

Checklist - Countdown to Camp

The following is a list of things that should have been accomplished before camp:

- ___ You have reserved your week at camp: Dates _____ to _____
- ___ The Troop Committee has selected Leadership.
- ___ The Scout Troop has identified camperships needed.
- ___ The Order of the Arrow has held an election and a camp promotion.
- ___ A Troop parents' night has been held regarding camp information.
- ___ Camp brochures were handed out and all scouts received letter for camp.
- ___ Staff and CIT application forms were handed out to prospective staff.
- ___ Medical Forms were handed out for boys to get a Physician/or PA signature
- ___ Troop Committee has contacted boys who have not turned in \$100 deposit.
- ___ Troop Treasurer cuts a check for \$100 per boy and is submitted by March deadline.
- ___ Graduated Webelos are invited to camp.
- ___ Leader has discussed equipment list to Scouts. It is clear what not to bring.
- ___ Leadership has reviewed Scout Leaders manual thoroughly.
- ___ Pre-program planning forms are handed out and discussed. (April)
 - Age appropriate merit badges are reviewed. New Scouts get signed up to take First-Class Program.
 - Permission to Shoot and Release form is signed.
- ___ Patrol Leader's Council inventories troop supplies needed
(Check MB books for current requirements).
- ___ ABC fire extinguisher.
- ___ Camp leaders complete youth protection.
- ___ Units attend Camp Leader Orientation in May.
 - New Leader orientation to follow main session. (Time and Location TBA)
- ___ Final payment, Revised Roster, and Pre-program planning are turned in.
- ___ Final fees paid via mail (if not at orientation) by May deadline.
- ___ Signed Medical forms are collected. Finalized roster is prepared & sent to Council.
- ___ Senior patrol leader is provided a copy of the roster.
- ___ (Out of Council) - Certificate of insurance and tour permit is completed.
- ___ Prepare Troop Analysis **and return with completed roster by May deadline.**
- ___ Parents are reminded to not bring Scouts before noon check-in.

The following is a list of things done at Camp:

- ___ Barbecue money is collected from parents See fees in manual.
- ___ Unit reports to coordinator immediately on arrival in parking lot
- ___ Unit & gear are taken to the campsite by coordinator while.....
- ___ Unit Leader checks in at Penn Yan Lodge with roster, absentee "no show" forms are complete,
and reviews finances, **and pick up wrist bands.**
- ___ Medical rechecks are conducted. BRING ALL MEDS in **original containers!**
- ___ Swim checks are completed at pool.
- ___ Coordinator completes check-in procedures and orientation
- ___ A great week of camp begins...

Now you are ready for a fun-filled week of adventure at Camp Babcock-Hovey!!!