

Summer Camp task list

Items the Scoutmasters take care of:

Help scouts choose which camp the troop will attend
Set the travel itinerary
Promote camp to scouts
Help scouts choose Merit Badge classes
Assign youth leadership for camp
Packing list
Tentmates
Pre-camp swim test
Arrangements for meals while traveling (& any other meals needed)

Items the committee overseas:

Insure adequate adult leadership
Promote camp to parents
Arrange fundraiser to help offset costs of camp
Determine cost for boys & adults & troop
Make transportation arrangements (Van rental, pick-up & return)
Get letter from OA authorizing Call-Out (out of district camps only)

Items the Outdoor Activities rep oversees:

Make reservations for troop at camp
Make payments for troop to camp
Sign-up boys for camp
Collect payments from families
Pre-register boys for Merit Badge classes
Apply for tour permit
Prepare documents for travel & camp check-in
Optional - Purchase groceries requested by Scoutmaster

Documents for travel folder:

Driving directions and maps for each driver
Names and phone numbers of adults & youth in group – copies for each adult
Tour permit
Proof of accident insurance
Forms for filing accident claim
Overnight reservation info
Info for any other stops
Parent signed forms as needed for scheduled stops (Balmorhea swim release)
Menu and grocery list
Medical forms for everyone – Class 1 & 2, or Class 3

Documents for Check-in packet:

Tour Permit
Proof of insurance & insurance forms
Adult Leader Application for Participation – if required by camp
YPT certifications - if required by camp
Sex offender check - if required by camp
Troop roster from council office – if required by camp