

TIMELINE FOR PLANNING YOUR CAMP EXPERIENCE

By February 1:

- _____ 1. Inform all Scouts and their parents of your camp dates.
- _____ 2. Provide promotional information--video, presentation--at unit meeting.
- _____ 3. Recruit adult leaders for camp. Review Leadership Requirements in this book.
- _____ 4. Schedule Youth Protection training for all adults attending camp.
- _____ 5. Note camp fee payment deadlines.
- _____ 6. Assemble individual Scout/Adult packets from forms section and distribute to each camper. Parents update medical form/schedule physical exam as needed.

By March 30:

- _____ 1. Review program guide for specific camp.
- _____ 2. Begin working on any additional program items for camp--skits, flag, songs, etc.

By May 1:

- _____ 1. Plan for the adult leaders attending camp to attend pre-camp meeting.
- _____ 2. Inspect pack equipment and program items for camp.
- _____ 3. Coordinate transportation to and from camp.

One month before camp:

- _____ 1. Turn in Tour Plan to your local Council Service Center for processing.
- _____ 2. Collect permission slips for travel to and from camp.
- _____ 3. Collect medical forms for each Scout/adult as required. It is recommended that **copies** be taken to camp; parents should keep the originals for future use.
- _____ 4. Notify Council Camping Registrar **in writing** of Scouts with medical/dietary restrictions.
- _____ 5. Complete camp specific program forms as required.
- _____ 6. Collect Camper Early Release Forms for all Scouts attending camp.

One week before camp:

- _____ 1. Final check on transportation.
- _____ 2. Prepare 3 copies of your camp roster (one for the Director, one for the Medical Staff and one for yourself)
- _____ 3. Inspect individual and pack gear.
- _____ 4. Remind campers to bring a sack lunch or money for lunch to and from camp.
- _____ 5. Review items on Unit Leader Arrival Day Checklist.