

# 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