

## Planning your camp - Twelve Month Countdown

This page is designed to give those who have not planned a camp before an idea of the administration involved, and the timescales that ought to be borne in mind. Obviously, with all summer camps, the procedures for booking may change slightly from one camp to the next. Below is a checklist covering the main points that you need to consider when planning a camp, and when things should be done by. This list is by no means exhaustive, and should not be taken as a definitive guide.

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| 12-10 months before | Choose dates, and make sure they do not clash with anything important that may exclude your Scouts, such as school camps or cup finals!   |
|                     | Check with your QM that equipment will be available for that period.  |
|                     | Decide how many Leaders would be required. All should book time off work (if applicable).   |
|                     | With your Patrol-in-Councils, choose a site, depending on the sort of camp you want to go on, and the sort of distance you want to go ( <a href="#">Click here</a> for the UK Scout Campsite Directory). Designate someone to be responsible for collecting money from all who are going.   |
|                     | With your Patrol-in-Councils, decide on the sort of activities you would like to undertake. Contact places providing these activities in the chosen area (Directory Enquiries or the Tourist Information Office local to your site can help). Bring this information back to the Patrol Leaders Council and decide on an outline programme. |
|                     | <u>Book the site</u> , and get your ' <u>PC form</u> ' sent through your District Commissioner.   |
|                     | Decide how you are going to get there, and provisionally book transport if necessary (remember you have to be 25 to drive a minibus [current rules - check!]). If your group does not have a Minibus certificate, make sure you are able to get one by the time you need it.  |
|                     | Budget your camp, based on your optimum number of Scouts. Decide whether it will be partially funded from Troop funds (if there is a shortfall at the end of camp, troop funds should cover it anyway), and set a cost.   |

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| 10 months before | Make sure you have confirmation on the site, and transport if applicable. If not, chase.   |
|                  | Send outline letters giving dates and details of site to parents. Ask for a non-returnable deposit of, say £10.00 per person, to make sure it is viable, to be returned to you by a set date in the next 6 weeks.  |
|                  | It may be advisable to invite all parents to a short presentation to answer any queries that they have. Some parents will have doubts but they may not want to ask you for whatever reason, so this is a good opportunity to set their minds at rest as you may answer, or another parent may ask, any questions they have.  |
|                  | Make sure that you have received information from places that you have contacted, and take copies if necessary to give to parents/Patrol in Councils.  |
| 9 months before  | Check with Akela who will be coming up from Cubs between now and about 2 months before the Camp, as you will need to invite them as they will be Scouts by the date. Those that are due to link in the 'two month before' period may prefer to go on the Cub Camp, even if they have started linking. Visit them and their parents personally to talk about it and hopefully persuade them to come, as a first Scout Camp where everything is not done for them can be a little daunting, and parents are often more worried about it than the Cubs! |
|                  | Check that you have received all the information about activities that you enquired about, and book where necessary, especially if this is in the high season or availability is limited.  |
| 6 months before  | Send a reminder letter to those going that the camp should be paid for 2 months before the date, and give an update on progress, together with any specific consent forms that may be required for adventurous activities.   |
|                  | Send another letter to those not going, inviting them again. It may be advisable to talk to them personally, to find out whether there are any specific reasons why they are not going. If there are, investigate ways round it, if possible, with your leadership team.   |
|                  | If you are using a Minibus, check whether there is any new legislation coming by the time of your camp, that could affect your use.  |

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| 3 months before | Draw up an equipment list, and inform your QM that you will need it about a week before departure. This may be only a couple of days before you go to save extra work, as it is easier to put everything straight in rather than load/unload/load etc.            |
|                 | Check badgework progress, and with your PL's decide what badgework can be achieved during the camp. Check the Camp Cook and Camper badge. You may need to revise the programme to suit.   |
| 2 months before | All money should be paid by now. Send a reminder to those who have not paid.  |
|                 | Make sure that you have received all information back from the Scouts, including 'permission to camp' forms, details of allergies and medial conditions, and consent forms for any adventurous activities that are in your programme.                             |
|                 | Finalise details, including timings, of programme. Remember to leave time to get from one place to another between activities, and rest time.   |
| 1 month before  | At least one Leader, and possibly the PL's, should visit the site, if possible, to check out the facilities and investigate procedures like whether fire pits or altar fires are allowed. If it is a site regularly used by the Troop, this may not be necessary. |
|                 | Double check *everything*!  |
|                 | Make sure that all have paid. Visit parents who have not yet paid personally, as you may need to come to some arrangement if there are financial problems.  |
|                 | Arrange a date with your QM a couple of days before you go to pick up the equipment.  |
|                 | Work out your shopping quantities, based on the numbers you have going, plus an extra one or two servings worth for stragglers who may come on board at the last minute.  |
| 2 weeks before  | Send a copy of the programme, menu and any other information to all parents, and the host DC if applicable.   |
|                 | Contact the host DC to confirm when they may be visiting (if applicable).   |

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| 1 week before  | Collect all equipment.   |
|                | Do non-perishable shopping.  |
|                | Collect transport (if applicable).   |
|                | Put ice packs in the freezer.  |
| The day before | Load equipment and food into the transport.  |
|                | Do perishable shopping (ie fresh meat, milk) and store overnight in a fridge.  |
| On the day     | Make sure you've packed a tin opener!  |
|                | Put perishable shopping in a coolbox, with the icepacks that you put in the freezer last week, and put in the transport. |