must be made in a proper fire proof container - such as a tuna tin can with no sharp edges.
- Scouts staffing the activity as well as participants must wear age appropriate safety glasses.
- Leather gloves should be used by all Scouts and staffers when holding the flint.

- The booth must have a minimum of a 5 gallon bucket with water at all times fire starting activities are taking place.
- Only the minimum amount of tender necessary to establish a small flame may be used.
- Any use of accelerants, liquid fuel or other similar flammable material is prohibited.

Shooting Booth Requirements

All shooting activities must adhere to the BSA National Shooting Sports Manual. All shooting activities and shooting related displays must have prior, early approval. Requests must be submitted at least 60 days prior to the event.

Rubber Band Guns/Slingshots:

- Only soft, non-penetrating projectiles may be used. (Marshmallows, foam balls, etc.)
- Age-appropriate safety glasses must be worn by all participants.
- A safe backstop must be in place.
- A safe firing line must be in place.
- Shooting must be at targets only. No shooting at each other. Human form and zombie silhouette targets are not approved for use.
- The activity must be contained within the assigned area.
- Slingshots are not an age-appropriate activity for Cub Scouts at this event.
- A range master must be present and a 1-to-1 adult-to-youth ratio must be used.

“Tabletop” Catapults:

- Only tabletop catapults are acceptable.
- Age -appropriate safety glasses must be worn by participants as well as those staffing the activity.
- All apparatus, including projectiles, must stay within confines of booth.
- Only soft objects are acceptable as projectiles.
- No exposed sharp edges, corners or exposed bolts or nuts. Must be padded.
- Only fixed targets are acceptable. (No catching of any type of projectile).
- Staffing (in addition to activity Supervisor) must be provided to control people waiting to participate in the activity. Control must be maintained to keep people safely lined up and to not interfere with any other activity.

Firearms and Shooting Sports Displays:

- Any booth containing rifles, BB guns, air guns, archery equipment, or other firearms or shooting equipment shall ensure that all equipment have been made inoperable by removing bolts, firing pins, attaching trigger locks, or removing bow strings.
- Only booth personnel will be allowed to hold, manipulate, or otherwise handle any shooting equipment. Event visitors will not handle any shooting equipment.

Climbing/Pioneering Requirements

Climbing:

- Climbing activities and portable structures must adhere to the BSA Belay On Manual.
- Structures must be structurally sound.
- Climbing activities or demonstrations that would require a belay system (i.e., climbing above shoulder height) is only allowed with an approved automatic belay device. The automatic belay device must automatically engage to arrest a fall and lower the climber automatically to the ground. This must be accomplished without any input or action by either the climber or another human belay.
- Climbers must be protected by spotters. In addition to spotters, mats or pads should be placed at the base of structures.
- Bolts used to secure hand or footholds must be load rated for climbing purposes. No bolts used from a home improvement store (e.g., Home Depot, Lowe's, etc.).

Monkey Bridges:

- Monkey bridges may not be constructed higher than 5 feet above the surface nor may they be longer than 40 feet.
- The shoulder height of the crosser should be at least the distance between the hand ropes and the foot rope. (4 feet tall at the shoulder if the distance between the hand rope and the foot rope is 4 feet).
- Only one person is allowed to cross at a time (no one else even touching the ropes).
- Each youth crossing the bridge must be accompanied by two adults (one on either side) walking beneath them to serve as "spotters". One of the adults must be a member of the unit (one adult may be the youth's parent). Floor pads are not required for monkey bridges as long as this rule is followed.
- No swinging or any form of horseplay is to be tolerated.

Pioneering:

- Adult leadership must be present in the booth at all times (during construction, during display and during take down).
- The structure shall be structurally sound. Ties and lashings must be strong, tight and substantial. They must be checked frequently.
- Anchoring ropes must avoid friction against sharp edges of the supporting structures.
- Climbing on structures such as signal towers, etc. that have walking surfaces above 5 feet, must be limited to members of the unit putting on the display.
- Only one person is allowed to climb on a structure at a time and a "spotter" must be used at all times.
- More than one person will be allowed on bridges with spotter on and next to entry and exit ramps as well as on the bridge itself. Adequate handrails, (at least two and preferably three) must be provided for the walking area as well as entry and exit ramps.
- Pioneering Projects that have the potential of a participant falling and/or slipping, must provide a helmet (age appropriate) and the individual must be secured by rope and belayed with proper equipment. Mats must also be provided.
- A picture of the exhibit along with a detailed description of the operation, must accompany your unit participation application.

Miscellaneous Requirements

Cancrusher – Recycling:

- Provide “Age Appropriate” eye protection/safety glasses and gloves.
- Guard against pinching of hands and fingers.

Cub Pushmobile:

- All drivers must wear age-appropriate protective head gear, such as a football helmet, motorcycle helmet, bicycle helmet or equivalent. All drivers must wear age appropriate protective solid leather gloves. All drivers must wear a seat belt.
- All vehicles must have safety blocks to limit the steering angle and turning radius.
- All pushmobiles must be constructed to meet the following standards:
 - Wheels shall not exceed 12 inches in diameter.
 - All wheels must be equipped with solid rubber tires.
 - Car frame should be made from 2-by-4 inch construction lumber.
 - Overall length of the car shall be a maximum of 5 feet; the wheel base a maximum of 4 feet. The outside circumference of the wheel may vary from 30 to 36 inches.
 - Use roundhead ¼ inch bolts to hold frame. Screws are a second choice. Nails are not suitable, because they may work loose.
 - All cars must have a seat with braced backrest, allowing the rider to comfortably steer with his feet.
 - Steering is done with the feet, which are placed on the front axle, and by the hands holding a rope fastened to the front axle.
 - If threaded axles are used, the nuts must be secured with cotter pins or wire.
 - Cars must be equipped with an adequate safety belt securely fastened to the main frame of the car.
 - Cars must be equipped with a handbrake with its drag rubbing surface faced with a rubber material such as a strip of an old tire. This will stop the car when dragged on the ground.
 - Two 2-by-4 inch blocks must be fastened to the first axle an inch from the centerboard to the limit turning radius.

Jousting:

- The ends of the device used for jousting must be well padded.
- All participants must wear age-appropriate helmets, safety glasses and leather gloves.
- Adequate padding must be provided such as gym mats or crash pads.

Knife Handling:

- Provide age-appropriate leather gloves for each participant.
- Provide a guard on “Mill Files” for sharpening.
- Utilize safe practices as outlined in the Whittling and Totin’ Chip

Nail and Hammer:

- Age-appropriate safety glasses and leather gloves must be worn by all participants.

Tire Safety:

- Tires must be safe with no exposed metal belting that can cause injury upon contact.
- Stacked tires must be secured so as not to fall over.
- You must take all tires used in the booth home with you. In addition, laws prohibit the disposal of tires in commercial trash dumpsters.