



## Planning Guide for Camps

The following things must be considered when planning a camp:

- a) Legal Aspects
- b) Program
- c) Food
- d) Equipment
- e) Transportation

### I) Legal Aspects

- A) Seek permission of owners of land where camp is to take place.
- B) Notify Group Committee
- C) Notify DC or ADC, **apply for proper permits**
- D) Notify parents
  - 1) give them a list of necessary equipment
  - 2) have them update physical fitness forms
  - 3) explain the types of activities being done, when, where, etc.
  - 4) ask for volunteer helpers
- E) Ensure correct number of leaders
- F) Ensure leaders have adequate training for activity
- G) Obtain campfire permits

### II) Program planning

- A) Hikes
- B) Compass-work
- C) Spare Time Activities
- D) knots
- E) wide games
- F) Scouts Own
- G) Opening, Closing
- H) Prayers
- I) Campfire
  - 1) stories
  - 2) songs
  - 3) skits

### III) Meal-Planning

- A) Determine number of meals. Do not forget mid-morning & mid-afternoon snacks & mug-up/bedtime snacks

B) 4 basic food groups

- 1) fruits & vegetables (raw & fresh are most popular)
- 2) milk & milk products
- 3) grain products
- 4) meat, eggs

C) Meal-planning tips

- 1) beverages: 4 servings per litre
- 2) meat: 4 servings per pound
- 3) remember little things like tea, coffee, sugar, salt, condiments, cooking oil dish soap, tea towels & dish cloths.
- 4) Try a couple of dry-run meals (not too far from home) before you try a whole weekend outing

IV) Equipment

A) inventory equipment

B) keep on top of repairs

C) If you need a piece of equipment, get the group committee to buy it. It is their job to raise money and **spend** it on program, not to save it for the youths' retirement. Try not to get into the habit of having the group borrow equipment on an ongoing basis. It is just one more headache for the leaders trying to plan events.

D) Ask other groups if you can see their equipment inventory to get ideas for your own.

E) Keep your equipment all in one place if possible. Build wooden crates for it or buy plastic totes like "Roughnecks".

V) Transportation Options

A) Centralized plan: Volunteer parents transport youth and equipment. Consult policy documents regarding insurance and other precautions. Meet in one central location. Load all youth and equipment before anyone leaves. Do the same for the return trip. Otherwise, one leader may find him/herself with far too much equipment or too many bodies to transport. At the end of the return trip, meet at the point where the equipment is to be stored. Make sure that all of the equipment is accounted for.

**(NOTE: If one of the parents owns a pick-up or van, be very nice to them.)**

B) Plan B: Parents get their own children to the camp, and leaders worry about equipment. Less efficient, but it works better if parents' work schedules do not allow for the grand convoy style.

### **Timeline**

1. As far before the event as possible:
  - a) book campsite, seek permission of owners of land for camp, visit site if necessary
  - b) notify youth & their families about date
  - c) notify group committee
  - d) Read B. P. & P. and provincial policy booklet for policies re camping
  
2. 4 weeks before event:
  - a) fill out camp application & submit to DC or ADC
  - b) discuss theme of camp with youth, ask for their ideas regarding theme, activities and menu
  
3. 3 weeks before event:
  - a) leader meeting. Discuss menu, activities, theme
  - b) inspect equipment, make necessary repairs
  - c) discuss costs for youth
  - d) assign responsibilities for shopping, planning craft activities, badge activities etc.
  
4. 2 weeks before event:
  - a) have parents revise fitness certificates
  - b) hand out equipment lists
  
5. 1 week before event:
  - a) "dry run" at regular meeting (have kids bring equipment, practise setting up tents etc.)
  - b) tell parents what equipment their kids are missing
  
6. 4 days before event:
  - a) begin listening to weather reports
  
7. 1-2 days before event:
  - a) shopping for groceries
  - b) campfire permit