

TROOP 870
Outdoor Activities
Committee

Campout
Coordinator
Guide

Outline of campout coordinator duties

2 months in advance:

- Discuss campout with Scoutmaster-in-charge
- Reserve campsite
- Send deposit if needed
- Line up Assistant Scoutmasters to attend and drive

3 weeks in advance:

- Send email to troop regarding specifics, with campout registration form
- Attend troop meeting to distribute and collect registration forms
- Attend parent meeting to review specifics on campout with the group
- Recruit parents to attend and drive, as needed
- Have scoutmaster-in-charge fill out and sign Local Tour Permit, if needed
- File Local Tour Permit, if needed

Week of the campout:

- Take extra registration forms to the meeting
- Attend troop meeting to collect final registration forms and camping fee
- Make up a roster. Verify all participants have current medical form and all adults have current YPT card with their medical form. Verify that transportation is adequate.
- Turn in camping fees to troop treasurer
- Send email to troop with final instructions and list of scouts and adults attending campout.
- Prepare packet for drivers
 - List of scouts, leaders and parents attending
 - List of drivers to and from and how many passengers
 - Map, directions, reservation confirmation, etc
 - Scout Troop Roster with parents' phone numbers
- Prepare travel binder for Scoutmaster-in-charge
 - Items in Packet for drivers
 - Approved Tour Permit, if required
 - Insurance list of drivers (make sure all drivers for campout are listed)
 - Insurance forms
 - Medical forms for all scouts attending campout
 - Medical forms and YPT cards for all adults attending campout
 - Reservation information and any forms required by camp

Day of Campout

- Meet troop at departure location, usually UBC garage at 5:30pm
- Collect medication forms from scouts and parents and include in travel binder
- Give drivers and scoutmaster-in-charge the travel packets

Day of Return

- Be available by phone for scout master to call with troop's ETA
- Contact all parents to advise them of scout's ETA
- Collect travel binder and make arrangements to pass on medical form binders to next camping coordinator.

- For records, send an email to the troop listing all participants and number of nights camped.

PLANNING

1. Discuss campout with the Scoutmaster-in-charge. Find out about location and what the activities will be. Find out what type of campsites and how many will be needed. Find out if other things will be needed, like canoes or shooting range. Who will reserve these things – campout coordinator or scoutmaster? Begin to line up drivers.

RESERVATIONS

2. Make camping reservations at the facility far enough in advance to secure a campsite to accommodate the scouts. The Scoutmaster can assist you with approx. number of scouts that may attend that particular camp out as well as any other activities that need reservations or permits.

Reservations at a public campground usually require a deposit

- A check (BSA – Troop 870 checking account) – get check from treasurer
- Your personal check
- or Your personal credit card

You can receive reimbursement from the treasurer for any out of pocket expenses. Please have proof in the form of your cancelled check, confirmation notice, credit card statement, etc. for the treasurer's records.

Make reservations for a weekend campout at the SHAC facility far enough in advance to secure a campsite. They start taking reservations approximately 3 months before a campout. Choice sites fill up fast, so make reservations close to that time. Ask Scoutmaster if he has a request for a particular campsite. Instructions are on the SHAC website. SamHoustonBSA.org Call 1-877-272-2267.

To make reservations for a Bayshore District sponsored event, talk to SM about making reservations through Roundtable monthly meeting. Or get the reservation form from the Bayshore website, and turn it in at the Scout Shop on Bay Area Blvd. Troop commits to help run activities a few months before event at Roundtable. Troop reserves spaces a few weeks before event. Bayshore District events include Camporee in May and Webelos Woods in November.

To make reservations for SHAC Council sponsored Winter Camp or Summer Camp, check SHAC website several months before event. Make reservations through the Council.

Camp Karankawa is reserved through Bay Area Council in Galveston, 409-744-5206 or 1-800-516-4664. There is no cost to camp at Karankawa. Find Fall Camp info on their website.

Reservations at Karankawa or SHAC will require the following information.

Leader in Charge: (Usually the scoutmaster)

Home #: (Leader in charge phone #, from the roster)

Address: (leader in charge address, from the roster)

Number of adults: (if not sure, we usually say 5)

Number of scouts: (if not sure, we usually say 20)

Be sure to reserve any facilities needed such as rifle range or shotgun range, or both.

The initial reservation of the number attending is just for reservation purposes. If there are any major differences, you can call them and let them know any time up to camp date.

The Council will send a confirmation packet to the leader in charge. Let the Leader in Charge know to expect the packet and that he should give it to you when he gets it. The leader in charge should pass the packet on to you for you to complete. You may need to call to confirm your reservation 30 days in advance.

Texas State Park reservations can be made on-line, by fax, by email or by phone. On-line reservations charge a fee per campsite.

<http://www.tpwd.state.tx.us/park/>

512/389-8900

Double Lake reservations can be made online through ReserveAmerica. Group site F has a pavillion, is on the water, and is secluded. Group site I is on the water and closer to the parking lot. Campground number is (936) 653-3448. Other number (877) 444-6777.

<http://www.reserveamerica.com/>

http://www.fs.fed.us/r8/texas/recreation/sam_houston/doublelake.shtml

Stubblefield Lake Recreation Area does not take reservations. Call for information. Recruit someone to go to the campground the afternoon of the campout to claim camping spots. District Ranger, Sam Houston National Forest (936)-344-6205. ext. 6220

Toll free (888) 361-6908

COMMUNICATING WITH TROOP:

3. Prepare a Campout Registration form and distribute to the troop through email and at troop meetings during the at least 3 weeks before the campout. A blank registration form can be found on the troop webpage. Fill in information about the campout before distributing. Include information about the campout in the email.
4. Find out from scoutmaster-in-charge which ASM's plan to attend campout. Make arrangements for additional adults if needed. Plan on at least 4 drivers.
5. Attend monthly parent meeting, usually the 2nd Monday of the month. Review campout plans. Answer parents' questions.

