

# Day Camp Pack Coordinator Information-2009

Day Camp Pack Coordinators:

Thanks for volunteering to be the Day Camp Pack Coordinator for your Pack. Cub Scouting is a family program, and summer camp is one of the biggest highlights of the year.

You will be responsible for making sure **every Cub family** knows about Day Camp. You are encouraged to make a special presentation at your Pack Committee Meeting and at a Pack Meeting. You will also be responsible for making sure your Pack's registrations forms are filled out correctly and turned in on time. It is recommended that you set a date early enough within your Pack to collect all paperwork and fees and turn them in all at one time. Remember who makes the decision on whether or not a Cub goes to camp. Sell the parents first...the boys second.

## General Information for Cub Scout Day Camps – *please read all information*

**All boys who are registered with a Cub Scout Pack may attend Day Camp.** Boys that are currently Tigers will be working on their Wolf Achievements for the next year; the same is true for other ranks. Boys that have just graduated Kindergarten are also welcome to attend day camp as brand new Tigers. Day camp will require one adult partner for every Tiger Cub to attend camp with the boy.

### Cost:

1. Cost is dependant on which camp your son decides to attend. See the individual camp for specific prices.
2. **Campership Funds\*\*** are available for any Cub Scout family who cannot afford to send their Cub Scout to camp.
3. Cub Day Camp fees include camp program and activities, a Day Camp T-shirt and a patch.

### Which Camp should we attend? There are 6 camps to choose from.

1. Decide with your Pack Committee which camp you would like to attend. You are not limited to the one in your area.
2. If there is someone in your Pack who wants to be in a key position at Day Camp, contact the Camp director to see if there are any positions open. Packs with Key Leaders are guaranteed acceptance to that camp.
3. Keep families schedules in mind as you make plans. If all Pack members cannot attend the same camp, individual families may choose to attend a different camp. We encourage all boys to attend Day Camp, whether it is with their natural den or one formed at day camp.

**Parent Volunteers: A minimum of one adult per 4 boys is required for every day of camp.** Packs are required to provide adequate leadership. Camp Directors will hold packs responsible to meet their obligations.

**Note:** All Day Camp personnel are *volunteers*. Leaders work many hours to plan and prepare the camp program, but **it takes adult volunteers to make these programs run.** With plenty of adult help, the camp goes much smoother. Training is provided for each assignment.

**Responsible older brothers and sisters** are encouraged to come and help. They should fill out the Adult/Den Chief Day Camp Application form and submit it with the Cub Scout Pack registrations.

**Younger brothers and sisters** of parents who are working at camp will be placed in our "Tot Lot" program.

There may be a small fee for each participant to cover the cost of crafts and activities. All Tot Lot children must be registered using the Cub Scout Day Camp Application form and be approved by the Camp Director. **Not all camps are providing this service. Please check with your specific camp for details.**

**\*\*Cimarron Council Campership Forms are included in this packet and can also be found on our website at [www.cimarronbsa.org](http://www.cimarronbsa.org).**

# Cub Scout Day Camp Registration Information

Here is a quick list of what you are responsible for with more detailed information below:

1. **Make a presentation** or two at a Pack Meeting to inform families about Day Camp.
2. **Pass out Registration forms** for Cub Scouts, Adult Leaders, Den Chiefs/Den Aids, and Tot Lot Children. Have the families fill out the forms completely and return to you by a specified date.
3. **Collect fees for registrations.** To make things easier, have the families write the checks out to your Pack. Then the Pack can write one check to "BSA" for the whole amount.
4. **Fill out the Registration Summary Form.** Include your contact information and the list of adults and what days they will be attending camp. Remember that we require a 1 adult: 4 boy ratio.
5. **Turn in all registration forms and payment** at your District's April Roundtable to take advantage of the Early Bird Special or you may mail them to the Council Service Center in Enid. See below for camp fees. We encourage early sign up, but registrations will be taken up until camp starts. The advantage of registering early is saving money and it helps the Program Director plan for the appropriate number of boys and order the right amount of supplies.

## Cub Scout Registration:

Have a parent fill out the Cub Scout form **completely and legibly** and return it to you before registration.

1. Please make sure all the information is there.
  - \***Check to make sure the correct rank is marked on the form. We need to know which rank the boys will be working on this coming September – this is the rank they will be at Day Camp.**
  - \***We must have insurance numbers – if the family does not have insurance, we need the number of your Pack's insurance policy.**
  - \***We need the T-shirt size, all phone numbers and health history information.**
2. If the parent marked "yes" to helping at Day Camp, have them fill out all appropriate adult forms for registration. If they are unsure, do not count them as one of your required adults.
3. If a boy is asking for financial aid, have the parents fill out the Campership Fund form and turn it in with their registration. This can cover up to ½ of the camp cost. (Packs often pay the other half.)

## Adult/Den Chief Registration:

Adults and Den Chiefs fill out:

1. The Day Camp Adult/Den Chief Registration Form and the Boy Scout Adult Registration (if not already registered with the BSA), including driver's license # and Social Security #. (There is no fee for this application.)
2. **For Security Reasons, it is required that all volunteers wear either the official BSA uniform OR the Cub Scout Day Camp T-shirt.** T-shirts will be available at camp, but please make sure each application has the correct T-shirt size.
3. Key Staff will also need to fill out an Adult Registration form.

**Refunds and transfers may be available:** If necessary, a Cub Scout may transfer to another camp (with the approval of the new Camp Director). Parents may request a refund by submitting a written request to the Scout Service Center 10 days prior to camp. As each camp must secure program supplies, T-shirts, etc., it is important that their registration numbers are accurate. Each request will be evaluated on its own merit.