

TITLE:**UNIT CAMPING COORDINATOR****QUALIFICATIONS:**

1. Desire to see as many Scouts as possible attend camp programs in the summer.
2. Willingness to follow the plan described.
3. Holding only this assignment in your Unit.

POSITION DUTIES:

1. Fill out an adult leader application and register as a member of your Unit Committee. This shows true commitment.
2. Attend the Cub Camp EXPO (promotion) each year.
3. Educate yourself as much as possible about time lines, camps available, costs, fundraising opportunities and all other related camp information.
4. Promote Summer Camping Programs at your pack meeting every month from September through August.
5. Coordinate all camp paperwork and registrations for your Unit.
6. Collect all monies for camp registration for your Unit, write receipts to families, submit to treasurer, and request ONE check from treasurer to pay for your Unit's camp reservations.
7. Submit all paperwork and monies on time to the Scout Service Center.
8. Recruit walkers for Day Camp. Recruit leaders for Summer Camps.
9. Coordinate travel arrangements with parents and leaders – FILE TOUR PLAN AT SCOUT SERVICE CENTER.
10. Track, collect and organize health forms – make sure every adult and youth attending each camp has a completed and signed form.
11. Inform parents and/or Scouts through camp planning meetings about all final details they need to know to have an enjoyable experience. These meetings could be held right after your regular Pack Meeting.
12. Follow-up with parents and/or Scouts to remind them of camp(s) they registered for and/or ask them how their camp experience was.

RESOURCES:

1. Cub Camping Leader Guide
2. Roundtable meetings
3. Other Unit Leaders
4. District Camping Committee
5. District Executives
6. Previous and current camp staff members
7. Basic training sessions
8. Council website: www.tpcbsa.org