OBTAINING APPROVAL:

6. A Tour Permit Application must be filled out and submitted to SHAC unless camping at a SHAC facility, a council sponsored event or a district sponsored event. Non SHAC facilities include state parks, private land, and Boy Scout camps operated by other councils. [For insurance purposes a trip plan of events and responsible adults is necessary for all camping activity; SHAC and Bayshore District sponsored events will have submitted the forms.] If the campout is less than 500 miles, a 'Local Tour Permit' must be filled out. If the campout is more than 500 miles or out of state, a 'National Tour Permit Application' must be filled out. Download the new local permit applications

from SHAC's webpage. It must be signed by a member of the committee (you, if you are registered) and twice by the tour leader. Have the tour leader fill in travel itinerary. If you don't know who the tour leader is when you fill out this form, list the scoutmaster as the leader and have the scoutmaster sign it. On the second page of the tour permit is a table to fill out for drivers and insurance requirements. We will maintain a list of all eligible drivers in the troop. This list may be attached to the tour permit with the drivers for this camp out circled.

7. Completed Local Tour Permit Application w/attachment [map and list of drivers and vehicles], should be faxed to Sam Houston Area Council 2 WEEKS BEFORE CAMPOUT fax 713-865-9199. To talk to someone in Camping Services, get the phone number from the SHAC website. The permit application can also be mailed. Look for SHAC address on their website.

8. SHAC Camping Services will fax or mail approved permit back to you (with insurance attachment for the National tour permit). If your fax is not always connected, it works well to include your mailing address so they can mail you the approved permit at their convenience. They often mail it back the day they receive it.

9. Approved Tour Permit Application w/attachments should be a part of the camping packet sent to camp with SM or ASM in charge.

COLLECTING REGISTRATION FORMS:

10. Attend 3 troop meetings before the campout to pass out and collect registration forms and fees. You can ask the SPL to pass out and collect the forms during the meetings. The deadline for signing up for camp will be the Monday before the campout. Encourage scouts to sign up earlier so that transportation can be finalized.

11. Confirm that you have plenty drivers/seat belts. Recruit parents early to drive and/or camp if you have less than 4 drivers lined up. Encourage parents to complete the Youth Protection Training online and to register with the troop as a Committee Member.

12. Make up a roster that includes the following:

- which scouts are going camping,
- which adults are going camping,
- which adults can drive either way,
- how many seatbelts are in each car,
- who can pull the trailer, and
- Emergency phone number where parent can be reached that weekend.

13. Currently, medical forms are kept up to date by one person on the Outdoor Activities Committee. For weekend campouts, everyone needs a Class 1 or Class 3 form, signed by an adult in the last year. For trips over 72 hours, adults over 40 need a Class 3 form, signed by a doctor, and everyone else needs a Class 2 form, also signed by a doctor. For High Adventure outings, everyone needs a Class 3 form. A Class 2 form is good for 3 years. A Class 3 form is good for 1 year. Also, all adults attending should have a Youth Protection Training card with their medical form.

14. Give the camp fees to the troop treasurer with a note listing what and who the money is from. Or deposit registration fees to the Troop bank account and give the receipt to the troop treasurer, with a note stating who it is from and what it is for. (Current treasurer Audrey Muratore)

15. The week of the campout, send out an e-mail with last minute reminders. Include a list of everyone registered for the campout. Include departure time and location (usually meet at 5:30 at the UBC garage), approximate return time, (check with SM), map to campground, allergy reminder, a reminder to eat or bring supper, any money that might be needed, an attached form for medications. The parent should fill out the medication form and give it to the camping coordinator during the departure time. The form will be placed in the medical form travel binder. Medications that will be taken on the campout should be in the original container, either packed with the scout's personal items or turned in to the Scoutmaster. It is the scout's responsibility to take his own medication, but you can ask an adult to remind him.

CAMPING PACKET:

16. Prepare a map to the camping location and a copy of the roster (includes the parent phone number for each scout) for each driver.

17. Prepare a driving packet for each driver. It should have:

- List of scouts, leaders and parents attending
- List of drivers to and from and how many passengers
- Map, directions, reservation confirmation, etc
- Scout Troop Roster with parents' phone numbers

18. Prepare the travel binder for the Scoutmaster-in-charge. It should have:

- All items in the drivers' packet
- Approved Tour Permit w/attachment, if required
- Insurance list of drivers, with their cars listed
- Troop Insurance forms
- Completed Health & Medical Record Forms for all participants
- YPT cards for all adults attending the campout
- Reservation information and any forms required by the camp

19. Assist the SM/ASM on the day of departure at departing location. Usually meet at the UBC garage at 5:30. Verify that all participating scouts and adults are present.

20. ALWAYS HAVE EXTRA MEDICAL FORMS FOR SCOUTS TAKING MEDICATION DURING CAMPOUT. Put medical forms with scout's health form in the travel binder. Inform SM of all scouts bringing medication on campout.

21. Give travel binder to SM and travel packets to all adults.

DURING THE CAMPOUT

22. Be the point of contact for the scoutmaster during the campout that can be called in case information needs to be distributed to all the parents of campers.

23. Be point of contact when campers return. Call parents with expected time of arrival on Sunday morning.

AFTER THE CAMPOUT

24. Retrieve the medical forms from the scoutmaster-in-charge. Pass them on to the next campout coordinator.

25. Send an email to the troop listing scouts and adults that attended the campout and how many nights they camped. This will help the Advancement Chairman (Julie Lovelace) get an accurate list for troop and individual records. If anything on the list is wrong, those who went will be able to catch the error.