

Registration Contact Meeting

Summer Camp 2025
Lost Pines Scout Reservation

March 6, 2025



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CAPITOL AREA
COUNCIL

Introduction

- Ron Settele
Director of Support Services
ron.settele@scouting.org
(972) 822-0984
- Scouting Volunteer starting in 2004 (ASM, SM, District Committee)
 - Attended seven (7) Summer Camps, eight (8) Winter Camps
 - Philmont, Northern Tier, and Sea Base high adventure treks
- Scouting Professional since 2013
 - Circle Ten Council – District Executive, Camp Director at Camp Constantin
 - Capitol Area Council – Field Director, Director of Support Services

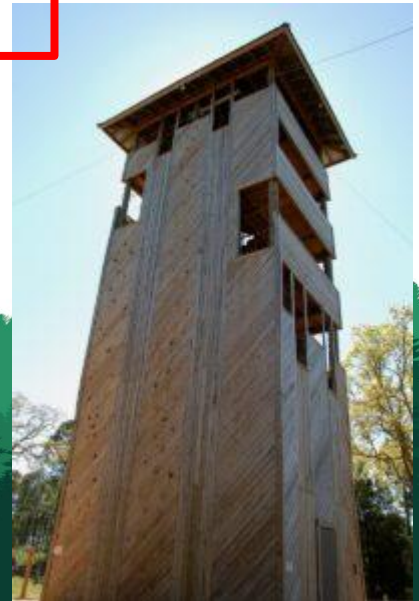


My Objectives

- Make pre-camp preparation as pain-free as possible.
- Ensure camp check-in experience is quick and painless.

Lost Pines Scout Reservation

Home of the tallest climbing tower in the state of Texas!



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Agenda

- Introduction
- My Objectives
- Waitlist Processing
- Payment Schedule
- Participant Roster
- Merit Badge Scheduling
- Merit Badge Scheduling Procedures
- Parent Portal
- New Merit Badge Offerings and Changes
- Older Scout Program Opportunities
- Paperwork... Paperwork...
- More paperwork
- Other References/Forms
- Advancement
- Key Dates

Waitlist Processing

- Fair as possible
- More of an art than a science
 - Is it a new reservation or an addition to an existing one?
 - Is it for a youth or an adult?
 - Are there enough adults to provide “adequate supervision”?
 - Is movement to a different week possible?
- Good news is that we are able to accommodate most requests

Payment Schedule

- \$25 non-refundable deposit due at time of registration
- First payment window is March 22nd through April 20th
 - \$200 for youth
 - \$75 for adults
- Second payment window is April 21st through May 24th
 - \$150 for youth (Weeks 1 & 2), \$125 for youth (Weeks 3 & 4)
 - \$100 for adults
- Late Fee of \$25 applied after May 24th



Participant Roster

- Update Participant information **now!**
 - Participant Name
 - Gender
 - Birth Date
 - Dietary Needs – Gluten-Free, Poultry Only (No Beef/No Pork), or Vegetarian
 - Cell Phone (for Adult Participants)
- Roster Clean-Up
 - Before first payment is made, drop unnamed/unwanted slots
 - To drop participants, go to <https://www.bsacac.org/refund-policy/>




Merit Badge Scheduling

- Distribute “2025 Summer Camp Program Schedule” to each scout
 - Have scouts circle their preferred classes
 - Have scouts coordinate with their friends before turning them in to you
- Opens April 15th at 7:00 p.m.
- Click “Update Information”, then “Select Classes”
 - If the merit badge is displayed, space is available
 - Remember, some merit badges are “double classes”
- Program Supply Fees
 - Rifle Shooting - \$10
 - Shotgun Shooting - \$30

Online merit badge scheduling closes on May 17th at midnight. After that date, contact ron.settele@scouting.org or (972) 822-0984 to make adjustments.

Merit Badge Selection Procedures



Merit Badge Selection Procedures

When the merit badge selection window opens, click "Update Information" for the participant. A **Class Schedule** dialog box will open. If the participant is current with the fee schedule, the dialog box will look like the one below.

Schedule

Select Classes	CLASS SCHEDULE					
Period	Time	Mon	Tue	Wed	Thu	Fri
1st Period	08:30-09:30					
2nd Period	09:40-10:40					
3rd Period	10:50-11:50					
4th Period	01:00-02:00					
5th Period	02:10-03:10					

Click on the "Select Classes" button, and a dialog box like the one below will appear. Scroll through the available merit badges and make selections by clicking on the class.

Pro Tip: Select multi-period merit badges first!

