

## CUBMASTER'S PRE-CAMP CHECKLIST

	<u>Item/Activity</u>	
January	Make unit plan and camp date selection	<input type="checkbox"/>
March 1	Submit Camp Reservation Form and deposit	<input type="checkbox"/>
March	Recruit leaders for camp	<input type="checkbox"/>
March	Distribute physical forms to Scouts and leaders	<input type="checkbox"/>
March	Schedule speaker for Camp Information & Promotion meeting	<input type="checkbox"/>
March	Conduct Camp Information & Promotion Meeting for Scouts & Parents	<input type="checkbox"/>
April	Have Committee assist in reviewing adult leader needs for camp	<input type="checkbox"/>
April	Submit Volunteer Camp Commissioner Applications	<input type="checkbox"/>
May 15	Make payment & submit updated roster (Camper Savings day for current Scouts)	<input type="checkbox"/>
May	Personal Gear shakedown	<input type="checkbox"/>
May	Pack Gear check	<input type="checkbox"/>
May	Review Safety/Emergency procedures	<input type="checkbox"/>
May 15	File tour plan (non GRC units only)	<input type="checkbox"/>
May 15	Get Insurance coverage statement from Council office (non GRC units only)	<input type="checkbox"/>
June 1	Make Final payment & submit final roster (Camper Savings day for new Scouts)	<input type="checkbox"/>
June 1	Collect physicals and check paperwork: roster, medications	<input type="checkbox"/>
by early June	Conduct pre-camp swim tests (if unit is doing prior to camp)	<input type="checkbox"/>
1 day out	Load Unit & Personal gear	<input type="checkbox"/>
Departure Day	Confirm all paperwork etc is in hand (roster, physicals, medications-MAKE SURE YOU KEEP A COPY OF EACH OF THESE FORMS AS WELL, INCLUDING THE PHYSICAL FORMS!)	<input type="checkbox"/>
Departure Day	Did you pack your lawnchair, hammock, pillow?	<input type="checkbox"/>

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