

## *Scoutmaster's Checklist - Countdown to Camp*

**The following is a list of tasks that should be accomplished before camp:**

- \_\_\_\_\_ Reserve your week at camp: Dates \_\_\_\_\_ to \_\_\_\_\_.
- \_\_\_\_\_ Troop Committee selects leadership.
- \_\_\_\_\_ Hold a Troop Parents' Night to share camp information. **Hand out Medical Forms to be completed in their entirety.**
- \_\_\_\_\_ Submit all campership requests via the online form by March 1st & any discount request prior to April 10
- \_\_\_\_\_ Troop Treasurer collects deposits and pays \$100 per Scout by the March 27th deadline.
- \_\_\_\_\_ Invite graduated Webelos to camp.
- \_\_\_\_\_ Distribute a packing list to Scouts and make it clear what items are NOT permitted in camp.
- \_\_\_\_\_ Have all camp leadership review Troop Guide and Medical Guide thoroughly.
- \_\_\_\_\_ Check dining selection via the appropriate forms question in ScoutingEvent registration.
- \_\_\_\_\_ Distribute the Merit Badge Schedule and Prerequisite Guide to families.
  - If using Parent Portal, distribute log-ins to families and make sure they know registration dates.
  - Require Scouts to turn in 1st and 2nd choice Merit Badges to the Troop's Camping Coordinator.
- \_\_\_\_\_ Patrol Leader's Council inventories troop supplies needed for camp.
- \_\_\_\_\_ Camp Leaders complete youth protection.
- \_\_\_\_\_ Register for Merit Badges on May 4, 2026.
- \_\_\_\_\_ Turn in final payment, revised roster, and pre-program planning for Youth Early Bird (April).
- \_\_\_\_\_ Pay any outstanding fees. (Late fee for youth starts May 29th).
- \_\_\_\_\_ Finalize attendee information in your ScoutingEvent registration **Including Full Names and Birthdays for Every Adult Leader Attending** to allow for appropriate background check procedures
- \_\_\_\_\_ Collect signed Medical Forms and make a copy. Turn original Medical Forms into Seneca Waterways Council Office by May 31st in a 3 ring binder. Keep the copy to bring to camp.
- \_\_\_\_\_ (Out of Council) Upload full unit roster at least 2 weeks prior to camp (must show YPT dates for all Leaders) via the appropriate forms question in your ScoutingEvent registration.
- \_\_\_\_\_ Make a travel plan that allows the Troop to arrive to camp together between 1pm-2pm the Sunday of your camping week.

**The following is a list of tasks accomplished upon arrival to camp:**

- \_\_\_\_\_ Troop Leader checks in @ registration table with roster, absentee "no show" forms are turned in.
- \_\_\_\_\_ Troop brings gear to their campsite and prepares for medical screening and swim checks.
- \_\_\_\_\_ Medical screenings are conducted. **BRING ALL MEDS in original containers!**
- \_\_\_\_\_ Swim checks are completed for adults and youth, corresponding wrist bands are required to be worn for the whole week.
- \_\_\_\_\_ A great week of camp begins!