

PRE-CAMP CHECKLIST

MONTHS AHEAD OF CAMP

- Verify OA Unit Elections are held prior to camp and leaders should bring their copy of the Unit Election form to camp. Out of council units, see page 20.
- Set up any camperships necessary. Completed forms must be turned in by April 15, 2024.
- Fees due by 5pm April 26, 2024 or late fee will be charged per person.
- Decide if your Troop will participate in Troop Time. Complete and return page 23 of this guide to nettie.elliott@scouting.org if your troop would like to participate.
- Counsel Scouts on merit badge program.
- Update Youth Protection Training if needed and register all adults attending camp with your unit.

UP TO ONE MONTH AHEAD OF CAMP

- Conduct a parent's night so they are informed about their Scouts' plans for summer camp.
- Arrange leadership, transportation, and finances.
- Medical forms turned in to unit - including part C.
 - Include Drug Administration Record on page 24.
- Provide each family with map to Klaus, mailing address, phone number and list of personal equipment.
- Make plans for the Visitor's Night meal at Camp Klaus—take a pre-count and submit a number. Inform the Council Service Center if your troop will not be participating in the meal.
- Fill out camp rosters (with extra copies) to have one set ready to turn in at check-in.
- Don't forget to review items with first-year parents.
- Remind parents that all youth should remain until check-out Saturday morning. If a Scout must leave before check-out, the Youth Release History form on page 25 must be completed.
- List of any special allergies, special food requirements, special teaching needs, or other physical accommodations.

WEEK BEFORE CAMP

- Extra funds for emergencies & material fees
- Collect "Youth Release History" forms for those participating in offsite activities.
- Load Troop equipment
- Verify transportation methods