2013 Camp Coordinator Responsibilities

- Obtain all information for summer camp through your District Outdoor Program chair or Scout office.
- Schedule and organize your pack's summer camp promotion presentation for all families.
- Plan and schedule your pack's summer camp dates.
- Organize unit leadership for summer camp. (Remember that you will need a minimum of two adults, and a one to ten ratio of leaders to Scouts.)
- Assure health forms, payments, and camp rosters are turned in to the Council Scout office on time.

Pack Camp Coordinator Preparation Plan

When	A Suggested Plan	Your Checklist
November 3	Pick up camp promotion presentation packet at Pow-wow	_____
December	Select camp dates for each camp	_____
	Select camp coordinator for each camp. Make sure they have a Leaders' Guide	_____
	Schedule camp promotion for December or January pack meeting and give a camp promotion presentation at pack meeting	_____
	Include:	
	• Show camp promotional DVD	_____
	• Distribute camp flyers to Scouts	_____
	• Distribute pack camp sign-up form (B-51) to parents	_____
	• Distribute **Annual Health & Medical Record part A & B** to **EVERYONE**. *A separate copy is needed for each camp*. **Please go to www.crossroadsbsa.org under camp forms for the new 2013 Annual Health & Medical Record (Part A & B)**	_____
	Distribute Family Overnight form (BZ-21-A or DC-21 A) to parents	_____
	• Share pack camp dates, leaders, fees, & camp stories	_____
	• Collect camp sign-up forms and **non-refundable** $15 reservation fees	_____
	• Make available Workership applications where needed form (B-50)	_____
January 2	**Camp registration begins (remember weeks fill quickly)**	_____
	Turn in pack registration form for Day Camp (B-47) & Webelos Adventure Camp (B-52) to Scout office with $15 **non-refundable** per Scout registration fees First come first served basis on availability of dates **Sessions will close when maximum number of Scouts is reached**	_____
	Confirm camp attendance of Scouts who missed Pack Meeting	_____
March	Collect final fees, Annual Health and Medical Records (Part A & B),	_____
	and workership forms	_____
	Finalize daily camp leaders and transportation plans	_____
April 12 (or sooner)	Final fees due (for early bird discount) due to Council Office	_____
	Turn in final rosters (B-44), medical records from this packet &	_____
	Workership forms (B-50) ALL FEES PAID AFTER APRIL 12 WILL BE CHARGED AN ADDITIONAL $10. Remember to deduct your $15 reservation fees when figuring your final fee balance.	_____

All fees, rosters, and health forms must be turned in at least 2 weeks prior to your camp session.

May 6 Pre-order T-shirts for May 27th delivery

MAKE SURE YOU KEEP COPIES OF ALL FORMS FOR YOUR PACK RECORDS PRIOR TO TURNING IN TO SCOUT OFFICE OR CAMP.