

Camp Preparation Checklist

- Camping location
 - Find a location using G.O.A.T. book, internet (State/National Parks)
 - Determine availability
 - Determine costs
- Sign up lists
 - Two months out, post sign up lists at meetings
 - Both Scout and Adult sign up lists are available
- Finances Budget Amount: _____ (See Committee Chair)
 - Collect money for camping fees
 - Collect money for Council/District fees
 - Add \$2.00 per person to pay for gas for pulling the trailer
 - Collect money from Scouts/adults signed up but cancelled late
- Collect health forms
 - Health forms are needed for Council/District events
 - Camp outs less than 72 hours only need a Health History
 - Camp outs over 72 hours need a Class 3 Medical form from a doctor
 - Most Councils require a particular form. Make sure we have the right form.
- Complete Registration form if required
 - Many Council/District events require a registration form
- Advancement information
 - If a camporee is offering Merit Badges, have Scouts sign up for Merit Badges.
 - Determine the need to sign up for 1st Class Trail advancement.
 - Determine the need for adult volunteers to help with advancement.
 - Solicit volunteers for help with advancement, if needed.
- Complete a Tour Permit
 - Local tour permits are required for travel less than 500 miles
 - National tour permits are required for travel over 500 miles
 - Committee chair has driver information on file
- Print informational materials
 - Make informational flyer to give to Scouts at meetings
 - Make maps to give to drivers if required
 - If required, give copies of camp info packet to leaders
 - After campout turn in list of attendees to advancement chair to log nights of camping
- Meeting announcements
 - Announce plans early
 - Make leaders aware of equipment/special needs
 - Water, wood, fire status
 - Trailer: Will it be needed? Who will drive? Load, When?