

How to Register for NCAC Cub Scout Day Camp

All Cub Scout Day Camp Registration will be done online only. There is a 3% fee for using credit or debit cards. There is no fee to use a check (processed as an e-check).

A NOTE TO PACKS: There are two ways for a Pack to Register for Day Camp. Within your Pack Committee, decide which route your Pack will take before you begin to register Cubs. This document is 3 pages long.

Option 1: Pack registers as a Pack. This is historically how most Packs have registered for Day Camp.

Pack Coordinator Option 1 Duties for Registering for Camp:

- All dates for discounted fees are FIRM DATES and not subject to change or interpretation. Fees and schedule are listed on the Cub Information sheet and the registration website.
- Advertise for Day Camp
- Pass out copies Individual Cub Information Form and Health Forms to Parents.
- Collect money and forms from parents by the registration deadline set by Pack.
- Collate all the information and register the entire Pack group at www.gotodaycamp.org in time to meet the Registration Fee Deadline your Pack decided on. Payment for the entire amount is due at the time of registration. On the website, locate your camp, click on the date of your chosen camp.
- Enter the information for each and every camper into the registration database. You can also enter Den Walker information and submit orders for extra t-shirts for campers and adult t-shirt orders at this time. The only way a Den Walker receives a t-shirt is if it is purchased through the online registration system.
- If your Camp has opted to receive electronic Release Forms, as Pack Coordinator, you must select "I am not the Parent" for all of the choices in the release section for each Camper Registration.
- Submit payment and retain your electronic receipt.
- Make sure you have forms for all campers to turn in to the Camp: Cub Information Sheet, Medical Form A&B, copies of the front and back of Camper's Insurance Cards, and Release Form for Photos, Shooting Sports, Swimming, Horseback Riding etc. (Please note that these activities are not offered at every Camp.)
- Each Pack must provide adequate adult (21+) supervision for cub scout participants, exact ratio is up to camp director discretion, with a minimum of 2/ pack. **Each Tiger ranked Cub (entering first grade in the fall) attending Camp must have a daily Tiger Partner.** Den Walkers and Tiger Partners must submit: Medical Form A&B, copies of front and back of insurance cards, and a copy of Youth Protection Training certification that will be valid through the end of your selected Camp dates.
- Ensure that your Den Walking schedule is covered for each day.
- If your Pack is carpooling, arrange carpools.
- Turn in all paperwork to Camp during their paperwork collection process. Contact the Camp Director of your camp for their process.
- Obtain the Pack's Shirts and water bottles for distribution to your Pack before Camp begins if offered at your camp. Consult your Camp Director for their schedule of picking up pre-Camp materials.

How to Register for NCAC Cub Scout Day Camp

OPTION 1 puts the burden of the work and fees onto the Pack and Pack Coordinator. In Option 1, if a Camp has determined to use electronic release forms, you will need to provide a paper copy for each Cub.

OPITON 2: The Pack Committee decides which Camp your Pack will attend and announces the dates and deadlines to the Parents. The Parent then takes the responsibility for registering their own Cub(s) and therefore takes on all fiscal responsibility by registering before the fee deadline of their choice. Parents may choose to register for a camp that their pack is not attending, the parent is then responsible for ensuring that supervision is provided.

Parent Responsibilities for registering their own Cub(s):

- Parent goes to www.gotodaycamp.org and completes the registration process for their Cub(s). Parent pays fee at time of registration. Retain a copy of your electronic receipt. Receipts can be used to update registrations in case of data entry errors.
- Turn in a copy of Cub Individual Information Form, Health Form A&B, copies of the front and back or your Cub's insurance cards, and the Release Form (if the Camp has not opted for the electronic form submission) to your Pack Coordinator.
- If your Camp has opted for electronic form submission for Releases, answer yes or no for each category question. You will answer for each category and answers may be different. Sign the form online.

Pack Coordinator Responsibilities when using OPTION 2:

- Announce upcoming registration deadlines to remind parents to register
- Collect completed forms from parents for their Cubs. Make sure you have forms for all campers to turn in to the Camp: Cub Information Sheet, Medical Form A&B, copies of the front and back of Camper's Insurance Cards, and Release Form for Photos, Shooting Sports, Swimming, Horseback Riding etc. (Please note that these activities are not offered at every Camp.)
- Each Pack must provide 1 Den Walker for every 5 Cubs ranked Wolf-Arrow of Light. Each Tiger ranked Cub attending Camp must have a daily Tiger Partner. Den Walkers and Tiger Partners must submit: Medical Form A&B, copies of front and back of insurance cards, and a copy of Youth Protection Training certification that will be valid through the end of your selected Camp dates.
- Ensure that your Den Walking schedule is covered for each day.
- If your Pack is carpooling, arrange carpools.
- Turn in all paperwork to Camp during their paperwork collection process. Contact the Camp Director of your camp for their process.
- Obtain the Pack's Shirts and water bottles for distribution to your Pack before Camp begins if offered at your camp. Consult your Camp Director for their schedule of picking up pre-Camp materials.

Option 2 puts the ownership of registering onto individual parents. You would no longer need to hold your entire registration for the one parent that has not turned in paperwork by the registration date. Also, MANY Camps are transitioning to REDUCED PAPERWORK.

How to Register for NCAC Cub Scout Day Camp

With REDUCED PAPERWORK camps, parents must register their own child to fill out these electronic forms. Check with your Camp Director to see if they are a REDUCED PAPERWORK Camp.

Refund Policy: A full refund may be issued if the registration is cancelled within 3 days of being made. After 3 days of making the registration but not within 14 of the event the customer is charged 15% of the registration cost being cancelled. Once within 14 days of the event the customer is charged 100% of the registration cost being cancelled. A full refund may be made in the case of illness, military orders, or if the event is cancelled by the Council. **Refunds will be processed** after day camp over and will be sent back to the credit card that was used to book the registration. **Fees are transferable** to another Scout or to another camp **ONLY** with prior council approval. All dates for discounted fees are FIRM dates and not subject to change or interpretation.