



# 2009 NATIONAL STANDARDS FOR LOCAL COUNCIL-ORGANIZED FAMILY CAMPS



This publication includes procedures and standards along with explanatory information. The National Standards Accreditation Score Sheet for Council-Organized Family Camps, No. 13-409, is for use in reporting to the council, the regional office, and Outdoor Programs. Attach all accreditation team recommendations and items needing follow-up to this report for council use. **Council-organized family camping includes events involving more than one pack. The local council provides all of the elements for the outdoor experience, such as staffing, food service, housing, and program.** These are often referred to as *Parent/Pal, Mom and Me, or Adventure Weekends.*

## PURPOSE

The standards are established to

1. Ensure the health, safety, and well-being of every camper, leader, visitor, and staff member participating in family camping.
2. Help the council take pride in the high quality of its family camp(s), including the program, staff, facilities, and equipment.

The local council is responsible, regardless of the location of the family camp, for assuring that the facilities meet these standards.

As a result of these standards, the council should be able to

- Objectively review its family camping operation.
- Discuss the year-round outdoor program opportunities.
- Issue a written report for camping committee action, complete with recommendations.

## RESPONSIBILITY

The Scout executive is responsible for maintaining national standards, with help from the camping committee, health and safety committee, and other appropriate council committees. The council camping committee and the family camping administrator are responsible for ensuring that all standards are or will be in effect when family camping is in operation. In some cases, the camping administrator must administer the operating part of the standards. This same principle of assigned responsibility applies to the balance of the standards.

## PROCEDURE

**Part I**—The camp preview must be completed annually. **Use the Precamp Accreditation Column on pages 3–8.**

The review team consists of the council camping chair, health and safety chair, family camping administrator, and Scout executive or designee, plus other committee and staff members as needed. The visitation team should review the precamp accreditation standards at the time of the family camping visitation.

**Part II**—While council-organized family camping is in operation, the accreditation team appraises the camp by

1. Touring the camp facilities, using this publication as a guide.
2. Observing the use of equipment, methods of instruction, and use of personal ideals and any obvious indications of Scouting ideals in action. Talk with parents and boys during the tour. Discuss the program with the program director and other staff members.

**Part III**—After the family camping visitation:

1. Complete the four-part score sheet, distribute copies as noted, and prepare a review of the camp, including recommendations and comments.
2. Schedule and confirm a time to report to the council executive board. (The appropriate council officers or Scout executive should make the report.)
3. The Scout executive sends the canary copy of the score sheet, No. 13-409, to the regional office and the pink copy to Outdoor Programs.

## SCORING FAMILY CAMPING OPERATIONS

Use the score sheet to record the results of the review, and forward it to the local council service center.

### Recreational Family Camping:

- Accreditation of site only: All standards marked with an asterisk (\*) apply to site-only recreational family camping accreditation.

### Council-Organized Family Camping:

- Accreditation of site and program.
- All standards apply to council-organized family camping accreditation.

If any standard marked with an “M” (Mandatory) is not met, the camp or facility must be rated as conditionally accredited.

Unless otherwise indicated, the word “adult” as used in the standards means the minimum legal age specified by the state in which the camp is located.

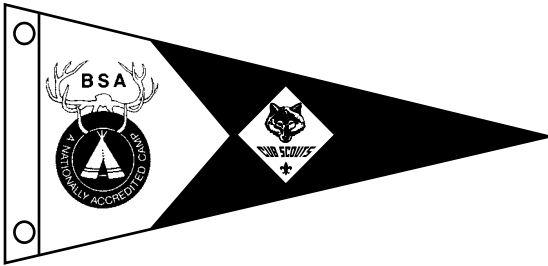
## RATINGS AND RECOGNITIONS

(Count a nonapplicable item or an excused item as a “yes” when computing percentages.)

Nationally accredited recreational family camps (site only) can be awarded if all mandatory standards are marked as “yes” and the total score is 34 or more.

Nationally accredited council-organized camps (program and site accredited) can be awarded if all mandatory standards are marked as “yes” and the total score is 58 or more. The only exceptions are non-applicable or legitimately excused items.

Nationally accredited family camps may display the National Accredited Camp Flag, No. 11013 (available to councils from the Supply Division).



