

BOY SCOUTS OF AMERICA
TROOP 227



CAMPOUT
PLANNING GUIDE

08/24/2010



BSA TROOP 227 CAMPOUT PLANNING GUIDE

Intro. - Monthly campouts are an integral part of the Troop 227 Boy Scouting program. Traditionally, it is the duty of the adult leaders and members of the troop to plan the campouts, in conjunction with the boy-run Patrol Leaders Council. This guide outlines the fundamentals and steps of planning a successful, enjoyable campout.

Step 1: Selecting a Camp - Camps are selected annually by the boys at the Annual Planning Meetings, held in August. Dates for each campout are selected. Additionally, responsible adults will be identified for each campout at this time.

The annual calendar will list where the monthly campouts are, and which adults are responsible. If you need an annual calendar, you should contact the Scoutmaster, Committee Chair, or Senior Patrol Leader (SPL).

Step 2: Checking Availability - The first step in planning your campout is to find out if that camp is available for the selected dates. Popular campsites may require reservations many months ahead of camping dates (or years, i.e. Catalina BS Camps). A call to the camp office or responsible BSA council office usually suffices, or an email if available. Most camps have websites (see page 8) which list phone numbers, emails, and other ways to get in contact with the camp. If the camp is available on the dates selected, you can proceed to the next step.

If the chosen camp is not available, a new camp will need to be selected. There are two methods for this:

- a. **Patrol Leaders' Council** - If a Patrol Leaders' Council (PLC) meeting is scheduled in the near future (before the campout), then it will be the PLC that selects an alternative camp. However, you need to present other alternative options. Included in your alternative options should be other camps (runner-ups) not selected at the August planning meeting. It is recommended that these alternative options be pre-verified to be available for the selected dates.
- b. **Troop** - If a PLC meeting is not available, then an alternative should be selected by the entire troop (boys). Again, you will need to present viable alternative options. This would occur at a standard troop meeting.

Step 3: Reserving the Camp - Once you have an available camp selected, you need to reserve it. Through what ever communication channels you checked the availability, you can reserve the camp. Usually, we reserve a group site (if possible) for around 30 people (scouts and adults).

You may need to make a deposit to reserve a site. If so, a Troop check can be obtained from the Troop Treasurer (currently Dena Lombardo). If a personal credit card or check is used to make a deposit or to pay for the camp in full, the Troop Treasurer will reimburse you, keep all receipts. Submit receipts and a Request for Reimbursement form to the treasurer in order to be reimbursed.

Step 4: Obtain Camp Details -

- Contact name/ phone number
- Costs and method of payment
- Check in/check out times
- Group size restrictions
- Restriction on number of vehicles
- Entry gate codes if applicable
- Availability of water
- Cooking/fire regulations or restrictions
- Other special rules/regulations
- Other permits or permission slips required (i.e. firearms, wilderness permit, etc.)
- Availability and cost of camp activities (i.e. ranges, badges)
- Availability and cost of camp patch
- Trading post at camp? (if so boys may wish to bring \$)
- Prerequisite scout skills
- Pre-requisites if campout allows for earning of badge(s)
- Campsite map
- Shelters/cots available (i.e. summer camp)
- Dining facilities available (i.e. summer camp, winter camp, or other)
- Emergency phone numbers, medical services
- Other specifics

Step 5: Establish Price - After the camp has been reserved and you know the camping and any program or activity fees, you will need to set the campout price.

Spreadsheet "T227 Campout Cost Calculator", stored on the T227 Website, will assist you in this process.

You will enter campground fee, program fee, number of boys, number of adults, and one-way mileage to camp. Spreadsheet will calculate a total campout cost per boy, and cost per adult. Costs are rounded up to the nearest \$5 (i.e. \$25, \$30, \$35, \$60, etc.). This will allow a small cost margin, in case scouts overspend on food, as can happen.

Some weekend campout destinations offer dining hall service (i.e, Cabrillo, Camp 3 Falls Winter Camp). If so, enter 0 (zero) for food cost per person on Lines 16 and 17.

Weekend campout fees are typically collected no later than the Wednesday prior to campout. Exceptions may be camps which require pre-payment, i.e. summer camp, rafting trips, etc. Summer camp fees are typically required many months ahead of camp dates. Individual dates vary. Camper individual checks should be made out to Troop 227. Cash is fine. Once fees are collected, provide them to the Troop Treasurer. Treasurer will then provide a Troop check if required for camp payment.

If any camp fees were incurred by you (i.e. reservation fee, deposit, fees paid at camp), submit a receipts and a Request for Reimbursement form to the treasurer in order to be reimbursed.

Likewise, Troop members who incurred expenses for the trip will be required to submit receipts and a Request for Reimbursement form to the treasurer in order to be reimbursed. This includes those who do the grocery shopping for the individual patrols (see Step 6).

Step 6: Campout Program Planning - Campout program is handled by the PLC (Patrol Leaders Council). Typically they will emphasize advancement or merit badges if available.

Summer camps typically offer a merit badge program, in which scouts preregister to take classes in order to earn merit badges. Some BSA and BSA- affiliated weekend camps may also offer merit badge classes. Prerequisites may apply.

Equipment/Food:

You should over-see the adult patrol planning, or delegate this to another adult. Adult menus need to be established and a grocery shopper identified. Adults patrol will need equipment from T227 trailer. Trailer is currently stored with Mr. Michael McEntee at his place of business in HB. Typical equipment needs include cooking stove, patrol box, cooler, lanterns, fuel, tarps, etc. The Adult patrol should supply extra food, water, dump cake ingredients, and other required campout provisions (i.e. fuel, charcoal, dutch oven). Remind adult campers they are responsible for their own personal gear, including tents. You should check with the Senior Patrol Leader (SPL) and Patrol Leaders (PLs) regarding any special equipment/requirements for planned activities.

The SPL, PLs, and Quartermaster will handle boys' gear, food, and other patrol-aspects. They will be responsible for obtaining necessary patrol equipment from the T227 trailer. Boy patrol menus are established at the meeting prior to the campout, and each patrol chooses a scout to do the grocery shopping.

Step 7: Sign Up Sheet - Sign up sheets should be made available at Troop meetings three weeks before the campout.

"T227 Campout Signup Sheet", is stored on Troop Google Groups web page. For your convenience, you may want to include columns to collect information regarding adult training (YPT/Haz. Weather/CPR, etc.) and drivers' vehicle information (Insur. Info for Tour Permit, No. of passengers/seatbelts). Although, ideally this info should already be in the online data base, see Step 9, Tour Permit

Once number of campers is established, number of drivers can be determined.

Step 8: Permission Slip - Permission Slips should be made available at least two weeks prior to the campout. Typically permission slips are handed out at troop meetings, and also via email. Some camps may require additional permission slips for specialized activities.

The troop has a standard permission slip that you can change to fit your campout. See Document 1. Establish a time and place to leave from and return to (these can be different). Usually the troop leaves on Friday around 5:00 or 6:00 pm from St. Bonaventure and returns on Sunday around 1:00pm to the VanNattan's house. The permission slip may include directions to camp, or separate directions/map handout can be provided for each driver.

Permission slips should be collected by you (along with payment) the meeting prior to the campout.

Step 9: Tour Permit - For any Scouting activity, troops are required to have an approved Tour Permit on file. The Tour Permit is the BSA legal document that lists the detail of your activity and must be approved through the Council. Tour Permits should be filed 2 weeks in advance of campout.

Tour Permits require two YPT trained adult leaders for each campout. New regulations require Hazardous Weather Training (available online). Also, water activities will require Safety Afloat and/or CPR training. Tour Permits should be submitted two weeks prior to the campout.

Tour Permits can be downloaded and printed from the Orange County Council website, then filled out by hand. Manual Tour Permits require the signature of two YPT trained adults for completion. You will also be required to provide the insurance information for all drivers and any BSA training of adults attending. Tour Permits may be submitted in person at the OCBSA Scout Office, or may be faxed to OCBSA.

Step 10: Medical Book - The T227 Medical Book, containing health information of every Scout (and adult camper), must accompany the Troop on any activity. The Medical Books can be obtained through the Troop Medical Person (currently Juli VanNattan). This book will need to be in your possession by the meeting before the campout, or earlier, in order to verify all campers have up-to-date forms.

You (and/or the Troop Medical Person) will need to ensure that all the scouts attending campout have current medical forms, with at least parts A and C complete and not expired (expiration is 1 year from recorded med. form date). Part B (physical examination completed by doctor) is required for backpacking, rafting or other high adventure trips, as well as any campout with duration greater than 72 hours (i.e. summer camp). Medications taken to camp should be listed in Medical Book as well as on Troop Permission Slip.

Step 11: Guide to Safe Scouting- A copy of the Guide to Safe Scouting manual must accompany troop on each campout. If you do not have a copy, check with Scoutmaster or other troop adults.

