

# CAMPMASTER HANDBOOK

January 1, 2020



# Introduction

The outdoor program is what makes Troop 2193 go, and Campmasters are who make our outdoor program successful. Thanks for agreeing to serve as Troop 2193 Campmaster!

## The 4 key “P’s” to success of every campout are

<b>Planning</b>	The earlier the better!
<b>Program</b>	Specific activities at the campout coordinated through the Scoutmaster
<b>Promotion</b>	It’s not enough to plan a great campout; you must sell it to the Scouts!
<b>Participation</b>	Delegate responsibilities to Scouts and Adults, and follow up to make sure delegated duties are done

This Handbook is designed to help you complete the 4 “P’s.”

# Campmaster Checklist

## Before the Campout

**(\*) Need to Know the following Information how many weeks out):**

1. Campout Dates (6\*):
2. Destination (6\*):
3. Contact Person at Activity Site (6\*):  
Name:  
Phone:  
E-mail  
Location's Address
4. Has Troop 2193 has camped at this site before, get information from previous Campmaster (6\*)
5. Date reservations are made (6\*)
6. Obtain map & directions for Driver's handout if needed (6\*)  
Distance:                      Travel Time:
7. Locate nearest hospital (6\*)  
Phone No.  
Location
8. Confirm Police, Fire and EMS phone numbers (911? Area Code?) (6\*)
9. Provide campout information to Troop Webmaster & Activity Chair\* (5\*)
10. Work with Activity Chair to create Troop Permission Slips and e-mail (5\*)
11. You are the transportation coordinator start looking for adults planning on attending the activity (\*4)
12. Determine time of sunrise & sunset during campout (\*2)
13. Obtain map of campsite – consider getting topographic map if available (\*4)
14. Designate Your Adult Assistants (\*4 - 2)
  - a) Assistant ASM Campmaster
  - b) Grubmaster for the Adults
  - c) Overnight/Activity Program Director (ASM & SPL):

1. To prepare campout activity schedule (\*3)
2. To prepare handout with program description (\*3)
3. Are there Special Equipment Needs (\*3)
- d) Health Coordinator (Adult or Scout with Wilderness First Aid) (\*3)
- e) Safety Coordinator (Adult): (\*3)
- f) Trailer Transporter when needed (Adult): (\*3)
- g) Equipment Chair (Adult) & Quartermaster Team: (\*2)
- h) Campfire Program (Patrol Leader & his PLC) : (\*2)
- i) Vesper Service (Chaplin / Chaplin's Aid) (\*2)
15. Collect All Permission Slips & Fees **(2 full troop meeting NO EXCEPTIONS)**
16. Finalize Attendance, Patrol Make-Up and Grubmaster **the Saturday before the activity. And send to everyone via e-mail and have SPL & all patrol leaders confirm reception**
17. Just before departure that all Scouts have a ride to the activity & back home.

**At the Campout:**

1. Be first to arrive!
2. Designate patrol campsites with the SPL
3. Locate the trailer parking spot
4. Assign duties to any adults without a job
5. Before departure, make sure all Scouts have a ride home
6. Before departure, record the number of nights of outdoor camping for each Scout attending After the Campout:
  1. Preserve your file for use by future Campmasters.
  2. Report number of nights of camping for each Scout who attended to Advancement Chair.

## **Campmaster Responsibilities**

The duties and responsibilities of Campmasters are described below, together with a recommended timetable for completion of the necessary tasks. The diligence of a Campmaster's planning and preparation while working with the troop's activities chairperson will determine the quality of the Outdoor Program. Your efforts are essential (and therefore most appreciated)! Refer to the Campmaster's worksheet at the front of these pages as a checklist for the following:

### **I. PREPARATION**

#### **A. Involve Scouts in your preparation**

1. A Scout will be appointed as Scout Campmaster usually the SPL or ASPL. His duties can be flexible – the more the better! Delegate as much responsibility as he can handle, including program, making announcements, preparing publicity, selecting patrol campsites, preparing for the campfire, vesper program and the like.

#### **B. Campsite Confirmation.**

1. Often, the campsite will have already been selected. Confirm necessary reservations were made by the troop activities chair and that they send in required deposits (the activities chair will contact the Troop Treasurer for fees to be paid by the Troop).
2. Confirm the arrival and departure times, check-in procedures and camp site location.
3. If Troop 2193 has used this campsite before, talk to the previous Campmaster, who should have much of the information you need!
4. Obtain police, fire, EMS and hospital phone numbers.
5. Obtain literature, including maps with a detailed camp site for distribution. Consider obtaining topographic maps for the site, particularly if hiking is planned.
6. Determine potable water availability and location. Use Troop water filter or personal water filters as needed to pump from ponds or streams.
7. Determine time of sunrise and sunset for schedule planning. Generally, you want to schedule Saturday supper and cleanup so it completes before dark. Sunrise and sunset data is available at <http://www.mindspring.com/~cavu/sunset.html>

8. Coordinate all preparation with the Scoutmaster and PLC. Plan to attend at least one PLC meeting 2 months before campout, and the PLC meeting immediately preceding the campout.

**TIMETABLE:** It is almost impossible to start planning too early! Reservations - as soon as possible. Some sites need reservation as much as 1 year in advance! Reconfirm with the troop's activities chairperson 3 weeks ahead of time.