Nationally Accredited Camp flag, No. 11013

## CLOSING A FAMILY CAMPING OR PROGRAM FACILITY

When a violation presents an immediate hazard to safety and health, the accreditation team has the authority and responsibility to order immediate shutdown of the portion of the camp that is in violation.

## DEFINITION OF COUNCIL-ORGANIZED FAMILY CAMPING

Council-organized family camping events are overnight experiences involving more than one pack. These are often referred to as Parent/Pal, Mom and Me, or Adventure Weekends. Council-organized family camps should be conducted by trained leaders at sites approved by the local council. In most cases, the youth participant will be under the supervision of a parent or guardian. In all cases, each youth participant is responsible to a specific adult.

The council must approve overnight activities involving more than one pack. Council-organized family camps must be conducted in accordance with established standards as given in National Standards for Council-Organized Family Camps, No. 13-408 (this publication).

## RESOURCES

No. 20-920B Camp Program and Property Management

No. 13-409 National Standards Accreditation Score Sheet for Council-Organized Family Camps

Pack Overnighter Site Approval Form (online **only** at <http://info.netbsa.org>, under Cub Scout Division, Forms)

# STANDARDS

Site: \_\_\_\_\_ Council-Organized Event: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Precamp Accreditation</b> (Check if action needs to be taken.)	<b>Operational Accreditation</b> YES NO NA	<b>Precamp Accreditation</b> (Check if action needs to be taken.)	<b>Operational Accreditation</b> YES NO NA
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## ADMINISTRATION

- |  |                    |   |                    |
|--|--------------------|---|--------------------|
| <p>___ *M1 A precamp preview (minimum of 60 days prior to event) was conducted on _____.</p>   | <p>___ ___ ___</p> | <p>___ M8 A <i>health history</i> (Class 1 section of form 34414B) of each youth and adult camper and each leader and staff member is kept in camp during the camping period. There are written procedures on releasing campers who are minors from camp. For programs exceeding 72 hours, physical examinations are also required (form Nos. 34414B and 34412B).</p> | <p>___ ___ ___</p> |
| <p>___ *M2 If the family camp is not conducted on council-owned or -managed property, a current, annually updated, written agreement specifying the conditions of use has been secured from the landowner.</p>   | <p>___ ___ ___</p> | <p>___ *M9 A daily record of all first aid and medical treatments (written in ink) is kept in the <i>First Aid Log</i>, No. 33681A.</p> <p>A separate first aid logbook for camp staff members and council employees must be maintained.</p>  | <p>___ ___ ___</p> |
| <p>___ *M3 All necessary, required, and current permits, certificates, licenses, and agreements to lawfully operate a camp at this location are updated annually and displayed or on file.</p>   | <p>___ ___ ___</p> | <p>At the close of camp, first aid logs are returned to and retained in the local council service center for a minimum of 18 years.</p>   | <p>___ ___ ___</p> |
| <p>___ *M4 A written agreement (within a year) from the local fire department or warden or a reconfirming letter is on file indicating that facilities have been checked in the event of a possible emergency call.</p>  | <p>___ ___ ___</p> | <p>The family camping administrator shall review and initial the logbook throughout the camping period to determine whether action is required to prevent recurrences.</p>  | <p>___ ___ ___</p> |
| <p>___ *M5 Accident and sickness insurance is in effect for all campers.</p>   | <p>___ ___ ___</p> | <p>___ *M10 Appropriate emergency transportation is available at all times.</p>   | <p>___ ___ ___</p> |
| <p>___ *M6 A current (specific to this event) written agreement or exchange of letters with a nearby hospital is on hand regarding procedures for admitting campers and procedures for handling financial arrangements to treat campers if necessary.</p>  | <p>___ ___ ___</p> | <p>___ *M11 A fully equipped first aid kit is available at all times from the Scouting family camping director, the camping director, or the medical officer or is located in the health lodge.</p>   | <p>___ ___ ___</p> |
| <p>___ *M7 Written plans (updated annually and specific to the site) for handling emergencies such as floods, storms, tornadoes, fires, accidents, intrusion of unauthorized personnel, lost children, security, sickness, and fatality are on hand and have been shared with adult participants. An "as built" drawing or drawings are available showing all electric, gas, water, and sewer systems and lines, with locations of shutoff switches or valves should service need to be interrupted.</p> | <p>___ ___ ___</p> | <p>___ *M12 Written procedures are available for check-in and check-out, fee handling, and emergencies.</p>   | <p>___ ___ ___</p> |
|  |                    | <p>___ *M13 Camp rules and regulations are written and posted in plain sight or communicated to all participants in a timely fashion.</p>   | <p>___ ___ ___</p> |

\* Site-only standard for recreational family camping accreditation

**Precamp Accreditation**  
(Check if action needs to be taken.)

**Operational Accreditation**  
YES NO NA

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(Check if action needs to be taken.)

