

# 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!!!**