

## Guidelines for Chairing a Campout

1. Find out from the Scoutmaster if the campsite has already been booked by him and paid for. If not it will be your responsibility to reserve it based on the number of scouts and leaders in the Troop. Secure proper forms to submit along with payment. Payments are to be gotten from the treasurer. Camp reservation Forms are usually found online at the camps website.
2. Research what activities might be nearby the camp . There could be an opportunity to do a small excursion at no cost or low cost. ( examples from last year- Washington's Crossing , Bastso Village) Find out all the details of the nearby excursion- do they allow groups, do you need a special reservation to bring a group, is it free, what's the cost, are they open on Saturdays, is a guide available, do you need a reservation, what hours do they open/close, etc.
3. Take a copy of the standard permission slip which should be on the troop website- [www.Troop122bigbears.org](http://www.Troop122bigbears.org)- and modify to include the name of camp, and outing if applicable, the date of the campout, the date the permission slip needs to be returned by- usually 2 weeks prior to the campout to allow time for patrol planning. At the bottom of the permission slip should be the very last date to return the slip( in the event a scout missed the weekly troop meeting) That date should be on a Sunday, include **your name, phone number and address** . An example;

(top of form)

Washington's Crossing campout and Village tour

September 16-18, 2009

Slips must be returned by September 7, 2009

(bottom of form)

last date to return form is Sunday September 10<sup>th</sup>  
to Mr. Gargano's house 35 Woodsend Rd. Middletown  
Any questions? Call Mr. Gargano at (732) 671-8769

4. Stick to the deadline on the slip. **Do not accept permission slips beyond the deadline.** By allowing scouts to hand in slips beyond the deadlines teaches them nothing. They will never learn to be responsible adults. Just say no.
5. **No later than** one month prior to the campout, contact the transportation chair ( currently Bob Glantzberg) Give him the information about the campout and any excursion including addresses along with dates so he can apply for a travel permit from Monmouth Council. Without the permit, the troop will not be allowed to go. It does take time to get the approvals so this must be done no later than one month prior; but sooner is better to allot for any corrections to be made should the permit get denied. The transportation chair will need to enter headcounts into the permit application. Usually at this date, you will not have an accurate headcount so it is best to assume everyone is attending.

6. As forms are being returned by scouts, you are to keep an accurate record of who is attending, who can't go and why, any volunteer drivers and collect any money due if applicable. This information must be tallied up and include a tally of the money collected, if any is due. You must cross check that you have the right amount of money per scout/leader and then turn money tally over to the treasurer. Do not hand in a big mess and expect someone else to do your job. It will be handed back to you to fix and return.
7. Once you have compiled a list of attendees and anyone that has volunteered to drive, pass this information on to the transportation chair. If we are short drivers, he will make phone calls to secure the appropriate amount of drivers.
8. About one to two weeks prior to the campout, confirm with the camp. Find out if there any security deposits needed and if there are any 'per person' camping charges. This is typically the case. If so, secure the appropriate funds from the treasurer and make sure the checks are made out correctly- usually to the Council the camp is a part of- not the name of the camp. (example- Southern NJ Council; not Roosevelt Scout Reservation) If money is needed for an activity, make sure to get that from the treasurer as well. He may have to write you a check so you can cash it beforehand. Also find out from the camp if there are any parking restrictions.
9. Bring a roster of attendees with you. Use the Troop 122 Campout/Activity Roster tracking form. Usually the Camp ranger will ask for a roster.
10. Mapquest the address of the camp so you can get an approximate driving time. This will be important to establish when you will not only be arriving at camp, but to give the head's up to the parents as to when the scouts will be returning on Sunday. If you have an excursion planned, Mapquest the directions from the camp to the excursion.
11. Once a departure time from New Monmouth School has been established, send parents an email with that information. Also announce the departure time and approximate return time at the troop meeting prior to the campout.
12. Discuss with the transportation chair as to which one of you will print out driving directions. If you do not contact him, then you are expected to provide that to the drivers.
13. Monthly campouts are **strictly** for the scouts, leaders and any committee members in the troop. **Do not give permission for parents, siblings, friends to attend** unless it is a designated special campout approved by the Scoutmaster such as Gettysburg, Philly trip or rafting.
14. Remember since you are chairing the campout, you are responsible for doing all the research, phone calls, contacts, generating permission slips, an additional flyer if necessary( example: permission slip for Camp Nobebosco and a separate flyer for the Shawnee Ski trip),collecting monies, securing funds from the treasurer and contacting the transportation chair to supply him with necessary information. Make sure you have headcounts and tallies correct. Cross check before turning money in to the treasurer. Do not expect the Scoutmaster or anyone else to do your work.
15. . Make an additional copy of the roster for the campout as it is to be turned in to the Committee Chair at the committee meeting following the campout. You need to attend that meeting to give your overall report to the committee regarding the campout. At that time, all permission slips, permits, paperwork pertaining to that campout need to be handed in to the committee chair as well.

16. Keep these instructions handy. You are expected to follow them. It will ensure a successful campout.