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YES NO NA

\_\_\_ \*M14 All motor vehicles used by the camp, including private cars, vans, and buses used for transportation of passengers, are kept in safe mechanical order, inspected, insured, and operated in a safe and legal manner. Under no circumstances are youth to be carried in the bed of or towed behind a pickup truck. The beds of trucks or trailers must never be used for transporting youth. A safety belt is available for each person in each motor vehicle (except commercial buses). All watercraft meet U.S. Coast Guard and local standards.

\_\_\_ 19 A well-stocked trading post is operated for the convenience of campers. Suggested items for sale include camp souvenirs, handicraft goods, Scouting literature, clothing, personal items, accessories, beverages, and snack foods. A Keep It Cold temperature chart, No. 34230A, is posted and filled in daily at each refrigerator and freezer. Refrigerators are maintained at or below 40°F (4°C); freezers at or below 0°F (-18°C).

\_\_\_ \*M20 A complete equipment inventory and an effective system of issuance and control exist for all program areas.

\_\_\_ \*M15 Vehicles belonging to staff leaders and visitors are parked in a designated camp parking area.

\_\_\_ \*M21 A secure and orderly method exists for handling all family records.

\_\_\_ \*M16 Current emergency telephone numbers for the fire department; police and rescue squad; hospital; camp physician; and Scout executive's office, home, and mobile are listed legibly and kept readily available. Alternative personnel may be designated for the camp physician and the Scout executive with office, home, and mobile numbers listed.

\_\_\_ \*M22 A camp operating budget with an effective cost-control and budget-control system is in effect and shared with key staff members.

**FACILITIES**

A backup or alternative communication system is available at all times.

\_\_\_ \*M23 The camp provides adequate shelter and/or protection in the case of inclement weather.

\_\_\_ \*M24 All buildings meet building codes.

\_\_\_ \*M17 Disposal of garbage, refuse, and sewage meets the demand of the maximum number of campers in attendance. All state and local regulations are met and comply with criteria defined in *Camp Health and Safety*, No. 19-308. The garbage storage facility is clean, and pest control is adequate. For family cooking in a campsite, the same criteria apply. Daily pickup of raw garbage from the campsite is desirable.

\_\_\_ \*M25 Program facilities are built in accordance with state, local, and BSA guidelines.

\_\_\_ \*M26 Campgrounds are clean, neat, and free of hazards. When possible, toilet, washing/shower, and program facilities are accessible to participants with disabilities.

\_\_\_ \*M27 Any individual site "hook-ups" provided for electricity, water, or sewer meet all appropriate local and state health codes.

\_\_\_ \*18 Janitorial responsibilities are assigned to a specific person or people, and maintenance standards are established for the site.

\_\_\_ \*M28 Drinking water is from an approved municipal source or is tested regularly during the season for bacteriological quality and meets state and health department standards.

\_\_\_ \*M29 Drinking water is provided at central

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locations via sanitary fountains or portable water coolers. Personal (individual use only) water bottles or disposable cups (no shared cups) may be used.

- \_\_\_ \*M30 All campers, leaders, and staff members have regular access to clean and comfortably warm showers throughout the camping period. The number of shower heads meets local and state codes. A method is established to provide privacy for both male and female shower use in camp. In accordance with Youth Protection policies, leaders and Scouts are not to shower at the same time. This also applies to youth and adult camp staff members (18 years of age or older). \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M31 Each family site is within 300 feet of, but no closer than 100 feet to, a toilet facility. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M32 A vermin-proof trash receptacle is near every camping site, with a minimum of one receptacle for every two sites. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M33 Roads in the camp are restricted to use by service vehicles and only on a limited basis. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M34 Approved swimming pool and waterfront facilities are neat, clean, and operated in compliance with the Boy Scouts of America, the U.S. Coast Guard, and local or state regulations. Proper BSA and state standards in instruction, supervision, and training are carried out in the aquatics program, including use of boats and canoes; and all aquatic facilities and equipment comply with all BSA, state, and U.S. Coast Guard regulations. Required pool care is undertaken, and records are properly maintained. Buddy boards are used for swimming and boating. Sufficient lookout people are on duty whenever an aquatics program is in process. Personal flotation devices (PFDs) are worn by all people engaged in activity on the open water (rowing, canoeing, etc.) and used according to federal, state, and BSA regulations. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M35 An open area suitable for group games and other recreational activities is provided. \_\_\_ \_\_\_ \_\_\_

