

Twin Rivers Council, Inc.
Camp Boyhaven, BSA

How to Plan for Summer Resident Camp



A Guide for Camping Coordinators

This document is available on line at www.CampBoyhaven.org

Dear Camping Coordinator,

Congratulations!!! You now have one of the most important roles in scouting, getting your boys to camp!

As you are well aware, Scouting comes alive at summer camp. All winter long we are tied up indoors working hard on those advancements and trying to get through the handbooks.

Sometimes we get so wrapped up in the world of Den and Pack meetings, we forget that we should also be planning out summer. No pack program is complete without a trip to summer resident camp.

Unfortunately the job of planning is done one of two ways:

1. By a leader who already has way too many things to do in the pack.
2. By a leader who doesn't know how to plan, but are willing to try.

In this guide, I hope to help you with the basics about how to get to camp in a efficient and painless manner. It does not have to be hard to get to camp and it should not dampen your experience.

Please take the time to read thru the information provide. Together this guide along with the Parent and Leader Guide, should provide you will all the information you should need.

If you have any further questions please do not hesitate to contact us at 869-6436 ext. 59 or by emailing campdirector@campboyhaven.org

Sincerely,

The Camp Boyhaven Staff

Camp Boyhaven

Camp Boyhaven is a 320-acre home of Cub Scouting where camp staff, unit leaders, and Scouts work together to learn the best that Scouting can offer. This includes developing better units, strengthening qualified scouters, and increasing the skills of self-reliant boys and young men. The camp is located on Boyhaven Road in Middle Grove, just west of Rock City Falls, north of Route 29, approximately seven miles west of Saratoga Springs.

Camp Boyhaven has two private lakes and offers snorkeling, fishing, boating and canoeing. The camp also offers a fully stocked Trading Post, two archery ranges, a BB range, two sports fields, a handicraft area, a scout craft area, a nature area and a campfire circle. All program areas have adequate equipment and supervision. Three well-balanced meals are served daily in the central dining hall. The camp has ten campsites. All are equipped with 4 or 8 person lean-tos, bunks, picnic tables, 10'x15' tarps, latrines, wash stands with running water and hot central showers. There is a shower facility to accommodate Cubs, Dads and Moms with full privacy.

Camp Boyhaven is annually certified by the State of New York. It is also a BSA Nationally Accredited Camp inspected annually by the Boy Scouts of America. Rules for acceptance and participation in the Scouting programs are the same for everyone without regard to handicap, race, color, religious background or national origin.

The Camping Coordinator

The most important person in the development of a camping program is the Camping Coordinator.

This person is not, and should not, be the Cubmaster or Committee Chairperson. They have enough to do. The person should be organized, dedicated, and personable. They should also never be afraid to ask questions.

The Camping Coordinator is a position on the Pack Committee. Therefore the position is chosen by the Committee Chair, and input from the Cubmaster should be taken into account.

The Camping Coordinator responsibilities include:

- Receiving all the information from Council regarding Summer Camp
- Recommending to the Pack Committee Dates of Attendance
- Promoting summer camp to the pack
- Receives and records all paperwork from participants
- Receives and records all payments from participants
- Keeps mindful of Camp deadlines so that the pack is right on target
- Serves as the liaison for the pack to the camp
- Asks questions when answers are needed

So that is the basic job of the Camping Coordinator. I don't want you to get too scared though. We have a lot of experience in this and can help. As all things in Scouting, once the ball gets rolling the job gets easier...oh yeah...even a bit fun.

So once you have become the Camping Coordinator, I am certain you have a ton more questions and information. I am going to try and address most, if not all, of them.

First Things First...

Packs with the most participation in camp are the ones most organized with knowledgeable leadership. Now again, don't get discouraged here. When I say knowledgeable that is just a matter of perspective. Knowledgeable means when you are comfortable with your role and have all the resources you need, or know where to find them when called into question. Always remember, never memorize what you can look up.

There are two important steps that a Camping Coordinator must take prior to any other planning can be done. They are:

Get the information-

We provide a ton of information for you to read and distribute. The important thing is actually going thru it. As the Camping Coordinator, you will need the "Pack Summer Camp Packet". It has originals of all the documents you will need.

All of our information is available thru our website, www.campboyhaven.org, or at the Council Service Center in Albany. Just ask to see Nancy and she can point you to the right documents.

Once you had read all the information and understand the vast majority of it, then it is time to move on...

Choose Who and When-

This is very important! Do not throw information out at the Pack, tell them to sign up, and then expect them to follow along.

Imagine yourself in their shoes. Would you send your son off to camp if you were thrown two sheets of paper and told that you are on your own, pick your own date? I would say probably not.

Before your pack meeting where you plan summer camp, go to your committee meeting and have the committee pick two dates that work best for the pack. Choose one date for Cub Weekend Camping and one more for Webelos Camping.

Make sure your pack then knows who is going when. It is unrealistic to assume that Dens will be able to organize and go on their own. Summer Camp is too important to the Scouting Program to leave to chance. The pack needs to organize it.

All your Cub Dens need to work together to arrange for the Cub Weekend Camping and all of your Webelos Dens need to organize the Webelos Camping Session.

