

Troop 128 Camp Master Guide

Thanks for your willingness to be a camp master. Each monthly troop outing /activity requires an adult to assist and provide the following: organizing, planning, communications and youth mentoring. Below you will find a check list for the necessary steps and requirements involved with the camp master roll.

Task Completed	Item No.	Task/Requirement Description
	1	You must be a registered member of Troop or Venture Crew with current youth protection training.
	2	Attend the (3) monthly troop committee meetings prior to the event and provide the committee details about the outing /activity. Troop committee will help you with setting cost and provide guidance for the location and specific activity details.
	3	Fill in the Project Planning Guide and present it to the Committee. This will contain the event contacts, budget, and other needed items.
	4	Make and pay for reservations for the event, reserve campsites, cabins, etc. The reservations should be made at least 2-3 months prior to the event. For planning the average camp attendance is around 30-40 persons.
	5	Identify if any special permits, insurance, or tour permits are required. (This is not common.)
	6	Provide Troop Webmaster and Secretary with detailed write-up about the activity. The write-up should include the following: <ul style="list-style-type: none"> A. Location and specific items of interest. Some details about any known history is also helpful. B. Dates C. Departure and arrival times to and from church D. Cost per person E. Any safety or equipment details that might be relevant to the activity. F. If arrival is late on Sunday let everyone know to bring money for lunch on the road.
	7	Define any needed training or schedule outside persons for a meeting. This could be something like a video or a brief write up for the troop guides to use in a meeting. Activities like climbing, caving, cannoning, rafting, etc....
Month of Outing /Activity		
	1	Work with the Scoutmasters to assign a responsible youth camp master.
	2	Attend the troop meetings during active signup period and assist assign youth with promoting the camp during the meeting announcements. Help create fun skits to get the scouts excited about the outing/activity. Depending on the activity promotional flyers may also be a helpfully to drive interest.
	3	Work with troop adult trailer master & adult Quartermaster (QM) to determine if the troop trailer is necessary and who might be available to pull.
	4	Identify the adult grub master - they will set menu and purchase food for the adults.
	5	One/two weeks prior to outing/activity check with local camp ranger about details for check-in and any details about our specific site.
	6	Two meetings prior to camp end signup and establish the following. <ul style="list-style-type: none"> A. Finalize headcount. B. Establish drivers. C. Provide adult and youth QM with camp list and number of patrols. The list is provided and generated by the troop secretary. D. Verify that all adults staying overnight are registered with BSA.
Week of Outing /Activity		
	1	Monday night prior to outing: <ul style="list-style-type: none"> A. If a troop trailer is needed it will be loaded. Troop QMs needs final headcount and patrol lists to establish gear to load. If special items are required be sure to let the QM staff know. B. Patrols will establish menus, if certain activities require adjustments to normal menu planning you will need to let the Scoutmaster and SPL know so the patrol leaders adjust as necessary. C. Finalize drivers and headcount with troop secretary, they will provide a list which will be used for roll call by the SPL for the weekend. D. Have the Scoutmaster identify the SPL for the weekend from the list of scouts attending.

		<p>E. From the list of adults, identify the most qualified to be responsible for the scouts' medications for the weekend. Please Note: If you are unsure about the requirements see one of the scoutmasters for details.</p> <p>F. Check in with adult grub master, be sure they have the menu finalized for the weekend and they are able to shop for the food.</p> <p>G. The troop secretary should provide you with copies of permission slips and health forms for everyone in attendance. Please Note: It is your responsibility as camp master to control those documents and have them available if needed.</p>
	2	Wednesday prior to outing check in with local camp ranger and or local council contact and verify camp conditions. Be sure it's nothing to prevent us from cancelling, like flooding, heavy snow, etc....
	3	Thursday morning send out reminder email to troop letting everyone know weekend conditions, meeting times and any key items so Friday night goes smooth.
	4	<p>Friday night, arrive early:</p> <p>A. Be sure to secure the space in front and behind the trailer so no one parks there. If a car is blocking, try to identify and ask them to move.</p> <p>B. Have scouts start a pack/gear line behind the trailer. If it's raining use a tarp or plastic to keep things dry until we are ready to load.</p> <p>C. Parents with medications should be directed to the adult in charge of medications for the outing. Let that person deal with them directly.</p> <p>D. Work through the SPL for the weekend, give them the list of names and ask them to take roll call.</p> <p>E. Provide everyone driving with a paper map and destination address.</p> <p>F. Be sure to get and give the cell phone numbers of everyone driving.</p> <p>G. Once roll call has been completed, have the driving parents come over to the where the scouts are lined up and raise their hand so everyone can identify the drivers.</p> <p>H. If you have extra drivers, don't be afraid to tell people not to drive and ride with others. We want to minimize costs where possible.</p> <p>I. Load gear then have scouts go to cars.</p> <p>J. Before you leave, be sure you identify everyone has a seat and the gear room and scout room is closed and locked.</p>
	5	Saturday: Have fun on outing.
	6	<p>Sunday:</p> <p>A. Chaplain Aid to perform Sunday morning service.</p> <p>B. Send email alerting parents of return time. Typically church traffic is not cleared out until after 12 noon.</p> <p>C. Unload the trailer and put items back into the QM room.</p> <p>D. Assign and make a record of the scouts that took tents home to clean.</p> <p>E. Leave medication forms and permission slips in locked QM room, or you can return them at the following Monday troop meeting.</p> <p>F. Return trailer(s) to the storage location. Be sure they are properly locked.</p>

Event/Outing Information

Chairperson:		Phone #:
Co-Chairperson(s)	Name:	Phone #:
	Name:	Phone #:
Other Contacts	Name/Organization:	Phone #
	Name/Organization:	Phone #
Troop / Crew	Start Date/Time: ___/___/___ ___:___ am / pm	
Type: Campout / Service / Other	Return Date/Time: ___/___/___ ___:___ am / pm	

Location:

Description / Activity:

Budget

Expenses	Proposed	Actual
Location Rental Fees		
Activity Fees		
Supplies (propane, ice, etc)		
Food		
Gas		
Misc		
Totals		
Income	Proposed	Actual
Registration Fees \$_____ per person x _____ people		
Troop supplement		
Totals		

Approvals

Committee Chairman	Signature:	Date:
Scoutmaster	Signature:	Date:
Treasurer	Signature:	Date: