

SCOUTMASTER'S PRE-CAMP CHECKLIST

<u>Date</u>	<u>Item/Activity</u>	
September	Make unit plan and campsite selection	<input type="checkbox"/>
October 1	Submit Camp Reservation Form and deposit	<input type="checkbox"/>
November	Recruit leaders for camp	<input type="checkbox"/>
February	Distribute physical forms to Scouts and leaders	<input type="checkbox"/>
February	Schedule speaker for Camp Information & Promotion meeting	<input type="checkbox"/>
February	Conduct Camp Information & Promotion Meeting for Scouts & Parents - Include Webelos	<input type="checkbox"/>
February	Review SDB & OA requirements for class and badge prep	<input type="checkbox"/>
February	Review class offerings and discuss scheduling with Scouts	<input type="checkbox"/>
March 1	Merit Badge Class Registration begins & Online Reservations Open	<input type="checkbox"/>
April	Have Committee complete Board of Review Authorization form	<input type="checkbox"/>
April	Submit Volunteer Camp Commissioner Applications	<input type="checkbox"/>
April	Schedule OA elections if not already completed	<input type="checkbox"/>
April	Conduct merit badge pre-requisite session	<input type="checkbox"/>
May 1	Make payment & submit updated roster (Camper Savings day for current Scouts)	<input type="checkbox"/>
May	PLC Preparation Month	
May	Personal Gear shakedown	<input type="checkbox"/>
May	Troop Gear check	<input type="checkbox"/>
May	Duty Rosters completed, Fire Marshalls appointed	<input type="checkbox"/>
May	Review Safety/Emergency procedures	<input type="checkbox"/>
May	Conduct Troop OA elections	<input type="checkbox"/>
May 15	File tour plan (non GRC units only)	<input type="checkbox"/>
May 15	Get Insurance coverage statement from Council office (non GRC units only)	<input type="checkbox"/>
May	Complete SDB Nomination & Promotion forms	<input type="checkbox"/>
June 1	Make Final payment & submit final roster (Camper Savings day for new Scouts & Webelos crossovers)	<input type="checkbox"/>
June 1	Collect physicals and check paperwork: roster, medications, merit badge/class info	<input type="checkbox"/>
by early June	Conduct pre-camp swim tests	<input type="checkbox"/>
1 day out	Load Unit & Personal gear	<input type="checkbox"/>
Departure Day	Confirm all paperwork etc is in hand (roster, physicals, medications, merit badge/class info-MAKE SURE YOU KEEP A COPY OF EACH OF THESE FORMS AS WELL, INCLUDING THE PHYSICAL FORMS!)	<input type="checkbox"/>
Departure Day	Did you pack your lawnchair, hammock, pillow?	<input type="checkbox"/>
