| **Timeframe** | **Action** |
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| January or February Committee meeting | Set Troop additional fee. (Review with Troop Committee.) In 2017, $35 was adequate to purchase 2 T-shirts and a theme hat, along with Troop supplies.  Confirm date for Troop summer camp promotional meeting. |
| January/ February | Attend Council-wide initial camp planning meeting (in 2017, held on February 27th).  Update Troop summer camp registration form based on new information (create pdf before distributing). |
| February/March | Send out summer camp promotional meeting emails.   * First email should identify date so parents and scouts can put in calendar. * Second email should include information regarding, e.g., fees, dates, medical forms, youth staff opportunities, camperships, potential Troop Dan Beard program and need for adult leadership, along with Troop registration form and links to TRC camp documents. For dates, set Troop deadlines earlier than Council deadlines to leave cushion.   Hold Troop summer camp promotional meeting.  Scoutmaster should ask Council webmaster to provide Council website access to summer camp unit leaders. |
| Early March | Collect registration forms and deposits. Give deposits to Troop Treasurer.  Pay deposit to Council via website to lock in early bird discount. Check rules for early bird. In 2017, new scouts receive early bird even if deposit not received in time.  Determine if enough younger scouts attending camp to run Troop Dan Beard program. If so, ask older scouts to leave a free merit badge period to teach.  Be aware if Council is offering swim tests locally, prior to camp. Notify Troop of any opportunities to get this done in advance. |
| Late March/Early April | Send out email regarding medical forms and process for medicals/medications. Remind parents to make appointment for required physical. Include information regarding adults’ need for physical if staying at camp more than 72 hours; otherwise, adults need only Parts A and B filled out. Remind adults that they need Youth Protection Training to stay at camp.  Send out email regarding merit badge and camp program/activity selections. Remind scouts of first date of merit badge and program/activity signup and that badges and programs/activities are first come, first serve and require payment in full of camp fees. Also, remind them that certain merit badges and programs/activities have additional fees paid in advance, e.g., ATV and rifle/shotgun/paintball shooting. If running Troop Dan Beard program, remind older scouts to leave a merit badge period free to teach.  Potentially utilize time during a Troop meeting to review merit badge and program/activity selections. |
| April | Collect final payments, including additional fees. Periodically give to Troop Treasurer.  Enter merit badge and program/activity selections on Council website as they are received. Also enter special needs (e.g., no gluten, vegetarian) as received to scout’s registration information on Council’s website.  Periodically submit receipts to Troop Treasurer for reimbursement.  Send follow up email regarding missing merit badge and program/activity selections. |
| May | Register all fully paid scouts by early bird discount deadline, even if they do not have merit badge selections.  Purchase scout supplies (notebook, poly envelope w/ side opening, pen, pencil), including a few extras for adult leaders. |
| May/June | Request medical forms in advance of deadline for medical form procedures as established by the camp. Ensure forms are complete before submission to Council. Ask parents to correct errors.  Submit completed medical forms per camp instructions. Do not wait until all forms are complete before submitting, as there will inevitably be stragglers. Send copies; keep originals.  Also send special needs forms, early dismissal forms, ATV waiver forms, etc. Add special needs to scout’s registration information on Council website.  Follow up on medical form omissions as identified based on Council review. |
| June | Attend Council-wide pre-camp planning meeting (in 2017, held on May 31st).  Confirm T-shirt sizes. Finalize design. Place T-shirt order, including for adult leaders. In 2017, we ordered from Joseph Leone <jleone@bradleymg.com>.  If ordering theme hats or other theme-related items, place order, including for adult leaders.  Prepare agenda for summer camp meeting. Determine whether tent-mates will be organized by patrol or randomly. Have scouts select tent-mates at summer camp meeting.  Send summer meeting recap email for those who could not attend.  Identify summer camp SPL(s) and patrol rosters (as appropriate). Have SPL prepare duty roster in advance of camp.  Check if Onteora is using electronic merit badge blue cards. If not, have Troop Advancement Chair prepare merit badge blue cards using Scoutbook software based on merit badge roster printed out from Council website. Check blue cards against roster. Sign unit leader line on application section of blue card.  If physical blue cards are being used, get blank blue cards for changes/additions at camp (blanks are not printed in Scoutbook; if Troop supply of blanks is low, purchase from Scout Shop).  If Onteora is distributing ID badges before camp, arrange for pick-up. |
| June/Early July | Send in late medical forms.  Scan in final medical forms so they can be used by Troop in the following school year. Provide to Scoutmaster/Medical Records Coordinator before or after camp.  Using Troop 7 Onteora Equipment list, obtain Troop equipment from Church. Purchase any missing items. Delegate who will bring up to camp.  Obtain 2 Troop checks from Troop Treasurer, with amount blank and written out to “Theodore Roosevelt Council, BSA”. |
