

**CUB SCOUT DAY CAMP 2011**  
**EASTERN DISTRICT**

Session 1: June 13-17, 2011

Session 2: June 20-24, 2011

**Pack Coordinator Information Sheet**

Dear Pack Coordinators:

Thank you very much for agreeing to assist us in making this year's Day Camp the best yet! Together, we are working to provide a rewarding and safe experience for our Scouts. To better help you, we have put together a list of your four main jobs as Pack Coordinator:

**Pack Liason**

You will be the primary point of contact between your pack and the Day Camp staff, and we depend on you to distribute camp information to your Pack. We will make every effort to provide you with all you need to promote the camp and to answer any questions your pack may have. If you cannot find the answer to a question, your Day Camp team is standing by to assist you!

**Achievement Tracker**

Your second major role involves tracking your Scouts. Approximately four to six weeks after Day Camp, you should receive a detailed report listing advancements accomplished, achievements earned, and awards earned. Please forward this information to the Den Leaders so that all awards earned are properly presented and all achievements and advancements are properly recorded.

**Registration Organizer**

To help you stay as organized as possible, we have two forms for you to use to record registered Scouts and adult volunteers. As you collect registration forms, please fill out the *Leader Summary Form* and the *Scout Summary Form*. These forms are described in the next section.

**Form Collector**

The fourth primary responsibility is to gather the required forms and payments from your Akelas. The following forms will need to be turned in at the Council Office (171 South Hollywood, Memphis, TN 38112):

For each SCOUT attending Day Camp:

- Scout Registration Form
- Annual Health and Medical Record, parts A & C required (no originals, please)

For each ADULT volunteering at Day Camp:

- Adult Volunteer Registration Form
- Annual Health and Medical Record, parts A & C required (**no originals, please**)
- Youth Protection Certification (**no originals, please**)

For each PACK attending Day Camp:

- Leader Summary Form (lists all the adult volunteers attending Day Camp)
- Scout Summary Form (lists all Scouts attending Day Camp)

It is your responsibility to make sure that

- Each Scout attending Day Camp has all the necessary forms turned in by the registration date AND
- Your pack has adequate adult coverage DAILY in keeping with BSA regulations and the Guide to Safe Scouting.

**Day Camp Registration Forms**

BSA regulations require us to have certain forms on record to ensure that our Day Camp is both safe and fun for your Scouts:

- **Cub Scout Registration Form**—This is the Scout's application to Day Camp. Please double-check to be sure all the sections are filled out completely:

- *Authorized Pick-up:* We have strict pick-up procedures in place for your Scout's protection. WE WILL NOT RELEASE A SCOUT UNLESS WE HAVE PRIOR WRITTEN PERMISSION FROM HIS AKELA. Adults authorized to pick up the Scout will need to have a photo ID (like a Driver's License) with them when they arrive to pick up their Scout. Den Leaders are instructed to check the ID before releasing the Scout to the adult.
- *Registration Fee:*
  - For those registering BEFORE May 31, 2010, the cost is \$75 per scout.
  - For those registering AFTER May 31, 2010, the cost will be \$90 per scout.
- *Before Care:* We will **not** be offering Before Care this year. Akelas will be able to sign in their Scout as early as 7:45 a.m.
- *After Care:* We will be offering After Care for those parents who cannot pick up their Scout by 4:00 p.m.
  - After Care will run from 4:00 p.m. to 5:30 p.m.,
  - After Care will run Monday through Thursday only. We will **not** be having After Care on Friday.
  - The cost is \$7 per day or \$21 for all four days (Monday through Thursday).
  - **Annual Health and Medical Record**—Parts A and C are required for both Scouts and Adult Volunteers. Please send us copies of these forms only—no originals!
  - **Adult Registration Form**—This is the registration form for Adult Volunteers. Please make sure all sections are filled out completely:
- *Days Volunteering:* According to BSA policy, we have to ensure 2-deep Leadership at all times during Day Camp. This means that we must have at least two (2) adults for every group of ten (10) boys. So that we can best assess our leadership needs for each day, please make sure days and times are listed on all applications you receive.
- *T-shirt Size Chart:* Any adults who volunteer three (3) days or more are entitled to a free Day Camp t-shirt. Please double-check that sizes are marked on all forms.
- *Youth Protection Training:* All Adult Volunteers are required to complete the Youth Protection Course. Volunteers can do this online at <http://olc.scouting.org/>. Please make sure all volunteers include proof of course completion with their registration form.
- **Scout Summary**—This is your primary tracking form and should be used in conjunction with the *Adult Leader Summary* for tracking our Guide to Safe Scouting progress.
  - Use this sheet to help you organize the Scouts who have signed up for Day Camp and the paperwork that is due. We are counting on you to make sure that all forms received are 100% filled out. Please total columns relating to money in both the horizontal and vertical.
  - We will make every effort to keep all Scouts of a given pack and rank together in a Day Camp Den depending on available adult leadership.
- **Adult Leader Summary**—Use this form to track information about your pack's Adult Volunteers.
  - Use this sheet to help you organize the Adult Volunteers and the paperwork that is due from them. We are counting on you to make sure that all forms received are 100% filled out.
  - We will use this form to assign leaders to our Day Camp Dens. In order to meet BSA regulations and the Guide to Safe Scouting, we are **required** to have 2-deep Leadership for each Day Camp Den. This means that we must have at least two (2) leaders for every ten (10) Scouts in each Day Camp Den **every day**. The safety and security of our Scouts are our top priorities. Please use this form to double-check that your pack has enough Adult Volunteers for the number of Scouts your pack is sending to Day Camp.

Remember that leadership at the Pack level is where the whole process starts. You, as Pack Coordinator, hold the most important job title. You also have several dedicated Day Camp leaders at your side to help you! If you have any questions or need further information, please do not hesitate to contact the Day Camp 2011 Team at [easterncsdaycamp@gmail.com](mailto:easterncsdaycamp@gmail.com).

Thank you very much for your time and dedication to your Scout!

Yours in Scouting,  
Eastern District Day Camp Team 2011

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