

LEADER'S PRE-CAMP CHECKLIST

Check off this list as you complete each task as part of your planning.

- Working with your troop committee recruit and train assistant camp leaders.
- Schedule your troop's parents' night and present Camp information.
- Using pre-registration materials, make sure all Scouts register for activity sessions before June 15th.
- Complete a roster of all Scouts going to camp. Do you have all the last minute ones?
- Turn this roster into the Council Service Center two weeks before arrival at camp.**
- Names, addresses, and phone numbers of all parents. Do you know where they can be reached in an emergency?
- Health and medical record forms for each Scout and leader. No Scout or adult may register or remain in camp without one. Medical forms need all immunization dates, parent, and doctor signatures.
- All transportation arrangements made both coming and going.
- Troop camping and program equipment (including troop and American Flags and tarps)
- Each Scout is properly equipped (See checklist! Have an equipment check just before camp! Discourage boys from being over-equipped.).
- All pre-camp program planning is completed and leader has necessary information and records--Scout advancement goals--troop analysis (which youth leaders are going to camp, number of patrols, who cannot swim, etc.)
- Camping patrols have elected their leaders.
- All parents aware of plans--date, time, and place of departure, return date, time, and place of arrival, mailing and phone information, visiting day rules, Friday evening BBQ etc.
- All Scouts and leaders properly uniformed (have summer uniform inspection at a troop meeting prior to camp). Leader has sufficient funds for emergencies.
- Troop First Aid Kit in good condition and ready to go.
- All tent assignments made on patrol basis (plan on 2-man tents).
- Troop SPL (or camp SPL elected) will be in camp.
- Balance of all fees paid.
- Troop committee has contacted parents of all Scouts **not** signed up for camp.
- Final Troop leaders' meeting; check on any last minute program changes and updates.
- All papers ready:
 - Medical form for each Scout and leader
 - Prescription drugs/medications for each Scout
 - Two copies of accurate, up-to-date roster
 - Plans and notes for troop program
 - Scouts' Advancement Goals
 - Duty rosters, assignments, etc.
 - Sun Block
 - Bug spray