

# 2012 PACK CAMPING COORDINATOR RESPONSIBILITIES

- Most importantly the Pack Camping Coordinator will promote Cub Scout Adventure Camp to the pack and each den within the pack. A non-refundable \$100 unit deposit should be made by Dec. 31, 2011 (if deposit is made by Sept. 30<sup>th</sup> the unit will receive an additional 1% discount off the total pack registration fee).
- Coordinate sessions and villages for the pack and/or dens to attend as a group.
- Submit unit roster(s) with Cub Scout & adult names, village and session they are attending to the Council Office by March 1, 2012. A deposit of \$50 per person (or the full camp fee to take advantage of the early payment discount). Your \$100 pack deposit can be credited to this payment.
- Remind individual campers of upcoming payment deadlines:  
Traditional Camp Payment Schedule - Early Bird fees of \$130 (if full payment by March 1, 2012 is made). Fee after March 1, 2012 is \$135.
- Webelos Week Payment Schedule deadlines:  
Webelos Week Youth/Adult Fee – Early Bird fees of \$230 per Scout and \$160 per adult by March 1, 2012. Fee after March 1, 2012 is \$235 per Scout and \$165 per adult.
- Communicate to individual families the availability of the Council Campership program, and distribute forms to needy families to complete and return to the Council Office.
- Attend a Here's How meetings that will be held April 23 and 24, 2012 (check website as to locations of these meetings in early April).
- Distribute forms provided at the Here's How meeting to each of the families in your pack who have registered for CSAC.
- Contact the Camping Department immediately if a camper cancels a reservation or transfers a registration to a new replacement camper. Explain refund policy. No refunds after September 1, 2012 will be accepted for any reason.
- Be the liaison between the pack's campers and the Council in answering CSAC camping questions, ensuring that each family has their completed medical/medication forms and they are ready to bring to camp, knows the arrival date and time, and is ready for fun!
- Important numbers for the Pack Camping Coordinator:

Joyce Perkins – Administrative Assistant for the Council Camping Dept. – 241-8545 or [joyce.perkins@senecawaterways.org](mailto:joyce.perkins@senecawaterways.org). CSAC – Summer Camp Office – 374-8656.

## 2012 COUNCIL CAMPING DEPARTMENT RESPONSIBILITIES TO SUPPORT 2012 CSAC PACK CAMPING COORDINATOR

- Camping Department will provide the Pack Camping Coordinator with materials to promote the CSAC summer program to their packs and dens.
- Record camp reservations and initial payments in a timely manner as received from the Pack Camping Coordinator.
- Keep the Council web site at [www.senecawaterways.org](http://www.senecawaterways.org) updated with current CSAC availability.
- Invoices will be sent to the Camping Coordinator, in advance of the due dates.
- Forward completed Campership Applications submitted by the Pack Camping Coordinator to the Vice President of Camping for review, and communicate decisions on Campership Applications to the applicant's family.
- Supply the Pack Camping Coordinators at the Here's How meetings in the Spring with the following: Annual Health and Medical Record forms, medication permission forms, dietary needs forms, minor release forms, arrival time and sign in instructions. **NOTE:** It is the Pack Camping Coordinators responsibility to get these materials to the families registered for camp.
- Provide, at the Pack Camp Coordinators request, a roster of current registrants from the pack, showing the village, session, Scout and adults'.
- Be available at 241-8545 or [camping@senecawaterways.org](mailto:camping@senecawaterways.org) to answer your registration and payment questions in a timely manner. Please contact us immediately of any concerns or with any questions so we can help you and your pack have a successful and fun camping experience this summer.

### 2012 Refund Policy

All fees are non-refundable but may be transferred to a new camper that has not already signed up. Partial refunds will be considered for medical reasons or summer school. Medical cancellations will require a doctor's note; summer school cancellations will require a note from the guidance counselor or other school official. A cover note needs to accompany the doctor or school note detailing the Scout's name, village and session they were planning to attend. Phone number and address must also be on the cover letter. The \$30 initial deposit per person is NON-REFUNDABLE under any circumstance. After June 30, contract commitments increase the non-refundable fee to \$50 per person regardless of the reason for the cancellation.

Checks will be issued within 2-3 weeks to the address given on the Camper Registration Form unless otherwise noted on the cover letter. Any other requests for a partial refund will be handled on a case-by case basis. Requests for partial refunds must be made no later than August 31. **Requests made after that date will not be considered.** Materials not received by August 31 will also be denied.