Once the date is out there then people can start planning. In our experience small details can wait. People want to know when, where, and how much. After that then it is all small stuff.

Cost of Camp...

One major hurdle for people is the cost of camp. At Camp Boyhaven we try to keep prices as low as possible in the face of costs increasing every day. We understand that it can be a significant expense to many families. There are a few ways that the pack can work together to help decrease the cost of camp for the youth.

Some packs participate in annual fundraisers such as car washes and product sales that meant to benefit just summer camp.

Others budget yearly so that the pack provides some support to each youth. It maybe that packs give anywhere from 10% to 50% of the cost of camp. This is a great service provided by the packs. But it takes planning in November/December when you are working on your unit budget and a pack that is able to stick to its budget.

There is always Trails End Popcorn as well! Many packs work it out so that a percentage of pack proceeds from sales go towards each youth. The amount given to each youth is directly influenced by how much they sold. How you do it, whether it be a percentage, or a flat amount, really depends on the status of your pack. How much can you afford? What is best for your boys without breaking the bank?

Take a look at local fraternal and community groups as well. Many times they are more than happy to support the scouting program, especially if it means helping out a child in their community who really wants to go to camp, but just cannot afford it.

IMPORTANT- Twin Rivers Council has a Campership program that provides financial assistance to those who are in need. There is an application that must be filled out by the family, signed by the unit, and turned into council. If deemed in significant need, the council will provide funding for amounts up to 50% of the total

fee. This is a great resource, especially if fundraising allows for the pack to take care of a portion or entire remaining amount.

Making it easier on people...

- Tell people upfront the costs.
- Make a payment plan thru the pack. Give them deadlines and spread the cost out over a period of time. Think about it, if you add a payment schedule than think how much easier it would be for a family to pay for camp. Let us use an example. If you set up an advance four payment system, then the payments will be as follows:
 - A \$35.00 deposit
 - Four \$40.00 payments

That is a lot easier than paying \$195.00 in one shot!!!! Try it! Set it up so that people can pay over a period of five pack meetings, and see if it helps!

- Get the \$35.00 deposit with the registration form, so they have a jump start and you have a serious commitment.
- Tell them how Popcorn or your Pack Fundraiser will affect the cost of camp.

Keeping Good Records-

Life is much easier when we keep good notes. That is especially true with summer camp.

Keep a good database, whether it is on a computer or in a notebook. Keep track of who is going, when they signed up, how much they have paid, what they still owe, what forms they have turned in, and other any other notes that pertains to your pack. This will be of great use to you at some point. You never know when you will need it and it is best to stay organized.

To help with this I have created an Excel spreadsheet that has all the basics. Feel free to use and modify based on what you need. This is just a basic spreadsheet that hopefully will allow you to become more organized. You can find the excel document in the Planning Pack or on our website, www.campboyhaven.org.

Make photocopies!!!! Never, never send in originals without making copies for yourself. I am not going to lie, things happened and sometimes paperwork will get lost. When processing over 1000 registration forms some are bound to get lost.

Also there may come a time when you want to check out someone's information, you need a form to do that and if you sent us the only copy what good is that?

So what should you make photocopies of?

- All registration forms
- All receipts (ALL OF THEM)
- Processed checks
- Health forms
- Shirt order forms and payment
- Campership forms

All of these items you may need a copy for and it is best to "be prepared".

Watch the Calendar...

There are a lot of things to do during the year to plan for camp, but they come in spurts. If you are prepared for them and use the down time, planning camp is not that bad at all. The hardest times of the planning season are early winter and late spring. If you watch your dates and use the down time in between, then life is good.

To help with this I have produced a back-dater to help. This has all the camp dates, and also some suggestion timeframes that could be useful. The document is available in the Program Pack and in electronic format from our website. Feel free to modify as needed to suit your pack.

Making Registration Easy...

The registration process is really actually pretty simple. When you break it down all you really are doing is collecting forms, collecting money, and bringing them to the Albany Service Center. You can do that right? Sure you can!

Just to help out here are some pointers that make life really easy for all of us...

- Send in your Pack Registration Form as soon as you pick your dates! When filling out this form make sure you put down a realistic number of youth and adults.
- Have all participants pay the pack directly. Send one check from the pack into council.
- Make sure you pay attention to the Camp deadlines.
- Do not take verbal registrations, make sure you get a registration form and a deposit as a commitment as to who is going.

The Perfect Health Form...

Everyone hates the most important forms of the whole process, the Health Form. Trust us when we say that we understand. However I think we all can agree on how important it is.

The perfect health form has all the information required. Well what is that? That question is answered on our health forms. Too many time people see some blanks on the form, fill them out and think that was it. The problem is they missed some of the blanks that we really need.

Please read the entire form and remember these basic rules

- Know what parts of the form you need to have
 - Cub Weekend Camping fill out parts A and C
 - Webelos Camping fill out parts A, B, and C
- Immunizations
 - We need to know when you had them or if you have not had them.
 - Try, try, try your best to remember if you had them or not. If you haven't just tell us that on your form. If you have, write it down on the form.
 - Do not leave it blank.
- Signature
 - Everyone must sign this. Parents sign it for minors; over 18 sign it for themselves.