| Week before camp | Send email with final preparations, including Troop 7 Personal Gear list, driving directions, and reminder re medications and arrival time.  Separately email parents of scouts with medications to confirm if they have used Camp RX program (if available) or else to obtain any specific information they wish to provide. Most importantly, find out what time meds need to be taken (morning, lunch, dinner, bedtime). Prepare a list of scouts and identify a senior scout at each medication time (preferably one taking meds at that time) to be responsible for making sure scouts go to camp nurse for medication at required time.  In addition to Troop equipment, lists/items to bring to camp include:   * 2 copies of Merit badge schedules, one to include in scout packets and one extra * Merit badge list (can be printed from Council website; leave room to mark merit badge status based on polling of scouts (see “First Day and During Camp” below)) * Troop Roster (can print out from Council website) * List of adult leaders with attendance dates * Dan Beard teachers and students (if Troop is running program) * Patrol and Tent-mates list * T-shirt size list, T-shirts and theme hats (if any, and if not distributed in advance) * List of scouts taking medications, including time taken. Include camp nurse phone number on this list for emergencies; if don’t have it, obtain at meds check-in on first day of camp. * Extra Troop Roster checklists, including adult leaders (for use at check-in, surveying who is going to activities, etc.) * Evening activity sign-out sheets * Duty roster (to be prepared by SPL) * Pages from Program Guide for bulletin board, e.g., merit badge schedule, activity schedules (print in color, put in sheet protectors) * Onteora map vinyl banner * Troop 7 Onteora orienteering course * Scout supplies (notebook, poly envelope w/ side opening, pen, pencil, Onteora map) including a few extras for adult leaders * 3 sets of labels (2 for scout supplies and an extra for post-camp distribution) * If applicable, printed and signed blue merit badge cards, and extra blank blue cards * 2 Troop checks, written out to TRC, BSA with blank amount. * Submitted medical forms, in case needed at camp * A copy of completed special needs forms, early dismissal forms, ATV waiver forms, etc., in case needed at camp |
| Check-in | Check in at administration building. Get car passes.  Check in scouts as they arrive. Distribute theme shirts, hats, etc. (if any) either in parking lot or at campsite.  Identify staff guide for first-day logistics. Confirm procedures for medical check-in, swim test, Troop picture, camp tour, bear bag demo (if applicable), etc.  Pick up extra camp hats (if provided) for late arrivals, including adult leaders coming later in the week. |
| First Day and During Camp | Send scouts who are doing ATV and shooting sports to training session, as directed.  Set up bulletin board, clock and Onteora map on lean-to.  Collate and distribute scout packets (notebook with label, folder with label, pen, pencil, merit badge schedule, merit badge blue cards (if not electronic), Onteora map).  Distribute T-shirts and other theme items (if not done in advance); have scouts immediately write their name and Troop 7 on T-shirts and theme items.  Consider whether to do Scoutmaster merit badge.  Bring power strip and lock to Les Cox Scoutmaster Center for charging station. Share combination with adult leaders.  If needed, store Troop supplies in Dull Knife shed, which has a place for a lock.  Attend adult leader meetings.  Ask SPL:   * to attend SPL meetings. * to suggest scouts create camp gadgets and/or patrol flags to earn extra inspection points. * if Troop should do a troop activity during open periods and have him reserve location. * to organize groups for optional activities (e.g., polar bear plunge, night shoot, night climbing, astronomy outpost, other). * to organize a skit for closing campfire.   Late in week, send parents a reminder email regarding checkout.  Friday is financial check-out.   * Bring list of adult leaders and attendance dates so can determine how much is owed, after free leaders (the number of which is determined based on number of scouts). Bring Troop checks to financial check-out. * Reserve Dull Knife for next year. Roll over deposit.   Late Thursday/Early Friday, ask scouts whether expecting completes or partials for merit badges, and whether added or deleted any merit badges from original schedule. Note answers on merit badge list. Also, ask scouts who is picking them up on Saturday. After Friday merit badge sessions end, poll scouts again and update list.  Select Honor Scout with input from SPL. Prepare brief remarks to be given at closing ceremony.  Collect Troop equipment. Pack away neat and dry, to maximum extent possible.  Unit leader and SPL each needs to fill out camp survey.  When camp tells you:   * Collect blue cards (if physical) or electronic merit badge completion list and review them against list with scout expectations noted. Sign Unit Leader line of completed merit badges (if applicable). If anything missing or different from what scout told you, discuss with area merit badge instructors. ACCOMPLISH THIS BEFORE YOU LEAVE CAMP. * Collect meds and return to scouts; collect medical forms.   At closing campfire/ceremony, pick up extra patches, pins, etc. for any scouts/adults who left early.  Saturday morning or as directed, go to administration building for checkout. Bring completed surveys and car passes. Collect Onteora patches for scouts and adult leaders. |
| Post-camp | For each camp attendee, put summer patch, partials (if scout did not take them from camp), original medical form (if scout wants it) and other scout-specific items in a labeled Ziploc bag for distribution during the summer (if scout prefers) or during the fall.  Work with Scoutmaster to update Troop 7 Onteora Equipment List and Troop 7 Onteora Personal Gear List, as needed, based on experience.  Return Troop equipment to Church.  Provide completed merit badge blue cards or electronic list of completed merit badges to Troop Advancement Chair to be recorded in Scoutbook.  Provide Treasurer amount of used Troop checks; return unused checks. Submit final receipts.  Post pictures to Troop Shutterfly site.  Collect camp-related emails and camp agenda to serve as models for next year.  Update this Summer Camp Unit Leader Timeline, as needed, based on experience. |