**STAFF, TRAINING, AND ORIENTATION**

- \_\_\_ \*M36 Every staff member, volunteer, and paid position has completed an employment application and received a written position description and letter of agreement. \_\_\_ \_\_\_ \_\_\_
- \_\_\_ \*M37 The family camping administrator is at least 21 years of age and has successfully completed National Camping School training in camp management. \_\_\_ \_\_\_ \_\_\_

Check training card:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date NCS section completed

\_\_\_\_\_  
Date of training

\_\_\_\_\_  
Date card expires

- \_\_\_ \*M38 The onsite family camping director may be the family camping administrator or is an adult who is at least 21 years of age and is trained *annually* by the council family camping administrator in family camping management. \_\_\_ \_\_\_ \_\_\_
- \_\_\_\_\_  
Date of training
- \_\_\_ \*M39 If wagonmasters are part of the staff at the family camp, they must be at least 21 years of age and trained annually by the family camping administrator in family camping management. \_\_\_ \_\_\_ \_\_\_
- \_\_\_\_\_  
Date of training

**Wagonmasters** are volunteer adult registered members of the BSA, 21 years of age or older, who become great resources to units at family camping activities. Wagonmasters serve Cub Scout packs in the same fashion as campmasters serve Boy Scout troops. They usually are on duty on weekends to support family camping programs. Also, wagonmasters may be the directors or key leaders of a council family camping program. They are trained by the family camping administrator. Wagonmaster training is conducted using the *Council Family Camping Staff Training Guide*, No. 13-468.

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**Operational Accreditation**  
YES NO NA

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YES NO NA

\_\_\_ M40 The aquatics program in family camping is under the supervision of a person 21 years old or older who has certification as a BSA Lifeguard, has certification in cardiopulmonary resuscitation (CPR) by a recognized community agency, and has attended the Aquatics Supervisor or Aquatics Director section of a National Camping School. Boating activity should be limited and under the guidelines of Safety Afloat. All other aquatic programs must have a BSA instructor at least 21 years of age in charge.

\_\_\_\_\_  
Age

\_\_\_\_\_  
Date Instructor training expires

\_\_\_\_\_  
Date First Aid/CPR certification expires

At least 50 percent of the aquatics staff members are lifeguards certified by the BSA, the American Red Cross, or the YMCA. \_\_\_ \_\_\_ \_\_\_

\_\_\_ M41 The council has engaged a physician licensed to practice medicine as a health supervisor to approve and oversee the health-care practice of this camp. Current written operating procedures are approved by the licensed physician. (Follow *Camp Health and Safety*, No. 19-308.) \_\_\_ \_\_\_ \_\_\_

The on-site camp health officer is a responsible adult holding a current certification or license as required for the position. \_\_\_ \_\_\_ \_\_\_

The medical officer must also have current certification in CPR from a recognized community agency. \_\_\_ \_\_\_ \_\_\_

\_\_\_\_\_  
CPR certifying agency

\_\_\_\_\_  
Expiration date

Check one:

- \_\_\_ Licensed physician
- \_\_\_ Licensed nurse practitioner (Check state laws.)
- \_\_\_ Nurse (RN, LPN, or LVN)
- \_\_\_ Licensed physician's assistant
- \_\_\_ Medical student (completion of second year or more at an accredited U.S. medical school)
- \_\_\_ Paramedic
- \_\_\_ Emergency medical technician (EMT)
- \_\_\_ First responder program (Any training provided by a nationally recognized agency)
- \_\_\_ Military corpsman or medic

The minimum requirement is current certification by the American Red Cross Standard First Aid course, which includes CPR, or the National Safety Council Level I First Aid Program and CPR.