Step 12: Other Details- Provide each driver with directions or map to camp, gate codes if applicable. It is advisable to exchange cell phone numbers of all drivers.

Make sure to bring:

- Permission Slips
- Approved Tour Permit (or documentation email if submitted online)
- T227 Medical Book
- Guide to Safe Scouting.
- Method of payment for any remaining camp/program/patch fees upon arrival or checkout.

Step 13: Go! - Congratulations, you've successfully planned a Boy Scout Campout! Your careful planning is sure to pay off!

Helpful Websites:

Troop 227

http://troop227.ocbsa.org/Troop_227_OCBSA/Welcome.html

BSA National for online Tour Permits

<http://www.myscouting.org/>

BSA National website

<http://www.scouting.org/>

OCBSA Forms (including hand tour permits)

<http://www.ocbsa.org/site/c.khKQIWPB1oE/b.2627635/k.EE63/Resources.htm>

BSA Council Finder

<http://www.scouting.org/localcouncillocator.aspx>

State Parks

<http://www.parks.ca.gov/>

Local Councils/Camps:

Orange County Council: Lost Valley, Outdoor Education Center, Oso Lake

<http://www.ocbsa.org>

West Los Angeles Council: Josepho, Emerald Bay, Whitsett, Wolverton

<http://www.boyscoutsla.org>

Los Angeles Area Council: Firestone, Forest Lawn Scout Reservation

<http://www.bsa-la.org>

San Gabriel Valley Council: Cherry Valley, Trask, Holcomb Valley

<http://www.SGVCBSA.org>

San Diego Imperial Council: Camp Balboa, Mataguay, Youth Aquatic Center

<http://www.SDICBSA.org>

Weekend Campout Planning Timeline

<u>Time</u>	<u>Activity</u>
ASAP	Make reservation (pay deposit) Establish Price
3 weeks prior	Troop Sign up Sheet
2 weeks prior	Distribute Troop/other permission slips Recruit necessary drivers Submit Tour Permit
Wednesday prior	Collect completed permission slips Collect fees Obtain T227 Medical Book, Verify camper medical forms up-to-date Get drivers cell phone numbers
Departure day	Distribute driver directions/map Distribute cell phone numbers to drivers Make sure to bring: <ul style="list-style-type: none"> ▪ Permission Slips ▪ Approved Tour Permit (or documentation email if submitted online) ▪ T227 Medical Book ▪ Guide to Safe Scouting ▪ Means of final payment, if necessary

DOCUMENT 1

TROOP 227 PARENTS PERMISSION FORM - *sample*

I hereby give my son/ward, _____, permission to go with St. Bonaventure Men's Club Boy Scout Troop 227 to attend the District Klondike at Forest Lawn Scout Reservation in Cedar Glen, January 29-31, 2010. He is in good physical condition, currently not ill, and able to survive in extreme conditions including but not limited to temperatures below freezing for extended periods of time.

Should any illness or accident occur to him on the trip, I will not hold liable St. Bonaventure Parish, the Men's Club, their officers or employees, or the Boy Scout Council of Orange County or Troop 227, its officers or leaders, for accidents or medical aid rendered and will reimburse them for medical or other expenses incurred in the care of my son/ward.

My son/ward may receive necessary first aid. He may receive medical attention by a duly licensed medical provider. He may be admitted to a hospital in the case of an emergency. This authorization is given pursuant to section 25.8 of the Civil Code of California and remains effective only for the event and dates listed above. Parents/Guardians will be contacted as soon as possible.

Insurance information (Please check one):

- ☐ Scout will carry insurance card.
☐ A copy of the front and back of the insurance card is attached.
☐ I have provided insurance information to the Troop, and the information is still correct.
☐ Scout does not have medical insurance.

List any restrictions on activities: _____

List all medications he will be bringing: _____

Parent/Guardian Emergency Contact: _____

Relationship: _____ Phone: _____

Alternate Emergency Contact: _____

Relationship: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Please tear below line and retain for your information

Bring: Snow clothing and equipment. Money for fast-food on way to and from camp.

Depart from:	St. Bonaventure (in front of flag pole)
Meet at:	1:20pm OR 5:30pm (two groups) Friday, January 29, 2010

Camp:	Forest Lawn Scout Reservation, Cedar Glen CA
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Pickup from:	VanNattan's House 5772 Castle Dr, HB
ETA:	Between 2:00 and 5:00 pm Sunday, January 31, 2008
Scouts will call for pickup.	