Schedule

Show Class Schedule View All Classes Search

All Catalogs ☐ Hide Full Classes 08:30 AM 1st Period

Attendee 16613476's Classes

Click a class to REMOVE from Attendee 16613476's schedule

Available Classes

Click a class to ADD to Attendee 16613476's schedule

MS1062 American Culture & American Heritage


2 merit badges in one class
Day of Class: Mon, Tue, Wed, Thu, Fri
Min participants: 3, 10th-12th, 0
Max participants: 8, 10th-12th available: 8
Additional Periods Offered: 3rd Period, 4th Period


MS1063 Archery

Archery is a fun way for Scouts to exercise needs as well as build, developing a healthy,
Day of Class: Mon, Tue, Wed, Thu
Min participants: 3, 10th-12th, 0
Max participants: 8, 10th-12th available: 8
Additional Periods Offered: 2nd Period, 3rd Period, 4th Period, 5th Period

MS1064 Astronomy

In learning about astronomy, Scouts study how
celestial objects affect our own planet.
Day of Class: Mon, Tue, Wed, Thu
Min participants: 3, 10th-12th, 0





We will create a waitlist for the more popular merit badges. If the **CLASS IS FULL** message is displayed, click on the merit badge class, and if there's a waitlist, you will be prompted whether you would like to be added to it.

When space becomes available for the waitlisted class, the system will automatically place it on the participant's schedule. **Please select an alternate merit badge to fill the open slot.**


If the participant is not current, the dialog will look like the one below.

Schedule

Participant must be paid current with the fee schedule to choose classes.

Select Classes	CLASS SCHEDULE					
Period	Time	Mon	Tue	Wed	Thu	Fri
1st Period	08:30-09:30					
2nd Period	09:40-10:40					
3rd Period	10:50-11:50					
4th Period	01:00-02:00					
5th Period	02:10-03:10					

Once a payment is made to make the participant's account per the fee schedule, the "Select Classes" button will appear.



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Parent Portal

Parent Portal

Parent Portal is an optional feature that allows the Registration Contact to provide your parents with access to just their Scout's part of the registration, to make payments, and complete data entry. Use of this feature is **HIGHLY** recommended.

To activate Parent Portal, access your reservation Contact box, and select Parent Portal from the dropdown menu.

- Start by clicking the **Use Parent Portal** checkbox.
- Print parent login credentials using one of the following links (link/password)
- Give parents one login credential for each child (if they're one of the participants).
- Parents use these cards to make payments, rank, dietary requirements, etc.
- Parents with **multiple cards** are able to link them to their account.
- **Prevents parents from making payment** making payments. This option is good for units where the unit pays the council.
- **Allow Parent Portal class selection** lets parents make class and merit badge selections. When unchecked, parents will only be able to view class and merit badge selections.
- If the previous box is checked, optionally check **Email me when classes are changed through Parent Portal** to receive an email when parents make or change their selections.
- Optionally check one or more days to receive a unit summary email showing payment and data entry status for each participant.

Parent portal is not active until registration has been booked.

☒ **Use Parent Portal.** Use the following reports to distribute parent login credentials. Participants that are not booked are excluded from Parent Portal credentials.

Parent Portal Credentials

☐ Prevent parents from making payments or seeing event fees.

☐ Allow Parent Portal class selection.

If unchecked, parents will be able to view class and merit badge selections but will not be able to change them.

Want an email showing payment and data-entry status? Use the checkboxes below to pick your day(s).

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat



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New Merit Badge Offerings and Changes

- Golf (Disc Option) is now offered!
 - First offered at Winter Camp 2024
 - 9-hole "Hippie Disc" course on property
- Collections Midway
 - Earn Coin Collecting, Collections, Stamp Collecting merit badges
 - Space is limited!
- Eagle Quest is now a full-day program
 - Includes First Aid and Swimming merit badges
- Motorboating has brand new, gasoline-powered outboard motors!



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Older Scout Program Opportunities

- SCUBA merit badge, with PADI Open Water Certification - \$500
 - 13 years and older with PADI Open Water Certification – some adults, too
- Challenging Outdoor Personal Experiences (COPE)
 - Low and high elements
 - 14 years and older
- ATV Safety Course - \$50
 - 14 years and older



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Wilderness and Remote First Aid Training

- **New for 2025!**
- Based on the Boy Scouts of America Wilderness First Aid Curriculum and Doctrine Guidelines
- Offered to adults leaders only
- Must hold current adult CPR/AED certification (offered during Summer Camp for a \$25 fee)
- \$150 per participant



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**American
Red Cross**

Paperwork... Paperwork...

- Bring a unit roster from my.scouting.org to check-in
 - Membership Validation
 - Youth Protection Validation
- Annual Health and Medical Record (AHMR) - pages A, B1, B2, and C
 - In a three-ring binder
 - One section for adults, one for youth
 - Alphabetized, please

Paperwork package required for all adults spending a single night on camp.

Per BSA Guidelines:

The AHMR should not be scanned, stored, or sent electronically except as specifically directed for a BSA national event such as the national jamboree or NOAC.