There is an established location for contacting the on-site health officer. \_\_\_ \_\_\_ \_\_\_

One staff member for every 40 campers must be coached in first aid practices for conditions most likely to occur in camp and be trained in CPR by any recognized community agency. \_\_\_ \_\_\_ \_\_\_

When the health officer is out of camp, another adult with first aid training is available or nearby emergency coverage is provided. \_\_\_ \_\_\_ \_\_\_

\_\_\_ 42 If the camp has a "tot lot," two-deep leadership is provided by a "tot lot" supervisor at least 21 years of age and an assistant "tot lot" supervisor at least 18 years of age. State and local requirements are met. Both are qualified to oversee dependent youth. (For a Tot Lot supervisor position description, see page 30 of the *Cub Scout Day Camp Book*, No. 13-33815.) \_\_\_ \_\_\_ \_\_\_

\_\_\_ \*M43 All key family camping staff members are registered members of the BSA. \_\_\_ \_\_\_ \_\_\_

\_\_\_ M44 A minimum of one day of training has been given to staff on \_\_\_ \_\_\_ \_\_\_

\_\_\_\_\_  
Date

Precamp Accreditation (Check if action needs to be taken.)	Operational Accreditation YES NO NA	Precamp Accreditation (Check if action needs to be taken.)	Operational Accreditation YES NO NA
<p>Presentations include the required <i>Camp Leadership: Youth Protection Begins With You</i>, No. 34227, Seasonal Camp Staff Youth Protection and Personal Safety Training, No. 20-138 (available online at <a href="http://info.netbsa.org">http://info.netbsa.org</a>, under Program Group, Boy Scout Division, Training); and the National Camping School Camp Security and Stress Management sessions. A roster of participants and of those completing Youth Protection training is forwarded to the local council at the completion of training.</p>		<p>___ M52 The buddy system is used in all swimming and boating areas. In public pools under public supervision, family campers are still checked in and out, using the buddy system.</p>	
<p>___ 45 The daily schedule for the family camp, including inclement weather alternatives, is prominently posted.</p>		<p>___ M53 Swimming is limited to waters or swimming pools that meet state health standards.</p>	
<p>___ 46 A range of age-appropriate program opportunities are provided for families.</p>		<p>___ M54 The waterfront has only one entrance and exit and at least one properly located lookout station staffed during the aquatics program.</p>	
		<p>___ M55 Youth and parents are coached in and have the opportunity to practice Safe Swim Defense at least once in camp.</p>	
		<p>___ 56 Sports receive adequate emphasis in the program. Basic principle: Each participant, regardless of his or her ability, gets to learn the rules and play.</p>	
		<p>___ 57 The daily program allows ample time for rest and lunch breaks, especially including a half-hour quiet program after lunch.</p>	
		<p>___ 58 The daily program begins and ends with a meaningful Scouting and/or patriotic ceremony.</p>	
		<p>___ M59 Archery is conducted safely, satisfying the following standards:</p>	
		<p>___ a. Archery areas are properly designated and posted. (See <i>Camp Program and Property Management</i>, No. 20-920B; and <i>Shooting Sports for Cub Scouting</i>, No. 13-550.)</p>	
		<p>___ b. Equipment is safely stored and locked up when not in use.</p>	
		<p>___ c. Qualified supervision by a range officer 18 years old or older is provided, and minimum state requirements are satisfied. A National Camping School-trained shooting sports director or National Archery Association instructor must train the archery range officer, using the training outlined in <i>Shooting Sports for Cub Scouting</i>, No. 13-550.</p>	

## PROGRAM

Council-organized family camping standards only; not to be scored for site-only accreditation.

**Note:** Age-appropriate programming: Age/BSA participation guidelines for .22-caliber rifles, pellet guns, Project COPE, boating, canoeing, waterskiing, tubing, climbing, and high-adventure programming must be followed.

