

Leader's Guide to Summer Camp - 2008

CHECK-IN PROCEDURE

Your unit will be assigned a check-in time between 1:00 p.m. and 4:00 p.m. C.S.T. on Sunday of your week at camp. Drive directly to the parking lot and check in at the Administration Building.

On arrival at camp, Scouts and leaders will be greeted by a member of the camp staff who will serve as your staff commissioner and will direct the Troop's activities for the check-in procedure.

- The Camp Leader should check-in with the Camp Director at the Administration Building. He or she will pay the remaining camp fees, turn in the final Troop Roster, the remaining camp application forms, a copy of program requests for all Scouts, and receive table assignments. **PLEASE BRING NO MORE THAN TWO PEOPLE INSIDE TO CHECK IN.**
- Go to the Health Lodge with your physicals. The staff commissioner will obtain the buddy tags for you and your boys. **Remember that every Scout and adult must have a signed medical form.**
- Visit the Dining Hall to receive table assignments and an orientation about the food service and the waiter system.
- Go to your campsite, stash your gear and change into swim trunks.
- Go to the Waterfront for waterfront orientation and swim classification. *Be sure to leave your buddy tag on the out-board before you leave the waterfront.* **Troops may choose to conduct swim checks prior to camp and speed up the check-in process. (See details on the following page.)** ALL TROOPS must receive the waterfront orientation.
- The staff commissioner will take your troop on a brief tour of our camp. Highlights will include the program areas, as well as the Dining Hall, Waterfront, etc.
- Go by the Quartermaster to check-out equipment. The Camp Leader or Senior Patrol Leader will need to sign for it.
- Return to your campsite, get settled, and change into Class A (Scout shirt, Scout shorts/pants, and Scout socks) uniform for flag lowering, supper, and campfire. **Class A is the uniform for all flag ceremonies.**
- Have troop picture made at Dining Hall prior to flag lowering.
- Sunday night flag lowering will be at 6:00 p.m. at the parade grounds/flagpoles.
- The Camp Leader and Senior Patrol Leader will need to attend the Leader's Orientation in the Administration Building at 7:00 p.m. Information about emergency procedures, special programs, and any program schedule changes will be addressed at this time.
- Sunday's opening campfire will begin at 8:45 p.m. Troops will meet at the flagpole at 8:30 p.m. and be led to the Council Ring by a staff member.
- Taps is at 10:30 p.m.