

## **Guide to Using the Unit Planning Tool**

This form is meant to be used prior to registering for one of our Summer Camp programs. By filling out the information, it will make your registration process go smoother.

Below are directions on filling in certain fields and where you can find the information.

**Camper Name:** Please use the name as registered in BSA (Johnathan not John). We will upload your advancement at the end of camp and it only works if we have the correct name. You can type this or if you logged in and have access to your Unit roster, you can click on the Autofill button next to each participant and select the name from the roster and it will fill in the data. Please note: if you don't see the list or the correct list go to the top right where your name is and make sure the correct Unit is selected. If you do not have access to the Unit roster have a member of your Key 3 contact the Council Tech Suport.

**Birthday:** Must have a birthday for adults for Dept. of Health and the birthday for youth. Some merit badges/programs are age restricted.

**Member ID:** If you used the roster this is filled in automatically. Otherwise, this can be found for each person under [My.Scouting.org](https://my.scouting.org) or in Scoutbook Plus.

**T-Shirt & Allergies:** You can fill this in or enable Parent Portal and have the parents fill in the information.

# 2025 SCOUTS BSA SUMMER CAMP UNIT ROSTER

## GREAT FALLS COUNCIL, BSA

### UNIT PLANNING TOOL

Troop Number: \_\_\_\_\_

District Name: \_\_\_\_\_ Council Name: \_\_\_\_\_

Campsite: \_\_\_\_\_

Week we are attending: \_\_\_\_\_ Camp Attending: \_\_\_\_\_

In-camp primary unit leader: \_\_\_\_\_

Unit Position: \_\_\_\_\_

Secondary in-camp unit leader: \_\_\_\_\_

Unit Position: \_\_\_\_\_

| Camper Name<br>Ratio: 1 Adult to 8 Youth | Birthday | Member ID | E-mail | T-Shirt<br>Size | Allergies | Med.<br>Form | Early<br>Release |
|--|----------|-----------|--------|-----------------|-----------|--------------|------------------|
| Ad                                       |          |           |        |                 |           |              |                  |
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| 17.                                      |          |           |        |                 |           |              |                  |
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| 19.                                      |          |           |        |                 |           |              |                  |
| 20.                                      |          |           |        |                 |           |              |                  |