### C. **Leadership:**

Delegate the following key tasks (doing all of them yourself is ill-advised). Consult the Scoutmaster or his designee on suggestions for filling key positions and confirm the availability of each adult and the adult's awareness of all associated responsibilities. Some of them may already be filled.

1. Adult Grubmaster
2. You are the Transportation Coordinator
3. Program Directors (Scout and Adult)
4. Equipment Chair & Quartermasters
5. Health & Safety Officers (Scout and Adult)
6. Troop Trailer Driver
7. Campfire Producers
8. Chaplain & Chaplain Aides (Scout and Adult)

The duties and responsibilities of each of these positions are described in later sections of this Campmaster Manual. Copy the relevant portions for each member of your team.

There must be at least two adult for each ten Scouts on a campout (and more is better).

**TIMETABLE:** Obtain commitments ASAP. Confirm two or three Troop meetings prior to campout. **NO LATER**

## II. COMMUNICATION

- A. Prepare and distribute announcement of date, location and summary of program four Troop meetings prior to the campout. This is the sales brochure; make it exciting! Send an announcement to the Troop Scribe for Troop 2193 and the Webmaster for the Troop's web page. Involve the Scout Asst. Campmaster in these tasks, The Troop Activities Chairperson also needs to send out the permission slip at this time.
- B. 2 Troop meetings prior distribute to the Scout Patrols and to the Adult Patrol the campout detailed information on all matters pertaining to the campout, including:
- adult duty assignments
  - map directions to the campsite
  - secure any out of date medical forms or YPT certificates
  - program schedule
  - water availability
  - any special equipment needed by participants.

The schedule should include recommended departure time, advancement activities, meals, special programs, and expected time of arrival back.

- C. Repeat Item B at the Troop meeting prior to the campout.
- D. Prepare and have the SPL post a program schedule and copies of each patrol's duty roster on water-resistant sign or clipboard on the campout.

## III. IMPLEMENTATION

- A. At the Troop meeting two weeks prior to the campout:

Obtain a list of adults and Scouts who are participating on the trip from the Troop's Activities Chairperson based on turned in Troop Permission Slips. Circulate a signup sheet. Scout Patrol leaders should confirm from the list of patrol members who are attending. Campmaster or his designee should also obtain the list of Adult attendees and confirm head count. Make sure these are shared with the Adult Grubmaster and Transportation Coordinator.

1. During the patrol meeting segment of the Troop meeting, the SPL needs to hand out the patrol Duty Rosters and Menu Planners with instructions that these should be prepared and delivered at the next meeting. (Copies are on the troop website (Troop 2193.org) for down loading and making copies as needed.
2. **Confirm Grub money available, patrols & members and for each of the patrol their Grubmaster (i.e. Saturday prior to the campout).**

3. Some campouts require additional fees. These fees should be collected by the Activities Chair so a needed check can be given to the Campmaster. (Such as Camporees or a Special Activity)
- B. At the Troop meeting prior to the campout:
1. Have the Transportation Coordinator schedule all adults and Scouts for rides to and from the campout. A Troop Roster with a Cell phone list should be given to all adult drivers.
  2. Ask SPL or ASPL to review the patrols' Duty Rosters and Menu Planners.
  3. Confirm the driver of the Troop Trailer and his coordination with the Quartermaster.
  4. Confirm the participation and preparedness of the adult leaders, especially those with assigned duties.
  5. Complete the Adult Duty Roster. Assign every adult planning on attending the campout a job on the duty roster.
  6. **Confirm the availability of the Permission Slips and BSA Health forms for the campout and ensure that the Troop First Aid Kit is available for the campout. These are the responsibility of the Adult Health Coordinator.**

#### IV. ON THE CAMPOUT

The Campmaster should be the first person from the Troop at the campsite, arriving in time to complete any check-in procedures, secure local suppliers, and complete the next items before the arrival of the Troop.

1. THE SPL or ASPL is to stake out the campsite location of each Scout patrol and the Goat Patrol. Avoid making the Adult Patrol area the “center of attention.” Keep it separate from any area used for Scout assembly or training.
2. Identify a separate parking area for vehicles. Keep all cars out of the troop’s camping areas, both Scout and adults, *to the maximum extent practical*. Scouts should expect to carry their gear to their patrol areas, not receive automotive “pickup and delivery service” at their tent site! Adults should set the example for Scouts on this, too.
3. Identify sources of potable water. Make arrangements for water transportation, if needed. Use Troop’s water filter to obtain purified water from streams or ponds. Appoint someone to replenish patrol water supplies, as needed, in coordination with Scout quartermasters.



4. Assume administrative responsibility for the adult area, meals, and cleanup.
5. Post the schedule and final adult duty roster in a water-resistant cover in a conspicuous location. (very important - essential!)
6. Assign an adult to ensure that all Scouts have return rides.
7. Coordinate with the adults & scout instructors responsible for the administration of the program.
8. Record the number of nights of outdoor camping by each Scout in attendance.

**SUPERVISION IS CONTINUOUS.**

V. **Save Your File!**

Chances are good Troop 2193 will return to this campsite or use your campout's program again. Save your file so you can pass it on to the next campmaster.