



Campmaster's Responsibilities

Thank you for volunteering to serve the Scouts of Troop 477 as a Campmaster for one of our camping trips. This document is designed to describe some of the responsibilities to which you have agreed. This is not all-inclusive. You may use your best judgement to do more than is described here if you wish.

Planning

Work with the Troop Camping Chairman in determining what planning is required, and to divide tasks between the two of you. (Camping Chairman usually completes Tour Permit):

1. Have we done this trip before? The camping chairman keeps a file with information on past trips. You may find contact info, fee info, etc.. Please use this resource.
2. Create a folder for the outing for keeping all related trip info, and for the Troop Scribe to place permissions slips as received. Fees should be turned in to the Treasurer upon receipt. (This should be done by the Scribe using the deposit envelopes.) You may need to provide some supervision of the Scribe.
3. Make contact with the ranger or manager of the location to which we are travelling and make any reservations and arrange for deposits.

Sign Up

Maintain a sign-up sheet on the bulletin board. Begin a sign-up sheet to post on the bulletin board for Scouts to sign-up. This should become the master copy of the sign-up sheet. If you receive e-mail or phone commitments to participate, they should be noted on the sign-up sheet. Sign-up check list should include columns for checking off receipt of verbal commitment, permission slip, fees, etc.

Permission Slips

Work with the Troop Camping Chairman to publish a Trip Information form and a permission slip to be posted on the bulletin board, web site, and for hand-out, to be available on the Thursday meeting immediately following the previous month's Camping trip. (You may create additional promotional flyers, and make announcements at Troop meeting closing.) The trip info form provides info for the family to keep, about the trip, and an equipment checklist for the Scout. Permission slips are to be turned in and carried by the Campmaster while on the trip. They include permission to authorize medical treatment.

During the Trip

You are the acting Scoutmaster if the Scoutmaster is not on the trip. The **Scoutmaster and/or designated Campmaster have final say** in all matters concerning Troop camping policy while on a camping trip.

1. Provide guidance to the Senior Patrol Leader.
2. Have permission slips on each boy during trip.
3. Bring the Troop's medical information notebook, (or copies of each participant's health form.)

Trip Follow-up

1. Report camping trip attendance to the Troop Scribe and Advancement Chairman immediately following the trip so that scouts get advancement credit for the activity.
2. Settle up all financial accounts with the Troop Treasurer within one month of the trip.



CHECKLIST

Planning

- Find trip file from previous outing to same site or similar trip.
- Create a new Trip folder for your outing/camping trip.
- Make contact with the ranger or manager of the location to which we are travelling.
- Make Reservations and/or deposits.

Sign Up

- Create sign-up sheet and post on bulletin board.

Permission Slips

- Publish a Trip Information form to be posted on the bulletin board, web site, and for hand-out.
- Publish a permission slip to be posted on the bulletin board, web site, and for hand-out.
- Create additional promotional flyers, and make announcements at Troop meeting.

During the Trip

- Provide guidance to the Senior Patrol Leader.
- Have permission slips on each boy during trip.
- Bring the Troop's medical information notebook, (or copies of each participant's health form.)

Trip Follow-up

- Report camping trip attendance to the Troop Scribe and Advancement Chairman.
- Settle up all financial accounts with the Troop Treasurer within one month of the trip.

Other Check Items

- _____.
- _____.
- _____.