

PRE-CAMP PLANNING CHECKLIST

JANUARY

- Obtain Scout commitments for camp attendance
- Confirm camp leadership
- [Schedule camp promotion presentation for Scouts and parents](#)

FEBRUARY-MARCH

- Attend Camp Kick-Off Meeting
- Conduct Camp promotion presentation for Scouts and parents
- Begin choosing summer camp program
- Collect camp fees from Scouts
- Enter Scouts attending online and submit a minimum of \$75 per Scout by March 15

APRIL

- Submit Early Bird Camp fees by check to the Council Resource Center by April 15
- Pass out the Resident Camp Health Forms to Scouts and adults
- Pass out merit badge selection forms and Code of Conduct to Scouts
- Submit Campership Applications to Scout office by May 1 deadline
- Collect remaining camp fees from Scouts (if necessary)

MAY-JUNE

- Collect Health Forms and signed Code of Conduct from Scouts and Leaders and merit badge choices from Scouts
- Collect other necessary paperwork: Safeguarding Youth Training Certificates for all adults attending camp, Older Scout Adventures Consent forms and Tubing Waivers
- Enter merit badge selections for each Scout online
- Attend Pre-Camp Leaders Meeting as scheduled. Regular camp fees and all paperwork due at this meeting
- Submit Brunch Orders online
- Submit Camp Photo Orders online
- Confirm Camp leadership, transportation and equipment
- Collect remaining camp fees from Scouts (if necessary)

JULY-AUGUST

- Collect Health Forms and signed Code of Conduct from Scouts and leaders and merit badge choices from Scouts
- Collect other necessary paperwork: Safeguarding Youth Training Certificates for all adults attending camp, Older Scout Adventures Consent forms and Tubing Waivers
- Enter merit badge selections for each Scout online
- Attend Pre-Camp Leaders Meeting as scheduled. Regular camp fees and all paperwork due at this meeting
- Submit Brunch Orders online
- Submit Camp Photo Orders online
- Collect remaining camp fees from Scouts (if necessary)
- Enjoy your week at Camp Sequassen
- Request refunds by August 31