<p>___ 47 The family camp program incorporates Cub Scouting's 12 Core Values.</p>	
<p>___ M48 Program activities provided by the camp are staffed and run in accordance with BSA guidelines.</p>	
<p>___ M49 The family camping program has special theme features.</p>	
<p>___ 50 Parents or family members are involved in preparation and actual camp evaluation processes.</p>	
<p>___ M51 Proper BSA standards and safety training are carried out in the aquatics program, including the use of boats. Aquatics facilities and equipment comply with all BSA, state, and U.S. Coast Guard regulations and standards.</p>	

**Precamp Accreditation**  
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**Operational Accreditation**  
YES NO NA

**Precamp Accreditation**  
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**Operational Accreditation**  
YES NO NA

- \_\_\_ M60 The BB-gun program is conducted safely, satisfying the following standards: \_\_\_\_\_
- \_\_\_ a. The BB-gun range is properly designated and posted. (*See Camp Program and Property Management*, No. 20-920B; *Resident Camping for Cub Scouts*, No. 13-33814; and *Shooting Sports for Cub Scouting*, No. 13-550.) \_\_\_\_\_
- \_\_\_ b. Equipment is safely stored and locked up when not in use. \_\_\_\_\_
- \_\_\_ c. Qualified supervision by a range officer 18 years old or older, as defined in *Shooting Sports for Cub Scouting*, No. 13-550, is provided and state requirements are satisfied. A National Camping School-trained shooting sports director or National Rifle Association instructor must train the BB-gun range officer using the training outlined in *Shooting Sports for Cub Scouting*, No. 13-550 \_\_\_\_\_

**Note:** Shooting of .22-caliber rifles is not an approved BSA activity for Cub Scouts or Webelos Scouts or family members younger than 11 years of age.

**CAMP DINING HALL**

- \_\_\_ M61 Refrigeration units are clean and sanitary, and all food is covered. Refrigerators are maintained at not more than 40°F (4°C) and freezers at not more than 0°F (-18°C). A Keep It Cold temperature chart, No. 34230A, is posted and filled in daily at each refrigerator and freezer. This does not include family cabins if any are used at camp. \_\_\_\_\_
- A nonmercuric thermometer is used in each refrigeration unit. Walk-in refrigerators and/or freezers have an opening device on both sides of the door. Unit cooking sites have proper nonperishable food storage but not refrigeration. Perishable foods are not kept at unit cooking sites. \_\_\_\_\_
- \_\_\_ M62 A food cost-control record and a complete inventory of commissary supplies are on hand. \_\_\_\_\_
- \_\_\_ M63 All dishes, flatware, cookware, and cooking utensils are properly cleaned and sanitized in accordance with state and local regulations and comply with criteria defined in *Camp Health and Safety*, No. 19-308. \_\_\_\_\_

- A Keep It Hot temperature chart, No. 34231A, is posted daily by dishwashers requiring high-temperature rinse water. Approved chemical additives for rinsing are used to properly disinfect and provide for drying when using low-temperature dishwashing equipment or when washing by hand. \_\_\_\_\_
- Only air drying is permitted, and clean dishes, flatware, and utensils are neatly stored in a clean and sanitary facility with protection from insects and pests. \_\_\_\_\_
- For unit cooking, the same standards are applied. \_\_\_\_\_
- \_\_\_ M64 Kitchen, dining hall, and commissary facilities are clean and sanitary. Insect and pest control is satisfactory. (*See Camp Health and Safety*, No. 19-308.) \_\_\_\_\_
- All equipment and utensils used in the preparation and serving of food are clean and sanitary. The dining hall has a pleasant atmosphere, with good ventilation and adequate room to walk freely between tables. \_\_\_\_\_
- Smoking is not allowed in the dining hall or the kitchen. A smoking zone, away from the food preparation or serving area, may be designated if local ordinances permit. \_\_\_\_\_
- \_\_\_ M65 All food-service personnel in the kitchen, dining hall, or commissary are clean and wear clean clothing. Aprons, hats, gloves, and other protective items are worn as needed or required. \_\_\_\_\_
- Personnel with cuts or sores on their hands or with colds or other sicknesses must not be on duty unless the camp health officer approves. \_\_\_\_\_
- \_\_\_ 66 Food inventories are adequate to meet the demand of hungry campers and staff. Adequate food supplies or scheduled deliveries provide fresh milk, meat, fruit, bread, vegetables, etc., as called for on the menus. \_\_\_\_\_
- Menus for dining hall and campsite cooking must be adequate to meet the needs of growing youth. Menus are approved by a dietitian. A copy of the week's menu is conspicuously posted. \_\_\_\_\_
- A campsite cooking menu, food list, and cooking instructions are provided for each meal. \_\_\_\_\_