More Paperwork...

- Texas Youth Camps Health and Safety Act Form **MUST** be submitted to 564roster@scouting.org, for all adults, by May 15, 2025.

Leaders will not be allowed to enter camp unless their sex offender database inquiries and criminal background checks have been completed. No exceptions!

- Certificate of Insurance (out-of-council units only)



Texas Youth Camps Safety and Health Act FORM

On April 16, 2025, the state of Texas passed into law new regulations that affect the Texas Youth Camps Safety and Health Act (Title 25, Part 1, Chapter 265, Subchapter B, Rule 265.12(f)(1)(a)(2)(g)). This new rule affects all licensed youth camps in the state of Texas and became effective June 1, 2025. For the Boy Scouts of America and the Capital Area Council to comply with the new state law on protecting our youth camp participants we must require each leader to provide the items listed below. Your understanding and assistance in this important matter is greatly appreciated.

For every adult aged 18 and older who will be attending camp for even one day must provide the following information. This act requires all adult volunteers to undergo a criminal background check. By submitting this form, you are authorizing a criminal background check. This check will be made from public record sources. You will have an opportunity to review and challenge any adverse information disclosed by this check.

Troop #	Camp Session	
Full Legal Name:		
Address:		
City:	State:	ZIP:
DOB:	Cell Phone:	
Email:		
Signature:	Date:	

Please answer the following questions:

- Do you use illegal drugs? ☐ YES ☐ NO
- Have you ever been convicted of a criminal offense? (If yes, explain on back) ☐ YES ☐ NO
- Have you ever been charged with child neglect or abuse? ☐ YES ☐ NO
- Has your driver's license ever been suspended or revoked? (If yes, explain on back) ☐ YES ☐ NO

Other than the above, is there any fact or circumstance involving you, or your background, that would call into question your being entrusted with the supervision, guidance, and care of youth? (If yes, explain on back).

Character References:

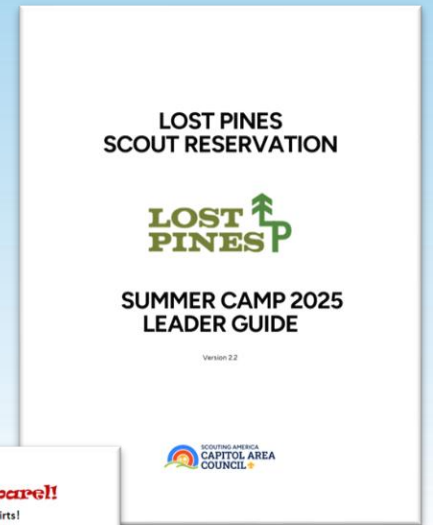
1.	Cell Phone:
2.	Cell Phone:
3.	Cell Phone:

Submit this form to Capital Area Council by May 15th via email 564roster@scouting.org, or mail to 12000 North M-35, Austin, TX 78753.

OFFICE USE ONLY	
Date Received	
Date Approved	
Approved By	Title

Other References/Forms

- Leader Guide v2.4 (will be posted after tonight's meeting)
- Program Schedule – Merit Badges and Programs (Coming soon!)
- T-Shirt Order Form
- ATV Program Participation and Hold-Harmless
- Medical Stuff
 - Annual Health and Medical Record
 - Pre-Event Medical Screening Checklist
 - Unit Health Screening
 - Unit Medication Log



Lost Pines Camp Apparel!
Pre-order your Summer Camp T-shirts!
Your order will be waiting for you at the Trading Post!
5-ounce, 100% polyester jersey knit, moisture-wicking, anti-odor properties!
This year's shirt features Lost Pines' iconic Dok's Tower, the tallest climbing tower in Texas.

Size	Quantity
Youth M	
Youth L	
Adult S	
Adult M	
Adult L	
Adult XL	
Adult 2XL	
Adult 3XL	



\$19.99 plus tax

Unit Contact	Contact Email	Contact Phone

Council	Summer Camp Week	Unit #

Complete, scan and email this form to CAACShop@scouting.org or call the Capitol Area Council Scout Shop at (512) 617-8630 to place your order.
Payment MUST be made over the phone or in-person. NO EXCEPTIONS.
Orders must be placed, and paid for, before May 16, 2025.

LOST PINES
RESERVATION

Advancement

- Best effort is made to update attendance and requirements completion in Black Pug on a daily basis
- Data entry of all attendance and requirements completion logs will be double-checked after all weeks of summer camp have been completed
- Log into Black Pug and pull the Unit Advancement Summary
 - Shows attendance for each Scout by merit badge
 - Shows merit badge requirements completed for each Scout
- Export files for Scoutbook and Troopmaster are available on Black Pug
- If something doesn't look right, email me.



Thank You!
Let's go to camp!



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