



Camp Constantin Jack D. Furst Aquatic Base



Troop Check-In Procedure

1. Troop arrives and Camp assigns a Staff Member as a *Troop Guide*
2. Guide gathers Troop to a “holding” location while the Scoutmaster checks in at the Dining Hall Building.
 - a. Scoutmaster Checks-In and provides rosters, adult forms and picks up “Welcome Packet”.
 - i. Circle Ten Arrival Check List
 - ii. Roster
 - iii. Required Adult Forms Include:
 1. Copy of Current YPT Certificate with Code.
 2. Copy of Texas In-State Camp Compliance Form.
 3. Copy of Texas Sex Offender Registry Search Report.(Each Troop Adult requires a separate copy of each form listed.)
 - b. Scoutmaster is set up with information regarding schedule changes and use of the computer lab.
 - c. Scoutmaster then checks in with OA Camp Chief for OA related activities.
3. Scoutmaster or *other designated adult* goes to Health Officer for medical form compliance checks and turns in all AMHR forms.
4. Troop Guide then leads full Troop to Dining Hall for basic orientation including:
 - a. Dining Hall procedures for meals.
 - b. Anti-Bullying Presentation.
 - c. General Camp Information.
5. Troop Guide will take the full Troop to the Aquatics area for their swim tests, or to turn in their existing swim test results. Receive Swim Tags.
6. Troop Guide will lead the Troop to their assigned Camp Site as indicated on the Troop’s welcome packet.
7. Supper is at 6:00 p.m.
8. Scoutmaster/SPL Meeting at 7:30 p.m. in Dining Hall on stage.

NOTES:

- Items 5 & 6 can be swapped as necessary based on needs and time constraints.
- Only one vehicle allowed beyond the parking lot at a time (Vehicle Pass Required). Park *all* motor vehicles in the parking lot. You may leave your Troop Trailer parked at the campsite.